



The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

Held on Tuesday 11 February 2025 - 6pm via Teams

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

Headteacher: Katie Linnane (KL)

Staff Governor: Lisa Clifford (LC)

Parent Governors: Sandra Elfons Tawafig (SET)

LA Governor: Emmanuel Johnson (EJ)

In attendance: Rebecca Harvey (HfL Clerk)

Apologies:

Did not attend: Euphrasia Ndi (EN)

(Challenge/ Actions)

No	Item	Action
1.	Welcome <ul style="list-style-type: none"> The Chair welcomed everyone to the meeting. The meeting was quorate. 	
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"> Euphrasia Ndi did not attend. 	
4.	To receive notification of any other business <ul style="list-style-type: none"> There was none. 	
5.	Governors to advise any conflict of Interest for this meeting <ul style="list-style-type: none"> There were none. 	
6.	Receive presentation from Patrick Murden (PM), CEO, DOWAT – as item 4 - Presentation slides added to GHub. <ul style="list-style-type: none"> PM highlighted key slides from the PowerPoint presentation and then asked governors for questions. Q – Is DoWAT looking forward to HFS joining the Trust? A – HFS was recognised as a very forward thinking school. The school is at a good standard and its physical environment is great. KL is already very collaborative and actively joining in meetings. PM was looking forward to bringing HFS and KL’s learning and experience to the Trust. Q - FGB has meetings and committees, how will governors still feel needed and note that 	

Signed:

Dated:

	<p><i>often only Chairs are involved with Trust meetings? A – Governors are essential and therefore the Trust has left lots of school levels of support in place. The DoWAT board has a high level of expertise in the field, but at macro level, governors are closer to the Head and the school on a local and daily level and are therefore best placed to speak up and flag up any issues. PM said he really passionately believed in the model of strong local governance. Critical and crucial to this model was improving advice and training support, and all schools in the Trust will have a professional clerk from HfL.</i></p> <ul style="list-style-type: none"> • <i>Q – What is mean by earned autonomy? A – The Trust has no plans for change for change sake, and where things are going well, schools will be left alone. The Trust may well look at and challenge curriculum modelling as experienced Heads are in place. But sometimes more direct action is needed. PM has to stand in front of parliament and be accountable for the Trust, and therefore relies on individual Heads. The Trust has a highly devolved model, where schools have far more control than perhaps they had in the LA.</i> • <i>Q – In your time has there ever been a situation where a school has had to leave the Trust? A – No, all 11 founding schools are still part of the Trust. Additionally, the Trust is most proud it has never lost a Head except through retirement (although these are still involved in other roles). There has been very little internal turbulence, most has been external, and therefore it is a very happy family.</i> • <i>Q – Where did you (PM) teach before? A – As an English teacher in Salford, previously was a law graduate and employed at Deloitte. Passionate about education and systems, and the potential of DoWAT schools and keen to ensure structures in place at ground level.</i> • PM was thanked for his presentation and time. • PM left at 6.36pm 									
7.	<p>Agree minutes of the FGB on 8 October 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. • Matters Arising from the minutes: <table border="1" data-bbox="204 1108 1369 1523"> <tr> <td>Summary of Actions</td> </tr> <tr> <td><i>All to confirm declarations and confirmations by half term. ACTION EN outstanding</i></td> </tr> <tr> <td><i>All to provide short bio and photo for school website – ACTION C/f latest by Friday 7 March</i></td> </tr> <tr> <td><i>All to complete skills audit form if not already. Clerk to send out – ACTION Clerk to chase those outstanding, to be completed by 7 March</i></td> </tr> <tr> <td><i>FrNF to carry out SCR check this half term – see item later in agenda</i></td> </tr> <tr> <td><i>KL to double check total number of pupils on P11 of head’s report – this data is now correct on latest HT report</i></td> </tr> <tr> <td><i>All to ensure understand school’s key areas and priorities for Ofsted - completed</i></td> </tr> <tr> <td><i>Clerk to add curriculum TOR for approval at next FGB and record completion of Head’s Performance management – on this agenda</i></td> </tr> </table>	Summary of Actions	<i>All to confirm declarations and confirmations by half term. ACTION EN outstanding</i>	<i>All to provide short bio and photo for school website – ACTION C/f latest by Friday 7 March</i>	<i>All to complete skills audit form if not already. Clerk to send out – ACTION Clerk to chase those outstanding, to be completed by 7 March</i>	<i>FrNF to carry out SCR check this half term – see item later in agenda</i>	<i>KL to double check total number of pupils on P11 of head’s report – this data is now correct on latest HT report</i>	<i>All to ensure understand school’s key areas and priorities for Ofsted - completed</i>	<i>Clerk to add curriculum TOR for approval at next FGB and record completion of Head’s Performance management – on this agenda</i>	EN ALL Clerk
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8.	<p>To agree the minutes of the EGB meeting on 15 January 2025 - previously circulated on GHub</p> <ul style="list-style-type: none"> • The Minutes were APPROVED as a true record. 									
9.	<p>To receive notification of any safeguarding issues arisen since the last FGB meeting</p> <ul style="list-style-type: none"> • <u>Receive SCR audit feedback</u> – This was reviewed by FrNF and again by Ofsted, who were satisfied it was all in order. • <i>Q – Is the school happy for external clubs to administer first aid? Do they have their own polices? A - Yes they have their own policies, which are checked by the SBM prior to the school allowing any club on the premises.</i> • <u>Receive autumn term Safeguarding report to governors</u> – previously circulated on GHub • <i>Q – RW advised he attended a Child Protection L1 course at St Mary’s school on 18 June 2024, although he had never received a certificate and this detail has not been noted on the safeguarding report? A – This is being followed up by the SBM who is chasing the</i> 									

	<p><i>certificate. SET also advised she had completed safeguarding training last term and sent her certificate to the SBM. Head to check this is noted on the report.</i></p>	
10.	<p>To receive headteachers report– including but not limited to Catholic Life, SDP, SEF, Attendance, Standards and Achievement, Staffing – previously circulated on GHub</p> <ul style="list-style-type: none"> Governors noted the attendance data was impressive at 97% and congratulated the school. The Head said this was due to working hard with families and ensuring children feel enthusiastic about coming to school and that it is ‘unmissable’. All absences are followed up a lot of work taking place behind the scenes. The Head follows up on any patterns of absence. <i>Q - The Ofsted report confirmed HFS’s ‘Good’ rating. Is the school permitted to describe HFS as ‘Good’ when the understanding was the inspection was unrated? A – The report states the school had maintained the standard of the previous inspection. The Head endeavours to describe the report to parents in terms of the narrative rather than using one word.</i> <i>Q - Governors were delighted the school was awarded Silver for Learning Outside the Classroom. Will the school now apply for the Gold award? A – The school worked hard to achieve this. The Nursery teacher is now leading on outdoor learning and will consider going for the gold award in the future. Rebecca has stepped back and taken on the wellbeing lead role to further develop her skills.</i> <i>Q – P20 of the Safeguarding report stated that one child ‘previously on a CIN plan has been stepped down since the last FGB meeting’. What does this mean in practice? A – This means that once a family is stepped down from CIN (Child in Need) plan, the school becomes responsible for meeting the families safeguarding needs.</i> <i>Q – On P19 OPAL (Outdoor Play and Learning), there is a behaviour related log how is this interpreted? A – Behaviour incidents can be anything and everything is reported to ensure staff can build a bigger picture where necessary. Following the introduction of OPAL, the school has seen a huge decrease in falling outs or behaviour incidents at lunchtime as children have been provided with a lot more opportunities and are better occupied.</i> <i>Q – Has the staff lie in on their birthdays been well received? A – Yes, it has been much appreciated.</i> <i>Q – Do you run staff surveys? A – Yes annually; one is due soon.</i> <i>Q – The report stated the Fire Drill took 5 minutes and 10 seconds. Is there a target the school should meet in terms of the length of time it takes to evacuate? A – There is no specific target, but it typically takes around 3 minutes when it is usually run in the morning. This drill took place in the afternoon when more interventions were taking place and also outside activities. The next drill will be during lunchtime. These can be reasons for an increase in evacuation times.</i> <i>Q – How often are fire drills carried out? A – Once a term. Q – Is there a differentiation between a fire drill and a lockdown? A - Yes, there are different alarms. The lockdown procedure is practised once a year.</i> <i>Q – Can all doors be locked from within during lockdown? A – Yes all. The next practice will be in the summer term. The current challenge is that if staff are outside, they have to take a walkie talkie with them but it is believed this was now in place.</i> Chair said all staff seemed very happy and there was a great sense of mutual support, which he believed was a reflection of the leadership given. <i>Q - Do you (the Head) feel supported by governors? A – Yes, and if not, governors would be advised.</i> 	
11.	<p>To receive an update on OPAL – Outdoor Play and Learning Jimmy</p> <ul style="list-style-type: none"> PowerPoint to be added to GHub. ACTION JG The meeting was advised the whole community had been great in contributing towards the success of the scheme, particularly JG who had made a major contribution in terms of delivering and providing resources, including high visibility vests. 	JG

	<ul style="list-style-type: none"> • OPAL is a work in progress and will continue to be developed over the next few years. • A meeting took place with the OPAL mentor who was very impressed at how involved the school were after only 6 weeks; specifically in terms of plans, assemblies and careers fairs. The Head said the impact had already been huge and that without a doubt, all children agreed play at lunchtime was so much better. • Governors noted all involved had done a great job. 	
12.	<p>To receive Committee updates – minutes previously circulated on GHub</p> <ul style="list-style-type: none"> – <u>Finance and Resources – meeting 5 February 2025</u> <ul style="list-style-type: none"> ○ SFVS – this was discussed at committee and was now recommended for approval to the FGB. APPROVED ○ Budget – it was noted that over the next three years, the school would be running small in year deficits although would still retain a carry forward each year for the same period. – <u>Curriculum – meeting 29 January 2025</u> <ul style="list-style-type: none"> ○ The committee was updated on: RE, areas of development, the Ofsted report, oracy and OPAL. Autumn data is included in the Heads report. PP, SEND academisation and the SEA visit on attendance behaviour and monitoring. ○ Approve committee TOR (Terms of Reference) – APPROVED – <u>Head Teachers performance management committee –</u> <ul style="list-style-type: none"> ○ The meeting was advised this took place in November by MM and SC. The mid term appraisal will be carried out in March. – <u>Admissions committee –</u> <ul style="list-style-type: none"> ○ Next meeting 26 February 8am 	
13.	<p>Governor membership</p> <ul style="list-style-type: none"> • Mike Thorpe parent governor - term of office ended on 31 January 2025 – voting for a new parent governor would be closing this week. The school had advised parents some financial experience would be useful. Three parents came forward, hence the requirements for an election. ACTION SBM to advise clerk of new governor details. Clerk to add to GHub and send welcome email. • Consider stakeholder engagement (surveys) – both parent and staff surveys were carried out for Ofsted recently. Annual surveys will be carried out in the next half term. 	SBM/ Clerk
14.	<p>Governor training</p> <ul style="list-style-type: none"> • Training completed/booked since last FGB: <ul style="list-style-type: none"> ○ Safer Recruitment refresher– MM – 09.10.24 – MM advised this was a very enlightening course as he not done one before. ○ Safeguarding Children – EJ & MT – 01.12.24 • Governors were reminded about contacting the SBM to be booked on any Diocesan training. New governors asked for course recommendations and were advised that every second Wednesday the Witness to the World Bulletin is sent to all governors and contains a link to training courses. • Governors were recommended to attend a variety of courses, even if they think they do not have a direct link to their role, they may still be useful. Any governor who had not attended Exclusions or Complaints training were advised to carry these out in the event they were required for a panel hearing. All HfL courses are accessed via GHub. All governors also have access to Modern Governor training courses, which can be accessed at any time. • The Chair noted that last summer a celebration took place for all DoWAT schools to get together, which was very useful. The Chair advised he would notify governors if the event were repeated this year. 	

15.	<p>Policies – consider and approve policies as per the policy schedule - previously circulated on GHub</p> <ul style="list-style-type: none"> • Appraisal – Teachers – no change from previous version • Staff Disciplinary – no change from previous version • Staff Sickness and Absence — no change from previous version • Capability – no change from previous version • Charging & Remissions – changes highlighted in yellow • Pay • SEND • All above polies APPROVED 	
16.	<p>Update on Academisation</p> <ul style="list-style-type: none"> • The school was hoping to join DoWAT 1 April but HCC said the Land Registry were unable to meet this date, and it has therefore been put back to 1 June. The land is owned by HCC and there has to be a physical check carried out before handing the land over to DoWAT. • Everything else is well underway, with the SBM working very hard to provide all the necessary documentation. • Two visits have taken place by DoWAT looking at SEND, Phonics and EY to reassure themselves of the quality of education these areas. The Head gave her thanks to all the staff for their hard work in supporting these visits. • Due to the delay in joining DoWAT, the EGB scheduled for 26 February was no longer required. • The Chair thanked all. 	
17.	<p>Any Other Business - as previously notified under item 4</p> <ul style="list-style-type: none"> • There was none. 	
18.	<p>Dates of FGB meetings 2024-2025 at 6pm</p> <ul style="list-style-type: none"> • Tuesday 29 April - online • Wednesday 2 July - in school • On 26 June the school will be celebrating its 60th anniversary. All governors are invited in the morning. Invites will follow once arrangements are confirmed. 	
The meeting closed at 7.45pm with the Lord's Prayer.		

Agenda item	Summary of Actions	Who
11	Add OPAL PP to GHub - completed	JG
13	SBM to advise Clerk of new parent governor details. Clerk to add to GHub and send welcome email	JW/ clerk