



The Holy Family Catholic Primary School (539)
DRAFT - MINUTES OF THE MEETING OF THE LOCAL GOVERNING BOARD
Held on Wednesday 29 April 2026, 6.00pm – via Teams

Present:

Foundation Governors: Euphrasia Ndi (EN) – joined late, Fr Norbert Fernandes (NF)(Chair), Moira Mester (MM)(VC), Jimmy Gill (JG), Michelle Uba (MU), Richard Wilson (RW),
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: Zoë Buckley (HFL Clerk),

Apologies: Sarah Cafferty (SC)

Did not attend: None

Item	Description	Action
1	Welcome The Chair welcomed everyone to the meeting. Governors were reminded of their commitment to confidentiality as detailed in the code of conduct.	
2	Opening Prayer Fr Norbert opened the meeting with a prayer.	
3	To receive apologies for absence and consider approval Euphrasia Ndi had advised she would be late. Apologies were received from Sarah Cafferty. The meeting was quorate.	
4	To receive notification of any other business- To share feedback received from Patrick Leeson-chair of the Board of Directors at DOWAT	
5	To declare any conflict of interest that may arise during the meeting No conflicts declared.	
6	To agree minutes of the last LGB meeting of 21 Jan 2026 and consider matters arising Approval of minutes – minutes approved and signed online The minutes of the meeting held on 21 Jan 2026 were approved as an accurate record. Actions arising from the minutes were reviewed and noted as completed, except where marked. Action - Clerk to follow up any outstanding non-responses to skills audit	

Signed Date

		ZB
Agenda item	Summary of Actions	Who
5.3	Action: HT to update and share the school's SE on GovernorHub. To complete following meeting	
6.3	<ul style="list-style-type: none"> Headteacher to include the admissions map within the Admissions Policy and upload to Governor Hub Review the map and boundaries with the diocese complete	Head Chair
8.1	<ul style="list-style-type: none"> ZB to check governor attendance statistics on GovHub and forward to NF A reminder regarding attendance expectations to be considered for circulation on the Governor Noticeboard. 11NF to check DOWAT for expectations on Governor attendance and considerations for removal from office where attendance requirements are not met. complete	Clerk Chair Chair
9.1	Governors to refer to the EIF toolkit to support their understanding and monitoring actioned	All Govs
9.2	Governors to check if they have done complaints training. actioned	All Govs
10.5	Link to be circulated for Govs to complete DfE/NCSC training complete	All Govs
7	<p>To receive notification of any safeguarding issues since the last meeting</p> <p>Safeguarding report circulated on GovernorHub. The chair invited questions.</p> <p>Q-DOWAT Safeguarding Policy: can you summarise how the bullying incidents were dealt with?</p> <p>A-The Head gave a summary of actions – she confirmed the following.</p> <ul style="list-style-type: none"> Staff always define bullying with children. The behaviour policy contains a section on bullying which is always follow. Staff speak to both parties involved, discussing the incident in a sensitive way. The approach is restorative, highlighting feelings and learning from mistakes. The school works collaboratively alongside parents. 	

8 **To receive the Head Teachers report** – including but not limited to Catholic Life, SDP, SEF, Attendance, Standards and Achievement (end of autumn term assessments), Staffing
The Head Teacher had circulated a detailed report in advance. It is compiled with contributions from key members of staff. The Headteacher answered questions received in advance and at the meeting.

Questions:

Q-Pupil numbers: how do our numbers on roll compare to other schools in DOWAT – is our recruitment comparing well?

A: The Head explained that, the picture is mixed across DOWAT. Two schools are currently experiencing challenges with pupil numbers, particularly in Nursery and Reception. In contrast, schools in Stevenage and Letchworth are full for Reception 2026. Both Catholic schools in Welwyn Garden City are also full for Reception for September 2026.

However, projected numbers for Reception are lower in some Welwyn Garden City schools compared with Stevenage, which may be linked to local house prices and demographic factors such as birth rate.

The Trust is actively supporting recruitment through engagement with an external marketing company, alongside, at school level, effective use of social media and relying on positive word-of-mouth. The school website has been refreshed, with key messages positioned prominently on the homepage.

In addition, the introduction of holiday club provision for next academic year is being investigated to maintain engagement with families and generate interest in the school. These are considered positive and appropriate strategies to support recruitment.

Governors noted the school’s excellent attendance statistics. The Head stated that the school’s strategy continues to be to try and make every day at school “unmissable”. She stated that the school also continues to receive recognition in Trust meetings.

Q-Standards and achievement: it was good to see the spring results are so positive. Looking ahead, how do you expect HFS to perform in the KS2 tests?

A-the Head said she expects outcomes to be stronger than in 2025, with a predicted 70% achieving the expected standard in Reading, Writing and Maths combined. She also highlighted:

- A strong focus on moving pupils currently working at the borderline into the expected standard through targeted support in the final weeks.
- That outcomes for three pupils with EHCPs will impact overall percentage figures.
- The importance of considering performance over a three-year trend, rather than a single year’s results, when evaluating standards.

Q: Staff Update What impact is the recruitment freeze having on HFS?

A: The Head explained that the school is having to work more strategically with staffing, ensuring that deployment is more closely aligned to the needs of the children. Staffing is prioritised in areas of greatest need, with experienced class teachers used without additional teaching assistant support. Within the admin team, tasks have been redistributed to ensure core functions continue to be covered during core hours.

	<p>Q: Catholic life and mission: can you tell us more about the Dignity of Work theme? A: The Head referred governors to a short video available on the Governor Hub. She expanded that Dignity of Work is one of the six pillars of Catholic Social Teaching and is the focus theme for the current half term. The theme emphasises that everyone has a right to dignified work and to rest, including appropriate time off when unwell. The school adopts a different Catholic Social Teaching theme each half term and teachers link it to the curriculum where possible (for example, The Victorians).</p> <p>Q: School Development Plan: do you have any concerns about progress? A-No-The Leadership Team are currently assessing impact of work so far.</p> <p>Q: Clubs: Do you have a target for the proportion of SEN and Pupil Premium pupils attending clubs? A: The Head stated that the aim is for as many SEN and Pupil Premium pupils as possible to access clubs. She said that places are initially offered to pupils from these groups which has proved effective in increasing the proportion of SEN and Pupil Premium pupils attending clubs.</p> <p>Q: Has being part of DOWAT affected the school's budget? A: Governors noted that this had been discussed at the Finance Committee, with approximately £40,000 required annual for Trust membership. The Head confirmed that the school is working to manage this cost and is focused on spending available funding as effectively as possible.</p> <p>The Head was thanked for her report and for the contributions from staff.</p>	
9	<p>Receive reports from Committees The Finance and Resources Committee met on 21st April.</p> <p>Governors noted the following key points:</p> <ul style="list-style-type: none"> • Budget 26/27 was discussed and a £65k in-year deficit was noted, due in the main to higher inflations, increased staff salaries and the contribution to DOWAT. • Projected carry forward (for 27/28) will still show a surplus despite the deficit in year. • Looking ahead-projections continue to show in-year deficits. • Freeze on recruitment implemented. • H&S audit carried out-issues identified will need to be costed • An admin role is not being replaced – which will reduce the deficit in the 26/27 budget • SEND funding has changed. This will result in a reduction of 12k in SEN income. <p>The Curriculum Committee met on 15 April. Governors noted the main areas discussed: Safeguarding</p> <ul style="list-style-type: none"> • The impact of the budget on staffing and quality of teaching and learning • Attendance update • Predicted data for KS2 tests and internal non-statutory data (R-Y5) • Quality of Teaching report from external adviser • Curriculum and OPAL survey to parents and staff. • The Diocese Report of RE 	

	<p>Governors were informed that Jo Browne had made a visit to focus on different forms of prayer and child led worship. Her report was positive with suggestions to further enrich and develop this area.</p> <p>Governors were reminded that Committee Meeting minutes are available for all Governors on GovHub</p>	
10	<p>Governor updates Included:</p> <ul style="list-style-type: none"> • LGB membership - Currently all roles are filled • Receive Governor link visit reports- no Governor visits to report Health & Safety visit • Other visits to note-Marketing meeting took place governor helped judge Holy Family has talent • SEA visit and Jo Browne (RE) taken place as reported. • Safeguarding visits coming up • Chairs update-nothing of note from DOWAT. <p>In terms of transition to the DOWAT Trust, Governors noted that admin and finance functions are still getting aligned.</p>	
11	<p>Governor training, including In-House training Governors noted current and forthcoming training opportunities from the recent training email (On GovHub) and were encouraged to sign up for courses of interest and relevant to their role.</p> <p>ACTION- In-House training course - KL to approach Mike Catchpool for training re Ofsted.</p>	<p>All Govs</p> <p>KL</p>
12	<p>Policies: The following policies - previously <i>circulated on GovHub</i> were considered and approved.</p> <ul style="list-style-type: none"> • Attendance • DoWAT Health and Safety • DoWAT Pay • Online Safety • AI Policy 	
13	<p>Any Other Business as notified under item 4</p> <p>To share feedback received from Patrick Leeson-chair of the Board of Directors at DOWAT</p> <p>The Head reported that PL had visited. She read out the email received following the visit, which highlighted the many positive aspects he identified, including the calibre of staff and the outdoor learning provision.</p> <p>ACTION: PL's email to be shared on GovHub</p>	Head
14	<p>LGB meetings 2025-26</p> <p>The final meeting of the school year – rescheduled to Tues 30th June at 6pm (in school)</p>	
15	<p>Closing prayer</p> <p>Hail Mary</p>	
	<p>The Chair thanked everyone for attending and to the Head for her hard work.</p> <p>The meeting closed at 18.59pm</p>	

Item	Summary of Actions	Who
6	Clerk to follow up any outstanding Governor non-responses to skills audit	ZB
11 (i)	<i>Governors to note current and forthcoming training opportunities from the recent training email (On GovHub) and to sign up for courses of interest and relevant to their role.</i>	All Govs
11 (ii)	<i>In-House training course - KL to approach Mike Catchpool for training re Ofsted.</i>	KL
13	PL's email to be shared on GovHub	KL