



Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Teaching and Learning Committee Meeting on Tuesday 22 June 2021 at 5.30pm

### Attendees

Name	Initials	Attendance 16/06/20	Attendance 17/10/20	Attendance 02/02/21	Attendance 22/06/21
<b>Governors</b>					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Karen Moran	KM	Present	Present	Present	Present
Fiona Dwinger	FD	Present	Present	Present	Present
Naomi Moore	NM	Present	Apologies	Apologies	Present
Mother Christine	MC	Present	Present	Present	Present
<b>Elected staff</b>					
Matthew Booker (from Sept 2019)	MB	Apologies	Apologies	Present	Present
<b>Associate</b>					
Lotis Bautista	LB	Present	Resigned	Resigned	Resigned
<b>Observer/adviser(s)</b>					
Preeya Patel, DHT	PP	Maternity Leave	Secondment	Secondment	Secondment
Lauren Sutherland – interim DHT	LS	Present	Apologies	Apologies	Apologies
<b>Clerk</b>					
Lynda Rees	Clerk	Present	Present	Present	Present

### Part one - public

Item	Who	When
<p><b>1. Welcome, Opening Prayer and Apologies for Absence</b></p> <p>The Committee Chair (FD) welcomed everyone to the meeting via the remote access (zoom) and the opening prayer was conducted by MC.</p>		
<p><b>2. Declarations of Interest (relevant to items on this agenda)</b></p> <p>There were no declarations of interest for any 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><b>3. Minutes of the previous meeting held on 2<sup>nd</sup> March 2021</b></p> <p>The minutes were reviewed, and governors agreed they were an accurate reflection of the meeting's discussions and decisions taken. These minutes will be signed by the Chair when governors are able to attend the school at a future time.</p>		
<p><b>4. Head teacher's Briefing Report</b></p> <p>HT briefly outlined the headline areas of his briefing report as the documents had been sent to all governors one week prior to the meeting and HT had previously asked governors to send their questions and comments in advance of the meeting.</p>		



**a) Whole school contextual information**

**Question – Is the school likely to fill the vacancies – how worried should the school be** – HT explained that since he was appointed as Head teacher, the school has not been full with an average of 210 pupils being on roll. There is a drop in pupil numbers across the borough and the reduction in pupil numbers is in a similar position in neighbouring schools. The marketing strategy is a key priority, and the school must continue to raise the profile of the school when the opportunity arises.

HT added that recent pupil admissions were the result of referrals from families attending the school.

HT added that in some small schools where the pupil numbers have dropped significantly, classes have been merged – but Christchurch is not at this position yet.

HT stated that for the Reception class – 19 are currently on roll with a further 11 places on offer and 46 total places on offer across all the year groups (excluding Nursery).

**Question – was the data for the 2019/20 Spring Census published** – HT confirmed the data was published and will look again on the school system.

HT spoke about the staff absences figure and although it seems high at 181 days – the absences have dropped considerably from the Autumn and Spring terms. The absences are due to staff shielding but staff continued to work during the January to March closure and the absences tend to be across the board.

HT added that the EWO observed that the figures for the absences seemed quite good when compared to other schools when they visited the school recently.

Governors commended the teaching staff on continuing to provide the learning provision for pupils through the online systems and the in school provision during the lockdown and since the full re opening of the school.

A governor spoke about the DfE pupil attendance figures as of 17 June 2021 with 99.9% of state schools being open and the primary phase pupil attendance figures being around 93%.

HT explained that a review of the SIMS codes for absences has found that when pupils are 5 minutes late they are coded as L – which is then counted as an absence. When adding the L codes into the attendance data will increase the percentages nearer to the 96.5% target figure.

**A governor asked about the priorities for Year 5 pupils moving into Year 6 – they have a high proportion of SEN/PPG/EAL pupils** – HT stated that a recent SLT meeting has been looking at the staffing for next year and the support needed for Year 6 pupils and the interventions that will be required.



HT added that the current Year 5 pupils have been involved in booster intervention sessions before school in the morning and the catch up work has commenced for these pupils.

**b) COVID 19 update/RA (Risk Assessment)**

**Question – How useful/practical has the Risk Assessment been** – HT added that the RA has been a very practical document which has been adhered to by the school since it was first introduced in March 2020 and has been reviewed regularly and updated when the need arose.

HT added that there have been no new COVID cases in school since December 2020 and one staff member is self isolating at home, due to their partner contracted COVID .

HT explained that the school is determined to continue to with the procedures within the RA which has prevented bubbles being closed unlike other schools.

HT added that as COVID cases in the neighbouring areas increase – the school have prepared a contingency plan based on the DfE recent guidance which will be put in place, if needed, for partial bubble closures.

HT explained that the contingency plan will have all the required procedures in place if the school is required to switch to remote learning. HT will send the school Contingency Plan to the Clerk to circulate to all Governors. **Action HT**

HT

**Question – are there gaps which were not covered in the RA that we should be aware of** – HT stated that the RA has been modified as and when the need arises – for example – when on site AHT interviews took place recently, the RA was amended. The school continues to have limited access to the school premises for visitors and to request for masks to be worn in communal places. The RA helps to keep the measures in place for reducing the exposure to the COVID virus.

**A governor asked if the RA measures will be kept in place following 19<sup>th</sup> July if the lockdown restrictions are lifted** – HT explained that as the date will be so close to the end of term date – he will look at keeping the RA measures in place. This will include the end of term events like Sports Day and having the Leavers Ceremony outside.

**A governor asked if awards are still presented to each class** – HT confirmed that the ceremonies are undertaken each Friday within the classrooms to avoid large gatherings.

**c) Safeguarding/online safety**

HT explained that the school is now working with the WEST ( Wellbeing Emotional Support Team) which is a free counselling service set up jointly by Brent and Camden Councils since the pandemic to support schools – and which links to the Social Services Departments. Pupils have been identified to receive this support with more pupils being identified as and when the need arises.



HT added that he had a meeting with the EWO today which identified a family that will be escalated to the next level which will be a meeting with the EWO at the Civic Centre due to the lack of attendance by the pupils from this family.

HT added that the EWO is providing an effective service in working closely with families on any attendance issues that arise.

AS updated Governors on her review of the SCR on 9<sup>th</sup> June – the SCR is managed in a secure data system within the schools MIS system. Her review of the SCR Record included doing spot checks on the safer recruitment procedures – which included supply staff vetting/ identity checks, references, DBS checks etc

AS added that for staff that are starting employment at the school in September – the procedures/checks are in progress.

AS added that the school currently does not have any volunteers in school at this time.

AS checked Governors details on the SCR – and reminded all governors to check their current address is listed on the DBS update service. **Action Governors**

**Govs**

AS added that there are no matters to report/recommend from the SCR review and all seems fine. The last SCR check was undertaken on 4<sup>th</sup> November 2020, and she will do a further review of the SCR in the Autumn term. **Action AS**

**AS**

**d) SEF and SAP updates**

HT asked governors for any questions on the SEF and SAP updated documents that had been circulated prior to the meeting.

Question – For Pupil Voice and being able to develop Pupil Voice in relation to RE teaching and learning by conducting surveys throughout the year – is feedback about home learning part of this? What needs to happen (realistically) to make time/space for this to be undertaken?

HT added that the school he has circulated the results of the recent Pupil and Parents surveys undertaken (see 4h below) – and will update the School Action Plan for next term on these outcomes.

A governor asked if another method for conducting the pupils survey could be undertaken and perhaps see if there is a more effective way to get the feedback.

A governor suggested that the school could facilitate volunteers to conduct the surveys rather than the school staff being involved in this process.

A governor suggested that Governors could speak to representatives of the Pupil Parliament in the Autumn term to obtain their ideas on how the surveys can be conducted.

HT explained that due to the COVID restrictions in place it had been more difficult to conduct the surveys in school due to the bubbles being in place and the limitations on parents/visitors being on the school site.



AS added that it was good to see the Pupil Representatives being involved in the recent AHT interview process and it was good to ask their opinions during this process.

Governors thanked HT for the updated School Action Plan and stated that it was good to see so much progress on the actions given the unprecedented year that had taken place due to the pandemic.

HT agreed that from the Impact perspective – although the school may not have solid data /figures to support impact – there has been solid learning happening despite the pupils having lost 2 terms of normal T&L provision due to the lockdown situation since March 2020.

HT added that the SLT is working through the key outcomes and evidence to produce the SEF document for the end of this academic year. This will also include the strengths, next steps and strategies currently being used that can be put in place for the new academic year.

**e) Curriculum Planning for 2021**

HT gave an update on the following key points to note;

- The government will be giving schools more freedom on how the NTP funding can be used by school
- The school are looking at the option of having a partner tutor and is checking whether the NTP funding can transfer to our partner tutor programme
- Year 5 booster sessions have started for 2 days per week from 8.15am prior to the start of the school day. These are focussing on Reading and Arithmetic
- SLT and SENCO have worked on re modelling the way in which TA's are deployed in the afternoons for intervention work
- Writing moderation is taking place across the school which will give a good indication of what the pupils have achieved this year
- The end of year assessments for Years 2,4 and 5 are currently on order and Year 2 and Year 6 will undertake SATS papers from a previous year this month.
- Year 1 are being assessed in phonics using past test papers and EYFS are updating their assessments based on the EYFSP and Development Matters
- Target tracker is being updated and AHT/SENCO will prepare data reports for GB meeting on 13 July **Action HT**
- The teachers are being trained on target tracker to produce their own reports from the new academic year
- HT and AHTs will be looking at the new reforms for EYFS framework for September 2021
- Whole school forward planning – will be implementing a new model of Instructional coaching for staff – with staff being observed more frequently but in shorter periods of time. This will help form an ongoing

HT



picture of T&L across the school and provide rapid support for staff where this is needed.

- The PDM's this term will be focussing on this approach with a teaching toolkit being produced which will show examples, good practices and information on what excellent teaching should look like.
- The instructional teaching sessions will be a collaborative process which will be different to an observation session and will focus on a part of the lesson and identify any points to note from this snapshot of a lesson.
- HT agreed to bring an overview of the toolkit and how it is being used at a future T&L or FGB meeting.

**Action HT**

**HT**

MB explained that from a teachers perspective, the instructional coaching session he recently took part in felt more like a coaching session than a formal lesson observation and allowed both parties to focus on the lesson and unpick any points to note with positive feedback being given. It also led to feeling less pressurised than being observed through a formal session.

- The timetable at the moment is very full – but the school will add 1 week per term for Art/Design based projects across the school which will be led by a teacher with support from SLT.
- From September 2021, Year 2 will begin to use the REACH curriculum units for History and Geography and this will bring them in line with the rest of the school.
- In line with the new DfE curriculum expectations, the school will be looking at our delivery of the EYFS/KS1 Phonics programme – which will include looking at how letters and sounds are taught
- From the RE Network meeting attended by MB – there are slight changes to implement for the RE curriculum – which will include replacing the focus of AT1 ( learning about religion) and AT2 (learning from a religion) with the 3-pronged approach of Philosophy, Theology and Human Social Sciences. This will be integrated into our teaching and learning through referring to each strand in child-friendly terms (still retaining the key words) as they appear in a lesson.

Question – has there been any feedback from NTP as to how this programme has been going and its impact - HT stated there have been issues with pupils logging onto the online system and waiting for tutors to log on. He feels the programme has not been as effective as it could have been and will do a feedback response to NTP.

Question – although the school has put a lot of work into all the planning for the new academic year and the incredible amount of work having been put into the current academic year – are we being realistic about our expectations – HT explained that the school can only do as much as they can through careful planning.

Question -will all staff require updated training in teaching phonics – especially with the new changes to the Phonics curriculum – HT explained that the retraining will commence with Early Years, Reception and Years 1 and 2 in the first instance and then the TA's will deliver the training required for Years 3,4,5 and 6.



**Question – the coaching system sounds very good – will it stand alone from the Performance management system – will there still be observations in place for teaching over time** – HT explained that observations will still take place each term which will link to the PM objectives/targets, but the instructional coaching sessions will be held every week which will focus on the toolkit and will be short, sharp sessions. In the longer term, it is hoped that the toolkit strategies can be implemented throughout each term.

**Question – will there still be planning and marking in place** – HT explained that there will still be formalised book scrutiny sessions and the triangulation process will still be in place.

Governors thanked HT for all the hard work and detailed information that had been provided for the pupils learning provision this year and the forward plans for September which were shared with governors at this meeting.

**f) Pupil Premium and Catch up funding**

HT asked if there were any questions on the Pupil Premium Strategy report for 2020/21 and Catch up funding.

HT explained that the underspend on the PPG funding will be carried forward and used in the next term.

**Question - are we being realistic about our expectations and whether there are too many expectations and the effect this has on staff workload** – HT added that the staff will do as much as can be expected and he will continue to monitor the wellbeing of staff.

A governor commented that the PPG strategy report is very impressive, and it is good to see the initiatives that have been put in place to support these pupils.

**g) SIAMs update**

HT stated that the first Christian Ethos group was held in March 2021 and there has been positive feedback following the review of Strand 1.

MB as the RE co-ordinator is part of the group and has been tweaking the RE teaching where this is required.

HT stated that the next meeting will be on 28 June 2021 and will be conducted via Zoom and will focus on Strand 2.

**h) Feedback from Remote Learning Surveys – pupils and parents**

HT stated that following the feedback from the pupil/parent surveys – he will be tailoring the remote learning provision where needed, in response to the feedback – which will link into the Contingency Plan being prepared.

HT added that the verbal feedback previously received during lockdown was very positive, but it is good to have this re affirmed from these surveys.

A governor commented that it was good to see from the pupils survey, the positive replies to what could have been done better for the remote learning provision (see



Question 7) – which HT confirmed will be considered when preparing the contingency plans if future remote learning is required.  
HT stated that the school was able to provide more live sessions via the online facility towards the end of lockdown and the school now has better capacity for live teaching.

Governors congratulated the school on having such positive and constructive feedback from pupils and parents through these surveys.

**i) Ofsted report on Sexual Harassment**

HT informed governors that at a recent Directors meeting with Head teachers – a presentation was given on the Sexual Harassment considerations for Secondary schools following the publication of the recent Ofsted review.  
Head teachers asked whether the considerations could also focus on the primary school provision – John Galligan has been asked to work with Primary school heads to check that the right procedures are in place.

Question – It looks as though the school has covered the recommendations outlined in the Ofsted review on Sexual Harassment, but do you feel confident that you can meet these expectations – HT stated that the school is doing all they can at the moment – and the messages are reinforced at Assemblies – for example – for wisdom – are wise choices being made/how pupils are expected to behave etc. The school procedures and expectations are also reinforced through the PHSE curriculum and through whole school assemblies.

Question – now that pupils are all back in school following months of lockdown, has there been any slipping in standards of behaviour and if the catch up funding can be used to improve any behaviour issues.

HT stated that the general behaviour around school is as good as it used to be pre-COVID, and pupils are keen to be in the class and keen to focus on their learning.

HT added that there is more pastoral and behaviour support in place for key children – who are trying their best, but the school are working with agencies that can support their needs.

**j) Year 4 Times tables test**

HT stated that this is an optional test for Year 4 pupils and was undertaken for the first time this year.

HT added that the pupils are given 6 seconds to answer each question online and the tests are taken in small groups.

HT helped supervise these tests and he was pleased to see the confidence from many of the pupils when taking these tests and all credit must be given to the Year 4 teacher ( Matt Booker) who has done a brilliant job in training the pupils in learning their times tables. The Year 4 teacher has structured the learning process in a fun way and pupils are enthusiastic in the way they are learning and retaining the skills to instantly recall the answers.



	<p>MB added that the times tables tests only give a 6 second period for pupils to digest the question and reply online with the answer- which requires the pupils to have immediate rapid recall to answer the questions.</p> <p>AS confirmed that it was very impressive to hear pupils practicing their times tables drills as they move around the school during a recent visit to the school.</p> <p>FD thanked the HT for the comprehensive and detailed paperwork that was presented to this meeting and the stories that have enabled the data to come alive. It is good to see that pupils are still doing well in spite of the challenges of the pandemic.</p> <p>FD stated that tomorrow is National Thank You Teacher Day – and spoke about the incredible work teachers have done and continue to do so to keep the learning for pupils going and how difficult it has been for them since March 2020 when the pandemic started. She asked that a heartfelt thank you be given to all staff from Governors.</p> <p>FD added that the commitment and work by staff during these unprecedented times could be linked to the school value – perseverance – and the incredible work that has been done by all staff.</p>		
<p>5.</p>	<p><b>Chair’s Briefing</b></p> <p><b>a) Future planning and training</b></p> <p>MC has attended an online training session on diversity organised by the LDBS which was very informative and provided useful practical examples.</p> <p>MC has also attended an online training session organised by the LDBS on the new Ofsted framework – she will share the powerpoint slides with governors.</p> <p>AS has also attended the online training session on the New Ofsted framework which was interesting and will circulate the slides. <b>Action AS/MC</b></p> <p>AS attended an online training session on the Effectiveness of Governing Boards – she will follow up on this with looking to set up a Governance review undertaken by the LDBS in the Autumn Term.</p> <p>KM is attending an online course on the SEND link governors roles and responsibilities organised by Best Brent on 8<sup>th</sup> July 2021.</p> <p>HT has attended an online course for Mental Health First Aid for children.</p> <p>MB has attended RE leaders meetings and the values impact can be related to the home learning provision during lockdown.</p> <p>NM spoke about the Governors annual conference on 6<sup>th</sup> July which she would like to attend.</p>	<p><b>AS/ MC</b></p>	



	<p>FD asked about the NGA subscription and how governors can access the learning link which requires a separate log in – AS agreed to check the process with the NGA to ascertain how governors can access this resource. <b>Action AS</b></p> <p><b>b) Link Governor roles and visits to report</b></p> <p>A governor asked how the Learning walks can be undertaken in the new academic year and whether they can be undertaken in person.</p> <p>AS added that remote learning walks could be successful although it would require staff to prepare the presentations which would require more information to be produced which would filter through to the T&amp;L committee or Christian Ethos working group.</p> <p>Governors suggested that Lauren and Parita could perhaps provide a presentation to governors on reading and phonics at a future GB or T&amp;L meeting.</p> <p>HT suggested that Lauren and Perita could do a presentation to FGB on the full data set for the current academic year – to outline the teaching strategies and the curriculum provision.</p> <p>AS asked if the presentation could perhaps include any photographic evidence of any examples of key data – for example – for book looks.</p> <p>HT will ask Lauren/Parita to screen share any key documents/examples as part of this presentation which could be done in the Autumn term.</p> <p>FD asked about when the Equality audit could be conducted – if this could be confirmed after 19 July date.</p> <p>HT will check if Alison Loffler is available to assist with the Equality audit – and will liaise with FD. <b>Action HT</b></p> <p>KM confirmed that she will organise a visit to meet the SENCO in the new term. <b>Action KM</b></p> <p>FD suggested that Governors revisit the Governor Strategic Plan next term. AS confirmed that she will review the Governors Strategic Plan for the FGB meeting on 13 July. <b>Action AS</b></p>	<p>AS</p> <p>HT</p> <p>KM</p> <p>AS</p>	
<p>6.</p>	<p><b>Policy Review/Approval</b></p> <ul style="list-style-type: none"> <li>a) PSHE &amp; Citizenship Policy</li> <li>b) School Uniform Policy</li> <li>c) Statement of Behaviour Principles</li> <li>d) Remote Learning Policy</li> </ul> <p>HT asked if there were any questions for the policies that were shared in advance of the meeting.</p> <p>HT added that the policies as they were approved last year with only minor</p>		



	<p>amendments having been made for this year.</p> <p>The following questions were raised by Governors;</p> <p>Question – a governor asked if we explicitly need to refer to cultural background in light of BLM. There is also a question about identifying who is missing – which could be a link to faith as well. The cultural backgrounds could include a whole range of backgrounds – HT will look again at this statement to see whether it can be identified who could be missing and how best this can be included in the PSHE and Citizenship policy. <b>Action HT</b></p> <p>Question – is the school uniform policy realistic and easy to implement – HT explained that the policy is very clear with parents and is followed generally well by pupils.</p> <p>HT added that the general issue is reminding pupils/parents on the expected standards for school shoes.</p> <p>HT added that the school uniform supplier (ACE clothing) is accessible for parents and reasonably priced.</p> <p>A governor asked what the expected uniform was for the summer months – HT explained that short sleeved shirts/shorts/skirts can be worn.</p> <p>A governor asked about pupils who have allergies and whether cotton jumpers could be provided or badges that can be sewn onto non branded jumpers.</p> <p>HT added that parents can buy the basic uniform items from the supplier – tie, jumper and PE kit.</p> <p>A governor stated that if the affordability of the uniform could be a challenge for some parents and perhaps this should be reflected in the policy.</p> <p>HT stated that this does not tend to be an issue and that he does ask new families about the uniform requirements and the majority are happy to purchase what is needed – the school does have extra support in place to help with the uniform provision – which includes help for PPG pupils and pre-loved items which are sold for small donations to the school.</p> <p>Governors had no further questions and approved the above policies.</p>	HT	
7.	<p><b>Matters Arising from Minutes of 2<sup>nd</sup> March 2021 (non- confidential)</b></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 will ask the SENCO to prepare a report for anonymised case studies to show the outcomes/impact for interventions/support for the SEN pupils at a future GB meeting.</p> <p>HT stated that the SENCO is extremely busy at the moment and will arrange this report to be prepared in the next academic year. <b>Action HT</b></p>	HT	



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8.	<p><b>Date and time of next meeting</b> The next meeting is the FGB meeting that has been arranged for Tuesday 13<sup>th</sup> July 2021 at 5.30pm via Zoom.</p>		
9.	<p><b>AOB</b></p> <p><b>a) Changes to the admissions code</b> HT explained that the changes to the admissions code can be approved at the FGB on 13<sup>th</sup> July 2021. <b>Action HT</b></p> <p>A governor asked about the recent request for setting up the Teams facility for Governors correspondence – HT confirmed that the Teams facility will be used as a trial for governors to access documents and correspondence for the GB.</p> <p>MB was thanked for his contributions as a staff governor and left the meeting at 7.25pm for the confidential section to be discussed.</p>	HT	
	<p><b>The public meeting closed at 7.25pm</b></p>		
10.	<p><b>Part Two – Confidential</b> The confidential minutes from the T&amp;L meeting held on 2<sup>nd</sup> March 2021 were agreed as being an accurate reflection of the discussions/decisions made and were approved as being an accurate record. No further matters were discussed under this agenda item.</p>		

**APPROVAL OF MINUTES BY THE CHAIR OF THE TEACHING AND LEARNING COMMITTEE**

These minutes are an accurate representation of the Teaching and Learning Committee meeting which took place on Tuesday 22<sup>nd</sup> June 2021 at 5.30pm by remote access.

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

Chair of the Teaching and Learning Committee  
Christ Church (Brondesbury) Church of England Primary School