



The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

Held on Wednesday 15th May 2024 6pm on Teams

Foundation Governors: Fr Norbert Fernandes (NF)(Chair), Moira Mester (MM)(VC), Jimmy Gill (JG), Sarah Cafferty (SC), Richard Wilson (RW)

Headteacher: Katie Linnane (KL)

Staff Governor: Lisa Clifford (LC)

Parent Governors: Mike Thorpe (MT), Nadia Perkins (NP)

LA Governor: Vacant

In attendance: Dawn Brown (HfL Cover Clerk)

Did not attend: Michelle Uba (MU)

(Challenge/ Actions)

No	Item	Action			
1.	Welcome <ul style="list-style-type: none"> The chair welcomed everyone to the meeting. The meeting was quorate. Started at 18.03pm				
2.	Opening Prayer <ul style="list-style-type: none"> Fr Norbert opened the meeting with a prayer. 				
3.	Apologies <ul style="list-style-type: none"> Apologies approved from RW and LC. SC had technical problems joining and apologies received. MT joined after start time. MU was not present. 				
4.	Governors to advise any conflict of Interest for this meeting <ul style="list-style-type: none"> There were none. 				
5.	To receive any notifications of any other business <ul style="list-style-type: none"> Head teacher appraisal to be noted in item 8 Head to share some key dates for the coming months in Item 17 				
6.	Agree minutes of last FGB on 27th February 2024 <ul style="list-style-type: none"> The minutes were AGREED. To be signed as a true record by the Chair on the Hub. Matters Arising from the minutes: <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="padding: 5px;">Action</td> </tr> <tr> <td style="padding: 5px;">Provide a short bio and photo for the school website (MT/JG) JG done.</td> </tr> <tr> <td style="padding: 5px;">Action: MT to do</td> </tr> </table>	Action	Provide a short bio and photo for the school website (MT/JG) JG done.	Action: MT to do	
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Signed:

Dated:

	<p>Head to communicate to parents about changes to school day timings and report back to the next FGB: Head confirmed no real problems with school day changes, however a problem with parking which has been extremely busy. Otherwise, the changes have had a great impact on the teaching at the school as it's giving teachers an extra 1-1.5hrs of teaching.</p> <p><i>Q: Have you had a chance to share the benefits this has had with parents? A: We will do that at the end of term along with some safety messages about parking</i></p> <p>It was commented that when it was initially announced in the newsletter it was a surprise but parents have got used to it. Many parents now using Lagoon to drop off and walk further – we knew it would be busy but managing it and benefits to teaching day outweigh any issues.</p> <hr/> <p>All governors to download Skills Audit spreadsheet from GHub, complete and return to the SBM , Jackie Willcocks (see Item 11 below) JG MM and RW have done theirs.</p> <p>Action: NF couldn't find the form, advised its in Feb FGB folder so will action</p> <hr/> <p>JG/MU to book on Governors Induction course with HFL MU to book Safeguarding children course with HFL (see Item 13 below) JG booked June 20th for induction course Action: MU to book Induction and Safeguarding</p> <hr/>	
7.	<p>To receive notification of any safeguarding issues arisen since the last FGB meeting</p> <ul style="list-style-type: none"> • See HT report • HT confirmed will do an annual review and audit before next FGB but no major issues <p>Action: Item for next FGB Agenda - Annual Safeguarding Review and Audit</p>	Clerk/ Head
8.	<p><u>Headteacher's Appraisal</u> As a record for the minutes, MM confirmed that both MM and SC carried out the HT full appraisal on 20th March 2024.</p> <p><u>To consider the Headteacher's Report</u> – previously circulated via the Hub The head invited questions and RW submitted questions prior to the meeting which are detailed here</p> <ul style="list-style-type: none"> • <u>Numbers</u> 220 on roll which is highest it's been in a number of years • <u>Attendance</u> 97% attendance total (national 94%) • <u>Admissions</u> Next September we have 24 for Reception and more applicants than ever before. 15-17 for Autumn term nursery and hopefully full for September. <p><i>Q: Do we know if other school numbers are low? A: Some schools have half of last year so pleased we are managing to get where we have – hoping to get 25. It was noted the low birth rate trend over the next few years so a challenge for all schools.</i></p> <p>Head confirmed we are hoping to get more in-year admissions in other year groups. 2 families interested for Year 3.</p> <p><i>Q: Are they from local schools or moving to the area? A: Many want a closer Catholic school as have moved to the area and some from London</i></p> <ul style="list-style-type: none"> • <u>Standards and Achievement</u> <i>Q: How is everyone coping with SATS this week? A: Children and staff doing really well and so far it has gone smoothly. Children praised for how well they have managed so far.</i> Governors have been attending to observe and help with procedures <i>Q: Can you demonstrate that Holy Family School's SAT results have improved since the last Ofsted inspection? You could include the relevant tables from 2019 adjacent to the</i> 	

relevant tables for 2023 A: We wouldn't ever do that as no-one is comparing pre and post pandemic data – it would be reasonable to compare last year with this year – however no external source such as Ofsted or Diocese/DoWAT would ask for that. Having said that 21/22 compared well with 18/19 which is encouraging.

Q: Can you indicate where Holy Family School has allocated resources to improve standards and the results have correspondingly improved? A: This has been discussed where we have improved standards through quality first for teachers, along with interventions both nurture based and academic. The focus is data driven and retaining high quality staff has been key, along with a strong curriculum offering – this was all discussed in the Curriculum committee meeting

- Staffing

Vacancy for Yr4 class teacher advertised to cover maternity leave which they are struggling to recruit for. Asked FGB for any ideas.

Site manager will be retiring end of August but will confirm by 3rd June

Requested deadline for any staff leaving is 31st May

Nursery teacher has resigned effective of 31st August, job share teachers recruited to replace her.

- Curriculum Update

March has been busy – science week and maths mastery, dance festival and writing training

- CLM (Catholic Life and Mission), RE and Prayer & Liturgy

Training on new RED – Diocese to decide on new reading programme Sept 26

- School Development Plan and SEF

SDP Rag rated and on GHub.

Planning day happening in June and copy on the Hub

SEF is up to date – questions asked by RW in advance of the meeting:

Q: Page 4: Can you evidence how the quality of presentation of work in history, geography and science has improved since the last Ofsted inspection? A: No as we do not have books to compare to from so long ago. However we do have a Presentation Policy and high expectations of presentation which can be evidenced in the pupils current books.

Q: On page 9 you have provided data concerning the SATs. At KS2 in the column relating to Reading, 72% of HFS are at the expected standard or above, compared to 73% nationally. Likewise, writing, science and RWM are lower than the national figures. Conversely, for reading at greater depth we are 52% compared to the national average of 17%. For the sake of clarity and for inclusion in the minutes, can you explain this, please?

A: The high % are down to the strength of school particularly for greater depth at 52% - the lower writing % has been affected since the pandemic for the longer term and gaps are harder to plug – this particular cohort is 50% PP and high % of boys so RWM affected because of this. Therefore, writing is now a school priority.

SEF summary: provision of education strong and rigorous curriculum, outcomes good-strength is behaviours and attitudes and personal development

It was noted we are addressing any RWM issues through monitoring and book looks across the years, staff training and policies in place to answer SEF.

- Behaviour Safety and Wellbeing of pupils

This was noted as a key strength, see CPOMS update on HT report

Q: Can you provide data to indicate whether the situation (which seems to be good) has either stayed the same or improved since the last Ofsted inspection? A: We can't gather

	<p><i>that data as record keeping has only been via CPOMS since the academic year 2019-20. However data from IDSR is looked at by Ofsted and the good thing is the statistics are really low – we can use this as an indicator as well as attendance – there is high attendance because children feel safe and happy at school</i></p> <ul style="list-style-type: none"> • Staff Wellbeing Staff Survey March 24 was discussed: <i>Q: In some cases staff disagree in the final section – are there any comments from HT or FGB for ideas to ensure no one disagrees? A: We are never going to please everyone and we have to bear in mind that there were only 15 respondents of the 30 members of staff so its relative and generally those with something to say will complete the survey.</i> <i>Q: What areas are the main burdens on staff? A: Workload of staff which is difficult to unburden- staff given a half day off if they run a club to help but it's hard because of workload.</i> <i>Q: There's a slide on how well supported they feel – what is done to make them feel supported? A: Small things like improving work areas, improvements in facilities like toilets etc and regular catch ups – no staff made suggestions as to what they could improve and make workload less and when asked what more can they do the answer was they wanted more time or time off but obviously very difficult to have flexibility – can't work from home but sometimes do PPA at home and subject leaders given time and do what can afford but need suggestions.</i> <i>Q: FGB asked MM what helps support at her school? A: Flexibility with deadlines and workloads- paperwork high time consuming and may explain why people didn't fill in survey.</i> • Safeguarding <p>Action – full report to present at next FGB</p> <p>The Head was thanked for her leadership and provision of a thorough and insightful Head's report.</p>	Head
9.	<p>To receive reports from Committees</p> <p><u>Finance and Resources</u>–23rd April 2024 - <i>minutes on GHub</i></p> <ul style="list-style-type: none"> • 3Yr Draft Budget FINAL 24-27 all balanced • Draft 5 V3 CFR Budget Report <p>All unanimously approved by committee- present to FGB. All needs approving by 17th May.</p> <p>MT had technical issues to be able to present so JG, KL and NP summarised from minutes of finance meeting for approval.</p> <p>Confirmed all finance documents on GHub – summary is that it balances and no in year deficit. JW explained carry forward for 24/25 originally looked like deficit but this was one off project work so won't be in 3 yr budget. Prudent to hold onto budget for these until summer term.</p> <p>Total expenditure and total income 24/25 had deficit of 49K because of this but with carry forward there is a surplus all the upgrades and one off costs have been detailed which are nice to have if can afford it</p> <p>It was noted that the FGB are happy to approve this final budget report</p> <p><i>Q: Did the meeting with Tristan, the surveyor happen? A: Jackie and MT were asked to go along and meet with consultant to look at improvements to the room and if it can be divided up with a link corridor and make break out spaces for small group work and PPA time – this was discussed and progressing – it was a positive meeting and concluded the work s achievable in the summer</i></p> <ul style="list-style-type: none"> • Schedule of Financial Delegation present to FGB <p>Action: Jackie and Head to confirm this as RW not present and email the FGB so they can clarify approval ASAP</p>	Jackie/ Head

	<p>Curriculum–24th April 2024 – minutes on GHub met virtually</p> <ul style="list-style-type: none"> • <i>June International Day - governors invited</i> • <i>Voice 21 (oracy programme)</i> <p>Much of this mentioned in HT report – curriculum updates discussed along with above and Building the Kingdom. Details in the minutes.</p> <p>Looked at data and reception data is very good with a strong cohort</p> <p>Current SATS predicted to achieve 80% + which is an improvement on last year.</p> <p>Disadvantaged, SEND and attendance stats all in HT report</p> <p>Internal and external monitoring : Zoe Phillips HIP is coming in regularly for deep dives and the last one was Reading and Phonics</p> <p>Thanks to LC for taking minutes for Curriculum meeting.</p>	
10.	<p>To receive governor link visit reports</p> <ul style="list-style-type: none"> • Governors were provided with detail from HT of subject reports for Art, Geography and Science • JG and MT confirmed they did a health and safety visit and audit and Jackie is typing this up and then had a meeting with the surveyor • MM was supervising SATS 2 days opening papers and next visit is 5th June • NF asked MM to be present at next HIP visit • NF reported that Ascension day mass was last week and the children did really well <p>Action: All to fill out visit reports and load to GHub</p>	All
11.	<p>Governor Skills audit- available on GHub</p> <p>All to download, complete the spread sheet and send to the SBM</p> <p>Action: Jackie to chase and action this latest audit spreadsheet</p>	Jackie/ All
12.	<p>Governor membership</p> <ul style="list-style-type: none"> • 2 x vacancies, 1 x foundation, 1 x LA <p>NP confirmed she will be stepping down at the end of this year – had told Chair so can begin process to find another Parent Governor</p> <p>Action: FGB to ask if anyone knows anyone who would like to join and update on all vacancies at next FGB</p>	All
13.	<p>Governor training</p> <p>Training completed since last FGB:</p> <ul style="list-style-type: none"> • JG June 20th induction training • Child Protection training coming up for RW • JP cyber training and female mutilation complete • NP – needs to do CP • MM did strategic governance training on 28th March and attended Chairs training on 4th March <p>If HFL training then a record of this will automatically go on the Hub. If an external training source, then need to either update your training records manually or send through copies of the certificates and dates to the Clerk /Jackie to update training records and add certificates. If so, please message Clerk on notice board or email.</p> <p>Action: KL to send links out for new governors for training</p> <p>Action: Ensure all up to date with training and if any external training sources, check GHub and if necessary advise Clerk/Jackie so GHub can be updated</p>	JG RW NP Head All/ Clerk
14.	<p>Policies – consider and approve policies as per the policy schedule</p> <ol style="list-style-type: none"> 1. Policies with Changes <ul style="list-style-type: none"> - Data Protection April 2024 	

	<ul style="list-style-type: none"> - ECT (early career teacher) Induction Policy 24 <p>All ratified and approved in the meeting</p> <p>2. Policies with no change from last year</p> <ul style="list-style-type: none"> - Children with a Social Worker 2024 - Children with Health Needs who cannot attend school 2024 - School Complaints Policy 2024 - Supporting Children with Medical Conditions 2024 <p>All ratified and approved in the meeting</p>	
15.	<p>Preparation for Ofsted</p> <ul style="list-style-type: none"> • HT noted on GHub that RW asked for questions that governors might be asked during inspection. Whilst there is not a definitive list, she has found a presentation from 'Governors for Schools' that includes a section of this that has been saved in the Ofsted folder for the Board to look at. • Once academisation takes place a school can't have Ofsted for 2 years, however it's been a few years since last inspection and we have at least 6 months before academisation may happen so we need to be prepared. • Head wanted to draw attention to the folder on hub called 'Ofsted - important documents' that has everything in there that's useful for Ofsted to see and the go-to documents to see should we get the call. In addition the Governors Ofsted readiness document (see above) is a very useful document to read. <p><i>Q: Chair asked Clerk based on experience with other schools, are there any areas the FGB should focus on in readiness for Ofsted? A: The school seems to be doing everything they can but the best thing to do is to visit the school and ensure records of the visits are up to date so Governors speak with first-hand knowledge and experience of the school.</i></p> <p>It was noted there is to be another Governors day in October.</p> <ul style="list-style-type: none"> • Chair noted that governors should know the school and be able to give examples to inspectors. Therefore, as JG is most recent Governor they would want to know about his induction and how he is settling and how well he knows the school for example. 	
16.	<p>Update on Academisation</p> <p>There have been online meetings with the Head and Chair, other schools joining DoWAT and Adrian Leggett</p> <ul style="list-style-type: none"> • A provisional date is 1 December 2024. • 9th May was a meeting for parents and staff – 3pm staff and 5pm parents and on the website there are all the FAQs from the meeting. Both Adrian Leggett and Micon Metcalfe the CFO for DoWAT attended this consultation meeting and were available to answer questions. <p><i>Q: What were thoughts from JG about the meeting as he attended as a parent? A: He commented that there was plenty of notice for the meeting and plenty of options for questions to be asked beforehand and during. 6 parents including him were present – but took from that, that others didn't feel the need to come along as all information was on the website and happy. Those who attended, however, were engaged and gave good feedback and there was a broad representation across year groups.</i></p> <p>These low numbers are not unusual and an indication that the majority are happy and don't have concerns.</p> <p>KL confirmed she had 4 more questions come in from people that couldn't attend but all positive since meeting.</p> <p>Chair wanted to send thanks from the FGB for all the hard work Jackie and KL had put into the presentation.</p> <ul style="list-style-type: none"> • On 24th May the consultation process will close and Adrian Leggett will provide a full report and final approval will take place. An election may slow this process down – but for now we are continuing in a positive way • There will be a meeting with Vicky Hair who is an Associate at Browne regarding 	

	<p>legal papers and an in depth questionnaire from Browne Jacobson.</p> <p><i>Q: FGB wondered if Our Lady's is not going forward with Academisation? A: Confirmed that it is more a case that Holy Family are further ahead in the process and when spoken to their Head it was budget and staffing issues holding them back so going at a slower pace.</i></p> <ul style="list-style-type: none"> Governors thanked the Head for all the work this had involved so far 	
17.	<p>Any Other Business - as previously notified under item 6</p> <p>Dates:</p> <ul style="list-style-type: none"> SDP day with be 10th July 2pm onwards at Our Lady's and Head asked if any governors can join that day? There wasn't good availability, however it was compromise that whoever could come then just need an hour and can be before 2pm for their thoughts. NF and MM to attend 10.30-1130 that day for their feedback <p>Action: Feedback on SDP day at next FGB</p> <ul style="list-style-type: none"> BBQ being held 12th July 6pm for staff leavers - all governors welcome to attend 7th June International Day in school 1.30-2pm parents and all governors invited 14th June Careers day which a Yr 2 teacher is organising – all governors invited to attend 	Head/ NF/MM
18.	<p>Dates of meetings 2023-2024</p> <ul style="list-style-type: none"> Resources @ finance committee – Tuesday 11 June – 5pm remote Curriculum committee – Wednesday 12 June – 5pm remote FGB - Wednesday 26 June – 6pm in school (May 31st staff leaving deadline will have passed and HT will be able to advise about site manager) 	
The meeting closed at 19.01 with the Lord's Prayer.		

Agenda item	Summary of Actions	Who
6	MT to provide a short bio and photo for the school website	MT
6	NF to fill in his skills audit form on GHub	NF
6	MU to book Governor induction and Safeguarding training asap	MU
7	Hve Annual Safeguarding Review and Audit on Agenda presented at next FGB	Clerk/ Head
9	Schedule of Financial Delegation needs approving by FGB asap so email to be sent to FGB clarifying details of it for approval.	Jackie/ Head/ RW
11	Jackie to chase and action this latest governor skills audit spreadsheet once all governors completed	Jackie
12	Update on staff and foundation governor vacancies and advertising	All
13	KL to send links out for new governors for training	Head
17	Feedback on SDP day at next FGB - agenda	Clerk/ Head