



# The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

## MINUTES OF THE MEETING OF THE LOCAL GOVERNING BOARD

Held on Wednesday 21 January 2026, 6.00pm – via Teams

**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),

**LA Governor:** Emmanuel Johnson (EJ)

**In attendance:** Zoë Buckley (HFL Clerk),

Sarah Cafferty (SC)-joined the meeting at 18.25

Michelle Uba (MU)-joined the meeting at some point after 18.25

**Apologies:** None

**Did not attend:** Euphrasia Ndi (EN), Adam Richardson (AR)

No:	Item/Subject:	Action
1.	Welcome and apologies for absence. The Chair welcomed everyone to the meeting. No apologies received. The meeting was quorate. Governors were reminded of their commitment to confidentiality as detailed in the code of conduct.	
2.	<b>Opening Prayer</b> Fr Norbert opened the meeting with a prayer. There was a prayer for Jeanette Stephens, former Head of the school who had died recently.	
3.	Notification of any other urgent business for item 10.3 <ul style="list-style-type: none"><li>• Cyber security training</li></ul>	
4.	Declaration of any conflict of interest that may arise during the meeting. No conflicts declared.	
5.	Minutes and Matters arising from previous meeting 8 <sup>th</sup> October 2025 <ul style="list-style-type: none"><li>• Approval of minutes – minutes approved and signed online</li><li>• Consider any matters arising- see below</li></ul>	

Signed: .....

Dated: .....

Agenda item	Summary of Actions – from previous meeting-All complete except as below.	Who
7	Governors were reminded to complete all listed declarations on Governor Hub by half term by Fri 24 <sup>th</sup> October Completed	All Govs
8	Arrange in-house training and confirm details to Governors – by Fri 24 <sup>th</sup> Oct Update-Training on New Ofsted Inspection Framework to be arranged. <b>Action: NF to arrange Training on New Ofsted Inspection Framework for the summer term 2026.</b>	Chair
14	A report on Pupil Premium strategy and funding will be updated by December 31 <sup>st</sup> Completed	
15	To circulate term dates for 2026-2027 for approval when available. Clerk to add to spring term agenda Completed - Approved by email and/or verbally to the HT	
16	Committee membership and Terms of Reference (TOR) for all Committees to be uploaded on Governorhub by Fri 17 <sup>th</sup> October Completed - HT to check uploaded on GovernorHub	
18	Action KI to send round link for Governors to complete by the end of the autumn term. Complete-Link circulated. <b>Action: Reminder for Governors to complete skills audit asap</b>	All Govs
20	Governors to review training courses on Governor hub and attend courses relevant to their role. Completed	
24	Governors to email KI as soon as possible if able to attend Governor Day Complete-Governor Day reported to be well attended	

5.	Strategic Management	
	<p><b>To receive the Head Teacher’s report-circulated in advance</b> The Headteacher answered questions and expanded on items in her written. She noted that receiving governor questions in advance of the meeting had been helpful.</p> <p><b>Attendance</b> Governors noted the strong attendance figure of 97.5%. The Headteacher reported that the school had been congratulated by the Trust during the recent INSET day. Thanks were expressed to parents for their continued commitment to ensuring children attend school regularly.</p> <p><b>Standards and Achievement</b> <b>Question:</b> A governor queried whether the figures on page 5 (Reading 82%, Writing 74%, Maths 79%) reflected current attainment. The Headteacher confirmed that the figures represent internal autumn-term data. She explained:</p> <ul style="list-style-type: none"> <li>• Data is analysed to identify areas for further improvement; the aspiration is to see results in the 80%+ range.</li> <li>• This internal data cannot be compared to national outcomes, as internal assessment systems vary between schools. The Headteacher noted that even Ofsted does not use internal school data.</li> </ul>	

The Headteacher highlighted a “hidden group” of pupils with no SEN or identified need who are working just below age-related expectations. Small, targeted, marginal gains are being made to move these pupils to expected standards.

**Question:** A governor asked whether internal data would be compared with other schools. The Headteacher explained that this is difficult and not particularly meaningful due to the subjective nature of school assessment systems.

#### **EHCP / Local Authority Coordinator**

**Question:** A governor asked for clarification regarding the decision to cease working with the current Educational Health Care Coordinator (EHCCo).

- The Headteacher reported ongoing issues since approximately one month before Christmas.
- Concerns included variable expertise, lack of continuity (having had four different coordinators), and errors that called the EHCCo’s competence into question.
- The school is currently without an EHCCo until the Local Authority appoints a suitable, substantive replacement.
- The Headteacher expressed grave concerns about the quality of previous support but is hopeful that a new coordinator will be more effective.

#### **Curriculum – Metacognition**

**Question:** Governors asked for further explanation of how metacognition is being developed across the school.

- The Headteacher outlined the approach: supporting pupils to understand and access the strategies they need to learn independently.
- Staff have received considerable training, with a particular focus on disadvantaged pupils.
- The approach is supported by EEF research as a proven and effective strategy.
- A parent workshop is planned, and pupils are increasingly able to explain their learning processes.

#### **Extra-Curricular Clubs**

**Question:** Governors noted the strong participation in both chargeable and voluntary clubs and asked whether participation in voluntary clubs could be increased.

- The Headteacher confirmed this is an ambition, though capacity and ages of pupils can be a limiting factor.
- The new chess club is proving particularly popular.
- Governors were invited to consider running a club in an area of interest or expertise.

#### **Health and Safety**

**Question:** A governor asked when the new fire alarm/emergency bell would be installed in the nursery.

- The Headteacher clarified that it is a **lockdown bell**, not a fire alarm, and arrangements are being progressed.

#### **Rainbow Room (RR) and Alternative Provision**

**Question:** Governors asked for further information regarding the RR and its use.

##### **Morning Provision**

- Currently three pupils attend an informal alternative provision in the RR for four mornings a week.
- Pupils work on individual targets and personalised programmes, led by staff trained to meet their needs.
- Pupils reintegrate into their own classes in the afternoons, supporting the development of social skills.

	<ul style="list-style-type: none"> <li>The provision is already proving successful, with pupils achieving more than they had previously within their main classes.</li> <li>Behaviour that may have disrupted others is now more effectively managed, making classes calmer and more settled.</li> <li>The Headteacher noted it is still early days, with small adjustments being made as needed.</li> </ul> <p><b>Afternoon Use</b></p> <ul style="list-style-type: none"> <li>The RR is used for <b>whole-school interventions</b>, including: <ul style="list-style-type: none"> <li>reading groups,</li> <li>support for other pupils,</li> <li>small-group work (including Year 6 pupils).</li> </ul> </li> </ul> <p><b>Question:</b> A governor asked what had happened to previous intervention work:</p> <ul style="list-style-type: none"> <li>TA deployment has been reviewed and reorganised to meet pupils' needs more effectively.</li> <li>Interventions occur both inside and outside classrooms and outside where necessary.</li> <li>All interventions are structured, with impact reviewed half-termly.</li> </ul> <p><b>Also noted:</b></p> <ul style="list-style-type: none"> <li>The new school promotional video has received very positive feedback.</li> </ul>	
5.2	<p><b>To receive an update on safeguarding</b></p> <ul style="list-style-type: none"> <li>Annual/termly Safeguarding Report -circulated in advance. It was noted that suspensions are slightly higher than usual. A pupil is now attending the local hub.</li> <li>Annual/termly Looked After Children (LAC) report. An update on numbers of LAC children.</li> <li>SCR – confirmed up to date. SCR audited on 19<sup>th</sup> Jan.</li> </ul>	
5.3	<p><b>To receive an update on the school's Self-Evaluation (SE)</b></p> <p>As previously reported, the SE now uses the new Trust format. This has good alignment with the new Ofsted framework.</p> <p><b>Action:</b> HT to update and share on GovernorHub.</p>	Head
5.4	<p><b>To review and approve School Development Plan (SDP)</b></p> <p>The SDP was available for governors on GovernorHub and had previously been reviewed at the Curriculum Committee. Governors noted that actions within the plan were at different stages of progress, with several actions currently in progress.</p> <p>In response to Governor questions, the Headteacher provided a brief explanation of the "thinking aloud" strategies referenced in the plan and their link to the school's work on metacognition. The approach involves the teacher modelling their thought processes by verbalising an "inner monologue". This supports pupils in understanding how to plan, monitor, and review their learning. The teacher, as the expert, demonstrates the steps and strategies explicitly so that pupils can develop greater independence in applying them.</p>	
5.5	<p><b>To receive an update on Pupil Premium and Sports Premium</b></p> <p><b>Pupil Premium</b></p> <p>Governors received the Pupil Premium documentation, which had been shared on GovernorHub. The Head had reviewed the Pupil Premium report with the District School Effectiveness Advisor and minor amendments to wording had been made.</p> <p>The Headteacher outlined the three-year strategy and confirmed that the approaches with greatest impact continue to be high-quality first teaching, adapted to meet learners' needs, supported by strong CPD for staff. Enrichment activities and HLTA input also contribute positively. The school continually reviews the effect of each strategy; for example, the speech and language programme was discontinued as it was not benefiting a sufficient</p>	

	<p>number of pupils. Academic support is linked with nurturing approaches to build pupils' confidence and provide targeted intervention.</p> <p>It was noted that the school uses a combined approach, in the belief that with activities and strategies working together rather than in isolation it will be more effective.</p> <p><b>Sports Premium</b></p> <p>The Headteacher reported that the annual Sports Premium report is published online this year. Funding continues to support the implementation of OPAL and participation in the sports partnership to promote competitive sport.</p> <p>It was reported that the OPAL programme continues to motivate pupils and has a notable impact on pupils' soft skills such as resilience and turn-taking. It is recognised across the Trust as making a positive difference at Holy Family. Governors were advised that the long-term future of the Sports Premium grant is not yet confirmed and may move to a bid-based model.</p>	
5.6	<p><b>To receive and review the budget monitoring report</b></p> <p>This item is received at <i>finance committee</i></p>	
5.7	<p><b>To receive termly monitoring progress and achievement data</b></p> <p>This item is received at <i>curriculum committee</i></p>	
6.	<b>Annual Items</b>	
6.1	<p><b>Plan stakeholder engagement</b></p> <p>Stakeholder engagement, including staff and parent surveys, will continue to take place during the summer term as is customary.</p>	
6.2	<p><b>Budget and Finance – key dates</b></p> <p><i>The Academies Planning calendar sets out key dates, publications and actions</i></p> <ul style="list-style-type: none"> <li>• 28 January 2026: deadline to submit your 2024/2025 accounts return online form.</li> <li>• 31 January 2026 deadline to publish the accounts on your trust's website as soon as they're signed.</li> </ul> <p>Governors noted the key dates for reported the above items.</p>	
6.3	<p><b>Determine Admission Arrangements</b></p> <p>Governors noted that the Admissions Policy is available on Governor Hub; however, the admissions map referenced is not currently included within the policy.</p> <p>There was discussion regarding the accuracy and clarity of the map, including reference to parish boundaries, noting that the current information relating to the parishes may require review</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Headteacher to include the admissions map within the Admissions Policy and upload to Governor Hub</li> <li>• Review the map and boundaries with the Diocese</li> </ul>	Head Chair
6.4	<p><b>School Assessment Plans for Summer 2026</b></p> <p>No discussion-statutory assessments to take place as required</p>	
6.5	<p><b>Capital building repairs and refurbishment (as delegated to LGB)</b></p> <p>The Headteacher advised that the following works are planned to take place during the summer holiday.</p> <ul style="list-style-type: none"> <li>• Toilet replacement project, including new toilets for Reception, Year 1 and Year 2.</li> <li>• Nursery refurbishment, subject to feasibility and available funding.</li> <li>• Internal painting of Nursery and Reception classrooms</li> </ul>	
7.	<b>Updates from Delegated Committees</b>	

7.1	<p><b>Finance/Resources Committee</b></p> <p>The Finance and Resources Committee met on 13 January. Governors noted the following key points:</p> <ul style="list-style-type: none"> <li>• The current budget position shows a deficit of approximately £28.5k, which is smaller than originally anticipated.</li> <li>• A Health and Safety audit has been carried out. Issues identified included curtains and missing fire doors, which will require further action.</li> <li>• Pupil numbers were discussed in relation to the school's financial position</li> </ul>	
7.2	<p><b>Curriculum Committee</b></p> <p>The Curriculum Committee met on 14 January. Governors discussed the main items already covered within the Headteacher's report; Attendance, Detailed review of performance data, Personal Development, Pupil Premium (PP) strategy, Religious Education (RE), School Development Plan (SDP), including review of RAG ratings. Reports were received from visiting advisers, which were discussed and noted by the committee.</p> <p>Governors also noted that link governors will be focusing on their allocated areas during monitoring visits.</p>	
7.3	<p><b>Other Committees</b></p> <p>Provisional dates for the Admissions Committee to meet have been set as Thurs 12<sup>th</sup> and Fri 13<sup>th</sup> February.</p>	
7.4	<p><b>HR Related Panels, Complaints Panel and Pupil Discipline Committees</b></p> <p>No panels or committees required.</p>	
<b>8.</b>	<b>To review Governor Business</b>	
8.1	<p><b>Governing Board Membership/Vacancies</b></p> <p>Governors noted that there are currently no vacancies on the Governing Board. Attendance at meetings was discussed. NF will follow up where required.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• ZB to check governor attendance statistics on GovHub and forward to NF</li> <li>• A reminder regarding attendance expectations to be considered for circulation on the Governor Noticeboard.</li> <li>• NF to check DOWAT for expectations on Governor attendance and considerations for removal from office where attendance requirements are not met.</li> </ul>	Clerk Chair
8.2	<p>Governor Training and Development</p> <p><i>It was agreed to book Ofsted preparation training for the summer term. NF to action</i></p> <p><i>Governors noted current and forthcoming training opportunities.</i></p> <ul style="list-style-type: none"> <li>• <i>Exclusion training to be undertaken by S E-T.</i></li> <li>• <i>Catholic Schools Inspectorate (CSI) training to be undertaken by NF.</i></li> <li>• <i>Safer Recruitment training for NF is due for renewal.</i></li> <li>• <i>Admissions training for EJ is scheduled for next month.</i></li> </ul> <p><i>Governors were advised to review upcoming training opportunities, identify gaps, and consider areas of personal interest, with reference to training offered by DOWAT and HfL.</i></p>	
8.3	<p>Governor Visits – Completed and Planned</p> <p>A reminder that Governor visits are recorded on Governor Hub.</p> <p>A Health &amp; Safety visit is forthcoming and a marketing meeting is planned.</p> <p><b>Question:</b> A Governor asked whether some visits could take place via Microsoft Teams where appropriate to aid attendance. It was agreed that this could be considered.</p> <p>Dates for link governor visits are to be planned over the next two weeks.</p>	
<b>9.</b>	<b>Updated Guidance/Items to Note</b>	
9.1	<p>Ofsted Education Inspection Framework (EIF)</p> <p>Governors noted the latest update to the EIF (September 2025).</p> <p><b>Action: Governors to refer to the EIF toolkit to support their understanding and</b></p>	All Govs

	<b>monitoring</b>	
9.2	School Complaints No complaints received. <b>Action - Governors to check if they have done complaints training.</b>	All Govs
9.3	Leadership Service (formerly chairs) Update Governors noted the change to the Leadership Service	
<b>10.</b>	<b>Recurring Items</b>	
10.1	<b>Trust Update</b> The Headteacher gave a verbal update regarding DOWAT during the current year of transition into the Trust. It was noted that work is underway to align processes and systems across the school, including a focus on upskilling the School Business Manager (SBMs). Governors were informed of the Diocesan strategy for academisation, which aims to bring all Catholic schools into academy trusts, with an intended structure of four large trusts. The Trust is planning to expand including the proposed integration with another Diocesan trust, comprising two secondary and four primary schools. The Trust will continue to expand to approximately 38 schools operating within a hub model. It was noted that the Trust believes a certain scale is required to be successful and sustainable. The Headteacher expressed the view that this represents a positive move, enabling greater collaboration with local schools. She acknowledged that implementation will take a significant period of time before coming fully into effect.	
10.2	<b>The following policies</b> - previously <i>circulated on GovHub</i> were considered and approved. <ul style="list-style-type: none"> <li>• Charging &amp; remissions</li> <li>• Pay policy</li> <li>• Safer recruitment</li> <li>• SEND policy</li> </ul>	
10.3	<b>Review School Website</b> A consultant has been engaged to carry out a review of the school website to ensure compliance with DfE requirements.	
10.4	<b>To approve term dates for 2026-2027</b> Circulated in advance. Aligned with John Henry Newman School. Confirmed 1 <sup>st</sup> Sept INSET Day with children returning to school on 2 <sup>nd</sup> Sept.	
10.5	<b>Any Other Business</b> As recorded under item 4 Cyber training-all staff completed. <b>Action:</b> Link to be circulated for Govs to complete DfE/NCSC training	All Govs
10.6	<b>Confirm Date and Time of Next Meeting</b> <ul style="list-style-type: none"> <li>• Wed 29<sup>th</sup> April 2026 (remote) at 6pm</li> </ul>	
10.7	<b>Closing Prayer</b> Lord prayer	
10.8	<b>Close of Meeting</b> The Chair thanked everyone for attending and to the Head for her hard work. The meeting closed at 19.20pm	

<b>Agenda item</b>	<b>Summary of Actions</b>	<b>Who</b>
	<b>Reminder to complete outstanding actions from previous meeting...</b>	
	<b><i>Action: Reminder for Governors to complete skills audit asap</i></b>	
<b>5.3</b>	<b>Action:</b> HT to update and share the school's SE on GovernorHub.	
<b>6.3</b>	<ul style="list-style-type: none"> <li>• Headteacher to include the admissions map within the Admissions Policy and upload to Governor Hub</li> <li>• Review the map and boundaries with the diocese</li> </ul>	<b>Head Chair</b>
<b>8.1</b>	<ul style="list-style-type: none"> <li>• ZB to check governor attendance statistics on GovHub and forward to NF</li> <li>• A reminder regarding attendance expectations to be considered for circulation on the Governor Noticeboard.</li> <li>• NF to check DOWAT for expectations on Governor attendance and considerations for removal from office where attendance requirements are not met.</li> </ul>	<b>Clerk Chair</b> <b>Chair</b>
<b>9.1</b>	Governors to refer to the EIF toolkit to support their understanding and monitoring	<b>All Govs</b>
<b>9.2</b>	Governors to check if they have done complaints training.	<b>All Govs</b>
<b>10.5</b>	Link to be circulated for Govs to complete DfE/NCSC training	<b>All Govs</b>