



Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Special GB Meeting held via remote access on Wednesday 19th May 2021, at 6pm.

Name	Initials	Attendance 02/09/20	Attendance 29/09/20	Attendance 08/12/20	Attendance 23/03/21	Attendance 19/05/21
<b>Governors</b>						
<b>Headteacher (1)</b>						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
<b>Foundation ex officio (1)</b>						
Mother Christine Cargill	MC	Present	Present	Present	Present	Present
<b>Foundation PCC (2)</b>						
Jason Kosky (Vice Chair)	JK	Present	Present	Present	Present	Present
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
<b>Foundation Deanery Synod (2)</b>						
Robert Grover	RG	Present	Present	Present	Resigned	Resigned
Ben Catling	BC	Apologies	Present	Resigned	Resigned	Resigned
Lesley Daisley	LD	Not in post	Not in post	Observer	Present	Apologies
<b>Foundation LDBS (2)</b>						
Fiona Dwinger	FD	Present	Present	Present	Present	Present
Jordan Cummins	JC	Part of meeting	Apologies	Apologies	Apologies	Apologies
<b>LA (1)</b>						
Naomi Moore	NM	Present	Present	Present	Present	Present
<b>Elected parents (2)</b>						
Karen- Louise Moran	KM	Present	Present	Present	Present	Apologies
Vacancy (1)						
<b>Elected staff (1)</b>						
Matt Booker -elected Sept 2019	MB	Apologies	Present	Present	Present	Present
<b>Associate members (3)</b>						
Vacancy (3)						
<b>Observer/advisers</b>						
Jacqueline Carrington	SMB	N/A	Present	N/A	N/A	Present
Lauren Sutherland	LS	N/A	Present	N/A	N/A	N/A
Laura Bishop	LB	N/A	Present	N/A	Resigned	N/A
Stephen Woodward	SW	Not in post	Not in post	Not in post	Present	Present
<b>Clerk</b>						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

**Part one - public**

Item	Who	When
<p><b>1. Welcome, Opening Prayer and Apologies for Absence</b></p> <p>The chair welcomed everyone to this Special GB meeting via remote access (Zoom) and MC opened the meeting with a prayer.</p> <p>AS gave apologies for Jordan Cummins (work commitment), Karen Moran ( family commitment) and Lesley Daisley (illness) , which were accepted by governors.</p>		



2.	<b>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</b>  There were no declarations of interest for any items on the agenda.  SW reminded governors that he is married to a trustee for the Parish Trust fund.		
3.	<b>Finance and Resources Report</b>  <b>a) 2020/21 outturn and 3 year budget plans</b>  AS explained to governors the purpose of this Special GB meeting is to ratify the final budget for 2021/22 and the draft budgets for 2022/23 and 2023/24 – which have been reviewed and approved at the Finance and Resources Committee meeting held today at 5.30pm.  AS stated that the GB were asked to submit any questions on the budget prior to the F&R committee meetings – but there were no further questions by governors.  HT explained that the 2020/21 final outturn position was higher than what was originally anticipated at the start of the financial year (£52k) with the final surplus figure being £189k as at 31 March 2021.  AS added that the final outturn figures and the 3 year budget plans have been reviewed in detail at the 2 F&R committee meetings this term and a number of probing questions having been asked by governors.  HT added that the 2021/22 budget is showing a projected surplus of £198k as at 31 March 2022 and unlike at last years Special GB meeting, the projected outturn figures for 2022/23 and 2023/24 are showing surplus balances.  HT stated that the LA have asked schools to focus on Year 1 (2021/22) of the 3 year budget plan and to revisit Year 2 and Year 3 at a later date to update the projected outturn positions.  Governors unanimously agreed the 3 year budget plans from 2021/22 to 2023/24 with the caveat that as in previous years, these are monitored carefully by the Finance and Resources committee to assist in keeping the projected outturn figures as surplus positions.  <b>b) 2020/21 SFVS return for approval</b>  AS explained that the SFVS return has been reviewed by the F&R governors at the previous 2 meetings held this term.  At the March 2021 F&R meeting, there were a few minor amendments noted for the SFVS return which were amended prior to the 28 <sup>th</sup> April F&R meeting and governors unanimously approved the 2020/21 SFVS return.		



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	<p>The following questions were raised by governors who are not on the F&amp;R committee;</p> <p><b>A governor asked about the pupil to teacher ratio</b> – HT explained that the ratio is lower as the classes are currently smaller than the maximum 30 pupils per class due to the unfilled vacancies within each year group.</p> <p><b>A governor asked about the teacher contact ratio being lower than recommended</b> – HT explained that the school has restructured the SLT structure as the previous Deputy Head was not class based and resulted in a red category rating on the Dashboard report– this category has been improved by the SLT restructure which deleted the Deputy Head post and was replaced by 2 AHT posts that each had a 50% responsibility for teaching a year group.</p> <p>HT added that as Christchurch is a one form entry school, classes are smaller than expected, but the classes are not small enough to require classes to join together.</p> <p>HT added that the applications for the Reception class for September 2021 seem very positive, although the trend across London schools show that there has been a real dip in numbers and are a cause for concern in some London boroughs. As the larger year group numbers are leaving Primary schools in Year 6 with smaller pupil numbers being admitted to the school in the Reception classes is adding to the concern for schools.</p> <p>SBM explained that the SFVS dashboard categorises Christchurch as a medium primary school – which includes schools that have between 176 to 385 pupil numbers – currently Christchurch has 188 pupils and a small school criteria is between 101 to 175 pupils.</p> <p>HT added that the RAG rating is automatically calculated when the SFVS figures are entered onto the DfE website.</p> <p>There were no further questions raised by governors and unanimously ratified the 2020/21 SFVS return and confirmed the return be submitted to the LA.</p> <p>AS agreed to sign the 2020/21 SFVS return following this GB meeting.</p>		
<p><b>5.</b></p>	<p><b>Dates and times of next meetings</b></p> <p>The final GB meeting for this academic year has been arranged for Tuesday 13<sup>th</sup> July 2021 at 5.30pm</p>		
<p><b>6.</b></p>	<p><b>AOB</b></p> <p><b>a) Change of signatories for the Governors Maintenance Fund</b></p> <p>AS outlined to governors the reasons why a bank account is in place for the Governors Maintenance Fund – which was originally set up to help subsidise the building</p>		



refurbishment as part of the LDBS Capital programme which requires a 10% contribution from the school each year. This contribution was previously paid by parents, but in recent years, there have been very few contributions being made by parents to support the building maintenance fund.

AS added that there is currently a balance of £2,159.03 held in 2 bank accounts at Nat West bank ( a business Reserve and Current account) and the bank has suggested that the school obtain approval from the Governing Board to change the signatories for this account to enable the accounts to be accessed.

AS explained that one of the signatories to these accounts is the previous GB Chair (Mike Hutcheson) who has confirmed he will inform the bank of his removal from these accounts.

AS recommended that governors from the F&R committee are added as the new signatories – Jason, Jordan and herself have confirmed they would take on the responsibility as signatories for this account.

There were no further questions raised by governors and approved the removal of Mike Hutcheson and adding Jason Kosky, Jordan Cummins, and Alison Schulte as the new signatories for the 2 Nat West accounts ( Account numbers 26000334 and 32771118).

(AS and JK abstained from the voting as they were being recommended as the new signatories).

SBM agreed to organise the change of signatories for the 2 Nat West bank accounts.

**Action SBM**

**SBM**

**b) COVID 19 Update**

HT explained that there are no further updates to share with governors on COVID -19 and no further changes are required to the Risk Assessment document at this time.

HT stated that schools are still required to provide the daily attendance figures to the DfE, and it is pleasing to report that the average percentage figures for pupils attendance is between 94% – 96%.

**c) Letter from LDBS Chief Executive (4<sup>th</sup> May 2021) – regarding academisation**

HT spoke about the letter dated 4<sup>th</sup> May 2021 from the LDBS Chief Executive (Inigo Woolf) following the Secretary of State for Educations speech at the Annual Conference of the Confederation of School Trusts in which the Secretary of State for Education confirmed his commitment to the academies programme.

HT asked if governors had any questions on the letter from the LDBS Chief Executive, who stated that as there is no new legislation being proposed at the moment, there is no need for any Church of England school to consider academisation unless there are good reasons for it being in the best interest of the pupils.



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	<p>AS stated that if pupil numbers keep going down, may need to approach the LDBS for advice on the way forward, but it is not required at this stage.</p> <p>HT stated that it may be an option to re establish the network cluster with local LDBS schools so that these schools can work collaboratively and support each other.</p> <p>Governors agreed that the LDBS Chief Executives letter was reassuring advice from the LDBS on the academisation process for Church schools.</p> <p><b>d) 3 Year Budget Approval form</b></p> <p>AS confirmed that she will visit the school in the new few days to sign the Budget Approval Form in her capacity of Chair of GB.</p>		
	<p><b>The public meeting closed at 6.30pm</b></p>		
<p><b>7.</b></p>	<p><b>Confidential matters</b></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 Special GB meeting which took place on Wednesday 19<sup>th</sup> May 2021 via Zoom at 6pm.

Signed.....

Date.....

Alison Schulte

Chair of the GB

Christ Church (Brondesbury) Church of England Primary School