



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Special GB meeting held via remote access on Wednesday 20th May 2020, at 6.00pm.

Name	Initials	Attendance 10/07/19	Attendance 25/09/19	Attendance 04/12/19	Attendance 31/03/20	Attendance 20/05/20
Governors						
Headteacher (1)						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
Foundation ex officio (1)						
Mother Christine Cargill	MC	Part of meeting	Apologies	Part of meeting	Present	Present
Foundation PCC (2)						
Jason Kosky (Vice Chair)	JK	Part of meeting	Present	Present	Present	Present
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (1)						
Robert Grover	RG	Present	No	Present	Present	Present
Ben Catling	BC	Present	Apologies	Part of meeting	Present	Present
Foundation LDBS (2)						
Fiona Dwinger	FD	Present	Present	Apologies	Present	Present
Jordan Cummins	JC	Apologies	Apologies	Apologies	Present	Present
LA (1)						
Naomi Moore	NM	Not in post	Not in post	Present	Present	Apologies
Elected parents (2)						
Karen- Louise Moran	KM	Present	Present	Present	Present	Present
Vacancy (1)						
Elected staff (1)						
Della Freedman	DF	Present	Resigned	Resigned	Resigned	Resigned
Matt Booker -elected Sept 2019	MB	Not in post	Present	Apologies	Apologies	Apologies
Associate members (3)						
Lotis Bautista	LB	Apologies	No	No	Part of meeting	No
Keith LeBihan	KLB	Apologies	No	Apologies	No	No
Vacancy (1)						
Observer/advisers						
Preeya Patel, Deputy Headteacher	DHT	Present	Present	Maternity leave	Maternity Leave	Maternity Leave
Jacqueline Carrington	SMB	N/A	Present	Present	Present	Present
Lauren Sutherland	LS	Present	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 (Zoom) and MC opened the meeting with a prayer. HT gave apologies of absence for Matt Booker who is currently on sick leave, which was accepted by governors.</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>AS reminded governors of the code of conduct and of the need to adhere to confidentiality where agenda items require this.</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. 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>3.</p>	<p>Finance and Resources Report</p> <p>AS explained to governors the purpose of this Special GB meeting is to ratify the final budget for 2020/21 and the draft budgets for 2021/22 and 2022/23 – which have been reviewed and approved at the Finance and Resources Committee meeting held today at 5pm.</p> <p>AS stated that the GB were asked to submit any questions on the budget prior to the F&R committee meetings – but there were no further questions by governors.</p> <p>HT explained that the 2019/20 final outturn position was slightly less than what was originally anticipated at the start of the financial year (£72k) with the final surplus figure being £47k as at 31 March 2020.</p> <p>HT added that the 2020/21 budget is showing a projected surplus of £52k as at 31 March 2021 but the projected outturn figures for 2021/22 and 2022/23 are showing deficit balances.</p> <p>HT stated that the LA have asked schools to focus on Year 1 (2020/21) of the 3 year budget plan and to revisit Year 2 and Year 3 at a later date.</p> <p>SBM stated that the LA budget share income has reduced due to the number of unfilled pupil places within the school.</p> <p>A governor asked how many unfilled pupil places are currently within the school – SBM explained that the school has 34 unfilled places with each place being worth £5k per pupil.</p> <p>Governors spoke about re visiting the marketing strategies to try and address the gap in the pupil numbers and generate more income for the school once the school re opens after lockdown is lifted. Governors acknowledged that marketing strategies would be difficult to put in place at the present time.</p>	



	<p>A governor suggested that parents are reminded to spread the word within the community of the excellent work being undertaken by the school for the home learning provision for pupils.</p> <p>A governor stated that the HT and SBM have worked hard on producing the budget spreadsheets and outturn report which is incredibly clear and easy to understand.</p> <p>AS thanked the school team and F&P governors for the incredible work that has been undertaken on monitoring the finances over the last financial year and being able to produce a balanced budget for another year. The budget position a year ago projected a deficit would be likely for the 2020/21 budget but this has been turned around again for another year with a surplus projected for 31 March 2021.</p> <p>Governors unanimously agreed the 3 year budget plans from 2020/21 to 2022/23 with the caveat that as in previous years, these are monitored carefully by the Finance and Resources committee to look at ways in which the deficit can be eliminated in the future.</p>		
4.	<p>Update on remote learning provision and school life in lockdown</p> <p>HT stated that since the school went into lockdown from 23 March 2020, the home learning has focussed on pupils working on 3 experiences per day – Reading, Maths and one other subject (Science, History, Geography etc).</p> <p>HT added that until Easter, the teachers were posting lessons online for pupils using the destination reader and slide shows which have been recorded by the teachers.</p> <p>LS has conducted a survey with parents at Easter time to see if there are any comments made by parents that can enhance the online learning provision for pupils. The feedback from parents was that pupils are missing seeing the teachers and watching demonstrations by them.</p> <p>LS took on board the feedback and introduced vidyard into the home learning sessions – which is a slide show and video recording in the slide show. This enables interactions to take place with pupils and teachers which has worked well and has received great feedback from pupils and parents.</p> <p>HT added that the online learning sessions are using the resources that are used in school – for example, the White Rose hub for maths and Destination reader for the reading sessions.</p> <p>HT showed governors an example of a typical day for a home learning session from the Year 4 web page – which can be accessed by the Year 4 pupils. The online sessions would include a video lesson and pupils would email their work back to the teachers via the class email address.</p> <p>HT added that teachers would be able to monitor which pupils were accessing the online learning systems and will enter the updates on the tracking spreadsheet maintained for all classes.</p> <p>HT showed governors a sample of the tracking spreadsheet for home learning and explained the colour coding system with green showing the pupils who are regularly</p>		



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accessing the online learning provision to red – where pupils are not accessing the system. The orange highlighting shows where pupils are occasionally accessing the online learning – but the school will ring the parents determine the reasons why little or no engagement is being made by pupils on the home learning provision.

HT added that where pupils do not have access to the online system – the school are producing learning packs which are either collected by the parents or hand delivered to their homes- these are recorded as purple sections on the tracking spreadsheet.

HT added that the blue highlighted sections are for pupils who are key workers/vulnerable pupils who are attending school.

HT stated that the tracking spreadsheet gives a good overview as to which pupils are engaging with the home learning provision – with over 50% accessing the system regularly in the upper school where the national average is shown as being 19%.

Governors agreed that the tracker spreadsheet is extremely useful and gave thanks to all staff for all their commitment and engagement with pupils which has been exemplary at this unprecedented time.

HT stated that the school has received positive comments on twitter and the Next Door website – where a year 1 pupil proudly displayed his pen licence – his mum had posted the picture with lovely feedback from his mum. Another Year 5 pupil presented his certificate for great effort – again mum and pupil were immensely proud to show their appreciation for the effort and dedication by the teachers.

LS added that the regular communication between parents/ pupils and teachers is good to keep doing regularly as it can help with mental health/bereavements and just the supportiveness and pastoral support that can be given at this difficult time.

A governor asked how many key worker and vulnerable pupils are attending the school – HT explained there are 9 pupils with 1 more due to attend next week with 3 of the 9 pupils attending on a part time basis.

HT added that the school are regularly encouraging the EHCP pupils to attend – which they will receive the same provision each day – currently there is one EHCP (Year 2) from 9 to 11am and one EHCP (Year 4) all day. There are 2 vulnerable children with learning needs from EYFS attending from 11.30am to 1.30pm.

A governor mentioned that the advice from Gail Tolley was for staff and vulnerable children to have a break during the half term week but to still check with Key Workers if they would still need the provision during the May half term week.

A governor thanked the school staff for the encouragement and innovative ways they are able to continue the learning provision for pupils.

A governor mentioned that it is mental health awareness week, and this must be taken into consideration by the LA and for teachers to have rest and breaks when needed.

HT stated that at the Zoom meeting with all staff on Friday – staff were asked to email any concerns/anxieties they may have and to see how SLT can help. The staff have also been reminded of the LDBS links with charitable foundations who work on behalf of



teachers – to offer support and guidance and a confidential telephone help line being available.

LS added that the SENCO has emailed Brent Education Psychology service – who are holding a session on 16 June – to see how best the school can facilitate this session for a team of pupils and staff.

A governor suggested that governors offer to hold a staff room chat via Zoom to answer any questions if this would be of any help.

HT stated that it would be helpful for teachers to know that governors are there and supporting them and are willing to listen to them at this unprecedented time.

Governors agreed it is important that the GB are supporting the SLT and the school and agree that action plan and risk assessment documents are clear and fully thought through.

A group of governors agreed to share their school contact details to act as a contact point for staff if they wished to do so.

AS agreed to include the group of governors school email details within the letter she will send to staff this week.

5. Covid 19/Phased return update

HT stated that there has been a lot of planning taking place on preparing for the phased reopening of the school – with guidance sent out by the Government last week.

AS spoke about the webinar session for GB Chairs with the Director of Children and Families(Gail Tolley) last week – with the LA answering some of the questions from the Government guidance sent out to schools last week.

Mother C left at 6.55pm

AS stated that the LA is following the Government guidance but for VA schools – the LDBS adviser (Mark Newton) has confirmed that the GB must approve the Risk Assessment for the school. The LA will sign off the Community schools Risk Assessment, but our school requires the GB to sign off the Risk Assessment.

AS recommended that the GB have another meeting to approve the risk assessment once the document has been finalised by HT.

HT spoke about the 2 documents he had circulated prior to this meeting –

- The action plan to prepare for the phased re opening
- The Risk Assessment (ongoing)

HT explained that the 6 page action plan includes the preparations for the re-opening of the school with the Risk Assessment for forward planning for the re-opening.

HT explained that both documents refer to the guidance provided by the Government/DfE, LA and LDBS.



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HT explained the first page of the Risk Assessment document outlines the formula for calculating the risk = likelihood x seriousness.

HT explained that the action plan outlines what preparation work needs to be done and the timescales/dates the tasks will be done by – to enable the school to be ready for re-opening from 1st June 2020.

HT explained that the 1st June will be a staff training day with pupils then returning from Tuesday 2nd June onwards.

HT stated that depending on the number of pupils deciding to return – the pupils will be placed within groups called bubbles – and will remain in their groups with the same teacher.

HT added that the timetable would allow for Friday afternoons for the school to close so that teachers can take their PPA time for planning and for the school to be deep cleaned at this time.

HT added that the daily timetable outlines how each group of pupils in their bubble will move around the school for the activities during the day – lessons, break and lunchtime sessions and how the staggered start and finish times will be scheduled.

HT stated that for lunchtimes – a group of between 10/12 pupils will have 15 minutes in the lunch hall, then 15 minutes in playground and finish with 15 minutes in the caged area.

HT stated that the Risk Assessment identifies the different hazards and the standard risk assessment hazards and control measures – but for this virus most risks are currently being shown as extreme risks at this time.

AS added that it is important that Voluntary Aided schools take the approval of the Risk Assessment document very seriously – the LDBS adviser (Mark Newton) has informed schools that as long as the school and GB have consulted and prepared the Risk Assessment in line with the guidance – cannot then hold the school or LDBS accountable but the liability will rest with the Government.

AS stated that from the recent Chairs meeting with Gail Tolley – the advice given was that although schools will keep daily registers – parents will not be fined if they do not send their children to school.

HT and AS have been adding sections to the original risk assessment document from other risk assessment templates and will have the latest version of the Risk Assessment ready to be sent to Governors on Friday with a Special GB meeting being set next week to sign off the Risk Assessment document. **Action HT/AS**

HT/AS

HT added that the proposal is to have a further GB meeting on Tuesday 26 May at 5.30pm to make a decision as to whether the Risk Assessment document can be approved by the GB.

AS added that all governors are welcome to attend – but it is important that the meeting is quorate so that the Risk Assessment document can be approved.



Governors were asked to review the Risk Assessment document that will be circulated on Friday and to send any questions/ comments/concerns to HT/AS before the meeting starts on Tuesday 26 May. **Action all governors**

**All
Govs**

HT added that he is working through the ongoing action plan which includes the processes and preparations to put in place before the school will be ready for opening from 1st June 2020.

HT gave an overview of some of the preparations that will be taking place to get the school ready for the phased re-opening;

- Deep cleaning of the whole school
- Organizing classrooms in preparation for the bubble format and 2 metre social distancing
- Remove all soft furnishing and toys where appropriate
- Teacher allocated to each bubble /year group
- Preparing resources and name labelling packs and equipment
- The timetables for break times, lunchtimes, and toilet breaks
- Regular handwashing with soap and water and the use of sanitizer where soap/water not available
- The site will be cleaned before the school opens and during the day and at the end of the day when everyone has left with a deep clean every Friday afternoon
- The adults will serve the pupils their lunch in their bubble and will stay together in their group
- The curriculum will be the same at home and at school but without the video lessons – so that both settings are doing similar parts of the curriculum each day

HT stated that a questionnaire has been sent to parents regarding the proposed 1st June phased re opening and asked for any concerns to be sent back.

HT added that he will do everything he can to put in socially distancing measures but cannot give 100% assurance that the preventative steps and control measures will keep everyone safe at all times.

AS added that from the guidance for Early Years and Nursery settings – schools cannot be expected to keep these young children apart at all times – but can only do the best you can by following the DfE and Government guidance.

HT stated that the school will do everything they can to keep their pupils safe – but it will be the parent who takes the final decision whether to send their child to school. HT stated that parents asked whether masks could be worn by pupils- HT explained that there would be concern that the mask may not be used properly – as this would also require the pupil to change the mask on a regular basis, however, the school will not stop children from wearing PPE.

A governor asked about the Risk Assessment categories which show a number of the results recorded as being in the extreme category – HT agreed that he did not want to



	<p>underestimate the risk but some categories, although are still quite high, have reduced from extreme risk. AS stated that the template received from the LA last night does not have the risk graded table at the front.</p> <p>A governor stated that there is still a concern with the Risk Assessment being a technical exercise and the type of environment that may be now being created for the pupils and whether the school values can be incorporated into the systems being set up. HT stated that the curriculum will focus on the academic and on mental well being together with collective worship elements – which will include a recorded broadcast to the bubbles which will aim to have a community/family feel.</p> <p>HT stated he will explore the IT resources further to see how the live interaction can be shared by the pupils and staff in the bubbles.</p> <p>A governor asked whether there would be the same KPI's set as would be in a normal year and whether there would be extra tracking for the less able pupils.</p> <p>HT explained that there will be flexibility with the curriculum which was broad balanced – but the guidance now is too allow more time on PHSE and well-being – which is just as important as covering the academic areas of the curriculum at this time. HT added that it will need to be determined what will be the expected standard from next year and what the expectations will be but cannot be at the expected standard given the pandemic situation.</p> <p>Mother C re-joined the meeting at 7.35pm</p> <p>LS stated that it would not be possible to cover the expected KPI's in the year and this will be made clear to teachers and the extra challenge they may have is that they will not be teaching their own year group.</p> <p>LS added that when schools return in September time, any catch up requirements will be looked at.</p> <p>RG left the meeting at 7.40pm</p>		
<p>6.</p>	<p>Dates and times of next meetings</p> <p>AS reminded everyone of the meeting to sign off the Risk Assessment that has been arranged for Tuesday 26 May 2020 at 5.30pm. HT will send all governors the password links to access the zoom session. Action HT</p> <p>Governors were reminded to send and questions/comments/queries on the Risk Assessment document (updated one to be circulated Friday evening) to HT/AS prior to the meeting on Tuesday. Action HT</p>	<p>HT</p> <p>HT</p>	



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7.	AOB AS asked governors whether the T&L committee meeting arranged for Wednesday 10 June 2020 should still go ahead – as there will be no standards or data reports to review at this time. LS suggested that the meeting could include looking at the curriculum plans for September 2020 and the structure of the curriculum for History and Geography. HT added that the RSE policy will need to be finalised and the plans for the parent consultation process together with other policies that were to be reviewed at the June meeting. Governors agreed to the T&L meeting being rescheduled for Tuesday 16 June 2020 at 5pm via Zoom. AS thanked LS for her hard work and tremendous support she had given the HT and the school and left the meeting at 7.45pm for governors to review the confidential matters that were to be discussed under Part 2 of this meeting.		
	The public meeting closed at 7.45pm		

APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Wednesday 20th May 2020 via Zoom at 6.00pm.

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

Alison Schulte
Chair of the GB

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