

# The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

## MINUTES OF THE MEETING OF THE GOVERNING BOARD

HELD ON 23.03.21 via Zoom

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

**Headteacher: Katie Linnane**

**Staff Governor: Lisa Clifford,**

**LA Governor (1): Katie McCaughey**

**Parent Governors (2): Nadia Perkins, Mike Thorp**

**Associate Governors: Cath Flynn, Richard Wilson**

**In attendance: Elaine Phillips (Clerk to GB)**

**Jackie Willcocks, SBM**

**Absent: Richard Wilson**

### Challenge / Actions

		Action
1	<b>Welcome</b> The Chair welcomed everyone to the meeting, including the new governors. The meeting was quorate.	
2	<b>Opening Prayer</b> The Chair opened the meeting with a prayer.	
3	<b>Apologies</b> No apologies were received.	
4	<b>Conflict of Interest /Register of Pecuniary interests</b> 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.	
5	<b>To receive any items of Any Other Business</b>  No items were identified.	
6	<b>Agree minutes of last Full Governing Body 24<sup>th</sup> November 2020</b> The minutes were agreed and signed as a true record.  Matters Arising from the minutes <ul style="list-style-type: none"> <li>Governors to update their profiles on the website.</li> </ul> <b>Agreed that EP would send through to KL terms of office and personal details for all governors.</b>	KL/EP

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7	<p><b>To consider the Head Teachers report including an update on Reopening, Catch Up Procedures and Pupil/Staff Wellbeing</b></p> <p>KL uploaded the Head Teachers report to GovernorHub for Governors' consideration.</p> <p>KL highlighted the following items:</p> <ul style="list-style-type: none"> <li>• Covid 19 update for school</li> <li>• How the pupils and staff returned to school</li> <li>• Number on roll with explanations of pupil movement</li> <li>• Attendance figures from the 18<sup>th</sup> November – 11<sup>th</sup> March 2021 - 98% or above since we returned to school.</li> <li>• Monitoring of standards and achievement – teachers are undertaking formative testing at the moment, formal testing next term.</li> <li>• Catch Up Funding</li> <li>• Pupil Premium Grant (PPG) – numbers increased to 33.</li> <li>• SEN and SEND report</li> <li>• Staffing numbers and update – not anticipating any changes.</li> <li>• Staff CPD – more positive as webinars can be taken after school.</li> <li>• Curriculum update</li> <li>• Catholic Life of the School – report by Kath Flynn RE Lead</li> <li>• School Development Plan – despite the majority of children not in school we have still managed to carry out some of the items on the SDP.</li> <li>• Behaviour, Safety and Wellbeing of pupils</li> <li>• Improving our Outdoor Learning.</li> <li>• Staff Wellbeing</li> </ul> <p><b>Governors raised the following questions:</b></p> <p>FrN thanked KL and her staff for all the work they have undertaken during this time.</p> <p>Had our (Hertfordshire Improvement Partner) HIP visit yesterday that focussed on remote learning, and she was very positive in what she saw. She also facilitated us to look at our focus for next year and this will be reviewed within the SDP. As soon as her report is received KL will upload to GovernorHub.</p> <p><b>Q – Number in Year 5 is 32 which is fine as the teacher is very experienced, what happens in Year 6?</b></p> <p>A – Very experienced teachers in both Year 5/6 plus a HLTA in Year 6 so should be no problem.</p> <p><b>Q – As a Senior Leader did KL feel supported?</b></p> <p>A – Sometimes it felt quite isolated, but good support from local Heads and also FrN.</p> <p>Not likely to hold a residential trip this year for the Year 6s.</p> <p><b>Q – How do you think the parents will feel about this?</b></p> <p>A – This is not set in stone, but it is unlikely.</p> <p><b>Friends Committee</b> – Looking at what we can do Own Clothes Day on the 23<sup>rd</sup> April In the Summer Term hold a Summer Fair which could be a community event.</p>	
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	<p><b>Q – How long can you keep the Sports Premium money for?</b>  A – We can carry it over for another year, we can use it for outdoor learning, so looking at that, also a daily mile running track, plus forest school learning – but still not finalised.</p> <p>The Governors thanked KL for her report, they felt that it gave them a real flavour for the school.</p>	
8	<p><b>To Review any Policies as per the Policy Schedule</b></p> <ul style="list-style-type: none"> <li>• Schedule of Financial Delegation - ratified</li> <li>• Best Value Statement – agreed</li> <li>• Lockdown Procedures – agreed</li> <li>• RSE Policy - agreed</li> </ul>	
9	<p><b>Review the School Website to ensure all statutory items are posted and also update the Governors Section</b>  Discuss under the any other business.  The document that was sent through to governors was the full statutory list of requirements on schools.</p>	
-	<p><b>Receive a Safeguarding update</b>  Safeguarding report uploaded to GovernorHub for consideration.</p> <p>Head undertook RAMAS Training  Had Level 1 Safeguarding training book now for May  Emergency lockdown procedures now in place</p> <p><b>Q – have we have a lockdown drill in school yet?</b>  A – No because the policy needs to be approved by governors.</p> <p>KL circulated a report from CPOMS, which is an internal system which all staff can log causes for concern, cp issues, behaviour issues etc.</p> <p><b>Q – when the SLT analyse these reports do they discuss changes or patterns?</b>  A = Yes, it is a very useful tool for this.</p>	
11	<p><b>To consider Admission Arrangements for 2022/2023 Academic Year</b>  The Admissions Policy had been uploaded to GovernorHub for consideration.  JW circulated this to all Governors, who have agreed the admission arrangements for 2022/2023 and this has now been submitted to the Diocese and the LEA.</p>	
12	<p><b>To consider the Single Central Record Audit 2018/19, 2019/20</b></p> <p>JW has uploaded the two Audit reports with feedback for governors' attention.</p> <p>JW reported on how she had actioned these reports to ensure that the Single Central Record is compliant.</p>	
13	<p><b>To Receive reports from the Curriculum Committee and Resources Committee</b></p> <p><b>Curriculum Meeting – discussed in detail</b>  Minutes are available on GovernorHub for full details of this meeting.</p>	

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The Committee comprehensively discussed the following topics:

- Remote learning report,
- Pupil SEMH report,
- Return to School Plan, teddies were sent to every child before they came back to school
- Staff Wellbeing,
- SDP update, it was impressive at how many items were green despite the children learning remotely.
- Subject leader development – adapting their plans to share with their link governor once down.
- Assessment update (data),
- RE – Kath Flynn introduced her report
- RSE,
- Link Governor – all the link meetings have taken place.
- Training needs

DA said that she had undertaken her visits and would like a blank form so that she can update her reports.

The report form is at the back of the policy.

**Resources – discussed in detail**

- Reviewed the budget – see JW report below.
- Schedule of Financial Delegation
- Best Value Statement
- Marketing the School
- Update on Health and Safety

The Committee Chair highlighted that one of the areas of discussion was how to change bank signatures when staff were moving to different roles

Minutes are available on GovernorHub for full details of this meeting.

JW gave a report to the governors on where the school would have a £120,000 carry forward figure for the end of this financial year, together with £22,409 in Pupil Premium unspent, together with £9,220 in Sports Premium unspent, so this money must be allocated within the next school budget. This figure also includes the carry over figure from the previous budget of £31,102.

Our total income for 2021/22 is £1,194,880 and the total expenditure at present is £1,091,670 so the current pupil premium and sports premium carry over is included in this income figure. This will therefore give us an in year deficit of £18,790. This will give us an unallocated figure of £103,200 for the 2021/22 budget. JW advised that due to the lack of knowledge of future years funding we must be aware of keeping a healthy carry over figure.

In the new year budget the following allocations have been made:

Teaching staff salaries are 48.7% is

Support staff salaries are 15.3%

Premises staff salaries are 3.5%

Admin staff salaries are 7.6%

6.7% to the curriculum

3.5% to IT

This budget is subject to change as we do not have the final figures for year end.

Very low Reception numbers this year and this may continue with a deficit throughout their time at Holy Family.

	<p>JW reported that she has been looking at pupil numbers with KL and have undertaken advertising this year to help increase our nursery numbers, which has worked as we have got our highest number to date.</p> <p><b>Q – You spent money on advertising, where did you do this?</b>  A – We had a company in to do a virtual video to put on the website. Plus the office staff delivered over 400 leaflets around local residents. We also put an advert in the local newspaper. Plus advertising on Facebook and twitter.</p> <p>The SFVS was circulated to all Finance members, two areas were amber, one was admin staff, because we have a SBM whose time is split between admin and SLT. The other questions is teaching staff ratio, but this is because we have one member of staff on long term sick and one other on maternity leave. Therefore the teaching ratios were high.</p> <p><b>Q – The SFVS said there is a Financial Induction Pack is this available.</b>  A – MC said it is in GovernorHub under the last Governor meeting, which is still waiting to be updated. Need to add this to the agenda for the next meeting.</p>	
14	<p><b>To Receive Governor Link visits reports</b>  Governors on track</p>	
15	<p><b>To consider Governor Training requirements to include</b></p> <ul style="list-style-type: none"> <li>• <b>Prevent Training</b> - Governors to send though their certificates to the SBM</li> <li>• <b>In house Training</b> – No courses identified</li> </ul> <p>Governor Induction for new governors from the Diocese, KL will put the dates on GovernorHub and if anyone would like to attend email the school office.</p> <p>Finance Accountability for Catholic Schools – again email the office.</p>	
16	<p><b>To consider Governor recruitment and succession planning</b></p> <p>Need to contact RW to check if he still wants to be a Governor.</p>	
17	<p><b>To consider term dates for 2021/2022</b>  The HCC proposed term dates were uploaded to GovernorHub also indicating dates for INSET and Occasional Days.  <b>Governors agreed to ratify the dates</b></p>	
18	<p><b>To consider Academies</b>  The Central Diocese Board came up with an idea of insisting on all catholic schools joining their academies.  Unfortunately, this was leaked out to the unions and headteachers who were not happy  They then set up a hasty meeting which was a disaster.  This was all being considered in 2017 but then it got put on hold.</p> <p>Lea Valley Deanery is academising in their own way.  The Central Diocese will hold a meeting with Hertfordshire Heads and Governors to explain what the Diocese want to do over the new few years with a view to all catholic schools academising.</p> <p><b>Q- Why does anyone think it is sensible to put a secondary school within primary?</b></p>	

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	<p>A – They think it is about numbers, as they think that the larger academy trusts are the most successful, which has now been disproved. KL feels that whilst we want to work with our secondary partners, we have very different dynamics and needs within an academy.</p> <p><b>MM is concerned about the cost of academising.</b> KL advised that this is funded.</p>	
19	<p><b>To consider GDPR to include personal information being held by school</b> JW to undertake an audit on GDPR during the summer term <b>for discussion at the meeting in September.</b></p>	
20	<p><b>Any Other Business as notified under item 5</b></p> <p><b>New Governor Committee Roles</b> KM will join the Curriculum Committee MT and RW will join the Finance Committee</p> <p>SC also wished to thank MC for all his assistance during her absence in taking over the role of Chair.</p>	
17	<p><b>Closing Prayer</b> The meeting closed at 19.33 pm with a prayer.</p>	

Meeting closed at 19.33 pm

**Date of the Meetings for the next academic year:**

Tuesday, 22<sup>nd</sup> June 2021

All meetings to start at 6.00 pm

Signed: ..... Dated: .....