



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on Wednesday 25th September 2019, at 5.00pm.

Name	Initials	Attendance 05/12/18	Attendance 27/03/19	Attendance 22/05/19	Attendance 10/07/19	Attendance 25/09/19
Governors						
Headteacher (1)						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
Foundation ex officio (1)						
Father Stephen France	Fr SF	No	No	No	No	No
Foundation PCC (2)						
Jason Kosky (Vice Chair)	JK	Part of meeting	Part of meeting	Present	Part of meeting	Present
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (1)						
Robert Grover	RG	Present	Present	Present	Present	No
Ben Catling	BC	Apologies	Part of meeting	Apologies	Present	Apologies
Foundation LDBS (2)						
Keith Le Bihan	KLB	Apologies	Apologies	Present	Apologies	No
Fiona Dwinger	FD	Not in post	Present	Present	Present	Present
LA (1)						
Janis Denselow	JD	Present	Apologies	Apologies	Present	Resigned
Elected parents (2)						
Karen- Louise Moran	KM	Not in post	Present	Present	Present	Present
Vacancy (1)						
Elected staff (1)						
Della Freedman	DF	Present	Present	Apologies	Present	Resigned
Matt Booker -elected Sept 2019	MB	Not in post	Not in post	Not in post	Not in post	Present
Associate members (3)						
Lotis Bautista	LB	Present	Apologies	Apologies	Apologies	No
Mother Christine Cargill	MC	Present	Apologies	Present	Part of meeting	Apologies
Jordan Cummins	JC	Not in post	Present	Present	Apologies	Apologies
Observer/advisers						
Preeya Patel, Deputy Headteacher	DHT	Present	Present	Present	Present	Present
Jacqueline Carrington	SMB	N/A	N/A	Present	N/A	Present
Lauren Sutherland	LS	N/A	N/A	N/A	Present	Present
Clerk						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item	Who	When
<p>1. Welcome, Opening Prayer and Apologies for Absence</p> <p>The chair welcomed everyone to this GB meeting and HT opened the meeting with a prayer.</p> <p>Apologies were received from Ben Catling (work commitments abroad), Mother Christine (Residential course) and a late notification from Jordan Cummings (work commitments) which were accepted by all in attendance at the meeting.</p>		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on Wednesday 25th September 2019, at 5.00pm.

	<p>AS welcomed Matt Booker who was attending his first GB meeting as the new staff governor. Matt was unanimously elected as the new staff governor for Christchurch.</p> <p>Matt informed governors that he started employment at the school in September 2019 as the Year 4 class teacher. He added that he has been teaching for 8 years and is looking forward to his new role as a staff governor.</p> <p>Governors introduced themselves and welcomed Matt to the Governing Board.</p>		
<p>2.</p>	<p>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</p> <p>AS informed governors of her appointment as a governor to St Cuthbert’s and St Matthias Primary School (appointment date 17/10/18).</p> <p>Governors in attendance were asked to complete a new declarations of interest form for the start of the new academic year.</p> <p>AS reminded governors of the code of conduct and of the need to adhere to confidentiality where agenda items require this.</p>		
<p>3.</p>	<p>Election of Chair and Vice Chair for 2019/20</p> <p>Governors were asked to put forward their nominations for the chair and vice chair posts prior to the GB meeting. The current chair and vice chair were happy to stand for re-election and as there were no other nominations – governors were asked to vote on these 2 proposals.</p> <p>Jason Kosky nominated Alison Schulte for the role of chair which was seconded by James Kelly. All governors unanimously agreed to this appointment.</p> <p>For the role of vice chair, Karen Moran nominated Jason Kosky which was seconded by James Kelly. All governors unanimously agreed to this appointment.</p>		
<p>4.</p>	<p>Code of Conduct 2019 version (and governor expectations)</p> <p>AS spoke about the updated NGA Code of Conduct for 2019 that had been circulated to governors prior to the meeting and had been customised for Christchurch GB .</p> <p>AS reminded governors that all the sections of the Code of Conduct are important and must be adhered to and that all understand the role and responsibilities of being a governor.</p> <p>AS outlined to governors the main changes to the NGA Code of Conduct to the 2019 version compared to the previous version approved last year by governors and asked all to check the latest version.</p> <p>AS stressed the importance of all governors being fully committed in their governor role for the year which will include the attendance at meetings, planned visits to the school and undertaking training sessions to enhance their knowledge.</p>		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on Wednesday 25th September 2019, at 5.00pm.

	<p>AS reminded governors that it is important that governors get to know the school and understand the context of the school and are clear on the vision, values and ethos of the school.</p> <p>AS added that governors must remember that the role of a governor is a strategic rather than operational role.</p> <p>AS explained the importance of maintaining confidentiality where the meeting involves discussions/decisions on any confidential matters and that the confidentiality remains once governors resign or come to the end of their term of office.</p> <p>AS stated that an important element of a governors role is the commitment to attend the meetings, but where this is not possible on occasions – governors must give adequate notice so that the meetings are quorate, and the school business and decisions can be conducted.</p> <p>AS spoke about the protocol for governor visits to the school and the requirement to notify HT in advance of any proposed link governor visits to the school - all are welcome to attend events being held by the school like assemblies and other events.</p> <p>Governors approved and agreed to adhere to the content of the 2019 code of Conduct which was signed by the Chair.</p>		
<p>5.</p>	<p>Governing Board Membership</p> <p>AS asked governors to confirm the content within the governing board membership and attendance record spreadsheets. Any amendments are to be notified to the clerk.</p> <p style="text-align: right;">Action – all governors</p> <p>AS informed governors that she has been in contact with the LA regarding the vacant LA Governor role which was vacated by JD at the end of last term.</p> <p>AS and HT will be meeting 3 candidates over the next few weeks and hope to have the chosen candidate being invited to attend the GB meeting in December 2019.</p> <p>AS added that Rob Grover’s term of office ends in November 2019 and Rob would like to be re-elected for another 4 year term of office as a Foundation Governor on the Governing Board.</p> <p>AS explained that as Rob is a Foundation Governor for the Deanery Synod – the re-election process requires the GB to recommend Rob Grover’s re appointment to the Area Dean for approval at the Deanery Synod at their next meeting</p> <p>Governors unanimously agreed to nominate Rob Grover to the Deanery meeting due to take place in November 2019.</p> <p>AS added that her term of office together with Jason’s are due to expire in February 2020 – and will contact the PCC in due course to follow the required process for their re-election, which was unanimously supported by governors.</p>	<p>All Govs</p>	



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on Wednesday 25th September 2019, at 5.00pm.

	<p>AS stated that the LDBS have confirmed Jordan’s appointment (from 17 September 2019) to the Governor position vacated by Keith LeBihan at the end of the summer term.</p> <p>The clerk explained that Jordan was having problems accessing the Christchurch Igfl email system – SBM agreed to look into this and send Jordan a password and guidance on how to access the Igfl email account. Action SBM</p>	SBM	
6.	<p>Minutes of Previous GB meeting held on 10 July 2019</p> <p>The minutes were reviewed, and governors agreed they were an accurate reflection of the meeting, discussions and decisions taken and were formally signed by the chair.</p>		
7.	<p>Governors Attendance record for all meetings 2018/19</p> <p>AS asked governors to confirm the attendance details for the GB meetings and service committees that were held in the last academic year.</p> <p>AS added that the attendance record spreadsheet will need to be placed on the school’s website (DfE requirement) so governors must check the accuracy of the details contained on this document.</p> <p>AS asked for any amendments to be sent to the clerk ASAP. Action All Govs</p>	All Govs	
8.	<p>Confirm arrangements for HT PM meeting by 31 Dec 2019</p> <p>HT informed governors that a meeting has been set with the external adviser on 12 November 2019 for the HT Performance Management meeting – which requires 2 governors to also attend the meeting.</p> <p>AS agreed to attend the meeting and will speak to RG regarding his availability.</p> <p>FD added that she would be available to attend this meeting if RG was unavailable .</p>		
9.	<p>Headteachers Briefing</p> <p>a) SEF and SIP (SPAP)</p> <p>HT explained that he had met with AS at the start of the summer holiday and discussed the projected standards for next year, the new Ofsted framework, the priorities for the new academic year and the review of standards that were discussed with the LA SELP (Alison Loffler) at the end of the summer term.</p> <p>HT added that the SEF has a grade 2 (grading not now a requirement on the SEF) but this grading reflects the grading that was given at the last Ofsted Inspection (which is a good rating).</p>		



HT added that the Areas for Development outlined in the SEF will feed into the current School Improvement Plan. The SLT are reviewing a section of the SIP each week and updating each section at a time.

HT added that the SIP and SEF will be available for circulation at the November committees.

AS asked whether the action plan will show a timeline and who is responsible for monitoring each section – which was confirmed by the HT.

AS asked whether the current school improvement priorities are the same as those outlined in the SEF.

HT explained that the school improvement priorities includes those that were set by SLT last term and will include the curriculum changes for this year and the next steps to take.

FD asked about the FTE abbreviation – which represented fixed term exclusions.

HT added that the SEF outlines the basic priorities for this year – with the changes in the curriculum covering the broad scope but being able to challenge all pupils so that the school knows the end points for pupils from KS1 and KS2.

HT added that the school will need to look at maintaining the standards for Reading, Writing and Maths across the school and to focus on the curriculum development for Greater depth within these 3 subjects.

HT stated that the new Ofsted framework requires that the curriculum is challenging and equitable for all pupils – which includes high and low attainers – and that the opportunities are accessible to all pupils.

b) Vision and Values

HT explained that it is important the vision statement permeates all areas of the Ofsted and SIAMS framework.

HT added that the Governors training session held in the Summer term produced the final edit of the vision and values statement that has been placed on the schools website. Governors confirmed that they approved the vision and values statement circulated at the last GB meeting.

c) Contextual Information

- Currently there are 191 pupils on roll – although there are 24 places on offer for pupil places throughout the school
- The latest Attendance percentage for the start of the new academic year is 90/91% which is below the attendance target of 96% due to unauthorised absences for late arrivals back from their holidays. The school have contacted the EWO – the absent pupils will be sent a standard letter regarding these unauthorised absences. HT explained that this affects approximately 6 pupils.



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on Wednesday 25th September 2019, at 5.00pm.

DHT explained that the school continues to chase up these unauthorised absences and once the pupils are listed as being CME (Child missing in education) – the LA starts the formal process of chasing up these absences.

FD asked whether the attendance is looked again once the 6 pupils are located and either back at school or in another education setting- HT explained that the school will keep 2 sets of attendance records – to explain why the pupils have been kept on roll for CME – although the attendance figures are affected by these absences. HT added that the Ofsted guidance requires pupils classified as CME be kept on roll for 20 days – so that the pupils are not overlooked.

JK asked how confident was the school that the 24 places on offer will be accepted by parents as the LA are informing some prospective parents that the school currently does not have vacancies in some year groups.

HT stated that the LA prioritise the filling of the vacant pupil places for maintained schools and then VA schools – but the school are actively pursuing the prospective parents to get the vacant pupil places filled and currently have 6 pupils coming to visit the school this week.

HT added that he will bring the latest target tracker report to the next GB meeting to show the total numbers of starters and leavers for the previous academic year.

Action HT HT

Staffing update

- The school is currently fully staffed with one long term supply teacher in Yr. 3
- 2 Reception pupils have been identified as having clearly distinguishable medical needs – for which the Inclusion staff member will be submitting EHCP to the LA. In the meantime, the school have needed to take on an extra person in the Reception class to help with the 2 pupils with medical needs. 1 pupil is undergoing chemotherapy treatment and needs an additional adult to monitor their equipment.
- Each class has a teacher with 6 TA's being employed across the school.
- The school has one teacher that is being employed via the support project that is being paid by the Trust. The support project teacher has had a significant effect on both classes that are being supported but unfortunately the funding ceases in December 2019.

Other school updates

- The new kitchen is now operational – the pupils are responding positively to the meals being provided by the new catering contractor
- The food seems generally of a much higher standard than the previous catering provider with less waste, which has led to a higher take up of meals by pupils
- At the parents evening this week – a taster session was held with positive comments given by parents

HT gave thanks to the PCC and the Church Trust fund in providing the funding for the kitchen refurbishment project.



JK asked whether there is a menu rotation – HT confirmed it is a 3 week menu cycle.

- The upgraded IT system is going well, and the school is now supported in its IT systems by The Village school in Kingsbury.
- The school has had positive results from the snack and share venture – which takes place across the school at 10am – pupils are encouraged to have fruit and water whilst talking about books or interesting items they want to share with the class.
- The daily mile and wake and shake sessions have re started this term which have been generally positive

e) Pupil Premium

HT stated that the PPG summary for the last academic year is on the school website which shows the PPG initiatives in place and impact for PPG pupils when compared to non PPG pupils.

HT added that the KS2 results show that the PPG pupils have performed better than the non PPG pupils.

AS asked why the PPG pupils are performing better than non PPG – HT explained that a percentage of the non PPG pupils are new to English, and the PPG pupils are more likely to be more established in the curriculum.

HT and SBM will look at the PPG funding and set out the priorities for the new academic year – this will be reported back to the T&L committee and the Finance & Resources committees this year.

f) SIAMS and Curriculum update

HT explained that he is working on the links for the SEF and the RE assessment. The new RE Co-ordinator is Matt Booker – and they will both be working together on the SIAMS and RE assessment – with updates being given to all staff.

g) Marketing update

HT and JK met in July 2019 to discuss the strategies for having a banner and flyers produced to promote and market the school to the outside community.

JK explained that the cost would be £280 for 1,000 flyers and a banner – which will promote the strengths of the school but also reflect the family/caring atmosphere of the school. The banner and flyers will also mention the 130th anniversary of the school.

Governors discussed the methods by which the flyers can be distributed in the local community – which could include pre-arranged visits to the local nurseries by governors to explain about the school and be available to ask questions at the local settings like nurseries and playgroups etc.



<p>HT added that the school will undertake the Section 128 checks for governors.</p> <p style="text-align: right;">Action SBM</p> <p>c) Committee and working Group membership</p> <p>The membership of the service committees were agreed as follows;</p> <p>Teaching & Learning Committee (Performance) HT; Staff Governor (MB); FD; KM; MC; LB and AS with LS as an adviser/observer</p> <p>Finance & Resources Committee (Resources) HT; BC; JK; AS; JC;KLB;RG with LS and SBM as advisers/observers</p> <p>Pay Committee HT;AS; JK; BC</p> <p>Admissions Committee HT;SBM; MC;AS and KM</p> <p>d) Revised Link Governor Roles</p> <p>Safeguarding/CP lead – AS Health & Safety – JK Website Compliance- JK Budget – BC Pupil Premium & Sports Premium – BC Strategic Overview/Ethos/SIP/SEF – COG/VCOG Marketing/School Profile/Community- JK/LB SEN- KM SIAMS/RE- MC EYFS-KM Parents – KM Equalities – FD Music/Art/Cultural Capital – JK Personal Development, Welfare & Behaviour – vacant Reading, Writing & Topic – vacant Maths, Science & Technology – vacant</p> <p>HT explained to governors the link governor role for the Cultural Capital initiative – which will include pupils having the experiences and being knowledgeable in the local area/community. This will include ensuring that all pupils have access to the cultural knowledge and not just those that are more privileged in being able to access this knowledge and experiences. HT gave an example of two Year 4 boys being given the opportunity to sing with St Paul’s Cathedral choir – and may not have the opportunity to take part in this experience through the usual process.</p>	<p>SBM</p>	
---	-------------------	--



	<p>AS will speak to governors who are absent from this GB meeting regarding the vacant link governor roles listed above. Action AS</p> <p>e) Governor Skills Audit, Training Logs & Training opportunities</p> <p>Governors were reminded to update the training logs and to look at the courses being offered through the LDBS and LA. HT reminded governors that the bookings will need to be approved by himself/DHT before the training sessions are confirmed as this is the process the school needs to follow for the on line booking systems for LDBS and LA (Best Brent).</p> <p>Governors were reminded to use The key and NGA resources – which the school have subscribed to. The clerk agreed to email the latest version of the skills audit to all governors. Action clerk</p> <p>f) Governors Zone, Information and Noticeboard</p> <p>AS will update the school notice board with the updated governor information and pictures at a later date. Action AS</p> <p>j) Summary of New Ofsted Framework for Governors</p> <p>AS reminded governors of the information on the new Ofsted framework that had been circulated by the LA to all governors with the Autumn term governance booklet.</p>	<p>AS</p> <p>clerk</p> <p>AS</p>	
<p>11.</p>	<p>Policies to review/approve</p> <p>HT explained that the following policies were reviewed at the GB meeting held in September 2018 and have been presented on an annual cycle to remind governors of their content;</p> <ul style="list-style-type: none"> • E-Safety Policy • Preventing Radicalisation and statement for the website • Whistleblowing Policy • Acceptable Use Policy • Positive Handling Policy • Safer Recruitment Policy <p>The following documents have been updated at the schools forum in 2019 and are circulated to all governors to be aware of their content;</p> <ul style="list-style-type: none"> • 2019/20 LA Scheme for financing schools • 2019/20 LA Financial Regulations <p>The following policies have been updated since they were last approved by the GB;</p>		



	<ul style="list-style-type: none">• Safeguarding and Child Protection Policy <p>HT explained that the red highlighted sections of this policy have been updated to include the changes within the KCSIE statutory guidance that was circulated to schools in September 2019</p> <ul style="list-style-type: none">• Admissions Policy <p>AS explained to governors that the latest Admissions policy has been checked by the LDBS and has also been reviewed by Mother Christine.</p> <p>HT added that the main changes relate to extending the criteria for regular worship (to include St Anne’s Parish in Salusbury Road) and also amending the criteria to enable the pupils who attend the school nursery to have priority for places in the Reception class (if the Reception class was oversubscribed in any year).</p> <p>HT added that the school needs to consult with the local area/community (primary schools and stakeholders) for a 6 week period – to meet the deadline date of having the process completed by 31 January 2020.</p> <ul style="list-style-type: none">• Home/school agreement <p>HT explained that this document has been updated by DHT/LS for the new academic year. It is in line with the schools expectations and fits in with the values and vision of the school.</p> <p>HT added that although it is not a statutory requirement to have this home/school agreement – it is good practice to have one in place so that the pupils and parents are aware of their expectations and all pupils are required to sign the agreement at the beginning of the new academic year (or for new pupils starting at the school during the year).</p> <p>Governors agreed to approving all the policies and documents outlined above.</p>		
12.	Matters arising from the minutes of GB meeting held on 10th July 2019		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on Wednesday 25th September 2019, at 5.00pm.

	<p>d) HT stated that the options for an ASC are being looked into – more details to follow</p> <p>e) HT stated that he spoke to Alison Loffler regarding a contact person for the secondary school transfer process – but the LA do not have a link person or specific team for this. HT added that he is involved in the Year 6 pupils transfer and will help the parents on this process.</p> <p>f) HT will bring the latest CPOMS report to the December GB meeting. Action HT</p> <p>g) HT stated that the outstanding amount owed by Brent Music has now been paid to the school.</p>	HT	
13.	<p>Dates and times of next meetings</p> <p>The proposed schedule of GB, Finance and Resources and Teaching and Learning committee meetings for the academic year have been circulated to all governors.</p> <p>AS will email all governors to confirm the earlier start time for meetings (5pm) is convenient for the majority of governors. Action AS</p> <p>The next GB meeting has been set for Wednesday 4th December 2019 starting at the earlier time of 5pm</p>	AS	
14.	<p>AOB</p> <p>KM asked whether the governors fund will be re started for this academic year. HT suggested that perhaps the PTA could look at the options for how this fund to be re started.</p> <p>AS will circulate an email to governors with suggested dates for future strategic planning dates and governor training sessions for this academic year. Action AS</p> <p>DHT and LS were thanked for their contributions to the meeting and left at 7.25pm.</p>	AS	
	The public meeting closed at 7.25pm		

APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Wednesday 25th September 2019 at Christchurch (Brondesbury) Church of England Primary school at 5.00pm.

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