

# The Holy Family Catholic Primary School

Crookhams, Welwyn Garden City AL7 1PG

## MINUTES OF THE MEETING OF THE GOVERNING BOARD

HELD ON 22.06.21 via Zoom

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

**Headteacher:** Katie Linnane

**Staff Governor:** Lisa Clifford,

**LA Governor (1):** Katie McCaughey

**Parent Governors (2):** Nadia Perkins, Mike Thorp

**Associate Governors:** Cath Flynn, Richard Wilson

**In attendance:** Elaine Phillips (Clerk to GB)

**Absent:**

Challenge / Actions

		Action
1	<b>Welcome</b> The Chair welcomed everyone to the meeting. The meeting was quorate.	
2	<b>Opening Prayer</b> The Chair opened the meeting with a prayer.	
3	<b>Apologies</b> No apologies were received.	
4	<b>Conflict of Interest /Register of Pecuniary interests</b> 1. Governors were reminded that if a governor, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal. 2. Governors were invited to confirm if they had any new declarations of interest. None were identified.	
5	<b>To receive any items of Any Other Business</b> Admissions Code Governors Induction Pack	
6	<b>Agree minutes of last Full Governing Body 23<sup>rd</sup> March 2021</b> The minutes were agreed and signed as a true record.  Matters Arising from the minutes <ul style="list-style-type: none"><li>• Governors to update their profiles on the website, still awaiting Bios from MT and RW.</li></ul>	

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

	<p>Agreed that EP would send through to KL terms of office and personal details for all governors – action complete.</p>	
<p>7</p>	<p><b>To consider the Head Teachers report</b></p> <p>The Head uploaded the Head Teachers report to GovernorHub for Governors' consideration.</p> <p>The Head highlighted the following points:</p> <ul style="list-style-type: none"> <li>• Positive case of Covid for a child in Year 6. So the Year 6s were sent home and following a detailed conversation with Health England all the Year 6 children, teacher, and TAs, plus the Music Teacher are all isolating and remote learning is taking place through Google Classrooms. There are also a couple of Y5 children who have had contact with the infected child, so they are also isolating and have been set work.</li> <li>• Parents Meetings will take place via zoom again this term.</li> <li>• Year 6 transition days have been cancelled and all the transition will be undertaken online.</li> <li>• Increase in pupil numbers from 197 to 215. Nursery numbers increasing.</li> <li>• Attendance is very good 98%.</li> <li>• Maintained monitoring through assessment, with book scrutiny, learning walks etc.</li> <li>• Summative assessments have taken place</li> <li>• Reading has been affected at the lower end of the school – this has been discussed at Curriculum Committee</li> <li>• Three of our non-Catholic teachers have attended RE training through the Diocese and are confident in teaching RE.</li> <li>• SEND Children – two of our children are an issue, one is on a part time timetable, and another pupil who has very challenging behaviour at home so is causing them to be late every day.</li> <li>• Catherline Flynn, Deputy Head is leaving at the end of the term so KS1 Lead, Lisa Clifford is stepping up as Acting Assistant Head to give the Headteacher support on SLT. Over the autumn term we will review this arrangement, decide the best structure for the SLT going forward and advertise the decided vacancies in a timely manner. To cover the DHT class commitment we recruited a teacher Mrs Kelly, on a fixed term contract to cover the Y5 class for the Autumn term, this may be extended depending on how we decide to structure the SLT.</li> <li>• Due to an increase in SEN funding, we have recruited a Teaching &amp; Learning Assistant to start in September 2021. Mrs McDermott will work across the phases with identified groups of children and work closely with the SENDCO Mrs Bell.</li> <li>• CPD – Staff have undertaken a lot of training over the last period.</li> <li>• Outdoor Learning - the expectation for next academic year is that each year group has at least one outdoor learning session per week. For this purpose children will be asked to wear their PE kit, joggers and a hoodie on the allocated day.</li> <li>• Another project we are researching to begin next academic year is in collaboration with other local Catholic primary and secondary schools, called 'Building the Kingdom', set out as a 'distinctive Catholic curriculum design for the transformation of society.' This is an</li> </ul>	

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

	<p>opportunity to review how our own bespoke curriculum mapping reinforces Catholic Social Teaching and Spiritual, Moral, Social and Cultural (SMSC) development, and is authentically distinctive. As a staff we will attend an INSET evening meeting about Building the Kingdom with St Phillip Howard Primary School on Monday 6<sup>th</sup> September where governors are invited to attend.</p> <ul style="list-style-type: none"> <li>• We have again engaged the services Martin Galway, English Teaching and Learning Adviser (TLA) from HFL for 2.5 days across the year to support Miss Lingwood in continuing our drive to develop English across the school. Miss Lingwood met with Martin on 16<sup>th</sup> June to create a plan for this. The focus will be phonics and spelling.</li> <li>• Catholic Life of School – We continue to gather together virtually for our weekly Gospel Assembly and Celebration Assembly and collective worship takes place daily within class.</li> <li>• SDP was discussed at the Curriculum Committee – we are looking at a three year plan with a longer vision for the school. This will be shared with governors before the next meeting for governor input.</li> <li>• Behaviour is good, with staggered lunchtimes the space works better.</li> <li>• Covid Risk Assessment was last updated in June.</li> <li>• Lockdown Drill was undertaken, which showed that the bell could not be heard all over the school so need to extend the bell.</li> <li>• Staff wellbeing – This last half term of the academic year is always exceptionally busy with lots to do and finalise before the summer holidays. Whilst there are some aspects of the workload that cannot be removed, staff are encouraged to continue to maintain a good work life balance and not to stay in school too late in the evenings. The SLT continue to be mindful of work load and staff wellbeing. Miss Lingwood is training as the schools Mental Health First Aid lead and we will be able to develop this role further next academic year.</li> <li>• Year 6s will be going on their residential trip to Cuffley Camp for two days one night.</li> <li>• Sports Premium – Mrs Willcocks has put aside £8,600 from the PE budget (2020/21) to fund the daily mile track alongside extra funding and our Sports Premium money next year (2021/22). We have had a further few companies in to quote us for the daily mile track and Mrs Willcocks is in talks with a company who is going to support us in securing some funding towards it. We have reintroduced 3 different sporting after school clubs this term and the children have filled them up very quickly.</li> <li>• Sports Day was operated without parents.</li> <li>• Friends of Holy Family are trying to raise some money by running raffles etc.</li> <li>• Communication – presence of SLT on the gate has become one of the positive aspects of the restrictions and will continue in September. Teachers are also very responsive to emails they receive from parents.</li> <li>• Transition – Early Years have set up a comprehensive transition programme that will ensure our families feel informed and welcomed as their children start The Holy Family Catholic Primary School school with us.</li> <li>• Year 6 Leavers Events - We have planned to hold a Y6 leavers Mass, leavers assembly and end of year production. All these events will be held outside, only Y6 parents (1 where possible to limit numbers) will</li> </ul>	
--	--	--

Signed: .....

Dated: .....

	<p>be invited, and they will be required to socially distance from one another and remain seated at all times.</p> <p><b>Governors raised the following questions:</b></p> <p>Q – <b>How are the children working compared to County data?</b>  A – We have not had to report any data in this year so there is no comparison to compare against. We are working hard to close the gaps as they are found. The HIP was very impressed with the standard of what we have delivered to children online together with</p> <p>Q – <b>Are you planning on continuing with the advertisements for places next year?</b>  A – Yes, I think this will be something that we will be doing every year, as only one additional child covers the cost of advertising.</p> <p>Q – <b>How often do the advisors visit?</b>  A – It is as often as we would like them to.</p> <p>Q – <b>How often do you we receive an Ofsted visit from the Diocese?</b>  A – Every 5 years.</p> <p>FrN wish to recognise the amount of work the staff have had to undertake this term.</p> <p>Q – <b>Do we know where the children are now in Maths?</b>  A – We have a second training day next week which will give us a clearer picture and is helping the staff in their teaching of maths.</p> <p>Q – <b>With regard staffing will the Personnel Committee meet to discuss this.</b>  A – Yes, we will need to look at this and also what is the best structure for the school and what we can afford.</p>	
8	<p><b>Receive reports from the Finance Committee re closure of the 2020/21 school accounts and the 2021/22 school budget and three-year plan</b>  The Finance Committee closed the accounts for 2020/21.</p> <p>The Chair of the Finance Committee outlined the major issues with the 2021/22 Budget.  To date we show an in-year deficit of £38k, this is covered by the carry over figure and some of the difference is due to one off spends to enable us to get a canopy for the field and a daily mile track put in. We have also decided to recruit an SEN TA due to receiving £12k top up funding which was not included in the previous draft.</p> <p>Staffing – discussed the options for SLT but will wait until KL advises following the Autumn Term.  The budget balances and questions were raised at the Finance Committee and minuted accordingly.  We talked about the low birth rate, but there are new builds going up so this may change.  Thanks to JW for all her work on preparing the paperwork for the Finance Meeting.</p> <p>The budget was approved.</p>	
9	<p><b>To receive a report from the Curriculum Committee</b>  The minutes were uploaded to GovernorHub.</p>	

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

	<p>The Chair of the Curriculum Committee advised that the following points were discussed:</p> <ul style="list-style-type: none"> <li>• Assessment Data – Assessment week held in May, looking fairly positive,</li> <li>• Updates to SDP – have achieved most of the targets –</li> <li>• Outdoor Learning Area – amazing at what they have been able to do within that short period of time.</li> <li>• 15 Chrome books are available to each KS2 classes. Looking to extend this to the lower years in the coming year.</li> <li>• Status of the Academy Conversion</li> <li>• Action Plans from Subject Leaders</li> <li>• The Committee wished to place on record how well the staff has risen to the challenge of the last two years and especially the leadership that is in place.</li> <li>• RSE – everything in place and being taught.</li> </ul> <p>Q – <b>Any comments from parents?</b>  A – No the children are really enjoying the lessons.</p>	
10	<p><b>To receive Governor Link visits reports</b></p> <p>ML is looking at the Curriculum Committee to make contact with their Subject Leaders to finish off the academic year.  FrN met up with CF to talk about Mass. He also was involved with the interviewing of the new Nursery Teacher, had some very strong candidates.</p>	
11	<p><b>To consider Governor recruitment and succession planning</b></p> <p>FrN term of office ends on the 31<sup>st</sup> August 2021 – needs to be reappointed – JW to sort.  One Foundation Governor short – agreed to put into the school and parish newsletter.  Safer Recruitment Training – would be advisable for one other member of the governing body undertake this training – MM happy to cover this.</p>	
12	<p><b>To consider Academies</b></p> <p>KL has attended two meetings since the last FGB with the Diocese.  On the 11<sup>th</sup> May there was a meeting for Heads and Chairs where it was voiced that the communication was very poor.  The Cardinal made his opinion clear that schools who are not currently in Mats should now start to have conversations with their nominated MAT. For Holy Family this would be DOWAT.  . Whilst there is no problems with starting discussions about academisation it is a problem until we know who we need to talk to as DOWAT is supposed to be reorganising.  . DOWAT is now to extend to 25 primary schools only.  . Following the last meeting felt that we should find out more, there is now going to be a meeting with Pat Murden with the primary schools that have not joined an academy yet.  . Q – <b>Is there no firm timetable?</b>  . A – No there is still not clear pathway as to  . Q – <b>Who makes the decision on whether we join or not?</b></p>	

Signed: .....

Dated: .....

	<p>A – It is a governors’ decision. We will have to undertake due diligence before a decision has been made by governors. The basis is that Foundation Governors should vote the way the Diocese wants.</p> <p>A discussion took place as the governors feel that this is being pushed on them without any choice. KL feels that there is still a lot of questions to be asked before a decision is made, however it has been sold as there will be no forced academies.</p>	
13	<p><b>Approve policies per the School’s Policy Schedule</b></p> <p>Child Protection Policy School Sickness and Absence Policy Online Safety Policy All policies were ratified</p> <p>Q – <b>why does the Online Safety Policy have a date of June 2021 and a review date of September 2021?</b> A – This policy is always reviewed over the summer break. It may not have any changes.</p> <p>Q – <b>The Vice Chair is one of the contacts but no details were included in the policy?</b> A – Head to update.</p> <p>Q – <b>On the School Sickness and Absence Policy what is the Burgundy and green books?</b> A – These are statutory maternity books for teaching and support staff.</p>	
14	<p><b>To consider GDPR to include personal information being held by school</b></p> <p>This to be updated for September.</p>	
15	<p><b>To consider Meeting dates for the 2021/2022 Academic Year</b></p> <p>Agreed date for first FGB meeting – Tuesday, 12<sup>th</sup> October 2021</p> <p>All further dates to be set at this meeting.</p>	
16	<p><b>Any Other Business as notified under item 5</b></p> <p>Admissions Code was sent through by HfL it has since been approved by the Diocese. This will be included in the Admissions Policy for approval in September.</p> <p>Governor Induction Pack – circulated via GovernorHub was sent out to new governors on the 23<sup>rd</sup> March – all governors agreed that this was a useful document and is therefore approved.</p> <p>RW asked for guidance on GovernorHub – JW to organise some training.</p> <p>FrN thanked the Clerk and Governors for all their work over a difficult academic year.</p> <p>KL was asked to pass on to her staff the governors’ thanks and also wished KL a very happy and restful summer.</p>	
17	<p>The meeting closed at 19.34 pm.</p>	

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