



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Meeting of the Board held via remote access on Tuesday 13 July 2021, at 5.30pm.

Name	Initials	Attendance 02/09/20	Attendance 29/09/20	Attendance 08/12/20	Attendance 23/03/21	Attendance 13/07/21
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 (2)						
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	Present
Stephen Woodward	SW	Not in post	Not in post	Not in post	Observer	Apologies
Foundation LDBS (2)						
Fiona Dwinger	FD	Present	Present	Present	Present	Present
Jordan Cummins	JC	Part of meeting	Apologies	Apologies	Apologies	Apologies
LA (1)						
Naomi Moore	NM	Present	Present	Present	Present	Present
Elected parents (2)						
Karen- Louise Moran	KM	Present	Present	Present	Present	Present
Vacancy (1)						
Elected staff (1)						
Matt Booker	MB	Apologies	Present	Present	Present	Present
Associate members (3)						
Vacancy (3)						
Observer/advisers						
Preeya Patel, Deputy Headteacher	DHT	Secondment	Secondment	Secondment	Secondment	Secondment
Jacqueline Carrington	SMB	N/A	Present	N/A	N/A	N/A
Lauren Sutherland	LS	N/A	Present	N/A	N/A	Present
Laura Bishop	LB	N/A	Present	N/A	Resigned	Resigned
Parita Shah	PS	N/A	N/A	N/A	N/A	Present
Clerk						
Lynda Rees	Clerk	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 Stephen Woodward who was unable to attend due a pre existing work commitment, which was accepted by governors.</p>		



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	<p>AS informed the Board that very late apologies had been received from Jordan Cummins who was unable to attend due to house viewing appointments.</p> <p>The clerk reminded governors that they must look at a governor's overall attendance before deciding whether to accept apologies that are given for each meeting.</p> <p>AS stated that she had had a conversation with Jordan in the Autumn term about his attendance which is part of the commitment expected from Governors, as outlined in the Code of Conduct.</p> <p>Governors agreed that it can be difficult at times to attend every meeting but do make every effort to attend the majority and appreciate the importance of giving a personal commitment to support the school and the GB during their term of office.</p> <p>Governors therefore decided that they were unable to accept JC's apologies on this occasion and the Chair agreed to have a conversation with him about this matter, given his important link governor role as Chair of Finance and Resources Committee.</p> <p style="text-align: right;">Action AS</p> <p>AS informed Governors that the GB has a lot to celebrate with very high attendance from a number of Governors with Fiona winning the highest accolade of attending every GB and T&L meetings held for this academic year closely followed by Mother C, Jason and Karen.</p> <p>AS added that it has been a very difficult year for everyone and appreciated everyone's commitment they had given to the GB and the school.</p>	AS	
<p>2.</p>	<p>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</p> <p>AS informed governors that she is a governor at St Cuthbert's and St Matthias Primary School and LD is a Governor at Carlton Vale Infant school.</p>		
<p>3.</p>	<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. AS added that it is important that Governors contact details are up to date for the membership spreadsheet and also the SCR maintained by the school.</p> <p style="text-align: right;">Action – all governors</p>	All Govs	
<p>4a.</p>	<p>Minutes of GB meeting held on 23rd March 2021</p> <p>The minutes of the GB meeting held on 23rd March 2021 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>		



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4b.	Minutes of Special GB meeting held on 19th May 2021 (to ratify budget) The minutes of the Special GB meeting held on 19 th May 2021 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 .		
5.	Headteachers Briefing HT outlined the key points to note from his HT briefing report as follows; a) Update on whole school contextual data <ul style="list-style-type: none">• The contextual data was shared with Governors at the June T&L committee meeting and questions were raised on attendance; the Census figures; Year 5 having large numbers with SEN/EAL characteristics – with all responses being covered within the T&L minutes• The T&L committee also reviewed the latest RA document and any COVID updates• Since the T&L meeting – there has been a slight improvement in the attendance figures and the spreadsheet has been updated to include the Census data for the previous Spring term period b) Whole School Data report HT outlined the format of the whole school data reports which showed the data figures for the end of the current academic year; <ul style="list-style-type: none">• 5b1 – is an overview of each year group• 5b2 – is an overview of reading/writing/maths across whole school• 5b3 – is an overview of reading/writing/maths across school for SEN• 5b4 – is an overview of reading/writing/maths across school for PPG• 5b5 – is the Year 4 Multiplication Test Results HT gave a summary of the processes that had been put in place which underpin the data reports; <ul style="list-style-type: none">• These reports are the first solid data figures since the Autumn term – the baseline figures were produced when the school returned after the first lockdown – the teaching strategies were on Catch up/ filling in the gaps in learning but to also push forward with the current curriculum plans for the year• The teaching and learning in class included elements of catch up work, revision sessions and new curriculum elements• The data is robust when compared to the Autumn term data and is a fair reflection as to where the school is currently at• The data overview reports have been created from the target tracker system – which tracks every pupil – where the expectation is that each pupil will make 1 step progress each half term• The symbols for W+ and S+ - denotes that the pupils are working at secure or working at secure plus levels with W – working at the expected level.		



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LS explained that the secure category is quite wide and will include borderline pupils as well as W+ and S+ pupils and it is generally at the teachers discretion where the pupils have been placed in the category.

LS added that any 'at risk' pupils (who may not attain the expected level) are closely monitored and an update is given to the teacher for the new academic year during the handover sessions.

LS added that the Secure + was previously defined as Greater Depth.

HT added that the definition of Secure – pupils are working securely at the expected level for this year (previously ARE – age related expectations)

HT explained that nationally – it was expected that 75% of pupils were at ARE for the previous 2 academic years – currently 60% or more of the pupils are doing well (at ARE) and although the expectations was for a lot of progress being made – the pupils lost 2 full terms in school due to the pandemic and although the remote learning was at a good standard – pupils would have benefitted even more from face to face learning in a school environment.

LS agreed that by missing 2 terms of learning – there were fewer opportunities to demonstrate the learning was being achieved by the pupils with the data reports highlighting those pupils on the Cusp of reaching ARE and with the extra support will be back on track next year.

HT explained that the progress scores for each data overview report are highlighted in yellow and pupils have made very good progress with the quality of interventions that have taken place through home learning and in school provision.

HT added that the target was for 5 points of progress to be achieved and although the majority have made above the 5 progress points there are 3 instances where the progress levels were 4.4; 4.7 and 4.7 – where a few pupils did not reach the expected level, but targeted interventions are in place to support these pupils (Year 3 reading; Year 2 maths and Year 6 maths).

HT added that Year 3 has a high number of SEN pupils and were pleased with the 4.4 progress score for reading.

PS spoke to governors about the Data outcomes for the Early Years and the different measures of development that are included in the GLD (Good Level of Development) data measurement. It is widely acknowledged that nationally Nursery, Reception and Year 1 pupils have been the most affected by the pandemic as they are less able to work independently through the remote learning provision when compared to older year groups.

PS added that for the Nursery and Reception pupils, the focus has been on building their social skills so that they are ready in Year 1 to focus on the Teaching and learning skills.



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HT added that for the Reception Class this year – the focus has been on communication and language skills and their personal, social and emotional skills and reading.

AS stated that at a recent meeting with the LDBS adviser at the other school where she is a governor – the adviser confirmed that it is the national picture that EYFS/KS1 pupils have struggled with home learning and have not made the progress levels they should have made due to the pandemic.

A governor asked what are the plans in place for the Reception pupils for the transition into Year 1 – PS explained that the pupils will have phonics, maths and English lessons in the morning and for the afternoon sessions will have short, sharp interventions for the first half term. The interventions will focus on the key factors for Catch up/ closing the gap, with other subjects like science/topics being introduced thereafter.

A governor asked about having data comparisons from the LA or DfE – HT stated that the DfE or LA do not require the data to be submitted this year, but he will submit the data reports to the LDBS.

A governor mentioned that there was no national data submitted by schools for last year with the most recent data being available for 2019.

A governor commended the school on the excellent data outcomes and how the staff have done an amazing job given the amount of disruption that has taken place due to the pandemic. Congratulations must also be given to the Year 6 staff and pupils in how they have been prepared for the Year 7 transition this year.

A governor congratulated the Year 4 pupils and teacher on the excellent results for the Multiplication test.

HT stated that the multiplication test contained a total of 25 Questions and many pupils exceeded the expectations and thanks were given to MB (Year 4 teacher) as many pupils should now be ready for starting the Year 5 multiplication and maths curriculum from a good place.

A governor stated that the commitment shown by all staff and pupils can be linked very clearly to the schools vision statement – where all have aimed for excellence and the importance of personal values, and all have kept the focus through these very challenging times. It is a real credit to all staff and pupils and there is much to celebrate.

A governor asked if all the Nursery pupils have applied for Reception places as the Nursery pupils have made incredible progress – HT explained that most are staying on. HT added that all credit must be given to the EYFS team for the way they have coped with the new way of working in the setting since September in addition to the challenges of the pandemic.



PS added that the Early Years have a fantastic team of staff who have worked incredibly hard during this experimental year with the new EYFS setting and the challenges encountered due to the pandemic.

PS spoke about the Year 1 pupils doing a mock test for the phonics screening test with 70% of the class attaining 30 correct answers (with a pass rate of 32) and seem to be on track for when the actual tests are taken in November/December. This is with the loss in learning opportunities for 2 half term periods when pupils were working through the home learning system, which had its limitations for the phonics curriculum.

A governor asked about the support for the pupils who are working below the expected standards – for example the SEN/EHCP pupils – HT explained that pupils that have EHCP or very little English or new to school will be targeted with the TA interventions in the afternoons to help close their knowledge gaps.

LS added that with the bubble systems – it has been very difficult to fully match pupils so that the intervention groups allow the pupils to work in the best suited attainment group- once bubbles are no longer required – it will make the timetabling and grouping easier to organise.

c) SEF/End of Year report & Strategic forward planning

HT stated that SLT are continuing to work on the End of year review template – a copy of which has been circulated to governors prior to the meeting.

HT explained that the End of Year review information will be used to feed into the SEF (school evaluation form) which is presented to the LA and will outline the priorities for next year.

HT stated that the subject leaders have been involved in completing the different areas of the end of review template and have put the comments for strengths, initiatives in place and priorities for next year – which will then be reviewed by SLT.

A governor stated that it was good to have comments from subject leaders and it is useful for governors to see how this end of year review underpins the SEF document.

A governor commended the school on the success rate for the EHCP applications – HT added that the SENCO has done an amazing job by providing a wealth of information with all applications that were made which led to the school being successful in obtaining the funding.

NM informed governors that the LA Annual Conference spoke about the increase in EHCP provision for schools with a commitment to increasing funding for EHCP pupils.

HT added that the LA are also looking at providing a specialist provision for pupils around the borough but unfortunately the places being offered are very low and therefore schools are seeing a rise in EHCP's in mainstream schools due to a rise in the additional types of special needs for pupils.



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	<p>HT stated that the End of year review has been further updated from the version sent with the GB meeting documents – he will send the updated SEF template to the clerk for circulation to Governors.</p> <p style="text-align: right;">Action HT</p>	<p>HT</p>	
<p>6.</p>	<p>a) Verbal report from the Finance and Resources Committee meetings held on 28th April and 19th May 2021</p> <p>JK (as vice Chair) outlined the key points to note from this meeting as follows;</p> <ul style="list-style-type: none"> • Final outturn for 2020/21 was reviewed – the original projected surplus of £52k increased to £189k which was primarily due to the cost saving initiatives implemented at the start of the academic year (staffing restructure); increase in EHCP funding; decrease in expenditure due to the pandemic and increases in areas of income – for example, the EYFS funding increased – the original budget accounted for 12 pupils, but the numbers increased to 23 pupils during the year • The 2021/22 and 3 year budget plans were reviewed and approved – and the aim is to protect the surplus balance for future years budgets • 2020/21 SFVS return was also reviewed and approved • The school did not receive all its extra costs incurred due to the COVID 19 pandemic – as the DfE had strict criteria regarding the items to be included • LDBS capital funding was spent on the LED lights/ sink in the Early Years and fire door replacement • The school obtained 3 quotes for the replacement of CCTV and burglar/fire alarms which were also reviewed by the H&S governor for submission to the Trust for funding this project • Marketing was also discussed – and the school/governors agreed to do further work on strategies • The Friends of Christchurch Association was also discussed which would include members of staff/governors and the local community to raise the profile of the school • The 19th May meeting reviewed the final budget for 2021/22 and noted any changes from the draft budgets – the final budgets were ratified at the GB meeting on 19th May • The final 2020/21 SFVS return was also approved by governors <p>HT informed governors that the Trust approved the funding for the CCTV/security bid submitted by the school with the work being carried out in the summer holidays. Thanks were given to JK for standing in as Chair for these 2 meetings and presenting the update at this GB meeting.</p> <p>b) Verbal report from the Teaching & Learning Committee meeting held on 22nd June 2021</p> <p>FD outlined the key points to note from this meeting as follows;</p> <ul style="list-style-type: none"> • Questions focused on the number of pupils on roll/ the RA and absences 	<p>HT/JK</p>	



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- There were recurring questions on the numbers on roll and the marketing strategy is a priority as was reflected in the video to parents for outlining the need to establish the Friends of Christchurch Association
- The robustness and effectiveness of the RA highlighted that there had been no COVID related absences since December 2020 and currently only 1 staff member is now self isolating due to their partner testing positive
- Absences and staff wellbeing were outlined in the Head teachers report – which summarised the initiatives that were in place to support staff and the school regularly monitors the workload is manageable for all staff
- The stories for the Year 4 pupils preparing for the Multiplication test were shared with governors – which were very valuable and could see the intention and impact from the results shared with governors at this GB meeting
- AS reviewed the SCR and stressed the importance of ensuring that Governor details are kept up to date
- The school also receives extra support for pupils who need it from the Well being Emotional support team set up by Brent and Camden
- The school has been receiving good support from the EWO who is happy with the systems in place in the school
- Pupil and parent survey results were shared with governors – which gave positive feedback for the school although there were limitations in the way the surveys could be conducted. Next time the pupil voice will be included in helping with this process
- DfE will be giving schools more freedom in how they use the NTP funding
- The underspend on PPG funding is being carried forward to spend in the new academic year
- Governors spoke about the courses they have attended – Increasing Diversity of Governing Boards; new Ofsted Framework; First Aid for mental wellbeing and thanks were given to NM for attending the LA annual Governors conference
- The policies were also approved at this meeting (see Agenda Appendix)

AS thanked FD for her detailed and informative update from the T&L committee meeting and for her effective chairing of the committee for this academic year.

Governors took the opportunity to thank both LS and PS for attending the meeting to help present the data reports and for the excellent work they had both done this year to support the school staff and pupils in this very challenging year.

AS stated that it was Lauren's last GB meeting at the school as she will be leaving at the end of this term, having gained a promotion to a role in a new school.

Governors thanked Lauren for the enormous contribution she has made to the school from when she first started at the school as a NQT and the journey she has taken to become the Assistant Head. It is a good message that shows the school is investing in its teachers from all levels, providing opportunities to progress from class teachers into middle leadership and SLT.



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Governors congratulated Lauren on her appointment to her new post and wished every success in all that she does in her future career.

Lauren thanked governors for their kind messages and although feels very sad at leaving, is excited about the future and is grateful for all the support and opportunities she has been given at Christchurch and from all the team at the school.

PS and LS left the meeting at 6.50pm

c) Christian Ethos Group – meeting held on 28 June 2021

AS outlined the key points to note from this meeting as follows;

- This is the 2nd meeting that has been held for the CE group with the focus on looking at the 2nd strand of the SIAMS schedule – Wisdom, Knowledge and Skills
- The discussions on the actions taken and impact on Questions A and B that were set at the last meeting
- To generate the 2nd part of the SIAMS SEF – to evidence the actions and impact from pupils and staff on their experiences from their learning

A governor asked how the school would collect the extra evidence to support that this Strand has been met – HT added that the solid data report can be included together with the WEST evidence; multiplication test and provisional phonics data can be in the background documents.

AS added that the next steps are how to record the impact and cases of excellence.

HT added that the school follows the school vision which is linked into the recent school appointments – for example the 2 AHT appointments with staff having the skills to drive excellence forward.

HT added that the recent TA interviews linked to excellence to continue to drive standards forward and to keep vision at the heart of any recruitment for the school.

HT stated that the SENCO – in their work on inclusion and interventions is determined that no pupils are left behind.

HT added that excellence is also a key focus in the way the school structures the curriculum for example – for Inclusion; the Reach Academy; RE curriculum together with the developments in Maths and English that were overseen by LS/LB.

HT added that teachers and TA's will continue to drive the pedagogy forward.

AS stated that the members of the CE group have seen the evidence and, from the data shared at this meeting, can see that this reflects the impact of excellence initiatives that are in place, the school vision in its fullest sense and the efforts made by the pupils to do their very best.

HT stated that the TA interviews that were held recently – candidates commented on how they liked the calm and loving atmosphere of the school – A governor asked if this



	<p>could be followed up with the candidates to establish how they found the recruitment process. HT agreed to follow this up with the candidates who were interviewed.</p> <p style="text-align: right;">Action HT</p>	HT	
7.	<p>Governance/Chairs update</p> <p>a) Governance training opportunities and Training Logs</p> <p>AS reminded governors to update the training logs for any recent training that has been undertaken.</p> <p>LD will share the training slides she received from a Safeguarding and PPG training sessions attended recently.</p> <p style="text-align: right;">Action LD</p> <p>NM has sent the clerk the presentation slides from the Brent Annual Governors conference.</p> <p>b) Governors Strategic Plan 2021/22</p> <p>AS spoke about the Governors' Strategic Plan stating that, although some tasks had been put on hold due to lockdown, it was good to see many green highlights to show work completed. There was a lot to celebrate, despite governance having to be done differently due to the pandemic.</p> <p>AS added that she first set up the Governors Strategic plan when she became GB chair. It includes the general principles outlined by the DfE and the core strategic functions and general strategic aims of the GB as a reminder to all governors of their role and responsibilities.</p> <p>AS added that the Learning walks had been deferred due to the pandemic but will look at re establishing these from September either as 'virtual visits or in person.</p> <p>AS added the following points to note;</p> <ul style="list-style-type: none"> • The CE group has been set up and is functioning well • Video message to parents has been done – 5 governors contributed to this task which will hopefully encourage the parent governor vacancy to be filled • Strong accountability has continued through the committees which are effectively chaired . • The RA has been monitored regularly through GB and committee meetings • Compliance check of website has been undertaken <p>AS stated that for the new academic year can focus on the following;</p> <ul style="list-style-type: none"> • Meeting the new governors in person and can arrange a visit to the school for LD and SW • Safeguarding audit can be undertaken in the new academic year • Forward planning to include working with SLT on the long term vision – including the SIAMS Inspection and the Ofsted framework preparations <p style="text-align: right;">Action AS,LD and SW</p> <p style="text-align: right;">Action AS/HT</p> <p style="text-align: right;">Action AS/HT</p>	LD	AS,LD SW AS HT AS HT



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	<ul style="list-style-type: none"> Continue to maintain effective strategic governance role and to flag up the key priorities for the new academic year Look at having an external review of Governance – can set up general training with a review taking place later in the year Action AS Marketing strategy – how the school can increase the pupil numbers coming to the school Action JK/HT <p>As vice Chair of GB, JK, thanked AS for all her hard work in Chairing the GB in such a professional manner and her continued commitment to both the school and GB during the very difficult times due to the pandemic. It is very much appreciated by all governors.</p> <p>c) Marketing Strategy AS thanked governors who helped create the video for parents which will also support the marketing strategy for the school.</p> <p>LD identified an error – paragraph on parents have much to celebrate – but the slide stated - not to learn from their mistakes – but otherwise the video was very good.</p> <p>AS will look at whether a note can be put on the website to explain the typing error within this paragraph. Action AS</p> <p>AS stated that the Governors Maintenance Fund is being re established and JK agreed to liaise with SBM to get the bank accounts updated and ways in which parents can be encouraged to contribute to the Fund. Action JK</p> <p>AS added that the Friends of Christchurch Group will also look at being set up from September onwards.</p> <p>d) Skills Audit results AS thanked governors for sending their skills audit forms and suggested the analysis and further actions etc can be looked at in September 2021. Action clerk to note</p>	<p>AS JK/HT</p> <p>AS JK</p> <p>Clerk to note</p>	
8.	<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) PSHE & Citizenship Policy b) School Uniform Policy c) Statement of Behaviour Principles d) Remote Learning Policy <p>HT asked governors for any questions on the following policies that have been presented for approval at this GB meeting;</p> <ul style="list-style-type: none"> e) Managing Sickness Absence f) Freedom of Information 		



HT explained that policies 8e and 8f above have had no changes since they were approved last year.

g) First Aid Policy

A governor asked whether the First Aid Policy will be populated with the first aiders' names – HT explained that the Appendix will be updated with the First Aider names and also those staff who have the Paediatric first aid qualification.

No further questions were raised by Governors, and all approved the above policies.

h) Revised EYFS Policy

HT explained that this was a new policy and he had used a template from the Key with the Policy having been checked by Parita.

A governor asked about the repetition of a sentence in paragraph 4.2 and whether the age of the nursery pupils were 2-3 year olds in paragraph 5.

There were no further questions and governors agreed the policy with the HT agreeing to adjust the minor amendments noted above.

Action HT

HT

i) Admissions Updates and Policy

HT explained that the government had produced a new Admissions Code that will come into force from 1st September 2021. The main purpose of these changes is to improve support for vulnerable children.

HT added that the new Admissions Code now requires that the highest priority is given to looked after children (LAC) and all previously looked after children including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. This new provision will require admission authorities to vary their admission arrangements for 2021/22 and 2022/23 as without these variations, admissions arrangements that have already been determined will no longer apply.

HT confirmed that the new admissions code requirements have been included in the new updated admissions policy circulated at this meeting for approval and the criteria will be reviewed each year.

HT added that under paragraph 6.3 – for Oversubscription criteria – there is an additional requirement -All children whose education, health and Care plans (EHCP) name the school will be admitted before any other places are allocated.

A governor asked whether this new criteria for EHCP is needed to be included and asked whether the school would have the capacity to meet the needs of the EHCP pupils if there was already a number of pupils with EHCP in a particular class?



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	<p>HT added that for EHCP pupil if the school is named – they will be required to be admitted to the school if required by the LA – the school may then not have adequate funding to meet the needs of the pupil on a 1:1 support basis.</p> <p>Governors approved the policy with the caveat that the policy will be reviewed in a years time.</p>		
9.	<p>Matters arising from the minutes of GB meeting held on 23rd March 2021</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) HT confirmed that all school staff will receive further training on e-safety in September 2021 Action HT</p> <p>b) AS stated that the GB has partially celebrated the ways in which the school has been so supportive during the pandemic through letters to parents via the website and also the recent Governor Video, but perhaps more can be done in the new academic year. This can be discussed in more detail at the next strategy day.</p> <p>c) Governors were reminded to sign and send to SBM the Acceptable use Policy appendix declaration and sign the governor’s summary sheet for all the declarations (including KCSIE). This will be revisited again in September for the new academic year. Action All Governors</p> <p>d) AS stated that the link governor visits can be re established from the new academic year. HT and AS will look at how this can be structured. Action HT/AS</p> <p>e) HT added that the recruitment for the vacant parent governor role is ongoing, and he will make further approaches to parents in the Autumn Action HT</p>	<p>HT</p> <p>All Govs</p> <p>HT /AS</p> <p>HT</p>	
10.	<p>Dates and times of next meetings</p> <p>The proposed schedule of GB, F&R and T&L committee meetings for the academic year have been circulated to all governors.</p> <p>AS stated that the days for the meetings have been changed to Thursdays which is the preferred day for the GB clerk.</p> <p>AS asked governors to look at the proposed dates and to let herself/clerk know of any that they are currently unable to attend.</p> <p>AS agreed to send the updated meetings schedule for the FGB and service committee meetings for the new academic year to all governors together with some suggested dates for strategy days and governor training sessions. Action AS</p>	<p>AS</p>	
11.	<p>AOB</p> <p>a) End of Term Arrangements</p> <p>HT informed governors that the Year 6 leavers party celebrations will be taking place on Thursday 14th July from 4.30 to 5.30 with the prize giving taking place from 5.30 to 6.30pm</p>		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held via remote access on Tuesday 13 July 2021, at 5.30pm.

	<p>HT added that the leavers ceremony will take place outside and the Year 6 leavers play will be filmed and put on the school website.</p> <p>The Year 6 leavers church ceremony will take place on Friday 23rd July which will also be recorded live and broadcast within school.</p> <p>b) Clerking Arrangements from 1 September 2021 Governors discussed the clerking arrangements for the new academic year which need to be reviewed and approved by governors.</p> <p>Governors unanimously approved that the school continue with the clerking services provided by Lynda Rees for the academic year commencing 1 September 2021.</p> <p>c) Extra bank holiday – Queen Platinum Jubilee celebrations HT stated that the DfE have notified schools of the additional bank holiday day being given on 3rd June 2022 to celebrate the Queen’s Platinum Jubilee. As the date of 3rd June falls within the May half term holiday week – the DfE has agreed nationally to reduce the school year by 1 day and will update the STPCD with this change for 2022.</p> <p>HT added that the school have chosen to finish the end of the summer term on Thursday 21st July 2022 than the original date of Friday 22nd July 2022.</p> <p>Governors thanked MB for his contribution to the GB as a staff governor and for his contributions to the CE group and thanked him for his support and commitment during the year and wished him a well deserved summer break.</p>		
	<p>The public meeting closed at 7.45pm</p>		
<p>12.</p>	<p>Confidential minutes of the meeting held on 23rd March 2021</p> <p>The confidential minutes from this 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 13th July 2021 via zoom at 5.30pm.

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

Alison Schulte Chair of the GB

Christ Church (Brondesbury) Church of England Primary School