



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Teaching and Learning Committee Meeting on Thursday 23 June 2022 at 5.30pm via Zoom

Attendees

Name	Initials	Attendance 22/06/21	Attendance 18/11/21	Attendance 03/03/22	Attendance 23/06/22
Governors					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Karen Moran	KM	Present	Present	Apologies	Present
Fiona Dinger	FD	Present	Apologies	Present	Present
Naomi Moore	NM	Present	Apologies	Apologies	Apologies
Mother Christine	MC	Present	Present	Present	Apologies
Josephine Francois- Poncet	JF	Not in post	Not in post	Present	Apologies
Elected staff					
Matthew Booker	MB	Present	Present	Resigned	Resigned
Observer/adviser(s)					
Parita Shah	PS	Not in post	Present	Present	Present
George Veater	GV	Not in post	Present	Present	Present
Lisa Francis	LF	N/A	N/A	Present	N/A
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 Chair (FD) welcomed everyone to the meeting via the remote access (zoom) and the opening prayer was conducted by HT.</p> <p>FD gave apologies for Mother Christine (unwell) 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>1c. Minutes of the previous meeting held on 3rd March 2022</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. 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.</p> <p>a) Whole school contextual Information</p>		



Pupil numbers - HT explained that the school roll continues to show that there are vacancies in many of the classes –the pupil numbers continue to fluctuate and currently there are 192 pupils on roll when compared to 193 for June 2021. There are 51 places on offer (excluding Nursery), and these are spread across the year groups for the school.

The biggest concerns are the current class numbers for Year 2 and Year 3 (currently 19 and 17 respectively) and the likelihood of these being filled during the year.

HT added that a family at a local refuge are joining next week to take up a Reception and Year 2 place.

A governor asked what the current applications are for the Reception class – HT stated that around 25 applications have been received which includes the 2nd and 3rd round offers so will need to wait and review movement over the summer holidays.

A governor asked if an analysis could be made for the core pupils who remain at the school from when they are admitted (and the starters and leavers during the year) as this will affect the work the school can do for those long term pupils and those only attending in the short term.

HT added that he can do an analysis of the pupils mobility affects the data and the value added for the core pupils that remain throughout the school. He agreed to bring an analysis for pupil mobility/core pupils to the GB meeting in July 2022.

Action HT HT

AS stated it was good news that the school will receive extra income for the additional 5 PPG pupils – HT stated that the school will eventually receive the additional funding at a future time.

b) Data overview

HT asked governors if they had any questions on the individual reports for the data overview that had been presented under the following categories;

- Attainment – overview by Year Group
- Attainment – overview by subject
- Attainment – overview by Pupil Premium
- Attainment – by SEN

HT explained that the attainment overview by subject is for Reading, Writing and Maths for the whole school and is based on Summer 1 data and will give an indication as to what the Year end figures are likely to look like.

HT added that the SATS data for Year 2 and Year 6 along with the Year 4 multiplication tests will be known by mid July.

A governor asked about the figures for Year 1 and Year 3 classes that have much higher percentages for pupils working below the expected standard – HT explained that the size of the classes for these 2 year groups are lower – so each pupil that is



below the standard would equate to 4% or 5% each. Year 1 pupils missed 2/3rds of the year learning opportunities when they were between Reception and Nursery due to the pandemic as it was more of a struggle for them to engage with the online learning systems. A high proportion of the pupils in Year 1 have severe needs and need extra support for the core subjects.

PS added that the new pupils that were admitted this year into Year 1 started at a very low starting point, and this has resulted in the phonics data being lower but is not a reflection on the new phonics system or teaching and learning provision in place by the staff. As there are less pupils in Year 1 – if 4 or 5 pupils do not pass the threshold – this will reduce the overall percentage for the class total.

The school have plans in place next year to support these pupils with passing the phonics test in Year 2.

HT added that there is one pupil in Year 1 who has severe learning needs and should have an EHCP – which is being applied for by the Inclusions Leader.

HT explained the assessment change and how each pupil would be expected to achieve 1 point each half term equating to a 6 point score at the end of the academic year. This is expected to be the outcomes for Year 1 to Year 6 but as some Year 1 pupils started at a lower level and therefore were still being assessed on the Early Years scale in the Autumn term – they may only achieve 5 points of progress over the academic year.

HT explained that the school uses the target tracker system to measure progress which is an effective way to show the progress for each pupil/year group.

A governor asked how the progress figures can be interpreted – HT explained that the yellow column on the data report shows the class average progress and this can be further analysed for PPG, SEN and Reading, Writing and Maths – which are the main focus groups

c) Governor feedback on SATS Audit

AS informed governors that she visited the school during the SATS week to look at the administration elements for the SATS processes being followed by the school.

AS added that these were the first SATS tests to take place since 2019 – as the previous years were unable to take place due to the Covid pandemic.

AS attended the school on 2 occasions – on her first visit she attended the school as the first paper was finishing and her second visit took place at the start of the day.

AS used The Key checklist for Governors for auditing the SATS admin processes and was pleased to report that there were no areas of concern to note, and the process went very smoothly on each occasion.



AS stated that she asked a few questions and the answers agreed to the national guidance published to schools and the papers were held securely before being presented at the start of the SATS test sessions.

AS noted that the pupils were extremely well behaved, and many seemed very calm, and staff seemed to know what they were doing.

AS added that once the SATS tests had taken place – the school received a certificate to evidence they had been posted and the process was followed as expected with no issues being noted.

HT stated that for the wellbeing aspect – the pupils came into school well and the pupils seemed to handle the week well – with a few pupils speaking about having had a few niggles in answering the questions once the tests had finished.

PS stated that the school had an LA monitoring visit, and all was fine.

GV stated that one pupil got a bit tearful – but was okay soon after.

AS asked whether any pupils were absent – HT confirmed there were no absences during the week and all pupils took the tests.

d) Curriculum Plans from September 2022 – Intent Document

HT informed governors that the curriculum intent statements have now been completed for each subject which will now be put on the website.

HT explained that these statements advertise the curriculum and the way in which the school presents the curriculum – which will give an outline for each area of the school and the intent for each subject and what the implementation process will look like.

HT added that for each subject – you can click on the link – which will then give a live link to another folder which will show the progression across the school and the key learning focus for each unit for every subject.

HT added that he will revise the impact statements once all the final SATS data and tests have been received so the latest data can back up the impact statements.

GV suggested that it would be helpful if the link governors can review the intent documents on the website before they meet with the middle leaders and can then ask questions that link back to the intent statements so governors can find out what is happening within school.

AS agreed that this is an excellent idea, and she will ask governors at the GB meeting in July to look at the intent documents for their respective link governor roles. A schedule can then be arranged from September 2022 for future link governor visits.



- The structure in place for working with parents has changed recently – with the tiered system being put back in place. The teachers are the first point of contact for any questions/ issues – many teachers will check with SLT before responding to parents

GV added that the school have been working hard to look at what can be done for those parents that are disengaging with the school – particularly those pupils who are in the lowest 20% for outcomes. It is important that the staff invest time with parents so that this in turn will lead to pupils progressing in the class – for example if parents read more with their children will help with their teaching and learning opportunities.

GV added that although this additional work on parental engagement has increased the staff workload – it has brought benefits for the T&L in the classroom.

A governor asked about the pupil attendance figures for the 17 June 2022 – HT stated that there had been a number of pupils ill with non Covid illnesses.

HT stated that the school has a range of agencies to support vulnerable children and families and the Inclusion officer (Lisa) has worked tremendously hard to guide parents and support them in completing paperwork – which has led to rewards for both the pupils and parents being able to use these external services.

A governor asked about the latest Safeguarding report by Groups – which shows 147 currently being monitored and 147 incidents this academic year and how these figures compared to last Years figures for June 2021.

HT explained that there is now a greater focus on putting more cases forward to the external agencies like WEST, EP, OT, CAMHS, Family Solutions, for vulnerable families which has led to an increase in the caseload.

HT added that there are 2 siblings on the CP plan; 1 LAC on CP plan; 3-4 pupil on CIN plans.

A governor asked about the number of pupils in the incidents/ monitoring processes outlined in the safeguarding report- HT explained that for Behaviour monitoring – 19 pupils are being monitored and CPOMS has recorded 23 incidents.

A governor asked whether the 147 incidents listed involved staff attending a meeting – HT explained that a large percentage would involve having a meeting – for example with Social Services, CAMHS, EWO,SALT; EWO – which would primarily involve himself, the Inclusion officer or AHT's.

f) Health & Safety

HT explained that as the school trips have restarted this term – Health and Safety continues to be a priority.



HT added that the school produces its own Risk Assessment document for each trip which is supplemented by any RA that is produced from the venue that is being visited.

HT added that the ECT (Ms Ahmed) has produced an excellent booklet for each trip which she leads to brief parents on the H&S and safeguarding expectations before the trip takes place with other teachers starting to follow this example.

AS confirmed that she has seen this booklet which was excellent but asked if it is an extra burden on teachers – HT stated staff are happy to produce the guidance to help the trip go as smoothly as possible.

A governor asked if all trips are linked to the curriculum this term – HT confirmed majority generally are but since covid – pupils have not had much exposure to local knowledge and experiences – so trips have also focussed on the local community and visits to the local park – nature studies etc

HT stated that the IT leader continues to remind pupils about online safety but sometimes incidents happen outside school. The teachers continue to have discussions with pupils on the dangers of not being safe online or accessing inappropriate communication and the teacher report to parents where they have been made aware of any issues that have taken place outside of school.

AS spoke about the safeguarding audit she was currently conducting – and asked how other staff who are not IT specialists can check if pupils are accessing inappropriate sites or information – HT explained that staff do ask the IT leader or SLT for advice/guidance.

A governor asked if a staff member felt something was not right, would they know to flag up as a concern – HT confirmed that teachers are very aware of the protocols and when to report any concerns – none have been reported this term as yet.

g) 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.

h) Pupil Premium and Catch up Programme updates

HT explained that the catch up programmes are coming to an end for Year 3 and Year 4.

HT added that he will speak to the provider (Randstad) to move away from online provision to having the sessions in school.

i) SIAMS update/ CE Group feedback

AS stated that the SIAMS/CE group meeting took place on 21st April 2022 after the learning walk – which was attended by KM, AS and Mark Newton from the LDBS.



	<p>AS added that the CE meeting focussed on Strand 4 and the updated working document is highlighted in red to show the additional items added and the next steps.</p> <p>HT added that the pupil parliament will look at ideas to improve the outside garden area and the pupils have recently been fund raising for Asthma and Autism charities.</p> <p>AS added that the Jubilee celebrations went well – the morning focussed on reflection and worship and the afternoon session had fun activities and events.</p>		
<p>3.</p>	<p>Chair’s Briefing</p> <p>a) Link Governor roles/training/ Learning walks</p> <p>FD suggested that the link governor roles will be reviewed in the near future – and will also look at the curriculum intent statements on the website.</p> <p>FD suggested that MC could give feedback on the session for Governing for disadvantaged pupils and best practice at a future T&L meeting.</p> <p>AS suggested having a designated folder on Governor Zone to upload any training material for courses attended by governors – this can be set up from September – with JP being involved in monitoring governor training.</p> <p>FD noted that a safeguarding training session was being organised by the LDBS next week for governors who were interested in attending. The National Pupil Premium Conference in London was also mentioned – this will focus on insight, research and best practices for PPG on 13 July 2022</p> <p>AS will be attending the LA Governor conference on 29 June at the civic centre.</p> <p>HT and AS attended an LDBS conference on the recent white paper and implications for LDBS schools. Feedback on this conference will be presented to the GB meeting on 7 July. Action HT/AS</p> <p>AS will present her Safeguarding audit report to the GB meeting on 7 July 2022. Action AS</p> <p>FD has postponed the equalities audit – she will liaise with HT at the beginning of July on how best to conduct this review. Action FD</p> <p>b) Governors Strategic Plan</p> <p>AS suggested that the latest Governors Strategic Plan be reviewed at the GB meeting on 7 July 2022.</p>	<p>HT/ AS</p> <p>AS</p> <p>FD</p>	
<p>4.</p>	<p>Policy Review/Approval</p> <p>a) PSHE and Citizenship Policy</p> <p>b) School Uniform Policy</p>		



	<p>c) Statement of Behaviour Principles d) Remote Learning Policy e) Spirituality Policy f) EYFS Policy</p> <p>HT explained that the above 5 policies (a-f) have been shared on Governor Zone and that all policies have required just minor amendments from when they were approved by governors last year. The main changes are for changing dates on the front cover and minor formatting changes as follows;</p> <ul style="list-style-type: none"> • PSHE policy – dates changed • School Uniform policy – updated to reflect DfE guidance for fair access – SBM went through the current uniform items to reduce the branded items – which will now just be for school sweatshirt (EYFS), school jumper, school tie and school skirt <p>A governor asked whether an option could still be a summer dress – which was confirmed by HT.</p> <ul style="list-style-type: none"> • Statement of Behaviour Principles – no changes needed • Remote Learning Policy – changed date on front cover and an additional paragraph to state this policy will be used if the school is closed due to Covid or due to a large scale accident. Paragraph 2.1 has changed from 3 lessons posted daily – to learning being posted each day equivalent to a full school days learning. • Spirituality Policy – changed dates on front cover • EYFS Policy – changed dates on front cover <p>Governors had no questions and unanimously approved the above policies.</p>		
5.	<p>Date and time of next meeting</p> <p>The proposed dates for the T&L committee meetings for the new academic year will be shared with governors at the GB meeting in July.</p> <p style="text-align: right;">Action clerk</p>	Clerk	
6.	<p>AOB</p> <p>No matters were raised under this agenda item.</p>		
7.	<p>Matters Arising from Minutes of 3rd March 2022 (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> <p>a) HT explained that the Kilburn cluster of schools are preparing a report to show how the funding has been spent and the impact on the lowest 20% of</p>		



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	<p>pupils with Special educational needs/vulnerable pupils. He will share the document with governors once completed. Action HT</p> <p>b) AS confirmed that the safeguarding audit is in progress and will present her report to the GB meeting in July. Action AS</p> <p>c) FD confirmed that equalities audit planning will commence in the next few weeks</p> <p>d) HT confirmed that the First Aid policy will be presented to the GB meeting in July. Action HT</p> <p>e) HT spoke about the Trust bids for the future and that these should be an investment in the long term structure of the school rather than on additional resources for specific projects. An example of a long term structure could include looking at remodelling the outdoor area</p>	HT	
	The public meeting closed at 7.05pm		
8.	<p>Part Two – Confidential</p> <p>See confidential minutes for matters discussed under this agenda item.</p>		

APPROVAL OF MINUTES BY THE CHAIR OF THE TEACHING AND LEARNING COMMITTEE	
<p>These minutes are an accurate representation of the Teaching and Learning Committee meeting which took place on Thursday 23rd June 2022 at 5.30pm by remote access.</p> <p>Signed..... Date.....</p> <p>Chair of the Teaching and Learning Committee Christ Church (Brondebury) Church of England Primary School</p>	