



# The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

## MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

Held on Tuesday 21<sup>st</sup> February 2023 at 6pm via Zoom

**Foundation Governors:** Norbert Fernandes (Chair), Sarah Cafferty, Donella Arnett (joined late),  
Richard Wilson

**Headteacher:** Katie Linnane

**Staff Governor:** Lisa Clifford

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

**LA Governor:** Moira Mester

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

(Challenge / Actions)

		Action
1.	<b>Welcome</b> <ul style="list-style-type: none"> <li>The chair welcomed everyone to the meeting.</li> <li>The meeting was quorate.</li> </ul>	
2.	<b>Opening Prayer</b> <ul style="list-style-type: none"> <li>Fr Norbert opened the meeting with a prayer.</li> </ul>	
3.	<b>Apologies</b> <ul style="list-style-type: none"> <li>There were no apologies.</li> </ul>	
4.	<b>Conflict of Interest for this meeting</b> <ul style="list-style-type: none"> <li>There was none.</li> </ul>	
5.	<b>To receive any items of Any Other Business</b> <ul style="list-style-type: none"> <li>There were none.</li> </ul>	
6.	<b>Agree minutes of last Full Governing Body 4<sup>th</sup> October 2022</b> <ul style="list-style-type: none"> <li>The minutes were <b>AGREED</b>. To be signed on the Hub as a true record by the Chair.</li> </ul> Matters Arising from the minutes <ol style="list-style-type: none"> <li>The actions were reviewed. <i>All to complete the annual register of business interests and KCSiE declaration on Governor Hub</i> – completed.</li> <li><i>All to complete the code of conduct declaration on Governor Hub</i> – completed.</li> <li><i>All to confirm contact details are up to date on Governor Hub</i> - completed.</li> <li><i>KL to find out what is meant by Shadow Board</i> – this refers to layers of</li> </ol>	

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

	<p>governance relevant to academisation.</p> <p>e. SC to amend the resources minutes – amended.</p> <p>f. SC/MM to review the committee terms of reference – completed.</p> <p>g. Clerk to provide example ToR for curriculum committee – completed.</p> <p>h. NF to advertise the governor vacancies in the parish newsletter and to check on candidates on Inspiring governance – <b>ACTION c/f</b></p> <p>i. All to consider attending Governor Conference – chair attended.</p> <p>j. All to advise attendance at Governors day 14<sup>th</sup> October – completed.</p> <p>k. KL to ascertain whether school has the autonomy to raise the Nursery PAN – this is the responsibility of the school. The Nursery PAN has subsequently been raised to 30.</p> <p>l. KL to share the PowerPoint of expectations of a s.48 inspection on Governor Hub – completed.</p>	FrNF
7.	<p><b>To receive notification of any safeguarding issues arisen since the last FGB meeting</b></p> <ul style="list-style-type: none"> <li>• There were none to report.</li> </ul>	
8.	<p><b>To consider the Headteacher’s Report – previously circulated via the Hub – including update on sport and pupil premium</b></p> <ul style="list-style-type: none"> <li>• <b>Q – The £2,346 left to spend from the PP grant, can this be carried over into the next financial year? A - Yes.</b></li> <li>• <b>Q - In terms of CPD for staff, is there a national average for comparison? A – There is not a national average; there is an expectation that all teachers carry out a minimum of 5 days per year which are the inset days allocated. Any additional CPD would be based in the needs of the teachers and the school. Weekly staff meetings also include professional development for staff.</b></li> <li>• <b>Q – The attendance data shows each class and a total of 97%, and yet with the exception of Y6, all the class totals are lower than 97%, is this correct? A - This data is produced by Arbor.</b></li> <li>• <b>Q – How is staff recruitment going? A - Currently the school is looking for an EY teacher to cover 2 days per week (current EY teachers both work 4 days a week). There are two strong applicants so hopefully the school will be in a position to appoint one of them. It is still proving difficult to recruit LSA’s (as in many schools) with vacancies having to be re-advertised.</b></li> <li>• <b>Q – Has anything been done to recognise Carmen’s retirement? A – She was sent flowers and a note was included in the newsletter thanking her for her service to the school and wishing her well in her retirement.</b></li> </ul>	
9.	<p><b>To receive an update on SCR (Single Central Record) actions - report previously circulated</b></p> <ul style="list-style-type: none"> <li>• County out carried an assessment of the SCR in August 2022. They then submitted a report detailing areas that required attention. All areas have now been completed.</li> </ul>	
10.	<p><b>To consider the SFVS (School Financial Value Standard report) due for submission by the end of term</b></p> <ul style="list-style-type: none"> <li>• <b>Q - On page 8 where the document discusses how we market the school: do you have an estimate of Holy Family’s marketing reach? For example, how many twitter followers does the school have and how many people approximately read the church newsletter? A – The school has 174 twitter followers and an average post reaches 1.5k over 28 days. The school is more successful on Facebook than Twitter.</b></li> </ul>	

Signed: .....

Dated: .....

	<ul style="list-style-type: none"> <li>• <b>Q - How much does it cost to advertise in the Hatfield and Welwyn Times? A £200 pa.</b></li> <li>• <b>Q - On page nine where the document addresses the issue of cyber security: does Dowat have a provider who it could recommend, or are there any processes that HFS needs to follow in anticipation of joining Dowat? A – The school does not need to do anything at this stage, but once it converts, Dowat have their own IT department and they will advise. Currently the school does have some cover for cyber security through HfL.</b></li> </ul>	
11.	<p><b>To receive reports from Committees</b></p> <p><u>Curriculum Committee</u> – 25<sup>th</sup> January 2023</p> <ul style="list-style-type: none"> <li>• Highlights – most of the committee discussions have been contained in the heads report. These included: data, staffing, section 48 inspection, which took place just before half term, (the committee had reviewed the advice from the Diocese to support the section 48 visit), HIP visit on safeguarding and the HIP CSV (Commissioned school visit) on governance.</li> <li>• As a result of the CSV, link governor roles have been amended to move away from subject links to SDP priorities. In addition, it was suggested there is a timeframe detailing actions required of governors over the year, which should include governor visits. <b>ACTION KL to review this.</b></li> <li>• The governor day in October was very successful and it was believed this should become an annual event.</li> </ul> <p><u>Finance and Resources</u> – 24<sup>th</sup> January 2023</p> <ul style="list-style-type: none"> <li>• Highlights – reviewed the budget in detail, revised predicted surplus this year of £128,225. Reviewed: the best value statement, expenditure and controls, scheme of finance (the chair suggested all governors read this as it spells out governors responsibilities), pupil numbers in Nursery and throughout the school.</li> <li>• The head advised the school is oversubscribed for the Reception intake in September with 29 first choice applications. <b>Q – Have any siblings been turned away? A - No but some children currently in the in the Nursery have not been allocated a place.</b></li> <li>• <b>Q – The admissions policy says parents have to submit a SIF form, which may affect ranking, and it is believed this should be clarified going forward. A – Providing a SIF is understood to be best practise, as this provides information that is not contained on the County form. However, the SIF does not affect the child’s ranking. Q – A clearer map is also required, as with the current map it is difficult to distinguish parish boundaries and where the new builds are. Q - Could County provide this? A - This is a Diocesan map which shows Parish boundaries so no. It was suggested obtaining an up to date map showing the new builds and overlaying a Parish boundary map.</b></li> </ul>	KL
12.	<p><b>To receive Governor Link visits reports</b></p> <ul style="list-style-type: none"> <li>• None for this meeting.</li> </ul>	
13.	<p><b>Governor membership</b></p> <ul style="list-style-type: none"> <li>• 3 x foundation vacancies</li> <li>• Nadia Perkins parent membership expired on 7/02/23. <b>ACTION Head to start recruitment process. Until completion of the process, NP to continue on the board as an associate member until the end of this term. ACTION Clerk</b></li> </ul>	Head/ clerk

Signed: .....

Dated: .....

14.	<p><b>Governor training</b></p> <ul style="list-style-type: none"> <li>• <i>Training carried out since last meeting:</i></li> <li>• <i>MM - Safeguarding Children – 24.11.22</i></li> <li>• <i>NF – Admissions Appeals - 15.02.23</i></li> <li>• <i>The clerk suggested the following governors carry out safeguarding training – (link will be provided on the Hub noticeboard) – RW, MT, NP, SC.</i></li> </ul>	
15.	<p><b>Policies – consider and approve policies as per the policy schedule</b></p> <ul style="list-style-type: none"> <li>• <u>CES model policies</u> <ul style="list-style-type: none"> <li>○ <u>School Appraisal</u> – teachers – <b>Q – To what extent does the SMART objectives and KPI’s link to staff remuneration? A – This depends on where teachers are in their career and therefore KPI’s are career appropriate.</b></li> <li>○ <u>Disciplinary</u> – <b>Q – Is this policy and the Capability policy based on particular sets of best practices? A - Yes these are model policies from the Diocese.</b></li> <li>○ <u>Capability</u> - <b>Q - How often do either of these policies need to be deployed? A – Since joining this school as head, only once and once at a previous school.</b> It was noted it was crucial to ensure the policy is followed to the letter.</li> </ul> </li> <li>• <u>Charging and Remissions</u> – <b>Q – To what extent will this policy have to change (if and) when the school joins an academy? A – This is currently unknown.</b></li> <li>• <u>Pay</u> – yellow sections include the new uplifts, pay bands are agreed at finance based on affordability and sustainability.</li> <li>• SEND information report – few changes, highlighted.</li> <li>• SEND – few changes, highlighted.</li> <li>• All above policies <b>APPROVED</b></li> </ul>	
16.	<p><b>To consider academisation</b></p> <ul style="list-style-type: none"> <li>• The head advised she had received an email confirming that the revised budget submitted on the 17<sup>th</sup> January had been approved by the Diocesan Academy Project Board.</li> <li>• The Project Board thanked the school for the work on the revised budget meeting the Diocese’s due diligence requirements.</li> <li>• The project Board will now recommend to the Diocese’s Trustees that the school be issues with the Diocese’s conditional consent letter to join DOWAT at their next meeting on 19<sup>th</sup> march. This will allow the Trust and school to submit an application to the Regional Director to convert to an academy.</li> <li>• The head will be notified of the outcome following the meeting. If the Trustees approve the recommendation of the Project Board the consent letters will follow soon after.</li> <li>• All governors <b>AGREED</b> they were happy to move to the next stage.</li> <li>• Parents will be consulted after the consent letter is submitted and when the application to the Regional Director is made. <b>Q – Are there standard letters DOWAT can help with? A – Yes. The school is currently on track for a September conversion.</b></li> <li>• Governors thanked the head and Jackie for all their hard work on this to date. The head said she had had a very positive visit with DOWAT last term.</li> <li>• <b>Q – Will the DOWAT Trust board get involved with this FGB? A – The Holy Family FGB will largely stay as it is. The role of Chair will increase in terms of attending meetings at DOWAT.</b></li> </ul>	
17.	<p><b>Any Other Business - as previously notified under item 5</b></p> <ul style="list-style-type: none"> <li>• <u>Admissions 2024-2025</u> – there will be one Welwyn Garden City parish going</li> </ul>	

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

	<p>forward, changing from St Bonaventure and Holy Family Churches Parish. This took effect from 1<sup>st</sup> January 2023; there is now one Parish in Canon Law. This is unlikely to make much of a difference but as the school was only advised in December 2022 the wording for the admissions policy will need to change. The head has emailed Diocese admissions who will change the wording.</p> <ul style="list-style-type: none"> <li>• The wording on applications (under timetable and applications) should also be amended to: ‘SIF to be submitted at the time of application as well as a baptism certificate’. <b>APPROVED.</b></li> <li>• <u>Section 48 inspection on 8/9<sup>th</sup> February</u> - this inspection was carried out under a new national inspection framework (previously this was under Westminster), it is now more rigorous and takes place over two days instead of 1 with 3 inspectors instead of 2. The draft report from the inspection will be reviewed by the school before a final submission. Once the final report is received it can be shared.</li> <li>• During the visit outstanding teaching was observed, the children were amazing and inspectors also spoke to parents on the gate. The inspection was very thorough.</li> <li>• The chair said the whole school team worked very well together, the school looked great and very welcoming. Thanks to the RE lead also. Governors suggested when the final report is received; governors should send a thank you note to all the staff. <b>ACTION Chair.</b></li> <li>• Thanks were given from all governors to head and the whole school team.</li> <li>• The chair also thanked governors for the work they carry out for the school.</li> <li>• The chair reminded governors to look at the training available as way of enriching their knowledge and strengthening the board.</li> </ul>	Fr NF
	The meeting closed at 7.05pm with the Lord’s Prayer.	
	Date of next meeting – 2 <sup>nd</sup> May 2023 at 6pm – remote meeting	

Signed: .....

Dated: .....