The Holy Family Catholic Primary School (539)
DRAFT - MINUTES OF THE MEETING OF THE LOCAL GOVERNING BOARD
Held on Tuesday 30th June 2026, 6.00pm – on site

Present:

Foundation Governors: Fr Norbert Fernandes (NF)(Chair), Moira Mester (MM)(VC), Jimmy Gill (JG), Richard Wilson (RW),

Headteacher: Katie Linnane (KL)
Staff Governor: Lisa Clifford (LC)
Parent Governors: Sandra Elfons-Tawafig (SET), Adam Richardson (AR)
LA Governor:
In attendance: Zoë Buckley (HFL Clerk),

Apologies: Emmanuel Johnson (EJ) Sarah Cafferty (SC) Michelle Uba (MU),
Did not attend: None

Item	Description	Action
1	**Welcome** The Chair welcomed everyone to the meeting. Governors were reminded of their commitment to confidentiality as detailed in the code of conduct.	
2	**Opening Prayer** Fr Norbert opened the meeting with a prayer.	
3	**To receive apologies for absence and consider approval** Apologies were received and accepted from: • Emmanuel Johnson (EJ) • Sarah Cafferty (SC) and • Michelle Uba (MU). The meeting was quorate.	
4	**To receive notification of any other business**- None	
5	**To declare any conflict of interest that may arise during the meeting** No conflicts declared.	
6	**To agree minutes of the last LGB meeting of 29 April 2026 and consider matters arising** Approval of minutes – minutes approved and signed online The minutes of the meeting held on 29 April were approved as an accurate record.	

Actions arising from the minutes were reviewed and noted as completed, with one further follow up as marked below.

Item	Summary of Actions (last meeting)	Who
6	Clerk to follow up any outstanding Governor non-responses to skills audit **Clerk to check with SBM that responses were made following the follow up.**	ZB
11 (i)	*Governors to note current and forthcoming training opportunities from the recent training email (On GovHub) and to sign up for courses of interest and relevant to their role.*	All Govs
11 (ii)	*In-House training course* - KL to approach Mike Catchpool for training re Ofsted.	KL
13	PL's email to be shared on GovHub completed	KL

7 **To receive notification of any safeguarding issues since the last meeting.**

Safeguarding report circulated on GovernorHub. No safeguarding issues to report.

Single Central Record (SCR) – confirmed up to date. KL reported that she and NF had checked the SCR and it will be audited by the Local Authority for quality assurance.

8 **To receive the Head Teachers report –** *including but not limited to Catholic Life, SDP, SEF, Attendance, Standards and Achievement data, Staffing, GDPR*
previously circulated on GovernorHub

Questions

Q: What proportion of pupils make their First Holy Communion and First Confession?

A: Around half of pupils in Y3 and some pupils in other year groups have made their First Holy Communion this year. Some families express interest in becoming Catholic during their time at Holy Family School and are encouraged to contact Father Norbert.

Q: Congratulations to all staff who have completed their NPQs. Do you have a target for how many staff will undertake NPQs in 2026–27?

A: NPQs are no longer free, though NPQ-SEN remains funded and one staff member will take this up as part of our capacity-building. Five of nine staff have now completed NPQs and are sharing their learning across the school. NPQs are recognised nationally as a positive professional attribute and reflect the strong calibre of our staff

Governors congratulated the school on achieving the Platinum OPAL Award and on securing a 97% attendance rate, well above the national average.

	KL commented that the award has been positively received, including coverage in the local newspaper. Particular thanks were extended to Jennifer Tinsley and Anna McNulty, as well as staff and parents who contributed by building and installing OPAL resources. Governors noted the strong promotion of the school, the aspiration to maintain high standards, and the interest shown by other schools visiting to learn from Holy Family's practice. ***Q-How does the statutory assessment data provided on page 5 of your report compare to last year?*** ***A:** GLD is slightly lower than last year but remains significantly above national levels at 76%. Phonics outcomes are very strong, with 92% of pupils meeting the Y1 standard and excellent national comparisons. The Y4 multiplication check shows 68% achieving full marks, with 89% scoring above 20 and an average score of 23. Initial indications across all statutory assessments are very positive. Writing teacher assessment stands at 74% EXS with 19% GD. These results have been shared with the Trust, who are very pleased with the overall performance.* ***Q- Will the decision not to replace a learning support member of staff (page 9) significantly increase the burden of work on remaining staff?*** **A:** Not replacing the learning support post will place additional pressure on remaining staff, but this is necessary to manage the budget. Staff are skilled and experienced, and deployment will be adjusted according to need to ensure support continues to be targeted effectively. ***Q-How did the meeting with Andrew Lewin MP come about and were you able to post some pictures about the meeting on our news channels?*** **A:** The meeting with Andrew Lewin, the new MP, came about through his interest in local schools and also Angela Micklethwaite (AHT) reached out to him from an inclusion perspective. During his visit he met with the Inclusion Ambassadors, and wider challenges for schools were discussed. We hope to feature an article in the local press. ***Q-With respect to the DoWAT Safeguarding Report, can you update the FGB about the serious act of vandalism at tonight's meeting, please?*** *KL reported that there had been an act of vandalism recently. She gave brief details to the meeting and confirmed that the school's behaviour policy had been followed including meeting with parents and implementing the appropriate sanctions and reparations.* The chair invited further questions-no further questions received The Head was thanked for her report.	
9	***Updated Guidance for Governors*** Governors to note or schedule the following updated guidance as appropriate. • DfE Schools White Paper • DfE Consultation SEND Reform • DfE Consultation Keeping Children Safe in Education Sept 2026-share in sept. • DfE Consultation supporting pupils with medical conditions • DfE Restrictive Interventions in Schools - New guidance from April 2026 • DfE 'internal suspensions' guidance • DfE Guidance on Mobile Phones • DfE AI Updates • DfE Working Together to Safeguard Children March 2026	

	Clerk advised that these are the items from the termly briefing notes from HfL. KL advised that the school has a subscription to the National College, which is a valuable source of training and CPD information for Governors **Action-Clerk (ZB) to circulate links on Gov Hub.** **Action – Governors to read articles and summaries.** **Action - Head to ask SBM to check what training is available through the school's subscription to HfL**	**ZB** **All Govs** **KL**
10	**To receive an update on Pupil Premium and Sports Premium** **Sports Premium** KL informed Governors that the Sports Premium funding is to be suspended in its present form. There will be an interim payment for the autumn term. At present it is not known what future funding will look like and what form it will take. The school has previously used Stanborough for its professional PE and Games support but for logistical reasons the school has chosen to use a provider closer in location Ridgeway Academy. The sports premium has also been used to fund OPAL and support the PE leader. **Pupil Premium** KL stated that the Pupil Premium strategy and priorities are currently being reviewed. The report will be shared at the autumn FGB in readiness for the 31st Dec deadline. KL advised that SLT are working on their Inclusion Strategy. It was noted that Pupil Premium priorities are the same as the whole school priorities. The Chair invited further questions-none forthcoming.	
11	**To review school website** – to confirm that the school website is up to date and compliant / that arrangements are in place to update it. KL confirmed the website is up to date. A compliance check is to be conducted by Steve XXX (IT consultant and website adviser) KL stated that some aspects of the design and interface will be reviewed. Governors also noted that the school will be moving to Microsoft to align with DOWAT. As a result it is anticipated that the school will be receiving new hardware where the current hardware is not compatible with Windows 11.	
12	**Admissions** – to note that key actions are all in hand. • By 1st August - Inform LA if academy will be part of LA's in-year co-ordination scheme for the 2026/27 academic year or if they will co-ordinate • By 8 August, must provide the LA with information on its admission arrangements for September 2027 • By 31 August, academies must publish information about in-year applications on their website, KL confirmed that key actions (above) are all in hand with Herts CC and information is already available on the school's website. She advised Governors that there are currently 22 pupils expected to join Holy Family in Reception. Governors were informed that the number of vacancies will affect funding.	

	However the Head remained somewhat optimistic that there may be some take up of vacancies over the summer holiday period. Nursery numbers are looking good for September and the school is working with the Trust employed marketing company Forte to increase numbers. Sharing feedback from parents, KL reported that Holy Family were often the second choice of school as parents were choosing their nearest school rather than travelling to a Catholic School.	
13	**13 Receive reports from Committees** **Finance and Resources –** To confirm the budget forecast/return is in hand to return by 31 Aug. The Finance and Resources Committee met on 18 June- Governors noted the following key points: • Budget forecast/return is on track for submission by 31 August. • Current position now shows an £800 surplus (previously showed a £1,600 deficit) – The decision not to replace a member of staff has contributed to the improved position. • Fire risk assessment identified that the fire alarm does not cover the whole school; recent legislative changes mean it no longer meets new regulations. • DOWAT is aware of the issue. • Roof condition flagged as unsafe; governors were reassured the building remains safe and will be reviewed by the Trust as required. The chair proposed that the budget for the forthcoming financial year (2026/27) be approved. This was unanimously agreed. **Curriculum –** To receive a brief verbal update The Curriculum Committee are due to meet on Mon 13th July. **Any other committees or working parties (if any)** – no other committees.	
14	**Governor updates** **Chairs update** NF thanked all Governors for their hard work at LGB and committees. It was noted that there are effective systems in place at committee level that ensures the LGB runs smoothly. **LGB membership** – ZB (clerk) confirmed all vacancies are filled. MM's term of office due to come to an end. She was invited to re-stand for a further term. MM accepted and this was unanimously agreed. ZB confirmed there are no other Governors with term's of office due to expire over the next 12 months. **Receive Governor link visit reports** – The following Governors had recently made visits. S E-T had made an EY visit-writing was highlighted as a strength. JG had completed the H&S audit and also made visits connect with the school's OPAL programme. MH had met with the Head to receive updates on Teaching & Learning and Leadership and Management. She will submit a report NF-attended the meeting with Mike Catchpool (DPWAT SEA) -report to be shared. Covered curriculum changes in foundation stage-It was reported that MC was pleased with progress made. Subject leaders had carried out a thorough review of the curriculum which was now judged to be sufficiently progressive and sequential as well as providing effective assessment opportunities. NF also visited to prepare Y3 pupils for their forthcoming Thanksgiving Service for First Holy Communion and to prepare Y6 pupils for their Leavers' Mass. The Leavers' Mass is due to take place on 15th July and everyone is warmly welcome to attend.	

	Code of Conduct 2026/27 - Governors to review code of conduct (DOWAT) in September- **Action KL and NF to review DOWAT Code of Conduct for Sept LGB meeting** Governors Induction Pack - A governor to be delegated to review current contents of new governor induction resources	**KL &** **NF**
15	**Governor training** To receive a brief update on Training carried out since last LGB including: • Safeguarding Children – None • Prevent – KL Train the Trainer completed. Will deliver Prevent updated for staff in Sept. • Any other courses -NF-Safer Recruitment , Disciplinary hearings, Relationships and Sex Education, Health and Safety, Knowing your School, Handling Complaints, Race Equality and Anti-Racism training. Consider in-house training course for this year – Ofsted Training under consideration. Governors discussed inviting Lisa Massey to deliver some training on Ofsted. **Action: KL to share training and the Ofsted toolkit-**	**KL**
16	**Policies:** No policies to update according to the schedule.	
17	**Any Other Business as notified under item 4** None	
18	**LGB meetings 2026-27** To agree dates for 2026/27 academic year The following dates were agreed-all commencing at 6pm • Wed 30 Sept 6pm in person • Tues 24 Nov online • Fri 23 Oct -Governor Day commencing at 9.15 (Mass) • Wed 10 Mar online • Wed 23 June in person	
19	**Closing prayer**	
20	The Chair thanked all Governors for attending and the Head for her hard work and leadership this academic year. The meeting closed at 18.57.	

Item	Summary of Actions	Who
9	(i) Clerk (ZB) to circulate guidance and information links on Gov Hub. (ii) Governors to read articles and summaries related to current updates (iii) KL to ask SBM to check what Governor training is included through the school's subscription to HfL.	ZB All Govs KL

14	KL and NF to review DOWAT Code of Conduct for Sept LGB meeting	KL & NF
15	KL to share training and the Ofsted toolkit	KL