



Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Teaching and Learning Committee Meeting on Thursday 3 March 2022 at 5.30pm via Zoom

### Attendees

Name	Initials	Attendance 02/03/21	Attendance 22/06/21	Attendance 18/11/21	Attendance 03/03/22
<b>Governors</b>					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Karen Moran	KM	Present	Present	Present	Apologies
Fiona Dinger	FD	Present	Present	Apologies	Present
Naomi Moore	NM	Apologies	Present	Apologies	Apologies
Mother Christine	MC	Present	Present	Present	Present
Josephine Francois- Poncet	JF	Not in post	Not in post	Not in post	Present
<b>Elected staff</b>					
Matthew Booker	MB	Present	Present	Present	Resigned
<b>Observer/adviser(s)</b>					
Parita Shah	PS	Not in post	Not in post	Present	Present
George Veater	GV	Not in post	Not in post	Present	Present
Lisa Francis	LF	N/A	N/A	N/A	Present
<b>Clerk</b>					
Lynda Rees	Clerk	Present	Present	Present	Present

### Part one - public

Item	Who	When
<p><b>1a. Welcome, Opening Prayer and Apologies for Absence</b></p> <p>The Chair (FD) welcomed everyone to the meeting via the remote access (zoom) and the opening prayer was conducted by MC.</p> <p>FD gave apologies for Karen Moran (family commitment) and Naomi Moore (travel disruptions), which were accepted by governors.</p> <p>AS welcomed Josephine to her first committee meeting as a full member of the GB having been approved as the Foundation Governor by the LDBS.</p> <p>FD asked Josephine to give a brief summary of her skills and experiences – JF explained that she currently works in Market Research for Tesco – which involves working with consumers for the recipes produced by Tesco. JF added that she previously worked as a psychologist in a hospital, and she is looking forward to working with the school and GB in her new governor role.</p>		
<p><b>1b. Declarations of Interest (relevant to items on this agenda)</b></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>		



1c.	<p><b>Minutes of the previous meeting held on 18<sup>th</sup> November 2021</b></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>		
2.	<p><b>Head teacher’s Briefing Report</b></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><b>a) Whole school contextual Information</b></p> <p>Pupil numbers - HT explained that the school roll continues to show that there are vacancies in many of the classes –the pupil numbers have increased by 4 pupils since F&amp;R committee in Jan 2022 (a total increase of 13 pupils since September 2021) but the additional pupils have not triggered any additional funding under the rising rolls criteria.</p> <p>Attendance – A governor asked why the attendance percentages for each year group have decreased after the February half term week – HT explained that the whole school community were affected by a wave of Covid passing around the school – which resulted in a larger number of pupil absences across the school community.</p> <p>HT added that although there were on average 17 pupils absent due to Covid at any given time in Year 6 class – the attendance was 91.1% which was still above the national average percentage of 80%.</p> <p>A governor asked what can be put in place to support attendance – HT explained that the attendance incentives and rewards have been increased – for example – the sharing of the class of the week trophy – which is publicised on the school website.</p> <p>HT added that the school will phone parents on the first day of absence and will phone everyday to do a daily welfare check.</p> <p>Lisa Francis (SENCO) attended the meeting at 5.45pm</p> <p>HT added that if any absence is going on longer than expected/or it is felt the continued absence is not justified – will invite parents to a meeting to discuss the continued absence.</p> <p>HT stated that SLT regularly ring parents to outline the expectations for pupils to attend school and will support parents to encourage the return to school for their children. For any persistent absences – these are referred to EWO, which is also the process which is followed for absences for vulnerable pupils.</p> <p>A governor asked about the dip in attendance for Year 6 pupils and whether there are any on going reasons for this – HT explained that this year group were affected by Covid absences this term – with every pupil being affected by Covid.</p>		



A governor asked about how punctuality has been this term – HT explained this had generally been okay – the gates are closed promptly at 8.50am and pupils are required to sign in the school office after this time. For persistent lateness – a letter is sent to parents and if it continues parents are spoken to. It tends to be the same families that have issues with punctuality.

PS added that some pupils have also had the Covid virus twice in the term

**b) Risk Assessment/ COVID 19 Contingency plans**

HT stated for the RA/Contingency plans – the latest restrictions are slowly being lifted and the school are slowly moving back to normal service.

The school organised its first event in person in school for Ash Wednesday – and was the first event where parents/governors were invited into school.

HT added that parents were also being invited to a world book day event at the end of school tomorrow.

HT added that he will continue to monitor the Covid cases – and if there is a spike in cases – the controls and measures will be put back in place and the RA is still being monitored.

**c) Staff and pupil wellbeing, including safeguarding & Online safety**

HT stated the teacher, who was appointed when Matt Booker resigned, has settled well into the school and is teaching Year 2 (Ms Ahmed) – she is a ECT teacher and will need to complete the 2 year ECT qualification programme.

HT added that PS and GV share the Year 6 class and AHT responsibilities.

The chef recently left, and the catering provider (Caterlink) have provided a replacement- GV confirmed the school meals are very good.

HT stated that the staff sickness over the last term has been affected by Covid. HT added that the school is doing all it can to support staff wellbeing – which includes keeping the Monday CPD meeting to 30 minutes and not having meetings in the last week of each term. The marking policy and practices have been streamlined to reduce the time staff spend in school marking at the end of the school day.

HT spoke about the safeguarding cases within school – with 3 live cases for 4 pupils- with 2 of the cases being new this term.

HT added that there are 3 live CIN cases but there are a further 17 pupils across the school that are being closely monitored.

HT stated that the ICT lead continues to remind pupils about the online safety requirements and how to report any concerns they may have. The school have presented an online safety workshop to parents – 6 parents attended, and all the materials have been uploaded on the school website. The school also has a competition for the online safety poster.

HT spoke about the healthy eating campaign the school is closely monitoring which has resulted in the school preparing an in house healthy eating policy. GV is closely monitoring the pupils packed lunches and after school snacks.



GV added that the school has launched a healthy eating drive - to explain to pupils/parents what constitutes healthy food, and the expectations of what food is brought into school for a healthy packed lunch/snacks.

HT added that the school have been giving parents ideas on healthy eating options so that parents can support pupils to eat healthier - with the healthy swaps being linked to the NHS initiatives – which are uploaded onto the schools website.

**d) SEF and SAP updates**

HT informed governors that the School Action plan has been RAG rated (red, amber, green) and outlines the next steps with the impact statement sheet showing the priorities for this term.

A governor asked how the coaching and mentoring programme has been going – GV explained that he has embedded the feedback to staff, which has been a very positive exercise – with teachers asking for coaching support on a routine basis rather than wait until a formal observation has taken place.

GV gave an example of how the Maths leader has been providing Maths coaching to upskill as a leader and she has been able to identify other teachers that have benefitted from the maths coaching sessions.

A governor stated that the work undertaken by the school as outlined in the SAP is very impressive given the constraints over the previous year due to the pandemic.

A governor stated that it is good to hear examples of how the coaching and learning techniques are being embedded through the school enabling the school leadership in becoming stronger and it is good to see that the school continues to develop the middle leadership of the school.

**e) Pupil Premium and Catch up Programme updates**

HT explained that the F&R committee were given the PPG strategy reports with the reports being uploaded onto Governor Zone.

HT added that for the Catch up programme which is being undertaken by Ranstead (under the National Tutoring Programme) is currently due to start for Year 3 and Year 4 – with two thirds of the pupils signing up for the programme. For Year 5 and year 6, the pupils are coming to the end of the 15 hour provision which has been going well after the few technical hitches at the beginning.

**f) SIAMS update**

HT stated that a SIAMS reflection SEF has been produced which summarises the 7 strands on 2 sides of A4 – once governors have looked through the document – he will put it on the schools website.

HT added that the impact column shows the evidence that needs to be available within the school to meet the 7 strands.



	<p>MC stated that the SIAMS SEF reads very well and seems to cover most of the evidence required to meet the 7 strands for the SIAMS inspection.</p> <p>HT agreed to arrange a meeting for the CE group this term. <b>Action HT</b></p> <p><b>g) Early Intervention and SEND funding</b></p> <p>HT gave an update on the 2 funding streams from the LA – one being for SEND – to be used for improving reading for Early years pupils and the Education recovery fund to be used for early communication resources.</p> <p>HT added that the total funding is £11,500 and there are lists of early intervention programmes that have been approved by the LA on which the funding can be used.</p> <p>HT stated that for the Early communication scheme – the school will be buying the Little Wandle resources to assist the Early years pupils.</p> <p>HT explained that schools will need to show how the money has been used – to evidence the impact on the lowest 20% of pupils with special educational needs/vulnerable pupils. HT will share the impact reports with the T&amp;L committee at a later date. <b>Action HT</b></p>	<p>HT</p> <p>HT</p>	
<p><b>3.</b></p>	<p><b>Chair's Briefing</b></p> <p><b>a) Link Governor roles/training/ Governors Strategic Plan</b></p> <p>AS stated that the link governor listing that was agreed at the last FGB has now been updated with the staff contact details.</p> <p>HT stated that he needs to confirm the staff contact details for ICT link governor - and he will confirm that Stuart is in agreement with taking on this function.</p> <p>AS asked for a governor to volunteer to take over the training overview for Governors – JF agreed to take on this role.</p> <p>GV suggested that governors look through the Ofsted preparation PowerPoint presentation that he circulated to governors recently prior to a link governor visits. GV added that the school can provide Ofsted style questions that link governors can consider when they have a meeting with their link staff contact – which will be beneficial for governors and staff.</p> <p>AS added that from September 2021, Ofsted have been widening their review of subject links and are not just focussing on the core subjects.</p> <p>AS added that KM has undertaken an EYFS link governor visit and plans to make contact with SENCO later in the term.</p> <p>AS plans to undertake a review of the SCR in the next few weeks and will give the feedback to the FGB meeting on 24 March. <b>Action AS</b></p> <p>AS will also undertake a safeguarding audit later in the term. <b>Action AS</b></p>	<p>AS</p> <p>AS</p>	





	<p>A governor asked about the behaviour for learning policy and how well parents understand this policy – HT explained that he shares the policy with parents and constantly makes reference to the policy where this is needed with parents. Staff also refer to the policy at parent consultation meetings with all parents being made aware of the ladders system at the start of the new term.</p> <p>HT explained that the school have produced the Healthy Eating policy to help pupils make healthy choices and to encourage pupils to eat healthier at school.</p> <p>A governor asked if the healthy eating drive within the school has encountered any resistance from parents – HT explained that the school continues to advertise the educational benefits of the healthy eating campaign.</p> <p>GV added that he has seen the effects of pupils in Year 6 struggling to concentrate when their lunchboxes have unhealthy foods – so it is very important to remind parents to provide healthy lunches to help with pupils concentration and education opportunities.</p> <p>HT added that the school continues to publicise the healthy eating benefits in the Reception/office area and also within the Pax and Fish videos on the schools website.</p>		
<p><b>5.</b></p>	<p><b>Date and time of next meeting</b></p> <p>The next T&amp;L committee meeting has been arranged for Thursday 23<sup>rd</sup> June 2022 at 5.30pm via Zoom.</p>		
<p><b>6.</b></p>	<p><b>AOB</b></p> <p>FD asked about the recent LDBS weekly bulletin that included a pamphlet on the political impartiality message through teaching and asked how this has been implemented within the school – HT explained that nothing needs to be changed in the curriculum but to teach the benefit of a balanced argument. The Reach Curriculum will show both sides of an issue and pupils will be encouraged to challenge and reason out any arguments that may arise.</p> <p>HT added that the pupils regularly see the news updates on Newsround – which will show both sides of the story.</p> <p>A governor asked if the school have any Russian or Ukrainian staff or pupils in the school community – HT explained that there is one staff member and one pupil who are Ukrainian with no Russian staff or pupils.</p> <p>HT added that the LDBS has a briefing for schools on the crisis in Ukraine – to show the humanitarian side of the conflict – which he will introduce to pupils and give an opportunity to answer any questions that pupils may have.</p>		



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	A governor asked about updates to the First Aid policy – HT explained that this policy was reviewed recently and will be ready with further updates at the FGB meeting in the Summer term. <b>Action HT</b>	<b>HT</b>	
<b>7.</b>	<b>Matters Arising from Minutes of 18<sup>th</sup> November 2021 (non- confidential)</b>  The majority of the action points have been addressed within this committee meeting and any outstanding action points were discussed and noted as follows;  a) AS confirmed that the safeguarding audit will be undertaken later in the term. She will discuss the preferred dates with HT. <b>Action AS</b> b) AS confirmed that the SCR will be undertaken in March 2022. <b>Action AS</b> c) HT will prepare the Trust fund bid for the intervention resources for EYFS. <b>Action HT</b>	<b>AS</b> <b>AS</b> <b>HT</b>	
	<b>The public meeting closed at 7.15pm</b>		
<b>8.</b>	<b>Part Two – Confidential</b>  See confidential minutes for matters discussed under this agenda item.		

**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 3<sup>rd</sup> March 2022 at 5.30pm by remote access.

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

Chair of the Teaching and Learning Committee  
Christ Church (Brondebury) Church of England Primary School