



The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

Held on Tuesday 4th October 2022 at 6pm at the School

Governors present: Donella Arnett, Lisa Clifford, Fr Norbert Fernandes (Chair),
Katie Linnane (Head Teacher), Moira Mester, Nadia Perkins, Richard Wilson

In attendance: Pam Bell (Assistant Head)
Katie Coxon (HfL cover clerk) – *chaired Items 1 and 2*

Opening prayer at 6.03pm

(Challenge/ Actions)

		Action
1.	<p>Welcome and apologies</p> <p>The clerk welcomed all to the meeting.</p> <p>Apologies had been received from Mike Thorpe and consent was given to his absence. Sarah Cafferty did not attend.</p> <p>The meeting was quorate.</p>	
2.	<p>Election of Chair and Vice Chair of Governors</p> <p>The agreed term for the Chair and Vice Chair was one year.</p> <p>Self-nominations were invited for the role of Chair of Governors for the academic year 2022/23; one nomination was received and Fr Norbert was unanimously elected.</p> <p>Self-nominations were invited for the role of Vice Chair of Governors for the academic year 2022/23. Moira Mester (MM) indicated that she was willing to continue to serve in the role but it was noted that her term of office as a Foundation Governor had come to an end; although an application had been made to the Diocese for re-appointment, this was not yet in place.</p> <p>Firstly, it was agreed to appoint MM to the vacant local authority governor position from 01 September 2022.</p> <p>Secondly, Moira Mester was unanimously elected to the role of Vice Chair of Governors.</p>	
3.	<p>Declaration of interests</p> <p>Governors were reminded of their obligation to declare any perceived or actual conflict of interest, financial or other, relating to items on the agenda: there were none declared.</p> <p>Governors were further reminded that they should complete the annual register of business interests on GovernorHub and also the annual declaration re. Keeping Children Safe in Education.</p>	All gobs
4.	<p>Code of Conduct</p> <p>Governors were reminded of the expectations of commitment and confidentiality set out in the Code of Conduct for Governors and asked to complete the confirmation on GovernorHub.</p>	All gobs

5.	Governors' contact details All governors were asked to check that their contact details were up to date on GovernorHub.	All gobs
6.	Notification of Any Other Business <ul style="list-style-type: none"> • Governor Day • Nursery PAN • Section 48 inspection 	
7.	Approval of the minutes of the previous meeting and matters arising The minutes of the governing body meeting held on 3 rd May 2022 were agreed to be a true and accurate record and were duly signed by the Chair. All outstanding actions were for discussion elsewhere on the agenda; there were no other matters arising.	
8.	Head Teacher's report The Head Teacher's report had been circulated with the agenda. Attention was drawn to the Year 6 SATs results, which had exceeded national averages in all areas. The detailed analysis from Hertfordshire County Council was expected imminently and would be discussed at the next meeting of the Curriculum Committee but these – and the Year 2 results – were strong results and the teachers and teaching assistants were to be congratulated. In particular, the combined Reading, Writing and Maths Expected+ scores were 11% higher than the national average. Writing results were slightly lower than the other disciplines, especially at KS1, but this was a national trend attributable to Covid lockdown learning and Writing was a target within the School Development Plan. Questions were invited on the report. <u>School roll</u> Q. What was being done to market spaces in Nursery? A. In addition to the 21 children currently on roll, there were five children on the waiting list, who had submitted their Supplementary Information Form and would join the nursery in January after their third birthday. <ul style="list-style-type: none"> • Flyers had been distributed in the Church of the Holy Family and would also be delivered to the Church of St Thomas More, Knebworth. • Flyers had been delivered to homes on the new housing estate. • Notices had been published in the parish and school newsletters and on social media. • A new banner had been printed for the school fence. • Current nursery parents had been sent a questionnaire asking how they found out about the nursery and why they had chosen the school for their child. Q. Would the school video be updated? A. Due to the expense, this would not be updated this year. <u>Attendance</u> Governor comment: The 99% attendance of Reception children was noted and was a clear indication that children were happy to come to school. Although Year 5 attendance was the lowest in the school (95%), this was still excellent given the stage of the year. <u>Pupil Premium (PP)</u> Q. The planned PP spending for 2022/23 showed a balance of £4,202: was there any risk of unspent monies being clawed back? A. It was possible to carry monies forward and funds could be saved towards bigger projects if required. The majority of the grant was spent on staff costs, including an additional part-time teacher in Year 6 to target PP children and a non-class based Teaching Assistant. The new PP strategy would be published on the school website before the end of the term.	

Staffing

Q. How was PE being covered during the PE Leader's maternity leave?

A. Miss Clifford was leading PE in the interim.

Q. Governors noted that the recent Learning Support Assistants had been recruited on fixed term contracts: had they been content with this arrangement?

A. Although there were more children with EHCPs and therefore a greater need for LSAs, the funding was not always guaranteed and temporary contracts were therefore necessary on budgetary grounds. The posts had been offered on a fixed term contract basis and applicants had accepted that.

Q. Was the school's wraparound care fully staffed?

A. Yes. There was a member of staff covering breakfast and after-school club, plus there was a TA role which incorporated after school hours. The consistency of staff had allowed the school to offer a homework element, which had been greatly appreciated by parents.

Governor comment: The quality of the school office staff and their warm and welcoming nature was appreciated.

CPD

Q. Did teaching staff have a target number of CPD hours to complete each year?

A. CPD was linked to appraisal targets, with no set number of hours – it very much depended on the individual's needs. Staff were encouraged to identify their own CPD requirements, which the school would then endeavour to facilitate. It should be noted that the weekly staff meetings were CPD – CPD did not have to be external.

The new TAs had received two hours of external training to date, plus additional training from Mrs Bell, who also led TA appraisal.

Q. How were middle leaders supported?

A. The development of middle leaders remained a priority in the School Development Plan. Staff were encouraged to understand that everyone was a leader, in that all teachers (other than ECTs) had subject leadership responsibilities. A subject leadership handbook was being developed. The senior leadership team would be offering coaching for the deep dive process to increase confidence in teachers' subject monitoring.

Q. How well was the new leadership structure working?

A. There were clearly defined roles for each of the Assistant Heads: Mrs Bell led on SEND/Safeguarding/Inclusion/Pupil Premium and Wraparound, whilst Miss Clifford had responsibility for Teaching, Learning and Assessment/Pupil Voice/Mentoring alongside her roles as the Maths & Science Leader and KS1 Phase Leader. The distributed leadership meant the Headteacher felt supported and better able to delegate. The structure had been shared with parents who understood the line of authority for raising issues with the school. The Assistant Heads joined the Headteacher on the school playground each day.

Governor comment: The visibility of the senior leadership team had opened up the school community to the SLT and was seen as very welcoming.

Q. What did NCETM stand for?

A. National Centre for Excellence in the Teaching of Mathematics.

SEND

Q. How did the school's SEND cohort compare with other schools nationally?

A. There were 36 children with SEND, or 15% of the school roll, compared with a national average of 13%. However, it was noted that a number of the younger children had been placed on the SEN register due to speech and language needs and would shortly be removed, thereby reducing the proportion of children with SEND to 12%.

The Holy Family School demographic reflected the national trends that the highest proportion of SEN need at KS1 was related to speech and language and at KS2 to ASD.

Q. What was being done to support the one child with poor attendance?

A. This was a pupil in Year 5 with a SEN diagnosis and also high anxiety. There was a Team around the Family, involving the school, parents and external agencies, with input from the child where appropriate. Attendance was improving and the attendance improvement officer was agreed that the school had made all possible adjustments – these included extending the close of register time for this pupil from 9.15 to 9.30am. The school had worked to keep anxieties as low as possible and the child was therefore learning/achieving as expected.

Q. What was the school’s experience of making referrals to external agencies?

A. There was good access to support from the Autism team and to a lesser degree to the SEND Advisory team, but SALT (Speech and Language Therapy) was only available to children with EHCPs and there was very little from the Educational Psychologists/CAMHS. The indication of response time to a paediatrician was 15 months from referral.

RE and Catholic life of the school

- There were two small name errors in the report: In paragraph 1, Pope Paul VI school and in paragraph 6, St John Paul II (House Saint name).
- The school was enjoying using the new prayer garden; this had been opened to parents as a place of mourning and reflection following the death of HM The Queen.
- The wellbeing team had led on the devising the school values of Honesty Family, Trust, Acceptance and Sharing; these had been researched by the children and discussed with teachers. The values were interwoven throughout school life and had been promoted in assembly/at INSET day and were displayed in the dining hall; a further display would be put up in the main hall.
- The School Council had voted on the new House Saint names.
- As part of the Building the Kingdom initiative, the school was joining with St Phillip Howard, Nicholas Breakspear, Pope Paul VI and Our Lady’s schools to hold a conference-style event for Years 5 and 9, on the subject of “What Leadership means”.
Dignitaries including the mayor and the Cardinal would be invited. The conference would encourage children who did not normally speak to find their voice in front of an audience. As a preliminary, the children would first share their presentations with Our Lady’s.
- Fr Norbert had accompanied Year 6 to Aylesford for a day of reflection – a commentary would appear in the next Head Teacher’s report.
- An Early Years’ service of welcome had been held, attended by parents and grandparents of children in Nursery and Reception.

Safeguarding

Q. What was involved in Child Protection meetings?

A. These were held to review a case and for all parties to give updates and to ensure any actions for the school were being implemented – these were usually around support for social and emotional issues. The child’s attendance would be monitored closely.

Q. Was CPOMS used consistently by all staff and how often was it reviewed?

A. All staff used CPOMS to log safeguarding and behaviour issues, including positives that showed the impact of interventions. The SLT had an overview of all records, to give an awareness of the whole picture for each child. An advantage of CPOMS was that records could be transferred electronically to or from other schools.

Informally, the log was reviewed daily. Formally CPOMS was on the agenda at each SLT briefing and at two, longer meetings each term. Safeguarding was also a standing item on the agenda of every staff meeting.

Extra-curricular

Q. Could the school extend the range of music lessons from piano?

	<p>A. The school was now partnering with the Herts Music Service (HMS) and was exploring options for individual instrument lessons. Year 4 now had whole class ukulele lessons through the HMS.</p> <p>Q. How many children attended morning wraparound sessions and were these viable?</p> <p>A. Numbers were in the range 10-15, including some vulnerable families for whom sessions were provided free of charge. Although, on paper, wraparound might seem to be running at a loss, it was an important service to ensure children were in school and transfers from Pupil Premium grant would cover the costs of those children who attended for free.</p> <p><u>Sport Premium</u></p> <p>Q. What were the plans for sport premium spending?</p> <p>A. Continued links with Jo Moxham from Stanborough School, including training children as sports leaders; inter-school competitions; swimming at Hertford pool for Years 4, 5 and 6 for one term each; Superstar sports every lunchtime – for children and TAs.</p> <p>Q. Would the premium be used for upskilling of staff?</p> <p>A. The grant could be used in this way but there were no current plans.</p> <p>Q. What steps did the school take to ensure children’s health and safety for offsite activities, e.g. swimming and school trips?</p> <p>A. The school used the HCC EVOLVE system to record all external trips. This required submission of risk assessments both general and pupil-specific if appropriate. For swimming and other offsite providers, the pool/setting’s own risk assessments would also be obtained and reviewed. No offsite activity took place without the approval of the Headteacher.</p> <p>Q. Was swimming compulsory for children who could already swim?</p> <p>A. Swimming lessons were a requirement of the National Curriculum.</p> <p>Q. Was the cost of transport funded by parents?</p> <p>A. Parents were asked for a voluntary contribution towards the swimming costs; Pupil Premium families were subsidised</p>	
9.	<p>School Development Plan (SDP)</p> <p>There had been some minor ‘tweaks’ to the SDP and further revisions might arise from the upcoming Governors Day or from staff meetings.</p> <p>A RAG-rated SDP would be shared at future governing body meetings to track progress against targets throughout the year.</p>	
10.	<p>Academisation update</p> <p>A document showing the flowchart to academy conversion had been shared on GovernorHub. The Headteacher and School Business Manager had attended a meeting with DOWAT, alongside representatives from three other schools that were looking to join the Trust (one from Hertfordshire; two from Hounslow (with links to a secondary school already in the MAT)). Adrian Leggett from the Diocese, together with the CEO and COO of DOWAT and a primary school Headteacher from one of the Trust schools, had talked through the academisation process. It was reported that this had been a good meeting and the school felt fully informed.</p> <p>The school had completed the required due diligence exercise, involving submission of information relating to finance and to standards, which would now be considered by the Project Board in November.</p> <p>There was no specific timeframe for academisation but the aim was to convert by 01 September 2023.</p> <p>Stage 3 of the conversion process required consultation with stakeholders, for which support would be provided by the Diocese. The Headteacher planned to start raising the issue of academisation with parents this term. DOWAT was an established Trust and it was not anticipated that the consultation would raise any significant issues.</p>	

	<p>The school would receive a grant of £25k to cover the costs of conversion. However there would be an external standards meeting to validate data and an external finance audit, so it was expected that a large proportion of the grant would be needed to cover consultancy.</p> <p>Q. What was a shadow board (Stage 3)?</p> <p>A. It was thought the shadow board was made up of representatives from the Trust and from each school with delegated powers from their governing bodies to make decisions regarding conversion but this would be checked.</p>	KL
11.	<p>Committee updates</p> <p><u>Resources Committee</u></p> <p>The Resources Committee had met on 20th September 2022 and draft minutes shared on GovernorHub; there were no questions arising.</p> <p>Energy price update: prices were fixed until the end of the financial year and were below the cap for financial assistance announced by government. The Energy Team’s best estimates for pricing for 2023/24 were in the range (price per kWh):Electricity 32-36p; Gas 9-13p</p> <p>If these came to fruition and there was no extension of the government’s financial assistance, this could mean an increase in excess of 200% on the current year prices but the situation remained very volatile.</p> <p>It was agreed that, prior to the minutes being approved at the next meeting of the committee, they should be amended to show who had chaired and who had clerked the meeting.</p> <p><u>Curriculum Committee</u></p> <p>The last meeting of the Curriculum Committee had been held in July and had reviewed the SATs provisional results and data outcomes for other year groups. There had been a short discussion over the Year 4 results but the Headteacher felt the data might not be reflective of the ability of the class and would be reviewed at the next data drop in December 2022.</p> <p>It was agreed that Terms of Reference (ToR) for both committees should be reviewed at their next meetings. The clerk would provide an example ToR for the Curriculum Committee.</p>	SC SC/MM Clerk
12.	<p>H&S/Premises</p> <p>The summer term H&S audit checklist had been shared on GovernorHub for information. This had already been discussed by the Resources Committee.</p>	
13.	<p>Policies</p> <p>The school had purchased School Policy Tracker, which would keep track of review dates for policies and send an alert as reviews became due. All statutory policies had been added to the software; non-statutory policies were now being added.</p> <p>The following policies were APPROVED:</p> <ul style="list-style-type: none"> • Child Protection (HCC model incorporating changes due to new provisions/language in KCSiE 2022) • Health & Safety (HCC model) • Nursery Admissions • Reception Admissions <p>The Nursery Admissions policy followed the Reception admissions arrangements as far as possible. It was noted that changes had been made to the Reception Admissions policy in previous years to follow HCC arrangements but that, on reflection, it was better for the school to align with the diocesan policy.</p> <p>Q. In the Child Protection policy, was “low level concern” the appropriate terminology for issues that included, for example using sexualised, intimidating language?</p> <p>A. Low level concern was the terminology used by the DfE (see KCSiE) and was defined as a concern that did not meet the harm threshold.</p> <p>The following policies had been approved by the Headteacher and were noted:</p> <ul style="list-style-type: none"> • Attendance 	

	<p>and worship. A staff meeting had been arranged to brief colleagues on the expectations and the PowerPoint presentation would be shared with governors.</p> <p>Q. What was the notice period for inspection?</p> <p>A. Two days' notice would be given for a S. 48 inspection and the visit would last two days. For Ofsted, the notice period was one day but Holy Family School was not yet in the window for inspection by Ofsted.</p> <p><u>Commissioned School Visit</u></p> <p>A consultant from Herts for Learning would be conducting a CSV on Governance on 25th November 2022.</p> <p>Thanks were expressed to the Headteacher and staff and also to governors for their commitment to the school.</p>	KL
18.	<p>Date of next meetings</p> <p>It was agreed to move the date of the spring term governing body meeting from 17th January to Tuesday, 7th February 2023 at 6pm</p> <p>Curriculum Committee: Wednesday, 25th January at 5pm</p> <p>Resources Committee: Tuesday 24th January at 5.15pm</p>	

The meeting closed at 7.55pm with The Lord's Prayer.

Table of Actions from meeting

Item	Action point	Who?	When?
3	To complete the annual register of business interests and KCSiE declaration on GovernorHub on GovernorHub	All gavs	14 Oct
4	To complete the Code of Conduct declaration on GovernorHub on GovernorHub	All gavs	14 Oct
5	To check contact details on GovernorHub are up to date	All gavs	14 Oct
10	To find out what is meant by Shadow Board	KL	Next mtg
11	To amend the Resources Ctte minutes to show the Chair and Clerk	SC	Next mtg
11	To review committee terms of reference	SC/MM	Next mtg
11	To provide example ToR for Curriculum Committee	Clerk	ASAP
14	To advertise the governor vacancies in the parish newsletter and to check candidates on Inspiring Governance	NF	Next mtg
16	To consider enrolling for the HfL Governor conference	All gavs	End Oct
17	To advise attendance at Governors' Day, 14 October	All gavs	ASAP
17	To ascertain whether school has autonomy to raise Nursery PAN	KL	Next mtg
17	To share the PowerPoint on expectations of a s.48 inspection on GovernorHub	KL	End Nov