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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 27 June 2023 at 6pm in school**

**Foundation Governors:** FrNorbert Fernandes (Chair), Sarah Cafferty, Richard Wilson, Moira Mester

**Headteacher**: Katie Linnane

**Staff Governor**: Lisa Clifford

**Parent Governors**: Mike Thorpe, Nadia Perkins

**LA Governor**: Vacant

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

(Challenge / Actions)

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|  |  | **Action** |
|  | **Welcome*** The chair welcomed everyone to the meeting.
* The meeting was quorate.
* The meeting was advised that Donnella Arnott had resigned. The board thanked her for her service to the school during her time as a governor and wished her well for the future. **ACTION Clerk to remove from the Hub.**
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|  | **Opening Prayer*** Fr Norbert opened the meeting with a prayer.
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|  | **Apologies** * There were no apologies.
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|  | **Notification of any conflicts of Interest for this meeting*** There were none.

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|  | **To receive any items of any other business*** There were none.
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|  | **Agree minutes of last Full Governing Body 3 May 2023** * The minutes were **AGREED.** To be signed as a true record by the Chair on the Hub.

Matters Arising from the minutes1. *KL to contact Herts university, to ascertain if there is a Catholic Society and if any students might be interested in becoming a governor –* the head contacted Herts University who advised they did not currently have a Catholic society but that if one started up again in September they would make contact. Governors also suggested contacting the youth council, other local churches or local colleges to see if there are Catholic societies with people who might be interested in serving as governors. **ACTION Chair to contact local churches.**
* The meeting was advised of 2 potential foundation governors, and both have agreed to join the board. **ACTION Head to follow up applications and advise the clerk who will add to the Hub and send an introductory email.**
1. *Contact HfL training to arrange an in-house session on Ofsted or Safeguarding. Clerk to provide details of courses available –* A Tuesday in the autumn term was agreed. **ACTION head to contact HfL training.**
2. *Investigate whether governors require training on Cyber Security –* a document has been added to the Hub, detailing requirements. This includes a short 36-minute video that all governors and staff should complete. Following completion a certificate is provided for school insurance purposes. **ACTION ALL to watch video.**
3. *Propose FGB meeting dates for the next school year –* completed and agreed, see below.
 | **Fr NF****KL****Clerk****KL****ALL** |
|  | **To receive notification of any safeguarding issues arisen since the last FGB meeting*** There were none to report.
* Receive annual safeguarding report – previously circulated. No questions were raised.
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|  | **To consider the Headteacher’s Report –** *previously circulated via the Hub –* * ***Q – Note the great results on the IDSR from last year, and the schools lowest absence rate; how can this information be promoted to parents? A – SATs data was very good from last year’s cohort, however, it should be noted that this year results for KS2 would not be as good with the current Y6 cohort.***
* ***Q – What does the school need to do to obtain the silver ward for learning outside the classroom? A – The school does have silver for some areas, and is almost there l to achieve silver overall. At the recent Dowat leadership meeting other schools were also interested in the award and have been invited to look at Holy Family.***
* ***Q – On what grounds do EHCPs get refused? A – Decisions are made based on children’s needs. In one case the school is supporting parents to go to mediation.***
* ***Q – Has SEND funding been reduced this year? A – If a school has a certain number of SEN pupils it can meet the threshold to get an additional £5k in funding per child. However, some schools have had this funding taken away, the County will look at individual schools. There are more children being awarded EHCPs and therefore funding overall is more limited. Herts is not providing the statutory specialist provision places necessary to meet demand and children are therefore being held in schools not suited to their needs. It was considered Herts have not put enough funding into SEN.***
* ***Q – Are children all aware of their teachers for next year? A - Yes***
* ***Q – Could you expand on the Ofsted section of the report? A – This was an update from Jeremy Loakes and included snippets from the head teachers update. Ofsted also have a YouTube channel that could be very useful for governors to look at. The chair suggested watching as part of an FGB meeting.***
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|  | **To receive reports from Committees**Curriculum Committee – 14 June 2023* Highlights discussed included – staffing, the new RE curriculum, external monitoring visits by the HIP, updates on the curriculum and new RED, PP, learning outside the classroom, SEND and governor monitoring visits. Much of the content was also covered in the heads report.
* Admissions - All nursery children have been allocated a place.

Finance and Resources – 18 April 2023* Highlights discussed included – Income £1,457,787 expenditure £1,345,365 c/f £112,422 therefore the school has a very healthy budget. The accounts were reviewed and risks. Thanks to colleagues Richard, Mike and Nadia for raising very useful questions at resources meetings. H&S audits have improved with Mike’s expertise. The meeting discussed housekeeping, SEN, PP recruitment and retentions, how to be more efficient in spending. Costs of insurance but also hiring’s are slowly increasing since Covid. Funding has been allocated to the KS1 playground project.
* Governors also thanked Jackie Wilcox and Katie Linane for providing all data in a timely fashion.
* If the replacement roof is given the go ahead, the school will have enough to meet the required 10% contribution. The budget has also considered staff pay increases.
* In reality the school can only really work with 12.5% of the budget due to so many fixed costs, most of which is staffing.
* ***Q – Can governors put pressure on the Diocese to upgrade fire safety? The school has been told it works but still needs to be updated, including new fire doors. A – The school has had conversations with Nigel Spears but told as it works it is not a priority***. **ACTION head and JW to pursue.**
* ***Q – Does the school carry out lockdown practices? A – Yes, a practice takes place once a year. Following a recent incident at another school, the head has ensured staff were aware of all procedures.***
* ***Q – How do you explain to children about lockdown? A – Teachers use a gas leak as an example, and say nothing that would frighten or unduly concern the children.***
* Governors asked the head to include information in the heads report on when such drills/practices take place. **ACTION Head**
 | KL/JWKL |
|  | **To receive Governor Link visits reports** * SATS test monitoring visit – MM – May 2023
* The meeting discussed creating a schedule to include statutory visits such as SEN, PP, H&S and Safeguarding to ensure visits were carried out and subsequently recorded.
* Governors were reminded of the importance of visits into school to validate comments made by the head by observation and through talking to pupils and staff.
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|  | **Governor membership*** 2 x foundation vacancies, 1 x LA
* Sarah Cafferty – TOO expires August 2023 – foundation member. Agreed to sign on again, JW sending the forms.
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|  | **Governor training*** Training carried out since last meeting:
	+ *Fr NF – Handling Academy Complaints – 16.05.23*
	+ *MM – Headteacher’s Performance Management - 22.06.23 -* waiting for certificate.
	+ *KL & JW – Herts School Environmental Sustainability Conference – 27.06.23 –* It was noted that the school is already doing some of the things suggested such as changing lights bulbs. There is clearly a lot schools could do but are restricted by budgets. Sustainability will be added to the SDP. ***Q – What does the school do in terms of recycling? A – It recycles quite a lot, such as paper and plastic and donates old furniture where possible. Governors suggested compost bin, which could also link to outside learning.***
	+ Clerk to send details to new governors once appointed, regarding training information and expectations. **ACTION Clerk**
	+ Governors were asked to look at booking onto an exclusions course in the autumn term. There were a number of courses currently available.
 | **Clerk** |
|  | **Policies –** *consider and approve policies as per the policy schedule** Admissions – Prior to the next update of the policy, first paragraph will need to be amended to ‘The Parish of WGC’.
* Mike may be able to help with maps as the current ones are faint and out of date.
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|  | **Update on academisation*** A meeting was held recently regarding academisation progress and schools were now more confident that what the diocese wants from DOWAT will be provided. The current lead time was stated as 4-6mths, but the head would prefer to wait until September 24 if this lead time extends beyond six months.
* 4 primaries have stuck together and held meetings with heads and DOWAT CEO. (St Vincent’s, St Swithinwells, St Bernadette’s, Holy Family). This has created positive links with the other schools. At the meetings the point was made that other schools are watching this process and therefore it needs to go well.
* It is hoped the academisation will be agreed at the 4th July board of trustees meeting at the Diocese, and can then go to the school commissioners for approval.
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|  | 1. **Any Other Business -** *as previously notified under item 5*
* The chair thanked Katie and Lisa and all staff for their work this year and wished Pam a very happy retirement. The chair read out a letter from Pam that said she had thoroughly enjoyed her time at the school.
* The chair also gave thanks to all the governors for their contribution over the school year.
* The head thanked governors on behalf of the staff for their continued support.

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|  | The meeting closed at 7.30pm with the Lord’s Prayer. |  |
|  | Dates of meetings 2023-2024 –* Resources committee - Tuesday 26 September - 5pm remote
* Curriculum committee – Wednesday 27 September - 5pm remote
* FGB - Tuesday 10 October - 6pm In school
* Governor Day – Friday 20October – 9am 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
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