



Christ Church (Brondesbury) C of E Primary School

MINUTES:

BOARD: FULL GOVERNING BOARD

SCHOOL: Christ Church CofE Primary, Brondesbury

DATE: 23 September 2025

TIME: 17.33-19.15

VENUE: ON SITE

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

APOLOGIES: Davina Marie (DM) Foundation LDBS Governor

ATTENDING: Jane Ireland (virtual) (JI) Judicium Governance
Professional
Jackie Carrington (JC) School Business Manager (SBM)

QUORUM: 50% of the filled spaces

MEETING FOLDER: [231025](#)

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.
2	Procedural items:
2.1	Apologies for absence Apologies were recorded as authorised.
2.2	Confirmation of Quorum The meeting was confirmed as quorate.



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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: One item was identified.</p>
4	<p>Governance:</p>
4.1	<p>Vacancies on the Governing Board: There is one Local Authority (LA) vacancy.</p>
4.2	<p>Confirmations: Governors were reminded to confirm annual Declarations of Interest and Keeping Children Safe in Education (KCSIE) 2025 – still to confirm: ASa. Action: ASa to confirm KCSIE, Declarations of Interest, Governors Code of Conduct, Child and Safeguarding Policy and Acceptable Use of ICT.</p>
5.	<p>Head Teacher’s Report: JK presented the report. There are 147 children on roll which is higher than the previous meeting. Nursery and Reception are now combined in a class whilst Year One is independent. This is due to a change in Department of Education (DofE) guidance on teacher status for nursery age children. Vulnerable children needs to be updated on the system but the school are aware of who those children are. Q: What counts as a vulnerable child? A: JK said it was a combination of categories and schools had some leeway in categorising who is vulnerable. The categories used are pupils with SEN, pupils new to speaking English, pupils with medical conditions, pupils know to social services, pupil premium and those who are thought to need extra support for other reasons.</p>
5.1	<p>Return to School: The return has been good with more children than at the beginning of term. Due to a higher number of children coming into Year One, there will be over thirty children in the combined Year One / Reception class when they recombine. Parita Shah (PS) has been running the school well, working with Jasmine Jude and Wendy Baverstock. PS is finding the role to be positive and is undertaking further Continued Professional Development (CPD), NPQH, in leadership. AS commented on the excellent behaviour of children going to and from, as well as during, the Harvest service at church. Leadership was excellent.</p>
5.4	<p>Sport Premium: The online questionnaire has been completed and the money was spent on staff training, purchasing and maintenance of equipment and extra-curricular activities. Action: JK to upload pupil premium and sport premium (if possible) report to GovernorHub.</p>
5.5	<p>Parish Trust Bids: All monies have been received for the playground works, £63K. There are no current new bids.</p>
5.6	<p>Premises JK outlined the ongoing work and the prospective works in school. Q: Do we need to think more about security as one of the side gates keeps being left open (from the playground)? [Two more doors were also mentioned]. A: JK said that a solution would need to be found and talked about further issues that had been identified as a result of looking at Martyn’s Law. Action: AS and DM to undertake a Health and Safety/Safeguarding learning walk.</p>



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5.7	<p>Pay Awards JK outlined the pay awards for teachers and support staff. Q: Are staff happy with the outcome? A: JK said that the unions had agreed the awards.</p>
5.8	<p>Strategic Headlines The School Development Plan (SDP) and Self Evaluation Form (SEF) would be presented at the next meeting.</p>
5.2	<p>Budget Monitoring: JC presented the report and summary. Q: Is the consultancy fee for JK included in the income? A: JC confirmed it was.</p> <p>Pupil Premium and Sports Premium grants are not factored in at the moment – the income noted is what has been received to date.</p> <p>Q: If the nursery provision comes into being in January 2026, will the funding be included? A: JC said that it would only be included if the money came before 31 March 2026. It was noted that a deposit would not be classed as income so would not be included in the budget.</p> <p>Salaries are down by £21K but non payroll costs are increased by £63K. SEN support has increased by £20K. Q: When an Educational Health Care Plan (EHCP) comes through, does the school get extra money? A: JC stated that the school pays the first £6K and the rest comes from the Local Authority (LA). Q: Is this paid in arrears? A: JC confirmed this is correct and only starts from the date the EHCP begins. JK added that schools have to be creative in the ways in which they spent extra EHCP money.</p> <p>Premises costs have risen by £57K but this is offset by the parish fund.</p> <p>The board thanked JC for her clear commentary on the budget.</p>
5.3	<p>Benchmarking This was moved to coincide with the School Financial Value Statement (SFVS).</p>
6.	<p>Governance (Other Items):</p>
6.1	<p>Governor’s Strategic Planning: Moved to the next meeting.</p>
6.2	<p>Governor Visits: Dates are to be finalised after the strategic plan is agreed. Action: AS to send governors potential dates for looking at the strategic plan. Link governor roles are now on GovernorHub..</p>
6.3	<p>Annual Work Planner: Ongoing. Moved to the next meeting.</p>
6.4	<p>Governor Training: Governors were reminded to complete training and to record on GovernorHub. Training completed: PH – Safeguarding JK – OFSTED briefing TO – Introduction to Governance</p>



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6.5	<p>Governors discussed poor management of the Best Brent training programme. Action: AS to contact Best Brent regarding multiple cancellations of booked trainings.</p> <p>Skills Audit: Governors were reminded to complete the skills audit and email to jane.ireland@judicium.com.</p>																																
6.6	<p>ACTION: IW, ASa, TS, TR, TH, PH, DM to complete skills audit.</p> <p>School Sustainability Group: Three meetings have taken place, mainly looking at the new nursery provision. A final interview to decide the favoured company will happen shortly.</p>																																
6.7	<p>Governor's School Maintenance Fund Policy: Moved to the next meeting.</p>																																
6.8	<p>Queen's Park Day: AS thanked everyone who helped.</p>																																
7	<p>Policies The following policies were approved:</p>																																
7.1	Performance Management Policy																																
7.2	Safer Recruitment Policy																																
7.3	Staff Code of Conduct																																
7.4	Acceptable use Policy																																
7.5	Preventing Radicalisation Policy and Prevent Risk Assessment																																
7.6	e Safety Policy																																
7.7	Positive Handling Policy																																
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7.9	Charging and Remissions																																
7.10	Health and Safety																																
7.11	Workplace Resolution Policy																																
	<p>7.8, 7.10: same as previous year 7.9: After school charge now reflects that school running the club and is now stated as £3. 7.11: This was formerly the grievance policy (LDBS) and refers to this in the policy. Action: JI to liaise with JK about policies for the next meeting.</p>																																
8	<p>Minutes: The Minutes of the previous meeting on 11 September 2025 were approved and were signed by the Chair.</p>																																
9	<p>Matters Arising from the Minutes: 11 September 2025:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 50%;">Action</th> <th style="width: 20%;">Actionee</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>6.2</td> <td>Add Governor Visit Policy to GovernorHub</td> <td>JI</td> <td>COMPLETED</td> </tr> <tr> <td>6.4</td> <td>Share PREVENT training on GH.</td> <td>JI</td> <td>COMPLETED</td> </tr> <tr> <td>6.5</td> <td>Share skills audit on GH</td> <td>JI</td> <td>COMPLETED</td> </tr> <tr> <td>6.5</td> <td>Complete skills audit and send to JI</td> <td>IW ASa TS TR PH DM</td> <td>OUTSTANDING</td> </tr> <tr> <td>7</td> <td>Upload policies to GH</td> <td>JK</td> <td>COMPLETED</td> </tr> <tr> <td>9</td> <td>Check DBS process for TH</td> <td>JI</td> <td>COMPLETED</td> </tr> <tr> <td>9</td> <td>Check uploading of long term sickness scheme</td> <td>JI</td> <td>COMPLETED</td> </tr> </tbody> </table> <p>PH left 19.00</p>	Item	Action	Actionee	Status	6.2	Add Governor Visit Policy to GovernorHub	JI	COMPLETED	6.4	Share PREVENT training on GH.	JI	COMPLETED	6.5	Share skills audit on GH	JI	COMPLETED	6.5	Complete skills audit and send to JI	IW ASa TS TR PH DM	OUTSTANDING	7	Upload policies to GH	JK	COMPLETED	9	Check DBS process for TH	JI	COMPLETED	9	Check uploading of long term sickness scheme	JI	COMPLETED
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9 July 2025:			
Item	Action	Actionee	Status
8	Send blurb and photo to school for the website	ASa* TH *blurb only	OUTSTANDING
1 May 2025			
Item	Action	Actionee	Status
3i	Upload long term sickness scheme details to GH	JC	COMPLETED
10	Correspondence: AS mentioned a complaint that had been received and was being investigated. No details were revealed.		
11	Any Other Business: None.		
12	Meeting Dates: The meeting dates have been uploaded to GovernorHub. Meetings three, four and seven will be virtual.		
The public part of the meeting was closed by the Chair at 19.05			

Actions arising from the Minutes of the Full Governing Board meeting held on 23 October 2025:

Item	Action	Actionee	Status
4.2	Complete Declarations of Interest, KCSIE and other confirmations	ASa	
5.4	Upload Pupil Premium and Sport Premium reports to GovernorHub	JK	
5.6	Undertake Health and Safety/Safeguarding learning walk	AS DM	
6.2	Send list of potential dates to governors re: strategic planning	AS	
6.4	Contact Best Brent about cancellation of governor training.	AS	
6.5	Complete skills audit	ASa IW TS TR PH DM TH	
7	Liaise with JK on policies for next meetings.	Jl	
9	Contact JC for Best Brent login	Jl	

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

Item	Action	Actionee	Status
6.4	Check TH induction training	Jl	COMPLETED



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Outstanding 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 *blurb only	ONGOING