



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Meeting of the Board held in school and via Zoom on Thursday 16 September 2021, at
 5.30pm.

Name	Initials	Attendance 29/09/20	Attendance 08/12/20	Attendance 23/03/21	Attendance 13/07/21	Attendance 16/09/21
Governors						
Headteacher (1)						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
Foundation ex officio (1)						
Mother Christine Cargill	MC	Present	Present	Present	Present	Present
Foundation PCC (2)						
Jason Kosky (Vice Chair)	JK	Present	Present	Present	Present	Apologies
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (2)						
Robert Grover	RG	Present	Present	Resigned	Resigned	Resigned
Ben Catling	BC	Present	Resigned	Resigned	Resigned	Resigned
Lesley Daisley	LD	Not in post	Observer	Present	Present	Present
Stephen Woodward	SW	Not in post	Not in post	Observer	Apologies	Present
Foundation LDDBS (2)						
Fiona Dwinger	FD	Present	Present	Present	Present	Present
Jordan Cummins	JC	Apologies	Apologies	Apologies	Apologies	Via Zoom
LA (1)						
Naomi Moore	NM	Present	Present	Present	Present	Via Zoom
Elected parents (2)						
Karen- Louise Moran	KM	Present	Present	Present	Present	Present
Vacancy (1)						
Elected staff (1)						
Matt Booker	MB	Present	Present	Present	Present	Via Zoom
Associate members (3)						
Vacancy (3)						
Observer/advisers						
Jacqueline Carrington	SBM	Present	N/A	N/A	N/A	N/A
Lauren Sutherland	LS	Present	N/A	N/A	Present	Resigned
Laura Bishop	LB	Present	N/A	Resigned	Resigned	Resigned
Parita Shah	PS	N/A	N/A	N/A	Present	Apologies
George Veater	GV	Not in post	Not in post	Not in post	Not in post	Present
Clerk						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item		Who	When
1.	<p>Welcome, Opening Prayer and Apologies for Absence</p> <p>The chair welcomed everyone to the first GB meeting in school since March 2020 due to the Covid pandemic. Naomi, Matt and Jordan were welcomed to the meeting via Zoom and MC opened the meeting with a prayer.</p>		



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	<p>AS gave apologies for Jason Kosky who was unable to attend due to the Jewish religious festival taking place on this day, which was accepted by governors.</p> <p>AS added that Jason had also been very ill with COVID but thankfully had improved in recent days.</p> <p>AS stated that the LDBS had produced some protocols to follow for hybrid meetings and outlined these protocols to governors as follows;</p> <ul style="list-style-type: none"> • Use a conference microphone for those governors who attend in person, to ensure that all discussions can be properly heard by governors who attend remotely. • Enable all governors who are attending remotely to participate actively in the discussion, perhaps by seeking contributions on an individual (named) basis. • Note in the minutes that the meeting has been hybrid in nature, and identify which governors attended remotely. • Emphasise that all governors must closely evaluate the minutes, to ensure their accuracy. • At the end of the meeting, summarise the action points to ensure that all governors have a collective understanding of their responsibilities in between meetings. <p>AS welcomed George Veater to his first GB and congratulated him on his recent promotion to Assistant Head teacher and governors introduced themselves to George.</p>		
<p>2a.</p>	<p>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</p> <p>AS informed governors that she is a governor at St Cuthbert’s and St Matthias Primary School and LD is a Governor at Carlton Vale Infant school.</p> <p>Governors in attendance were asked to complete a new declarations of interest form for the start of the new academic year and those attending the meeting via Zoom were asked to forward the completed form to the clerk. Action NM/JC/MB</p>	<p>NM/ JC/ MB</p>	
<p>2b.</p>	<p>Election of Chair and Vice chair for 2021/22</p> <p>Governors were asked to put forward their nominations for the chair and vice chair posts prior to the GB meeting. The current chair and vice chair were happy to stand for re-election and as there were no other nominations – governors were asked to vote on these 2 proposals.</p> <p>Mother Christine nominated Alison Schulte for the role of Chair which was seconded by Karen Moran. All governors unanimously agreed to this appointment.</p> <p>For the role of vice chair, Alison Schulte nominated Jason Kosky which was seconded by Jordan Cummins. All governors unanimously agreed to this appointment.</p>		



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	<p>AS added that the school has not only lost Jordan as a Foundation Governor but there is also a vacancy for the Chair of F&R committee – which will be covered at the first meeting of this committee on 21st October 2021.</p> <p>AS thanked governors for giving the useful feedback from the individual discussions she has had recently with each governor and will set up some dates for the new governors (LD and SW) to visit the school. Action AS</p> <p>AS suggested that the Link Governor roles be revisited once the priorities have been confirmed for the Strategic Plan.</p>	AS	
2e.	<p>NGA Code of Conduct 2021/22</p> <p>AS spoke about the NGA updated code of conduct (2021) which has been circulated to all Governors and reminded them all to confirm they have read and understood the content of this document.</p> <p>AS added that the NGA code of Conduct includes the Nolan 7 principles of public life which underpins the expectations and commitment for Governors.</p> <p>AS explained that the code of conduct outlines governors’ responsibilities, behaviour and professional standards required for the GB to carry out its work within the school and the community.</p> <p>AS added that the operating protocols that were agreed last September are included as an Appendix to the Code of Conduct.</p> <p>There were no questions raised and governors approved the NGA code of Conduct (2021) for the Christchurch Governing Board.</p> <p>AS asked governors to decide whether the meetings for this academic year be undertaken via Zoom or held within school or a selection of both settings.</p> <p>Governors agreed that the T&L, F&R and Pay committee meetings should be held via Zoom and the GB meetings be held in person at the school, with a caveat that the GB meeting held in December may need to be held via Zoom if there are bad weather conditions.</p>		
2f.	<p>Governors to confirm agreement of Key Protocols (KCSIE and policies)</p> <p>AS asked governors to sign the Key Protocols summary sheet – which confirms governors have read and accept the content of the following documents;</p> <ul style="list-style-type: none"> • Annual declarations of interest form • KCSIE updates for September 2021 • Safeguarding policy 		



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	<ul style="list-style-type: none"> Acceptable Use/IT policy Governor’s code of Conduct 2021 <p style="text-align: right;">Action -All Governors</p> <p>HT confirmed that the Section 128 checks are carried out by the school by checking the DFE secure access portal as part of the school governors’ appointment process .</p>	All Govs	30 Sep. 2021
2g.	<p>Confirm arrangements for HTPM review (to be completed by 31 Dec 2021)</p> <p>AS explained that the Head teacher conducts the performance management reviews for all staff within the school up to SLT. For the Performance Management review of the Headteacher, an external adviser supports HTPM panel of Governors – which usually includes the COG and 2 other governors.</p> <p>AS added that the panel last year consisted of herself, Robert Grover and Fiona Dwinger and asked for volunteers to be part of the panel for this academic year.</p> <p>Fiona Dwinger and Karen Moran volunteered to be on the HTPM review panel.</p> <p>AS will email FD and KM the date of the meeting once she has spoken to the external adviser.</p> <p style="text-align: right;">Action AS</p>	AS	
2h.	<p>Minutes of GB meeting held on 13th July 2021</p> <p>The minutes of the GB meeting held on 13th July 2021 were reviewed, and governors agreed they were an accurate reflection of the discussions and decisions taken at the meeting and were signed by the GB chair.</p> <p>The Chair also informed governors that she will sign the minutes from previous GB meetings since March 2020 when the meetings have taken place via Zoom. Governors were happy for the GB chair to sign the final minutes for the GB meetings held from 31st March 2020 to 13th July 2021 and confirmed they had received copies of these final minutes.</p> <p>Governors also had a discussion on whether they would prefer to use the MS teams or the Governor Zone facility to receive and retain the documents for the GB meetings and service committee meetings – after a vote – Governors agreed to use the Governor Zone facility for this academic year.</p>		
3.	<p>Headteachers Briefing</p> <p>HT outlined the key points to note from his HT briefing report as follows;</p> <p>a) Update on whole school contextual data</p>		



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	<ul style="list-style-type: none"> • There continues to be a concern on the falling numbers on roll – the current pupil numbers are 180 – which is a shortfall of 52 from the maximum number on roll. • The reduction in the pupil numbers has implications for staffing as each pupil generates funding of approximately £6k per pupil. • Further discussions on this agenda item are included under the Confidential minutes section <p>The meeting returned to the public section of the agenda at 6.15pm</p> <p>b) Safeguarding – including return to school for pupils and staff HT informed governors that he continues to monitor any cases in respect of safeguarding and all staff have had the latest KCSIE training for the updates from 1st September 2021.</p> <p>HT added that the safeguarding for Governors is required every 2/3 years – and the training courses are available through the LDBS and the LA.</p> <p>HT added that he has access to the NSPCC training for the school staff and can sign up Governors for this online training resource.</p> <p>SW, LD,FD, KM and NM expressed an interest in doing this online training course – HT agreed to send through the online link details for them to access this online training session with the NSPCC. Action HT</p> <p>c) Updated Risk Assessment and COVID-19 Contingency Plan HT had circulated the updated RA document and COVID-19 Contingency Plan – a Governor had raised a question on vaccinations – which is answered in Appendix 1 (HT responses to Governors Questions).</p> <p>Further questions raised by Governors are also outlined in Appendix 1 for these minutes – which includes how parents are being made aware of sections 1a-1f in the RA document and whether parents still need to self -isolate if they have been double vaccinated.</p> <p>d) Strategic Priorities (SEF/SIP headlines) AS stated that Governors had seen the latest version of the SEF document at the end of last term and suggested that the document is brought to the T&L committee meeting this term for a more detailed review. Action T&L committee</p>	<p>HT</p> <p>T&L</p>	
<p>4.</p>	<p>Governance/Chairs update</p> <p>a) Governors Strategic Plan 2021/22</p>		



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<p>AS stated that the Strategic Plan for academic 2020-2021 was reviewed at the last GB meeting and governors will need to do an updated Strategic Plan for current academic year which will look at giving more focus to the following priorities;</p> <ul style="list-style-type: none"> • Profile of school in local community • Governors becoming more strategically involved in monitoring the T&L provision/Curriculum • SIAMS Inspection –the Christian Ethos Group is currently looking at the different strands of the SIAMS framework <p>AS stated that updates required for the Strategic Plan can be reviewed at the Strategic Planning session on 7th October (via Zoom for 1 hour) -which is open for all governors to attend.</p> <p>AS asked Governors for any training requests for the training session being led by Anne Messer from the LDBS on 14th October.</p> <p>Governors suggested that the training could look at the elements that contribute to an effective Governing Board and also initiatives for marketing and how to prepare an action plan from the skills analysis results.</p> <p>AS added that the Strategic Review of Governance could be looked at from the Spring Term .</p> <p style="text-align: right;">Action AS to discuss with Anne Messer</p> <p>b) Skills Audit results</p> <p>AS thanked governors for sending their skills audit forms and although the NGA have now revised the 2020 skills audit template – the results from the 2020 version can be used to prepare an action plan at the Governor training session on 14 October.</p> <p>c) Committee membership/link governor roles</p> <p>AS suggested that the Link Governor roles can be reviewed at the Strategic Planning session on 7th October.</p> <p>AS asked governors whether they were happy to remain on their current committees – which was confirmed by governors.</p> <p>d) Governor training logs and Governor Recruitment</p> <p>Governors were reminded to send any recent training sessions attended to the clerk for the GB training log schedule by the end of the month.</p> <p>AS stated she will contact the LDBS regarding vacancy created by Jordans resignation.</p> <p style="text-align: right;">Action AS</p> <p>A governor suggested that potential candidates for the vacant governor roles could be sourced from Linked-In network or perhaps ex pupils or college students.</p> <p>AS agreed to look at the Linked -In network and look at other potential candidates that may be within the local school community.</p> <p style="text-align: right;">Action AS</p>	<p>AS</p> <p>AS</p> <p>AS</p>	
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	<p>e) Marketing Strategy</p> <p>AS stated that the meeting held last term to look at Market Strategy initiatives was very productive and identified some useful avenues to follow up on. AS added that these ideas and initiatives will be looked at again at the governors training session and look at how the Friends of Christchurch can be set up which will have a focus on being a community engagement group. Action AS</p> <p>A governor suggested that the school website could include testimonials from past and present pupils to raise the profile of the school.</p>	AS	
5.	<p>Policies to review/approve</p> <p>HT asked governors for any questions on the following policies that have been presented for approval at this GB meeting;</p> <p>a) LA Financial Regulations 2021/22 – updated by LA in June 2021 b) Scheme for Financing Schools 2021/22 – updated by LA in June 2021</p> <p>The above 2 documents are the guidance documents issued by the LA and for governors to note their content.</p> <p>c) KCSIE updates from 1st September 2021</p> <p>HT reminded governors to read the updates for the KCSIE guidance from 1st September 2021 and to sign the summary sheet to confirm this guidance has been read and the understood. Action – All Governors</p> <p>d) Safeguarding and CP Policy</p> <p>HT stated that the Safeguarding and CP Policy has been downloaded from The Key (which is also an LDDBS approved policy) and is in line with the KCSIE changes from 1st September 2021. The Important contacts list has also been updated in the policy document.</p> <p>HT added that the updated policy has been cross referenced to the safer recruitment policy.</p> <p>A governor asked what happens if the DSL is not available – HT explained that as well as himself being the DSL – there are 3 Deputy DSL’s, and he always has the school mobile available for contacting purposes when he is off the school site.</p> <p>A governor asked about how the Safeguarding and CP Policy is made easily identifiable both on the school website and within the school premises and how parents and pupils are aware that this is the schools number one priority – HT stated that the school has prominent posters on the schools safeguarding statement in the main school entrance along with notifications on the school website and parents are regularly reminded of the message and procedures to follow in the newsletters.</p> <p>Following the Governor’s question/suggestion, HT has updated the website with a specific Safeguarding page outlining all relevant details.</p>	All Govs	30 Sep 2021



HT added that he also talks to parents about the safeguarding procedures and policy to follow when required.

e) Grievance Policy and Procedures

The policy is the same as last year with no changes required.

f) Health and Safety Policy

HT explained that this policy has been updated to include the COVID-19 statement which reflects the September 2021 Risk Assessment.

The Policy includes the updated Appendix 4 reference to Coronavirus to reflect recent guidelines.

g) Lockdown Procedures (non COVID)

HT stated that the minor change made to the procedures document is the updated communication with parents section – changed “Text message” to “Web based notification” to reflect current practice.

h) Performance Management and Appraisal Policy and Procedures

This policy is the same as last year with no changes required.

i) Safer Recruitment

This policy is the same as last year with no changes required.

j) Whistleblowing Policy

This policy is the same as last year with no changes required.

k) Staff code of Conduct

HT stated that the changes that have been included in the latest version of this document are outlined below;

- Updated staff names for DSL team
- Updated school timetable with statement regarding COVID-19 contingency
- Updated Line Managers/Leaders list
- Updated statement on school calendar to reflect new arrangements

Governors had no further questions on the above policies and unanimously voted to approve them.

l) Pay Policy

HT stated that the Pay Policy for the new academic year has not yet been published by the LDBS.

AS suggested that Governors approve that this policy is delegated to the Pay Committee meeting on 20th October 2021 for approval so that it can be in operation for the new academic year.



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	<p>Governors agreed to the delegation of approving the Pay Policy to the Pay Committee members.</p> <p>AS added that she will send an email to all governors to seek volunteers for the Pay Committee for this academic year. Action AS</p>	AS	
6.	<p>Matters arising from the minutes of GB meeting held on 13th July 2021</p> <p>The majority of the action points have been addressed within this committee meeting and any outstanding action points (currently highlighted as amber/red) were discussed and noted as follows;</p> <ul style="list-style-type: none"> a) HT stated that he was unable to follow up with the candidates from the TA interviews that were held last term but will follow up on this when any future interviews have taken place b) AS will put a note on the school website to explain the typing error included in the Governors video. Action AS c) AS stated that the link Governor roles and schedule of visits can be reviewed at the Governors Strategy Day meeting in October. Action AS d) HT stated that the recruitment for the vacant parent governor role is ongoing, and he will make further approaches to parents this term. Action HT 	AS AS HT	
7.	<p>Dates and times of next meetings</p> <p>The schedule of GB, F&R and T&L committee meetings for the academic year have been circulated to all governors.</p> <p>AS reminded governors to look at the dates now agreed and to let herself/clerk know of any that they are currently unable to attend as soon as they are aware of their unavailability.</p> <p>AS asked governors on whether the meetings should be held all in school or perhaps have a selection of some being held in school and some remotely.</p> <p>Governors had a discussion on the preferred options for conducting the meetings and agreed that the GB meetings be held in school (where possible) and that the Service committees (T&L, F&R and Pay Committees) be held remotely.</p>		
8.	<p>AOB</p> <p>A governor asked whether the After School Club (ASC) and Breakfast Club (BC) schemes that are in operation within the school can be reviewed in light of their cost as the current schemes in place are not affordable for the majority of the parents.</p>		



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	<p>HT stated that that both provisions are run by external companies and the school has no involvement in how the costs are determined but will look at how the school can subsidise the costs for PPG pupils where it can.</p> <p>A governor asked whether the school could provide the ASC and BC provision in house – HT explained that the external providers need to have their service provision at a certain standard and if the school were to look at setting up these schemes – would need to ensure the provision was at a standard that would be approved by Ofsted.</p> <p>A governor asked if the services could be offered at a cheaper rate if more parents signed up for the clubs or perhaps look at subsidising the clubs for a limited period of time.</p> <p>A governor asked if this was a project that the Trust fund could assist in funding for a specified period of time – with either having the external providers or a new in house provision with staff and parent volunteers helping to run the service.</p> <p>HT suggested that these options are looked at again at the F&R committee meeting in October 2021.</p> <p style="text-align: right;">HT/clerk to note</p>	HT/ clerk	
	<p>The public meeting closed at 7.45pm</p>		
<p>9.</p>	<p>Confidential minutes of the meeting held on 13th July 2021</p> <p>The confidential minutes from this GB meetings were reviewed and agreed.</p> <p>See confidential minutes for matters discussed under this agenda item at this meeting.</p>		

APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Thursday 16th September 2021 at 5.30pm in school and via Zoom.

Signed..... Date.....

Alison Schulte Chair of the GB

Christ Church (Brondesbury) Church of England Primary School