



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Governing Board meeting held via Zoom on Thursday 7th July 2022, at 5.30pm.

Name	Initials	Attendance 16/09/21	Attendance 09/12/21	Attendance 24/03/22	Attendance 19/05/22	Attendance 07/07/22
Governors		In school	Via Zoom	In school	Via Zoom	Via Zoom
Headteacher (1)						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
Foundation ex officio (1)						
Mother Christine Cargill	MC	Present	Present	Present	Present	Apologies
Foundation PCC (2)						
Jason Kosky (Vice Chair)	JK	Apologies	Present	Via Zoom	Present	Present
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (2)						
Lesley Daisley	LD	Present	Present	Via Zoom	Present	Apologies
Stephen Woodward	SW	Present	Present	Present	Apologies	Apologies
Foundation LDBS (2)						
Fiona Dwinger	FD	Present	Present	Apologies	Present	Apologies
Josephine Francois-Poncet	JF	Not in post	Present	Present	Present	Present
LA (1)						
Naomi Moore	NM	Via Zoom	Present	Apologies	Present	No
Elected parents (2)						
Karen- Louise Moran	KM	Present	Present	Apologies	Apologies	Present
Saeed Akhtar	SA	Not in post	Part of meeting	Apologies	Present	No
Elected staff (1)						
Matt Booker	MB	Via Zoom	Present	Resigned	Resigned	Resigned
Associate members (3)						
Vacancy (2)						
Rohin Murari	RM	Not in post	Not in post	Not in post	Observer	Present
Observer/advisers						
Parita Shah	PS	Apologies	Present	Apologies	N/A	N/A
George Veater	GV	Present	Present	Apologies	N/A	N/A
Jacqui Carrington	SBM	N/A	N/A	N/A	Present	N/A
Amy Berg – observer	AB	N/A	N/A	N/A	Present	N/A
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 that was being held via Zoom and asked HT to open the meeting with a prayer.</p> <p>AS gave apologies for Fiona Dwinger (work commitments), Lesley Daisley (holiday), Mother Christine (holiday) and Stephen Woodward (holiday) which were accepted by governors.</p> <p>No responses had been received from Naomi Moore or Saeed Akhtar – AS agreed to follow up with these 2 governors the reasons for their non attendance. Action AS</p>	AS	



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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> <p>AS asked if there have been any volunteers to take up the staff governor vacancy – HT has asked staff but no one is able to take on this additional commitment at this time – but he will keep trying.</p> <p>AS added that this GB meeting was due to be Naomi's last one before she stepped down from her LA governor role. AS agreed to write to Naomi to thank her for her services and commitment to the GB and to confirm if she has notified the LA Governor services team (Helen Tulloch) of her resignation. Action AS</p> <p>AS stated that there are 2 vacancies for Associate members – RM asked if there is a description of the skill areas required – as he may have work colleagues that may be interested. AS agreed to follow up with RM on this via email. Action AS/RM</p>	<p>All Govs</p> <p>AS</p> <p>AS/ RM</p>	
2c.	<p>Minutes of GB meeting held on 24th March 2022 and 19th May 2022</p> <p>The minutes of the 2 GB meetings held on 24th March 2022 and 19th May 2022 will be reviewed at the end of the meeting when hopefully the meeting will be quorate.</p> <p>See Appendix 2 attached with these minutes.</p>		
3a	<p>Headteachers overview of the year</p> <p>HT did a slideshow presentation to outline a round up of all the events/activities/data outcomes etc that have taken place during the 2021-22 academic year – shown under the Ofsted headings as follows;</p> <p>a) Quality of Education</p> <ul style="list-style-type: none"> Curriculum is aligned to the school vision – striving to be excellent and being the best pupils can be through an ambitious, broad and balanced curriculum 		



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- Ambitions are embedded in the school curriculum, and these are supported by programmes such as Reach Academy, Destination Reader and Maths Mastery.
- In the Early years & KS1 – Little Wandle with their decoding skills and letters and sounds has seen an impact on pupil's progress
- The Instructional Coaching scheme in place is going well, where SLT are regularly mentoring/coaching staff through lesson visits followed up by a Q&A session to enable teachers to adjust their teaching techniques the next day. This has led to a big impact in teaching in class.
- Interventions - the system has been structured to identify which pupils need the support and when this support will be given – has led to TA's being linked to a class in the morning and support across the school for the afternoon sessions
- The impact of the interventions is reviewed/reset every half term following the outcomes from the pupil progress meetings
- GLD (Good level of Development) is a performance measure used at the end of the Reception year – which covers categories for English, Maths, personal and social and emotional development skills; communication and language skills and physical development. If a pupil misses one score they do not get the grading. The GLD grade is currently 60% which is an excellent achievement for these pupils.

AS congratulated the Early Years team on their successes – reminding governors that at the start of the academic year – the team were worried about the learning opportunities this cohort had missed due to through Covid – and some of the 4 year olds were still at the nappy stage.

HT added that this group of children have made enormous progress with 2/3rds being on track and it is a testament to the extraordinary work undertaken by the Early Years team along with Lisa and Parita

- The provisional SATS test results are given below

	KS1 results end Yr 2	KS2 Provisional Results	Greater Depth	
Reading	40.7 %	69 %	15 %	
Writing	44.4 %	50 %	8 %	
Maths	40.7 %	57 %	19 %	
Combined	40.7 %	50 %		

- The current Year 6 pupils did not have the best start and the class as a whole has found it difficult at times to focus on learning



- These pupils, although having the most behavioural and pastoral issues of any year group- have made massive progress with success stories that can be shown for individual pupils.

A governor asked if the data for Year 6 can be compared to the national average figures or other local schools – HT stated that in general – the average percentages are 70% +

A governor asked whether the Maths Mastery programme can be rolled out across the whole school – HT explained that the school has not yet covered the full programme as it has been in operation for less than 1 year and a few more cycles need to be covered until the full programme is in place. The Maths Mastery programme needs 1 more cycle to be undertaken throughout the school and 2022-23 will see the programme in Year 6 which will then be the whole school covered. The Reach Academy programme has been in operation for a Year and the Little Wandle scheme has been in operation since September 2021.

HT added that the Year 5 cohort that will move into Year 6 from September are more robust and should do well in the coming year.

HT added that the Year 6 pupils have also been using the White Rose Maths programme to supplement the Maths resources as this programme tends to provide more support for pupils working outside of their age band expectation.

HT added that staff are proud of what the Year 6 pupils have achieved given the challenges within this cohort of children and a few pupils only missed the expected grade by 2-3 marks.

A governor asked if there would be league tables set up – HT explained that the data outcomes will not be used for measuring schools performance or to rank schools – but will be on the DfE dashboard where Ofsted will also have access to these results.

HT added that out of the 26 pupils in Year 6 -12 pupils are SEN – and as the class is not full – each pupil equates to 4%.

b) Behaviour and Attitudes

- Each class has a daily ladder which outlines the steps to success to the highest award – the Gold Cloud. If a pupil makes a wrong choice – they then step down the rung of the ladder and if they reach the purple cloud – will lose time/be required to reflect on their behaviour and choices.

A governor asked what percentage of pupils are likely to achieve the Gold Cloud and whether there are other incentives for good behaviour – HT explained that it is anticipated that a pupil with very good behaviour would achieve the Bronze star/cloud at the end of the Christmas term; the Silver



cloud/star by Easter and the Gold award by the end of the summer term. Good behaviour will also be rewarded with 'Going for Gold with Faith' badges through the year.

A governor asked about the types of misdemeanours that would result in a pupil being placed on the 'Purple Cloud' – HT explained that it would be for any pupils who misbehave or make wrong choices – for any persistent bad behaviour or serious incidents – the pupil will be sent to AHT, and parents will be called to the school.

HT added that any poor choices would only lead to risk of exclusion as a last resort – the school has outside agencies like the behaviour support team/ WEST to help support the parents and pupils with behaviour plans being put in place.

HT added that every day the pupils are reminded of the right choices to make, and the good choices being linked to the school vision. The challenging behaviour in Year 6 has led to 2 exclusions this year – and this low figure is a testament to the staff who have worked so hard with the pupils and by addressing the behaviour issues in different ways for positive results, which have kept the pupils in the classroom to focus on their learning.

A governor commented that the behaviour is always very good when they visit the school – HT added that visitors always compliment the school on the calm atmosphere and during a recent recruitment exercise – the candidates enjoyed being in school and remarked on the pupils being a credit to the school.

c) Personal Development

- Pupil parliament have been very effective this year – which has included them giving feedback to governors during learning walks and talking to Mark Newton from the LDBS during his visits. It is important that pupils feel they are being listened to and are given a voice to express their feelings.
- Oracy has seen 3 competitions taking place this year on public speaking – which commenced with the competition at class level and the best 2 pupils being selected to present their pitch to the whole school. The poems of the finalists were shown to governors – who were very impressed with the standard of their work.

d) Early Years

- There are currently 4 adults in the Early Years setting – 2 in Reception and 2 in Nursery plus Parita and Lisa who support the classes during the week.
- The remodeling of the TA's has given support during the day for those pupils who have a high level of additional needs
- The 7 key areas of the curriculum have been re-modelled, and this has resulted in the improved GLD scores which is a testament to the fantastic team working in the Early Years setting



- There are 5-6 pupils with a high level of additional needs which makes the score of 60% an incredible outcome – and commendations must be noted for the fantastic teamwork that has taken place within the Early Years setting.

e) Leadership and Management

- The teams that have supported the school through the academic year are – SLT; DSL; CEG; Admin; Inclusion; AHT
- There is so much support for DSL – with HT; Inclusion Leader and AHTs being Level 3 trained
- CE group has assisted the school in preparing for the impending SIAMS inspection
- Admin team – have been supporting families – which is a credit to the sterling work done by Iman and Sarah in assisting with the translation for parents
- Inclusion – this team led by Lisa has done so much this year – which has included going above and beyond the Inclusion duties – this has included attending hospital appointments; and Year 6 visits to new schools for SEN pupils
- The AHT partnership of George and Parita has worked tremendously well this year – through their commitment and dedication have helped drive standards and both have the utmost respect from all staff in the school
- Instructional Coaching – the leaders have supported the teachers and all staff have supported each other – for example – the Maths leader has given instructional coaching to the rest of the staff which has been positively received.
- Restructure of TA's – a few TAS have taken the decision not to apply for the newly created HLTA posts as they do not feel these positions are for them – but they were very complimentary about the restructure process.
- The HLTA interviews are taking place on Monday – with 1 internal and 2 external candidates being interviewed – the successful applicants will receive Level 4 training.
- The PDM sessions were restructured this term with 30-minute focus on a T&L session and 30 minutes on professional coaching

f) RE/SIAMS

- The CE group has been very productive this year – with Strands 3-4 being covered at the meetings
- The SIAMS SEF has been updated and checked by the LDBS adviser – who has been impressed with the structure of the work of the CE group and SEF that has been produced – and has shared the good practice with other schools
- The focus of the monitoring cycle – that RE is treated as importantly as English and Maths in the curriculum delivery.
- Easter saw an RE day taking place – which focused on the Easter story. This was very enjoyable. Other religious services had been held during the year – e.g., Harvest, Ash Wednesday, Eucharist held once a term and the Jubilee service



	<p>g) School Life</p> <ul style="list-style-type: none"> • Science Day • Anti bullying week • Harvest festival at church – which included generous donations from parents • International day – which was a great celebration from all nationalities • Oracy competitions – which covered 3 topics during the year – Black history month: chosen charity (Asthma UK) and Poetry • Remembrance Day – where pupils were well behaved and read poems in church • World book day • Jubilee celebrations • Trips and visits – were restarted with lots of trips focusing on ‘cultural capital’ -these included visits to Queens Park and what is in the local school community <p>AS thanked HT for the very comprehensive review of what has taken place in school over the past year as it is important for governors to get a flavour of school life even if they cannot be in person at these events and activities.</p> <p>AS added that herself, JK and KM were at the Jubilee celebrations held at the school which was a very joyful event with all attending enjoying themselves.</p> <p>AS gave thanks to HT, staff and pupils for their commitment and support for the school community during this academic year.</p>		
<p>3b.</p>	<p>Term dates 2023-24</p> <p>HT informed governors that the proposed term dates for 2023-24 allow for 190 days for pupils and 195 days for staff – which are in line with the LA guidance. The school are able to choose the dates when the 5 inset days are taken.</p> <p>As the meeting was inquorate – the clerk will ask governors to approve these dates by email – and the response will be within Appendix 2 to these minutes. Action clerk</p>	<p>clerk</p>	
<p>3c.</p>	<p>Schools Bill (Opportunity for all) – Headline statements & actions</p> <p>AS suggested that as not all governors are able to attend this GB meeting – that this agenda item be carried forward to the strategy training session early in the new academic year – so that governors can focus on this important legislation</p> <p style="text-align: right;">Action AS/HT</p>	<p>AS/ HT</p>	
<p>3d</p>	<p>Proposed changes to School daily timetable</p> <p>HT spoke about the new national expectation from the recent Schools Bill that schools should be providing a minimum of 32.5 hours of school per week per child by September 2023.</p>		



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	<p>Currently the school day is 8.50am to 3.15pm which equates to 31 hours and 25 minutes .HT proposed that the school day starts at 8.45am and continues to finish at 3.15pm – which would meet the target of 32.5 hours per week.</p> <p>HT would like governor approval so this can start from September 2022 – which is a year before the DfE implementation date – and can share the message with parents before and during the summer break.</p> <p>HT explained that the staff are happy with this change to the beginning of the school day – the school already open the gates at 8.40am to encourage pupils to be in class by 8.50am – the current start time.</p> <p>As the meeting was inquorate – the clerk will ask governors to approve this proposal to change the start of the school day by email – and the response will be within Appendix 2 to these minutes.</p> <p style="text-align: right;">Action clerk</p>	<p style="text-align: center;">clerk</p>	
<p>3e.</p>	<p>Parish Trust bids – update</p> <p>HT confirmed that there were no new bids to present to governors for this term</p>		
<p>3f.</p>	<p>After School Club/Breakfast Club updates</p> <p>HT asked governors if they had any questions on the ASC/BC report that had been circulated.</p> <p>HT added that the Breakfast club numbers average between 5-10 pupils each day with the After School Club numbers between 7-14 pupils each day.</p> <p>HT stated that the subsidy will be reducing from 50% to 25% from the Autumn term and will ask the club provider (Treetops) to do some more advertising to encourage more parents to sign up.</p> <p>A governor stated that the clubs are used by working parents and it would be useful to look at perhaps some external funding to help support this much needed service.</p>		
<p>3g.</p>	<p>Sports Grant – annual report</p> <p>HT explained that the annual report is not yet finalised and will send the report to the clerk once completed to circulate to governors.</p> <p style="text-align: right;">Action HT/ clerk</p>	<p style="text-align: center;">HT/ clerk</p>	
<p>3h.</p>	<p>Healthy Eating Policy and Communication</p> <p>HT stated that the link for the Healthy Eating video has been sent to parents with the policy and procedures being embedded into the school day. Parents seem to appreciate the benefits of healthy eating with the school receiving positive feedback from parents.</p>		



	<p>A governor stated that the video is very clear about the healthy eating initiatives and right choices – but asked how this is communicated to parents where English is not their first language – HT explained that the popular languages are Arabic and Portuguese - with Iman/Sarah in the office helping with Arabic translations and parents help with Portuguese translations or other languages.</p>		
<p>4.</p>	<p>Committee reports</p> <p>a) Finance and Resources meeting held on 19th May 2022</p> <p>AS explained that the feedback from this F&R meeting was given to the Special GB meeting held on the same day – the focus of which was the approval/ratification of the 3 year budget plans.</p> <p>b) Teaching and Learning meeting held on 23rd June 2022</p> <p>KM outlined the main headings that were covered in this meeting as follows;</p> <ul style="list-style-type: none"> • Review of the whole school contextual information • Data overview and curriculum intent statements • Link governor roles and training attended • Review and approval of policies presented to the meeting – see agenda appendix <p>AS added that the newly created curriculum intent statements were presented to the meeting – which included having a intent statement for every subject – which gives a description/summary /impact.</p> <p>AS stated that it would be good if link governors could review these statements before the start of the new academic year – so that they can make a schedule for dates to visit the curriculum leaders each term. Action – AS will email all Governors to ask them to look at the curriculum intent statements</p> <p>AS added that governors can then see the priorities from the curriculum intent statements being put in practice during the learning walks that are arranged.</p>	<p>AS</p>	
<p>5.</p>	<p>Governance/Chairs update</p> <p>a) Governors Strategic Plan 2021/22</p> <p>AS stated that the Strategic Plan for academic 2021-2022 was RAG rated at the last GB meeting and she has nothing new to add.</p> <p>AS added that the purpose of the governor strategic plan is that it sits beside the school action plan (SAP) and sets out the governors main priorities that are monitored closely with the schools SDP.</p> <p>A few examples were given as follows;</p>		



- Quality of Education priorities will continue into the new academic year
- The equalities audit will be undertaken next term
- Safeguarding audit – has been undertaken this term
- Next year will look at the impact of the new Leadership and Management structure via the SEF
- EYFS – KM has visited the school and further learning walks will take place in the new academic year
- Governance – partly met priorities - most areas affected by Covid
- Community link with parents/pupils will look at strengthening the links in the new academic year
- A strategic planning session will be arranged for the Autumn plan – which is good practice for producing an action plan for governor’s priorities for the coming year

b) Link Governor roles/visits

KM stated that she plans to speak to Lisa to arrange an SEND link visit next term. AS thanked KM for all her hard work in supporting the school in her parent governor and link governor roles.

AS stated that herself KM and JK attended the Jubilee celebrations at the school.

AS has completed the safeguarding audit – which involved a lot of work – this will be discussed further at the first GB meeting for the new academic year. **Action AS**

AS

HT stated that the safeguarding training for all staff will take place on 1st September in the afternoon – all governors are welcome to attend this training.

Action – governors to note

All Govs

AS stated that there are some link governor roles that are unfilled – Rohin agreed to take on the Maths link governor role.

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**

All Govs

JF and RM both attended the LA Governor induction training sessions this term which were very informative and well delivered.

d) Marketing Strategy – action plan updates

AS thanked all governors who had helped with the marketing action plan.

AS confirmed that LD applied for and has been allocated a stall at the Queens Park Residents’ Open Day on Sunday 11th September (on behalf of Christchurch Primary) - Governors would be asked to support the school in helping run the stall on the day and to help to determine the activities/information that can best showcase the school on the day.



	<p>AS agreed to prepare a rota so that governors can volunteer for certain tasks on the day if they are available to help. Action AS</p> <p>RM left the meeting at 7.20pm</p> <p>e) Governors Maintenance Fund</p> <p>JK explained to governors why a governors fund is needed and how it is used to support the upkeep and improvements to the school buildings - the LDBS pay for building improvements but the school, through the Governors maintenance fund, are expected to meet 10% of any building improvements that are undertaken. Where there is insufficient funds in the maintenance fund – the school is then required to pay the 10% contribution.</p> <p>JK added that he is finalising 2 letters that he will share with AS and HT – which once approved, can be sent out to existing parents and another version for new parents. Action JK</p> <p>JK suggested that copies of the letters can then be sent out at induction/open days for new parents and existing parents can be given letters at school events/ through the school office etc.</p> <p>HT stated that new parents will be attending a stay and play session at 3.15pm on 5th September – AS/JK will look at attending this session to promote the governor maintenance fund.</p> <p>JK suggested that an annual contribution of £50 – which can be paid termly, or extended time given to parents who are unable to pay on a termly basis.</p> <p>A governor asked who would be required to maintain fund and collect the money etc -HT explained that usually governors keep an account but can be in the name of the school.</p> <p>AS suggested that more discussions can be made with LD and JK outside of this meeting to finalise the operation arrangements for this fund. Action AS, JK,LD</p> <p>AS thanked JK for the work he has undertaken on preparing the letters to re start this fund.</p>	<p>AS</p> <p>JK</p> <p>AS/ JK/ LD</p>	
<p>6.</p>	<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) First Aid Policy</p> <p>HT stated that there have been minor changes – changed dates on front cover and updated Appendix 1 – appointed persons and Appendix 3 -training log.</p>		



	<p>Governors had no questions and approved this policy.</p> <p>b) Freedom of Information Schedule HT stated that the date on the front cover has been updated and checked the current ICO guidelines – all of which are in order.</p> <p>Governors had no questions and approved the above schedule.</p> <p>c) Managing Sickness Absence HT explained that the above policy has updated dates on the front cover and added vision statements and links.</p> <p>HT added that the policy has also been updated from the 2021 LDBS version- for the following Paragraphs 6.3/ 12.4.3/12.6.1/ 12.6.2 – see policy update tracker.</p> <p>Governors had no questions and approved this policy.</p> <p>However, as the meeting was inquorate the policies will have to be approved by at least 2 further governors by email or re-submitted to the next FGB. Action clerk</p>	clerk	
7.	<p>Matters arising from the minutes of GB meeting held on 24th March 2022</p> <p>As the meeting was inquorate the minutes will have to be agreed by at least 2 further governors by email or re-submitted to the next FGB. Action clerk</p> <p>he 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) Governors agreed that the skills audit can be done in the Autumn term Action clerk</p> <p>b) AS suggested that the Strategic review of Governance could be conducted in the next academic year. Action AS</p> <p>JP left the meeting at 7.45pm</p>	clerk clerk AS	
8.	<p>Dates and times of next meetings</p> <p>The provision schedule of GB, Finance and Resources and Teaching and Learning committee meetings for the academic year has been uploaded onto Governor Hub for this meeting.</p> <p>The clerk agreed to circulate the provisional schedule of meeting dates to all governors to check their availability. Action clerk</p> <p>The next GB meeting has been set for Thursday 29th September at 5.30pm in school.</p>	clerk	



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9.	AOB See confidential minutes – Appendix 1		
	The public meeting closed at 7.50pm		
10.	Confidential minutes of the meeting held on 24th March 2022 The confidential minutes from this GB meetings were reviewed and agreed they were an accurate reflection of the discussions and decisions taken at the meeting. 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 7th July 2022 at 5.30pm via Zoom.

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

Alison Schulte Chair of the GB

Christ Church (Brondesbury) Church of England Primary School