



Christ Church (Brondesbury) C of E Primary School

MINUTES:

BOARD: FULL GOVERNING BOARD

SCHOOL or TRUST: Christ Church CofE Primary, Brondesbury

DATE: 11 September 2025

TIME: 17.32-19.16

VENUE: ON SITE

ATTENDED:

Alison Schulte (AS)	Chair
Tara Stroud (virtual) (TS)	Parent Governor
Lesley Daisley (virtual) (LD)	Foundation Deanery Synod Governor
Tina Ryan (TR)	Staff Governor
Theo Hobson (TH)	Foundation LDBS Governor
Ian Woolgar (virtual) (IW)	Vice Chair
Davina Marie (virtual) (DM)	Foundation LDBS Governor
Tonye Oji (TO)	Foundation PCC Governor
Rev. Pete Hopkins (PH)	Ex-officio
James Kelly (JK)	Head Teacher

APOLOGIES:

ABSENT: Alexandra Sandor (ASA) Parent Governor

ATTENDING:

Jane Ireland (virtual) (JI)	Judicium Governance Professional
Parita Shah (virtual) (PS)	Assistant Head

QUORUM: 50% of the filled spaces

MEETING FOLDER: [110925](#)

The use of the term Governor for this purpose refers to, but is not limited to; Governors, Trustees, Directors and Members. The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	Welcome and Introductions: Those present were welcomed by the Chair and PH opened with a prayer.



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2	<p>Procedural items:</p>
2.1	<p>Apologies for absence There were no apologies for absence and ASA's absence was recorded as unauthorised.</p>
2.2	<p>Confirmation of Quorum The meeting was confirmed as quorate.</p>
2.3	<p>Declarations of interest for this Meeting: No declarations were made.</p>
2.4	<p>Confidentiality Statement: All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved.</p>
3	<p>Any Other Business: Two items were identified.</p>
4	<p>Governance:</p>
4.1	<p>Elections of Chair and Vice Chair: AS was elected as Chair and IW as Vice Chair. The board debated future succession as the London Diocesan Board for Schools (LDBS) stipulate that AS should not serve any more than three terms as a governor (she is currently mid-way through her third term). The board discussed having a co-chair or vice chair for a period of time.</p> <p>PS arrived 17.45</p>
4.2	<p>Terms of Reference (ToR): The Terms of reference for the governing body, Christian Ethos Group (CEG) and Pay Committee were approved.</p>
4.3	<p>Vacancies on the Governing Board: There is one Local Authority (LA) vacancy.</p>
4.4	<p>Committee Membership: The Pay Committee will comprise: IW AS TS PH. Head Teacher's Appraisal: LD AS DM CEG: JK TH TO AS PH</p>
4.5	<p>Confirmations: Governors were reminded to confirm annual Declarations of Interest and KCSIE 2025 – still to confirm: ASA JK PS TR TH. Governors are required to confirm compliance with Governor's Code of Conduct, Safeguarding and Child Protection Policy and Acceptable Use of ICT Policy. ACTION: JI to upload Use of ICT Policy to confirmations when uploaded to GovernorHub.</p>
4.6	<p>Head Teacher's Appraisal: The date is to be confirmed but will likely take place in December. JK confirmed that an external adviser, Stephen Fisher will be available.</p>
5.	<p>Head Teacher's Report: JK presented the report.</p>
5.1	<p>Return to School: There are 143 children on roll but more are arriving and numbers are going towards 150. There has been a calm start to the school year. Behaviour systems are now embedded in school and PS has introduced lesson snippets on lining up, morning routine etc which are having a positive attitude on behaviour around school.</p>
5.5	<p>After School Provision: This is now running with Higher Level Teaching Assistants (HLTA) and there is a better take up than when using an external provider. Working parents are prioritised and, thanks to a government grant, parents are charged £3 per session.</p>



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5.3	<p><u>Strategic Headlines:</u> This is outlined around the new OFSTED framework. The Self Evaluation Form (SEF) is in progress and JK will populate shortly.</p> <p>Q: Are there grades across multiple areas? A: JK said that there are now eight areas to be graded over. AS added that training on the new framework and SIAMS will be scheduled for this year..</p>
5.2	<p>Curriculum Plans: There are no major changes to the curriculum which is being embedded after changes last year. There are four new units for Key Stage 1 (KS1). PS explained that now Reception and Year One are mixed, there have been some slight changes to the curriculum and systems.</p> <p>Q in advance: What are the plans for meeting the RSE changes needed by next year? A: JK said that the school uses Jigsaw online for content and the curriculum is updated in real time. They are usually very proactive so that staff can have access and be trained on any updates before teaching it.</p>
5.4	<p>Parish Trust Bids: JK outlined the bid for £68K for the new playground for St. Joseph's Unit. Funding is secured and the school is awaiting a start date from the contractor. The Parochial Church Council (PCC) will be invited to view the playground when completed.</p>
5.6	<p>Breakfast Club Provision: The club is now being run by a member of school staff but has very low uptake.</p>
5.7	<p>Pay Awards: The teacher pay award has been confirmed and is for a lower amount than has been budgeted for so the school is covered. JK expects there will be an announcement to come on an award for support staff.</p> <p>Q: Do we use the LA or LDBS guidelines model for pay? A: JK confirmed it was LDBS.</p>
6.	<p>Governance (Other Items):</p>
6.1	<p><u>Governor's Strategic Plan</u> and Forward Planning: There was no feedback on this so was approved.</p>
6.2	<p>Governor Visits: The board discussed governor roles. TO is able to join some learning walks. TH will join learning walks for RHE. TR will take on Attendance and Pupil Wellbeing. Governor visits will be discussed when the annual work planner is available. AS outlined the importance of conducting learning walks and visits correctly and asked governors to refer to the governor visits policy and learning walk guides on GovernorHub.</p> <p>ACTION: JI to upload Governor Visit Policy.</p>
6.3	<p>IW left 18.31</p> <p>Annual Work Planner: Postponed. Areas of strategic priorities to monitor include merged classes, children working at greater depth and St. Joseph's Unit. Visits for PHSE/RHE and RE also need to be scheduled.</p>



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6.4	<p>IW returned 18.34</p> <p>Governor Training: Safeguarding should be renewed every eighteen months. Governor training from Brent is available here – follow instructions to book free of charge. LDBS training has a small fee. There is also training available from the NSPCC and refresher training from The Key. PREVENT training is also expected for governors and can be found here.</p>																						
6.5	<p>ACTION: JI to share PREVENT training on GovernorHub. ACTION: JI to check TH induction training.</p> <p>Skills Audit: ACTION: JI to post on GovernorHub for governors to complete.</p>																						
7	<p>Policies The following policy was approved:</p>																						
7.1	<p>Safeguarding and Child Protection There are minor changes to reflect KCSIE 2025.</p> <p>Q in advance: Are there many changes to reflect Artificial Intelligence (AI)? A: JK said that questions about AI and safety would come under the eSafety policy and confirmed that AI already formed a part of the ICT teacher’s lessons on keeping safe online. PS and JK both said that AI was not a tool used in school at the moment.</p> <p>The following policies will be uploaded by the end of September for governors to read. They will be ratified at the next meeting: Performance Management Safer Recruitment Staff Code of Conduct Acceptable use Preventing Radicalisation and Prevent Risk Assessment eSafety Positive Handling ACTION: JK to upload policies to GovernorHub.</p>																						
8	<p>Minutes: The Minutes of the previous meeting on 9 July 2025 were approved and will be signed by the Chair.</p>																						
9	<p>Matters Arising from the Minutes: 9 July 2025:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 45%;">Action</th> <th style="width: 20%;">Actionee</th> <th style="width: 25%;">Status</th> </tr> </thead> <tbody> <tr> <td>4.1</td> <td>Add breakfast club provision to next meeting.</td> <td>Jl</td> <td>COMPLETED</td> </tr> <tr> <td>5.3</td> <td>Review Strategic Plan and consider impact.</td> <td>All</td> <td>COMPLETED</td> </tr> <tr> <td>5.3</td> <td>Share Strategic Plan Review on GH noticeboard.</td> <td>Jl</td> <td>COMPLETED</td> </tr> <tr> <td>8</td> <td>Send photo and blurb to school to be uploaded to the website.</td> <td>TR ASA* TH TO PH *Blurb still to come</td> <td>ONGOING</td> </tr> </tbody> </table>			Item	Action	Actionee	Status	4.1	Add breakfast club provision to next meeting.	Jl	COMPLETED	5.3	Review Strategic Plan and consider impact.	All	COMPLETED	5.3	Share Strategic Plan Review on GH noticeboard.	Jl	COMPLETED	8	Send photo and blurb to school to be uploaded to the website.	TR ASA* TH TO PH *Blurb still to come	ONGOING
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22 May 2025:			
Item	Action	Actionee	Status
1a	Arrange DBS process.	SBM Clerk	ONGOING
1 May 2025			
Item	Action	Actionee	Status
3i	Upload long term sickness scheme details to GH	JC	OUTSTANDING
10	Correspondence: AS highlighted the letter sent from LDBS..		
11	<p>Any Other Business: JK outlined the process of putting the nursery premises out for tender. The surveyor has sent a list of bids which need to be shortlisted. Rent is expected to be over £30K per annum. IW AS JK to meet to discuss the shortlisting.</p> <p>Q: Will being at the nursery help the children get into school? A: JK said that all families will be invited into school at suitable opportunities.</p> <p>AS reminded governors about helping out at Queen's Park Day on 14 September.</p> <p>Q: Is there a card machine we can use? A: JK said that the school does have a card machine but it is linked to a school iPad so not sure that it will work outside school. PH suggested using a QR code in the future and AS mentioned borrowing the church card machine.</p> <p>AS supported a card machine specifically for the PSA to use upon confirmation of the bank account fully functioning.</p>		
12	<p>Meeting Dates: The meeting dates have been uploaded to GovernorHub. Meetings three, four and seven will be virtual.</p>		
13.	<p>Confidential Minutes: The confidential Minutes from 090725 were approved and are no longer confidential.</p> <p>Q in advance: JK will not be applying for the job at the other school? A: JK answered that he is not applying for the other role.</p> <p>The meeting was closed by the Chair at 19.16</p>		

Actions arising from the Minutes of the Full Governing Board meeting held on 11 September 2025:

Item	Action	Actionee	Status
6.2	Upload Governor Visit Policy to GovernorHub	Jl	
6.4	Check TH induction training	Jl	COMPLETED
	Share PREVENT training on GovernorHub.	Jl	
6.5	Share Skills Audit on GovernorHub.	Jl	
7	Upload policies to GovernorHub.	JK	
9	Check DBS process for TH.	Jl	



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	Check upload of long term sickness.	Jl	
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Actions arising from the Minutes of the Full Governing Board meeting held on 9 July 2025:

Item	Action	Actionee	Status
8	Send photo and blurb to school to be uploaded to the website.	TR ASA* TH TO PH *blurb only	ONGOING

Actions arising from the Minutes of the Full Governing Board meeting held on 22 May 2025:

Item	Action	Actionee	Status
1a	Arrange DBS process for TH	SBM	ONGOING

Actions arising from the Minutes of the Full Governing Board meeting held on 1 May 2025:

Item	Action	Actionee	Status
3i	Upload long term sickness scheme details to GH	SBM	OUTSTANDING