



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Special Governing Board Meeting held via remote access on Wednesday 2nd September 2020,
at 5.30pm.

Name	Initials	Attendance 31/03/20	Attendance 20/05/20	Attendance 26/05/20	Attendance 09/07/20	Attendance 02/09/20
Governors						
Headteacher (1)						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
Foundation ex officio (1)						
Mother Christine Cargill	MC	Present	Part of meeting	Present	Present	Present
Foundation PCC (2)						
Jason Kosky (Vice Chair)	JK	Present	Present	Present	Present	Present
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (1)						
Robert Grover	RG	Present	Present	Present	Present	Present
Ben Catling	BC	Present	Present	Apologies	Apologies	Apologies
Foundation LDBS (2)						
Fiona Dwinger	FD	Present	Present	Present	Present	Present
Jordan Cummins	JC	Present	Present	Apologies	Part of meeting	Part of meeting
LA (1)						
Naomi Moore	NM	Present	Apologies	Apologies	Present	Present
Elected parents (2)						
Karen- Louise Moran	KM	Present	Present	Present	Part of meeting	Present
Vacancy (1)						
Elected staff (1)						
Matt Booker -elected Sept 2019	MB	Apologies	Apologies	Apologies	Apologies	Apologies
Associate members (3)						
Lotis Bautista	LB	Part of meeting	No	Present	No	Resigned
Keith LeBihan	KLB	No	No	No	No	Resigned
Vacancy (1)						
Observer/advisers						
Preeya Patel, Deputy Headteacher	DHT	Maternity Leave	Maternity Leave	Maternity Leave	Maternity Leave	Secondment
Jacqueline Carrington	SMB	Present	Present	N/A	Present	N/A
Lauren Sutherland	LS	Present	Present	Present	Present	N/A
Clerk						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item		Who	When
1.	Welcome, Opening Prayer and Apologies for Absence The chair welcomed everyone to this Special GB meeting via remote access (zoom) and MC opened the meeting with a prayer.		



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	<p>HT gave apologies of absence for Matt Booker who is on special leave and Ben Catling who has work commitments, which were accepted by governors.</p> <p>JC informed governors that he has to leave at 6pm due to work commitments and therefore cannot attend the full meeting.</p> <p>The Chair informed Governors that Lotis Bautista had resigned from her Associate member role during the summer break.</p>		
2.	<p>Declarations of Interest and notice of confidentiality (relevant to 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>AS reminded governors of the code of conduct and of the need to adhere to confidentiality where agenda items require this.</p>		
3.	<p>Risk Assessment Review/Approval</p> <p>HT stated that the Risk Assessment that was circulated to governors in July 2020 for the whole school return in September 2020 has been updated and circulated prior to this meeting.</p> <p>HT stated that he will be speaking to staff about the updated RA document tomorrow and again when the pupils return next week.</p> <p>HT added that although the school have addressed the questions from staff, parents, governors – sections of this RA document changes on a daily basis – for example the latest government advice on face coverings for children under 11 years do not apply – but could change in the future if the medical evidence changes.</p> <p>HT thanked governors for their comments and outlined his responses to the following questions emailed by governors as follows;</p> <ul style="list-style-type: none">• If lunch starts at 11am – EYFS pupils may need a fruit snack before the end of the day? <p>HT stated that regular breaks (with fruit snacks) are timetabled for pupils during the day.</p> <ul style="list-style-type: none">• If the lunchtime sessions are being extended – will all classes go through the lunch hall and are the timings realistic for the kitchen staff? <p>HT has had preliminary discussions with the chef (Sal) and thinks it is manageable – the lunchtime sessions will be from 11.30 to 1.45pm with TA's covering playground times and SLT/caretaker assisting. He will discuss the timetable with the chef when</p>		



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she is back in school in September and she will be supported by the assistant chef who is returning to work.

HT added that the lunch timetable allows for extra time for the younger pupils and the Year 2 pupils will eat their lunch in the classroom.

- For the track and trace forms – should we ask everyone completing the forms to state when they returned to England and what country they had visited?

HT confirmed this is a good suggestion and will add this additional information to the track and trace forms and include in the RA document.

- How will the school assess if anyone has the covid symptoms ?

HT stated that the school will assess the symptoms in line with the government guidelines – for example having a high temperature, persistent dry cough, unusual headaches, loss of smell – some symptoms can be an indication of other illnesses – for example cold/flu and will ask anyone to get tested if they show any of the covid related symptoms.

- Enhanced cleaning throughout the day – is this realistic?

HT stated that the cleaning schedules have been re arranged – which includes having one cleaner in school before the school day (7.30 to 8.30am) and two cleaners after school with the caretaker assisting with the cleaning duties.

HT added that Mother C had suggested a checklist that would be signed/dated, and the time recorded when the cleaning took place during the day in the different areas of the school. The admin team/SLT will do spot checks during the day to check and sign off that the cleaning was done.

- Does the school have the funds to ensure that that each child has an individual learning pack/resources for school and also to have one for home – could we perhaps ask the local churches for donations?

HT stated that the learning packs will be produced on a when/if needed basis – at this stage it is not envisaged that pupils will need to take the packs home – if the technology is organised. The school have enough resources for pupils to use within school.

HT added that the pupils are given their own resources but keep them within the bubble and perhaps may require more resources if the bubbles closed and pupils were sent home.

- How many vulnerable children and adults does the school currently have?

HT stated that the school had one pupil who was within the extremely vulnerable category – but the family recently moved home to the Stonebridge area although the pupil had settled in well at Christchurch and has been receiving regular chemotherapy treatment.



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HT added that all staff are due to return to school this week including those that have been shielding – one member of the support staff is expecting to return in September. One adult will be self-isolating for 14 days as a family member in their household tested positive for Covid and the school has the cover arranged for the 14 days the staff member is absent.

- Does the school have space to separate the vulnerable people?

HT explained that the vulnerable people do not need separate spaces – all staff should be returning to normal duties unless advised by doctors to do so – but so far to date, this has not been the case. If any pupils show symptoms, there will be an isolation room (i.e. medical room) where pupils will stay until they are collected. The pupil will be accompanied by an adult who will wear PPE and keep appropriately distanced until they are collected from school.

- What are the implications on other staff and pupils if the school isolate/separate vulnerable individuals?

HT stated that hopefully there will not be any implications – once the pupils are sent home – will recommend they get tested – if the results are positive will seek guidance from public health as to whether bubble will need to be closed.

- For out of school visits – how realistic are these likely to take place in the Autumn term ?

HT stated that so far no one has submitted any trip requests for the autumn term, but he will check with staff and aim to keep any that are arranged as local trips.

- The isolation period has now changed to 10 days?

HT has changed this in the RA document where appropriate.

HT has also added to paragraph 1e intended outcome paragraph – changed to – immediate action to reduce risk to others and prevent spread of infection within school if a child or adult becomes sick during the day with suspected Covid symptoms.

- For face coverings how will the school ensure parents are clear about government guidelines on face coverings in primary settings?

HT stated that the advice has been shared with parents via the back to school messages. The latest advice on face coverings is only for secondary school pupils and is still not a requirement for primary school pupils.

- What guidelines will be communicated to parents about distancing during drop-off and collection times – i.e. – no lingering or gathering in groups?

HT stated that clear guidance has been communicated to parents via the website, Vidyad presentations and text messages.



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- For the staggered start and finish times – how will parents cope if they are collecting children in different year groups?

HT stated that it is not possible to accommodate all families with children in different year groups – there is one family that has 2 pupils to drop to school at different times but will wait outside the school entrance.

- A governor suggested that if parents arrive by car – can wait until required time for bubble start time – and if the LA safer streets project is in place – can then walk into Clarence Road.

HT added that last term more Year 6 pupils travelled by car when the younger pupils either walked or cycled to school.

- A governor asked whether there would be an area where parents can wait for their children who are in different year groups?

HT stated that there is a parking layby beside the shops – or across Willesden Lane there are parking spaces. He will also discuss the parking situation with the safer streets group or local traffic wardens if there are any issues with the parking in the future.

- How will parents be encouraged to communicate with the class teacher at start/end of the day if they have a concern or need to pass on some information?

HT explained that all parental communication will be done via the school office and the questions/comments/issues will be taken to classes as a group. HT will remind parents that they will not be able to chat in the school playground with staff or other parents.

- How effective is online teaching of practical subjects – would it not entail extra supervision of class and additional costs?

HT stated that for music and peripatetic teaching – the online teaching has been happening during the summer term which has been fairly successful. The music teacher is coming into school at the start of next week and he will ask how she will move from class to class and the routines that will keep the pupils safe. The peripatetic teaching will happen with small groups remotely.

- The attendance target of 96% seems ambitious, should we set a target and timescale for this?

HT stated that this is the percentage that DfE/EWO are requiring and a letter has been sent by the EWO to inform parents that attendance is being monitored from Day 1. HT added that any unauthorised absences will be followed up promptly in accordance with the schools Attendance Policy and procedures.



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HT added that any pupils that arrive from countries not on England's safe list – will need to self-isolate for 14 days – these pupils will be included on the list that is sent to the EWO office for any pupils that are absent from school.

- **Should staff be encouraged to get a test before returning to work?**

HT stated that staff can, if they wish, arrange to have a test at home before they return to work – although even with a negative test result can still develop the virus later if the test has been done too early and isolation will allow for the virus to be cleared.

- **Will agency staff be brought in for those staff who are being quarantined?**

HT stated that agency staff will be used where needed – he will discuss the schools requirements with the agencies that are used by the school.

- **Is the DfE/LA producing any leaflets/posters?**

HT stated that the DfE/ Public Health posters/ leaflets are placed on the school's website and link back to the school posters.

- **Is the daily review of the RA practical?**

HT stated that the practical procedures will be monitored during the day and changes will be made to the RA where appropriate following discussions with SLT/staff.

- **For break times, good to see the school has a plan to keep year group bubbles separate but will this mean that there will be no morning or afternoon breaks.**

HT explained that the morning break will remain but will be at staggered times and the younger pupils will get a short break in the afternoon. For the older children it is not practical to have an outside afternoon break but will have short brain breaks in place.

- **Are there any early indicators of the number of pupils that will return next week?**

HT stated that the school staff will text/phone parents on Thursday/Friday to ascertain the numbers that will be coming into school and will ring any parents where children have not arrived at school on Monday.

- **A governor asked whether the new guidance changes anything?**

HT explained that the updated guidance merely clarifies the tiers of risk for schools.

- **How will the school be aware of the pupils with asthma and they are not sent to isolation for this symptom?**

HT stated that the first aiders and the office staff will be aware of the pupils with asthma and staff will continue to be careful/mindful of pupils displaying the known covid symptoms.



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	<ul style="list-style-type: none">• A governor asked if the school uses digital thermometers? – which was confirmed by HT.• A governor asked if swimming lessons will resume in the Autumn term? HT will speak to Willesden Sports Centre – the DfE guidance is unclear as to the types of PE the school can do and whether this includes swimming. HT added that the issue for the school would also be how the pupils would travel to and from the Pool and ensuring that the changing facilities are clean and germ free.• A governor asked whether the pupils are required to come into school in their PE kit? HT stated that the pupils can change in their own bubble and the PE sessions will be taught at a social distance by the PE teacher in the outside environment.• A governor asked whether the school will be reinstating school uniform? HT confirmed that pupils will be expected to wear their school uniform from September, and this has been communicated to parents on the school website. <p>As there were no further questions, governors were asked to approve the updated RA document – which was unanimously approved by Governors.</p> <p>JC left the meeting at 6.05pm and stated that he was happy with the thoroughness of the RA document and the questions asked by Governors.</p> <p>All governors agreed that the HT had produced an amazing piece of work and he confirmed he will keep under review and update governors at the GB meetings that have been arranged for this academic year.</p> <p>Governors wished all the school staff best wishes for the start of the new academic year.</p> <p>Governors asked whether they are able to come into school at the moment – HT stated that governors could individually visit the school – the H&S check could be conducted outside school hours with the caretaker.</p> <p>Governors discussed the format for the GB and service committee meetings for this year and agreed that they would continue to be held via remote access (zoom) for the Autumn term.</p>		
4.	Any other urgent Business No further matters were raised under this agenda item.		



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5.	Dates and times of next meetings The proposed schedule of GB, F&R and T&L committee meetings for the academic year has been circulated to all governors. The next GB meeting has been arranged for Tuesday 29 th September 2020 at 5.30pm		
	The public meeting closed at 6.25pm		
6.	Confidential Minutes No further matters were raised under this agenda item		

APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Wednesday 2nd September 2020 via zoom at 5.30pm.

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

Alison Schulte
Chair of the GB
Christ Church (Brondesbury) Church of England Primary School