



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Meeting of the Board held via remote access on Tuesday 29th September 2020, at 5.30pm.

Name	Initials	Attendance 20/05/20	Attendance 26/05/20	Attendance 09/07/20	Attendance 02/09/20	Attendance 29/09/20
Governors						
Headteacher (1)						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
Foundation ex officio (1)						
Mother Christine Cargill	MC	Part of meeting	Present	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	Apologies	Apologies	Apologies	Present
Foundation LDBS (2)						
Fiona Dwinger	FD	Present	Present	Present	Present	Present
Jordan Cummins	JC	Present	Apologies	Part of meeting	Part of meeting	Apologies
LA (1)						
Naomi Moore	NM	Apologies	Apologies	Present	Present	Present
Elected parents (2)						
Karen- Louise Moran	KM	Present	Present	Part of meeting	Present	Present
Vacancy (1)						
Elected staff (1)						
Matt Booker -elected Sept 2019	MB	Apologies	Apologies	Apologies	Apologies	Present
Associate members (3)						
Lotis Bautista	LB	No	Present	No	Resigned	Resigned
Keith LeBihan	KLB	No	No	No	Resigned	Resigned
Vacancy (1)						
Observer/advisers						
Preeya Patel, Deputy Headteacher	DHT	Maternity Leave	Maternity Leave	Maternity Leave	Secondment	Secondment
Jacqueline Carrington	SMB	Present	N/A	Present	N/A	Present
Lauren Sutherland	LS	Present	Present	Present	N/A	Present
Laura Bishop	LB	N/A	N/A	N/A	N/A	Present
Clerk						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item	Who	When
<p>1. Welcome, Opening Prayer and Apologies for Absence</p> <p>The chair welcomed everyone to this GB meeting via remote access (zoom) and MC opened the meeting with a prayer.</p> <p>AS gave apologies for Jordan Cummings who was unable to attend due to a last minute business commitment, which was accepted by governors.</p>		



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<p>2a.</p>	<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>Governors in attendance were asked to complete a new declarations of interest form for the start of the new academic year and to forward the completed form to the clerk.</p> <p style="text-align: right;">Action – all governors</p>	<p>All Govs</p>	
<p>2b.</p>	<p>Election of Chair and Vice Chair for 2020/21</p> <p>Governors were asked to put forward their nominations for the chair and vice chair posts prior to the GB meeting. The current chair and vice chair were happy to stand for re-election and as there were no other nominations – governors were asked to vote on these 2 proposals.</p> <p>Rob Grover nominated Alison Schulte for the role of Chair which was seconded by Karen Moran. All governors unanimously agreed to this appointment.</p> <p>For the role of vice chair, Alison Schulte nominated Jason Kosky which was seconded by Matt Booker. All governors unanimously agreed to this appointment.</p> <p>AS stated that she would like the GB to consider the succession planning for the role of the chair for the future – as she feels that she can commit to the role for a maximum of a 2 year period.</p>		
<p>2c.</p>	<p>Governing Board Membership and Attendance record for all meetings 2019/20</p> <p>AS asked governors to confirm the content within the governing board membership and attendance record spreadsheets. Any amendments are to be notified to the clerk.</p> <p style="text-align: right;">Action – all governors</p> <p>AS stated that at the last GB meeting held on July 2020 governors agreed to remove Keith Le Bihan from the role of Associate member due to his non-attendance for the last academic year. Since this meeting, she has had confirmation from Keith that he has decided to resign and wished the GB and school every success in the future.</p> <p>AS added that Lotis has also tendered her resignation as an Associate member as she has work commitments on Tuesday evenings and would be unable to make a number of the GB and T&L committee meetings this year.</p> <p>AS added that Lotis had sent a nice email wishing the GB and school all the very best for the future and added that it had been a pleasure and privilege to work with the school team and Governors.</p> <p>HT stated that he will advertise the vacant parent governor role on the school website and the newsletter.</p> <p style="text-align: right;">Action HT</p>	<p>All Govs</p>	<p>HT</p>



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	<p>AS added that KM has worked very hard and put a huge amount of commitment and support to the school in her role as parent governor, but it would be good for her to have some support from another parent governor.</p> <p>AS thanked BC for attending his final GB meeting and for the huge amount of work he has undertaken as Chair of F&R committee and the support to the GB and school for managing the financial processes over the last 4 years.</p> <p>AS added that Ben has been a real asset to the GB and will be sorely missed but understands his increased work commitments will make it difficult for him to continue as a governor in the future.</p> <p>AS added that she had already been in touch with a suitable potential candidate to fill the forthcoming vacancy on the GB but that as this is a Deanery Synod position, the new nominee would have to be approved by the Synod at their next meeting. She was not sure when this meeting is due to take place but will bring an update to the December GB meeting.</p> <p style="text-align: right;">Action AS</p> <p>AS explained that Mother Christine’s role will be changing as she will no longer be the priest in charge of Christchurch with St Lawrence Parish Church but she has agreed to remain on the Board as a Foundation governor for the school. MC will ensure that this position is ratified by the Archdeacon.</p> <p style="text-align: right;">Action MC</p>	<p style="text-align: center;">AS</p> <p style="text-align: center;">MC</p>	
<p>2d</p>	<p>NGA Code of Conduct 2020</p> <p>AS spoke about the NGA Code of Conduct for 2020 which is similar to the one that was adopted last year by the GB, except for a few small updates included for 2020.</p> <p>AS reminded governors that all the sections of the Code of Conduct are important and must be adhered to and that everyone understands the role and responsibilities of being a governor.</p> <p>AS outlined to governors the main changes to the NGA Code of Conduct to the 2020 version compared to the previous version approved last year by governors and asked all to check the latest version.</p> <p>AS stressed the importance of all governors being fully committed in their governor role for the year which will include the attendance at meetings, planned visits to the school, if and when these become possible again, and undertaking training sessions to enhance their knowledge. AS added that the lockdown required only essential functions to be conducted by the GB but that now that schools are fully open again we are expected to carry out our full strategic role using remote means where possible – the GB will need to look differently as to how governor visits can be undertaken.</p> <p>AS added that it is important that governors keep any visits to a minimum but can go in to carry out essential monitoring - the Health and Safety checks for example - after school hours . Governors will need to let the school office know in advance if they wish to visit the school.</p>		



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	<p>AS stated that she has been unable to check the SCR at this time but will look at options with HT/SBM as to how this check can be carried out. Action AS</p> <p>AS stated that the Appendix approved at the March 2020 GB meeting for the NGA guidance and protocol for remote meetings and business continuity could be attached as an Appendix to the NGA code of conduct. Governors approved and agreed to adhere to the content of the 2020 code of Conduct which will be signed by the Chair.</p>	AS	
2e.	<p>Confirm arrangements for HT Performance Management review meeting (by 31 Dec 2020)</p> <p>AS stated that this meeting usually takes place in November/December and is attended by 3 governors and the LDBS external appraiser (Stephen Fisher).</p> <p>AS asked for volunteers to be part of the HTPM review panel – AS, RG and FD offered to take on this role. HT stated that he will contact Stephen Fisher to obtain some possible dates for the HTPM meeting which he will circulate to AS, RG and FD. Action HT</p>	HT	
2f.	<p>Minutes of GB meeting held on 9th July 2020</p> <p>The minutes of the GB meeting held on 9th July 2020 were reviewed, and governors agreed they were an accurate reflection of the discussions and decisions taken at the meeting. These minutes will be signed by the Chair when it is possible to go into school .</p>		
2g.	<p>Minutes of Special GB meeting held on 2nd September 2020 (to approve the Risk Assessment for whole school re-opening)</p> <p>The minutes of the Special GB meeting held on 2nd September 2020 were reviewed, and governors agreed they were an accurate reflection of the discussions and decisions taken at the meeting. These minutes will be signed by the Chair when the schools re open once the coronavirus lockdown is removed.</p>		
3.	<p>Headteachers Briefing</p> <p>HT had asked governors to submit their questions in advance of the GB meeting.</p> <p>HT outlined the questions and responses given for those questions raised in advance of the meeting under this agenda item;</p> <p>3a) Update on whole school return (including RA in operation, pupil attendance and wellbeing)</p> <ul style="list-style-type: none"> The initial return to school at the beginning of September was quite hectic but was a smooth process. 		



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- The routines and processes being followed by pupils and staff are going smoothly to keep pupils and staff safe within their bubbles.
- The process for moving around the school via the staggered start times, during playtimes and lunchbreaks is going well and has led to a reduction in the timings for the entry and exit times due to the smooth processes that are being followed.
- The good weather has allowed parents to wait in the street .Although sometimes parents need to be reminded where to stand, in general this has been working well.
- There has been a reduction in the class numbers due to pupils leaving over the summer holidays due families moving house and relocating to areas such as Camden, Hounslow, Birmingham, and Liverpool
- There are also pupils who are absent due to illnesses – coughs/colds but none have tested positive for covid at this time.
- The pupil absence tracking for the 3 week period from 7th September 2020 shows that 11 pupils were off sick in the 1st week, which rose to 33 in the second week but came down to 17 pupils by the 3rd week
- The office staff have routinely chased up parents where pupils are absent from school and some have been absent whilst they wait for Covid test results
- All tests to date requested by the school have been negative
- A Year 4 family member and a Year 5 family member had a positive test, so the two set of families were required to self-isolate for 14 days
- Attendance to date is 91% although this has been affected by the staggered admissions for the nursery and reception pupils who are still coming in on a part time basis for this week.

Further questions raised by Governors prior to the GB are detailed below (see complete list of all questions raised by Governors in Appendix 1 of these minutes)

A governor asked about how much pressure on the existing curriculum is being created by consolidation and catch up – how can governors help in this process?

LS explained that the main message being given to subject leaders is to adapt the provision so that no new learning is being lost. For example – Maths and English lesson planning is designed to combine learning lost in the summer term with new learning.

LS added that for the Year 1 Early Years provision, the biggest challenge is the learning behaviour development and how this can develop more naturally.

LS stated that the Year 2 pupils are being taught a combined phonics approach and teachers are changing the provision to allow new learning to be introduced but are not forgetting to bring in the past learning.



A governor asked whether the school could avoid the focus on SATS and teach what pupils need.

HT stated that he is aware the data for this year may be lower due to the lost learning opportunities due to lockdown, but the school will use target tracker to identify gaps and put in support plans for pupils.

HT added that the NAHT are aware of the pressure placed on schools for attaining floor standards and the need to close the gaps.

LS added that the data is lower than the school has been used to, but the focus has been on mental health and wellbeing and it was important not to put the learning opportunities at risk by narrowing the curriculum.

LS added that the pupil progress meetings at the end of the first half term will look at the teachers perspective as to what the gaps are and the teachers are currently pre-empting the gaps by looking at target tracker, book monitoring, home learning etc.

LS added that the information on the gaps identified by teachers will be used to inform target tracker and planning.

AS thanked HT, LS and LB for the excellent work produced so early in the term and as there is a full agenda for today's meeting – cannot do justice for all the work the school leaders have done at this time. AS suggested that the T&L committee meeting in November can have further updates on the curriculum provision.

LB joined the meeting at 6.30pm

AS asked if the SENCO leader could attend a future T&L or GB meeting to give an update to governors on the SEND provision.

3b) Staffing update

- The 2 interim assistant HT posts are in place and the next stage will be the consultation process although the LDBS HR adviser is currently very busy but the documents are with the HR adviser and the processes will commence as soon as they are returned
- The school has employed a teaching assistant to support 2 pupils with EHCP funding
- A member of staff has been appointed in the admin team to help support the office functions

A governor asked if all staff have now returned? – HT explained that all staff except one have returned and this will be discussed under confidential minutes.

3c) Safeguarding

- The school has 1 pupil under a Child Protection Plan; 1 pupil under Children in Need and 1 pupil being monitored (Key worker)



- For the pupil on the CP plan – the case went to CP court this week and an interim supervision order was awarded - which the parents need to comply with the conditions of this order.

3d) RSE Consultation outcomes

- The RSE policy and curriculum has been completed and the consultation commenced at the beginning of August.
- HT has reminded parents in September about the consultation process and where the information is located on the school's website
- HT has had one conversation by phone with a parent asking questions who stated they would come back if any further questions are identified
- The consultation closed on Friday 25th September – the school had received no responses by this date
- HT will check with the LDBS on the next steps as there have been no responses to the consultation exercise with parents
- The school are teaching the new curriculum at the moment, but the summer term will include the important changes under the new RSE curriculum
- The RSE policy was circulated to governors in the Summer term for comments but could not formally be approved until the consultation process with parents had finished.

HT stated that the feedback from parents was a nil response and with governors having seen the policy asked whether the GB could now make a decision on whether to formally approve the RSE policy.

Governors unanimously approved the RSE Policy subject to the school receiving the go ahead from the LDBS as there were no responses from parents following the consultation process. HT will check this issue with the LDBS. **Action HT**

HT

The chair of T&L committee confirmed that the RSE policy was reviewed and discussed at the T&L committee meeting on 17 June 2020 and confirmed the action was for the policy to be reviewed/ approved at the GB meeting in September 2020.

3e) Parish Trust Bids

- The Parish trust has approved a bid of £10k for chrome books and Wi-Fi dongles – which will be ready to distribute if a bubble needs to close or if a pupil needs to self-isolate if a family member tests positive. The pupils can then access the remote learning provision from home.
- The school has a list of pupils who do not have access to an IT device or internet and will use the chrome books/ Wi-Fi dongles to target these pupils

A governor stated that it is important that the parish trustees can see that governors have seen and approved the bids – which are outlined in the GB minutes



a) Statutory Polices and Tracker

HT explained that the DfE have updated their statutory policies schedule in August 2020 and he has included some of the policies that were circulated to governors prior to the meeting.

HT added that some of the policies are presented as part of the annual review of policies by governors which may have no changes and are just for reference.

HT has produced a tracker schedule to outline which policies will be presented for review/approval at the service committees and FGB meetings for the new academic year.

b) Safeguarding and CP Policy

HT stated that this policy has been updated with the latest changes for the KCSIE guidance to be effective from 1st September 2020.

HT stated that amendments to the policy are highlighted in red and as there were no questions from governors, it was unanimously approved.

Governors were asked to send an email to the clerk to confirm they had read and understood the requirements of the safeguarding procedure for governors under the 2020 KCSIE guidance.

Action – all governors

**All
Govs**

c) Grievance Policy and Procedures

AS stated that she has reviewed this policy and approves the updates that are included in this policy.

d) Health and Safety Policy

HT explained that the changes in this policy are highlighted in red.

e) Lockdown Procedures

HT explained that these are the procedures that cover an emergency the school may have on site and not connected to the covid lockdown.

A governor asked if the school has had a drill to practice the lockdown procedures- HT explained that the school did a drill last year to check that the procedures worked in practice.

A governor asked whether the policy would need to include a Covid addendum or perhaps adapted to cover pupils and staff working in bubbles and social distancing etc

HT explained that the lockdown drill will operate with pupils and staff in their bubbles and the lockdown process would enable them to remain together. The intervention groups are also within their own bubbles in their own class.

A governor asked whether the school has had a fire drill recently – HT explained that the fire drill has not taken place since the covid pandemic but has reminded everyone about the safety procedures and covid requirements.



<p>A governor stated that there is space in the playground/behind the cage and the main priority is to get the pupils/staff out of the building if there was a fire and without bumping into bubbles.</p> <p>Governors agreed that the priority would be to get all staff/pupils out of the school safely in the event of a fire and would need to look at how best the logistics would work for a fire drill.</p> <p>f) Performance Management and Appraisal Policy HT stated that the updated sections are highlighted in red.</p> <p>A governor asked whether this policy will be shared with staff once approved by GB – this was confirmed by the HT.</p> <p>5g) Safer Recruitment Policy HT stated that no changes have been required since the policy was approved by Governors last year.</p> <p>5h) Teachers Pay Policy The clerk spoke about the LA’s consultation currently taking place with their maintained schools on the Teachers Pay award with an option A or B to be considered with the majority decision being included in the LA pay Policy document to be adopted by all LA maintained schools. The 2 options are on whether to allocated 2.75% pay award to all MPS pay grades (with M1 receiving 5.5%) or adopting the advisory pay points. HT stated that he will check with the LDBS as to how the options have been considered within the LDBS Pay Policy for 2020/21 which is the policy adopted by the school.</p> <p>HT will bring the Pay Policy to the F&R committee for approval – Governors agreed to delegate the approval of this policy to the F&R committee.</p> <p>5i) Whistleblowing Policy HT stated that there had been no changes to this policy since it was approved by governors last year.</p> <p>5j) Code of Conduct HT explained that the staff code of conduct has been updated since last year – with the changes being in the staff names and a paragraph outlining the Christian ethos. HT added that he has added the Christian ethos paragraph in red within the first paragraph of the document.</p> <p>A governor suggested that staff surnames should be included rather than just have their first names - HT agreed to make these adjustments.</p>	<p>Action HT</p> <p>Action HT</p>	<p>HT</p> <p>HT</p>
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	<p>Governors unanimously approved the policies listed above, with the exception of the Pay Policy which will be approved at the F&R Committee in October once confirmation of the proposed pay increases has been received .</p>		
6.	<p>Matters arising from the minutes of GB meeting held on 9th July 2020</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) The comparison on where pupils should have been since Spring 1 data was produced to date. This comparison could include comparisons, steps, and progress – with the report being presented to the T&L committee. Action HT</p>	HT	
7.	<p>Dates and times of next meetings</p> <p>The proposed schedule of GB, Finance and Resources and Teaching and Learning committee meetings for the academic year have been circulated to all governors.</p> <p>The next GB meeting has been set for Tuesday 8th December 2020 at 5.30pm</p>		
8.	<p>AOB</p> <p>a) Change in admissions criteria due to lockdown</p> <p>HT spoke about the admissions criteria for church schools that requires parents to evidence that the family belong to a church but with churches being closed during the corona virus pandemic resulted in families not being able to attend the church services and therefore may not be able to meet the school admissions criteria.</p> <p>Governors agreed that AS will adapt the template used by other schools to prepare a variation to the admissions arrangements from September 2021. Action AS</p> <p>b) Appointment of Priest in charge for Christchurch School</p> <p>AS informed governors that Mother Christine is no longer the interim Priest in charge of Christchurch Parish church , but she will continue in her role on the Governing Board for the present time.</p> <p>AS explained that Natasha Woodward has been installed as the new interim priest -in-charge for Christchurch with St. Lawrence . She will make links with the school to lead church services once these are possible again but will not be a member of the Governing Board.</p> <p>AS thanked the school staff for attending the meeting and for all the support given to governors at this meeting . Staff were required to leave the meeting at this point for the confidential matters to be discussed by the remaining governors.</p>	AS	



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	The public meeting closed at 7.20pm		
9.	Confidential minutes of the meeting held on 9th July 2020 The confidential minutes from these GB meetings were reviewed and agreed. See confidential minutes for matters discussed under this agenda item at this meeting.		

APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Tuesday 29th September 2020 via zoom at 5.30pm.

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

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