



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 February 2024 6pm on line

Foundation Governors: Fr Norbert Fernandes (NF)(Chair), Richard Wilson (RW), Moira Mester (MM)(VC), Jimmy Gill (JG), Michelle Uba (MU), Sarah Cafferty (SC)

Headteacher: Katie Linnane (KL)

Staff Governor: Lisa Clifford (LC)

Parent Governors: Mike Thorpe (MT), Nadia Perkins (NP)

LA Governor: Vacant

In attendance: Rebecca Harvey (HfL Clerk to FGB)
Angela Micklethwaite (AM)(Asst Head & SENCO)

(Challenge / Actions)

No	Item	Action			
1.	Welcome <ul style="list-style-type: none"> The chair welcomed everyone to the meeting. The meeting was quorate. 				
2.	Opening Prayer <ul style="list-style-type: none"> Fr Norbert opened the meeting with a prayer. 				
3.	Apologies <ul style="list-style-type: none"> Sarah Cafferty advised she would be late. 				
4.	Governors to advise any conflict of Interest for this meeting <ul style="list-style-type: none"> There were none. 				
5.	To receive any items of any other business <ul style="list-style-type: none"> There were none. 				
6.	Agree minutes of last FGB on 10 October 2023 <ul style="list-style-type: none"> The minutes were AGREED. To be signed as a true record by the Chair on the Hub. Matters Arising from the minutes: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Contact Sarah Cafferty re continuing as governor - completed</td> </tr> <tr> <td>Run confirmations report once all completed – few to do, clerk to remind</td> </tr> </tbody> </table>	Action	Contact Sarah Cafferty re continuing as governor - completed	Run confirmations report once all completed – few to do, clerk to remind	
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Signed:

Dated:

	Resend link on cyber security video - completed Contact Nigel Spears re fire safety upgrades – letter prepared Add approval of Resources TOR to next FGB – on agenda Create timetable for governor visit day on 20 October - completed Contact HfL training re Preparing for Ofsted in house session in school - booked Clerk to send new governor email - completed Sign policies off on GHub - completed Carry out Ofsted Preparation training - booked Share Ofsted handbook - shared All to provide a short bio and photo for the school website – ACTION MT and JG outstanding Clerk to send GIAS report to head and JW - completed	MT/JG
7.	To receive notification of any safeguarding issues arisen since the last FGB meeting <ul style="list-style-type: none"> • Safeguarding covered under item 12 of the Head’s report. • The Head advised that following the new filtering and monitoring requirements updated in KCSIE, she monitors browsing activity at least weekly using RMSafety Net, the monitoring system in place at school via HfL services. 	
8.	To consider the Headteacher’s Report – <i>previously circulated via the Hub</i> <ul style="list-style-type: none"> • <u>SEND report presented by Angela Micklethwaite</u>, previously circulated on GHub. • The school currently has 27 children on the SEND register; 11 have an EHCP which is equivalent to 5.7% of pupils at the school (this is higher than the Herts and national averages), 5 pupils are also specialist plus and therefore have considerable needs. There is another child on roll who has not yet joined the school as they are awaiting additional support to be in place. The child has significant learning difficulties and physical needs, such as requiring a hoist to be moved. Staff have received lots of training to provide additional support and a 1-1 LSA has been appointed. The child has been awarded a specialist school place elsewhere but there are no spaces at present. The school will work hard to obtain the place for him and also make his time at Holy Family a positive experience whilst he is here. • Q - 8.2% of pupils have SEN support, but in Hertfordshire as a whole the proportion is 12.9% and the proportion for England is 13%. How should we interpret this data? Are pupils at Holy Family School receiving adequate SEN support? • A - Support is split according to categories, but all children receive relevant support for their needs. The school is ensuring it has the right pupils on the SEN register and as a result some have been removed, as they no longer need the additional focus. • The school is also looking at SEMH (Social, emotional and mental health) needs and is carrying out reviews of the criteria to ensure pupils receive appropriate support. Some pupils receive more interventions according to their needs. • There is a great challenge in Hertfordshire following the poor Ofsted report for SEN in the county. The school is having to fight very hard to obtain support for SEN children in the school; lots of emails don't get acknowledged, things that the school expects to happen, don't and there is a need to escalate and chase all the time. This is a lot of extra work but hopefully this will start to improve. • Since starting the SENCO role in September, AM had covered a lot both operationally and strategically. Child centred planning has been a focus; SEND pupils have tailored support that includes staff, pupil voice and parents feeding into their support plan. This has been a big project. Parents like the document, and say it is very clear with all necessary information in one place. • Additionally provision maps cover a whole cohort. AM believed the school is doing 	

	<p>this very well. There are also impact documents to measure what is working with pupil interventions or what needs to be changed.</p> <ul style="list-style-type: none"> • Miriam (therapist) has been working with the school for 12 weeks, and has also been providing Lego therapy and drawing sessions for pupils. • Staff have also been delivering some speech and language support due to the long waiting lists for professional support from County. Staff have been doing what they can, but some pupils require specialist assistance. • Q – The percentage of children who need additional support is quite high; is there any additional impact on teachers in terms of picking up extra workload for speech and language support for example? Is there a knock on impact on other areas, such as English and maths? A – The child who is coming into Nursery (although they should be in Reception) will have a 1-1 carer and therefore this shouldn't impact the rest of the provision. It was suggested the school take support from elsewhere in the school but the Head refused. Recruitment for 1-1 support isn't easy but the school did manage to find someone for this child. In terms of the rest of the provision, it is all managed within the timetable. Not all pupils have 1-1 support, some extra support is delivered via group work and managed over school day; time is not taken away from core subjects and therefore it is not believed to be impacting other children. Holy Family is facing the same situation as in most Herts schools, although it has more children with EHCPs, the Head has spoken to Herts to say these children must be shared out amongst other schools as otherwise this may start to impact the support the school can provide. It is challenging but not an untypical picture in schools. • Q – What do you (AM) enjoy most in your role? A – I really like being able to work with a range of needs, and also look at the broader level of support from a more strategic perspective. I always wanted to be the children's voice for those that need the most support. It is a challenging role but equally rewarding. • Q – Is there anything you are looking for from governors? A – I recently met with SC for learning walk and will be meeting with her again to look at benchmarking tools and review action plans. Governors should be aware of what is going on in school, the challenges faced, and the amount of support that in being delivered to pupils with SEND as well as those on the cusp. • LC was congratulated on achieving the CCRS. • <u>English subject lead report</u> - previously circulated on Ghub • Q – Does the school need more donations for books for the library? A – Following the refurbishment new books have been purchased. • <u>Headteachers report</u> • <u>Attendance</u> - Q – It was good to see the attendance figures remaining so robust, was there any deterioration in attendance in the run up to Christmas 2023? A – The school experienced lots of winter bugs, but across the board attendance is still strong; today was 98% for example. There is a need to tackle the 8 children whose attendance is below 90%, mostly caused by term time holidays. The Head will be meeting with their parents. National attendance is at 94% so the school is doing very well. • <u>Standards and Achievement</u> – Q – Are the proportions attaining greater depth in reading, writing and maths above the Herts averages? A – This is internal data only and therefore there is no national comparison available. It is only end of key stage data that can be compared with national. • <u>Staff changes</u> – Q – Will the school replace Mrs Kee? A – Mrs Kee is retiring at the end of the summer term and will be replaced; the Head has someone in mind. Nearer the time parents will be advised and the school will hold a celebration for 	
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	<p><i>her.</i></p> <ul style="list-style-type: none"> • <i>Q – How many years has the site manager been at te school? A – He has been here for 27 years and will be considering his retirement plans in the summer term. Q – Will this allow enough time for the school to recruit? A – Yes, he will work to the end of August. The school will also need to consider site manager hours prior to placing the advert, as he currently works a split shift, which is hard to fill.</i> • <i><u>Safeguarding</u> – Q – Can you confirm there have been no safeguarding issues to report since the last FGB meeting? A – There have been none. The termly safeguarding report is available on GHub.</i> • <i><u>Extra curricular clubs</u> – Q – Can you report on the success of the Theatre, Lego and Creative clubs ect? A – Staff run a lot of clubs for children and some have waiting lists. There is also yoga for staff. Feedback from a parent with an SEND child, was that the child used to find it difficult to come to school on a Monday morning, but that attending drawing club encouraged them to go into school. Staff have tried to direct more disadvantaged pupils into clubs.</i> • <i><u>Maths subject lead report</u> – Q – To what extent, if any, does the curriculum taught at the school diverge from the requirements of the National Curriculum? Do Primary schools have much flexibility in what is taught? A – There is a scheme of work for each subject area that are based on the National Curriculum, but schools can choose the schemes which work best for their school or staff. There is little flexibility in term of what but how the school delivers is more flexible. Maths Mastery is in addition to the National Curriculum requirements.</i> • <i><u>Terms of reference</u> – Resources committee - Q – The text highlighted in relation to “Approve expenditure and virements of sums over £3,000’ is this a change from previously? A – This needs to be checked but is believed to be in line with the Schedule of Delegation.</i> • <i><u>School Development plan</u> – KS2 results 2023 – Q – The greater depth data seems to indicate the school decisively outperforms the Herts and National averages. Can you elaborate on the school’s data in relation to the expected standard or above? A – The data is in the Head’s report. With regard to expected, at or slightly above (apart from writing) for a significantly challenging cohort (50% disadvantaged pupils) the school was very happy with the results. Writing continues to be a focus for the school this year.</i> • <i>Catholic life – the children who represented the school at the civic service for the Welwyn and Hatfield Mayor made the school very proud.</i> • The Head was thanked for her leadership and provision of the Head’s report. 	
9.	<p>To receive reports from Committees</p> <p><u>Finance and Resources</u> – 6 February 2024 - <i>minutes on GHub</i></p> <ul style="list-style-type: none"> • Finance TOR – APPROVED • RW to be elected as chair at next Resources meeting. • SFVS - APPROVED • HfL contract renewals by 4 March – the Head and SBM will be meeting on Friday to review and will include in next years budget. <p><u>Curriculum</u> – 7 February 2024 – <i>minutes on GHub</i></p> <ul style="list-style-type: none"> • TOR was updated - APPROVED • The meeting also reviewed end of autumn term data and academisation. 	
10.	<p>Timings of the school day</p> <ul style="list-style-type: none"> • <i>In March 2022, the Government introduced a non-statutory expectation of a 32.5</i> 	

	<p><i>hour minimum core school week by September 2023. In July 2023 the deadline to meet this expectation was deferred to September 2024 at the latest, in recognition of the pressures facing schools. This applies to all mainstream, state-funded schools in England.</i></p> <ul style="list-style-type: none"> • At present, Holy Family operates a 'soft start' from 8.45am to 9am. If pupils arrive at 8.45 they are meeting the new statutory requirement but those arriving at 9 are not and this could equate to the loss of one and a quarter hours of education per week. • The school is proposing to change the soft start to 8.40 – 8.45am from the start of summer term to allow parents to get used to it rather than starting in the autumn. • Q – This could lead to a big influx of traffic in a shorter time frame? A – There is no alternative as it is a statutory requirement, there is no 'soft finish' at the end of the school day, which means all parents, are collecting at the same time. • Q – Could you open the gates for longer? Will you be able to get all the pupils in on time? A – The Head and SLT manage pupils coming into school and can get everyone in very quickly. The gates cannot be opened any earlier as this would impact contracts for staff. • ACTION Head to communicate to parents asap, and report back on how it is working to the next FGB. • Proposal APPROVED. 	KL
11.	<p>To receive governor link visit reports</p> <ul style="list-style-type: none"> • SC SEND visit – It was a lovely experience, which also enabled an understanding of how everything is recorded on CPOMS, which is a great system and reassuring to see how teachers are involved and informed. There are lots of children with EHCPs but could see in practice how hard staff are working to support them. • SC also carried out a parent workshop, which parents said was a very positive experience. The workshop was delivered as away of engaging parents, and to ensure children had family support in their learning at home, which not all know how to do. A series of workshops are planned to show parents what they can do to support their children. These are run informally as coffee mornings. • MM leadership and teaching visit – MM met with the Head and discussed progress on all aspects of the SDP and then joined the Head on a learning walk. It was great to be in school to see the evidence that supports the information governors receive. • JG – attended an assembly and noted this was his first visit and that it was good to see goes on in school. • NF – RE link visit - NF spent the afternoon with the RE lead who is new to the role. She said it was her dream to be outstanding in RE. The challenge for her this year was being RE lead as well as the Y6 teacher. The visit also reviewed the RE advisor report which was very positive. NF and the RE lead the carried out a learning walk through the school. Each class has floor books that show what is happening in RE. 	
12.	<p>Governor Skills audit - available on Ghub</p> <ul style="list-style-type: none"> • ACTION All to download, complete the spread sheet and send to the SBM asap. 	ALL
13.	<p>Governor membership</p> <ul style="list-style-type: none"> • 2 x vacancies, 1 x foundation, 1 x LA • Lisa Clifford had been re-appointed as staff governor. 	
14.	<p>Governor training</p> <ul style="list-style-type: none"> • Training completed since the last FGB 	

	<ul style="list-style-type: none"> ○ MM - Disciplinary Hearings – 26.09.23 ○ MM – Exclusions 21.11.23 ○ Safeguarding – JG – 07.02.24 <ul style="list-style-type: none"> ● Booked - in house session for all – Knowing your School and Ofsted 28.02.24 ● ACTION JG and MU to carry out Induction for Governors training via HfL. 	JG/MU
15.	<p>Policies – consider and approve policies as per the policy schedule</p> <ul style="list-style-type: none"> ● <u>Charging and Remission policy</u> – Q – How many parents don't pay? A - The school does have problems getting all parents to pay, for example swimming lessons have had to be reduced as so many didn't contribute. There have also been some issues with trips, with the school nearly cancelling one to make a point, as it cannot keep subsidising trips. A box has now been added for parents to donate extra funds to support others, which is working. APPROVED ● <u>Pay policy</u> - APPROVED ● <u>SEND policy</u> - APPROVED ● The following policies have no changes since the last review: <ul style="list-style-type: none"> ● Appraisal policy ● Disciplinary policy ● School Sickness Absence policy and Procedure ● Capability policy ● All above APPROVED. 	
16.	<p>Preparation for Ofsted</p> <ul style="list-style-type: none"> ● Training tomorrow in school will be very useful for all governors. It will be 5 years in July since the school was last inspected and therefore it is in the window for an inspection. 	
17.	<p>Update on academisation</p> <ul style="list-style-type: none"> ● A successful Academies day was held with 3 other schools looking to join DOWAT at the same time. The schools now have a schedule of how the process and timings will work and it is believed DOWAT and the Diocese will provide good support to all. ● A provisional date for transfer is 1 December 2024. ● When a school becomes or joins an academy, it in effect becomes a new school and therefore gets a couple of years delay before the next Ofsted visit. An inspection is however, expected before 1 December. ● A lot of meetings have been taking place, but schools have been reassured that there will not be many changes to schools or to the LGB's. ● A consultation process with all stakeholders will take place in due course and all staff will be transferred over to DOWAT. ● Q – When will schools get the timetable for consultation etc? A – Academisation has already been communicated to parents in a soft way through newsletters, and no comments have been received from any parents to date. There are no firm dates at present as other schools are involved. The Chair will formally have to apply to the DfE, which the Diocese will approve. It will mostly be a bureaucratic process although a change of government may potentially delay things. ● Governors thanked the Head for all the work this had involved. 	
18.	<p>Any Other Business - as previously notified under item 6</p> <ul style="list-style-type: none"> ● There was none. ● The Chair thanked everyone for their continued support. 	
19.	Dates of meetings 2023-2024	

	<ul style="list-style-type: none"> • Resources committee – Tuesday 23 April – 5pm remote • Curriculum committee – Wednesday 24 April – 5pm remote • FGB - Wednesday 15 May – 6pm remote – Siobhan Morgan will be the cover clerk • Resources committee – Tuesday 11 June – 5pm remote • Curriculum committee – Wednesday 12 June – 5pm remote • FGB - Wednesday 26 June – 6pm in school 	
The meeting closed at 7.20pm with the Lord’s Prayer.		

Agenda item	Actions	Who
6	Provide a short bio and photo for the school website	MT/JG
10	Had to communicate to parents asap on changes to school day timings and report back to the next FGB	KL
12	All governors to download Skills Audit spreadsheet from GHub, complete and return to the SBM , Jackie Wilcox	ALL
14	JG/MU to book on Governors Induction course with HfL MU to book Safeguarding children course with HfL	JG/MU MU