



The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

Held on Wednesday 26 June 2024 at 6pm in school

Foundation Governors: Fr Norbert Fernandes (NF)(Chair), Moira Mester (MM)(VC), Jimmy Gill (JG),
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: Rebecca Harvey (HfL Clerk)

Apologies: Sarah Cafferty (SC)

Did not attend: Michelle Uba (MU)

(Challenge/ Actions)

No	Item	Action
1.	<p>Welcome</p> <ul style="list-style-type: none"> The Chair welcomed everyone to the meeting. The meeting was quorate. Chair noted this was NP's last meeting having been a governor for 5 years. NP was thanked for all her hard work especially on the finance committee. Michell Uba did not attend. MU had only attended one committee meeting since joining the board in October 2023. ACTION Chair to contact her to discuss. 	FrNF
2.	<p>Opening Prayer SWAP</p> <ul style="list-style-type: none"> Fr Norbert opened the meeting with a prayer. 	
3.	<p>Apologies</p> <ul style="list-style-type: none"> Apologies were received and accepted from Sarah Cafferty. 	
4.	<p>Governors to advise any conflict of Interest for this meeting</p> <ul style="list-style-type: none"> There were none. 	
5.	<p>To receive any notifications of any other business</p> <ul style="list-style-type: none"> There was none. 	

Signed:

Dated:

6.	<p>Agree minutes of last FGB on 15 May 2024</p> <ul style="list-style-type: none"> The minutes were AGREED. To be signed as a true record by the Chair on the Hub. <p>Matters Arising from the minutes:</p> <table border="1" data-bbox="288 257 1315 891"> <tr> <td>Summary of Actions</td> </tr> <tr> <td><i>MT to provide a short bio and photo for the school website – MT to confirm asap</i> ACTION C/f</td> </tr> <tr> <td><i>NF to fill in his skills audit form on GHub – completed. 3 further audits to be completed. ACTION SC, JG, MT</i></td> </tr> <tr> <td><i>MU to book Governor induction and Safeguarding training asap –</i></td> </tr> <tr> <td><i>Have Annual Safeguarding Review and Audit on Agenda presented at next FGB – on this agenda</i></td> </tr> <tr> <td><i>Schedule of Financial Delegation needs approving by FGB asap so email to be sent to FGB clarifying details of it for approval – approved via email to be confirmed later in this meeting.</i></td> </tr> <tr> <td><i>JW to chase and action the latest governor skills audit spreadsheet once all governors completed – on-going</i></td> </tr> <tr> <td><i>Update on staff and foundation governor vacancies and advertising – on this agenda</i></td> </tr> <tr> <td><i>KL to send links out for new governors for training –on this agenda</i></td> </tr> <tr> <td><i>Feedback on SDP day at next FGB - on this agenda</i></td> </tr> </table>	Summary of Actions	<i>MT to provide a short bio and photo for the school website – MT to confirm asap</i> ACTION C/f	<i>NF to fill in his skills audit form on GHub – completed. 3 further audits to be completed. ACTION SC, JG, MT</i>	<i>MU to book Governor induction and Safeguarding training asap –</i>	<i>Have Annual Safeguarding Review and Audit on Agenda presented at next FGB – on this agenda</i>	<i>Schedule of Financial Delegation needs approving by FGB asap so email to be sent to FGB clarifying details of it for approval – approved via email to be confirmed later in this meeting.</i>	<i>JW to chase and action the latest governor skills audit spreadsheet once all governors completed – on-going</i>	<i>Update on staff and foundation governor vacancies and advertising – on this agenda</i>	<i>KL to send links out for new governors for training –on this agenda</i>	<i>Feedback on SDP day at next FGB - on this agenda</i>	<p>MT</p> <p>SC, JG, MT</p>
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7.	<p>To receive notification of any safeguarding issues arisen since the last FGB meeting</p> <ul style="list-style-type: none"> Receive annual safeguarding report - <i>previously circulated via GHub</i> ACTION Head to add to governor visit template, a prompt to ask a safeguarding question. NF will be meeting with the SBM to review the SCR this week. Q – How often does the school update DBS? A – These are carried out once when there is a new staff/governor member and remain valid for the duration at the school. Q – What counts as persistent absence? A – Below 90%. Q – Do you report term time holidays? A – No, but do contact parents. The DfE is bringing in a national attendance policy in August, and taking a harder line on absence. Previously each County had its own policy. Q – Will this mean a change to the school’s policy? Yes, this will be amended in due course and parents advised of the changes. Q – Have there been any allegations against a member of staff? A – Not since the present Head has been at the school. 	<p>KL</p>										
8.	<p>To receive headteachers report– including but not limited to Catholic Life, SDP, SEF, Attendance, Standards and Achievement, Staffing,</p> <ul style="list-style-type: none"> Governors noted the good level of attendance at 96%. The after school club offering excellent. Q - It is great to see piano being taught but it would be good to have other musical instrument lessons offered? A - HCC music stopped offering the ukulele sessions, and the school has been unable to contact them as to why at present. The school is conscious of the music offering and is actively trying to improve. LC will be picking up the music lead role from September. The Chair noted the increased workload in supporting pupils with SEND and that there had been challenging consultations for 2 pupils to go to specialist provision; 											

	<p>one has been confirmed and the school is awaiting another. The Head has contacted the LA to say schools need to be treated more fairly in terms of the distribution of pupils with additional needs. The school also plans to have more direct conversations with nurseries to advise the school may not be the right setting for some children. Managing pupils with SEND needs has been the biggest challenge for the school this year.</p> <ul style="list-style-type: none"> • <i>Q – Is the school getting value for these pupils? A – Yes, through Nurture and academic support, although this has a big impact for AM (asst Head) who measures all the intervention work and its impact. The school is currently trying to recruit an interventions teacher to support those just below where they should be. but has had no success to date.</i> • In terms of pupil premium funding, quality first teaching improves the outcomes of all pupils in the school, so funding can be used in variety of ways. • <i>Q – How will the school fund the new post? A – From PP money. It would therefore only be a years contract as this funding depends on how many PP pupils are in school and this number goes up and down.</i> • <i>Q – Can you explain the Talking and Drawing therapist work? A – This was started by a volunteer, with the aim of increasing confidence and social interactions. These are private sessions with pupils who have been identified by staff they believe would benefit. After attending the programme, parents are invited to the evaluation at the end. The impact has been very positive and the school now funds the therapist one morning a week.</i> • ELSA – stands for Emotional Literacy Support Assistants • <i>Q – Is there a specific cohort this has impacted, such as those most affected by Covid years? A – It is not Covid specific, it could be those with a diagnosis, or those with a difficult home life experiencing challenges.</i> • <i>Q – How is the wellbeing of staff at this stage of the year? A - All are very tired but Holy Family has a good team and there is a positive atmosphere where open and honest discussions have been taking place to support improvements.</i> • <i>Q – Is the SLT feeling supported? A – Yes.</i> • Governors noted a summary of the year in the Head’s report was very useful. • Reception numbers for September -23 • Nursery – 16 • The school currently has the highest number of pupils for some time, 221. • <i>Q – How is the school marking those leaving? A – There will be a celebration on 12 July 6pm</i> 	
9.	<p>To receive Committee updates</p> <p><u>Finance and Resources</u> –12 June 2024 - <i>minutes on GHub</i></p> <ul style="list-style-type: none"> • This meeting discussed budget and surplus; the school had an in year deficit but its carry over means the school is ok for the next two years. • Approve Schedule of Financial Delegation - APPROVED <p><u>Curriculum</u> – 12 June 2024 – <i>minutes on GHub</i></p> <ul style="list-style-type: none"> • This was a short meeting as waiting for end of year data, but received updates on: the quality of education, the curriculum, disadvantaged pupils, SEND and attendance. • There was also an update on the priorities in the SDP and SEF, many of which have been achieved this year. The next meeting on 15 July will look at KS2 SATs results. • <i>Q – What is the KAPOW scheme of work? A – This is a new scheme of work for foundation subjects (history and geography), to ensure progression of pupils skills</i> 	

	<p><i>as the move up through the school. This moves slightly away from topics and focuses more on skills. Staff meetings have taken place and the scheme will be started officially in September.</i></p> <ul style="list-style-type: none"> <i>Q – Are there other schemes available? A – Yes, there are many, but other schools that already use it have recommended it. Staff are also very positive about the scheme and there is lots of information available to them, including professional development.</i> 	
10.	<p>To receive governor link visit reports</p> <ul style="list-style-type: none"> The Chair asked all governors to write up a short report of any visit to the school and add to GHub, including governor day visits. ACTION ALL 	ALL
11.	<p>Governor Skills audit- available on GHub</p> <ul style="list-style-type: none"> Outstanding forms to be completed asap. 	
12.	<p>Governor membership</p> <ul style="list-style-type: none"> 3 x vacancies - 1 x foundation, 1 x LA 1 x Parent (at end of term) NP confirmed she would be stepping down at the end of this year. The Chair and Head had already been advised to enable the school to start the search for her replacement. As a result, 3 parents have come forward to express an interest in becoming a governor. One is a practising Catholic and can therefore apply under the foundation category, one will become the LA governor, and one will fill the parent vacancy. All bring different skill sets to the board. ACTION school to advise clerk once on-boarding complete to add new members to GHub and send welcome letter. 	KL/JW/ clerk
13.	<p>Governor training</p> <ul style="list-style-type: none"> Training completed/booked since last FGB: <ul style="list-style-type: none"> Induction for Governors – JG – 10.06.24 Safeguarding Children – NP - 03.07.24 Safeguarding – RW - 18.06.24 Safer Recruitment – MM to renew, recommended the online NSPCC course. Fr Norbert attended and presented at a session for Trust governors on ‘The Joy of Governance on 12 June. 	
14.	<p>Feedback on SDP day</p> <ul style="list-style-type: none"> This meeting is now taking place in July. ACTION add Feedback to next FGB 	clerk
15.	<p>Policies – consider and approve policies as per the policy schedule</p> <ul style="list-style-type: none"> None for this meeting. 	
16.	<p>Preparation for Ofsted</p> <ul style="list-style-type: none"> Due to the delay in academisation (see below) an Ofsted visit may still happen, the school is due to be inspected before July 2025. The Head will continue to update the Ofsted folder on GHub. Governors noted that as notice given of an inspection is short, they could do with some more facts. The Head advised the inspection is likely to be a Section 8 and there would be no deep dives. 	
17.	<p>Update on Academisation</p>	

	<ul style="list-style-type: none"> The provisional date was 1 December 2024. However, due to the election, there is no date for the next Academies Board meeting at present, and therefore the start date has now been pushed back to 1 April 2025. The Head will notify parents. Parent's feedback (6) from the meeting was positive. Parents were reassured that nothing would change such as uniform, staff, etc. Q – Is it worth booking a refresher on Ofsted? A – Yes, this could the training for this year's in house session. ACTION FrNF to suggest dates early in the autumn term as before. 	FrNF
18.	<p>Any Other Business - as previously notified under item 6</p> <ul style="list-style-type: none"> On GHub – The Head asked all governors to ensure their confirmations and declarations on GHub were correct and up to date, as some were still outstanding. ACTION ALL The Chair thanked the Head, SLT and all staff and governors for their hard work and dedication over the school year. The Head also thanked governors for their input. 	ALL
19.	<p>Dates of FGB meetings 2024-2025 at 6pm</p> <ul style="list-style-type: none"> Monday 24 September - proposed Ofsted training with HfL - TBC Tuesday 8 October – in school Tuesday 11 February - online Tuesday 29 April - online Tuesday 24 June - in school 	
The meeting closed at 19.12 with the Lord's Prayer.		

Agenda item	Summary of Actions	Who
1	Contact Michelle Uba regarding non attendance at FGB meetings	FrNF
6.1	Confirm short bio for school website asap	MT
6.2	Complete skills audit form and return to Jackie Wilcocks	SC,JG,MT
7	Add safeguarding prompt to link governor visit form	KL
10	Write up short visit report for any visits carried out including governor day	ALL
12	Advise clerk once on-boarding process complete of new governors to be added to GHub - completed	KL/JW/ clerk
14	Include feedback from governors day in July to next FGB agenda	clerk
17	Book Ofsted refresher training as in house session in September	FrNF
18	Ensure conformations and declarations are all up to date and correct on GHub	ALL