



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Meeting of the Board held via remote access on Tuesday 31st March 2020, at 5.00pm.

Name	Initials	Attendance 22/05/19	Attendance 10/07/19	Attendance 25/09/19	Attendance 04/12/19	Attendance 31/03/20
Governors						
Headteacher (1)						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
Foundation ex officio (1)						
Mother Christine Cargill	MC	Present	Part of meeting	Apologies	Part of meeting	Present
Foundation PCC (2)						
Jason Kosky (Vice Chair)	JK	Present	Part of meeting	Present	Present	Present
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (1)						
Robert Grover	RG	Present	Present	No	Present	Present
Ben Catling	BC	Apologies	Present	Apologies	Part of meeting	Present
Foundation LDBS (2)						
Fiona Dwinger	FD	Present	Present	Present	Apologies	Present
Jordan Cummins	JC	Present	Apologies	Apologies	Apologies	Present
LA (1)						
Naomi Moore	NM	Not in post	Not in post	Not in post	Present	Present
Elected parents (2)						
Karen- Louise Moran	KM	Present	Present	Present	Present	Present
Vacancy (1)						
Elected staff (1)						
Della Freedman	DF	Apologies	Present	Resigned	Resigned	Resigned
Matt Booker -elected Sept 2019	MB	Not in post	Not in post	Present	Apologies	Apologies
Associate members (3)						
Lotis Bautista	LB	Apologies	Apologies	No	No	Part of meeting
Keith LeBihan	KLB	Present	Apologies	No	Apologies	No
Vacancy (1)						
Observer/advisers						
Preeya Patel, Deputy Headteacher	DHT	Present	Present	Present	Maternity leave	Maternity Leave
Jacqueline Carrington	SMB	Present	N/A	Present	Present	Present
Lauren Sutherland	LS	N/A	Present	Present	Present	Present
Clerk						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item		Who	When
1.	<p>Welcome, Opening Prayer and Apologies for Absence</p> <p>The chair welcomed everyone to this GB meeting via remote access (Skype) and MC opened the meeting with a prayer.</p> <p>HT gave apologies of absence for Matt Booker who is on paternity leave, which were accepted by governors.</p>		



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	LB informed governors that she has a virtual teaching session at 5.45pm and will need to leave the GB remote session at this time.		
2.	<p>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</p> <p>AS informed governors of her appointment as a governor to St Cuthbert's and St Matthias Primary School (appointment date 17/10/18).</p> <p>AS reminded governors of the code of conduct and of the need to adhere to confidentiality where agenda items require this.</p> <p>AS asked governors whether they had looked at the content of the NGA guidance for GB's and clerks on governing in challenging circumstances, Business continuity and holding virtual meetings which had been circulated recently.</p> <p>AS asked governors to look at the Appendix – which outlines the protocol to be followed when using alternative arrangements to hold the meetings, participate, and vote in meetings.</p> <p>AS added that as the remote access meetings are being held outside the school premises, governors must ensure they abide by the normal rules, procedures, code of conduct and the duty to maintain confidentiality. She added that governors must also contribute towards a safe and secure environment for the meeting by giving due regard to the schools policies relating to data protection and the appropriate use of ICT.</p> <p>Governors unanimously agreed to abide by the content of the NGA guidance on holding virtual meetings and the protocol outlined within the Appendix.</p> <p>AS stated that she will include this guidance document in a standard format for Christchurch.</p> <p style="text-align: right;">Action AS</p>	AS	End April
3.	<p>Governing Board Membership and Attendance record for all meetings 2019/20</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 welcomed MC as a full member of the GB as she has been appointed as the interim priest at Christchurch and takes on the Ex officio role vacated by Father Stephen.</p> <p>AS added that the GB is very grateful to her for taking on this role in addition to her other duties in the local parish and for her ongoing support to the school and the GB.</p> <p>AS informed governors that both herself and Jason's term of office have been renewed for a further 4 year term.</p>	All Govs	
4.	<p>Minutes of Previous GB meeting held on 4 December 2019</p> <p>The minutes of the GB meeting held on 4th December 2019 were reviewed, and governors agreed they were an accurate reflection of the discussions and decisions</p>		



	<p>taken at the meeting. These minutes will be signed by the Chair when the schools re open once the coronavirus lockdown is removed.</p> <p>JK and NM joined the meeting remotely at 5.20pm</p>	AS	asap
5.	<p>Headteachers Briefing</p> <p>a) Contextual information update</p> <p>HT explained that this information has been presented and reviewed at the T&L committee meeting held on 26th February 2020.</p> <p>HT added that since the lockdown position has been put in place – this GB agenda has been streamlined to prioritise the key matters to discuss at this GB meeting.</p> <p>HT stated that prior to the lockdown being put in place – there were 210 pupils on roll. The attendance figures up until 16 March 2020 have been quite constant – but these have decreased since the corona virus situation – for example by Wednesday 18 March – 150 pupils attended which reduced to 50 pupils by Friday 20 March 2020.</p> <p>HT stated that the staff absence was higher in the Autumn term which was primarily due to a teacher breaking their ankle during the October half term week, with the other absences primarily being for hospital appointments etc.</p> <p>HT informed governors at the T&L committee meeting that the Year 5 teacher would be leaving at Easter – a new agency teacher(Lucy Jones) has been appointed to cover this vacancy.</p> <p>HT added that Matt is currently on paternity leave and will be back after Easter.</p> <p>A governor asked about the Nursery numbers – HT stated that there are currently 22 pupils in the Nursery with 3 pupils who were rising 3's that joined in January 2020. HT added that the application deadline for the Nursery class admissions is later in the Summer term.</p> <p>A governor asked whether there could be any changes to the nursery provision due to the COVID 19 virus – HT explained that as the whole school has closed down (except for key worker/vulnerable pupils) – it is difficult to determine if the numbers for the nursery admissions will be affected for the September term.</p> <p>A governor asked whether the parents will still be able to apply for places if the school is closed - HT stated that the school will look at this later in the term.</p> <p>A governor asked whether there is guidance on how the admissions process will be undertaken with the schools being on lockdown – HT expects further guidance to be sent to schools on this in due course.</p> <p>b) Coronavirus Plans and Procedures – school plan</p> <p>HT stated that pupil attendance figures have been reducing through the weeks since 16 March 2020 until 20 March – which saw 50 pupils attending on 20 March - the last day open before lockdown measures were put in place.</p> <p>The school sent letters/texts to parents to identify key worker/ vulnerable pupils to let them know the school could offer provision during the lockdown position.</p> <p>HT added that 4 parents have asked to take up the provision and there maybe a few more pupils taking up the provision after Easter.</p>		



HT stated that there is a timetable in place for pupils attending school – with planned learning activities during the morning and arts, drama, sports activities after lunch. HT added that for pupils that are at home – they can access the remote learning sessions – which include pupils downloading and completing the lesson postings – with email addresses set up for each child to return the learning documents to the class email address.

HT stated that there are extra online resources for Mathematics, Spellodrome which will be added to with RE, Computing and some longer term projects for pupils to complete.

HT added that for those pupils attending the school site – there are generally 2 staff in each day (Teacher and TA) with a 9am to 3pm timetable in place.

HT stated that the kitchen continues to be open – to provide meals to those attending the school site and cold packed lunches for FSM families – which is advertised to parents via the text system. FSM parents are offered the facility to collect a packed lunch from the school – 1 family has taken up this offer.

HT added that there are plans for the Government to provide meal vouchers for FSM pupils (for £15 per week) which will enable parents to take the vouchers to supermarkets in exchange for specific food items. This cost will be met by the DfE.

A governor asked whether the pupils attending school are children of key workers –

HT stated there are 3 key worker pupils and 1 linked to a social worker.

HT explained that he is in school daily and another SLT member together with kitchen staff/agency caretaker/ cleaning staff. He will look at the hours for the agency caretaker as there is less to do with the reduced number of staff/pupils on site.

HT added that the payroll is working a system whereby everyone is fit ,healthy and working – and are notified of anything not linked to the lockdown situation.

A governor asked how the social distancing requirements are being adhered to in school -

HT explained that as there are very few pupils/staff in school – pupils are reminded about keeping apart and the reasons for not getting too close at playtime. They are also constantly washing their hands. Staff are also keeping their distance and respect the space to maintain social distancing.

LS added that if a staff member has gone into self-isolation or living with a vulnerable person – they have been taken off the staff rota – with the remaining staff being paired in groups of 3 and staying in these groups – to avoid mixing all staff during this time.

HT gave a huge thanks to LS for arranging the staff rota and for setting up the online resources for pupils -she has done a brilliant job setting up all the systems to keep everyone safe and continue with the education provision for pupils.

AS asked that thanks be also passed onto all staff on behalf of the Governing Board for working so hard setting up the systems working remotely from home at very short notice and in these unprecedented circumstances.

HT added that the contingency plan will be updated in the next few weeks as the school will be closed over the Easter holidays – the key worker/vulnerable pupils have been offered provisional places at Malorees school.



A governor asked whether the new online resources resulted in extra costs for the school – LS explained that the teachers are using existing resources from educational websites the school subscribes to and there is currently no extra costs.

LB left the meeting at 5.45pm

RG stated that the online system set up for pupils looks very impressive and asked how many pupils are responding to the online learning and how this will be monitored going forward.

LS stated that the emails being received from pupils indicates that currently 16/17 pupils are responding per class which is quite good at the start of this new format for learning. The school will monitor the remote learning system on a regular basis.

HT added that the vulnerable pupils are contacted on a regular basis – paper copies of resources are provided where requested.

LS will conduct an online survey with parents after Easter, to see how they are finding the remote learning systems and whether there are any issues or problems they are encountering.

A governor asked whether parents are aware that the school will be closed for the 2 weeks during the Easter break and should respect the 2 week break for the teachers.

HT explained that a letter was given to parents to explain that work would be set during the term time and teachers would not set work during the 2 week Easter break. Parents can send back any completed work after 20 April when the school will re-open.

LS added that there is approximately 7 weeks of extra learning resources for pupils on the school's website and can sign post parents to this.

MC urged staff to take time out over the Easter break as there is the temptation to continue working – all staff (including HT and LS) must be encouraged to have some time away from schoolwork.

LS thanked MC for her concerns – but the whole process of setting up the remote access systems and organising the rotas and work activities for those individuals attending school has been quite a smooth process. She believes that staff are managing to keep on top of the workload and will be encouraged to take time off during the Easter break.

HT added that he will send a message to staff and parents to explain that there will be a 2 week down time and can use the extra resources on the website which can be submitted to the year group email address after the Easter break.

A governor asked about how pupils can access the on line resources where there may only be one laptop which is shared by a whole family – are hard copies of the resources made available – HT stated that hard copies of the resources will be made available and the 3pm deadline for submitting the completed work on line – is amended for pupils to submit during the day.



	<p>AS stated that the 2021/22 admissions criteria was approved at the T&L committee meeting held on 26 February 2020 but will need to review the admissions applications against the criteria for the offers for this academic year.</p> <p>AS added that although there has not been an admissions meeting – AS, MC and SBM have reviewed the 62 applications and applied the admissions criteria to rank the applications for the 30 Reception places for September 2020.</p> <p>AS added that 8 of the applications are from siblings and 1 other faith in the parish, 2 other faith and 14 children within the current nursery class are to be offered a place.</p> <p>A governor asked how these figures compare to previous years – HT explained they are on par with previous years although there are 62 applications for the 30 places – parents can still apply for other schools during the summer holidays.</p> <p>AS stated that the first 30 offers will be made, and the LA will follow up on the acceptance process as is the normal process.</p>		
6.	<p>Financial Update</p> <p>a) Budget headline figures</p> <p>HT spoke to governors about the draft budget figures that had been prepared this week.</p> <p>The key points to note are as follows;</p> <ul style="list-style-type: none">• Year 1 carry forward is a £50k surplus; Year 2 is a £10k deficit and Year 3 is £122k deficit• As these are very draft figures for the 3 year budget plans – the school will continue to evaluate the budget figures and look at the figures year on year and the pupil number projections• The staffing budgets will be reviewed again to check costings and staffing models that meet the needs of the school and are cost effective <p>AS stated that these initial headline figures will enable HT and SBM to work on over the next few months – and to present the updated figures to the Finance & Resources committee at the end of April 2020.</p> <p>HT confirmed that the final budgets need to be approved by F&R committee and ratified by the GB by LA 31 May deadline.</p> <p>A governor asked whether there has been a loss in the school numbers in the school footprint – HT explained that the school 210 pupils currently but with possible increases in the nursery could perhaps reach 235 in the future.</p> <p>AS stated that there would need to be a big focus on filling vacant places once the school is open again and to look at how advertising initiatives can be done remotely.</p> <p>A governor asked about the increase in the in-year surplus that has been made since the last Finance & Resources committee was held in January 2020 and whether this was due to additional savings or savings arising from the COVID 19 lockdown situation. HT explained that the school have put further savings initiatives in place – which included the change in Insurance supplier to ARPE from LA/LDBS.</p> <p>A governor asked about the staffing budgets for the 3 year budget plans – HT explained that the school will continue to look at how savings can be achieved –</p>		



	<p>which will include looking at how less expensive staff can be employed for vacant posts.</p> <p>A governor asked why the next years staffing budget is more expensive than the last year - HT explained that the rise in the staffing budgets include the pay awards and increments for existing staff that have been built into the draft 3 year budget plans. The staffing budget for last year was lower due to DHT being on maternity leave and other staffing adjustments.</p> <p>HT agreed to send out the draft 3 year budget document that was referred to at this evenings meeting. Action HT</p> <p>AS suggested that governors email HT/SBM any further questions on the draft budget figures. Action – All Governors</p> <p>Governors thanked HT and SBM for all the hard work they had done so far to date on the 3 year budget plans.</p> <p>b) SFVS</p> <p>AS explained to governors that a small group of Finance and Resources governors have reviewed the SFVS document on 18 March 2020 – the first draft was presented to the Finance and Resources Committee meeting held on 22 January 2020. AS added that the final version of the SFVS document reviewed on 18 March 2020 has been circulated for governors to approve the final version.</p> <p>A governor asked about the updated numbers in the dashboard section of the SFVS document and whether the deficit will now look better following the update on the 3 year budget plans and surplus for the end of 31 March 2020 financial year.</p> <p>HT explained that the SFVS includes the figures for 2019/20 and the most recent figures have been included within this document.</p> <p>Governors unanimously agreed to approve the final version of the SFVS document.</p>	<p>HT</p> <p>All</p>	<p>asap</p> <p>29/4</p>
<p>7.</p>	<p>a) Verbal report from Finance & Resources Committee held on 22 January 2020</p> <p>BC outlined the key points to note from this meeting held as follows;</p> <ul style="list-style-type: none"> • The main headline figures from the December 2019 budget monitoring report were reviewed by governors • The projected in year deficit figure of £33k was higher than the September 2019 position due to an increase in staffing expenditure • The year-end projected outturn was expected to be £38k surplus but this has now increased to £40k • The 2019/20 financial year has not been the best year, but the school has made a huge amount of cost savings which has helped to keep the in-year deficit at a lower position 		



- The cost initiatives identified and implemented by James and his team last year have been an amazing feat and governors recognize how difficult this has been – James, Jacqui and Jo have worked really hard to keep the budget finances on track.
- The cost efficiency savings are marginal as the real difference that can be made is in the pupil numbers – as each additional pupil is worth £4/£5k per year
- Marketing ideas could be looked at – as if the school paid £1k for marketing initiatives – would be a good investment if it resulted in the school having 1 or 2 extra pupils
- There are unlikely to be any government initiatives that will help increase the pupil numbers during these difficult times and the school will look to get through this period the best we can

b) Verbal report from the Teaching & Learning Committee held on 26 Feb 2020

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

- The new vice chair of this committee is Karen Moran
- The head teachers report covered the contextual information that was spoken about at today's meeting
- The headline areas are continued within the briefing report that has been previously circulated
- The pupil attendance figures were slightly below target – but this was expected to be achieved by the end of the academic year – before the COVID 19 occurred
- The IDSR report was reviewed – HT took governors through the strengths and priorities for the year groups
- SIAMS curriculum update – Mark Newton from LDBS is assisting the school with the framework changes
- LS spoke about the website vision which has been made clearer
- The draft spirituality policy was circulated, and governors were asked to review and come back with comments – so that the policy can be finalised in the summer term
- Governors discussed the process that will be followed for the SRE consultation – HT confirmed he will finalise the SRE policy and conduct a parent consultation process – with the final version of the SRE policy being presented to FGB in July for ratification.

Action HT

HT

**May
2020**

A governor asked about the SRE consultation process now that the pupils are not in school – HT will look at doing the SRE consultation process with parents via the website – with responses being sent online so that this policy and process can be finalised in the Summer term.

AS confirmed that both HT and MC have completed the LDBS SRE training and LS has completed the SRE training by the LA.



<p>8.</p>	<p>Governance</p> <p>AS informed governors that this standing agenda item will be deferred until the next GB meeting – but reminded all governors to send their completed skills audit forms to the clerk, if they have not already done so.</p>		
<p>9.</p>	<p>Policies to review/approve</p> <p>HT explained that the policies listed below as a to d – were approved at March 2019 GB meeting and there have been no changes required since they were last approved. They are listed for reference and to re approve by governors for another year</p> <ul style="list-style-type: none">a) Disciplinary Proceduresb) Behaviour Policyc) Governors Allowances Policyd) GDPR Policy <p>Governors unanimously approved these policies.</p> <p>HT explained that for policies listed as e to f – nominated governors have been listed under each of these policies for them to review and report back to the GB meeting.</p> <ul style="list-style-type: none">e) SEND Policy <p>KM stated that she has read through this policy and is happy for it to be approved at this GB meeting. As the SEND governor – she has also met with the new SENDCO (Lisa) at the end February 2020.</p> <p>NM stated that she has read through the policy and asked whether reasonable adjustments had been made for the provision of disabled children as required by the Equality Act 2010.</p> <p>HT stated that the reference is located within the accessibility policy - but this will have a link to the SEND policy.</p> <p>Governors agreed to approve this policy.</p> <ul style="list-style-type: none">f) Staff Capability Policy <p>AS stated that she has read this policy which is the standard LDBS policy and she is happy with the policy – which includes the standard processes and procedures for staff capability matters.</p> <p>Governors agreed to approve this policy</p> <ul style="list-style-type: none">g) NQT Policy <p>RG stated that he had read this policy and thought it was very thorough and recommended it is approved by the GB.</p>		



	<p>FD stated it was very comprehensive and is happy to approve the policy.</p> <p>AS stated that there is a minor typing error under section 3.3 but is happy to approve the policy.</p> <p>Governors agreed to approve this policy</p> <p>h) School Exclusions Policy</p> <p>KM has reviewed the policy and agreed it corresponded well with the training course she had attended recently on school Exclusions.</p> <p>JK and AS also agreed the policy content seemed to cover all the required matters.</p> <p>Governors agreed to approve this policy.</p> <p>AS reminded governors of the new system format for the agendas- with red highlighted sections for discussions/approval and green – papers are for background information.</p>		
<p>10.</p>	<p>Matters arising from the minutes of GB meeting held on 4 December 2019</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 explained that the Nursery/Early Years working group has not set up its first meeting – but it is hoped that a meeting can be set up via skype. He will send some dates to KM,NM and JK for this skype meeting after the Easter break. Action HT</p> <p>AS added that it is important to look at the numbers and funding for the Nursery/Early Years provision. HT</p> <p>b) AS will update the school noticeboard in September 2020 Action AS AS</p> <p>c) AS reminded governors that they could still send in their paragraph on their governor profile – which can be uploaded onto the school website. Action – governors Govs</p> <p>d) AS confirmed that the flyers have been given to a few of the local nurseries/playgroups, but this is currently on hold. AS</p> <p>e) AS will follow up with governors on the vacant link governor roles Action AS AS End May</p>		
<p>11.</p>	<p>Dates and times of next meetings</p> <p>Governors agreed that the Finance and Resources meeting that has been set for Wednesday 29 April 2020 can be done via Skype.</p>		



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	<p>The next FGB meeting had been arranged for Wednesday 20 May 2020 – which was due to be the special GB meeting to approve the final budget, with the Finance and Resources meeting from 5pm to 6pm and the GB from 6pm onwards.</p> <p>AS added that the GB meeting on 20 May can also include any urgent GB matters that cannot be held over until the GB meeting that has been set for 9 July 2020.</p> <p>Governors agreed to the meetings set for 29 April (Finance and Resources) and 20 May 2020 are held by skype if the coronavirus lockdown/restrictions are still in place.</p> <p>AS reminded governors to regularly check their school emails where regular updates will be sent to governors.</p>		
<p>12.</p>	<p>AOB</p> <p>No further matters were raised under this agenda item.</p> <p>AS thanked LS for her hard work and tremendous support she had given the HT and the school.</p> <p>LS and SBM were thanked for their contributions to the meeting and left at 6.45pm for governors to review the confidential minutes from the last meeting and any additional confidential matters that were to be discussed.</p>		
	<p>The public meeting closed at 6.45pm</p>		
<p>13.</p>	<p>Confidential minutes of the meeting held on 4 December 2019</p> <p>The confidential minutes from the last GB meeting were reviewed and agreed. No further matters were discussed under this agenda item.</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 31st March 2020 via skype at 5.00pm.

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