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**The Holy Family Catholic Primary School**

Crookhams, Welwyn Garden City AL7 1PG

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

**Held on Tuesday 10 October 2023 6pm in school**

**Foundation Governors:** FrNorbert Fernandes (NF)(Chair), Richard Wilson (RW), Moira Mester (MM)(VC)

**Headteacher**: Katie Linnane (KL)

**Staff Governor**: Lisa Clifford (LC)

**Parent Governors**: Mike Thorpe (MT)

**LA Governor**: Vacant

**In attendance**: Rebecca Harvey(HfL Clerk to FGB)

Jimmy Gill (JG)– new governor

(Challenge / Actions)

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| **No** | **Item** | **Action** |
|  | **Welcome**   * The meeting commenced at 6.07pm * The chair welcomed everyone to the meeting including new governor Jimmy Gill. All governors introduced themselves. * The meeting was quorate. |  |
|  | **Opening Prayer**   * Fr Norbert opened the meeting with a prayer. |  |
|  | **Apologies**   * Nadia Perkins sent apologies which were accepted * Michelle Uba did not attend. The clerk advised she had not accessed GHub and therefore may not have been aware of the meeting date. Clerk to re-send GHub password, school office contact MU. * Sarah Cafferty did not attend. **ACTION head to contact regarding whether she plans to continue as a governor, her term of office having expired at the end of August.** | **KL** |
|  | **To elect chair and vice chair for the 2023-24 academic year**   * Fr Norbert was re-elected as chair of the FGB by unanimous **APPROVAL**. * Moira Mester was re-elected as vice chair by unanimous **APPROVAL**. |  |
|  | **Governors to advise any conflict of Interest for this meeting and additionally:**  **Governor confirmations/declarations -** *all governors to confirm on the Hub (click on your name, ‘view profile’, select declarations tab and then confirmations tab)*   * Register of pecuniary / business interests and declarations *(click to confirm even if ‘none’ or no changes)* * Confirm read parts 1 & 2 of the latest KCSIE update *(link takes you to the latest DfE document)* * Agree to abide by the CES Holy Family Governors Code of Conduct *(link takes you to the document on the Hub)* * Agree all personal details on the Hub are up to date / correct. * **ACTION Clerk to run report for the school once all have completed**. | **Clerk** |
|  | **To receive any items of any other business**   * Governors protocol * Website |  |
|  | **Agree minutes of last FGB on 27 June 2023**   * The minutes were **AGREED.** To be signed as a true record by the Chair on the Hub.   Matters Arising from the minutes:   1. *Chair to contact local churches regarding board membership –* the school sends updates for inclusion in the parish newsletter. 2. *Head to follow up governor applications and advise clerk who will add to the Hub and contact–* completed. 3. *Governors to watch video on cyber security –* Some is guidance some is mandatory. All to ensure watch. **ACTION Head to resend link.** 4. *Head and JW to contact Diocese regarding upgrading fire safety –* This was not actioned due to RAAC being a priority in the Diocese. The school meets current safety requirements and although it does not necessarily have the most up to date equipment, it is all perfectly functional. Governors were assured the school is meeting required levels of safety**. ACTION RW to contact Nigel Spears at the Diocese on behalf of the school to raise concerns.** 5. *Head to include fire drill practices in heads reports –* completed. | **KL**  **RW** |
|  | **To receive notification of any safeguarding issues arisen since the last FGB meeting**   * There were none to report. * There are currently 2 families at the school open to a CIN (Child in Need plan). |  |
|  | **To consider the Headteacher’s Report –** *previously circulated via the Hub –*   * Governors noted the attendance rate to date this term was very good at 98%. * ***Q – KS2 results were higher in all areas at greater depth when compared to national and Herts, but not as good at expected levels for writing and reading? A – Last years Y6 was a challenging cohort. Almost 50% of the pupils were PP and there were also other vulnerabilities such as issues at home and in terms of child protection. Their start points were also very low following Covid. Last year a strong Y6 teacher, an HLTA and extra teacher were in class to support this year group. Writing is a focus and this is harder to pull up to expected standard than maths and reading. Writing will continue as a focus over the next year. The results at greater depth were good and the school was proud at how far that class had progressed. Progress scores will come out in November and be shared at curriculum committee meetings.*** * ***Q – There are 9 children with EHCP (Education Health Care Plans) and 2 pending, what is the impact of this amount? A – It is significant; last year the year started with 5 EHCPs in place and this number has now almost doubled. This is also the picture at County and National level. There is not enough specialist provision available and there are more children with additional needs. The school has employed 2 FT and 1 PT support staff. They are not allocated 1-1 but in classes where there are the highest needs. Some children are on a different curriculum. The school is fortunate that these needs are not necessarily showing in term of behavioural concerns at present.*** * ***Q – Is behaviour good? A – Across the board overall it is good. The school follows a restorative approach to behaviour. Recent monitoring of English lessons by the head showed behaviour for learning to be very good. Some of the more severe behavioural issues are often linked to SEN. Additionally, the SLT have conversations with parents on the gate, which have often resolved low level issues.*** * ***Q – Can children study for Grade 1 in piano as part of an after school activity? A – Yes, some have and there are lots of new pupils for piano. The school would like to widen this opportunity. The SBM is looking into introducing other after school activities such as a drama club.*** * ***Q - The school has 2 x ECTs (Early career Teacher) this year, what is in place for their support? Q – The ECT in Y4 is in her second year and the ECT in Y3 is in her first year. LC is mentoring the Y3 ECT and and Mary Kelly is mentoring the Y4 ECT.*** * In their first year, an ECT has a weekly hour-long meeting with their in school mentor and through the Alban Trust, follows a set programme of training and development. An ECT in their second year has a fortnightly meeting with their in school mentor. The ECTs also know that all staff will provide support. * All new staff have settled in very well. * Y6 will be attending a retreat day to Aylesford, to consider their responsibilities as the oldest class in school and also about their next move to secondary * **Q *– Is there still a school council? A – Yes, and there are also a number of additional roles that pupils can apply for.*** * The chair noted the staff room is now beautifully fitted out. The head said staff now make a lot more use of it. The school is also exploring an outdoor seating area for staff. * ***Q – When is the next fire drill? A – The school carries one out every term. An emergency lockdown practice recently took place.*** * Governors thanked the head for her detailed report. |  |
|  | **To review the school development plan for 2023-24 and SEF –** *circulated via GHub*   * SLT, governors and the head met last term to discuss priorities. The SDP was put together over the summer by the head and then shared with staff and the curriculum committee. The SDP will be regular reviewed at curriculum. * The head highlighted the school’s participation in the Great Representation project. The school is in a local Hub with 4 schools. The head and LC recently attended training with others members of staff from these schools. The first visit to a school will be in November to Mount Grace. * The aim of the programme is for schools to be reflective, consider their inclusivity, as well as their approach to anti racist. These areas are represented in the curriculum and schools will look at how they can work on and develop these areas. * Meta cognition training from HfL – this is for teachers and some TAs and is aimed at enabling children to work for themselves by building and planning their own knowledge and to be resilient. * The SDP will be RAG rated at the next curriculum committee meeting. |  |
|  | **To receive reports from Committees**  Finance and Resources – 26 September 2023   * SCR review – some actions. * Also discussed the teachers pay award, wrap around care and the school website. * It has been rumoured that DfE funding may be incorrect in terms of the uplift per pupil. 2.5% previously reduced to 1.9%. The school is awaiting confirmation.   Curriculum – 27 September 2023   * MM elected as chair – TOR head to add in reference to safeguarding. * The meeting reviewed the SATs results, Heads report and SDP, the upcoming Ofsted inspection and what governors need to do to prepare. The chair and head attended Knowing your School and Ofsted training at HfL. SEF has been created although it is a work in progress and will be updated. * Link visits arranged for MM and Fr N   Approve committee terms of reference   * Curriculum - minor amendment Head to action. * Resources - to be approved via the Hub and agreed at next FGB. **ACTION Clerk add to agenda**   Approve committee memberships and chairs   * MM - curriculum * SC currently chair of resources ACTION head to contact. * JG to join resources committee   Confirm governor roles and responsibilities for the academic year   * Safeguarding (statutory) and RE - Fr NF * Curriculum and admissions - MM * SEND (Statutory) – vacant * H&S – MT | **clerk** |
|  | **To receive Governor Link visits reports**   * Governor’s day planned for 20 October. **ACTION Head to create timetable.** * No other visits this term to date. | **KL** |
|  | **Governor membership**   * 3 x vacancies, 2 x foundation, 1 x LA * Sarah Cafferty – ToO expired August 2023 |  |
|  | **Governor training**   * Training completed since the last FGB * *FrNF – Safer Recruitment – 05.07.23* * Booked * *MM - Disciplinary Hearings – 30.10.23* * *MM - Chairs Strategic information Briefing – 17.10.23* * *MM – Exclusions 21.11.23* * Consider in house course for this year – *Preparing for Ofsted.* Proposed date7th or 28th Feb. Also to ask if course can be run in person. **ACTION Chair** * Clerk noted some governors have not completed safeguarding training, which is recommended for all. * **ACTION Clerk Send email to new governors – re training etc** | **Fr NF**  **clerk** |
|  | **Policies –** *consider and approve policies as per the policy schedule*   * Staff Code of Conduct – no changes * Whistleblowing – no changes * Accessibility plan Sept 2023 * Emergency Lockdown Procedures updated Sept 2023 * First Aid policy * HF Child Protection policy * HF Health and Safety policy updated Oct 2023 * V3 Admission policy updated Oct 2023 * V3 Nursery Admission policy 2025-26 – * All above policies **APPROVED.** * **ACTION Chair to sign on GHub.** | **Fr NF** |
|  | **Preparation for Ofsted**   * **ACTION All to carry out Ofsted Preparation training**. * **ACTION Head to share Ofsted handbook.** * The governors role is strategic, to know the school well, ensure financial monitoring takes place and that all this knowledge is demonstrated through the minutes of meetings, particularly by questions asked. Ofsted inspections are heavily weighted to look at the quality of education. ***Q – Will they want to speak to all governors? A – No just who is available (which can be via a phone call or teams meeting).*** | **ALL**  **KL** |
|  | **Update on academisation**   * Another meeting took place with DOWAT, but the same issue is still the stumbling block to any further progress, namely what the Diocese expects of DOWAT and what DOWAT are prepared to do are substantially different. This same issue went to panel in March and again in July. The Diocese want DOWAT to formulate an exit plan for an academy secondary school but DOWAT are not currently in a position to do this. * There are no more actions for Holy Family to take until this issue is resolved. |  |
|  | 1. **Any Other Business -** *as previously notified under item 6*  * Governor Protocol – document on the Hub. Governors are required to carry out specific training. * Website – the school is in the process of overhauling the school website and has taken on a company, Schudio, to do this. * Additionally the governor section of the website is not up to date. * **ACTION All governors to provide a short bio and also send a photo.** * **ACTION clerk to send GIAS report head and JW.** | ALL  Clerk |
|  | Dates of meetings 2023-2024   * Governor Day – Friday 20October – 8.30 for breakfast in school * Resources committee – Tuesday 6 February – 5pm remote * Curriculum committee – Wednesday 7 February – 5pm remote * FGB - Tuesday 27 February – 6pm remote * Resources committee – Tuesday 23 April – 5pm remote * Curriculum committee – Wednesday 24 April – 5pm remote * FGB - Wednesday 8 May – 6pm remote * Resources committee – Tuesday 11 June – 5pm remote * Curriculum committee – Wednesday 12 June – 5pm remote * FGB - Wednesday 26 June – 6pm in school |  |
|  | The meeting closed at 7.30pm with the Lord’s Prayer. |  |

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| **Agenda**  **item** | **Action** | **Who** |
| 3 | Contact Sarah Cafferty re continuing as governor | KL |
| 5 | Run confirmations report once all completed | clerk |
| 7 | Resend link on cyber security video | KL |
| 7 | Contact Nigel Spears re fire safety upgrades | RW |
| 11 | Add approval of Resources TOR to next FGB | Clerk |
| 12 | Create timetable for governor visit day on 20 October | KL |
| 14.1 | Contact HfL training re Preparing for Ofsted in house session in school | Fr NF |
| 14.2 | Clerk to send new governor email | Clerk |
| 15 | Sign policies off on GHub | Fr NF |
| 16.1 | Carry out Ofsted Preparation training | ALL |
| 16.2 | Share Ofsted handbook | KL |
| 18.1 | All to provide a short bio and photo for the school website | ALL |
| 18.2 | Clerk to send GIAS report to head and JW | clerl |
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