



The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

Held on Wednesday 2 July 2025 - 6pm in school

Present:

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

Headteacher: Katie Linnane (KL)

Staff Governor: Lisa Clifford (LC)

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

LA Governor:

In attendance: Rebecca Harvey (HfL Clerk)

Apologies: Euphrasia Ndi (EN), Richard Wilson (RW), Emmanuel Johnson (EJ)

Did not attend: Sarah Cafferty (SC), Michelle Uba (MU),

(Challenge/ Actions)

No	Item	Action				
1.	Welcome <ul style="list-style-type: none"> The Chair welcomed everyone to the meeting. 					
2.	Opening Prayer <ul style="list-style-type: none"> Fr Norbert led governors in a prayer. 					
3.	Apologies <ul style="list-style-type: none"> Apologies were received and accepted from Euphrasia Ndi, Emmanuel Johnson, and Richard Wilson. Sarah Cafferty and Michelle Uba 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.	Agree minutes of the FGB on 29 April 2025 <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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Summary of Actions</th> </tr> </thead> <tbody> <tr> <td><i>Consider in house training at next FGB – see item 11.</i></td> </tr> <tr> <td><i>All to carry out Exclusions training – ACTION AR and SET to book</i></td> </tr> <tr> <td><i>Advise Head if will be attending 60th Anniversary Mass on 26 June – completed</i></td> </tr> </tbody> </table>	Summary of Actions	<i>Consider in house training at next FGB – see item 11.</i>	<i>All to carry out Exclusions training – ACTION AR and SET to book</i>	<i>Advise Head if will be attending 60th Anniversary Mass on 26 June – completed</i>	AR/ SET
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Signed:

Dated:

7.	<p>To receive notification of any safeguarding issues arisen since the last FGB meeting</p> <ul style="list-style-type: none"> • <u>Receive Annual Safeguarding report to governors</u> – previously circulated • There were no other issues to advise. 	
8.	<p>To receive Head Teachers 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"> • Q - How many children are attending after school clubs and have numbers increased? A – In the whole of the summer term, between 70 and 74 children have been accessing a voluntary club, with 8 -12% being PP pupils and 8-15% pupils with SEN. The school is reliant on staff to volunteer to run these clubs which are free to pupils. Support staff get paid for running a club and teachers get a half day a term in lieu. It is getting increasingly difficult to get staff to commit to running a club, but these are very beneficial for PP children. There are more clubs are on offer which is a real positive. Lunchtime clubs are also available. • Governors noted attendance was excellent at 97% YTD, (National 94.5%) for the third year running. • The Head’s summary outlined a very successful year for the school that included: celebrating the 60th anniversary of the school in June, joining DOWAT Academy Trust on 1 July, a positive Ofsted inspection in October, continued curriculum development, OPAL, which had transformed lunchtime play and the introduction of a new behaviour curriculum that was already having an impact across the school. Thanks to all staff for their continued hard work and professionalism. • The school will be fully staffed in September. • Thanks were given to governors for their contribution to a staff evening last week to celebrate the Ofsted outcome. Most staff attended. • Behaviour incidents were highlighted showing they had significantly reduced over the course of the year to almost half; this has been attributed to the introduction of OPAL. • Q - What support is in place for the suspended pupil? A – They are in receipt of behaviour outreach and have 2 adults supporting them on a p/t timetable. The school applied to Swallowdale Behaviour Hub, that takes children for 2 terms with the aim of resetting their behaviour. The children are then re-integrated back into their mainstream school. The child has now been accepted and starts there on Monday. • The Chair thanked to the Head and all staff. 	
9.	<p>To receive Committee updates</p> <ul style="list-style-type: none"> • <u>Finance and Resources</u> – meeting 18 June 2025 – minutes to be circulated <ul style="list-style-type: none"> ○ The school joined DOWAT after the last Resources meeting. DOWAT has a top slice of 3%. Q – Does the school have any money left to spend? A – Finance is tight, the school will not be replacing all support staff, particularly those on p/t contract which does not support the school. However, the school cannot afford a full-time replacement. Currently there is no restructuring required. The school, along with most others, is moving away from the idea that all classes have a TA. TA’s will only be provided where needed. The school also has 3 x HLTA’s who provide high quality interventions and can also take classes in staff absence. ○ Railings to be repainted. ○ A thorough H&S Audit was carried out by the Trust. As a result, there is some work to carry out. The report and action plan is awaited. ○ Q - The school is predicting 3 years of an in-year deficit, is it possible to shrink the deficit? A – The school will continue to manage the budget. ○ The Business manager has been meeting with the CFO of DOWAT and a new budget will come out in September. ○ Q - Could parents support painting such as the railings for example? A –All work completed at the school has to go through Stat Logs and the school is required to 	

	<p>obtain 3 quotes. Q - Even if there was no charge? A – The school must be able to guarantee the quality of the work.</p> <ul style="list-style-type: none"> • <u>Curriculum</u> – <ul style="list-style-type: none"> ○ The committee is due to meet on 15 July at 10.15am and will discuss phonics and SATs results and EOY year progress and attainment. Reports will be available for the next FGB in the autumn. 	
10.	<p>Governor updates</p> <ul style="list-style-type: none"> • <u>FGB membership</u> - Currently all roles are filled. • <u>Receive Governor link visit reports</u> – none for this meeting. • Quality of Education and Leadership visits – MM - 04.06.25 – <i>reports on GHub</i> • SET and MM also visited to observe SATs to ensure the test were run properly. All processes were correct. Report to follow. • JG – to write a report for H&S visit. • SET - EY visit planned for this term. • <u>Chairs' update</u> – none for this meeting. 	
11.	<p>Governor training</p> <ul style="list-style-type: none"> • <u>Consider in-house training for this financial year</u> – The meeting considered MAT governance would be a sensible option. ACTION To be reviewed in the autumn term. • Training completed/booked since last FGB: <ul style="list-style-type: none"> ○ Vision, Mission and Strategy – NF – 19.06.25 – the training was visionary and well worth attending. • Reminder to governors to carry out Exclusion training. 	
12.	<p>Policies – <i>consider and approve policies as per the policy schedule - previously circulated on GHub</i></p> <ul style="list-style-type: none"> • None for this meeting 	
13.	<p>Update on Academisation</p> <ul style="list-style-type: none"> • The school joined the DOWAT Academy Trust on 1 June 2025. Huge thanks to The Head and SBM in supporting this transfer as a lot of paperwork was involved, particularly as the deadline approached. • Changes will be noted for the Head and SBM, but there will be no changes for staff or pupils or parents. Joining the Trust would secure the future of the school and was a positive move for Holy Family. 	
14.	<p>Any Other Business - as previously notified under item 4</p> <ul style="list-style-type: none"> • The Head thanked all who contributed to the 60th Anniversary celebrations. There was a beautiful Mass and the children were fantastic, even the youngest. A fabulous mosaic has been installed in the hall, created by pupils and a local artist. Everyone had a wonderful day. • Fr Marco will be joining the leavers Mass at the end of term and children are making cards for him. • Thanks to governors for their support during a very successful year for the school. • The Chair thanked the Head for her inspiration and all her hard work for the children at the school and thanked all the staff for their continued dedication to the school. 	
15.	<p>To agree meeting dates of LGB meetings 2025-2026 at 6pm</p> <ul style="list-style-type: none"> • Weds 8 October 2025 – in school • Weds 21 January 2026 – online • Weds 29 April 2026 – online • Weds 1 July 2026 – in school • Committees to be organised next term. • 24 October - governors were invited to attend Sister Judith Day of Catholic Social Teaching 	

	The meeting closed at 18.45pm with a Prayer.	

Agenda item	Summary of Actions	Who
6	Attend Exclusion training	AR/ SET
11	Review in house training in the autumn term, proposed MAT Governance	NF/KL

Signed:

Dated: