



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
GB Committee Meeting
held via Zoom on Thursday 7th July 2022, at 5.30pm. Appendix 2**

Part One

Item	Addendum to Minutes	Who	When
	<p>Following on from the GB meeting held on 7 July 2022 which was inquorate- there were some urgent decisions that were needed to be approved by governors prior to the start of the new academic year.</p> <p>The day after the GB meeting that was held on 7 July 2022 the clerk sent the following email to all governors seeking the following approval;</p> <p>We had our GB meeting last night via Zoom and unfortunately we were not quorate which affected being able to approve some of the documents that were presented for approval.</p> <p>As it was the last GB meeting of the academic year - Governors who were in attendance agreed that the best course of action that could be taken is to circulate to all governors via email for approval those matters that cannot be rolled forward to the next GB meeting in September as a few matters would affect the operations within the school.</p> <p>The main documents that need to be approved by governors covers the following;</p> <p>1) School Daily timetable - in line with new national expectation - I have attached James reports presented at the GB (3c and 3d) - with regard to the school day starting 5 minutes earlier to meet the White paper/school bill expectations. James has spoken to all staff about these changes and all were happy with the proposals.</p> <p>2) Term dates for 2023-24 - these are in line with the LA dates - with 190 days for pupils and 195 days for staff - with the school being able to select when they have their 5 inset days.</p> <p>3) We had 3 policies to review - Managing sickness absence; Freedom of Information and First Aid Policy - I have attached James summary sheet - you can see that there have been very minor changes needed - the policies are within Governor Zone for the July GB meeting - if you want to review further before approving.</p> <p>4) If you could also confirm by email you are happy that the minutes from 24 March 2022 GB meeting and 19th May 2022 Special GB meeting are an accurate reflection of the discussions/decisions etc - we can approve them rather than carry them forward to the next GB meeting in September. These are also on Governor Zone in the July GB folder. Although these do not affect the operation of the school - it will help in not having such a busy agenda in September if we can approve this term.</p> <p>Governors in attendance (via Zoom) did unanimously approve the 4 matters listed above - but as we were not quorate - could not officially approve them.</p> <p>I have also attached the proposed dates for the meetings for the new academic year - the next GB meeting has been arranged for Thursday 29th September 2022 at 5.30pm in school. Please let me know as soon as you are able to - if any of the dates are not convenient to you.</p> <p>If you could kindly send a response by Friday 15 July to confirm you approve the 4 items mentioned above - would really help the school (and the GB) - if you have any questions on</p>		



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anything listed above - please contact James for further clarification - and if then able to approve - let me know by email.

Alison will also be sending an email over the summer holidays to explain about the link governor roles and recommending that Governors look at the curriculum intent statements on the school website (and how these will be useful to review prior to any link governor visits that are arranged in the new academic year).

Alison will also mention the results of the safeguarding audit and the next steps for governors for safeguarding - including training.

She will also share the update on the Queens Park open day on Sunday 11th September and will be seeking support on how the stall activities can be structured to showcase the school and support on the day at the event.

Apologies for the long email - but hopefully you can understand my reasons for sending this through.

Look forward to receiving responses from you when you have an opportunity to respond.

Following on from this email that was sent on 8th July 2022 – the clerk received responses from Lesley Daisley (LD), Naomi Moore (NM) and Fiona Dwinger (FD) – who all unanimously approved the following;

2c – the minutes of the GB meetings held on 24th March 2022 and 19th May 2022 and matters arising from the minutes

3b – Term dates for 2023/24

3d – Proposed changes to School Daily timetable – from 1st September 2022 the school day will start at 8.45am and finish at the existing time of 3.15pm

6 – policies for review/approval – LD, FD and NM had no further questions on the policies that were presented at the GB meeting – namely First Aid Policy; Freedom of Information Schedule and Managing Sickness Absence and approved these policies via email on 8 July 2022.

Meeting closed at 8.15pm

APPROVAL OF MINUTES BY CHAIR OF GOVERNING BOARD

These minutes are an accurate representation of the GB Committee meeting which took place on Thursday 7th July 2022 via Zoom at 5.30pm.

Signed: _____ Date _____

Alison Schulte, Chair of the Governing Board
Christ Church Brondesbury Church of England Primary School