



The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

MINUTES OF THE MEETING OF THE LOCAL GOVERNING BOARD

Held on Wednesday 8 October 2025- 6pm in school

Present:

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

Apologies: None

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

No	Item	Action
1.	Welcome The Chair welcomed everyone to the meeting.	
2.	Opening Prayer SWAP Fr Norbert opened the meeting with a prayer.	
3.	Apologies None received. The meeting was quorate.	
4.	To elect Chair and Vice Chair of governor and agree terms of office – NF & MM The Clerk led this item and invited nominations The current Chair, Fr Norbert Fernandes was nominated and duly elected. Fr Norbert Fernandes led the remainder of the meeting. Election of Vice Chair The Chair invited nominations. The current Vice Chair, Moira Mester was nominated and duly elected. The term of office for both positions was confirmed as one year. Governors expressed their thanks to the Chair and Vice Chair for their dedicated leadership.	
5.	To receive notification of any other business <ul style="list-style-type: none"> Governors Day 	
6.	Governors to advise any conflict of Interest for this meeting There were none.	

7.	<p>To confirm completion of governor declarations and compliance confirmations for 2025-26: Governors were reminded to complete the following declarations on Governor Hub by half term by Fri 17th October</p> <p>a. Declarations of interests</p> <p>b. KCSIE - <i>governors to confirm they have read part 2 and understood key changes (annex F)</i></p> <p>c. CES Governor Code of Conduct – <i>to be approved</i></p> <p>d. Child Protection policy</p>	All Govs									
8.	<p>Agree minutes of last FGB on 2 July 2025 The minutes were AGREED. To be signed as a true record by the Chair on the Hub.</p> <p>Matters Arising from the minutes:</p> <table border="1" data-bbox="280 645 1254 913"> <thead> <tr> <th colspan="2">Summary of Actions from 2 July 2025</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>Attend Exclusion training – update - attended</td> <td>AR/ SET</td> </tr> <tr> <td>11</td> <td>Review in house training in the autumn term, proposed MAT Governance – update NF to arrange and circulate to Governors</td> <td>NF/KL</td> </tr> </tbody> </table>	Summary of Actions from 2 July 2025		Who	6	Attend Exclusion training – update - attended	AR/ SET	11	Review in house training in the autumn term, proposed MAT Governance – update NF to arrange and circulate to Governors	NF/KL	MM
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9.	<p>To receive notification of any safeguarding issues arisen since the last FGB meeting Safeguarding update within HT report. KI advised that the school will be aligning with the DoWAT trust policies going forward and will use their template for reports.</p>	
10.	<p>To receive headteacher’s report–Circulated in advance on GovernorHub including but not limited to Catholic Life, SDP, SEF, Attendance, Standards and Achievement, Staffing The Headteacher highlighted the following: Attendance-The school’s excellent attendance which continues to be well above the national average. The last 2 days children had achieved 100% attendance. The Head pointed out that the high attendance levels are particularly noteworthy in the context of the national picture. Governors congratulated the school on the excellent attendance.</p> <p>Standards and achievements-The head noted the KS2 results this year had dipped as expected. This was related to the cohort with 30% Pupil Premium and 30% SEND pupils. The curriculum Committee had been kept updated throughout the year on measures in places to support this cohort. The Head reported that</p> <ul style="list-style-type: none"> • In maths, the cohort had achieved “good results for them”. • Writing and Grammar, Punctuation and Spelling results were as expected. • Reading results were disappointing and further investigation had revealed that 5 children had missed the expected standard by one mark. • 3-year averages show trends are still good. <p>Q - What steps will the school take to improve the KS2 SAT results for 2026?</p>	

	<p>A - Y5 pupils transitioning into Y6 had a test at start of Y6 and results suggest that 2026 results will be better. The school will continue to monitor across the year.</p> <p>The head also notes that Pupil Premium and SEND pupil perform well across the trust. Therefore there will be a focus on those pupils just below the expected standard who do not have any SEND.</p> <p>Governors congratulated the staff on the results in Reception and Phonics screening check results.</p> <p><i>Behaviour, safety and wellbeing</i></p> <p>Q - How do the 49 behaviour incidents reported on CPOMs compare to previous years?</p> <p>A - Data over the years suggests incidents are always higher in autumn term. Some of these are due to children with complex SEND needs being in transition and adjusting to their new class. In the autumn term staff log all incidents to gain evidence for referrals and support if needed later in the academic year.</p> <p>Extra-curricular clubs -The head reported that she is proud of the clubs that are offered at the school and was grateful to teachers and support staff for leading these. There is a commitment to provide free clubs to target pupils with PP and SEND. Some of the many clubs cited included ukelele, computing, board games, book club, and maths.</p> <p>Fire and emergency lockdown drills</p> <p>Q - The recent evacuation took 3 minutes and 13 seconds – is this within the recommended time limits?</p> <p>A - 3 mins is recommended. The school carries out drills at different times of day, including after school, to ensure its procedures are robust and known to all children and adults.</p> <p>The new approach to teaching music was discussed. Early indications of the Team teaching to support teachers, using the new Kapow music scheme is proving effective.</p> <p>Thanks were expressed to the head teacher for her report and hard work.</p>	
11.	<p>To receive and review the SDP - School Development plan - previously circulated on GHub</p> <p>The Head reported that the SDP uses the DoWAT's format. She highlighted that it comprises 4 priorities including writing and the new format will be easier to read.</p> <p>Q - What should governors do to take it up from grade 2-</p> <p>A - A Grade 2 is based on outcomes. The SDP currently includes Ofsted grades from the previous framework. SLT plan to review the new Ofsted framework later in the year. Having been recently inspected and with the academisation project it has not been a priority.</p>	
12.	<p>To receive and review the SEF/SIP – Self-evaluation form using the DoWAT template previously circulated on GHub</p> <p>The Head informed Governors that, overall, she has evaluated the school at grade 2, with Personal Development judged as grade 1. However, there is no requirement to grade.</p>	
13.	<p>To receive the 2024-2025 Sports Premium report - online</p> <p>The Head informed Governors that reporting of Sports Premium has now moved to an online portal. She has been talking to other heads to find an effective way of reporting this information to governors.</p>	

14.	To receive the Pupil Premium strategy for 2025-2026 A report on Pupil Premium strategy and funding will be updated by December 31 st .	Head																								
15.	To approve term dates for 2026-2027 Consulting with Saint John Henry Newman, Stevenage. Dates to follow when available.	Head																								
16.	<p>To receive Committee updates</p> <p>Finance and Resources –Committee membership and Terms of Reference (TOR) approved and to be uploaded on Governorhub.</p> <p>Curriculum – Committee membership and Terms of Reference (TOR) approved and to be uploaded on Governorhub</p> <p>Head Teachers performance management committee – Committee membership and Terms of Reference (TOR) approved and to be uploaded on Governorhub</p> <p>Admissions committee – Committee membership and Terms of Reference (TOR) approved and to be uploaded on Governorhub</p> <p>A Governor to attend Admissions training.</p>	<p>Head</p> <p>Head</p> <p>Head</p> <p>EJ to attend training</p>																								
17.	<p>To agree governor link roles for 2025/2026</p> <p>The Head briefly outlined governor link roles.</p> <p>To be updated in Governorhub.</p> <table border="0"> <tr> <td>Behaviour, Attendance and Attitudes</td> <td>Euphrasia Ndi, Michelle Uba</td> </tr> <tr> <td>EYFS</td> <td>Sandra Elfons-Tawafig</td> </tr> <tr> <td>H&S</td> <td>Jimmy Gill</td> </tr> <tr> <td>Finance</td> <td>Richard Wilson</td> </tr> <tr> <td>Online safety</td> <td>Adam Richardson</td> </tr> <tr> <td>Leadership and management</td> <td>Moira Mester</td> </tr> <tr> <td>Personal development</td> <td>Euphrasia Ndi</td> </tr> <tr> <td>Curriculum and standards</td> <td>Moira Mester</td> </tr> <tr> <td>RE</td> <td>Fr Norbert Fernandes</td> </tr> <tr> <td>Safeguarding</td> <td>Fr Norbert Fernandes</td> </tr> <tr> <td>SEND & PP</td> <td>Sarah Cafferty</td> </tr> <tr> <td>Training</td> <td>Fr Norbert Fernandes</td> </tr> </table>	Behaviour, Attendance and Attitudes	Euphrasia Ndi, Michelle Uba	EYFS	Sandra Elfons-Tawafig	H&S	Jimmy Gill	Finance	Richard Wilson	Online safety	Adam Richardson	Leadership and management	Moira Mester	Personal development	Euphrasia Ndi	Curriculum and standards	Moira Mester	RE	Fr Norbert Fernandes	Safeguarding	Fr Norbert Fernandes	SEND & PP	Sarah Cafferty	Training	Fr Norbert Fernandes	Head
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18.	Governor Skills audit- available on GHub Action KI to send round link for Governors to complete by the end of the autumn term.	All Govs																								
19.	Governor membership All roles and filled and no Governor has a term of office due to end.																									
20.	<p>Governor training</p> <p>The head demonstrated where Governors can find the training links for HfL, MAT and TheKey modules. Governors were encouraged to attend training.</p> <p>Training completed/booked since last FGB:</p> <ul style="list-style-type: none"> Standards operations 12 Nov (NF) Disciplinary –23 Oct (SE-T) 	All Govs																								

	<ul style="list-style-type: none"> • Exclusions 23 Sept – (AR, SE-T) • Safeguarding 12 May 2026 Sarh Cafferty 	
21.	<p>Finance update from Jackie Willcocks (SBM) as the Finance Committee has not met before this meeting, outlining changes since conversion. Policies for the Finance Committee will be approved remotely. Report circulated in advance. Jackie highlighted key points: Academy conversion - The school converted on 1st July. The Academy financial year starts on 1st September. The carry forward from the previous financial year is not yet available and it is too early to assess the school’s financial position since conversion. There have been lots of changes since conversion to Academy status, including learning the double entry finance system and a change of payroll provider (Edupay). All these changes are taking time, but the trust has good support, and JW is pleased with the support she has received from the trust in relation to the conversion. JM highlighted to Governors that any reserves of capital funding previously held by the school is now held in one account by the trust which attracts a preferential rate of interest. Monies are then used according to the priority needs of schools across the trust. The school spent 35K on toilets over the summer A GDPR audit had taken place. JM drew to Governors’ attention to 2 factor authentication for school emails. Decided not to proceed with this at the moment. No AI policy established yet. A Health and Safety audit has taken place at schools across the trust and an action plan to address issues raised is in place. Governors recognised the pressures of conversion and understood that there will be a need to continue to prioritise key tasks as the school aligns. Governors expressed their appreciation to JM for her work to support the transition to Academy status.</p>	
22.	<p>Curriculum update from Moira Mester (Chair of Curriculum Committee)</p> <p>MM reported that the Committee had met on 1st October. They discussed attendance, pupil results (summer 2025) and pupil wellbeing, plus RE and early years and planned governor linked visits. They worked with the DoWAT policy schedule and approved the following policies: Policy approved-from DoWAT schedule</p> <ul style="list-style-type: none"> • Teaching and Learning • Presentation • Use of social media 	
23.	<p>Policies The following policies - previously <i>circulated on GHub</i> were considered and approved.</p> <ul style="list-style-type: none"> • Child Protection (LA) • Statement of procedures for managing allegations against staff (LA) • Equality Information and Objectives Plan (DoWAT) • Complaints Policy (DoWAT adopted from CES)) 	

	<ul style="list-style-type: none"> • Adopt Trust Personnel Policies reviewed by Board in July 25 including: Code of Conduct, Appraisal, Disciplinary, Capability, Equality and Diversity, Grievance and Sickness Absence). • Nursery admissions 2027/28 • Admissions 2027/28 	
24.	<p>Any Other Business - as previously notified under item 5</p> <p>The Headteacher reminded Governors of Governor Day in school on Friday 17th Oct. The day will start with a Mass led by Father Norbert followed by activities to enable Governors to see the running of the school. Governors were requested to email KI as soon as possible if able to attend. As with all visits, Governors attending should complete a visit form at the end of the visit.</p>	
25.	<p>Dates of FGB meetings 2025-2026</p> <ul style="list-style-type: none"> • Weds 21 January 2026 – online · • Weds 29 April 2026 – online · • Weds 1 July 2026 – in school · <p>Finance Committee</p> <ul style="list-style-type: none"> • Tue 13th Jan, Tue 21st April, Tue 9th June <p>Curriculum Committee</p> <ul style="list-style-type: none"> • Wed 14th Jan, Wed 15 April, Mon 13 July 	
	<p>The Chair thanked everyone for a productive meeting. The meeting closed at 19.17pm with “Glory be to the Father”.</p>	

Agenda item	Summary of Actions	Who
7	Governors were reminded to complete all listed declarations on Governor Hub by half term by Fri 24 th October	All Govs
8	Arrange in-house training and confirm details to Governors – by Fri 24 th Oct	Chair
14	A report on Pupil Premium strategy and funding will be updated by December 31 st	Head
15	To circulate term dates for 2026-2027 for approval when available. Clerk to add to spring term agenda	Head Clerk
16	Committee membership and Terms of Reference (TOR) for all Committees to be uploaded on Governorhub by Fri 17 th October	Head
18	Action KI to send round link for Governors to complete by the end of the autumn term.	Head All Govs
20	Governors to review training courses on Governor hub and attend courses relevant to their role..	All Govs
24	Governors to email KI as soon as possible if able to attend Governor Day	All Govs