



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
 Governing Board meeting held in school (and via Zoom) on Thursday 24th March 2022, at
 5.30pm.

Name	Initials	Attendance 23/03/21	Attendance 13/07/21	Attendance 16/09/21	Attendance 09/12/21	Attendance 24/03/22
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	Apologies	Present	Via Zoom
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (2)						
Lesley Daisley	LD	Present	Present	Present	Present	Via Zoom
Stephen Woodward	SW	Observer	Apologies	Present	Present	Present
Foundation LDBS (2)						
Fiona Dwinger	FD	Present	Present	Present	Present	Apologies
Josephine Francois-Poncet	JF	Not in post	Not in post	Not in post	Present	Present
LA (1)						
Naomi Moore	NM	Present	Present	Via Zoom	Present	Apologies
Elected parents (2)						
Karen- Louise Moran	KM	Present	Present	Present	Present	Apologies
Saeed Akhtar	SA	Not in post	Not in post	Not in post	Part of meeting	Apologies
Elected staff (1)						
Matt Booker	MB	Present	Present	Via Zoom	Present	Resigned
Associate members (3)						
Vacancy (3)						
Observer/advisers						
Lauren Sutherland	LS	N/A	Present	Resigned	Resigned	Resigned
Parita Shah	PS	N/A	Present	Apologies	Present	Apologies
George Veater	GV	Not in post	Not in post	Present	Present	Apologies
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 (AS) welcomed everyone to this GB meeting in school and also welcomed those attending via Zoom (Jason Kosky and Lesley Daisley) and asked MC to open the meeting with a prayer.</p> <p>AS gave apologies for Karen Moran and Saeed Akhtar (family commitments), Naomi Moore and Fiona Dwinger (work commitments), which were accepted by governors.</p>		



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	<p>AS informed governors that Naomi is finding it difficult to attend the GB meetings having moved recently to SE London and commencing a new job and plans to step down from her LA governor role in the summer.</p> <p>AS added that she has been successful in identifying 2 Associate members who can be nominated for approval at the next GB meeting on 19th May.</p>		
2a.	<p>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</p> <p>AS asked governors if they have any declarations of interest to declare on anything that is to be discussed under the agenda items for this meeting.</p> <p>Governors had no declarations to declare for this meeting.</p>		
2b.	<p>Governing Board Membership and Attendance record for all meetings to date</p> <p>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.</p> <p>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.</p> <p style="text-align: right;">Action – all governors</p>	All Govs	asap
2c.	<p>Minutes of GB meeting held on 9th December 2021</p> <p>The minutes of the GB meeting held on 9th December 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 Chair.</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> <ul style="list-style-type: none"> • Since the last T&L committee meeting in March 2022, the contextual information has been updated and currently there are 189 pupils on roll with 47 vacancies with the largest vacancies being in Year 1 (9 places), Year 2 (11 places) and Year 3 (10 places) • The forecast of projected pupil admissions for primary schools in Brent/London is likely to continue to have unfilled places for the next 3-5 years • For attendance – a snapshot of this percentage was 97% as at 11th March, compared to 94% in September – but the attendance figures are affected by Covid over time. In previous months, the school had an outbreak of Covid cases, and the attendance dipped to 91% 		



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- There are only a few pupils that are persistently absent – and these pupils are closely monitored and followed up by the school and EWO
- The attendance percentages are generally in line or just above other Brent schools

A governor asked what would happen if the pupil numbers continued to go down – HT stated that the pupil numbers fluctuate during the year and generally the school loses a few pupils and then picks up with a few more admissions.

A governor asked whether the school is financially viable with 189 pupils – HT explained the school is currently using its surplus to support the finances and is being creative in making the budget stretch.

A governor asked if there would be a point in the future when composite classes would be introduced which is a system used in other parts of the UK – HT added that this would only be a last resort as there are different curriculum needs for each year group and currently the school is managing. The future planning is having class sizes of between 20-25 pupils.

HT added that composite classes tends to work well in village schools where there are fewer pupils in the school.

HT stated that the marketing initiatives must be effective to encourage more parents to choose Christchurch for example - last years Reception class had 60 applications but only 17 finally took up the places.

A governor asked whether the pupils are still receiving rewards for excellent attendance – HT confirmed that trophies are given for the best class attendances each week together with gold stars for individual pupils

b) Updated Risk Assessment and Contingency Plan

- The most recent RA has been shared with Governors and includes the latest government guidance.
- The school continues to encourage parents to wear masks.
- The school continues to operate with smaller groups at lunchtimes.
- There is one pupil absent due to Covid from today
- The school will continue with the facilities for blended learning

A governor asked about the current teacher absences due to Covid – HT explained that the 1st part of the term had higher teacher absences but currently all teachers are at school.

A governor asked if there would be any need for the school to consider closing in the future due to infection rates increasing or Snow/storms etc – HT explained that he does not envisage that a complete full closure would be necessary as teachers are



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<p>now equipped to teach from home and it would be against current Government and DfE policy.</p> <p>c) SAP updates</p> <p>HT stated that the latest SAP has been rag rated and asked governors if they had any questions on the document. A governor asked if the school were looking at reinstating the Healthy Schools award – HT stated that he held a coffee morning in the Spring Term on Healthy Eating and uploaded the advice on the school website.</p> <p>HT added that there is a section on the school website on healthy food changes. The school can gather the record keeping to submit for the healthy eating award.</p> <p>d) Curriculum statement and provision intent maps</p> <p>HT explained that SLT have been working on redoing the curriculum statements for each curriculum area so that they reflect the schools vision for inclusion and excellence.</p> <p>HT added that the school website will have a summary table that covers the entire curriculum and links to the intent statement for each curriculum area.</p> <p>HT stated that the impact statement will link to the documents which will explain each part of the curriculum area.</p> <p>A governor asked who would benefit from these curriculum statements – HT stated that new and existing parents would see the learning intention for each unit, for each term, for each subject and each year group.</p> <p>HT added that the curriculum statements are nearly finished and suggested that the curriculum policy statements are on the agenda for the next T&L committee meeting so that any comments can be brought to the meeting.</p> <p>e) SIAMS reflection SEF</p> <p>HT explained that the SIAMS reflection SEF summary document was shared with the recent T&L committee which outlines the 7 areas on the SIAMS Inspection schedule, and he has started the process of compiling the evidence to show how the school has met these areas.</p> <p>HT asked governors if they had any questions on this reflection summary.</p> <p>LD mentioned that she has booked on a training course on SIAMS being run by the LDBS in June 2022.</p> <p>AS stated that the impact section for the worship category could build upon the evidence from the recent learning walk.</p>	<p>Action HT</p> <p>HT</p>	<p>June 22</p>
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A governor asked whether pupils will be visiting local places of interest which have been cancelled due to the pandemic – HT explained that teachers are looking at organising at least 1 trip per class in the summer term. Year 2 will be visiting the Natural History Museum for history and the topic on dinosaurs.

HT added that the RE topic on world religion will look at having a visit to the local Hindu temple next term.

A governor asked when the project on improving the green space will be taking place – HT stated that the pupil parliament will look at options for improving this area within the local community.

f) Parish Trust bids

HT informed governors that the 2 trust bids have been submitted which the trustees will need to all agree and then sign to approve the amounts to be paid.

HT added that he would also like to submit a further bid to the parish trust for a larger project – for conversion work on the cottage in the school grounds.

HT added that the proposal would be to look at creating a learning hub within the cottage building – which could be used as a learning hub during the day and a community hub in the evening. The cottage would have its own entrance that would be separate from the school and could be used for parenting classes, IT skills/English for non English speakers.

HT stated that it would be a large scale project which would need to have a project manager to oversee the designs/liasing with contractor etc

HT added that the cottage building currently has 3 rooms upstairs, toilet and open plan layout downstairs – which could have a library centre downstairs and the upstairs needs remodelling into one open-plan area as the 3 current rooms are too small.

A governor asked who would be expected to pay for the facilities – HT explained that as Christchurch is a church school – the community would use it free if it was for a charitable event.

MC confirmed that community groups would be keen to use facilities like this for their zoom/hybrid meetings which are lacking in this area.

HT explained that this project would benefit the community and the school.

A governor stated that the use of the trust fund on such a big project may exhaust the trust fund and whether the success of this community/learning hub would be sustainable in the long term. The trust may stipulate restrictions on who could use this building etc.



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	<p>A governor asked who owns the cottage – whether it is the church or Diocese and would need to look at the deeds of the school and the cottage – HT agreed to look into the deeds for the building for ownership. Action HT</p> <p>HT suggested that the F&R committee have deeper discussions on this proposal and whether to support this as a project at the GB meeting in July.</p> <p>g) After School/ Breakfast clubs – updates</p> <p>A governor asked why the after school club has no entries for Wednesday for the 3 week registers – HT explained that pupils are attending the After school club on Wednesdays – but the registers have not been updated. There were 19 pupils attending the ASC yesterday.</p> <p>HT added that on average 5-6 pupils are attending the breakfast club – with a target of 10 pupils and the ASC is seeing an average of 11 to 14 pupils each day.</p> <p>HT stated that the school currently pays 50% of the fees for the Spring and Summer terms and this will be reduced to 25% for the Autumn term with a trust fund bid of £13k being submitted to help subsidise these costs.</p> <p>HT stated that Treetops (external club provider) are sending through updated marketing information which will be placed on the school website and circulated to parents. Action HT</p> <p>HT stated that he is planning to keep the clubs going for now and send further communication to parents to inform them about the reduction in subsidy.</p> <p>f) Budget Summary update and 2021/22 SFVS for approval</p> <p>HT explained that the SBM is in the process of preparing the draft budget for the new financial year and the budgets will be circulated in advance of the F&R committee meeting next term.</p> <p>HT thanked LD and JK for working with SBM in updating the SFVS return for 2021/22 which included reviewing each section and updating the comments section.</p> <p>Governors agreed that the 2021/22 SFVS return is very clear and includes good explanations for each section on how the standards have been achieved by the school.</p> <p>Governors had no questions on the final SFVS return for 2021/22 and unanimously approved the return.</p>	<p>HT</p> <p>HT</p>	<p>Summer term</p> <p>June 22</p>
<p>4.</p>	<p>Committee reports</p> <p>a) Finance and Resources meeting held on 27th January 2022</p> <p>LD summarised the main topics/key discussions from the meeting as follows;</p>		



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- The budget monitoring report for December 2021 was reviewed at the meeting and showed the projected surplus as £176k which had reduced by £13k from the earlier reports
- The pupil numbers were reviewed – with the concerns on the reducing pupil numbers and the links to the future financial health of the school
- The draft SFVS document was reviewed and LD and JK agreed to meet with SBM to update the return for the current financial year
- The Governors maintenance fund bank account and signatories have been set up so the account can now be used for parental contributions
- The policy and procedures for managing the governor’s maintenance fund are being prepared but not yet finalized
- The parish trust bids were approved by the committee – to request funding to support the After School and Breakfast clubs and resources for the phonics reading programme
- The committee also approved the policies that were presented to the meeting

b) Teaching and Learning meeting held on 3rd March 2022

AS read out the summary report produced by FD to outline the main topics/key discussions from the meeting as follows;

- Most of the discussions have been covered in HT briefing for this meeting
- Although the school had been affected by a wave of Covid with larger pupil absences – but attendance was still above the national average percentage of 80%
- Attendance incentives and rewards have been increased to encourage regular attendance
- The marking policy has been streamlined to support staff wellbeing and to reduce the time spent in school at the end of the school day
- The chef recently left and has been replaced by the external catering provider – with the feedback on the meals being very positive
- The RA is being monitored and controls and measures will be put back in place if there is a spike in Covid cases
- A safeguarding update was given – with 3 live safeguarding cases for 4 pupils; there are 3 live CIN cases and a further 17 pupils across the school that are being closely monitored
- The ICT lead reminds pupils about online safety and an online safety workshop has been held this term for parents.
- The catch up programmes and recovery programmes were discussed with a list of LA approved intervention programmes on which the funding can be used
- The school Action plan has been RAG rated
- The in house healthy eating policy was reviewed and the school have launched a healthy eating drive to remind pupils and parents what constitutes a healthy lunch option



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	<ul style="list-style-type: none"> • A SIAMS reflection SEF was circulated which summarises the 7 strands • The school received 2 new LA funding streams – which the school will need to show how the money has been used to evidence the impact on the lowest 20% of pupils with SEN/vulnerable pupils. • Policies on the policy tracker for this term were approved – most policies only required minor changes. • The new marketing plan was presented to the committee – which includes the list of ideas compiled at the meeting held last term with governors being asked to share in moving the action plans forward. • JF agreed to take over the training overview for governors. <p>AS gave thanks for FD providing a very comprehensive overview in her report to this meeting of the discussions and decisions taken at the T&L committee held this term.</p> <p>c) Christian Ethos Group/SIAMS AS confirmed that the next CE group will take place on 21st April 2022 which will be attended by Mark Newton from the LDBS. AS added that a learning walk is also planned to take place on the same day to look at early reading and phonics.</p>		
5.	<p>Governance/Chairs update</p> <p>a) Governors Strategic Plan 2021/22 AS stated that the Strategic Plan for academic 2021-2022 was RAG rated at the last GB meeting and it is pleasing to note the following actions have been completed/are in progress;</p> <ul style="list-style-type: none"> • Learning walks have re commenced with one taking place in November and a further one arranged for 21st April 2022 • The H&S audit has been undertaken with the final report to be forwarded to the school Action JK • The behaviour for learning policy has been completed and approved by governors • SEN and PPG focus for a learning walk will be undertaken in the Summer Term • Safeguarding training is available through courses run by the LA and LDBS and some governors have undertaken these training sessions • The governor’s maintenance fund has now been activated and can be used for collecting any parental contributions in the future • The maths lead has recently taken up this post – so would look for feedback to the T&L committee at the start of the new academic year 	JK	asap



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	<p>AS added that there has been good progress with the actions given the restrictions due to the pandemic and the outcomes will be reviewed again before the end of the academic year.</p> <p>b) Link Governor roles AS stated that the link governor roles have been reviewed and JF agreed to take on the training link governor role – with the unfilled roles being reviewed later in the term once the new Associate members have been appointed. AS will re send the list for the link governor roles to governors. Action AS</p> <p>c) 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 Govs</p> <p>AS spoke about the recent LDBS training session on strategic financial planning for the curriculum that she attended and will put the slides on Governor Zone in the training folder. Action AS</p> <p>AS attended the recent Chairs update with Gail Tolley – in which the Director spoke about the white paper due to be published – which will include the recommendation for schools to become academies in the future.</p> <p>d) Safeguarding/SCR update AS confirmed she will do the safeguarding audit week commencing 28th March and will select a random group of staff to have a chat with.</p> <p>AS informed governors that she visited the school recently to check the SCR with all being as it should be. The DBS checks for the new governors (Saeed and Josephine) are being processed and all volunteers in school have had DBS checks undertaken.</p>	<p>AS</p> <p>All Govs</p> <p>AS</p>	
6.	<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) Accessibility Plan HT stated that there have been minor changes – changed dates on front cover and RAG rated audit and action plan where necessary.</p> <p>Governors had no further questions and approved this plan.</p> <p>b) Complaints Policy HT stated that the dates have been updated and the responsible person now shown as the Head teacher. This policy also includes the new guidance from November 2021 using the policy template from The Key.</p>		



<p>A governor asked if the policy could have the useful appendices from the previous version attached with the updated policy. HT will check the content of the appendices with the HR adviser and then add as an appendix to the latest policy. Action HT</p> <p>Governors had no further questions and approved the Complaints Policy.</p> <p>c) GDPR/Data Protection Policy HT explained that the above policy has had date changes and also changed sections 1,2, 5.4, 6,8,13 and 18 – which primarily cover the links to the EU legislation changing to UK and outside of the UK etc - the template from The Key has been used to update this policy.</p> <p>Governors had no questions and approved this policy.</p> <p>d) GDPR Privacy Notice HT stated that this has been updated in line with the new versions on The Key which reflect UK no longer being in the EU.</p> <p>The school also has a new DPO officer and HT will check with them about the legal background for data uses and will set up a meeting later in the term with the DPO.</p> <p>HT added that he will also check with the LDBS regarding a data retention/record management policy linking behind the GDPR and Privacy notices.</p> <p>Governors had no questions and approved this policy.</p> <p>e) Disciplinary Policy & Procedures HT stated that this policy has had minor changes – date changes on cover and checked with the latest version of the LDBS policy.</p> <p>Governors had no questions and approved this policy.</p> <p>f) Performance/Capability Policy HT stated that this policy has had minor changes – date changes on cover and checked with the latest version of the LDBS policy.</p> <p>Governors had no questions and approved this policy.</p> <p>g) NQT/ECT Policy HT stated that this policy has had minor changes – date changes on front cover and changed the name from NQT policy to ECT policy and used The Key template to reflect changes from NQT to ECT.</p> <p>Governors had no questions and approved this policy.</p> <p>h) Managing Change Policy</p>	<p>HT</p>	
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	<p>HT stated that this policy has had minor changes – date changes on front cover and checked with the latest version of the LDBS policy.</p> <p>Governors had no questions and approved this policy.</p> <p>i) Primary and Nursery Admissions criteria HT stated that there have been no changes to this document and the ranking has been checked by the admissions committee (MC,AS and HT). The committee met with the SBM to check the ranking and that the criteria has been applied correctly.</p> <p>j) Equal Opportunities Policy HT stated that this policy has had minor changes – date changes on front cover.</p> <p>Governors had no questions and approved this policy.</p>		
7.	<p>Matters arising from the minutes of GB meeting held on 9th December 2021</p> <p>The majority of the action points have been addressed within this committee meeting and any outstanding action points were discussed and noted as follows;</p> <p>a) HT is still waiting to receive the SELP report following their visit last term and will circulate to governors once received Action HT</p> <p>b) Governors agreed that the skills audit can be done in the summer term Action clerk</p> <p>c) HT will send through the link to governors to access the online session with the NSPCC. Action HT</p> <p>d) AS suggested that the Strategic review of Governance could be conducted in the next academic year. Action AS</p>	<p>HT</p> <p>clerk</p> <p>HT</p> <p>AS</p>	<p>July 22</p>
8.	<p>Dates and times of next meetings</p> <p>The schedule of GB, Finance and Resources and Teaching and Learning committee meetings for the academic year has been circulated to all governors.</p> <p>The next GB meeting has been set for Thursday 19th May 2022 at 6.30pm via Zoom (immediately following the F&R committee meeting at 5.30pm)</p>		
9.	<p>AOB</p> <p>No matters were discussed under this agenda item.</p>		
	<p>The public meeting closed at 7.10pm</p>		
10.	<p>Confidential minutes of the meeting held on 9th December 2021</p> <p>The confidential minutes from this GB meetings were reviewed and agreed.</p>		



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	See confidential minutes for matters discussed under this agenda item at this meeting.		
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APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Thursday 24th March 2022 at 5.30pm in school (and via Zoom).

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

Alison Schulte Chair of the GB
Christ Church (Brondesbury) Church of England Primary School