



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**  
**Meeting** of the Board held via remote access on Thursday 9<sup>th</sup> July 2020, at 5.30pm.

Name	Initials	Attendance 04/12/19	Attendance 31/03/20	Attendance 20/05/20	Attendance 26/05/20	Attendance 09/07/20
<b>Governors</b>						
<b>Headteacher (1)</b>						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
<b>Foundation ex officio (1)</b>						
Mother Christine Cargill	MC	Part of meeting	Present	Part of meeting	Present	Present
<b>Foundation PCC (2)</b>						
Jason Kosky (Vice Chair)	JK	Present	Present	Present	Present	Present
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
<b>Foundation Deanery Synod (1)</b>						
Robert Grover	RG	Present	Present	Present	Present	Present
Ben Catling	BC	Part of meeting	Present	Present	Apologies	Apologies
<b>Foundation LDBS (2)</b>						
Fiona Dwinger	FD	Apologies	Present	Present	Present	Present
Jordan Cummins	JC	Apologies	Present	Present	Apologies	Part of meeting
<b>LA (1)</b>						
Naomi Moore	NM	Present	Present	Apologies	Apologies	Present
<b>Elected parents (2)</b>						
Karen- Louise Moran	KM	Present	Present	Present	Present	Part of meeting
Vacancy (1)						
<b>Elected staff (1)</b>						
Matt Booker -elected Sept 2019	MB	Apologies	Apologies	Apologies	Apologies	Apologies
<b>Associate members (3)</b>						
Lotis Bautista	LB	No	Part of meeting	No	Present	No
Keith LeBihan	KLB	Apologies	No	No	No	No
Vacancy (1)						
<b>Observer/advisers</b>						
Preeya Patel, Deputy Headteacher	DHT	Maternity leave				
Jacqueline Carrington	SMB	Present	Present	Present	N/A	Present
Lauren Sutherland	LS	Present	Present	Present	Present	Present
<b>Clerk</b>						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

**Part one - public**

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



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	<p>KM informed governors that she has to leave at 7pm due to work commitments and therefore cannot attend the full meeting. JC also has work commitments and is unable to attend the full meeting.</p>		
<b>2.</b>	<p><b>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</b></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 stated that she has updated the NGA guidance for GB's and clerks on governing in challenging circumstances, Business continuity and holding virtual meetings which had been agreed at a previous GB meeting.</p> <p>AS has updated the Appendix in the Christchurch Policy format – which outlines the protocol to be followed when using alternative arrangements to hold the meetings, participate, and vote in meetings.</p>		
<b>3.</b>	<p><b>Governing Board Membership and Attendance record for all meetings 2019/20</b></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. <b>Action – all governors</b></p> <p>AS stated that Keith Le Bihan (Associate member) has not attended the meetings for the whole academic year and had given apologies for only one of the meetings he was unable to attend.</p> <p>AS added that KLB had a bereavement at Christmas but has not been back in touch since then.</p> <p>AS asked governors to vote on the proposal to remove KLB from the Associate member role due to his lack of attendance and commitment to the Governing Board.</p> <p>Governors agreed that KLB be removed as an Associate member – AS agreed to write and inform KLB of this decision. <b>Action AS</b></p>	<p><b>All Govs</b></p> <p><b>AS</b></p>	
<b>4.</b>	<p><b>Minutes of GB meeting held on 31<sup>st</sup> March 2020</b></p> <p>The minutes of the GB meeting held on 31<sup>st</sup> March 2020 were reviewed, and governors agreed they were an accurate reflection of the discussions and decisions taken at the meeting. These minutes will be signed by the Chair when the schools re open once the coronavirus lockdown is removed.</p>		
<b>5.</b>	<p><b>Minutes of Special GB meeting held on 20<sup>th</sup> May 2020 ( to ratify the budget)</b></p>		



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	<p>The minutes of the Special GB meeting held on 20<sup>th</sup> May 2020 were reviewed, and governors agreed they were an accurate reflection of the discussions and decisions taken at the meeting. These minutes will be signed by the Chair when the schools re open once the coronavirus lockdown is removed.</p>		
6.	<p><b>Minutes of Extraordinary GB meeting held on 26<sup>th</sup> May 2020 ( to approve RA)</b></p> <p>FD highlighted an error on page7 of these minutes – the clerk agreed to amend the paragraph on this page of the minutes.</p> <p>Governors approved these minutes were an accurate reflection of the discussions and decisions taken at the meeting ( once the minor amendment has been actioned) and were happy for these minutes to be signed once the school re opens.</p>		
7.	<p><b>Headteachers Briefing</b></p> <p>HT had asked governors to submit their questions in advance of the GB meeting.</p> <p>HT outlined the questions and responses given for those raised under this agenda item;</p> <p><b>Item 7a) School Context</b></p> <p>Question – it would be useful to have a figure showing the total numbers attending school as a percentage as not all classes are the same size – HT has updated the attendance chart to show the 4 year groups attending school and their percentages – the percentages have increased when they KVV groups are excluded from the analysis.</p> <p>Question – how does Christchurch compare with other Brent schools in the proportion of pupils who have a) returned and b) accessed online learning ?– HT stated that the LA have not yet published any numbers, but the local cluster of schools have between 20-40% pupils returning to school.</p> <p>Question – what is the next step in the case of where the school and social worker have been unsuccessful in making contact with a CP pupil ?– HT stated the Inclusion Lead contacts the vulnerable pupils each week to encourage the parent to bring the pupil to school or to engage with the online learning or be given a paper set of resources. HT added where there is little or no contact with the EHCP/vulnerable pupils – the Inclusion lead refers these pupils to the LA Special Needs department.</p> <p>Question – does the school have any numbers or percentages for the drop in the numbers accessing the learning online since the videos are no longer being posted? – HT explained that the school has not yet measured this impact as yet.</p> <p>Question – if attendance or engagement by pupils drops substantially, it may be worth considering mitigation measures while carefully balancing the workload of staff – HT explained that he agrees with this statement – but as attendance is not statutory at</p>		



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the moment – cannot officially put too much pressure on engagement but will continue to encourage through the follow up phone calls made by SLT.

LS added that the school will look at the drop in engagement by pupils with the online learning and are looking at setting up an initiative called summer snippets. This will include teachers like the maths lead identifying key activities missed in the curriculum so that activities can be put online to encourage the pupils to re-engage ready for the Autumn term.

A governor commented that although the summer snippets are a good idea – it is important that teachers take a break during the summer holidays for their own wellbeing.

LS explained the summer snippets initiatives will be uploaded before the end of term and will sit on the website for pupils to access during the holiday period.

A governor asked whether the school will receive the catch up funding to help the tutoring costs where pupils may need this facility – HT hopes to find out more about this funding from the weekly HT meeting with the Strategic Director (Gail Tolley) on Friday.

HT added that he will also look into the summer school provision with other providers – for example whether the playscheme at Malorees will be taking place. HT explained that he will look at providing a number of options for outside school based schemes so that parents can choose the one they prefer.

HT added that the school paid for the KVV pupils to attend playschemes during the Easter break, but the parents will need to pay for their children to attend the external playschemes in the summer break.

**Item 7b) staffing context**

See confidential minutes

**Item 7c) Safeguarding – policy and addendum for Covid 19**

A governor asked about including the LADO contact details – HT added that the LADO is Yvonne Prince and her contact details have been included in the Policy. HT added that this policy was reviewed and approved at the T&L committee held on 16 June – Governors had no further questions and were happy to ratify this policy.

**Item 7d) Parish Trust Bids**

Question – Father Stephen's name needs to be removed and replaced with Mother Christine – which is an action for the Trustees not the school.

Question – if the pupils are returning in September – will there still be the need for the extra laptops – HT explained that if the area goes into local lockdown – will need the laptops to enable more pupils to access the online learning provision.

HT added that an option would be to put in a bid for a class set of 30 chrome books – which can be used in the school and also by pupils at home for live interactive teaching if remote learning is needed in the future.



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<p>HT agreed to prepare a bid over the summer holidays – Governors agreed the bid for the purchase of 30 laptops/chrome books and a number of dongles to be included in the bid.</p>	<p><b>Action HT</b></p>	<p><b>HT</b></p>
<p>A governor asked if the school was eligible for laptops under the Government laptop scheme – HT explained that the school applied but did not fit the very tight criteria – KVV or EHCP pupils were not included in this criteria.</p>		
<p>A governor confirmed that dongles would be a good investment by the school as some parents might be reluctant to use the school laptops in case they were damaged or stolen and then would need to meet the replacement costs. The dongles may be a preferred option for some parents to access the online learning provision.</p>		
<p><b>Item 7e) Budget update; DfE catch up funding</b></p>		
<p>HT explained that there has been no update on this funding for schools – but understands that the funding will be in 2 streams – one part will be used at the schools discretion on how best to use for pupils catch up requirements and the second stream will be ring fenced for the most disadvantaged pupils.</p>		
<p>HT added that the Education Endowment fund toolkit can be used for longer term projects which could include extended school time. For example SLT may decide to extend the school time for a particular year group with the school controlling how the school day for set groups of pupils can be extended and who will be providing the additional tuition sessions – which may be done by school staff or external providers. HT stated that once he knows how much and when the funding is coming into the school – he will update governors.</p>		
<p>A governor asked whether staff would be paid for doing the extra hours and whether this will change their working hours – HT explained that staff can be paid via an hourly overtime rate – with the school keeping a record on what they are spending the money on.</p>		
<p><b>Item 7f) Assessment update</b></p>		
<p>HT stated that due to the lockdown, the school has been unable to do the end of year assessments. It has not been possible to predict the assessment outcomes from the online learning or learning packs.</p>		
<p>HT added that basis for determining the baseline data will be looked into and the next steps for teachers from September - he expects to have a clearer picture for governors at the next GB meeting.</p>		
<p>A governor asked if a comparison could be done on where the pupils should have been since Spring 1 data was produced to date. This comparison could include comparisons, steps, and progress – with the report being presented to the next T&amp;L committee. HT agreed to bring this report to the next T&amp;L committee meeting.</p>	<p><b>Action HT</b></p>	<p><b>HT</b></p>
<p><b>Item 7g) Transition to and from key stages</b></p>		
<p>HT explained that as pupils have missed their full learning provision during lockdown, the plan is to modify the Year 1 curriculum from September – as the current Reception</p>		



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pupils have missed a term of the Early years approach. HT added that the Early Years teachers will look at what the current End of Early Years looks like and set up focus groups which will include carousel targeted activities to help the pupils with their missed education for Early Years and transition into Year 1.

HT stated that for the English curriculum – LS is looking at the catch up position for reading and phonics in preparation for the September term.

HT stated that schools will be expected to have the normal assessment systems in place for next year – LS is working hard on preparing the systems for the key transition for pupils.

LS stated that she is looking into the impact and approach for the T&L provision – for example – looking at the Ofsted criteria – to ensure that the curriculum is integrated and sequenced across the Year group and across the school.

LS added that the school will use the CLPE – Power of Reading scheme which provides a sequence of books linked to the school values heading and will be used by EYFS to Year 6, which will enable pupils to recognise books linked to Year Groups.

HT added that this reading scheme will also include the excellence part of the schools vision – for example pupils can then link up why the book was studied and what was read.

HT gave a huge thank you to Lauren for all the work she has done in supporting him in her role as Interim Deputy Head and the excellent work she has done since lockdown on preparing the online learning systems and in supporting the re-opening of the school.

HT added that for the transition of Year 2 pupils to Year 3 from September – he is looking to recruit a new teacher for 2 terms who will support the pupils in the catch up for the lost curriculum. Jasmine will be back from Maternity leave after Easter and will be the permanent Year 3 teacher.

HT stated that the Year 6 pupils have been unable to have the normal transition sessions at secondary schools due to the lockdown, but Christchurch has prepared as much information to send onto the pupils' selected secondary schools.

A governor asked if there would be any farewell activities for the Year 6 pupils - HT explained that there will be ceremonies for Year 6 pupils in 2 groups, which will include gifts being presented by the school, an electronic year book, a video of a talent show and a commemorative mug and certificate to celebrate their time at Christchurch.

As chair of the GB, AS thanked HT and LS for the huge amount of work that they and the staff have done in these unprecedented times and the extra work that has been done to give the Year 6 pupils gifts and a ceremony to celebrate their time at the school which is really nice.

HT stated that he is lucky to have fantastic staff who have worked extremely well as a team and have supported each other, the pupils, and the school community.



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	<p>Governors suggested whether anything can be arranged to have a celebration to thank the staff for their extraordinary efforts and commitment through this last term. AS and HT will have a discussion to see what can be arranged.</p>		
<p><b>8</b></p>	<p><b>EYFS Forward Planning</b></p> <p>AS thanked HT for circulating a very detailed paper on the reasons and benefits that will arise from restructuring the EYFS provision.</p> <p>HT outlined the questions/comments that had been raised by Governors;</p> <p>A governor had sent a study that outlined the benefits of having an integrated unit for EYFS – HT will circulate this document to governors. <b>Action HT</b></p> <p>HT stated that the model being proposed will bring benefits to Christchurch pupils with the transition for pupils under the one unit approach. The more established rising 3 pupils will support the new rising 3's which will help in the transition process. A governor stated that the world nurseries report outlines the benefits and challenges and feels that the benefits will fit in well with the proposed Christchurch structure.</p> <p>HT confirmed that there are a few challenges but will look at taking the pragmatic approach and see how these challenges can be fixed for Christchurch. HT praised the Early Years team who have risen to the challenge and have been busy looking at timetabling/rotas/duties to see how best it can work.</p> <p>HT stated that an existing TA will move into the EYFS team who has worked previously in a nursery and this year has been supporting the Year 6 intervention groups. The Early Years lead also trained in Early Years and is a very experienced member of staff.</p> <p>HT stated that the 4<sup>th</sup> person in the EYFS setting will be a real asset – she has joined the school from a private nursery setting where she was a nursery manager but will be doing a TA role within Christchurch nursery.</p> <p>HT added that the new EYFS TA has had experience of running a nursery, special needs pupils and development matters but wants to progress her career within a school so that she can obtain the Early years practitioner qualification or train to be a teacher. The school will therefore not need to train her from the complete beginning but just to provide training for a school setting.</p> <p>HT stated that he expects the 4 experienced team members to have a strong impact on the T&amp;L input for EYFS setting.</p> <p>A governor thanked HT for the very comprehensive answer to outline the quality of teaching that will be provided as there was an initial concern that only one staff will be a qualified teacher.</p> <p>A governor asked whether the qualified teacher will face an increase in workload and responsibility – how will she be supported – HT stated that there will be a slightly larger class, but this will be split into smaller groups for the morning and afternoon sessions. There will be 4 members of staff above the ratio 1:13 which is standard. The</p>	<p><b>HT</b></p>	



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	<p>nursery nurse will provide support with some of the planning and differentiation and pupil progress meetings and time will be put in place for end of year reports etc. Regular Phase meetings will help support planning and assessment.</p> <p>A governor asked whether children will not automatically progress to Year 1 when rising 6 if they are not ready – HT stated that it is assumed all children will progress to Year 1 – parents do have the right to request to be held back a year but this is a decision for the Head teacher and GB and must be supported with strong evidence. The paragraph primarily refers to children moving from a standalone Early Year unit into a Primary school rather than moving from a Nursery class into a Reception class in a Primary school.</p> <p>A governor asked whether the EYFS lead and teacher be asked to report on the progress of the new structure to the December FGB in order for any adjustment to be planned that may impact on next year's budget – HT confirmed that this would be fine and added that EYFS will also form part of the schools ongoing half termly assessment reviews and pupil progress meetings.</p> <p>A governor stated the analysis of the benefits and positive outcomes for the new model seems the best option for both pupils and also the school finances – as the numbers for Nursery and Reception have reduced.</p> <p>GB chair asked governors to vote on the EYFS proposal for an integrated Early Years Unit – which was unanimously approved by governors.</p> <p>JC left the meeting at 6.35pm due to another meeting commitment.</p>		
9.	<p><b>a) Verbal report from Finance &amp; Resources Committee meetings held on 29<sup>th</sup> April and 20<sup>th</sup> May 2020</b></p> <p>JK read out the summary report prepared by the Chair of the committee (BC) who was unable to attend this GB meeting;</p> <p>Sorry I cannot be there today and thank you for sharing with everyone. I haven't gone into too much detail as we have all seen the budget and resources reports from our previous FGB approving the budget, but I thought I'd take this moment to thank James and Staff and offer a quick high level overview of the schools position and focus going forward.</p> <p>This has obviously been a very testing time for everyone but especially for James and his team. I have been hugely impressed with the competence and ingenuity with which they have handled the lock down, and subsequent easing. I am grateful and incredibly proud of the staff and their efforts.</p> <p>I was particularly impressed by the amount of effort that went into creating learning content for the pupils at home and just as importantly the efforts to ensure engagement. Engagement that appears to have been significantly beyond local peers and from my limited research many other schools around the country.</p>		



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Jackie has taken to her new role as SBM in her stride as evidenced by her and James work to keep the deficit down to leave us with a 47k cushion at the end of the year, In the context of sick leave and maternity cover. And as I understand it their work revising the staffing structure for this year and next will give us a significant surplus of nearly 50k, something we have not been able to say in the three years I have been with the GB.

This is very encouraging but I would add that “exceptional” staffing issues like maternity and sick leave are and will be a regular occurrence for a small school like ours and we will continue to feel budgetary pressures until we can grow our student numbers. We are very lucky to have a pool of capital to apply to for improvement projects but this is finite and for Christchurch to not only sustain itself but improve and grow as a school in the long run we need to grow our student numbers to be closer to capacity.

Thanks again to everyone for their hard work this year.

AS also thanked JK as the vice chair for the committee and all members of the committee who have supported HT and SBM with the very challenging financial matters that have arisen during the year ( in addition to the pandemic situation) and helped to review/approve a balanced budget.

**b) Verbal report from the Teaching & Learning Committee meeting held on 16 June 2020**

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

- Thanks, were given to all staff in preparing all the documents which was a lot of information although T&L systems have changed since the lockdown and partial re opening of schools
- LS outlined the new history curriculum with examples of the resources that will be used and an example of a pupil’s classwork
- HT spoke about the transition back to school for some year groups and how teachers are providing curriculum materials for those pupils not in school
- Looked at the number of pupils attending school since 2 June – with 42 pupils attending by 16 June
- It is encouraging that the pupils understand the bubble system and seem more happy than anxious about the new systems
- The feedback from staff has been positive
- The balance of the T&L provision between online and within school has seen a drop in engagement by pupils since the teachers are no longer able to provide the video sessions
- It is important that staff have a work life balance – the school closes early on Friday for deep cleaning and staff to do their PPA at home.
- A variety of resources are available for students online which include being able to access Music and IT lessons
- It is difficult to determine the impact from the remote learning provision – but younger pupils that have returned to school seem calmer although there are some pupils through the school that have slipped back with their learning



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	<ul style="list-style-type: none"> <li>• Safeguarding addendum for Covid was discussed – and the mechanisms in place</li> <li>• Food vouchers were discussed, and the concern was raised about how pupils may struggle during the 6 week holiday period – HT will send out the vouchers in advance and signpost parents to any foodbanks open in the area</li> <li>• For the September curriculum – LS outlined the plans for Geography and History based on the school vision – excellence and core values</li> <li>• SIAMS has been pushed back due to Covid – it has been difficult for the school to progress with the new framework during lockdown – and will look to implement in the Spring term</li> <li>• The changes to the RSE curriculum were discussed – HT showed the power point presentation for parents and what would be taught</li> <li>• The RSE curriculum will only include the statutory elements although parents will have a form to complete if they wish to withdraw from any part of the curriculum</li> <li>• HT will do the RSE online consultation process during the summer holiday period and bring the outcomes back to the September GB meeting. <b>Action HT</b></li> <li>• The remote learning policy, PSHE and Citizenship policy and the Safeguarding and CP addendum were approved at the meeting</li> <li>• The statement of Behaviour principles was also agreed</li> <li>• For the Spirituality Policy – HT and MC will be looking at the definitions of Spirituality to see which best link to Christchurch</li> </ul> <p>AS thanked FD for skilfully Chairing the committee for this academic year</p>	HT	
10.	<p><b>Policies to review/approve</b></p> <p>HT explained that the policies listed below as <b>a to d</b> – were approved at the T&amp;L committee meeting held on 16 June 2020 and are listed for reference to be ratified by the FGB;</p> <ul style="list-style-type: none"> <li><b>a) Safeguarding &amp; CP Covid 19 addendum</b></li> <li><b>b) PHSE and Citizenship Policy ( including RSE and Drugs Education)</b></li> <li><b>c) Remote Learning Policy</b></li> <li><b>d) Statement of Behaviour Principles</b></li> </ul> <p>Governors unanimously approved these policies.</p> <p>HT explained that the Managing Sickness Absence Policy has been presented for approval at this meeting – but there have been no changes since last year and it is the standard policy issued by the LDBS. Governors approved this policy.</p> <p>HT added that the Freedom of Information Schedule is a new document to be approved under the policies section. This document outlines how and when information about the school can be accessed by people.</p>		



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	<p>A governor stated that this schedule is a practical list of what processes need to be followed rather than a policy but agreed it was good to have these items listed.</p> <p>Governors agreed the Freedom of Information schedule.</p>		
<p><b>11.</b></p>	<p><b>Governance/Chairs update</b></p> <p>AS stated that she is in regular contact with HT to check how he and the staff are managing in these different and testing times and feels she has been well briefed on what is happening within school.</p> <p>AS added that the next steps will be to look at what next year’s development plan will look like – which will include the curriculum catch up and the new SIAMS framework.</p> <p>AS explained that for the Governors Strategic plan for 2020/21, there is currently no paperwork to share with governors as this term has focused on the essential business matters.</p> <p>AS suggested that early in the new term a strategy session could be held to look at how the new strategic plan can be shaped.</p> <p>AS reminded governors to update their training logs with any online training sessions they had attended and to send the clerk details of training and dates.</p> <p style="text-align: right;"><b>Action – all governors</b></p> <p>AS stated that she had undertaken some governor education online training sessions recently – on strategic vision/progress and financial accountability – which had some useful resources and ideas on how governors could support the school and how to challenge the school in different ways.</p> <p>FD stated that she had undertaken some safeguarding training through her work – which was TBI training in May 2020.</p> <p>AS spoke about governor recruitment with BC resigning from the GB after the Autumn term GB meeting. She will contact the Deanery Synod to follow up on any potential candidates that may be suitable for this vacancy.</p> <p style="text-align: right;"><b>Action AS</b></p> <p>RG stated that he has visited the school on a few occasions to freshen up the flowers in the school flower beds and containers.</p> <p>AS gave thanks to RG and added that it is important that the school profile is a regular focus – which will include having the exterior facelift and the longer term strategy for submitting bids to improve the profile of the school.</p> <p>KM left the meeting at 7pm due to work commitments but thanked the school staff and governors for all the work that had been done this term.</p>	<p><b>All Govs</b></p> <p><b>AS</b></p>	



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<p><b>12.</b></p>	<p><b>Dates and times of next meetings</b></p> <p>The proposed schedule of GB, F&amp;R and T&amp;L committee meetings for the academic year have been circulated to all governors.</p> <p>AS stated that the days for the T&amp;L and GB meetings have been changed to Tuesdays to enable Mother Christine to attend as she has an important role as the GB link with the parishes of St Anne's and Christchurch and St Lawrence.</p> <p>AS asked governors to confirm the preferred start time for the GB and service committee meetings – Governors confirmed the preferred start times would be 5.30pm for all the meetings.</p> <p>AS agreed to send the updated meetings schedule for the FGB and service committee meetings for the new academic year to all governors. <b>Action AS</b></p> <p>AS asked if the Christchurch meeting schedule could be sent to St Cuthbert's – which was confirmed by Governors.</p>	<p><b>AS</b></p>	
<p><b>13.</b></p>	<p><b>AOB</b></p> <p><b>a) Clerking arrangements from 1<sup>st</sup> September 2020</b></p> <p>Governors discussed the clerking arrangements for the new academic year which need to be reviewed and approved by governors.</p> <p>Governors unanimously approved that the school continue with the clerking services provided by Lynda Rees for the academic year commencing 1 September 2020.</p> <p><b>b) School Streets Safety Campaign</b></p> <p>HT outlined to governors the proposal for Christchurch School under the School Streets campaign to make streets safer around schools – which is a safety campaign organised on behalf of the Mayor of Brent.</p> <p>HT added that due to the narrow Streets around the school, in particular Clarence Road, the school is being encouraged by the LA to get involved with this project from September 2020.</p> <p>HT explained that a recent survey conducted around Clarence Road has identified that the area does qualify for the safer streets programme.</p> <p>HT added that if the programme was approved – Clarence Road would be closed for traffic from 8.30 am until 9.15am only allowing residents access and blue badge holders with the aim of making the road safer for pupils as there would be less parking.</p> <p>HT stated that the draft proposal will go to the local residents and any concerns would go directly to the LA and not the school.</p>		



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HT stated that he has done a recent survey of the pupils coming by car – the most car usage is by the current Year 6 parents with the younger pupils walking or cycling to school.

AS stated that she has a conflict of interest to declare as she lives near to the school and her husband is the vice chair of the Residents Association and abstained from voting on this road safety project.

HT stated that if Governors did not want this project to take place – they can say no.

A governor felt that the road safety project is a good idea but asked whether the parents coming to school by car may congest Willesden Lane if they are unable to park in Clarence Road.

HT understands that the project will be for a trial period and if it is effective, TFL will eventually put up permanent signage and ANPR cameras to stop people driving down the street when children are arriving or leaving.

HT added that the project will help the school travel plan and may help the vision of having a traffic calming system in place outside the school and along Willesden Lane.

A governor asked whether it is an inconvenience for the school staff to place the moveable barriers outside school at the designated times – but HT is happy to do this task with the caretaker on a short term basis.

A governor suggested that the school may benefit from having an additional parking lane outside the school along Willesden Lane which will help alleviate the congestion in the road. This facility is in place near Salusbury Primary School.

Governors unanimously voted to have this road safety project considered by the LA.

**c) School re opening from September 2020**

HT informed governors that the DfE guidance has been published recently for the whole school re opening from September 2020.

HT added that he will put together the Risk Assessment for the whole school re opening which he will send to Governors next week and will tweak at the end of August to allow for any further guidance that maybe published during the summer break.

HT asked that a Special GB meeting is arranged with governors that are available to ratify the RA before school re opens in September for the pupils.

RG,AS,NM,MC,FD and JK agreed to attend the meeting which was set for Wednesday 2<sup>nd</sup> September 2020 at 5.30pm.

Governors gave a special thanks to HT and LS for the fantastic work they have been doing during these exceptional times.

HT also thanked LS for the amazing job she has done in the interim Deputy HT role and he is incredibly grateful for all her support.

**The public meeting closed at 7.25pm**



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**  
**Meeting** of the Board held via remote access on Thursday 9<sup>th</sup> July 2020, at 5.30pm.

<b>14.</b>	<b>Confidential minutes of the meeting held on 31 March 2020, 20<sup>th</sup> May, and 26<sup>th</sup> May 2020</b> The confidential minutes from these GB meetings were reviewed and agreed.  See confidential minutes for matters discussed under this agenda item.		

**APPROVAL OF MINUTES BY THE CHAIR OF THE GB**

These minutes are an accurate representation of the GB meeting which took place on Thursday 9<sup>th</sup> July 2020 via zoom at 5.30pm.

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

Alison Schulte

Chair of the GB

Christ Church (Brondesbury) Church of England Primary School