



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Meeting of the Board held via remote access on Tuesday 8th December 2020, at 5.30pm.

Name	Initials	Attendance 26/05/20	Attendance 09/07/20	Attendance 02/09/20	Attendance 29/09/20	Attendance 08/12/20
Governors						
Headteacher (1)						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
Foundation ex officio (1)						
Mother Christine Cargill	MC	Present	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	Apologies	Apologies	Apologies	Present	Resigned
Foundation LDBS (2)						
Fiona Dwinger	FD	Present	Present	Present	Present	Present
Jordan Cummins	JC	Apologies	Part of meeting	Part of meeting	Apologies	Apologies
LA (1)						
Naomi Moore	NM	Apologies	Present	Present	Present	Present
Elected parents (2)						
Karen- Louise Moran	KM	Present	Part of meeting	Present	Present	Present
Vacancy (1)						
Elected staff (1)						
Matt Booker -elected Sept 2019	MB	Apologies	Apologies	Apologies	Present	Present
Associate members (3)						
Vacancy (3)						
Observer/advisers						
Preeya Patel, Deputy Headteacher	DHT	Maternity Leave	Maternity Leave	Secondment	Secondment	Secondment
Jacqueline Carrington	SMB	N/A	Present	N/A	Present	N/A
Lauren Sutherland	LS	Present	Present	N/A	Present	N/A
Laura Bishop	LB	N/A	N/A	N/A	Present	N/A
Lesley Daisley	LD	N/A	N/A	N/A	N/A	Yes
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 Cummins who was unable to attend due to a last minute business commitment, which was accepted by governors.</p>		



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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>		
3.	<p>Updated Terms of Reference</p> <p>AS explained to governors that the T&L terms of reference have been updated at the T&L committee meeting in November. AS added that the F&R terms of reference are still being updated and will be finalised at the next F&R meeting in January 2021</p>		
4a.	<p>Governing Board Membership and Attendance record for all meetings 2020/21</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>	All Govs	ASAP
4b.	<p>Vacancies and DBS updates</p> <p>AS welcomed Lesley Daisley who had been invited along to the meeting as an observer for governors to consider her suitability to the vacant Deanery Synod Foundation governor post following the resignation by Ben Catling.</p> <p>AS asked Lesley to outline her skills, experiences and how she can support governors if she was appointed to the vacant role.</p> <p>Lesley spoke about her experiences in IT and Finance roles and her voluntary work with Community projects and as an administrator for St Annes and St Andrew's parish supporting Mother Christine. Lesley stated she is also a governor at Carlton Vale Infants school and is looking forward to working with everyone at Christchurch.</p> <p>Lesley moved into a breakout room whilst Governors discussed her suitability to the vacant Foundation governor role.</p> <p>AS stated that she has met Lesley prior to the meeting to discuss the vacant governor role and would like to recommend Lesley's nomination to the GB.</p> <p>RG also supported Lesley's appointment having worked with her previously in the local community for many years.</p> <p>Governors unanimously approved Lesley's appointment to the Foundation Governor vacancy.</p> <p>Lesley was invited back to the meeting and welcomed as the new Foundation governor.</p>		



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	<p>AS stated that she will inform the Area Dean (Andrew Teather) to make a recommendation to the Deanery Synod to officially appoint Lesley as a Foundation Governor so that she can officially take up the governor role in the new year.</p> <p style="text-align: right;">Action AS</p> <p>Rob Grover also made an announcement that he will be resigning from the Christchurch GB after 9 years which he has enjoyed immensely but his partner is unwell and wishes to spend more time with him.</p> <p>AS formally thanked Rob on behalf of the Governing Board for everything he has done for the school/GB – which has included projects for the school and helping pupils with improving the gardening areas within the school. She added that he will be a great loss to the GB and hugely missed by the GB and school, but Rob has agreed to stay on to support the school at the F&R committee meeting in January 2021.</p> <p>HT added that he has attempted to recruit to the vacant parent governor role – but with no success. He will continue to advertise this role in the school community.</p>	AS	ASAP
<p>5.</p>	<p>Report back on Head teacher PM Review Meeting on 3 Dec 2020</p> <p>AS stated that this agenda item would be covered under the Confidential section of this meeting.</p>		
<p>6.</p>	<p>Minutes of GB meeting held on 29th September 2020</p> <p>The minutes of the GB meeting held on 29th 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 it is possible to go into school .</p>		
<p>7.</p>	<p>Headteachers Briefing</p> <p>AS stated that the timescale of submitting questions in advance of the GB meeting was discussed at the recent governors strategy meeting and it was suggested that a longer timescale be allowed for governors to submit their questions to HT prior to the GB meeting date.</p> <p>HT confirmed that he would extend the deadline to Monday morning prior to the Tuesday GB meeting and would aim to send the responses back to governors prior to the meeting but governors would still be given the opportunity to raise any questions in the meeting.</p> <p>HT outlined the questions and responses given for those questions raised in advance of the meeting under this agenda item – see Appendix 1 attached.</p>		



HT outlined the headline points to note from the supporting documents circulated for his Head teachers briefing as follows;

7a) Update on whole school contextual data (previously discussed at T&L on 17 Nov)

- The attendance figures have seen a drop in the percentage figures – which have been lower in the Nursery and Reception classes and pockets throughout the school as parents are keeping pupils at home due to families shielding or self-isolating
- The office staff are chasing up any non-attendances each day with parents through daily phone calls
- The attendance for Year 2 classes and above is over 93% which is better than the expected DfE figure of 90%
- The school will present attendance awards to pupils at the end of the term remotely in each classroom
- He will follow up with the LA on the ongoing issue with prospective parents not being aware of the school vacancies via the LA admissions system.
- The playground behaviour has been good with pupils being reminded of the vision and values of the school on a regular basis and being a focus within the Friday Assembly sessions.

A governor asked about the school context for EAL pupils and why the figures have changed from 109, to 145 and then back to 105 for a 3 year period – is it due to the different ways the data is collected or the starter and leaver positions.

HT stated that it is dependent on how the parents record this information when the pupils join the school.

7b) Update on the Risk Assessment document

- The RA document approved by Governors in September has not had any further changes and continues to be used
- The school continues to be extra vigilant in reminding parents to keep socially distanced in the school community
- The school has no confirmed cases of COVID-19 and so far to date the control measures seem to be working - there have been no positive cases in the school community
- LS is currently isolating for 6 more days
- The school are still delaying reintroducing swimming lessons as pupils and staff would need to use public transport to travel to the swimming venue

7c) Safeguarding update

- There has been a positive outcome for a CIN case at a CP meeting today where it was agreed that the case could be closed. It was a very positive meeting with the parents being very engaged through the process by putting the children as



the main priority and working with the school and all professional agencies to come to this outcome.

7d) E-Safety update

- HT will put the latest e-safety policy and guidance on the school website and will remind parents of the online tools and protocols to follow to keep their children safe online
- HT will remind parents of being aware of the age limits for accessing certain websites and the importance of monitoring the online activities being used by their children
- HT added that the IT leader (Stuart) – reminds pupils of the e-safety requirements and the e safety protocols have been revised recently
- The staff governor added that pupils must also be reminded of the dangers of online gaming and interacting with strangers online through these gaming websites
- HT added that the assemblies in the coming weeks will include a focus on reminding pupils to stay safe online through the different types of online activities that can be accessed by pupils

A governor asked whether the e-safety sessions for pupils can also cover cyber bullying or inappropriate messages being posted online – HT confirmed that these issue will also be included in the e-safety sessions for the pupils. **Action HT**

HT

HT added that he will remind parents of the importance of how they can help keep their children safe online – to remind the children to keep in touch with their friends over the holiday period by being respectful and keeping safe.

AS added that a recent briefing by the Strategic Director (Gail Tolley) outlined to governors the dangers of online activities by pupils and to keep online safety on the safeguarding agenda for GB meetings. **Action AS/clerk**

AS/
clerk

AS stated that it is important that governors discuss the online safety in the curriculum and how pupils are aware of how to keep safe online.

AS has circulated some documents covering online safety ideas for schools and governors and questions for governors to ask at meetings.

A governor asked when the whole school staff last had a training session on e-safety – HT explained that the training session was done last year but will arrange another session in the new term. **Action HT**

HT

A governor asked whether pupils and parents are aware of how important it is to report any concerns on e-safety and who they need to talk to for reporting any problems they may have.



HT explained that pupils are reminded to talk to teachers if they have any issues/problems – whether it is safeguarding or technical IT issues. Teachers will escalate to DSL team any suspected safeguarding issues.

The staff governor explained that there is a button on the schools computers that reports any online issues -linked to the C-ops system.

AS has checked the SCR and this was discussed in the T&L meeting on 17 November (see minutes).

HT added that the school continues to work with food poverty charities to support the vulnerable families within the school community. The LA are providing £15 per child per week for food for the period end of December to March 2021 together with a one off payment of a £50 voucher (by the end of December) to help with utility bills. This additional funding is available to vulnerable families through the online platform and will be for pupils in the categories of FSM; those pupils the LA deems as being vulnerable and Early Years pre-school pupils.

A governor mentioned that The Larder re-opened in September and will be offering take away meals every Thursday up to 24th December – HT will signpost families to this resource.

A governor stated that as there are 13 families using the food poverty charities – will need to plan for any patterns that are emerging if more families start to rely on these charities.

HT added that there are some families that regularly accept the food from The Larder and are very grateful for this provision.

HT stated that the number of families using the food poverty charities in the school community are much lower than those in other schools of a similar size, but he will continue to monitor the situation.

7e) SEF/SAP updates

HT stated that the SEF and SAP documents were shared with the T&L committee in November 2020.

A governor asked whether there is a way in which the school can ease up on some of the priorities included in these documents due to the pandemic situation – HT stated that the school will continue to work on as many of the priorities as they can and at the end of the year – will summarise in the evaluation form – will review what the school were able to achieve.

7f) Progress Data Summary

HT stated that the progress data did raise some questions from governors and also by staff with the figures being lower than what they expected to be with lockdown and the pandemic in mind.



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<p>HT explained that the staff have started to look in more depth at the figures – writing and maths moderation has been a focus by the leaders of those areas – Laura and Lauren – have been discussing with the staff how we moderate – what staff should be looking for at the different levels and how often the teachers should be seeing examples in order to confirm that a part of the curriculum has been achieved.</p> <p>The staff governor stated that the difficulty for teachers has been that the last assessment data produced was last year and therefore for Autumn term 1 – there is only so much that could be taught in that 6 week period. This may then have led to teachers being a little conservative in recording their data as there was a lot of data that was not available from Spring last year to this year.</p> <p>The staff governor believes that teachers were mindful of how they entered the data onto target tracker and how they would be able to support the evidence that a pupil was showing a 6 step progress increase having missed 3 months due to lockdown and identifying the support needed for the catch up curriculum.</p> <p>HT added that the assessment week is being undertaken this week and staff will have more accurate data and will be more reflective as to where the pupils actually are.</p> <p>A governor stated that governors should therefore see more robust data at the next T&L committee meeting on 2nd March 2021. Action HT/AHT</p> <p>HT added that the staff have been playing catch up during the last 6 months and there has been rapid work with extra teaching/interventions and monitoring and feedback which has seen changes in classes and rapid results taking place on a regular basis. HT added that there has been great improvements this term and will share the data outcomes at the next T&L committee meeting.</p> <p>A governor asked whether the pupils are feeling any additional pressure due to the work that has been missed due to the lockdown – HT does not feel that the pupils see the situation as having extra pressure – as they are happy to learn and are focused on their learning.</p> <p>Governors asked that thanks be conveyed to the teaching and support staff for the tremendous work they have been doing and that although governors recognise that progress data may not look great at this time – it is important to be realistic and fair and to look at the bigger picture. Action HT</p> <p>7g) EYFS Update</p> <p>HT outlined to governors outcomes from a recent EYFS meeting that was held with the Early Years team;</p> <ul style="list-style-type: none">• The EYFS team had raised concerns this term with the changes and constant updates that were required with the new model of working within the Early	<p>HT/ AHT</p> <p>HT</p>	
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<p>Years sector – i.e., having 2 classes being covered by 1 teacher, a nursery nurse and 2 TA's</p> <ul style="list-style-type: none"> • The meeting was very productive – with the Early Years team producing not only a long list of the positive points to note (for example – pupils settled in well/making progress/great relationships being formed with pupils, parents and staff; good strides being made with the prime subjects) – but also formulating the main issues and what the next steps could be put in place • The main issues outlined at the meeting are the number of pupils joining the EYFS sector with specific educational needs – for example autistic traits/language gaps/personal, social emotional needs/not being toilet trained. • HT stated that the Early Years team have worked with parents to set up an agreement – which enables parents to work with the staff to help the children progress with targets like toilet training – this initiative has worked very well with very positive results. • HT added that an ongoing problem is not having enough staff in school to cover the lunchtime sessions – so that staff can have their lunchbreaks • The HT explained the system currently in place that supports the pupils to provide additional support whilst the SENCO applies for the EHCP or Early Help Assessments • The HT will look at the options for the nursery am/pm provision when the Rising 3's start in January 2021. Action HT • HT will also look at the timetable provision for the current 3 year old's and the new Rising 3's from January 2021 • The Early Years meeting was useful as it helped everyone to identify the issues and start to look at solutions/alternatives – which will now involve looking at the alternatives to see how the EYFS setting can work better • HT will look at advertising for a volunteer for 5 days a week to cover the lunchtime sessions 12-1.30pm each day – which could offer work experience to someone in the local community <p>AS stated that although operational issues have been identified from the Early Years team meeting – there is a concern when this has an impact on staff. She suggested that a small group of governors could work with EYFS Governor (KM) to look at these issues. She suggested that further discussions would need to be made on the EYFS setting before the budget setting meeting next year. Action HT/KM</p> <p>A governor asked whether the SEN provision has been cut within the school – HT explained that the school does offer extra support for the SEN pupils but do not currently receive sufficient funding to provide 1:1 support. HT added that the SENCO has worked extremely hard to push through the documentation and supporting evidence to the LA for more EHCP funding – but this needs to be approved by a panel to review/approve.</p>	<p>HT</p> <p>HT/ KM</p>
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	<p>A governor asked if the funding would be provided quicker if parents complained about this issue – HT added that he would direct the parents to the SEN/Autistic team at the LA – who could then outline the support/guidance/plans and timescales that the school can then work towards.</p> <p>Governors asked that thanks be given to the Early Years team for all their hard work and commitment whilst working with the challenges in embedding the new systems.</p>		
<p>8.</p>	<p>Curriculum Update</p> <p>a) Recovery Measures for the curriculum and closing gaps for disadvantaged pupils</p> <p>Governors were asked to refer to the T&L minutes from the recent meeting held on 17 November for an update on this agenda item together with the Chairs of the committees update under agenda item number 9.</p> <p>b) SIAMS – school vision and vales and collective worship</p> <p>HT gave feedback from the recent meeting held with the LDBS adviser Mark Newton);</p> <ul style="list-style-type: none"> • the school should aim to link everything to the school vision and values at governor meetings – a suggestion was for adding a vision focus to various sections of the agenda • the vision focus could include putting a headline on each agenda item • the policies used by the school can also include a link to the schools vision and values in the opening section for each policy. <p>Governors agreed that having a focus on the vision and values of the school is a good idea and keeps the focus of upholding and communicating the message through the governor meetings to keep the vision and values at the forefront of work undertaken by the school and governors.</p> <p>HT encouraged governors to regularly review the school website to see how the vision and values are incorporated in the daily life of the school.</p>	<p>Action CoG</p> <p>CoG</p>	
<p>9.</p>	<p>a) Verbal report from the Teaching & Learning Committee meeting held on 17 November 2020</p> <p>FD outlined the key points to note from this meeting as follows;</p> <ul style="list-style-type: none"> • The annual role of appointing the chair and vice chair was made – with FD and KM continuing in the posts of chair and vice chair for the T&L committee • The Terms of Reference document was reviewed, and updates made for this year • The Agenda and policies will be monitored to check there are links to the Ofsted and SIAMS frameworks • HT explained that it is important that the agenda and direction of the committee is linked to the 7 strands of the SIAMS framework 		



- The focus is to try and work smarter not harder
- For the RE curriculum – there will be a weekly Big Question discussed with pupils to unpick their understanding of these topical questions
- The school vision and values will be a focus in school curriculum and daily school life
- Ideas were shared on the Courageous Advocacy project that the school could look at setting up
- Marketing initiatives were also discussed, and a new school sign was being planned to help with this
- Pupil Interventions and additional support to help close the gaps caused by school closure and lockdown were discussed
- Rigorous monitoring is in place as the school continues to review the data and contextualise the findings
- Staff wellbeing is a focus for the SLT with wellbeing weeks being included in the termly schedule
- Further ideas are also being considered for future wellbeing initiatives
- AS checked the Single Central Record recently and identified a few actions that were required
- The SAP will continue to be rag rated by HT and monitored by the committee
- Link governor roles were discussed and options for conducting virtual visits by governors
- Policies listed within the Agenda appendix for this GB meeting were reviewed/approved with the caveat that they include an introduction paragraph linking the policies to the school's vision and values

b) Verbal report from Finance & Resources Committee meeting held on 14th October 2020

AS shared the video summary report prepared by the Chair of the committee (JC) who was unable to attend this GB meeting due to work commitments;

- The committee reviewed the 6 months budget monitoring to 30 September 2020
- The SBM explained to governors that the future position for school budgets is very unpredictable and it is important that the school is careful with the finances
- The school originally predicted a surplus of £102k for the financial year to 31 March 2021 but now likely to be £78k – a £28k reduction – which is primarily due to the additional costs from the COVID-19 pandemic
- The school will continue to monitor the finances closely, but the latest trend is that more expenditure needed to cover staff absences due to the need for shielding and self-isolating.
- Pupil numbers are also reducing which then results in a loss of income
- The interim SLT staffing structure was discussed



	<ul style="list-style-type: none"> • There has been a new Year 3 class teacher appointed • The SENCO has worked hard to secure additional funding to support pupils with EHCP (£26k) • The school has been allocated £14k COVID-19 catch up funding – and the options of how this will be utilized by the school is still being considered • There has been a reduction in income as the school have been unable to provide breakfast/after school clubs or have the usual music lessons. There has also been a reduction in school meals income as fewer pupils have school meals • The pupil numbers were a concern – as only Year 6 have maximum numbers – with the other year groups having below capacity levels – governors discussed how initiatives could be put in place to try and attract more pupils to the school • The role of the Pay Committee was discussed and the focus for this committee 		
<p>10.</p>	<p>Governance/Chairs update</p> <p>a) Health & Safety Report (JK)</p> <p>JK gave a verbal update following his H&S visit on 20th October 2020 and the follow up visit that took place the following week during half term with the key points to note as follows;</p> <ul style="list-style-type: none"> • Overall, the school are doing a good job and feel it is a safe environment for all who use it • The number of repeat findings has decreased compared to the previous year • There are 1 or 2 long term issues still outstanding – one of these issues was the windows in the EYFS area which are still difficult to open and therefore cannot provide the full air flow facility . This is problematic whilst the COVID-19 pandemic is still a concern for us all. Staff in the EYFS area are opening up the doors to enable appropriate levels of air into the rooms • Pleased to see that all electrical items are turned off when they are not in use and at the end of the school day • The storage arrangements in classrooms have also improved and no longer have heavy items stored above head height • Classrooms looked very good – any previous H&S issues in classrooms have been closed down in a timely manner • Some detailed observations have been made – and the next steps are to go through these with the HT/SBM and Premises Manager. Governors can look further at these observations from the H&S report that will be circulated to them all after this meeting. <p style="text-align: right;">Action JK</p>	<p>JK</p>	



- A few of these observations included – for the first aid supplies – some of the stock is out of date; the first aid training signs are out of date – which needs updating with the recent training dates by staff and more recent pictures – as it still includes details of staff that have left the school.

JK was thanked for his comprehensive H&S audit and feedback to this meeting.

b) Governors training opportunities and training logs

AS reminded governors to look at the online training opportunities offered by the LDBS in the weekly bulletin and the LA training offered through Best Brent.

AS reminded governors to update the training log with any online training they have undertaken.

c) Update from Strategy Planning Group Meeting on 23rd November 2020

AS thanked governors that were able to attend the Governors Strategic session on 23rd November and to let her know of any amendments required for the notes she has circulated from the meeting.

d) Strategic planning for 2020/21

AS guided governors through the updated Strategic Plan for 2020/21 that has been updated following the Strategic meeting held on 23rd November.

AS outlined a summary of the Strategic Plan content as follows;

- The red highlighted sections show the changes that have been made to the previous year's plan
- The plan outlines a reminder of the activities that are being undertaken by the GB all the time to achieve the GB strategic goals
- Page 2 – highlights the DfE statement of the Core Strategic functions of Governing Boards and the NGA's 8 key elements they have been identified for Good Governing Boards
- Page 3 – outlines the Priorities for the GB for 2020/21 and the rationale for the plan – which does not just focus on the SAP but is a reminder of how the GB priorities in general fit in with the school priorities
- The GB also has other priorities that are ongoing through the year and this helps form the structure of the agendas
- The green highlighted sections show the actions the GB is already taking or have completed, and the red items are tasks that go beyond the work and strategic purpose of committees



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<ul style="list-style-type: none"> The 'Lead' column states the CoG – but does not mean that only that person is responsible for that action – but is leading on that action. For example – the learning walks have the lead as being T&L committee – as this committee will monitor the outcomes but governors outside of this committee can be involved in the 'virtual ' learning walks Page 5 – AS reminded governors to sign the Acceptable Use Policy and to email the clerk to confirm the KCSIE latest updates have been read and sign the governor's summary for the declarations. Action – Governors KM stated that she will visit the school next week and will raise any questions with Laura on EYFS or Maths – and will do the Exit Interview for Laura. She will make contact with RG regarding the Maths coverage Page 8 – look at how parents can support the school – this can include a presentation to parents and re establish the parent's maintenance fund – this can be started in January Governors agreed it would be good to engage with parents so that they know the roles and work undertaken by the GB Page 9 – important to look at setting up a new marketing focus group to ensure we raise the profile of the school in the local community – this will also link into help target the reduction in pupil numbers – AS and JK agreed to work with HT to start the process of setting up the objectives for this marketing focus group. Action AS,JK,HT AS added that Lotis Bautista produced a marketing strategy a few years ago that can be revisited to help set up the structure for the marketing focus group – AS will send the document produced by Lotis to HT. Action AS 	<p>All Govs</p>	<p>ASAP</p>
<p>Governors thanked AS for all the work she had done in preparing the updated 2020/21 Strategic Plan document.</p>		
<p>e) Link Governor and Virtual Visits</p>		
<ul style="list-style-type: none"> Governors were asked to check the updated Link governors grid and to inform AS of any changes/amendments etc. Action Governors 	<p>All Govs</p>	<p>Immediate</p>
<p>A governor suggested that the Link governor roles can be aligned with the current strategy and can look at removing or adding changes in the priorities</p>		
<p>AS stated that some of the Link governor roles are statutory and need to be listed – for example – SEND and Safeguarding. Governors discussed whether to look at T&L as a whole area, rather than have individual link governors for specific subjects. It was agreed that HT and AS will review the T&L Link Governor focus and consult with FD as chair of T&L committee.</p>		
<p>Action CoG/FD</p>	<p>CoG /FD</p>	



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	<p>HT and AS will also work out a schedule for virtual meetings that can be set up with the key staff members.</p> <p style="text-align: right;">Action HT/AS</p> <p>AS added that she will revisit the link governor roles during her regular L&M meetings with HT.</p> <p style="text-align: right;">Action AS/HT</p>	<p>HT/AS</p> <p>AS/HT</p>	<p>Jan 21 Postpone</p>
11.	<p>Policies to review/approve</p> <p>The following Polices were reviewed/approved at the T&L and F&R committee meetings this term and governors unanimously ratified these policies.</p> <ul style="list-style-type: none"> a) Pay Policy b) Financial Procedures c) Scheme of Financial Delegation d) Business Continuity Plan e) Volunteers Policy f) Charging & Remissions Policy g) Acceptable Use Policy h) E-Safety Policy i) Positive Handling Policy j) Preventing Radicalisation k) Spirituality Policy 		
12.	<p>Matters arising from the minutes of GB meeting held on 29th September 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> <ul style="list-style-type: none"> a) HT has advertised the vacant parent governor role on the school website and in the newsletter, but no responses have been received. He will continue to advertise this vacancy. b) The remaining governors were asked to send in their Declaration of Interest forms to the clerk. c) HT stated the LDBS are happy to go ahead with the variation to the admissions arrangements(change in admissions criteria due to lockdown) from September 2021. <p style="text-align: right;">Action HT</p>	<p>HT</p>	<p>ASAP</p>
13.	<p>Dates and times of next meetings</p> <p>The schedule of GB, Finance and Resources and Teaching and Learning committee meetings for the academic year has been circulated to all governors.</p>		



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	The next GB meeting has been set for Tuesday 23rd March 2021 at 5.30pm		
14.	<p>AOB</p> <p>AS spoke to governors about having an end of term celebration for the school to thank the staff for the extraordinary work they have done through the pandemic and the way they have supporting the pupils during these very challenging times.</p> <p>Governors agreed to using some of the school fund to pay for the end of term lunch for staff (food only) and agreed to send a contribution to AS to help fund this small token of appreciation to staff who have had an incredibly difficult year and to thank them all for their hard work and support for the school community.</p> <p>The staff in attendance were thanked for their contributions this term and were wished a well deserved rest during the Christmas break.</p>		
	The public meeting closed at 7.40pm		
15.	<p>Confidential minutes of the meeting held on 29th September 2020</p> <p>The confidential minutes from these GB meetings were reviewed and agreed.</p> <p>See confidential minutes for matters discussed under this agenda item at this meeting.</p>		

APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Tuesday 8th December 2020 via zoom at 5.30pm.

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

Alison Schulte
 Chair of the GB

Christ Church (Brondesbury) Church of England Primary School