



Christ Church (Brondesbury) C of E Primary School

MINUTES:

BOARD: FULL GOVERNING BOARD

SCHOOL: Christ Church CofE Primary, Brondesbury

DATE: 10 December 2025

TIME: 17.35-19.49

VENUE: virtual

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

APOLOGIES: Tina Ryan (TR) Staff Governor

ATTENDING:	Jane Ireland (virtual) (JI)	Judicium Governance
	Professional	
	Parita Shah (PS)	Interim Head of School

QUORUM: 50% of the filled spaces

MEETING FOLDER: [101225](#)

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.



Christ Church (Brondesbury) C of E Primary School

2.3	Declarations of interest for this Meeting: No declarations were made.
2.4	Confidentiality Statement: All matters discussed during the meeting are confidential until the Minutes have been approved. All confirmed they were in a secure environment. TO joined at 17.42
3	Any Other Business: One item was identified.
4	Governance:
4.1	Vacancies on the Governing Board: There is one Local Authority (LA) vacancy.
5	Head Teacher's Report:
5.1	Contextual Data PS presented the contextual data . There has been a lot of mobility with children leaving and arriving. The numbers on roll are down from December 2024, mainly due to just nine children being in reception. The school has more children with an Education Health Care Plan (EHCP) than other local schools. DM joined 17.45 Q: What happens with the mixed year one and reception class if the school gets more children? A: PS said that it is unlikely that a lot of children will join but if it did, the school would look at another mixed class. It is possible to cap numbers with the LA but the school needs the numbers so wouldn't do that. Q: Are there any children with an EHCP in reception? A: PS said that there are two but those are both in St. Joseph's unit. Q: How are the current nursery children being prepared for the transition to the private nursery? A: PS said that all the nursery children are staying on. If the nursery facility doesn't open in the first week back after Christmas, the children will be taken back into the school nursery. Staffing: Due to Higher Level Teaching Assistant (HLTA) absence and a vacancy, minimal interventions in the afternoon have been taken place but from January 2026, the school should be fully staffed. The staff have been excellent and stepped up to support the school and worked very hard for the children. The new admin assistant is working well. TH joined 18.07 AS outlined the recent maths visit with TH and commented on the clear and focused teaching of two Early Career Teachers (ECT) who were getting fantastic engagement from their pupils. The board thanked PS, Jasmine Jude (JJ) and Wendy Baverstock for the leadership and hard work that has happened in the Autumn term. The after school club, funded by the Department of Education (DofE) is going well. ASa joined 18.13



Christ Church (Brondesbury) C of E Primary School

5.2	<p>Pupil Progress: Reading and Maths are good, with writing slightly lower and this has been a focus this half term. Full data will be shared at the next Teaching and Learning focused FGB. Action: PS to prepare data on Writing progress. Action: JI to add to the next Teaching and Learning agenda. There are new year one children with significant needs (not reached good level of development in reception) and this will be a focus in January 2026. Pupil Progress meetings will happen again from January 2026. Q: Will the phonics assessments be affected by the new pupils in year one? A: PS stated that she felt the phonics assessment results will be ok. The TA is trained in Little Wandle. Q: How are the year six interventions going? A: PS replied that the 8.30am booster sessions are doing well with most children attending. There are no after school boosters at the moment; instead, PS and JJ are doing interventions within the school day.</p>
5.3	<p>OFSTED Framework: JK and PS have been trained in the new OFSTED framework and advised governors to attend training as well. Inclusion is a thread that runs through every category. The Self Evaluation Form (SEF) is very important now.</p> <p>IW left 18.22</p>
5.4	<p>Parish Trust Bids: The SEND outdoor area has been completed and the area for Early Years is in the final stages. Q: Is there scope for other organisations to use the space in holidays? A: PS said this was a potential idea but as there is no premises manager (instead, it is a caretaker), that may be difficult.</p>
5.5	<p>Premises, Health and Safety: PS undertook an informal Health and Safety walk in the first half of the Autumn term and a formal walk in the second half term. Actions have been actioned. Further actions were noted during a fire drill and these have been emailed to all teachers. The evacuation needs to be quicker although St. Joseph's were very quick.</p>
5.6	<p>Strategic Headlines: The School Improvement Plan (SIP) and Self Evaluation Form (SEF) will be completed at the beginning of the Spring term.</p>
5.7	<p>Christmas Events: PS outlined the Christmas events in school and at St. Anne's Church. Thank you to PH for his support in this period.</p> <p>IW returned 18.29</p>
6.	<p>Governance (Other Items):</p>
6.1	<p>Governor's Strategic Planning: Moved to the next meeting. AS emphasised the need for other governors to share the load on the strategic vision for the school.</p>
6.3	<p>Annual Work Planner: Ongoing. Moved to the next meeting.</p>
6.2	<p>Governor Visits: TH and AH gave an update on the recent Maths visit which was a very positive visit. Action: AS/TH to send visit report to JJ.</p>



Christ Church (Brondesbury) C of E Primary School

6.4	<p>AS will check the Single Central Record (SCR) before the end of term. Scheduled visits: Spring term: Writing Pupil Parliament Science Summer Term: Humanities</p> <p>Q: How will governors monitor other subjects such as languages, art, music etc? A: PS advised that if governors pick a date, the school will work to that.</p> <p>Training: LD has completed three items of training. TS, ASa and PH have completed once training session. Brent are running Introduction to Safeguarding on 26 January 2026 and 11 May 2026. The board discussed a potential training day in relation to OFSTED.</p> <p>Action: All governors to send (via WhatsApp) AS suitable days and times.</p>																
6.5	<p>Skills Audit: Governors were reminded to complete the skills audit and email to jane.ireland@judiciium.com. ACTION: IW, ASa, TS, TR, TH to complete skills audit.</p>																
7	<p>Policies The following policies were approved:</p>																
7.1	Lockdown																
7.2	Pay – date of Terms of Reference (ToR) need to be amended. Action: JK.																
7.3	Performance Management and Appraisals																
7.4	RE and Collective Worship																
7.5	Relationships Education																
7.6	Safer Recruitment																
7.7	Spiritual Development																
7.8	Volunteers																
7.9	Collective Worship																
	<p>Q about appraisals policy: Is Action Research being used in the appraisal process? A: JK said that staff can choose to do Action Research but the appraisal process is the same if they don't do it.</p> <p>Q about lockdown policy: Has a drill been practiced during break? A: JK said that it had not yet taken place other than in lessons but it should be done whilst children were elsewhere in the school. The new alerting system (via desktops) would be combined with the old one (pressing a button). Q: Do the school tell the parents when a drill has taken place? A: JK confirmed this takes place, digitally.</p> <p>Q about the safer recruitment policy? Is this cross referenced with the safeguarding policy? A: JK replied that safer recruitment is an annexe of the safeguarding policy.</p>																
8	<p>Minutes: The Minutes of the previous meeting on 23 October 2025 were approved.</p>																
9	<p>Matters Arising from the Minutes: 23 October 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>4.2</td> <td>Complete Confirmations</td> <td>ASa</td> <td>COMPLETED</td> </tr> <tr> <td>5.4</td> <td>Upload Pupil Premium and Sports Premium to GovernorHub.</td> <td>JK</td> <td>OUTSTANDING</td> </tr> <tr> <td>5.6*</td> <td>Health and Safety Walk</td> <td>AS DM</td> <td>OUTSTANDING</td> </tr> </tbody> </table>	Item	Action	Actionee	Status	4.2	Complete Confirmations	ASa	COMPLETED	5.4	Upload Pupil Premium and Sports Premium to GovernorHub.	JK	OUTSTANDING	5.6*	Health and Safety Walk	AS DM	OUTSTANDING
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Christ Church (Brondesbury) C of E Primary School

	6.2	Send list of dates to governors about strategic planning	AS	COMPLETED								
	6.4	Contact Best Brent about cancelled training	AS	ONGOING								
	6.5	Complete skills audit	ASa TR IW TH	OUTSTANDING								
	7	Liaise on policies	JI JK	COMPLETED								
<p>*Action: Add Martyn's law to Health and Safety Policy renewal</p> <p>IW left 19.00</p> <p>9 July 2025:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>Send blurb and photo to school for the website</td> <td>ASa* TH** TR TO *blurb only</td> <td>OUTSTANDING</td> </tr> </tbody> </table> <p>**TH to check with admin staff</p>					Item	Action	Actionee	Status	8	Send blurb and photo to school for the website	ASa* TH** TR TO *blurb only	OUTSTANDING
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8	Send blurb and photo to school for the website	ASa* TH** TR TO *blurb only	OUTSTANDING									
10	Correspondence: None.											
11	Any Other Business:											
11.1	JI outlined the website audit that is provided with the Judicium Service Level Agreement (SLA) and would be carried out in January 2026.											
11.2	AS outlined the meetings of the Sustainability group who had met several times this term and were involved with the private nursery selection. Wetherby House had been chosen. Q: Are the current parents topping up with the new nursery? A: JK said that he new provider had agreed to honour the existing agreement for the rest of this academic year.											
12	Meeting Dates: The meeting dates have been uploaded to GovernorHub. Meetings four and seven will be virtual.											
The public part of the meeting was closed by the Chair at 19.15												

Actions arising from the Minutes of the Full Governing Board meeting held on 10 December 2025:

Item	Action	Actionee	Status
5.2	Prepare data on pupil progress for next Teaching and Learning FGB Add to the next Teaching and Learning agenda	PS JI	
6.2	Send Maths governor visit report to JJ	AS TH	
6.4	Send suitable days and times to AS (via WhatsApp) for a governor training day on OFSTED	All	
6.5	Complete skills audit.	ASa TR TS IW TH	
7.2	Amend ToR attached to Pay Policy.	JK	



Christ Church (Brondesbury) C of E Primary School

9	Add Martyn's law to Health and Safety policy	JK	
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Outstanding actions arising from the Minutes of the Full Governing Board meeting held on 23 October 2025:

Item	Action	Actionee	Status
5.4	Upload Pupil Premium and Sport Premium reports to GovernorHub	JK	OUTSTANDING
5.6	Undertake Health and Safety/Safeguarding learning walk	AS DM	OUTSTANDING
6.4	Contact Best Brent about cancellation of governor training.	AS	ONGOING
6.5	Complete skills audit	ASa IW TS TR TH	OUTSTANDING