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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 18th January 2022 via Zoom**

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

**Headteacher**: Katie Linnane

**Staff Governor**: Lisa Clifford

**Parent Governors**: Mike Thorpe

**LA Governor**: Vacancy

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

**Absent**: Richard Wilson, Nadia Perkins

(Challenge / Actions)

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|  |  | **Action** |
|  | **Welcome**   * Fr Norbert welcomed everyone to the meeting. * The meeting was quorate. |  |
|  | **Opening Prayer**   * The Chair opened the meeting with a prayer. |  |
|  | **Apologies**   * Apologies were received and accepted from Nadia Perkins and Richard Wilson (post meeting). |  |
|  | **Conflict of Interest /Register of Pecuniary interests**   * All to update. **ACTION Clerk to run report.** | Clerk |
|  | **Update Code of Conduct**   * **ACTION Clerk to add code of conduct to declarations page on the Hub.** * **ACTION All governors to read and confirm** | Clerk  All |
|  | **To receive any items of Any Other Business**   * Governors training * Use of Governor Hub * SCR audit * Mike Cade’s retirement from the Board |  |
|  | **Agree minutes of last Full Governing Body 12th October 2021**   * The minutes were **AGREED** and signed on the Hub as a true record.   Matters Arising from the minutes   * All actions completed. * KL to arrange a time with Fr Norbert regarding recruitment of more foundation governors. |  |
|  | **To consider the Headteacher’s Report –** *including receipt of the Termly Safeguarding Report*   * The report had been uploaded to GovernorHub for governors’ consideration. * The on roll position has improved with 2 more places taken in Nursery which is now full with 26 children part time in the mornings and 13.6 full time. There are currently 41 applications for Reception and 22 for Nursery starting in September 2022. * The monitoring schedule has continued and included the autumn HIP visit in November. Teaching remains good throughout the school with many outstanding features in some year groups. * The school has chosen to employ an experienced teacher (UPS1), whio started this term, to ensure high quality teaching under the School Led Tutoring programme. The teacher is a previous employee and will work Mondays and Tuesdays for the rest of the academic year. She will provide targeted teaching for small groups. **ACTION report back to curriculum committee on the impact of this additional support.** * PPG grant income for the year is £39k based on the October census. *Refer to PPG strategy document previously circulated via the Hub.* In October there were29 eligible pupils, which has since increased to 42 (20% of the school). This will impact future funding. * Q - Which of the catch up programmes do children enjoy most? A - Of all the programmes provided to support children catch up lost learning, children usually enjoy Purple Mash and Rockstar the most. * The school is fully staffed but currently looking to recruit for 2 days maternity cover. * ACTION SENCo and SBM to be added onto the staffing document as they are also part of SLT. * There were significant staff absences last term, due to Covid and other reasons. Long absences have been addressed with formal absence reviews. There is only 1 Covid absence at present. * The resources committee discussed SLT structure. * The school is continuing to develop ‘Building the Kingdom’ following on from INSET training. * SDP plan was RAG rated by SLT and shared with governors and staff this week. SLT will meet to discuss and prioritise areas of development to work on this term. * Wellbeing continues to be a priority. Behaviour is very good and has been noted by external visitors to the school. * STEPS inset training took place at the beginning of term. * It was good to receive visitors back into the school last term. * Educational visits for pupils are planning to go ahead. * Swimming was due to return last November but the Hartham pool refurbishment was delayed and the school was unable find anywhere else. It is hoped the pool will be ready soon. * Wrap around care continues to grow with some afternoons increasing to 15 children. * From 19th January teachers will run a lunchtime activity club. Q - In terms of staff wellbeing will this use up all their lunch break? A - Clubs will be run on a rota basis and only for half an hour. All teachers agreed to run the clubs and were very enthusiastic. The focus will be on on disadvantaged pupils * Q - Who will take on the sport leadership role when maternity leave commences for the current leader? A - This responsibility will be shared, and as the school is following a curriculum scheme that is already in place, this will not create additional work. * It was good to be able to hold the Christmas fair, even though it took place outside. It is hoped to be able to carry out more events this year. * Parent consultations will again be held virtually. * Q - What is the greatest challenge for the Head this term? A - Supporting staff and staff needs. Q - Have you as Head felt supported by governors? A - Yes. * Safeguarding report – received. * Q – What does DAISU mean? A – It refers to a domestic abuse. If police are called to an incident out of school hours, they are to advise the school of such an incident before 11.30am the following morning. | KL  KL |
|  | **To receive reports from Committees**   * Curriculum Committee - *The Chair of the advised that the following points were discussed:* * The committee met last week, and received feedback on the HIP visit which was very positive. The HIP rated the school green with very few actions, which were mainly to continue to work towards subject action plans. Also discussed were EY TLA (Teaching and Learning Advisers from HfL) visits who identified many strengths. Congratulations were given to the Head and staff following the visits. * Reviewed the SDP and looked at data. * SDP focus on writing and maths particularly in KS2. * The school is working with RE advisers who visit every half term. * The school is currently preparing for a Diocesan inspection. * Also discussed PP, the National Tutoring programme and the Maths Mastery project. * The school is working towards a Learning Outside Classroom quality mark. * A new phonics programme for Early Years is being purchased.   Finance and Resources - *The Chair outlined what was discussed at the meeting*   * The committee met last week. There were many positives with regard to the budget, specifically increasing nursery numbers, often due to good feedback from local child minders who have been marketing the school. * After school and holiday clubs have also been popular and increased income. * It was noted that HfL visited and agreed the school had a robust monitoring process in terms of the budget. * Account balances: * Capital £12440. * Fund £5475 * Building £3206 * 200 club £5044 * Governors £1115 * The contingency is £77,845, the difference is £57k which has come from cost savings and salary savings. Monies have already been allocated to PP and Sports premium. Also, the unions rejected the support staff increase of 1.15% and therefore additional funds have to be kept back pending the outcome. * RAG rated green at 14%, which is higher than many schools and means further funds should be spent on the children in school. * Q - Where would extra be allocated? A - Assessments will highlight those children who will need it the most, but all will be based on SDP. |  |
|  | **To receive Governor Link visits reports**   * DA went into school and met the maths, science, art and DT and PE leaders. Reports to be uploaded in due course. * MM visited Early Years and also discussed handover when the teacher goes on maternity leave. Also met regarding outdoor learning and visited the site to understand how the area is being used. Additionally met online in December via Zoom with the English subject lead. * ACTION Visits to be uploaded by end of the month. * Fr NF met with the new RE lead, (new member of staff). A formal meet is planned for this term as well as a visit with the wellbeing lead, and safeguarding visit that will include an SCR check. | Gov visits |
|  | **To consider the School Financial Value Standard Report for submission by the 31st March**   * SBM has started to complete the new template. This will be uploaded prior to the next finance meeting. |  |
|  | 1. **To consider Academies**  * The academy working party has discussed options going forward, and concluded the inevitability of joining DOWAT. The Head at Our Lady in WGC and will arrange a meeting with the CEO of DOWAT who is very keen to meet. Following the Head’s meeting there will be a meeting with governors of both schools. Next steps will require governors to consider if joining the academy is right for the school. * Given the direction of the Diocese, it was considered important the school is in position to choose when and how they join rather than being directed at a later date. * Q - Has the diocese directed the school to join DOWAT? A - Yes but this decision is mostly geographical. There had been concerns that the school would lose its identity but having spoken to other schools already part of DOWAT, this is not now a concern. * DOWAT also has a school in Hounslow but going forward will focus on geographically close schools. Single entry schools face their own challenges, for example the 2-year support programme now implemented for new qualified teachers. Working with other schools will provide more support. * There is also a need to consider the financial impact, how much the top slice will be for example and what it will provide. * Q – Would being part of an academy give options for staff movement within the academy group? A - Yes, for example a single form entry school cannot offer some career progression but an academy can support this. It can also help with recruitment. * Once the decision is made there is a whole process including due diligence and consultations with all stakeholders. * The decision to join a MAT must be strategic and consider the long-term implications for the school. * Q - Where can governors send questions to be asked at the meeting with the CEO of DOWAT? A - KL will add a document to the Hub so all can see to avoid duplications. ACTION Head * Q - How are St Joseph’s finding academisation? A - It is believed it has been more challenging for them joining a new academy trust rather than joining an established MAT. | KL |
|  | **Approve policies per the School’s Policy Schedule**  Catholic Education Model policies:   * School Appraisal (teachers) * Disciplinary * School Sickness Absence Policy and Procedure * Capability * Grievance * **ALL APPROVED**   HfL Model policies   * Data Protection * Pay * Staff Code of Conduct * **ALL APPROVED**   Non model policies   * SEND – No changes from previous **APPROVED** * School Charging and Remission policy – no changes from previous **APPROVED** |  |
|  | **To consider GDPR to include personal information being held by school**   * The school has taken on a DPO and GDPR Service via Carole Connelly. Carole carried out an audit, (available on the Hub) and the school is currently working through audit recommendations, which included the reduction of a lot of office files and paperwork. * Q - Who is the GDPR governor? A – There is no recommendation for a GDPR governor and employing this Company covers the DPO responsibilities. Q - If OFSTED were to ask why the school chose to go with them? A – Carole Connelly has a lot of experience of governance and schools and this is also a non core task which can be outsourced to enable staff to focus on pupils and outcomes. |  |
|  | **To confirm dates of next FGB meetings – all on the Hub**   * 15th March – 6pm * 3rd May – 6pm * 28th June – 6pm |  |
|  | 1. **Any Other Business**  * Governors training – the clerk reminded the board to consider in-house training for this year which will end in March and suggested Exclusion or Complaints as few governors had attended these courses. * The Clerk reminded governors that any non-HfL courses completed, such as diocesan or Modern Governor on-line courses, will not automatically be added to their training page on the Hub and that governors should add such course details themselves in order to provide an accurate log of training undertaken. * Use of the Hub – covered during the course the meeting. * SCR audit – please refer to document on the Hub. * The clerk advised the board that the governor pages on the school website were not up to date in terms of membership and that also governor attendance at meetings should be included. * Mike Cade’s retirement from the Board – Mike had been a member for a long time, and an occasion to thank him was suggested, perhaps a children’s choir on a Sunday. To be discussed. The meeting also discussed a gift, which would be paid for by the parish. ACTION Fr NF to contact Mike’s wife regarding an appropriate gift. A Sunday Family Service at 9.30 would also provide an opportunity to mention the need for Foundation governors to support the school. * On behalf of governors thanks were given to the Head and all staff. A phone call had been received from a parent whose child joined the school in the last year. The parent wanted to advise they had been very impressed by the openness of the school, the nurturing environment and that staff were always available. |  |
|  | 1. The meeting closed at 19.28 pm with the Lord’s Prayer. |  |