



Christ Church (Brondesbury) C of E Primary School

MINUTES:

BOARD: FULL GOVERNING BOARD (FGB)

SCHOOL: Christ Church CofE Primary, Brondesbury

DATE: 5 February 2026

TIME: 17.37-19.36

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
Jacqueline Carrington (JC) School Business Manager (SBM)

QUORUM: 50% of the filled spaces

MEETING FOLDER: [050226](#)

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 JK 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. AS emphasised the need for all governors to keep up to date with GovernorHub information and documents ahead of a meeting and to ask questions.
3	Any Other Business: Two items were identified.
4	Finance: Budget Monitoring Report: JC presented the summary report and took questions. Q: Why has premises spend overspent by £59K? A: JC replied that the income for the expenses is shown elsewhere. The same is for salaries as two members of staff are currently covered by long term agency staff. Q: Are the two positions being recruited for? A: JC said that the caretaker was not a vacancy as he is on long term sick leave and the admin role went through a recruitment process but was unsuccessful. The long term agency staff member was working very well. Governors thanked JC and the whole school for all their hard work to keep the budget under control. Q: Why was the surplus for last year so big? And is it ok that the school is now down to £70K? A: JC explained the surplus was accumulated over a number of years since covid. The school is now in an in-year deficit so the carry forward is much less. Q: Will the nursery income make a difference? A: JC confirmed it will have an impact. Q: Is there still some income to come in? A: JC said that some grants were not guaranteed when the budget was agreed but have now been confirmed. Q: What is happening with the utilities contract? A: JC said that the forecast is good. Electricity is budgeted at £23K and is forecast to be £21K and there is a similar saving on gas. Q: Do you know what the school will receive in funding for next year? A: JC said it will be less funding as the numbers are based on the October census. Q: What about Educational Health Care Plan (EHCP) money? A: JC said there are eleven or twelve children with an EHCP and JK added that the inclusion manager is predicting a rise to approx. fifteen children. DM joined 18.02 Q: Why is one EHCP unfunded? A: JK answered that the Local Authority (LA) had changed their method of assessment and banding level so there is no extra money allocated for the needs according to the band. Q: Do you have to top this up yourselves? A: JK said that they top up where necessary. For this child, there is no class based specialist support but there are some extra interventions outside class and some extra resources have been provided. As the school is supporting the child to achieve, there is no need (from LA point of view) to release extra funding. The governors debated the current SEND funding provision.



Christ Church (Brondesbury) C of E Primary School

5	Head Teacher's Report:
5.1	<u>Contextual Data:</u> JK presented the contextual data. There are fewer children on roll although there are potentially five more joining. The inclusion manager is working with teachers and staff on assessing which children need to be added to the SEND register and which need a little extra help but do not need to be on the register. Disadvantaged children data has been added to the report. Attendance is in line with national data. Behaviour is good although there has been one one-day suspension. There has also been some challenging behaviour that is being managed. Q: What systems are in place for the playground? A: JK said that there is a rota for the Teaching Assistants (TA) / Higher Level TA (HLTA) to be in in the playground. They have had training from Parita Shah (PS) to help with this. There is also an on call rota for the Senior Leadership Team (SLT) but SLT are usually in the playground, modelling good adult involvement in regulating behaviour. SLT are trying to get the TA's to engage more in the playground. Governors discussed the poor take up of breakfast club and not being able to give a free breakfast due to not enough families being classed as pupil premium. Q: Can the school stop breakfast club if it's not tenable? A: JK said that families have previously left the school because of the lack of a breakfast club so there is a risk of not having it. Governors discussed possible reasons for lack of take up and ideas to remedy.
5.2	Pupil Premium (PP) Report: JK presented the report and noted that there is a £2K difference between the PP income and actual spend due to actual costs being higher. The 2024/2025 assessment results showed that the disadvantaged children outcomes were higher than the national level. Q: Why is writing at 0%? A: JK said that writing at expected standard was £68% but no children were working at Greater Depth (GD). Q: What percentage of schools across England achieved these outcomes for disadvantaged children? A: JK said that there very few in Brent but doesn't know about the national picture. Q: Why did this go so well – are there things to replicate? A: JK outlined wider strategies that are in place including being more thoughtful on teaching and supporting these students. Three HLTAs and a higher level of SEND training for TAs had been successful. More support was available for teachers on teaching well and adapting good teaching. There is a research led programme called Walkthrus that has been implemented and will be presented at the next meeting. ACTION: JI to add to next agenda. Overall, the impact of having a SEND unit has made the most impact and has a direct correlation on the higher outcomes for disadvantaged students.
5.3	Sports Premium: JK presented the report .
5.4	<u>Parish Trust Bids:</u> £1020 has been received to support the Sayers Croft trip meaning that the cost per child is now £100, reduced from over £300.



Christ Church (Brondesbury) C of E Primary School

5.5	<p>The school will need to make a bid in the future. See 5.8.</p> <p>Premises, Health and Safety: JK presented the report. There is no news on the London Diocesan Board for Schools (LDBS) building survey.</p>
5.6	<p>School Improvement Plan (SIP) and Self Evaluation Form (SEF): Moved to next meeting. ACTION: JI to move to next agenda.</p>
5.7	<p>School Financial Value Form (SFVS): A date for governors to meet JC and JK before 18 March was discussed. Governors to meet are IW AS and TS. Q: Will benchmarking be done at the same time? A: JC confirmed it would. ACTION: IW AS TS to liaise with JC and JK for the date.</p>
5.8	<p>Nursery: JK outlined the operation from Wetherby who opened in January with the six children who attended through school and have been growing numbers since through mainly word of mouth. JK and Wetherby are discussing the possibility of extending the building to enable the addition of babies aged nine months plus. JK has met with the LDBS who have given a potential go ahead subject to funding being secured, LDBS approved architects plans and planning permission. Funding will have to be secured via a parish trust bid. Wetherby currently pay £30K per annum in rent and this would rise to £38K in the event of the extension happening.</p>
6.	<p>Governance:</p>
6.1	<p>Vacancies on the Governing Board: AS has access to a list of potential LA governors and is looking for assistance on recruitment. IW and JK will take a look at the list.</p>
6.2	<p>Strategic Planning: AS is working on this and needs help from the rest of the board. ACTION: AS will produce a draft for the next meeting.</p>
6.3	<p>Link Governor Visits: AS proposed a governor visit for LD DM and AS to look at Writing on 18 March 2026. A Science learning walk will take place on 9 March 2026 with IW AS and PH. A Christian Ethos group meeting will also take place on 9 March, with AS TH and PH.</p>
6.4	<p>Annual Planner: AS outlined the purpose of the planner.</p>
6.5	<p>Training: PH and AS have completed training this term. LDBS are able to carry out (probably online) Complaints Panel training on 3 March 2026 in the afternoon. DM TS IW are available. ACTION: Governors to confirm attendance at this training.</p>
6.6	<p>Skills Audit: Governors were reminded to complete the skills audit and email to jane.ireland@judicium.com. ACTION: IW, ASa, TS, TR, TH to complete skills audit.</p>
6.7	<p>Governor Training Date: See 6.5</p>
7	<p>Policies The following policies were approved:</p>



Christ Church (Brondesbury) C of E Primary School

7.1	Admissions criteria 2027																																																																	
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7.7	Premises Management Policy																																																																	
7.8	Risk Management Policy and Register																																																																	
8	Minutes: The Minutes of the previous meeting on 10 December 2025 were approved.																																																																	
9	Matters Arising from the Minutes: 10 December 2025: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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 rowspan="2">5.2</td> <td>Prepare data on pupil progress for next Teaching and Learning FGB</td> <td>PS</td> <td>CARRIED FORWARD</td> </tr> <tr> <td>Add to next Teaching and Learning agenda</td> <td>Jl</td> <td>CARRIED FORWARD</td> </tr> <tr> <td>6.2</td> <td>Send maths visit report to JJ</td> <td>AS TH</td> <td>COMPLETED</td> </tr> <tr> <td>6.4</td> <td>Send suitable days and time to AS (via WhatsApp) for an OFSTED focused governor training day</td> <td>All</td> <td>OUTSTANDING – CARRIED FORWARD TO SUMMER TERM</td> </tr> <tr> <td>7.2</td> <td>Amend ToR attached to Pay policy</td> <td>JK</td> <td>COMPLETED</td> </tr> <tr> <td>9</td> <td>Contact Best Brent about cancelled training</td> <td>AS</td> <td>ONGOING</td> </tr> <tr> <td>6.5</td> <td>Complete skills audit</td> <td>ASa TR IW TH</td> <td>OUTSTANDING</td> </tr> <tr> <td>7</td> <td>Add Martyn's Law to Health and Safety policy.</td> <td>JK</td> <td>COMPLETED</td> </tr> </tbody> </table> 23 October 2025: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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>5.4</td> <td>Upload Pupil Premium and Sports Premium to GovernorHub.</td> <td>JK</td> <td>COMPLETED</td> </tr> <tr> <td>5.6</td> <td>Health and Safety Walk</td> <td>AS DM</td> <td>OUTSTANDING</td> </tr> <tr> <td>6.4</td> <td>Contact Best Brent about cancelled training</td> <td>AS</td> <td>COMPLETED</td> </tr> <tr> <td>6.5</td> <td>Complete skills audit</td> <td>ASa TR IW TH</td> <td>OUTSTANDING</td> </tr> </tbody> </table> 9 July 2025: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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>8</td> <td>Send blurb and photo to school for the website</td> <td>ASa* TH** TR TO *blurb only</td> <td>COMPLETED</td> </tr> </tbody> </table>			Item	Action	Actionee	Status	5.2	Prepare data on pupil progress for next Teaching and Learning FGB	PS	CARRIED FORWARD	Add to next Teaching and Learning agenda	Jl	CARRIED FORWARD	6.2	Send maths visit report to JJ	AS TH	COMPLETED	6.4	Send suitable days and time to AS (via WhatsApp) for an OFSTED focused governor training day	All	OUTSTANDING – CARRIED FORWARD TO SUMMER TERM	7.2	Amend ToR attached to Pay policy	JK	COMPLETED	9	Contact Best Brent about cancelled training	AS	ONGOING	6.5	Complete skills audit	ASa TR IW TH	OUTSTANDING	7	Add Martyn's Law to Health and Safety policy.	JK	COMPLETED	Item	Action	Actionee	Status	5.4	Upload Pupil Premium and Sports Premium to GovernorHub.	JK	COMPLETED	5.6	Health and Safety Walk	AS DM	OUTSTANDING	6.4	Contact Best Brent about cancelled training	AS	COMPLETED	6.5	Complete skills audit	ASa TR IW TH	OUTSTANDING	Item	Action	Actionee	Status	8	Send blurb and photo to school for the website	ASa* TH** TR TO *blurb only	COMPLETED
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10	Correspondence: None.																																																																	
11	Any Other Business: None																																																																	



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12	Meeting Dates: The meeting dates have been uploaded to GovernorHub. The next meeting will be in person on 18 March 2026.
The public part of the meeting was closed by the Chair at 19.31	

Actions arising from the Minutes of the Full Governing Board meeting held on 5 February 2026:

Item	Action	Actionee	Status
5.2	Add Walk Through to next agenda	Jl	
5.6	Add SIP and SEF to next agenda	Jl	
5.7	Liaise with JC JK on SFVS meeting	IW AS TS	
6.2	Produce draft strategic plan	AS	
6.5	Confirm attendance at the Complaints Panel training on 020326	ALL	
9	Add Martyn's law to Health and Safety policy	JK	

Outstanding 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	PS	CARRIED FORWARD
	Add to the next Teaching and Learning agenda	Jl	CARRIED FORWARD
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	

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

Item	Action	Actionee	Status
5.6	Undertake Health and Safety/Safeguarding learning walk	AS DM	OUTSTANDING
6.5	Complete skills audit	ASa IW TS TR TH	OUTSTANDING