



# The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

## MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

**Held on Tuesday 8 October 2024 - 6pm in school**

**Foundation Governors:** Fr Norbert Fernandes (NF)(Chair), Moira Mester (MM)(VC), Jimmy Gill (JG), Richard Wilson (RW), Michelle Uba (MU), Euphrasia Ndi (EN)

**Headteacher:** Katie Linnane (KL)

**Staff Governor:** Lisa Clifford (LC)

**Parent Governors:** Mike Thorpe (MT), Sandra Elfons Tawafig (SET)

**LA Governor:** Emmanuel Johnson (EJ)

**In attendance:** Rebecca Harvey (HfL Clerk)

**Apologies:** Sarah Cafferty (SC)

**Did not attend:**

(Challenge/ Actions)

No	Item	Action
1.	<b>Welcome</b> <ul style="list-style-type: none"> <li>The Chair welcomed everyone to the meeting.</li> <li>The meeting was quorate.</li> </ul>	
2.	<b>Opening Prayer SWAP</b> <ul style="list-style-type: none"> <li>Fr Norbert opened the meeting with a prayer.</li> </ul>	
3.	<b>Apologies</b> <ul style="list-style-type: none"> <li>Apologies were received and accepted from Sarah Cafferty.</li> </ul>	
4.	<b>To elect Chair and Vice Chair of governor and agree terms of office – NF &amp; MM</b> <ul style="list-style-type: none"> <li>The existing Chair, Fr Norbert Fernandes and existing Vice Chair, Moira Mester agreed they were both happy to continue in their roles in the absence of any other volunteers. Governors <b>APPROVED</b> the re- appointment of both.</li> </ul>	
5.	<b>To receive notification of any other business</b> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	
6.	<b>Governors to advise any conflict of Interest for this meeting</b> <ul style="list-style-type: none"> <li>There were none.</li> </ul>	
7.	<b>To confirm completion of governor declarations and compliance confirmations for 2024-2025:</b> <ol style="list-style-type: none"> <li>Declarations of pecuniary interests</li> </ol>	

Signed: .....

Dated: .....

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	<ul style="list-style-type: none"> <li>b. KCSIE - governors to confirm they have read part 2 and understood key changes (annex F)</li> <li>c. CES Governor Code of Conduct – to be approved</li> <li>d. Child Protection policy</li> <li>e. <b>ACTION all to confirm by half term. Clerk to chase.</b></li> </ul>	<b>All/ clerk</b>																				
<b>8.</b>	<p><b>Agree minutes of last FGB on 15 May 2024</b></p> <ul style="list-style-type: none"> <li>• The minutes were <b>AGREED</b>. To be signed as a true record by the Chair on the Hub.</li> <li>• Matters Arising from the minutes:</li> </ul> <table border="1" data-bbox="264 456 1331 1182"> <thead> <tr> <th data-bbox="264 456 360 533">Item No</th> <th data-bbox="360 456 1331 533">Summary of Actions</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 533 360 568">1</td> <td data-bbox="360 533 1331 568"><i>Contact Michelle Uba regarding non-attendance at FGB meetings - Completed</i></td> </tr> <tr> <td data-bbox="264 568 360 640">6.1</td> <td data-bbox="360 568 1331 640"><i>Confirm short bio for school website asap – <b>ACTION C/f (including new governors) and send a photo to school office</b></i></td> </tr> <tr> <td data-bbox="264 640 360 712">6.2</td> <td data-bbox="360 640 1331 712"><i>Complete skills audit form and return to Jackie Wilcocks – <b>ACTION Clerk to send audit to new governors and check all others completed</b></i></td> </tr> <tr> <td data-bbox="264 712 360 819">7</td> <td data-bbox="360 712 1331 819"><i>Add safeguarding prompt to link governor visit form – completed, a revised document has been added to GHub. A template has been provided in the governor visits folder</i></td> </tr> <tr> <td data-bbox="264 819 360 891">10</td> <td data-bbox="360 819 1331 891"><i>Write up short visit report for any visits carried out including governor day – ensure these are added to GHub</i></td> </tr> <tr> <td data-bbox="264 891 360 963">12</td> <td data-bbox="360 891 1331 963"><i>Advise clerk once on-boarding process complete of new governors to be added to GHub - completed</i></td> </tr> <tr> <td data-bbox="264 963 360 1070">14</td> <td data-bbox="360 963 1331 1070"><i>Include feedback from governors day in July to next FGB agenda – SDP visit was carried out by MM and FrNF; they consulted with staff and children and provided feedback for the SDP</i></td> </tr> <tr> <td data-bbox="264 1070 360 1106">17</td> <td data-bbox="360 1070 1331 1106"><i>Book Ofsted refresher training as in house session in September - completed</i></td> </tr> <tr> <td data-bbox="264 1106 360 1182">18</td> <td data-bbox="360 1106 1331 1182"><i>Ensure conformations and declarations are all up to date and correct on GHub – to be re-confirmed now for the start of the school year as per previous item</i></td> </tr> </tbody> </table>	Item No	Summary of Actions	1	<i>Contact Michelle Uba regarding non-attendance at FGB meetings - Completed</i>	6.1	<i>Confirm short bio for school website asap – <b>ACTION C/f (including new governors) and send a photo to school office</b></i>	6.2	<i>Complete skills audit form and return to Jackie Wilcocks – <b>ACTION Clerk to send audit to new governors and check all others completed</b></i>	7	<i>Add safeguarding prompt to link governor visit form – completed, a revised document has been added to GHub. A template has been provided in the governor visits folder</i>	10	<i>Write up short visit report for any visits carried out including governor day – ensure these are added to GHub</i>	12	<i>Advise clerk once on-boarding process complete of new governors to be added to GHub - completed</i>	14	<i>Include feedback from governors day in July to next FGB agenda – SDP visit was carried out by MM and FrNF; they consulted with staff and children and provided feedback for the SDP</i>	17	<i>Book Ofsted refresher training as in house session in September - completed</i>	18	<i>Ensure conformations and declarations are all up to date and correct on GHub – to be re-confirmed now for the start of the school year as per previous item</i>	<b>ALL clerk</b>
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<b>9.</b>	<p><b>To receive notification of any safeguarding issues arisen since the last FGB meeting</b></p> <ul style="list-style-type: none"> <li>• Receive SCR audit feedback – <i>previously circulated on GHub.</i></li> <li>• <b><i>Q – there are a lot of red sections? A -Yes all the checks for 3 new members of staff had not been completed at the time. The new staff started in September and all checks have now been completed. Other dates have also been rectified. Ron-boarding checks for the new governors have all been completed. ACTION FrNF to carry out an SCR check this half term.</i></b></li> </ul>	<b>FrNF</b>																				
<b>10.</b>	<p><b>To receive headteachers report– including but not limited to Catholic Life, SDP, SEF, Attendance, Standards and Achievement, Staffing,</b></p> <ul style="list-style-type: none"> <li>• <b><i>Q - The KS2 SATs results and Reception results are excellent. Congratulations. How can we ensure that these excellent results are maintained and continue to improve in 2025? A – Thank you. The KS2 results were 20% better than National. This year’s cohort is different and is more challenged academically. There are two experienced support staff working in the class, to provide small group work and interventions. Maths is a challenge for some pupils, but believe everything is in place for maths development and fluency throughout the school and as a result we will see the benefits. Reading is strong particularly at greater depth</i></b></li> <li>• <b><i>Q – What explains the decline in the Phonics Screening Check results from 85% in 2022 to 76.7% in 2024? A – This year, of the 7 pupils that didn’t meet the target, 2 have an EHCP and one couldn’t access the test. There is a higher proportion of children with SEND in the class. Staff are confident that the children who didn’t</i></b></li> </ul>																					

	<p><i>pass in Y1 will pass in Y2, with the exception of the child who could not access the test. The current Y1 are stronger. Little Wandle is now embedded in the school.</i></p> <ul style="list-style-type: none"> <li>• <i>Q – If you exclude the results of the 7 children, how does this affect the overall result? A – A lot of children achieved a high pass, overall only 3% lower than national.</i></li> <li>• <i>Q – Can you expand on the CPOMS 2023-24 data? What is the trend with respect to the number of incidents recorded? A – There are no significant trends in any area, although there are a higher number of incidents around behaviour. Staff record everything to provide a bigger picture and complete history. The school has also now started using it for positives. CPOMS is reviewed at every SLT meeting and this provides confidence to the FGB that safeguarding in the school is robust.</i></li> <li>• <i>Q – The HT’s report notes that there is currently one family under children’s services and one safeguarding referral since the last FGB. Given this development, are you content that the school’s safeguarding procedures are working effectively? A – There is only one family being supported by Children’s Services. This is a very low number compared to other schools. The school only refers when it has exhausted all other routes or if there is great concern. One family support has been stepped up due to the referral of a sibling at another school.</i></li> <li>• <i>Q – What is your threshold to intervene? A – Being a small school, we know all the families and never refer without consulting with the family for consent first.</i></li> <li>• The Chair noted very good attendance.</li> <li>• <i>Q – After changing the closure time of the school gate, governors note some parents arriving late and ignoring parking rules, is there anything County Highways can do? A – They send a traffic warden every now and then and parents are reminded about safe parking in newsletters. Whatever time the gate closes, this will still be an issue.</i></li> <li>• Governors noted how well the school approaches the parking issues with the Head and SBM standing outside the school to remind parents about child safety in relation to parking, including not using blue badge bays unless they have one.</li> <li>• <b>Q – P11, number of pupils with SEN 27 out of 192 then 191 students? ACTION Head to double check total.</b></li> <li>• The Chair noted there were lots of parents involved at the first Mass of the year including lots of Nursery parents.</li> <li>• Governors thanked the Head and all staff.</li> </ul>	KL
11.	<p><b>To receive and review the SDP - School Development plan - previously circulated on GHub</b></p> <ul style="list-style-type: none"> <li>• <i>Q – When is the next opportunity to amend the SDP? A – It is a working document; the priorities won’t change but notes can be added at anytime.</i></li> <li>• <i>Q - Could governors at the school be outstanding in the Catholic inspectorate? A – This is not a current focus as the next inspection is a few years away. The Head believed the school could have got outstanding but it was only the 9<sup>th</sup> school to be inspected under the new framework, and the outcome should not have been impacted by SATS results for RE.</i></li> <li>• <b>ACTION Governors were reminded to ensure they understand the key areas and priorities.</b></li> </ul>	ALL
12.	<p><b>To receive and review the SEF – Self-evaluation form – previously circulated on GHub</b></p> <ul style="list-style-type: none"> <li>• WGC and St Thomas More, Knwebworth to be added.</li> <li>• This is also a working document that is regularly reviews at SLT and curriculum committee. It is updated every half term to ensure it is relevant. It is not a required document, but it is considered good practice to self evaluate.</li> </ul>	

13.	<p><b>To receive the 2023-2024 Sports Premium report - previously circulated on GHub</b></p> <ul style="list-style-type: none"> <li>• <b>Q – The Daily Mile was previously offered to adults on a Friday, how many took this up? A – Perhaps this needs to be re-advertised again.</b></li> <li>• <b>Q – How many parents attend sports day? A – A lot with mostly every family represented.</b></li> <li>• Only 67% passed of Y6 passed all the swimming requirements. Many parents say their children can swim and ask to opt out, but the school has to take them swimming as this is part of the curriculum. <b>Q – Parents that didn't want to send children swimming, what do they want them to do instead? A – If it is believed the issues are funding, the school can offer to help, but the school cannot offer any alternatives to swimming, because there are no staff available to look after them. Robust conversations take place with parents where necessary.</b></li> <li>• <b>Q – the 33%, who have not met all the standards, doesn't mean they all cannot swim at all? A – No, it just means they haven't met the required standards in all areas.</b></li> <li>•</li> </ul>	
14.	<p><b>To receive the Pupil Premium strategy for 2024-2025 - previously circulated on GHub</b></p> <ul style="list-style-type: none"> <li>• Funding is £1400 per child, which is used to fund the most vulnerable learners. This has increased over the year. The report outlines what the funding is spent on. The aim of the extra funding is to remove barriers, such as the cost of school uniform, school residential, chrome books, after school clubs etc. Most of the money is spent in employing support staff for interventions and services such as speech and language therapists.</li> <li>• The role of governors is to ask how the money is being used and the impacts of this spend, to ensure it is being used correctly and effectively.</li> <li>• The school also reviews research to ensure can best to support this group of pupils.</li> <li>• <b>Q – How are pupils identified? A – The school uses a number of routes; the Wellcomm screening programme, concerns from parents as well as observations of children in class. Some children with speech and language difficulties only need short term interventions to improve.</b></li> <li>• <b>Q – What are the challenges and does the school need to do more to identify children? A – It is about relationships with families; the school sends out details of qualifying criteria on a regular basis as well as approaching families directly. It is in everyone's interests to capture as many as possible as otherwise funding is lost.</b></li> </ul>	
15.	<p><b>To approve term dates for 2025-2025 - previously circulated on GHub</b></p> <ul style="list-style-type: none"> <li>• Holy Family consulted with local schools to ensure term dates fit as closely as possible to support parents with other children elsewhere.</li> <li>• <b>APPROVED.</b></li> </ul>	
16.	<p><b>To receive Committee updates</b></p> <ul style="list-style-type: none"> <li>– <u>Finance and Resources</u> – <ul style="list-style-type: none"> <li>○ Approve committee membership for 2024-2025 – met last week and reviewed TOR.</li> <li>○ Approve committee TOR (Terms of Reference)- <b>APPROVED</b></li> </ul> </li> <li>– <u>Curriculum</u> – <ul style="list-style-type: none"> <li>○ Approve committee membership for 2024-2025</li> <li>○ Approve committee TOR (Terms of Reference) – <b>APPROVED</b>. Next meeting Weds 29 Jan 5.15pm online. <b>ACTION clerk to add TOR approval to February FGB</b></li> </ul> </li> <li>– <u>Head Teachers performance management committee</u> – Taking place on November</li> </ul>	<b>Clerk</b>

	<p><b>7. ACTION Clerk to add to next FGB agenda to record as completed</b></p> <ul style="list-style-type: none"> <li>○ Approve committee membership for 2024-2025 as is</li> <li>○ Approve committee TOR (Terms of Reference) - <b>APPROVED</b></li> </ul> <p>– <u>Admissions committee</u> –</p> <ul style="list-style-type: none"> <li>○ Approve committee membership for 2024-2025 -</li> <li>○ Approve committee TOR (Terms of Reference) - <b>APPROVED</b></li> </ul>	clerk
17.	<p><b>To agree governor link roles for 2024-2025</b></p> <ul style="list-style-type: none"> <li>● Safeguarding and RE – Fr NF</li> <li>● SEN and PP - SC</li> <li>● H&amp;S – MT &amp; JG</li> <li>● Quality of Education – MM, EJ</li> <li>● Behaviours and attitude, MU</li> <li>● Personal development - EN</li> <li>● Leadership &amp; Management - MM</li> <li>● EYFS -SET</li> <li>● Finance – RW</li> </ul>	
18.	<p><b>Governor Skills audit- available on GHub</b></p> <ul style="list-style-type: none"> <li>● All to complete – see item 8 above.</li> </ul>	
19.	<p><b>Governor membership</b></p> <ul style="list-style-type: none"> <li>● Currently there are no vacancies on the board.</li> <li>● Richard Wilson - term of office ends on 31.12.24 – RW confirmed he was happy to continue as a governors and forms have been sent to the Diocese. Re-appointment <b>APPROVED</b></li> <li>● Clerk to amend GHub in December.</li> </ul>	
20.	<p><b>Governor training</b></p> <ul style="list-style-type: none"> <li>● Training completed/booked since last FGB: <ul style="list-style-type: none"> <li>○ Meeting with the Ofsted Inspector – 24.09.24 – ALL</li> <li>○ Induction – 17.09.24 – SET &amp; EN</li> <li>○ Safeguarding – 12.09.24 – SET</li> <li>○ Child Protection refresher – 23.09.24 – FrNF</li> <li>○ HFS Safeguarding update – 23.09.24 – FrNF</li> <li>○ Induction – 28.09.24 – EJ</li> <li>○ Clerk reminded all to review their training and see what might be useful in their link roles.</li> <li>○ The Chair thanked all for their continued commitment to development and their and time in doing this.</li> </ul> </li> </ul>	
21.	<p><b>Policies – consider and approve policies as per the policy schedule - previously circulated on GHub</b></p> <ul style="list-style-type: none"> <li>● Attendance</li> <li>● First Aid – <b>Q - Does this include children with severe allergies etc? A - Yes a member of the office has responsibility for meeting with parents; there are individual medical plans, all staff are made aware with photos of the children in the staffroom and kitchen. The office holds a central Epi pen. Currently there are only 2 pupils in the school that are affected. Q - What about sunscreen? A – This is a parental responsibility.</b></li> <li>● Governor Visits</li> </ul>	

	<ul style="list-style-type: none"> <li>• Child Protection</li> <li>• Reception Admissions</li> <li>• Nursery Admissions</li> <li>• Pupil Premium</li> <li>• Staff Code of Conduct</li> <li>• Whistleblowing</li> <li>• All above policies <b>APPROVED</b></li> </ul>	
22.	<p><b>Preparation for Ofsted</b></p> <ul style="list-style-type: none"> <li>• Feedback from Meet the Ofsted Inspector training - <i>previously circulated on GHub</i></li> <li>• Governors said it was a painful experience but very useful. School leaders also found the training very useful and recognised they couldn't assume governors would know as much as school leaders, and also knowing that knowledge comes through questioning.</li> <li>• The report was very concise and highlighted three areas, SDP/SEF, PP strategy and impact of actions, referencing stakeholder voice.</li> <li>• Under the new rules, schools will now be called only on a Monday with inspection team in school in school Tuesday/ Wednesday. The governor's session would be on the Wednesday. The FGB should consider which governors would be the most confident in talking about different areas.</li> <li>• The Clerk suggested as there were quite a few new governors that they be assigned a mentor to support their induction onto the board.</li> <li>• Mentors <ul style="list-style-type: none"> <li>○ MM for EJ</li> <li>○ FrNF for SET</li> <li>○ RW for EN</li> <li>○ MT for MU</li> </ul> </li> </ul>	
23.	<p><b>Update on Academisation</b></p> <ul style="list-style-type: none"> <li>• <u>Consultation report</u> – <i>circulated on GHub</i></li> <li>• The steering group met at the beginning of September. There were lots of unexpected questions from Dowat, referencing further due diligence that had been completed two years ago. The school refused to submit further documentation.</li> <li>• Dowat has a new interim CFO, 9 days into the role, which may have had an impact, who advised the goal posts had changed. Unfortunately, none of this was communicated in advance of the meeting.</li> <li>• They also requested 1.5% in advance of joining the Trust, which the school again refused as currently there is no date for when the school may join Dowat. Overall the meeting was very unsatisfactory.</li> <li>• St Vincent de Paul composed a letter to Dowat that Holy Family we agreed with. The CEO of Dowat then responded saying the meeting was wrong, and that the goal posts hadn't changed. He advised the 1.5% would only apply if the school did not convert before 1 April 2025, to avoid the school having to buy into HfL services for another year; the 1.5% would mean they were buying into Dowat services early.</li> <li>• There were a lot of discussions about the £25k DfE academy conversion funding; the school is expecting a further breakdown of costs.</li> <li>• A meeting with Pat Murden enabled the school to summarise its concerns; the school said they felt disappointed and that Dowat may not be the academy they want to join, as there were indications of loss of autonomy. Pat Murden assured the school the original vision hadn't changed. He was asked to come and talk to the FGB again.</li> <li>• Assurances have now been received in emails, however there is still no academy</li> </ul>	

	<p>conversion order. The general election delayed the process; the academy board still hasn't met and therefore there is still no date.</p> <ul style="list-style-type: none"> <li>• The Head felt the school was being pulled in 2 directions. In addition, TUPE requires a 6-month consultation for staff, if the academy order is not received by the end of October the school cannot meet a 1 April conversion date.</li> <li>• The process has now been going on for 2 years, however, the Head still believed this was the right decision for small one form entry school and that Dowat was the right academy trust. The Head believed most of the issues were due to the political landscape.</li> <li>• There are four schools in the process of joining Dowat. Pat Murden now wants to take a more individual approach (previously the expectation was that all would convert together). Holy Family is secure financially, has no issues with complaints, and no issues with land and could therefore convert as soon as the order is allocated. The CFO is arranging to meet with SBM's.</li> <li>• <u>Q&amp;A from consultation events</u> – report from diocese, on GHub</li> <li>• This needs approval from FGB. <b>APPROVED.</b></li> </ul>	
24.	<p><b>Any Other Business - as previously notified under item 5</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> <li>• <b>Q – What is happening about the gates? A – The school has received a number of quotes, which will be discussed at Resources. There have been many problems with the existing gates that were remodelled to be electric. This upgrade is to ensure the school is future proofing against more repairs.</b></li> <li>• Y6 went to Ayelsford last week, reflecting on their role in the school and being in final year of primary.</li> </ul>	
25.	<p><b>Dates of FGB meetings 2024-2025 at 6pm</b></p> <ul style="list-style-type: none"> <li>• Governors Day – Friday 18 October from 9.15am or earlier if available. Mass at 9.30. Advise head of availability, whole or part of day.</li> <li>• Tuesday 11 February - online</li> <li>• Tuesday 29 April - online</li> <li>• Tuesday 24 June - in school</li> </ul>	
The meeting closed at 7.45pm with the Lord's Prayer.		

Agenda item	Summary of Actions	Who
7	All to confirm declarations and confirmations by half term. Clerk to chase	ALL/ clerk
8.1	Provide short bio and photo for school website	ALL
8.2	Complete skills audit form if not already. Clerk to send out	ALL/ clerk
9	Carry out SCR check this half term	FrNF
10	Double check total number of pupils on P11 of head's report	KL
11	All to ensure understand school's key areas and priorities	ALL
16	Add curriculum TOR for approval at next FGB and record completion of Head's Performance management	clerk