



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Meeting of the Board held via Zoom on Thursday 9 December 2021, at 5.30pm.

Name	Initials	Attendance 08/12/20	Attendance 23/03/21	Attendance 13/07/21	Attendance 16/09/21	Attendance 09/12/21
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 Koski (Vice Chair)	JK	Present	Present	Present	Apologies	Present
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (2)						
Robert Grover	RG	Present	Resigned	Resigned	Resigned	Resigned
Lesley Daisley	LD	Observer	Present	Present	Present	Present
Stephen Woodward	SW	Not in post	Observer	Apologies	Present	Present
Foundation LDBS (2)						
Fiona Dwinger	FD	Present	Present	Present	Present	Present
Jordan Cummins	JC	Apologies	Apologies	Apologies	Via Zoom	Resigned
LA (1)						
Naomi Moore	NM	Present	Present	Present	Via Zoom	Present
Elected parents (2)						
Karen- Louise Moran	KM	Present	Present	Present	Present	Present
Saeed Akhtar	SA	Not in post	Not in post	Not in post	Not in post	Part of meeting
Elected staff (1)						
Matt Booker	MB	Present	Present	Present	Via Zoom	Present
Associate members (3)						
Vacancy (3)						
Observer/advisers						
Lauren Sutherland	LS	N/A	N/A	Present	Resigned	Resigned
Parita Shah	PS	N/A	N/A	Present	Apologies	Present
George Veater	GV	Not in post	Not in post	Not in post	Present	Present
Josephine Francois-Poncet	JF	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.	Welcome, Opening Prayer and Apologies for Absence The chair welcomed everyone to this GB meeting via Zoom and asked MC to open the meeting with a prayer. All Governors were in attendance at this meeting via Zoom.		
2a	Introduction of New Parent Governor and new LDBS foundation Governor Nomination		



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	AS welcomed Saeed Akhtar to his first GB meeting as the newly appointed parent Governor and asked him to give a brief outline of his previous work experiences and skills prior to coming to England 2 years ago (which included finance/procurement and HR in middle Eastern Countries) and has also spent time in school as a volunteer. AS also welcomed Josephine Francois- Poncet who is an observer at this meeting for governors to put forward her nomination to the LDBS for them to officially approve her being appointed to the LDBS Foundation Governor vacancy that is vacant following Jordans resignation in September 2021. AS also asked Josephine to give a brief outline of her work experiences and skills that will help support the LDBS foundation governor role. Josephine has been in the UK for the past 5 years having grown up in Belgium and has previously worked in Psychology and Neuroscience but currently works in a marketing agency linked to Tesco. All governors introduced themselves to Saeed and Josephine and welcomed them to the GB meeting.		
2b.	Declarations of Interest and notice of confidentiality (relevant to items on this agenda) AS asked governors if they have any declarations to declare on anything that is to be discussed under the agenda items for this meeting. Governors had no declarations to declare for this meeting.		
2c.	Updated Terms of Reference (TOR) for committees for approval AS explained to governors that the Terms of Reference have been updated at the T&L and F&R committee meetings held this term. There were no questions raised by governors and approved the TOR documents for the 2 committees.		
2d.	Governing Board Membership and Attendance record for all meetings to date AS asked governors to confirm the content within the governing board membership and attendance record spreadsheets. Any amendments are to be notified to the clerk. AS added that it is important that Governors' contact details are up to date for the membership spreadsheet and also the SCR maintained by the school. Action – all governors	All Govs	
2e.	Minutes of GB meeting held on 16th September 2021 The minutes of the GB meeting held on 16th September 2021 were reviewed, and governors agreed they were an accurate reflection of the discussions and decisions taken at the meeting and will be signed by the Chair when she next visits the school.		



3.	Headteachers Briefing		
	HT outlined the key points to note from his HT briefing report as follows; a) Update on whole school contextual data • Since the last T&L committee meeting in November 2021, there has been an improvement in the pupil numbers – increasing from 180 to 190 pupils which have been spread across the year groups • The attendance figures are 95.5% which is just below the 96% target but above the target for Brent and the national average • The staffing is the same as mentioned at the last GB meeting with the only change being for the Inclusion Leader – with Lisa returning after the Christmas break. Larisa Albu has done a sterling job whilst covering the post in the interim period and has managed to do some of the EHCP application forms for submission to the LA • For staff and pupil wellbeing – HT continues to monitor this, and no meetings are taking place for staff in the final week of each half term. • A Year 6 pupil is being supported by the WEST team with another pupil being on the waiting list • For Safeguarding – 1 case has been downgraded from CP to CIN by Social Services who feel that progress is being made – although the school are not happy with this decision as they believe there has not been much change in the situation. The school have recommended that this pupil remains in the CP category at this time. • There is 1 live CP case and 1 looked after pupil AS congratulated the school for the achievement of 95.5% for the pupils attendance figures which is an excellent achievement in the current climate of Covid and illnesses AS asked that thanks be given to Larisa from the GB for the work she has done whilst covering the Inclusion leaders role in Lisa's absence. b) Updated Risk Assessment & COVID-19 Contingency Plan • The RA has been amended slightly since it was circulated at the T&L committee in November, but the contingency plan remains the same • The RA now reflects the change in Government directive for asking staff to wear face coverings in communal areas and parents to wear face coverings when collecting their children from school • The RA includes all the expected controls in place for containing an outbreak and the school continues to follow the local health team advice – the self isolation rules remain in place with the person having to isolate unless the Omicron variant is identified – and the NHS/Public Health advice is to take a PCR test and self isolate • The school trips and visits are continuing and swimming lessons resumed in September. These trips/visits are subject to RA being in place and the venues provide their own RA prior to the visit.		



A governor asked if the contingency plan would change if all the positive cases are identified as being the Omicron variant – HT stated the contingency plan includes the guidance issued by Public Health today – and all the systems in place will continue unless otherwise notified by Public Health.

HT added that the school can cater for pupils that are self isolating and will offer remote lessons for those pupils and this will continue unless the school are told otherwise.

HT acknowledges that the Omicron variant is spreading and the position for schools may change once they return from the Christmas break – but the school will look to be ready for anything that may change from January 2022.

AS added that the London Boroughs have interpreted the government guidance in different ways – so will need to see what advice is published for the return to school period.

c) SEF/SAP updates

- The Action plan is the same one presented to the T&L committee in November 2021 which has been rag rated for the priorities around this term – for example phonics and early reading for the lower school and reading for the upper school.

d) Curriculum update

- HT showed governors the school website to show how the SLT have been updating and reformatting the curriculum intent statement to reflect the school vision with the focus on excellence.
- An example was shown for the curriculum intent statement to excel the written/verbal communication and a table to briefly outline the intent for each of the curriculum areas within the school. This will include the intent and impact statement to show progression on skills and knowledge across the year groups.

AS thanked SLT for the work that they have done on updating the curriculum intent statements on the school website and the depth of skills and knowledge that will be shown for the different subjects right across the curriculum. She reminded governors to look at the website once all the curriculum intent statements have been completed.

HT added that he anticipates having all the curriculum intent statements finished in early January which will include what the school is doing for each subject and what the school hopes to achieve and how these intent statements link to the schools vision.

e) Pupil Premium and Catch up Programme

- The PPG and catch up reports were presented to the T&L committee to show the last years overview and is a working document for this year's plans



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A governor asked when the new plans will be ready – HT explained that the reports need to be sent to the DfE by end of December and he will present to Governors in the Spring Term.

f) LA Link Inspection visit

HT explained that the LA SELP (School Effectiveness Lead Practitioner) Alison Loffler visited the school in November 2021 to undertake an LA inspection visit.

The SELP met with PS and GV to look at and discuss the curriculum, standards and plans and took a tour of the school and visited some lessons.

HT added that the SELP was pleased with how the school feels and the good learning ethos that was in place.

HT stated that the SELP asked PS and GV many questions on the curriculum and she was very complimentary in her feedback on how they both conducted themselves and answered her questions. The SELP was very positive about the school and the grading is likely to be a good school.

HT will circulate the SELP report to Governors once received.

Action HT

HT

HT added that the SELP had recommended the good practices and high standards in place at Christchurch to a neighbouring school with GV assisting the neighbouring school on implementing the Reach academy curriculum.

Saeed left the meeting at 6.10pm due to a prior commitment.

PS added that the programme used in the school for phonics (Little Wandle) – the latest update from the EYFS leader is that all but 3 pupils can orally blend as part of the phonics lessons.

HT stated that this is very good news as the school have only been using the new phonics programme since October half term.

A governor asked what orally blending was – HT explained that the process includes listening and responding to sounds and letters that are blended to make words.

A governor asked if the pupils need to learn a set number of words by a deadline date – HT explained that the target is to get all pupils passing the Year 1 phonics test by the end of Year 1- which includes learning 144 sounds by the end of Year 1.

AS suggested that governors conduct an Early Years Reading and Phonics walk next term.

KM commented on the recent learning walk undertaken in November 2021 which included a visit into the classes for EYFS and Reception – the pupils were engaging so well and could see them learning the sounds and forming words, whilst at the same time enjoying their lessons. It was so nice to see them enjoying the lessons and the blended system was working well.



g) Liturgy – forward plans

HT stated that the CE group together with the work being undertaken by Mother Christine for the SIAMS preparation is going well – Mother Christine has recommended that Liturgy is reintroduced to pupils as part of the collective worship curriculum.

MC added that as part of the worship curriculum – it is important that the school offers a full range of worship experiences as the school is a Christian CE school which would include planning for the introduction of the Eucharist.

HT suggested that whilst all are welcome to attend the Eucharist, initially the school will focus on introducing this form of worship to KS2 pupils next term.

HT added that other CE schools in the Borough already have this form of worship in place and Christchurch will include Eucharist form of worship once every half term.

NM arrived at the meeting at 6.15pm

HT added that the paper being presented to this GB meeting outlines how the school plans to introduce the Eucharist to KS2 from next term.

MB stated that although the LDBS RE curriculum introduces the Liturgy unit in Year 4 – it may be more suited to introduce in Year 5 and Year 6 so that pupils learn to take ownership of this form of worship for themselves.

h) Cleaning contract tender process and results

HT stated that the cleaning tender specification was presented and discussed at the F&R committee meeting in October 2021.

HT added that the current cleaning contract ended a while ago and a rolling contract has been in place.

HT stated that the tender process resulted in 11 companies expressing interest with 7 companies visiting the school and 5 companies submitting tender documentation.

HT stated that although the 5 companies submitted their tenders – they did not all follow the remit for the specification which resulted in the contract prices varying from £64,435 to £118,639.

HT added that the 5 contract documents have been reviewed by SBM and LD (Chair of Finance) and would like to recommend that the 3 year contract is awarded to Armour.

HT explained that Armour were the lowest price for the 3 year contract at £64,435 and were the only contractor to give the information according to the contract specifications as per the tender documents.



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	HT added that Armour provided very thorough documentation with the service providing 2 cleaners on site – with 2 cleaners attending in the morning for 1.5 hours and the remainder of the contract time after school. There will also be regular visits from a supervisor working in the company. HT added that the successful contractor will go through the TUPE process and will take on the existing 2 cleaners. HT added that the current cleaning contract will finish on 31 December 2021 and the new contract to start on 1st January 2022 for a 3 year period. Governors unanimously approved the cleaning contract to Armour for a 3 year period.		
4.	Committee reports a) Finance and Resources meeting held on 21st October 2021 LD summarised the main topics/key discussions from the meeting as follows; • The chair and vice chair roles were appointed – LD was appointed as Chair and JK as Vice chair • Reviewed the TOR which was approved by the committee • Annual maintenance check for the building was undertaken by LDBS • There are no bids to present to the Trust fund this term • Staff volunteered to attend the Saturday prior to the half term week to clean up the school – which was greatly appreciated by governors • Discussions took place on exploring the options for setting up breakfast and after school clubs and how they can be made viable • The finance projections are looking healthier – which are currently showing an in year deficit of £7k – with HT/SBM continuing to closely monitor the figures • The cleaning tender specification was discussed at the committee – with the submitted tender documents being reviewed/approved at this GB meeting • Thanks must be given to HT/SBM for all the extensive reports and information that was presented to the committee meeting b) Teaching and Learning meeting held on 18th November 2021 KM summarised the main topics/key discussions from the meeting as follows; • Most of the discussions have been covered in HT briefing for this meeting • Both herself and Fiona were re elected as Vice chair and Chair for this committee • Since the T&L meeting – it has been good to see that there have been more pupils admitted to the school to fill some of the vacant places • The Risk Assessment and contingency plans were presented to the meeting • Pupil Premium and catch up reports were also presented • Wellbeing for staff and pupils was discussed		



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	- The feedback from the Learning walk that took place with herself, Mother Christine and Mark Newton (from LDBS) was given at the meeting - Marketing and community engagement and the options that could be looked at by the school to help fill the vacant pupil places was discussed. c) Christian Ethos Group/SIAMS HT gave an update on the CE Group/SIAMS framework ; - The school is inspected every 5 years under the SIAMS framework and at the last inspection in 2015 the school was graded as outstanding although the framework has changed since the last inspection took place. - The CE group focus is to look at each strand of the SIAMS framework - The strand that is currently being reviewed is for Courageous Advocacy and how to promote fund raising and awareness of local charities. - The school does have links currently with St Lawrence Larder – but how this can be extended to include global issues – i.e., to establish links with churches and charities abroad - A recent initiative was a public speaking event for the pupils arranged by GV and how this could be linked to Courageous Advocacy. 6 pupils took part in the public speaking event and were asked to do a presentation on charities that either their families were involved in or which they were passionate about. - HT stated that the pupils were asked to vote on which charity the school should champion next term - HT added that the school continue to instill the excellence strand throughout the school day and beyond – this could be seen as being in evidence from the pupil’s exemplary behaviour at the Remembrance Day service held in November. Pupils’ behaviour was excellent, and they showed their respect at the service AS congratulated the school on the excellent behaviour she experienced from joining a zoom meeting with the pupil parliament recently. Pupils spoke very clearly and were supportive and helpful to each other. LD had the opportunity of seeing the pupils at the cemetery for the Remembrance Day service and their behaviour was excellent and a credit to the school. LD asked if the poems/readings could be shared on the school website – HT agreed to put these readings/poems on the school website. Action HT		
5.	Governance/Chairs update a) Governors Strategic Plan 2021/22 AS stated that the Strategic Plan for academic 2021-2022 was reviewed at the planning session held in October 2021 and she has uploaded the latest version on Governor Hub.		



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AS gave some examples of the completed actions and those in progress/to be completed as follows;

- The Link visits have resumed with more hopefully taking place next term
- Pupil Voice/Pupil Parliament interview- this took taken place on 11 Nov – with more to take place during the year
- Most Governors have now read KCSIE and the Safeguarding/ CP policies – will follow up with remaining governors
- Safeguarding audit was due to take place last week – but postponed due to illness
- The marketing strategy has commenced with a positive meeting taking place with AS/KM and JK – with an action plan being compiled – but governors can add any further ideas/suggestions etc.
- Aware that there maybe some overlap into operational areas by governors whilst looking at the marketing strategies/initiatives but need to be mindful to be as strategic as we can

AS asked governors for any questions they may have on the Strategy plan or the marketing action plan. In particular it would be useful for more governors to volunteer to take on certain roles for the Marketing strategies – for example deliver the leaflets around the community and take into nurseries in the neighbourhood as it is important that the pupil numbers increase so that the school stays financially viable.

AS asked JK to format the marketing action plan – to include timeframes for the actions listed and lead persons names etc

Action JK

JK

HT reminded governors that the nursery applications for next year need to be submitted by 31 December.

Governors thanked AS for all the work she had undertaking on preparing the very detailed and comprehensive Strategic plan for the GB.

b) Link Governor roles

AS outlined the following link governor roles and governors volunteered for their preferred areas as follows;

Link Governor role	Governor Name
Safeguarding	Alison Schulte
Health & Safety	Jason Kosky
SEN	Karen Moran
Equalities	Fiona Dwinger
Finance	Lesley Daisley
SFVS/Budget monitoring	Lesley/Jason/SBM
Governors Maintenance Fund	Jason Kosky
PPG/Sports Grant	Stephen Woodward
Marketing/Website	Jason Kosky



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Parent Engagement	Karen Moran
EYFS	Karen Moran
RE	Matt Booker/ Mother Christine
English	Alison Schulte
Phonics	Karen Moran
Science/History/Geography	Naomi Moore
Remote Learning	Fiona Dwinger

AS and KM confirmed that they would undertake a joint link governor visit to look at phonics and reading next term. **Action AS/KM** **AS/ KM**

c) Feedback from Governors training session on 7 October 2021

AS thanked governors who attended the training session with Anne Messer (LDBS) on 7th October 2021 and she has circulated the training slides on Governor Zone. Governors thanked AS for arranging the training session which they found very useful.

d) Skills Audit Analysis

AS spoke about the skills audit analysis and the 3 questions that were scored at Level 3

- Under Section 1 – Strategic Leadership – **I understand the principles of risk management: how to prioritise, assess and mitigate against risks.** Two governors graded this question at Level 5.
- Under Section 2 – Accountability – **I understand how the financial efficiency of schools is measured and compared to similar schools** – No governor graded this question at Level 5.
- Under Section 2 – Accountability – **I understand the national performance measures that are used to monitor school performance** - only one governor graded this question at Level 5.

AS suggested that governors could look at the skills audit analysis next term which can then be included as a focus for a future training session. **Action All Gavs** **All Gavs**

e) Report from Learning Walk undertaken on 11th November 2021

KM informed governors that the Learning walk was undertaken by herself, Mother Christine and Mark Newton (from LDBS).

KM stated that the learning walk started with a walk around the school where they could join each class and observed pupils during the breaktime.

KM added that the pupils were very well behaved and respectful with the inclusively being so apparent during the day.

KM added that they stayed for school lunch and Mark was impressed with the pupils behaviour which was very peaceful and respectful whilst the pupils had their lunch.

KM added that it was clear to see that the pupils were engaged and excited and were keen to get involved with the lesson activities which was a credit to the Head teacher and his team.



MC added that there was an amazing level of engagement which was often spontaneous and the displays around the school were great. It was really good to see the evidence first-hand of the learning and progress that was taking place in the classrooms.

AS added that she was equally impressed with her remote visit (via Zoom) to a pupil parliament session – where the pupils were very engaged and were very knowledgeable about the schools visions and values and how they linked into the work they were doing in class.

AS added that the pupils were very keen to speak about the improvements they would like to see and offered a list – for example – the school toilets all being back in use – which was confirmed as being done by HT.

f) Health and Safety walk

JK outlined to governors the key points to note from his H&S walk that was undertaken on 17th November 2021;

- School continues to do a good job and providing a safe environment for all who use it
- It was positive to note that many of the repeat issues that arose from previous H&S walks have now been completed – there were just a few outstanding actions but which the school unfortunately do not have any control over
- These outstanding action points relate to the windows in the EYFS area which have problems with opening
- Although the original LDBS annual condition premises survey did not have the windows as a high priority – this position has now improved and are considered to be a higher priority in the LDBS condition survey for schools – so hopefully will be replaced when the funding is available.
- It is good to see that all electrical items are switched off at the end of the school day
- The storage issues in the classrooms – in particular having items stored above the expected height – has improved – with the exception being for the Art storage room where there are heavy items stored above the recommended height
- The classrooms are looking really good with the previously identified H&S issues having been actioned by the school
- There are 6 main observations that have been noted from this recent H&S walk – the Year 4 and Year 6 classrooms have loose carpet that could become a trip hazard; magnetic lock on the fire door in Year 5 and Year 6 corridor does not work; defective closing door mechanism for the door in the office area; unable to see an up to date fire logbook due to change in supplier; several lights are out across the school and there was some so out of date food in the fridge in the EYFS department.
- There were also some Covid observations to note – visitors to sign the Covid sign in sheets for all classrooms; lack of ventilation in the library; windows could be opened in Year 5 and Year 6 corridor to create more ventilation and having more hand sanitisers in the classrooms.



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	HT thanked JK for his detailed H&S report but explained that the plan is to move the library resource to another area within the school and regarding the ventilation in Year 5/ Year 6 corridor – he will need to check the safety element for having these large windows opened. Action HT HT added that the school has very few visitors – and they will always sign in when attending the school at the office reception area with visitors using the hand sanitiser at the office area. The pupils wash hands regularly during the day. A governor asked about the alcohol content in the hand sanitiser – HT will check this with the SBM. Action HT g) Training update AS reminded governors to send through any recent training undertaken to the clerk so that the training log can be updated for the GB. Action All Gavs AS stated that she attended the NGA conference in Birmingham and will send the presentation slides to governors. h) Letter from Inigo Woolf AS spoke to governors about the recent letter from Inigo Woolf (LDBS Chief Executive) who spoke to schools about falling pupil numbers and the reduced birth rates and how this has impacted on schools. AS recommended that Governors read the letter to understand the message that was being circulated from the LDBS and the options available for the school in looking ahead. AS stressed the importance of the Governing Board supporting the school in its marketing initiatives to improve pupil numbers for future viability of the school.	HT HT All Gavs	
6.	Policies to review/approve HT asked governors for any questions on the following policies that have been presented for approval at this GB meeting; a) Pay Policy 2021/22 HT stated that the Pay Policy was reviewed and approved at the Pay Committee and F&R committee meetings held in October 2021. Governors had no further questions and approved the Pay Policy. b) PSHE & Citizenship Policy c) RE & Collective Worship Policy HT explained that the above 2 policies were reviewed at the T&L committee meeting in November 2021 with a few minor amendments being required.		



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	Governors had no further questions and approved the above policies.		
7.	Matters arising from the minutes of GB meeting held on 16th September 2021 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; a) The clerk will follow up with the remaining governors who still need to complete/sign the key protocols summary sheet. Action clerk b) HT will send through the link to governors to access the online training session with the NSPCC. Action HT c) AS confirmed that the Strategic review of Governance could be looked at from the Spring Term and will arrange a date with Anne Messer. Action AS d) AS will look at the options of looking for potential candidates for the Associate members vacancies from the local community next term. Action AS e) AS stated that the GB has started the process of looking at the marketing strategies and will continue with this important initiative to increase pupil numbers	Clerk HT AS AS	
8.	Dates and times of next meetings The schedule of GB, Finance and Resources and Teaching and Learning committee meetings for the academic year has been circulated to all governors. The next GB meeting has been set for Thursday 24th March 2022 at 5.30pm		
9.	AOB a) The school app to download HT asked governors to download The School App that will require them to fill out a form electronically so that the school can then have access to their phone number to enable the school app to be downloaded to give them access to more communication that is taking place within the school b) Mother Christine's term of office AS explained that Mother Christine's role as Ex Officio for the Church will continue for the foreseeable future until a decision has been made about the long term future of the parish of Christchurch with St Laurence. AS thanked Mother Christine for all the help and support she has given the school and the community during her time in post and her continued support in this Ex officio role. The staff in attendance were thanked for their contributions this term and were wished a well deserved rest during the Christmas break.		



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	Josephine was also thanked for attending the meeting as an observer. MB, GV,PS and JP left the meeting at 7.35pm.		
	The public meeting closed at 7.35pm		
10.	Confidential minutes of the meeting held on 16th September 2021 The confidential minutes from this GB meetings were reviewed and agreed. See confidential minutes for matters discussed under this agenda item at this meeting.		

APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Thursday 9th December 2021 at 5.30pm via Zoom.

Signed.....

Date.....

Alison Schulte Chair of the GB

Christ Church (Brondesbury) Church of England Primary School