



Christ Church (Brondesbury) C of E Primary School

MINUTES:

BOARD: FULL GOVERNING BOARD (FGB)

SCHOOL: Christ Church CofE Primary, Brondesbury

DATE: 29 April 2026

TIME: 17.35-19.26

VENUE: on site

ATTENDED:

Alison Schulte (AS)	Chair
Tara Stroud (TS)	Parent Governor
Lesley Daisley (LD) (virtual)	Foundation Deanery Synod Governor
Ian Woolgar (IW) (virtual)	Vice Chair
Rev. Pete Hopkins (PH) (virtual)	Ex-officio
James Kelly (JK)	Head Teacher
Davina Marie (DM) (virtual)	Foundation LDBS Governor
Tina Ryan (TR)	Staff Governor

APOLOGIES:

Theo Hobson (TH)	Foundation LDBS Governor
Tonye Oji (TO)	Foundation PCC Governor

ABSENT: Alexandra Sandor (ASa) Parent Governor

ATTENDING:

Jane Ireland (virtual) (JI)	Judicium Governance
Professional	
Jackie Carrington (JC)	School Business Manager (SBM)

QUORUM: 50% of the filled spaces

MEETING FOLDER: [290426](#)

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 The apologies were accepted as authorised. ASa was unauthorised.



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2.2	Confirmation of Quorum The meeting was confirmed as quorate.
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.
3	Any Other Business: Two items were identified.
4	Finance:
4.1	End of Year Budget: JC took questions on the budget report. Q: Did the school spend all of the parish bid money? A: JC said that it was all spent, including some monies that had been carried forward for general repairs. Q: Will staff costs be reduced in the future? A: JC said yes as the budget is overspent and the carry forward is being used up. JK added that there will be staff and schedule changes from September 2026. An agency Teaching Assistant (TA) will be removed from September and the post will be covered with current staff. Some staff are/may be reducing hours but no current staff posts will be removed. Q: Are there any discussions with the Local Authority (LA) regarding delivery of Teaching and Learning? A: JK said that these discussions are held on an individual basis and this will happen with the upcoming visit of the School Effectiveness Lead partner (SELP). Q: Do all schools in the area have the same issues? A: JK said that they do have the same issues with falling rolls but larger schools have a buffer of more forms and more pupils. The outturn is a carry forward of £173K surplus. The board thanked JC for her excellent work on the budget.
4.2	Three Year Budget: JC presented the proposed budget. Income: The budget is based on the October census data of 139 pupils; the previous number was 153, although the per pupil funding has slightly increased. High needs blocks are budgeted at £130K as there are twelve pupils with an Education Health Care Plan (EHCP), a rise of three. The budget was prepared on the guidance from the LA and they have advised to budget 25% of the cost for Free School Meals (FSM) and Sports Premium. There are ten children at Wetherby House at the moment. Expenditure: JC has budgeted for the mid-range of utilities costs given by the LA. Staff pay awards are included in the budget. Q: Why is there a big difference in site manager costs from Year One to Year Two? A: JC said that the site manager is on long term sick leave and on zero pay. Agency site staff costs are higher to cover this. The same is for the line on admin staff as the school will be recruiting for September 2026. Q: Are any staff leaving? A: JK said not at the moment but there will be a change of personnel as a teacher returns from maternity leave.



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4.2.1	Q: Why is there still a nursery nurse on staff as it is quite expensive? A: JK said that the nursery nurse is the job title but she works in reception at present as a TA, in the mixed class with Year One. Additionally Resourced Provision (ARP): JK explained that the monies received for the EHCP students do not cover all the needs of St. Joseph's class so the school has looked into it becoming an ARP, with a budget line of £78K. Q: Is £78K correct for the first year? A: JC said she will correct the budget line for the first year to show the amount for January-March 2027. Funding for a child in the ARP is £6K plus up to £12.5K top up (the £6k as it stands is currently covered by the school). The difficulty is that if the LA funds the ARP, they also control admissions although the current children will be guaranteed places for at least the first year of operation. Four of the current children should be placed in specialist provision as neither ARP or mainstream education meet their needs. Q: Could the LA decide to send the current children in St. Joseph's somewhere else after the first year? A: JK said that they potentially could but it is thought that representations could be made to ensure that the places would be guaranteed through the annual review of EHCPs.. It would depend on the Service Level Agreement (SLA). It is hoped that a panel of Head Teachers with an ARP unit would meet on a half termly basis to discuss the best provision for SEND children that need a place in an ARP. There was a concern that NHS therapies could be lost as previously, ARP units had to recommission services but the current LA Head of SEND allows units to keep NHS services. The extra EHCP money could also be used to commission extra therapies if necessary. Q: Could the SEND Head change her mind? A: JK thought not as this model would only be until the new White Paper SEND reforms happen in a few years. Q: Would the extra EHCP money be ringfenced for the ARP? A: JK confirmed it can only be spent on the unit. Q: Who moderates the admissions applications? A: JK replied that it is the SEND team at the LA and it's based on annual EHCP reviews. The school would have some say, which would be written into the SLA.
4.3	The board approved the school to propose an ARP to the LA with one staff abstention. It is expected that the timeline from the first proposal would be six months, aiming to begin in January 2027. JK will get LDBS approval and consult locally and with the LA. The board again thanked JC and JK for all their hard work. Benchmarking: Moved to next meeting. ACTION: JI to add to next meeting.
5	Head Teacher's Report:
5.1	Contextual Data: JK presented the report.
5.2	Staffing Structure: JK presented the report. There are seven children expected for Reception in September 2026.



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	At current pupil numbers, employee costs are higher than pupil funding (without any grants). As a consequence, the school cannot afford all the staff it needs to teach single classes. Classes will be split into a morning and afternoon schedule with Maths, Phonics, Reading and Writing being taught in single classes (with the exception of Reception/Year One) and foundation subjects being taught in mixed year groups in the afternoons. This is the only way that the school can cover teacher/pupil ratio. Q: How will the classes be split? A: JK said it would rely on streaming as a base line with some exceptions. Q: Will you expect pushback from parents? A: JK answered that he was but he will be honest and transparent about why it will be happening. Q: How will practicalities like overlapping lunchtimes work? A: JK replied that these were in the process of being worked out but pupils would have the same amount of break and learning time. Some pupils will also spend time in St. Joseph's class. Q: What happens if more children arrive? A: JK said that the school would remain flexible but at present, has to plan for the known numbers. Q: How will the news be communicated to parents? A: JK said there would be an open meeting, maybe two, an online video for the website and an open door policy. Q: Are all the teachers capable of handling thirty children in a class? A: JK said it was the standard class size, so yes.
6	Governance:
6.1	Vacancies on the Governing Board: There is one LA vacancy and AS has advertised on Governors For Schools and is hoping to meet a candidate,
6.2	Strategic Planning: No further information.
6.3	Link Governor Visits: DM's Pupil Parliament visit report has been uploaded. Awaiting Science report from IW and Health and Safety from DM. ACTION: IW DM to prepare visit reports. DM gave a verbal report on Health and Safety, noting that two sets of windows (over staff room and Year Six classroom) were deemed unsafe and high risk although LDBS did not agree on the level of risk.
6.4	Training: AS has attended a Chair's meeting. TR has attended Roles and Responsibilities of Governing Boards training. TS has attended EYFS training. Jl encouraged governors to upload their training into GovernorHub.
6.5	Skills Audit: Governors were reminded to complete the skills audit and email to jane.ireland@judicium.com. ACTION: IW, ASa, TR, TH to complete skills audit.
6.6	Governor Training Date: To be arranged in the second half term, possibly to support the school and meet parents about the new structure. JK will be holding OFSTED training at school on INSET day 7 May 2026 at 11.30am. All governors are welcome to attend and the slides will be available on GovernorHub afterwards.
7	Policies



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	The following policies were approved: Data Protection and Privacy Notices Freedom of Information Search and Confiscate CCTV Data Breach Response Procedure																						
8	Minutes: The Minutes of the previous meeting on 18 March 2026 were approved.																						
9	Matters Arising from the Minutes: 18 March 2026: <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>7.2</td><td>Meet to discuss next steps with strategic planning</td><td>JK AS</td><td>COMPLETED</td></tr> <tr> <td>8.2</td><td>Add benchmarking to next agenda</td><td>Jl</td><td>COMPLETED</td></tr> </tbody> </table> 23 October 2025: <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>6.5</td><td>Complete skills audit</td><td>ASa TR IW TH</td><td>OUTSTANDING</td></tr> </tbody> </table>			Item	Action	Actionee	Status	7.2	Meet to discuss next steps with strategic planning	JK AS	COMPLETED	8.2	Add benchmarking to next agenda	Jl	COMPLETED	Item	Action	Actionee	Status	6.5	Complete skills audit	ASa TR IW TH	OUTSTANDING
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10	Correspondence: None.																						
11	Any Other Business: Meeting Dates: Meeting dates for 2026/27 have been agreed.																						
14	Meeting Dates: The next meeting to ratify the budget will be in person on 20 May 2026. IW will Chair.																						
	The meeting was closed by the Chair at 19.26																						

Actions arising from the Minutes of the Full Governing Board meeting held on 29 April 2026:

Item	Action	Actionee	Status
4.3	Add benchmarking to the next agenda	Jl	
6.3	Write Science and Health and Safety visit reports	IW DM	

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

Item	Action	Actionee	Status
6.5	Complete skills audit	ASa IW TR TH	OUTSTANDING