



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Teaching and Learning Committee Meeting on Thursday 18 November 2021 at 5.30pm via
Zoom

Attendees

Name	Initials	Attendance 17/10/20	Attendance 02/02/21	Attendance 22/06/21	Attendance 18/11/21
Governors					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Karen Moran	KM	Present	Present	Present	Present
Fiona Dwinger	FD	Present	Present	Present	Apologies
Naomi Moore	NM	Apologies	Apologies	Present	Apologies
Mother Christine	MC	Present	Present	Present	Present
Elected staff					
Matthew Booker (from Sept 2019)	MB	Apologies	Present	Present	Present
Observer/adviser(s)					
Lauren Sutherland – DHT	LS	Apologies	Apologies	Apologies	Resigned
Parita Shah	PS	Not in post	Not in post	Not in post	Present
George Veater	GV	Not in post	Not in post	Not in post	Present
Clerk					
Lynda Rees	Clerk	Present	Present	Present	Present

Part one - public

Item	Who	When
<p>1a. Welcome, Opening Prayer and Apologies for Absence</p> <p>The Vice Chair (KM) welcomed everyone to the meeting via the remote access (zoom) and the opening prayer was conducted by MC.</p> <p>KM gave apologies for Fiona Dwinger (visiting family in South Africa) and Naomi Moore (work commitments), which were accepted by governors.</p>		
<p>1b. Declarations of Interest (relevant to items on this agenda)</p> <p>There were no declarations of interest for any items on this agenda.</p> <p>AS informed governors of her appointment as a governor to St Cuthbert's and St Matthias Primary School (appointment date 17/10/18).</p>		
<p>1c. Election of Chair and Vice Chair for 2021/22</p> <p>The clerk informed governors that Fiona Dwinger was happy to be nominated for the role of Chair for this Committee for the current academic year.</p> <p>AS nominated Fiona Dwinger as Chair which was seconded by KM – Governors unanimously approved this appointment.</p> <p>For the role of vice chair, Karen Moran agreed she was happy to continue in this role for the current academic year. This nomination was made by HT and seconded by MC – Governors unanimously approved this appointment.</p>		



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<p>1d.</p>	<p>Review Terms of Reference (TOR)</p> <p>The clerk stated that the TOR for this committee were updated at the November 2020 T&L committee meeting and asked governors if there were any additional changes that were needed for the current academic year.</p> <p>The clerk agreed to change the red highlighted sections into black and check all the policies reviewed/approved by this committee are included under the policies section on page 4 of the TOR document. Action clerk</p> <p>Governors were satisfied that the TOR reflected the functions and responsibilities for this committee and approved the TOR document for the current academic year.</p>	<p>clerk</p>	
<p>1e.</p>	<p>Minutes of the previous meeting held on 22nd June 2021</p> <p>The minutes were reviewed, and governors agreed they were an accurate reflection of the meeting's discussions and decisions taken. These minutes will be signed by the Chair when governors are next in school.</p>		
<p>2.</p>	<p>Head teacher's Briefing Report</p> <p>HT briefly outlined the headline areas of his briefing report as the documents had been sent to all governors one week prior to the meeting and HT had previously asked governors to send their questions and comments in advance of the meeting.</p> <p>a) Whole school contextual information</p> <p>HT explained that the school roll continues to show that there are vacancies in many of the classes – with a total of 50 places being unfilled across the school.</p> <p>A governor asked if there have been many pupils leaving/starting in recent months – HT explained that there have been very few changes for September/October – but there have been 2 new pupils starting in Year 1 and Year 4 last week with more expected in the coming weeks.</p> <p>A governor asked whether the school would be asked to take Afghan refugees as has happened in neighbouring boroughs- HT explained that at a recent Brent HT meeting – the Brent officers stated that the Council currently do not have hostel spaces for the Afghan families – so the families are being placed in neighbouring boroughs like Camden, Westminster, RBKC.</p> <p>HT added that Head teachers did make it very clear that Brent schools have the available spaces and are more than willing to have the refugees take up the unfilled places.</p> <p>A governor asked about the strategies that could be put in place to try and promote the school and increase numbers – HT stated that he has the flyers ready for distribution and regularly uploads the headline activities on social media (</p>		



twitter; Instagram; Next Door; school website) to showcase the school - with all feedback being very positive so far to date.

HT added that the recent pupil admissions were due to word of mouth from the school community.

A governor asked whether films/photos are allowed on social media sites – HT confirmed that names are not included, and the safeguarding protocols are followed.

A governor asked about the attendance figures and whether more can be done to encourage the pupils who are currently not attending – HT stated that the attendance figures averaged 95.5% last term and although not quite at the 96% target are better than the LA targets and the national averages.

HT added that in general, the absences are due to colds/flu and the school staff continue to promote the message that pupils must attend school unless they are really unwell but slight cough/cold is fine to be in school.

b) Risk Assessment/ COVID 19 Contingency plans

HT stated that there have been no changes required to the 2 documents since they were approved by Governors at the September 2021 GB meeting.

HT added that there have been 3 COVID instances within school (2 pupils and 1 member of staff) but the guidance was followed and no instances where the trigger points were reached.

HT added that the school continues to ensure adequate ventilation through the school is in place – although certain areas around the school have windows that are not opening properly due to various issues that are wrong with them.

HT added that following the H&S walk that was undertaken yesterday -this issue was raised by H&S governor who was concerned that fire doors were being propped open – but it is a choice of having adequate ventilation by keeping the fire doors open in some areas within the school.

Governors agreed that the issue with the windows has been noted as a concern at the last GB meeting and will review the H&S report to look at the next steps to take on the fire door/safety/ventilation issues.

A governor asked about the cover that is put in place for EHCP pupils when a TA is absent – HT explained that an existing TA would cover the absence and the school will use an agency TA to cover the TA duties within the class.

c) Staff and pupil wellbeing (including safeguarding and online safety)

HT stated that although staff absence is higher than normal – these figures include an SMSA who has retired through ill health but are absent whilst their notice period is being undertaken and are therefore still being recoded as being absent. Another member of staff had been ill upon return from holiday – which included the 10 day isolation period.



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HT added that the staff absences also include hospital appointments where these cannot be taken outside school working hours.

HT added that the staff absences are followed up with return to work interviews and referrals are made to occupational health where this is required.

HT stated that the school currently does not buy in additional supply cover on the first day of absence – for example for a teacher absence – the first day absence is covered by one of the AHT's.

A governor asked whether there is a risk that staff may come into work if they are unwell – HT explained that staff will ring him on their first day of absence and he will always encourage staff to stay at home if they are unwell and to keep in touch if they are going to be off longer than a day.

A governor asked GV/PS if this additional cover they are providing has impacted on their workload – both agreed that at the moment it has not caused a huge impact as teachers have generally left well prepared resources which can be given to a supply teacher for any days absence that goes beyond the first day.

HT explained that staff wellbeing is a high priority, and he will always ask staff to talk to him about any concerns or issues they may have. As a Head teacher, he believes it is important to give as much support to staff as best he can.

MB spoke very highly about how the HT has always supported him during some personal circumstances and although he is the head teacher was very kind, passionate and very supportive.

HT thanked MB for his kind words – and added that the school will always try to support pupils as much as they can for their wellbeing. This includes using external agencies like WEST – where individual pupils have been referred to for their services when it was felt necessary . The school have referred 1 Year 6 pupil with another pupil currently on the waiting list.

HT stated that the school have 2 live cases for Safeguarding with 1 case having been downgraded to CIN, although the school have challenged this decision as they are worried about the health and safety of this child and will continue to monitor closely within school.

HT added that PS and GV have completed their Level 3 safeguarding training with HT completing his DSL refresher course on 10th November and PS has started building upon her skills by attending a CP conference.

HT added that all staff have signed to confirm they have completed the KCSIE Part 1 and their safeguarding training.

GV explained that since the Level 3 training – PS has introduced a mock safeguarding case to be reviewed once each half term during a PDM session to



<p>help staff identify any potential safeguarding incidents that could occur at some stage within the school.</p> <p>AS agreed to do a safeguarding audit – she will discuss the preferred dates with HT next week Action AS</p> <p>AS informed governors that she will review the SCR on 25th November and will present her findings at the next T&L committee meeting in March 2022. Action AS</p> <p>HT stated that the IT teacher reminds pupils about online safety at the start of each lesson and through the content of each lesson and a parent workshop is being prepared for the next coffee morning in school.</p> <p>d) SEF and SAP updates</p> <p>HT informed governors that the School Action plan has been RAG rated and outlines the next steps with the impact statement sheet showing the priorities for this term. For example – the lower school being phonics ready and the writing focus being a key priority for the upper school. HT added that the RAG rated process also helps to show what the school has managed to do this term.</p> <p>AS thanked the HT for the clarity of the impact statement – which is a good summary and will help to evaluate the impact and identifying gaps with the next steps being taken by the school.</p> <p>AS added that it would be useful for this committee to have an update on this document – to show the steps taken/successes to close gaps etc at future T&L meetings.</p> <p>A governor mentioned the subject leaders would be focussing on mastering the new curriculum under the Ofsted framework but asked who was responsible for monitoring maths. HT explained that the school is currently preparing an internal advert for the maths subject leader position – with the successful applicant being appointed this term. HT gave an example of a teacher leading on Art and DT, but other teachers will be involved in the Art week. HT added that GV/PS will work with the subject leaders to enable them to be released during their class sessions on an adhoc basis to focus on their subject leader areas. HT added that there will be more scope to release the teachers to focus on their subject areas after the Christmas period – as the NQT/ECT will finish their extra PPA time after this period. GV/PS will then release teachers on a rolling basis to cover the other areas of the curriculum.</p> <p>A governor asked about the data reports for Autumn term 1 – and why there is such a high percentage of pupils below in EYFS and Year 1 and whether there was</p>	<p>AS</p> <p>AS</p>	
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any support that could be given from the GB – PS explained that the cohort of pupils in these year groups were at a low starting point which has been compounded by the pandemic – as these pupils have struggled more with the online learning systems. For example, it is much harder to teach phonics online and for parents support their children with their learning requirements as these pupils are less able to learn independently.

PS added that the new phonics programme would benefit from buying more resources for the mastery approach – which would be for resources such as intervention packs – which would be in the region of £2k.

Governors suggested that the additional resources could be submitted as a bid for the Trust fund.

HT added that the pupils would benefit from having the additional resources to help support their education – this would include the purchase of books and flash cards – Governors agreed that this would be a worthwhile investment that the school could then report back to a future GB on the impact of this investment. HT agreed to prepare a bid for the Trust fund for intervention resources for EYFS.

Action HT HT

HT added that for Early years, Year 1 and Year 2 – the pupils are being taught a programme that includes oral blending and sound recall – the blending programme has started well and pupils are expected to attain the expected outcomes.

PS explained that the as per the government baseline criteria – there was 1 pupil who could orally blend 5 words and now there are 12 pupils who are now at this level, and it is expected that another 5 pupils should reach this target by next week.

A governor stated that Year 6 looks like a challenging year group (following a learning walk that was undertaken recently) and asked whether there may need to be extra support put in place – GV explained that Year 6 is more resourced than Year 2 with two TA's running two interventions simultaneously. He also believes that the data will show very good progress at KS2 with at least 20% increase from current data figures. This cohort at KS1 had outcomes of 48% at writing and 50% for Maths and although attainment is lower, these pupils are making good progress with 50% of class on SEN school register and 60% PPG.

MB added that when the Governors were conducting their learning walk last Thursday and visited Year 6 – the TA who usually runs the intervention group was not in school.

A governor asked whether there are any pupils who may be disruptive in Year 6 that may hinder the T&L opportunities for other pupils within the class – GV explained that a few pupils started the year slightly disruptive – but have been



given responsibilities to help around the school. These pupils are no longer disruptive, and this has had a huge impact on their learning and others within the class.

HT added that one pupil had an ADHT diagnosis and has received medical support and counselling and the parents have been fully supportive.

HT added that when the current Year 6 cohort were in Year 2 the challenges were identified and every measure of support was put in place, which included behavioural and pastoral support.

HT stated that both MB and GV have done a sterling job in organising and managing the Year 6 booster classes, which have been supported by 2 TA's and a volunteer.

e) Pupil Premium and Catch Up Programme

HT spoke about the Pupil Premium strategy report for 2020/21 which had been previously circulated to governors.

HT explained that the standards set were higher in the summer but as the pupils had missed a term – they were one level below the expected level.

HT added that now the pupils are all back at school- the levels are now back to where they are expected to be – and this will be used to measure the impact across the whole school.

A governor asked whether value added was shown for pupil premium pupils and whether this was due to COVID and lack of interventions taking place during this period – HT confirmed that it was difficult to target these pupils during lockdown, but the school is very creative in the use of the PPG funding to support the pupils within the school. This funding helps to subsidise Music lessons and trips for PPG pupils and to help run interventions.

HT added that governors can help raise the profile of PPG pupils in school – by encouraging parents to contribute to the Governors Maintenance fund – AS confirmed that this account was currently being reviewed.

f) SIAMS update & Learning Walk update

KM thanked the team for allowing herself and MC to undertake their learning walk on 11 November – which enabled them to walk around the school and observe the school day from what was taking place within the classes. It was a very pleasant day with a lot of positives being identified – and the common thread through the day was seeing the pupils across the school being very well behaved and engaged in their learning.

KM added that it was lovely to see the excellent behaviour from pupils during the lunchtime session – where pupils were well behaved and considerate to fellow pupils.

GV added that when the Governors visited a Year 3 lesson that was being taught by an NQT – the pupils were very engaged and were not disturbed by the governors being present.



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	<p>MC added that the atmosphere within the school during the learning walk was incredibly calm and it was lovely to see that during the collective worship session, the pupils adhered to the pattern of the routines that were in place. The pupils also waited patiently for their lunch in a well established routine.</p> <p>MC added that the school does the best it can do with the resources that are available but would benefit from larger classrooms and learning areas.</p> <p>KM added that the pupils conducted themselves in an excellent manner during the visit to the cemetery which was also attended by pupils from Salusbury Primary and Islamia school.</p> <p>AS thanked MC and KM for attending the learning walk which has given some very valuable feedback to governors.</p> <p>AS mentioned that a recent pupil parliament session that was held via Zoom showed the pupils were so articulate.</p> <p>KM added that the LDBS adviser (Mark Newton) attended the learning walk and was very impressed with what he saw – calm/well behaved pupils which was visible as they moved from class to class during the morning.</p> <p>AS agreed to do a report to the next FGB meeting and will note the key points to highlight from the learning walk. Action AS</p> <p>g) LA Link Inspection Visit</p> <p>HT informed governors that the LA Link Adviser (Alison Loffler) did a visit around the school on 11 November 2021. HT stated that GV/PS were involved with the visit and were able to confidently explain to Alison Loffler the curriculum choices and styles of learning that were being taught in the classes.</p> <p>HT added that GV/PS were able to give very good reasons for the curriculum choices and the leadership styles that were in place within Christchurch.</p> <p>HT added that Alison Loffler was very impressed with what she saw during her visit and spoke positively of the school with pupils engaging in their learning and the nice atmosphere that was present within the school.</p> <p>HT added that Alison was so impressed with the T&L practices within the school that she recommended the Reach Curriculum to another one of her schools – which resulted in Islamia Primary visiting Christchurch to see Year 4 pupils learning with the Reach resources. Islamia were very impressed with what they had seen.</p>	AS	
3.	<p>Chair's Briefing</p> <p>a) Link Governor roles/training/proposed learning walks</p> <p>MC and KM gave an update of their learning walk which took place on 11th November 2021 (see details above).</p> <p>KM did an adhoc visit recently to the Early Years class and noticed that the staff were very positive with the T&L provision and the pupils seemed calm and confidently engaging in their learning.</p>		



	<p>KM will do a further visit this term to speak to PS to see how the interim SENCO is settling in at the school whilst covering for Lisa. Action KM</p> <p>b) Governors Strategic Plan (including relevant link duties) AS is in the process of completing the updates to the Governors Strategic Plan and is drawing up an overview of the school priorities and will look at this overview together with the link governor roles at the next session she has with HT in the next few weeks.</p> <p>AS will share the updated Governors Strategic Plan and the key link governor roles at the GB meeting in December. Action AS</p> <p>c) Marketing/Community Engagement AS has met with KM and JK (Jason) during the half term week and the key priorities to raise the profile of the school were to look at the best options for establishing a Breakfast and after school club. Further discussions will take place to look at how perhaps charities can be used to support the school and any additional funding/grants the school may be able to tap into. AS added that the aim will also be to encourage more parents to get involved in this project and to become more involved in raising the profile of the school to attract new parents. AS stated that JK (Jason) is working on the marketing strategies to include in the governors strategic plan.</p> <p>d) Equalities Audit HT stated that he has had a discussion with FD to start the process for undertaking the Equalities Audit.</p>	<p>KM</p> <p>AS</p>	
<p>4.</p>	<p>Policy Review/Approval</p> <p>a) Acceptable Use Policy HT asked governors whether they wanted to use either Version 1 (same policy as previous year, just has the change of dates) or Version 2 – which is a new policy that was issued by The Key. This version is slightly more in depth – but just need to check a few items within the policy regarding back up and Wi-Fi security with the IT specialist. Governors agreed that Version 2 would be approved for the Acceptable use policy.</p> <p>b) E-safety Policy HT explained that there have been minor changes – for example, the dates and the Network and Data Managers have changed from The Village school to Compass Learning Partnership. Governors approved this policy.</p> <p>c) Positive Handling Policy HT explained that there are a few minor changes to note – the date changes and an amendment to sentence in Part 4 (Use of Physical Restraint or Intervention)</p>		



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	<p>from “All staff will attend positive handling training within 2020-21 academic year” to “ Training in Positive Handling techniques will be provided for staff when available from the Local Authority”.</p> <p>Governors had no questions on this policy, and all approved this policy.</p> <p>d) Preventing Radicalisation</p> <p>HT explained that the dates have been changed and the Safer Recruitment section has been updated to reflect KCSIE 2021.</p> <p>Governors had no questions on this policy and were happy to approve it.</p> <p>e) Spirituality Policy</p> <p>HT has made only a minor change – the date changes.</p> <p>f) RE and Collective Worship Policy</p> <p>HT has made only a minor change – the date changes.</p> <p>MC stated that she has reviewed the Spirituality policy and Collective Worship policies, and both seem to meet and fit where the school is expected to be heading.</p> <p>MC added that there was good evidence in the recent learning walk that policies are being followed.</p> <p>Governors had no further questions on the above 2 policies and were happy to approve them.</p>		
5.	<p>Date and time of next meeting</p> <p>The next T&L committee meeting has been arranged for Thursday 3rd March 2022 at 5.30pm via Zoom.</p>		
6.	<p>AOB</p> <p>No matters were raised under this agenda item.</p>		
7.	<p>Matters Arising from Minutes of 22nd June 2021 (non- confidential)</p> <p>The majority of the action points have been addressed within this committee meeting and any outstanding action points were discussed and noted as follows;</p> <ul style="list-style-type: none"> a) AS asked for a point of accuracy to be noted - the action point for the last SCR review was done on 9th June 2021 and not 4th November 2020 (which was the date of the review prior to 9th June 2021) b) HT explained that the instructional teaching sessions toolkit – covers specific teaching tools with key teaching strategies to work towards more embedded coaching with the school. 		
	<p>The public meeting closed at 7.00pm</p>		



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8.	Part Two – Confidential There were no confidential matters discussed at the T&L committee meeting held on 22 nd June 2021 and no further matters were discussed under this agenda item.		
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APPROVAL OF MINUTES BY THE CHAIR OF THE TEACHING AND LEARNING COMMITTEE
These minutes are an accurate representation of the Teaching and Learning Committee meeting which took place on Thursday 18 th November 2021 at 5.30pm by remote access. Signed..... Date..... Chair of the Teaching and Learning Committee Christ Church (Brondebury) Church of England Primary School