****

**The Holy Family Catholic Primary School**

Crookhams, Welwyn Garden City AL7 1PG

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD**

**Held on Wednesday 3rd May 2023 at 6pm via Zoom**

**Foundation Governors:** Fr Norbert Fernandes (Chair), Sarah Cafferty, Donella Arnett, Richard Wilson

**Headteacher**: Katie Linnane

**Staff Governor**: Lisa Clifford

**Parent Governors**: Mike Thorpe,

**LA Governor**: Moira Mester

**In attendance**: Rebecca Harvey(Clerk to GB)

**Not present:** Sarah Cafferty, Nadia Perkins

(Challenge / Actions)

|  |  |  |
| --- | --- | --- |
|  |  | **Action** |
|  | **Welcome*** The chair welcomed everyone to the meeting.
* The meeting was quorate.
 |  |
|  | **Opening Prayer*** Fr Norbert opened the meeting with a prayer.
 |  |
|  | **Apologies** * There were no apologies. Nadia Perkins and Sarah Cafferty did not attend.
 |  |
|  | **Conflicts of Interest for this meeting*** There were none.

  |  |
|  | **To receive any items of Any Other Business*** There were none.
 |  |
|  | **Agree minutes of last Full Governing Body 21st February 2023*** The minutes were **AGREED.** To be signed on the Hub as a true record by the Chair.

Matters Arising from the minutes1. *Fr NF to advertise governor vacancies on the parish newsletter –* this was advertised but to date no one has made contact. Fr Norbert advised that a church member had expressed an interest before Easter and he suggested she email the school, however, no email has been received to date.
2. *KL to review governor link roles –* this was covered at a committee meeting
3. *KL to commence parent governor recruitment process. Clerk to remove NP at end of spring term -* Nadia Perkins was re-elected there being no other candidates.
4. *Fr NF to send a thank you to all staff following section 48 visit once final report is received -* Thanks were given to Moira Mester for providing food goodies for the staff at the end of term.
 |  |
|  | **To receive notification of any safeguarding issues arisen since the last FGB meeting*** There were none to report.
 |  |
|  | **To consider the Headteacher’s Report –** *previously circulated – including updates on sport and pupil premiums** ***Q – Attendance looks to be at a consistent level across the school; what is the target? A – 96%. The national average is 93.6% and the school is currently at 95.8%***
* ***Q - The report states Y6 is an academically challenging cohort, can you expand on this? A – This cohort was discussed at curriculum. The year group has been a challenging class throughout the school. 50% of the class are PP and some are still struggling following the impact of Covid. The school has tried to mitigate these issues by ensuring the class has a very good teachers and HLTA. Angela Micklethwaite, who is an experienced KS2 teacher, is also to providing additional support. Progress will be good but the results will not be strong.***
* ***Q – The provision of piano lessons for some pupil premium children is great, could the teaching of recorders be added? A - Pupils in Y4 also learn the ukulele, which will continue next year and the ocarina has also been taught in the past.***
* ***Q – Has there been any interest in the f/t teaching post? A – There have been 3 applications, 2 of whom are ECT, however, the school believes it has the scope to employ another ECT. It was hoped there would be more applicants but there are currently 350 teaching post vacancies in Herts.***
* ***Q – Are you confident there will be no more resignations this year? A - No one has indicated as yet, although they have until the 31st May to resign.***
* ***Q - Do you consider the challenging environment in Y6 is a reason why the Y6 teacher is leaving to go to Australia? A – The teacher has been thinking about spending a year in Australia for a while and it is not believed there is any other reason for leaving. She said her experience at the school has been very positive and if there was a vacancy on her return, she would like to be re-employed.***
* The Chair noted the school performed very well in the Section 48 inspection, particularly having spoken to another school. Primary schools have been marked down for a lack of externally corroborated data and this issue will be raised with the national inspectorate. Primaries are no longer expected to provide anything other than validated data (SATs), but this is not available for RE, and therefore is a challenge for primary schools.
* The Head was thanked for her report.
 |  |
|  | **To consider and approve the school budget for 2023-24 -** *for submission by the end of May – report previously circulated** The finance committee challenged the SBM and Head on the details of the budget; nothing stood out as an issue.
* It was noted the Multi sport club has ceased trading; the school obtained 3 quotes for the playground project which has now been authorised to go ahead. There were some minor discrepancies, which required clarification, but details had been provided.
* Chair proposed the budget be approved. Governors **APPROVED** the budget for submission.
 |  |
|  | **To receive reports from Committees**Finance and Resources – 18th April 2023* Mike Thorpe was asked to carry out an H&S walkabout, and this was completed last week.

Curriculum Committee – 19th April 2023* Highlights – a lot of what discussed has already been covered in the head’s report. In addition, the committee looked at external monitoring visits. The HIP visit took place last week and had a focus on maths. A deep dive was carried out with Lisa and also monitoring in class, book looks and pupil voice. Overall it was a very positive day. (Awaiting report).
* The committee also discussed data and expected Y6 SATs results. Spring term data was very promising.
* An update on the curriculum was provided including on PP children and learning outside the classroom. Link governor visits will be organised by Lisa in terms of linking governors to specific area in the SDP, for example Moira Mester will have the responsibility for teaching and learning and leadership and will meet with the head. Governor support for SATs was also discussed; MM and DA have agreed to support
* 21st June SLT planning date which some members of the committee will also attend.
 |  |
|  | **To receive Governor Link visit reports** * H&S visit; MT met with the SBM and the site manager, several minor issues were noted but most is already in hand, (finger guards on Y1 and Y2 doors for example). Overall it was a very informative visit.
* Also discussed the visit by an external consultant who will be providing a full report on issues with the roof (yet to be received). A conference call will be taking place between him and the SBM. A previous conditions survey in February 2021 stated the roof was fine for some 4-6 years, whereas this report will state the roof needs repair/replacement now. The school needs to understand what has changed.
* ***Q – How much would this cost to remedy? A – c£300k of which the school will have to 10%. In addition, must do now work is £250k for windows, (which would ideally like to do first) as well as fire detection/precaution work. All these areas will be discussed with the external consultant, Tristan.***
* It is believed the fire detection/precaution work costs are rather high, but estimates have not yet been market tested.
* ***Q – Does the school have to use specific contractors? A – The Diocese owns the building and therefore works to the buildings is their decision, and they will put the work out to tender.***
* Fr N was not bale to attend the HIP visit.
 |  |
|  | **Governor membership*** 3 x governor vacancies – 2 x foundation, 1 x LA.
* Nadia Perkins was duly re-appointed unopposed for a second term as a parent governor, there being no other candidates.
* Notifications of vacancies have been placed in the parish newsletter. It was also also suggested a governor speaks at the end of mass, or adding a piece from a governor detailing their experience of/what is expected of and the benefits of a governor, to the newsletter.
* Governors also suggested contacting Herts University to ascertain if they have a Catholic society who may have students who might be interested in becoming a governor. **ACTION KL to contact.**
 | **KL** |
|  | **Governor training*** Training booked:
* *Fr NF Handling Academy Complaints – 16.05.23*
* *MM – Headteacher’s Performance Management - 22.06.23*
* Ofsted training or Safeguarding was proposed for the in house session to take place in the autumn term. **ACTION Fr NF to pursue. Clerk to provide details.**
* A query was raised about whether governors would need to attend cyber training. **ACTION KL to investigate**.
* Governors were advised the school has bought into the Key. Governors can now have access to training and information via the Key website.
* Governors were advised they would be welcome to attend inset day training. Am only.
 | **Fr NF/clerk****KL** |
|  | **Policies –** *consider and approve the following policies* Model policies:* Children with a Social Worker policy
* Children with health needs who cannot attend school policy
* ECT Induction policy
* School Complaints policy – this policy is crucial for all governors to understand in the event of a compliant the policy must be followed to the letter.
* Supporting Children with Medical Conditions policy
* Have these ben approved before and have any changed? HfL and diocese update model policies annually
* All above policies **APPROVED.**
 |  |
|  | **Teachers industrial action*** ***Q - 5/6 days have been lost this year and it is often the same classes that are affected. Can the school: a) use supply to cover staff who are striking, b) is the impact on these classes being monitored and c) if there is a detrimental effect, what is being done to correct it? A - The NEU union was recently on strike, but this school has had the benefit of staff notifying the head in advance. The school can get supply but the head questioned if this was morally correct? The head did not wish to undermine the hard decision that teachers had made to go on strike. The HT union has now also balloted for strike action; its issue is not about the pay offer but how it is being funded, as it mostly has to come from schools themselves, which will have devastating impact on many. In terms of monitoring, the data will highlight any impact, however, the after effects of the Covid shutdowns is still the main issue, of which the SLT is fully aware. Had Y6 been affected by strikes, KL would have taught the class.. KL suspected the strikes will continue and will likely have a broader impact, in terms of more Unions striking at the same time.***
* LC said that no teachers want to strike, but feel they have been put in a position where they feel they have no alternative. Funding is the main issue, and had it been fully funded by the DfE, LC would have accepted the offer.
 |  |
|  | **Update on academisation*** A meeting took place with the project board in March. The Diocese were not happy with the due diligence plan put forward by DOWAT and have asked them to resubmit. The stumbling block is that DOWAT say they don’t have the capacity to do this.
* There is controversy as the Diocese want a plan in place for a secondary school to leave DOWAT at some point in the future. KL was very frustrated as this only came to light just before the Easter holiday. The schools don't want to be caught between the Diocese and DOWAT. All Catholic schools in the Diocese have been directed to join the academy by the Cardinal, but do not have to at this point.
* KL will be meeting with other heads and Pat and Peter Sweeney tomorrow to hopefully move this forward. KL is keen to show the school is showing integrity and honesty.
* The outcome of this issue is that everything is delayed and therefore it is unlikely that Holy Family will join DOWAT by September 2023.
 |  |
|  | **Consider FGB meeting dates for 2023-24 and June meeting which is on a Tuesday*** Tuesday 10th October FGB – in person
* Further dates to mirror what has been in place for this year. **ACTION clerk to propose dates.**
 | **Clerk** |
|  | 1. **Any Other Business -** *as previously notified under item 5*
* There was none.
* Thanks to all for their continued support.
 |  |
|  | The meeting closed at 7.05pm with the Lord’s Prayer. |  |
|  | **Date of next meeting 27th June – 6pm at the school**. |  |

**ACTIONS**

|  |  |  |
| --- | --- | --- |
| **Agenda****item** | **Action** | **Who** |
| 12 | Contact Herts university, to ascertain if there is a Catholic Society and if any students might be interested in becoming a governor | KL |
| 13 | Contact HfL training to arrange an in house session on Ofsted or Safeguarding.Clerk to provide details of courses available. | Fr NFClerk |
| 13 | Investigate whether governors require training on Cyber Security | KL |
| 17 | Propose FGB meeting dates for the next school year | Clerk |