

The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

MINUTES OF THE MEETING OF THE GOVERNING BOARD

HELD ON 12th October 2021 via Zoom

Foundation Governors (7): Norbert Fernandes, Moira Mester, Sarah Cafferty, Donella Arnett

Headteacher: Katie Linnane

Staff Governor: Lisa Clifford,

Parent Governors (2): Nadia Perkins, Mike Thorpe

LA Governor: Richard Wilson

In attendance: Elaine Phillips (Clerk to GB)

Absent:

Challenge / Actions

		Action
1	Welcome Fr N welcomed everyone to the meeting The meeting was quorate.	
2	Opening Prayer The Chair opened the meeting with a prayer.	
3	Apologies No apologies were received.	
4	Conflict of Interest /Register of Pecuniary interests 1. Governors were reminded that if a governor, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal. 2. Governors were invited to confirm if they had any new declarations of interest. None were identified. 3. Governors were reminded to update their register of pecuniary interests, KL advised that following the GDPR audit, she was going to set up an online system for this, so school does not keep paper copies. FrN advised that there was a facility on GovernorHub to do this. KL to look into.	KL
5	Update Code of Conduct Governors were reminded to update their code of conduct declarations. KL also to look into an online procedure for this.	KL
6	To receive any items of Any Other Business Governor Recruitment and Succession Planning	
7	Agree minutes of last Full Governing Body 22nd June 2021 The minutes were agreed and signed as a true record. Matters Arising from the minutes	

Signed: Dated:

	There were no actions arising.	
8	<p>To elect a Chair and Vice Chair for the 2021/22 Academic Year</p> <p>The Clerk confirmed that she had received no nominations for the roles of either Chair or Vice Chair.</p> <p>FrN agreed to re-stand as Chair – proposed by MM, seconded by SC</p> <p>MM agreed to re-stand as Vice Chair – proposed by FrN, seconded by SC.</p> <p>Unanimously agreed.</p>	
9	<p>To confirm Governor details on GovernorHub</p> <p>Governors were asked to check their details on GovernorHub and ensure that all their personal and training records were correct.</p>	
10	<p>To consider the Headteacher’s Report</p> <p>The report was uploaded to GovernorHub for governors’ consideration.</p> <p>The Head highlighted the following points</p> <ul style="list-style-type: none"> • Numbers in nursery and recruiting new children into school. New children joining the nursery are N2 so it is positive for Reception next year. • Explanations for the movement in and out of school • Attendance remains strong at over 97% • Standards and Achievement – we have updated this fully at the Curriculum Committee meeting • Teaching remains strong, with teaching good with outstanding elements • We have had another Covid outbreak – which makes school very busy, as not only are we managing a normal school we are still having to deal with Covid. <p>The Governors raised the following questions</p> <p>Q – Are the children joining the school Catholics?</p> <p>A – A mixture some are, some are non-practicing Catholics and some are not. Have also been showing new parents around who are catholic families.</p> <p>Q – Is there a concern about the attendance of the Y6 group compared to the rest of the school?</p> <p>A – We have got one child whose parents want to move him due to location issues. He is an SEN child with an EHCP pending, his sister moved about four weeks ago, but there are various issues with admissions concerning fair access and the pending EHCP. So he has not returned to school this term and is still showing on our registers as an absentee child. We have kept in touch with this child, but it is a very complicated issue. We have also had an issue with illness with our older children due to covid cases and the normal coughs and colds which go around at this time of year, so I am expecting this to improve.</p> <p>Q – Safeguarding – how does the incidents compare to previous terms?</p> <p>A – At the next FGB meeting I will produce a full safeguarding report, but it is actually quite a bit less than previous terms. When I mention incidents that are cause for concern, these are normally behavioural incidents, and we have had to have conversations with outside agencies, or had to refer to the Consultation Hub, which is a Hub that you can contact before you make any referrals.</p> <p>Q – Poor attendance – who conducts the Family First Assessments?</p> <p>A – Family First Assessment is a Hertfordshire computer-based initiative where we put into the system all the information from all interested parties, including the parents, which if necessary will lead into a Team Around a Family meeting (TAF) which will also involve outside professionals. These are for families with very complex needs, and we only normally open one or two of these a term, once we feel that everything we have put in place at school has not helped.</p>	

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	<p>Q – Pupil Premium Grant – are these figures similar country wide? A – We are comparable with similar schools of our type, we are not particularly high. We have had quite a push to identify our pupil premium children as they do come with additional funding which helps the school and helps the families that need it. There is a more detailed pupil premium strategy that we need to put together for uploading to the website by the end of the Autumn Term so this will be presented at the next FGB.</p> <p>Q – What does Palms stand for? A – Palms is – Positive behaviour, Autism, Learning disability and Mental health Service – they go into the family home to help families of children with autism</p> <p>Q – What is Section 48? A – That is our RE Diocesan inspection, which is at least every 4 years during normal times. Our school is due Section 48 from September 2022 under a new national framework. KL outlined the draft inspection framework; she is hoping to train as a National Inspector which will give her a much more detailed insight into this initiative.</p> <p>Q – What is a rainbow session, is this something to do with wellbeing? A – This is to support our pupil’s mental health, it is a programme that the children undertake with staff that are trained for this programme. It is for children who are suffering bereavement or loss, it also helps children who are from split families. Whilst it is not counselling it gives children an opportunity to talk about what is happening in their lives.</p> <p>Q – Numbers in Y1 are quite low? A – This is our very low Reception cohort from last year, it has gone up from 17 to 19 this year. We are trying to get more numbers in this age group.</p> <p>Q – Increase of an additional 14 children with speech and language needs, do you think this is due to the lockdown and Covid 19? A – Yes, these are our youngest children who have been in lockdown for the last 18 months. We have decided to employ our own Speech and Language Therapist for a day every fortnight and she is going to work with these children and the staff and give them strategies which they can work through. It is hoped that these children will remain on the SEN register for a short period of time once they have had speech & language support.</p> <p>Q – Will we be involving the parents in this initiative? A – Yes, she is a qualified Speech and Language Therapist so she will share all the plans and programmes with the families.</p> <p>Q – With the Diocesan Moderation was this for particular schools? A – This was where we take a few pieces of RE work from across the school and moderate with other schools across the Diocese, this was undertaken virtually</p> <p>Q – Do we have to pay for this? A – No it is part of what we pay the Diocese anyway. FrN asked KL to pass on the governors’ thanks once again for all their efforts in these strange times.</p>	
11	<p>To receive a report from the Curriculum Committee</p> <p>The minutes were uploaded to GovernorHub.</p> <p>The Chair of the Curriculum Committee advised that the following points were discussed:</p> <ul style="list-style-type: none"> • HIP Visit in July • SDP 	

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	<ul style="list-style-type: none"> • Feedback from KL about the marking and feedback policy which is being embedded this term. • Data from the summer term • Building the Kingdom • Action plans from Core Subject Leaders • FrN now to take on the role of the Mental Health Governor • Link Governor Lists were updated – all visits to take place after half term. • Dates of meetings to be arranged this evening <p>Finance and Resources</p> <p>The Chair outlined what was discussed at the meeting</p> <ul style="list-style-type: none"> • The Budget – wrap around care is covering their costs • Statement of Internal Control • Terms of reference • Schedule of Financial Delegation • Chair to look at the Financial Handbook • Nursery numbers are increasing and we are hoping to have another five children by April • Building work • Discussion on staffing – which is subject to ratification by the Personnel Committee • Catchup funding • Additional income re rentals and holiday clubs • Agreed the next set of scheduled work • Audit with regard to GDPR. 	
12	<p>To receive Governor Link visits reports</p> <p>Governor Link visits to commence after half term. However, Safeguarding and H&S visits need to be undertaken as soon as possible.</p>	
13	<p>To consider Academies</p> <p>KL advised that the Diocese have updated their academies section on the website. KL to send through link. Agreed to set up an Academies Working Party – KL/FrN/ML/DA/SC agreed to stand. KL and the SBM have signed up for a course on funding for academies.</p>	
14	<p>Approve policies per the School's Policy Schedule</p> <p>Charging and remissions Policy First Aid Policy Admissions Policy</p> <p>Q – Why are the dates on the Admissions Policy and the Nursery Admission Policy different?</p> <p>A – This is because HCC run the main school Admissions, whilst we administer our Nursery admissions.</p> <p>Q – If there are any changes to policies you normally highlight them in yellow</p> <p>A -Yes there are changes but they have not been highlighted. However, at the last meeting we adopted the criteria for oversubscription in line with the latest legislation, which is the main change to this policy. The changes have all gone to the Diocese.</p> <p>Child Protection Policy Health & Safety Policy – two typos on this policy (page 3 and page 15)</p>	

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	<p>Nursery Admissions Policy – this policy has been updated to highlight the need for an oversubscription procedure. All six policies were ratified.</p>	
15	<p>To consider GDPR to include personal information being held by school</p> <p>We have utilised the services of Carol Connolly, DPO Services, who undertook the GDPR audit for the school and she has also undertaken the role of DPO. The audit is on GovernorHub for governors to consider. There have been some actions identified from this, such as the amount of paperwork we are holding in school.</p> <p>Q – How much are we paying for this service? A – KL to check.</p> <p>Q – The financial data is securely stored A – Yes, it is stored online and also double locked</p> <p>Q – Also parental information A – All stored-on SIMS</p>	
15	<p>To consider Meeting dates for the 2021/2022 Academic Year</p> <p>FGB all starting at 6.00 pm 18th January 2022 15th March 2022 3rd May 2022 28th June 2022</p> <p>Curriculum all starting at 5.00 pm Wednesday, 12th January 2022 9th March 2022 27th April 2022 15th June 2022</p> <p>Finance all starting at 5.15 pm Tuesday, 11th January 2022 8th March 2022 26th April 2022 14th June 2022</p> <p>Personnel Committee Wednesday 17th November at 8.30 am</p> <p>Admissions Committee – SC to liaise with the SDP</p>	
16	<p>Any Other Business as notified under item 5</p> <p>Governor Recruitment and succession planning FrN advised that he had accepted the resignation of Michael Cade – all the governing body wish to thank MC for all his work and time for the staff and pupils at Holy Family. KL thanked governors who have filled in the skills audit, there are still some governors to complete this. We need to look at recruitment to fill in the FGB member gaps, KL to arrange with FrN about talking to the congregation at a future Mass.</p>	
17	The meeting closed at 19.05 pm with the Lord’s Prayer	

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