



The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD

HELD ON Tuesday 15th March 2022 via Zoom

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

Headteacher: Katie Linnane

Staff Governor: Lisa Clifford

Parent Governors: Mike Thorpe, Nadia Perkins

LA Governor: Vacancy

In attendance: Rebecca Harvey (Clerk to GB)

(Challenge / Actions)

		Action
1.	Welcome <ul style="list-style-type: none"> Fr Norbert welcomed everyone to the meeting. The meeting was quorate. 	
2.	Opening Prayer <ul style="list-style-type: none"> The Chair opened the meeting with a prayer. 	
3.	Apologies <ul style="list-style-type: none"> There were no apologies. 	
4.	Conflict of Interest for this meeting <ul style="list-style-type: none"> There was none. 	
5.	To receive any items of Any Other Business <ul style="list-style-type: none"> Consider whether to continue with virtual meetings and also review the number of FGBs held throughout the year. 	
6.	Agree minutes of last Full Governing Body 18th January 2022 <ul style="list-style-type: none"> The minutes were AGREED. To be signed on the Hub as a true record by the Chair. Matters Arising from the minutes <ul style="list-style-type: none"> The actions were reviewed. Actions were completed with the exception of "Governors to read and confirm they agree to abide the code of conduct". A few governors are still to do this. Clerk to forward the list to the Chair. 	

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7.	<p>To consider the Headteacher's Report – <i>previously circulated via the Hub</i></p> <ul style="list-style-type: none"> • The Head highlighted sections of her report. • Attendance is at 97%, which is very good, and all children have returned to school following closures. • The HIP visited last week. Report to follow. – ACTION Clerk to add to next meeting. • In school assessments are taking place next week and will be shared at the next curriculum committee. • The school currently has 45 pupils (22%) registered for PPG (the national average is 22.8%). This has increased from 33 at the October census. • Q – School led tutoring income is £3,240 but expenditure is £9,557, where is the additional funding coming from? From PP and the recovery fund. • Q – How is the impact of the national tutoring programme measured? The target for all pupils is to achieve age related, however, some pupils will not meet this target but will still have made progress. Their smaller steps of progress are assessed through classroom observations and also Angela carries out assessments. Overall children are much more confident in maths which has been the focus this term, English will be the focus next term. Impact of assessments will be presented at the next FGB. • Governors noted it was positive that an SEN child whose attendance was poor is now improving due to the hard work and continued monitoring of school staff. • Governors offered congratulations to the Acting Assistant Head LC who following interview, was appointed to the permanent role of Assistant Head. • Interviews for an Inclusion Assistant Head are taking place tomorrow. • This information has not yet been shared with parents and therefore governors should treat this information as confidential. • Two members of staff are on attendance improvement plans. • Work on the Maths Mastery project continues to improve staff confidence in the mastery approach of teaching maths. Q - Is any information planned for parents? A – Yes, the plan is to invite parents into school for an information session followed by activities in class with their own children. • The Easter production is taking place on 30th March at 1.30pm. All governors' welcome. • Behaviour continues to be strong in school and this was also recognised by the HIP at the recent visit. • Q – With regard to events in Ukraine, are there any children who are very upset? A - All children are aware, particularly in KS2, and they do ask questions and look for reassurance. Teachers are very good at managing responses. Y6 in particular wanted to help. None have been particularly upset, and the Friday prayer for peace was very helpful for all. • New after school clubs have been started, and since mid January teachers are running a lunchtime activity club in which disadvantaged children are encouraged to participate. • In consultation with HFFA who continue to fund raise for the school, the focus will be on creating a raised play area under the trees at the front of the school, which gets very muddy. This is likely to be a costly project and the school is currently awaiting quotes. • Q – Do you still want questions on the SDP? A - Not at present, but towards the end of next term in preparation for the next school year. • Governors thanked the Head and Assistant Head for their continued hard work and for providing so rich experiences for the pupils of the school. 	Clerk
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8.	<p>To receive reports from Committees</p> <p><u>Curriculum Committee</u> - <i>The Chair of the advised that the following points were discussed:</i></p> <ul style="list-style-type: none"> The committee met last week, and discussed feedback from EY, recruitment of a Nursery teacher, the SDP, staff room refurbishment, the easing of Covid restrictions, Maths Mastery, academisation and a proposed governor day in school to observe lessons and speak to staff and children. The day would also provide an opportunity for the staff to get to know the governors and have already expressed their agreement. <p><u>Finance and Resources</u> - <i>The Chair outlined what was discussed at the meeting</i></p> <ul style="list-style-type: none"> Support pay increase – the budget software had allowed a 2% increase, discussed attendance numbers and clubs participation, FSM numbers have increased which also brings in funds for the school, discussed energy cost increases, (the budget software automatically adds a 2% increase). The new budget is on the Hub and also benchmarking. The best value statement was agreed. The Governors fund total has increased. SFVS – the finance committee completed and recommended approval by the FGB . Governors APPROVED ACTION Chair to sign in school. <p><u>Admissions committee</u></p> <ul style="list-style-type: none"> A question was raised regarding parents who have applied to Our Lady’s and to Holy Family. Some have put Holy Family as their first choice but will be unlikely to get in due to their home address. Some parents appear confused as to whether admissions are based on where they live or where they worship, if they worship in another parish. Admissions are based on home address, closest to the school first. 	Chair
9.	<p>To receive Governor Link visits reports</p> <ul style="list-style-type: none"> DA met with the maths, ICT, PE and art leads. All were very beneficial meetings and were her first face-to-face meetings with staff. DA said she learnt a lot and felt all teachers were very enthusiastic about their subjects. MM advised her reports had now been uploaded to the Hub. SC carried out an H&S walk, observed some lessons and also some financial checks, however, her visit was not able to be completed she will therefore return to complete some actions. On 9th February Fr Norbert met with the RE lead, and also reviewed the Pat Murphy (PM) report (Diocesan adviser). During his visit he looked at the RE boards, working walls and prayer tables to comment and reflect on PMs report. Fr Norbert also visited the forest school and asked children if they knew why their outside learning sessions were important, which they were able to answer competently. In addition, Fr Norbert spoke to the music teacher, spent time in the lunch hall and visited a lunch club . He joined the Reception class for meditation in the form of yoga and music, which was part of a programme they are doing. In terms of Wellbeing, he attended a Y6 lesson, where the children were reflecting on resilience, feelings and emotions. He met the mental health lead and looked at the policy and programme and how it was being developed further. Fr Norbert reviewed the SCR with Jackie and was confident in her rigorous approach. A Safeguarding review will be planned for another date. Fr Norbert also met the HIP during the spring visit. The focus of the visit was a reading deep dive. A Governors day was proposed for sometime in June / early July. All agreed in principle, focus to be agreed. 	

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10.	<p>To approve the School Financial Value Standard Report for submission by the 31st March</p> <ul style="list-style-type: none"> Reviewed at resources committee and recommended for FGB approval. APPROVED. 	
11.	<p>To consider Academisation</p> <ul style="list-style-type: none"> Next Tuesday at 5pm there will be a meeting with the SEO of Dowat, Patrick Murdon, for Chairs and Heads. Governors were asked to review the documents added to the academies folder on the Hub and to raise any questions via the noticeboard by this Friday, 18th March, in order for them to be put forward at the meeting. Q – Nicolas Breakspear School had a poor history of performance but is now doing very well. How did being part of the academy support this improvement? A – The Head considered that being part of an academy would probably have helped, due to combinations of a number of areas. For example, the academy seconded a Head in from another school, but it would also have been due to relationships within the group. It is very difficult to say precisely how, but the school would have also received additional funding and support when schools are in need improvement. The Head noted that Dowat had considerably evolved its academy structure since the early years of being a single academy school. Q - Would being part of Dowat change Holy Family? A – The Head believed it wouldn't change its ethos and character, but what would change would be how it is financed, office support, teacher support structures and opportunities for development for example. Governorship of schools will remain in the form of LGBs. Q – Do they check on what/how is being taught? A – Yes there would be another layer of management above the Head, but single form entry schools are facing more challenged in terms of teacher/support staff recruitment as there are few opportunities for career progression in small schools. This can be achieved in an academy, along with the financial support being part of a large group with increased buying power. If you take ECTs (Early career Teacher), they now need 2 years of support via a mentor and when a school only has 8 teachers, this is an increasing ask for the school. Academies also offer a collaborative approach with other teachers in the same year group in terms of planning/training etc that cannot be achieved in a single entry school. The sharing of expertise is of great value in a Trust. The academy agenda is again being pushed, which means isolation of one form entries will continue; for this reason the Head would rather be one of the first to join an academy of choice rather than being forced to join another in the future. There are currently 5 primaries in Dowat and they can take 5 more before reaching capacity. We are custodians of the school and have to think of protecting its future. Schools that have not already started academisation considerations are now being instructed by the Diocese to make contacts. The Head also noted that Dowat is the highest performing academy trust in the country and would be keen to maintain standards within the Trust. The school in a healthy financial situation; the Head suggested governors might like to ask how the Trust will support schools that are not in same situation. The top slice is currently 3%. Q - When do governors need make a decision on this? A – This now needs to be done this school year as this has been on an agenda for a few years. Once governors agree to go to the next stage, the school will have to consult all 	

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	<p>stakeholders.</p> <ul style="list-style-type: none"> • Q – Have you liaised with the school next door regarding being in a Trust? A – They are not really comparable; they are part of a large Trust that has schools all over the country. However, the Head had had meetings with other primary Heads already in Dowat, although but none of them had been Heads outside of the Trust. • The school will be allocated £25k from the DfE, most of which will be used for the conversion process, such as carrying out due diligence. • Deadline Friday for questions. • ACTION Decision at next FGB, clerk to add to agenda 	ALL/Clerk
12.	<p>Approve policies per the School’s Policy Schedule</p> <ul style="list-style-type: none"> • No policies for this meeting. 	
13.	<p>To confirm dates of next FGB meetings – all on the Hub</p> <ul style="list-style-type: none"> • 3rd May – 6pm on-line. • Assessment data to be covered at curriculum committee. ACTION Clerk to make committee minutes available to all. 	Clerk
14.	<p>Any Other Business</p> <ul style="list-style-type: none"> • The school used to have 4 FGB meetings per year; 2 in the autumn term and one in the spring and summer terms. The move to 6 per annum in addition to 4 committee meetings per term was considered too many by the Head, and that often information was being repeated. • The Head suggested the HfL package of 3 FGB meetings with one extra meeting in September. The model of 6 meetings for the Resources and Curriculum committees per year would continue. • The board AGREED the Head’s proposal. • Governors asked for the May FGB, which would be the last meeting this school year, to allow sufficient time on the agenda to discuss academisation. ACTION all governors to review available academisation documentation prior to the meeting • It was also agreed that the first FGB of the school year would be face to face and the rest on line. Committee meetings to stay on line. 	ALL
	The meeting closed at 7.35pm with the Lord’s Prayer.	

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