



The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

Held on Tuesday 29 April 2025 - 6pm via Teams

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

Headteacher: Katie Linnane (KL)

Staff Governor: Lisa Clifford (LC)

Parent Governors: Sandra Elfons Tawafig (SET), Adam Richardson (AR)

LA Governor: Emmanuel Johnson (EJ)

In attendance: Rebecca Harvey (HfL Clerk)

Apologies: Jimmy Gill (JG)

Did not attend:
(Challenge/ Actions)

No	Item	Action
1.	Welcome <ul style="list-style-type: none">The Chair welcomed everyone to the meeting. The meeting was chaired by Moira Mester due to Fr Norbert travelling.Adam Richardson was welcomed to the governing board as new parent governor.The meeting was quorate.	
2.	Opening Prayer <ul style="list-style-type: none">Moira Mester opened the meeting with a prayer.	
3.	Apologies <ul style="list-style-type: none">Apologies were received and accepted from Jimmy Gill due to work commitments.Sandra Elfons Tawafig and Michelle Uba advised they would arrive at around 6.20pm.	
4.	To receive notification of any other business <ul style="list-style-type: none">IT governor60 anniversary celebrations	
5.	Governors to advise any conflict of Interest for this meeting <ul style="list-style-type: none">There were none.	

Signed:

Dated:

6.	<p>Agree minutes of the FGB on 11 February 2025</p> <ul style="list-style-type: none"> The minutes were AGREED as a true record. To be signed by the Chair on the Hub. Matters Arising from the minutes: <table border="1" data-bbox="209 210 1370 371"> <tr> <td>Summary of Actions</td> </tr> <tr> <td>Add OPAL PP to GHub - completed</td> </tr> <tr> <td>SBM to advise Clerk of new parent governor details. Clerk to add to GHub and send welcome email - completed</td> </tr> </table>	Summary of Actions	Add OPAL PP to GHub - completed	SBM to advise Clerk of new parent governor details. Clerk to add to GHub and send welcome email - completed	
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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 spring term Safeguarding report to governors – <i>previously circulated on GHub</i> <i>Q - 7 pupils or 14% are reported as being persistently absent. Are these numbers similar to the 2023-24 period? A – The numbers are low at the moment and significantly less than last year. The national average is 16.8%.</i> 				
8.	<p>To receive Head Teachers report– <i>including but not limited to Catholic Life, SDP, SEF, Attendance, Standards and Achievement, Staffing – previously circulated on GHub</i></p> <ul style="list-style-type: none"> <i>Q – Item 2 - were the visits from the SEA (Scholl Effectiveness Advisor) and the HCC ASV (Additional School Visit) organised at the school's request? A – The termly visits from the SEA adviser are part of a package the school purchases from HfL. This is to provide an external quality assurance. ASV's is a Herts programme managed by HfL in partnership. Visits to schools take place every 3 years and schools are presented with options for each visit. For this visit the school chose SEND. Previous visits were EY and governance.</i> <i>Q - Item 7 – how dos the school measure a pupil's progress in verbal communication skills? A - Soft skills are measured through the quality of classroom discussion, outcomes in writing and on going teacher assessment through planned RSE(relationships and sex education) activities. The RSE framework breaks down into strands for each Year group. The school is currently working on assessing in the classroom.</i> <i>Q - Item 10 – how does the reported number of physical aggressions compare to previous years? A – The categories have been reduced from 30 to c15, so it is difficult to make a direct comparison, but this year to date there have been 65 behaviour incidents. Last year there were 105 at this point so there is a definite improvement. OPAL has made a huge positive contribution to behaviour at lunchtime.</i> Governors congratulated the school on its continued excellent pupil attendance performance. The Head said she was very proud of attendance at the school, which was usually in the top 20% of schools nationally. The school staff work very hard on nurture of children and making adaptations to ensure children feel safe and happy in school. Governors noted the extensive provision in extra curricular clubs was continuing. The Head thanked the staff for running the clubs that offers a real range of opportunities. The percentage of PP children accessing the clubs is also good. <i>Q - Parent survey March 2025 – Congratulations on the positive responses. Do you have plans to try and increase the number of parents replying to the next survey? It would be good to raise the number of parents participating from this year's 45 responses. A - Yes it would be and this year did increase by one. However, there are 142 families across the school, so any ideas to increase participation would be welcome. The Head said she could only assume that parent's will responds if they have some concerns. Q – Do you remind parents to complete survey at parent's eve? A – Yes, and in the past when the survey was run with paper copies we could ask them to complete at the time, but using paper is a lot of work to collate.</i> <i>Q - Staff workload survey - although there were only ten respondents to this survey, are you concerned at the consistent minority of responses about excessive workloads? Also, the 30% of respondents who disagree with the statement 'Overall, I achieve a good balance between my work and private life'? A - Mostly the respondents are class teachers. We spent an afternoon after the Easter inset to have an open discussion particularly focussed around pinch points in the year, how systems could be streamlined and giving staff meeting time</i> 				

	<p><i>such as for entering data at the end of each term and filling in SEND forms. The meeting was very positive and couple of teachers have thanked the Head since. The school recognises it can't fix everything and some things are just part of the job. The school is planning the calendar for next year and will take into consideration staff comments where possible. Workload arrangements are down to individual staff and is their personal responsibility but if they are struggling they should speak to the Head.</i></p> <ul style="list-style-type: none"> • <i>Q - How many teaching staff are in the school? A - 8 classes, 9 teachers plus the Head and Deputy. 8 teachers responded and part of the process was making suggestions not just answering questions.</i> • Chair commented at how good the attendance is, which is indicative of how happy the children are. 	
9.	<p>Approve academisation</p> <ul style="list-style-type: none"> • Purpose of this agenda item <ul style="list-style-type: none"> ○ It was noted that on 3/5/2022 the Governing Body had resolved to undertake the work necessary to convert The Holy Family Catholic Primary School (the “School”) to academy status so that it could join The Diocese of Westminster Academy Trust (the “Academy Trust”). The proposed date of conversion is 1st June 2025 (“the Conversion Date”) ○ The purpose of this meeting was specifically to consider and, if thought fit, to approve the following: <ul style="list-style-type: none"> ▪ the conversion of the School to academy status and joining the Academy Trust; and ▪ approval of the documentation relating to the School’s conversion. • Governors were advised by the Head that the above date was still the intended conversion date. • Conversion documents for the School <ul style="list-style-type: none"> ○ It was noted that with effect from the Conversion Date the Academy Trust would take responsibility for running the School and accordingly it was proposed that: <ul style="list-style-type: none"> ▪ the contracts and assets (and liabilities) used (or incurred) in the running of the School are transferred to the Academy Trust under a commercial transfer agreement to be entered into between the Academy Trust, the Council and the Governing Body (the “Commercial Transfer Agreement”), a draft of which was produced to the meeting; and ▪ all employees employed at the School immediately before the conversion will transfer to the Academy Trust on their existing terms and conditions of employment with full continuity of service. In accordance with the TUPE Regulations, the Chair explained that appropriate letters had been circulated to trade union representatives and staff. ○ It was further noted that the Academy Trust would enter into the following documents relating to the School’s conversion: <ul style="list-style-type: none"> ▪ a Supplemental Funding Agreement with the Secretary of State for Education setting out the terms of the funding of the School going forward, a draft of which was produced to the meeting; ▪ a lease in respect of the premises occupied by the School between the Academy Trust and the Council; ▪ a Church Supplemental Agreement for the School in relation to the Diocese owned land and on-going obligations to maintain the religious ethos of the 	

	<p>church school, a draft of which was produced to the meeting.</p> <ul style="list-style-type: none"> ○ The Governors considered the terms of the Supplemental Funding Agreement, the Church Supplemental Agreement and Commercial Transfer Agreement and IT WAS RESOLVED that: <ul style="list-style-type: none"> ▪ the conversion be approved; ▪ the terms of the Supplemental Funding Agreement, Church Supplemental Agreement and Commercial Transfer Agreement be approved; ▪ any Governor of the School be authorised to approve any amendments to the Supplemental Funding Agreement, Church Supplemental Agreement and/or Commercial Transfer Agreement; ▪ any Governor be authorised to sign the Commercial Transfer Agreement on behalf of the School; and ▪ any Governor be authorised to execute any other ancillary documentation in connection with the conversion on behalf of the School. ● Governors were advised that Browne Jacobson (Lawyers) had created the final documentation, which was awaiting HCC approval. Browne Jacobson had suggested the governing board approve the documentation in its current form and should any final teaks need to be made, the Chair and Head can authorise. (Refer to last two paragraphs above). ● <i>Q - Have we received legal advice that school should sign? A - Yes.</i> ● Therefore on basis of this legal advice, Governors agreed they were happy to APPROVE the proposed documentation. ● Having regard to the information that had been provided, the Governors concluded that conversion to academy status and joining the Academy Trust appeared to be in the best interests of the School. 	
10.	<p>To receive Committee updates – minutes previously circulated on GHUB</p> <ul style="list-style-type: none"> ● <u>Finance and Resources</u> – meeting 24 April 2025 <ul style="list-style-type: none"> ○ The 3 yr budget shows each year has an in-year deficit. This is mainly due to the government not providing sufficient funding, however, the c/f is still reporting a surplus by the end of Y3 and on that basis the Resources committee recommend the board approve the budget. ○ APPROVED budget for 2025-2026 ● <u>Curriculum</u> – meeting 23 April 2025 <ul style="list-style-type: none"> ○ The meeting received an update on the new RE directory and curriculum and also an update on how the foundation curriculum is being embedded. Updates were received on RSE and OPAL and data from the spring term that also included foundation subjects. ○ The Head thanked JG for his contribution to resources for OPAL and for his hard work over the Easter holidays to install a sandpit and tunnel. Also thanks to Mr Belicki for creating the mud kitchen this weekend. ○ There were also updates on PP and SEND, the visits from DOWAT and the SEA, attendance and behaviour and academisation. ○ Dates have been set for link governor visits, which can be found in the curriculum minutes. 	
11.	<p>Governor membership</p> <ul style="list-style-type: none"> ● <u>FGB membership</u> - Currently all roles are filled. The Head noted this was an excellent position and the first time since she had joined the school as Head. ● <u>Receive Governor link visit reports</u> – none for this meeting. ● The Head re-iterated the importance of governor visits as they provide evidence of governors involvement in school. A template is available on GHUB, ● <u>Clerks update</u> – the clerk advised of her retirement at the end of the summer term and that 	

	<p>HfL were currently recruiting replacements for all of her schools. The school would be advised as soon as possible of the new clerk.</p> <ul style="list-style-type: none"> • <u>Chairs update</u> – no additional update. 	
12.	<p>Governor training</p> <ul style="list-style-type: none"> • <u>Consider in-house training for this financial year</u> – The clerk suggested MAT governance for Trustees Board or LGB Boards or Academies Finance Overview. The meeting considered MAT governance would be a sensible option. C/f to next meeting ACTION Clerk • Training completed/booked since last FGB: <ul style="list-style-type: none"> ○ Safeguarding Children – AR – 10.03.25 ○ Prevent – AR – 28.02.25 ○ Induction for Governors – AR – 23.04.25 • Governors were asked to carry out Exclusion training, as currently only MM has training that is in date (training should be refreshed every two years). In the event of an exclusion, timescales are tight and governors could only sit on the panel if they had received training within the last two years. All governors should carry out this training, as some may be conflicted and not able to sit on the panel. ACTION ALL. 	<p>Clerk</p> <p>ALL</p>
13.	<p>Policies – consider and approve policies as per the policy schedule - previously circulated on GHub</p> <ul style="list-style-type: none"> • All based on Model polies: • ECT Induction policy (no changes) • Supporting Pupils with Medical Conditions (no changes) • Children with Health Needs who Cannot Attend School (no changes) • Data Protection policy (no changes) • Children with a Social Worker policy (no changes) • School Complaints policy – (updates following SEND visit highlighted in yellow) • RSE – minor changes but Catholic model policy • SEND – minor changes also a model policy • All above APPROVED 	
14.	<p>Update on Academisation</p> <ul style="list-style-type: none"> • IT governor – this is a statutory requirement. The role is to monitor IT strategy, and includes filtering and monitoring and KCSIE. Adam Richardson volunteered. • 60th Anniversary Celebration – The main event will be a Mass at 9.15am for 9.30am start. Refreshments will be available afterwards. Governors to advise the Head if they will be able to attend to ensure seats and sufficient catering. ACTION ALL 	<p>ALL</p>
15.	<p>Any Other Business - as previously notified under item 4</p> <ul style="list-style-type: none"> • Governors commented then when they reminded parents about completing the survey, they say they forget. The meeting suggested asking class reps to add reminders to the Whatsapp groups. 	
16.	<p>Dates of FGB meetings 2024-2025 at 6pm</p> <ul style="list-style-type: none"> • Wednesday 2 July - in school - Richard sent apologies. • On 26 June the school will be celebrating its 60th anniversary. 	
	<p>The meeting closed at 7pm with the Lord’s Prayer.</p>	

Agenda item	Summary of Actions	Who
12.1	Consider in house training at next FGB	clerk
12.2	All to carry out Exclusions training – book via GHub, HfL training	ALL
14	Advise Head if will be attending 60 th Anniversary Mass on 26 June	ALL