



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Special Governing Board meeting held via Zoom on Thursday 19th May 2022, at 6.30pm.

Name	Initials	Attendance 13/07/21	Attendance 16/09/21	Attendance 09/12/21	Attendance 24/03/22	Attendance 19/05/22 Via Zoom
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	Apologies	Present	Via Zoom	Present
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (2)						
Lesley Daisley	LD	Present	Present	Present	Via Zoom	Present
Stephen Woodward	SW	Apologies	Present	Present	Present	Apologies
Foundation LDBS (2)						
Fiona Dwinger	FD	Present	Present	Present	Apologies	Present
Josephine Francois-Poncet	JF	Not in post	Not in post	Present	Present	Present
LA (1)						
Naomi Moore	NM	Present	Via Zoom	Present	Apologies	Present
Elected parents (2)						
Karen- Louise Moran	KM	Present	Present	Present	Apologies	Apologies
Saeed Akhtar	SA	Not in post	Not in post	Part of meeting	Apologies	Present
Elected staff (1)						
Matt Booker	MB	Present	Via Zoom	Present	Resigned	Resigned
Associate members (3)						
Vacancy (3)						
Observer/advisers						
Lauren Sutherland	LS	Present	Resigned	Resigned	Resigned	Resigned
Parita Shah	PS	Present	Apologies	Present	Apologies	N/A
George Veater	GV	Not in post	Present	Present	Apologies	N/A
Jacqui Carrington	SBM	N/A	N/A	N/A	N/A	Present
Clerk						
Lynda Rees	Clerk	Present	Present	Present	Present	Present
Rohin Murari - observer		N/A	N/A	N/A	N/A	Present
Amy Berg - observer		N/A	N/A	N/A	N/A	Present

Part one - public

Item	Who	When
<p>1. Welcome, Opening Prayer and Apologies for Absence</p> <p>The Chair (AS) welcomed everyone to this GB meeting that was being held via Zoom and asked MC to open the meeting with a prayer.</p> <p>AS gave apologies for Karen Moran (family commitments) and Stephen Woodward (unwell) which were accepted by governors.</p>		



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	<p>AS also welcomed Amy Berg and Rohin Murari who were attending as observers and will do the formal introductions at the end of the meeting where governors will need to approve them both for the vacant associate member positions on the Governing Board.</p> <p>AS explained to governors the purpose of this Special GB meeting is to ratify the final budget for 2022/23 and the draft budgets for 2023/24 and 2024/25 – which have been reviewed and approved at the Finance and Resources Committee meeting held today at 5.30pm.</p> <p>AS stated that the GB were asked to submit any questions on the budget prior to the F&R committee meetings – but there were no further questions by governors.</p>		
1a.	<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>		
	<p>a) 2021/22 outturn</p> <p>SBM explained that the 2021/22 final outturn position was higher than what was originally anticipated at the start of the financial year – the in year surplus was £62k when added to the brought forward surplus of £188k gave a total surplus figure of £252k as at 31 March 2022, which has been used to support the 3 year budget plans presented to this meeting for approval.</p> <p>LD added that the final outturn figures and the 3 year budget plans have been reviewed in detail at the 2 F&R committee meetings this term and a number of probing questions having been asked by governors.</p> <p>SBM added that the increase in surplus was achieved by very careful monitoring through the year in addition to the following;</p> <ul style="list-style-type: none">• Additional income that was not in the forecast• the restructure of the leadership team from September 2021 resulted in savings being made• expenditure items lower than forecast <p>HT added that there had been no further questions raised on the outturn position at the F&R meeting held today that had not been covered at the April F&R meeting.</p> <p>As an observer, RM asked how the income for the Nursery and main school is generated – SBM explained that the school receives its income from the LA based on</p>		



its total pupil numbers – which is 160 for the new financial year (excluding the Nursery pupils) based on the previous years numbers – but a census is undertaken 3 times a year and any increase in pupil numbers over a set figure (called rising rolls allocation) will give schools additional funding for the year. Each pupil attracts a figure of £5k each year.

SBM added that for the Nursery pupils – the school receives an hourly rate for each pupil and the income is received each term.

AS added that the school has 52 unfilled spaces so it is important to look at the marketing plan which is on the agenda later.

b) 2022/23 final budget and 2023/24 and 2024/25 draft budgets

HT stated that, as has been the case in previous years, the LA have asked schools to focus on Year 1 (2022/23) of the 3 year budget plan and to revisit Year 2 and Year 3 at a later date to update the projected outturn positions.

HT explained that the budgets are produced on a financial year rather than an academic year – so teachers' salaries change in September following pay awards and pay progressions but support staff pay awards are awarded from 1 April each year.

AS added that school budgets generally have 80-85% of its expenditure on staffing costs so it important these budgets are prepared as accurately as is possible.

SBM added that in preparing the budget figures for this year, the proposed support staff restructure from September 2022 has been factored into the figures.

HT will give an update at the GB meeting in July as the consultation process finishes at the end of May.

AS reminded governors of the Code of Conduct and any discussions at previous meetings must remain confidential on the proposed support staff restructure.

SA asked if there were any contingencies included in the budget figures – SBM explained that there is a staffing contingency of £5k, Premises contingency of £1k and supplies and services contingency of £1k and supply costs are included under the agency budgets for both teachers and support staff.

SA asked about the initiatives for income generation – like letting out the school premises for social events or local community groups or businesses – AS explained that this can be looked at further under the marketing plan to promote the school to generate more income and increase pupil numbers.

There were no further questions raised by governors on the 3 year budget plans presented to this GB meeting.



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	<p>As Chair of Finance, LD thanked HT and SBM in preparing and managing the budget which has resulted in a very healthy surplus balance when compared to other primary schools. She added that the budgets have been prepared in a very conservative way with only guaranteed income being included but allows for adjustments to be made once any further income is known.</p> <p>Governors unanimously agreed the 3 year budget plans from 2022/23 to 2024/25 with the caveat that as in previous years, these are monitored carefully by the Finance and Resources committee to assist in keeping the projected outturn figures as surplus positions.</p> <p>AS agreed to visit the school to sign the LA budget approval form before the 31 May deadline date.</p> <p style="text-align: right;">Action AS</p>	<p style="text-align: center;">AS</p>	
<p>3.</p>	<p>Governors marketing plan – update</p> <p>AS spoke about the marketing plan that has been produced and the importance of moving forward with the initiatives that will hopefully encourage more parents to enrol their children at Christchurch.</p> <p>AS added that it has been hard to reach out to the local school community during the pandemic period as prospective parents were not able to visit or take a tour of the school but now the school is back with less restrictions on visits etc – now need to focus on the marketing plan this term in readiness for the new academic year from September.</p> <p>AS added that a group of Governors (AS, HT and KM) had a very useful session on preparing the latest marketing plan in February 2022 and recently updated .The latest version is in a folder on Governor Zone.</p> <p>AS updated governors on the progress on the marketing plan – with leafleting having been done by herself, Stephen, Mo Christine and HT in recent months in the roads near to the school, local nurseries, the churches and the local estate agents in Kilburn and Willesden as well as some shops and the library in Queen’s Park.</p> <p>AS added that more leafleting of local businesses, cafes, community venues etc can still be done by governors to keep the momentum going as much as we can and raise the profile of the school.</p> <p>SBM volunteered to place leaflets in the Willesden Green Library Centre and LD agreed to place leaflets at the Queens Park Café.</p> <p>HT will continue to keep updating social media – twitter/Instagram with up to date events happening in the school.</p> <p>SA asked if the school could hire out the school premises which would make the local community more aware of the school and will also generate income for the school –</p>		



	<p>for example if it was used by local businesses and community groups – as long as the ethics of the school was maintained.</p> <p>HT added that the school get the occasional request for hall hire or other facilities but this was put on hold during the covid pandemic. He will put the lettings information on twitter and Instagram and will make the lettings facilities more visible on the school website. Action HT</p> <p>JK added that in previous years – the school has looked at the possibility of holding farmers markets as a way of generating funds. At the time the school did not pursue the idea as it meant needing to apply for planning permission. JK suggested that perhaps the school/GB could look at this again as it would give an important revenue stream.</p> <p>HT added the school can look at restarting the international food fairs and Christmas Fairs later in the year. Next Friday (27 May) the school has organised the Queens Jubilee day which will include a service at St. Anne’s Church for KS2 pupils . Bishop Lusa, the new Bishop of Willesden will lead this as part of a pilgrimage to several local churches and he will join the school for lunch en route to Christ Church.</p> <p>HT added that the school will also be hosting a Jubilee party inside the playground – the PE teacher is organising a vintage sports day in the afternoon. Pupils have been asked to come in red, white or blue clothing and home made crowns.</p> <p>AS added that she will be attending the event with KD and it will be an opportunity to speak to parents about setting up the new parents’ association for the school (Friends of Christchurch) .</p> <p>MC stated that the applications for the Queens Park Day closes this week and it may be an idea for the school to apply for a stall as over 14k people attend this annual event – HT was happy for an application to be submitted which will cost £30.</p> <p>LD offered to fill out the application form on behalf of the school for the Queens Park Day. Action LD</p>	<p>HT</p> <p>LD</p>	
<p>4.</p>	<p>AOB</p> <p>a) Introduction and approval of 2 Associate members</p> <p>AS asked Rohin Murari to give a brief summary about his career and experiences and how he can support the school in the Associate member role for Christchurch Governing Board.</p> <p>Rohin lives locally (in Wembley) and attended Wembley High School and then attended Imperial College to do a degree in mechanical engineering. He has worked in the financial services team for HSBC and currently works for Deloitte. Rohin also does tutoring and mentoring for pupils between the ages of 8-18 and volunteers in mentoring with pupils from disadvantaged backgrounds. He would like to work with</p>		



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	<p>Christchurch as an Associate member to give his time to the Education Sector and hopefully his skills in finance can help the school.</p> <p>AS added that both herself and HT have met with Rohin and believe he will be a valuable addition to the Governing Board and would like to nominate Rohin to the position of Associate member – which was seconded by HT.</p> <p>Governors unanimously approved the appointment of Rohin to the Associate member role.</p> <p>Amy stated that she was happy to be an observer for this meeting and would like to be formally appointed at the GB meeting on 7th July when she can meet everyone in person.</p> <p>The clerk agreed to inform Governor Services of Rohin’s appointment to the Associate member position.</p> <p style="text-align: right;">Action Clerk</p>	Clerk	
	The public meeting closed at 7.35pm		
5.	<p>Confidential matters</p> <p>No matters were raised under this agenda item.</p>		

APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the Special GB meeting which took place on Thursday 19th May 2022 at 6.30pm via Zoom.

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

Alison Schulte Chair of the GB

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