

**FRANCISCAN PRIMARY SCHOOL**  
**MINUTES OF THE AUTUMN TERM ADMIN MEETING OF THE BOARD OF GOVERNORS**  
**HELD ON WEDNESDAY 27<sup>th</sup> SEPTEMBER 2017**

**Part 1**

**Governors present:**

Patricia Andre-Watson	PA	Headteacher
Kathy MacLean	KM	Chair
Marian Thompson	MT	Co-opted
Brinda Granthrai	BG	Co-opted (from 5.20pm)
Anthony Beaumont	AB	Parent
Maria Lambert-Carter	MLC	Parent (from 5.10pm)
Joseph Bolt	JB	Staff

**In attendance:**

Diane Fawcett	DF	AHT, Advisor
Jackey Wilson	JW	AHT, Associate member
Joanna Gibbons	JG	SBM and Advisor
Rubina Patel	RP	AHT, Associate member

Elizabeth Nasse (Clerk).

**Documents Circulated prior to the meeting:**

Agenda item ref.	description
4	Franciscan FGB Minutes Part 1 14.6.17 -final draft
5	Franciscan Primary School - Policy Review schedule September 2017
5	Draft FPS Governors Work Plan 2017-18
6	Franciscan CFC committee ToR 2016-17 FINAL
6	C&S committee ToR 2016-17 Final
6	Paper 4 -F&P committee ToR 2016-17 Final
7	Health and Safety Policy

The meeting opened at 4.45 pm and was quorate.

**1. Apologies**

Apologies for absence were accepted from Sunil Patel, John Locker and Kim Caddy.

**2. Declarations of Interest and Register of Business Interests**

There were no declarations of interest in any items on the agenda.

Register of Pecuniary Interests forms were completed by those present.

**3. Governing Board Administration**

**a) Election of Chair and Vice Chair**

Postponed until the FGB meeting on 8.11.17.

**b) Changes to the Governing Body**

Joseph Bolt has been appointed as staff governor (replacing Ian Pollitt), after election in the summer term.

There are two co-opted governor vacancies following resignations in the summer term (Noman Qureshi and Sarah Guerra).

**Action: KM will attend the Governor Services 'Prospective Governors' evening on 10<sup>th</sup> October, to seek replacements.**

KC has resigned from the Children's Centre Advisory Board, so a replacement will need to be found. KM will attend temporarily (meetings are during the school day) until a replacement is found.

**c) DBS Clearance**

JG/PA confirmed that all DBS checks are in place.

4. **Minutes of Part 1 of the previous FGB meeting 14.6.17 and matters arising**  
Governors agreed and approved the minutes. KM signed a copy of the minutes which was retained by JG for filing.
5. **Governing Board Annual Work Planner**

**a) Work Planner and Policy Review Schedule**

PA/KM explained that the Work Planner had been drafted based on SDP priorities and would be updated following review of the SDP. KM advised governors to familiarise themselves with it and the Policy Review Schedule in order to understand the work of each committee. The Planner and Schedule will be reviewed each term.

**b) Governor Roles**

The following governors will focus on the areas of:

- **SEN** – Anthony Beaumont
- **Safeguarding** – Kim Caddy (tbc)
- **H&S** – Brinda Granthrai (temporarily, until next FGB/ vacancies are filled)

6. **Committee Membership and Terms of Reference**

Governors agreed that the Terms of Reference for each committee would be reviewed at the first committee meetings this term. The following membership was agreed:-

**Curriculum and SEN: - MLC (Chair) AB, RP, MT, PA and KM.**

**Children, Families and Community: - DF, AB, MT, JB, JG, BG, PA and KM.** The Chair will be appointed at the CFC meeting on 3.10.17. Governors agreed to avoid morning meetings and the time of the meeting on 3.10.17 was rescheduled from 8.00am to 6.00pm.

**Finance and Personnel: - BG, JB, JG, JW, MLC, JL, SP, PA and KM.** The Chair will be appointed at the committee meeting on 2.11.17.

7. **Any Other Business**

The **H&S Policy** was circulated prior to the meeting.

**Q:** in reference to paragraph 4.8.5, a governor asked whether the requirement for children and staff to have a short break (from computer screens) every 20 minutes worked in practice.

**A:** JG explained that the policy was based on Wandsworth's requirements.

**Governors approved the H&S Policy and KM signed it.**

**Training** - KM reported that she will be attending Safeguarding training on 11<sup>th</sup> <sup>21st</sup> November 2017.

JB confirmed that he had attended the Governors' Essentials Induction training.

**Action: AB to attend Induction Training.**

**8. Date and Time of Next Meetings**

- CFC Committee – 6pm, Tuesday 3<sup>rd</sup> October 2017
- C & S Committee – 6pm, Thursday 5<sup>th</sup> October 2017
- F & P Committee – 6pm, Thursday 2<sup>nd</sup> November 2017
- Board meeting – 6pm, Wednesday 8<sup>th</sup> November 2017

**9. Presentation from Graveney Trust**

**Minuted separately in Part 2 – Confidential.**

**This part of the meeting ended at 5.35pm.**

Minutes of the full governing body admin meeting approved:

K. Machean  
Chair

8/11/2017 Date

**Actions from the meeting.**

Action	Mins. ref	description	By	date
1	3	KM will attend the Governor Services 'Prospective Governors' evening on 10 <sup>th</sup> October	KM	10.10.17
2	7	AB to attend Induction Training	AB	

