

FRANCISCAN PRIMARY SCHOOL
MINUTES OF THE AUTUMN TERM MEETING OF THE BOARD OF GOVERNORS
HELD ON WEDNESDAY 8th NOVEMBER 2017

Part 1

Governors present:

Patricia Andre-Watson	PAW	Headteacher
Kathy MacLean	KM	Chair
Brinda Granthrai	BG	Co-opted(from 6.35pm)
Sunil Patel	SP	Co-opted(from 7.20pm)
Kim Caddy	KC	Co-opted
Maria Lambert-Carter	MLC	Parent
Joseph Bolt	JB	Staff

In attendance:

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

Elizabeth Nasse (Clerk).

Documents Circulated prior to the meeting:

Item/paper	description
4i	Governing Body Code of Conduct
4ii	Governing Body Standing Orders - Nov14 - draft
4iii	FPS Governors Work Plan 2017-18
5	Franciscan FGB Admin meeting Part 1 Minutes 27.9.17final draft
6	FPS HRG Nov 17
7i	Jeanie SIP Visit 27.6.17 Maths
7ii	NoV2 2016-17 second visit
8	Draft FPS SDP 2017-18 Nov 17
9a	FranciscanPart1CFCfinaldraft minutes 23.5.17
9b	Franciscan C&SEN Minutes 4.5.17 - final draft
9c	Franciscan F&P meeting 18.5.17 - final draft Part 1
14	Outturn Statement 30th September 2017 - Final
15	FPS SAFEGUARDING CHILD PROTECTION POLICY September 2017
16i	Converter Process Checklist- a guide to the stages
16ii	Draft HR Time line Franciscan School for consultations
18	Governor Training 17_18 summary V1_final
19	DR Autumn 17 final
-	Legionella Risk Management Policy

The meeting opened at 6.07pm and was quorate.

1. **Apologies**

Apologies for absence were accepted from John Locker, Marian Thompson and Anthony Beaumont.

2. **Declarations of Interest**

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

3. **Register of Business Interests**

Register of Pecuniary Interests forms were completed by KC and SP. JL to sign a form.

4. **Governing Board Administration**

a) **Changes to the governing body membership – two vacancies**

KM reported that she had been unable to attend the 'Prospective Governors' evening On 10th October, but had approached five people on the list of prospective governors held by Governor Services. KM explained that she had approached people with HR and Finance skills. KM has received one positive response and will meet her with PAW, to review her suitability.

JW and JB reported that an ex-pupil and ex-teacher had expressed an interest in joining the GB. EN advised that JW and JB could refer them to Governor Services and would pass on any details if required.

b) **Confirm committee chairs (inc. Standing Orders and Code of Conduct)**

KM advised governors that the following committee chairs had been elected at the Autumn term committee meetings:

CFC	Brinda Granthrai
C&SEN	Maria Lambert-Carter
F&P	John Locker

Governors reviewed the Standing Orders and Code of Conduct. A note about the addition of an FGB admin meeting in the Autumn term will be added to the Standing Orders. The school has a signed record of governors' agreement to abide by the Code of Conduct. This will need to be updated with new governors.

Action: PAW/JG to update the Standing Orders and ensure all governors have signed the Code of Conduct agreement form.

c) **Meeting dates for 2017/2018 – see item 22.**

d) **Confirm link governors**

Safeguarding – KC agreed to continue as link governor and would also like to undertake further safeguarding training.

H&S - BG agreed to be the link governor in the Spring term.

SEN – AB to confirm agreement to continue as link governor. KM will address with AB.

Children's Centre – KM agreed to continue to attend CC Advisory Board meetings until governor vacancies are filled.

e) **Governor Training and Visits**

KM reminded governors to coordinate visits with PAW and link them with monitoring actions from the SDP/Governor Work Plan.

KM encouraged governors to undertake further training and referred them to the Governor Services training schedule.

A governor suggested that the GB should carry out another visit as a group. KM explained that such a visit could be considered, but that it would need to have a clear focus and be linked with SDP priorities.

f) DBS clearances

JG re-confirmed that all DBS checks are in place.

g) Governing Board Annual Work Planner

Action: PAW/KM to develop the work plan so that the monitoring of SDP actions is as effective as possible. This will be recirculated before the end of term.

5. Minutes of Part 1 of the previous FGB Admin meeting 27.9.17 and matters arising

Governors agreed and approved the minutes. KM corrected the date of the safeguarding training in Item 7) (from 11th November to 21st November). The signed copy of the minutes was retained by JG for filing.

Matters arising:

Item 3). Election of Chair and Vice Chair is not required as the agreed term is for 2 years. KM and BG were elected at the Autumn term meeting in 2016.

6. Headteacher's Report to Governors

JW presented data on whole school performance and highlighted the following:

Nursery - most children are making accelerated progress.

Reception – the percentage of children reaching GLD has been above the LA and National Average (NA) for the last five years.

Year 1 phonics – results have varied over the last few years and the school is making extra effort to maintain an upward trend. 100% of girls, 85% PP pupils and 76% of non-PP pupils passed the phonics screen.

Q: a governor asked how the school is addressing the gap between boys and girls

A: JW explained that the work and environment has been developed to improve the engagement of boys. Some of the gaps relate to higher levels of SEN in boys.

End of Key Stage 1 – the percentage of children at expected standard in Reading and Writing and combined RWM is higher than LA and NA.

End of Key Stage 2 – the percentage of children at expected standard in Reading is in line with NA and in GPS and Maths exceeds the NA.

JW explained that the attainment had been measured on the basis of the school's own testing and teacher assessment; teacher judgement is routinely and effectively moderated. Year 3, 4 and 5 attainment is based on NFER testing, so offers easier comparison.

PAW discussed her report to governors and highlighted the following:-

Areas for development include;

- pupils being able to demonstrate Maths mastery and mastery at greater depth.
- a focus on more consistency in teacher marking and providing feedback to pupils.
- pupils assessing their own work consistently and following up.
- teachers to improve their monitoring in lessons and to use TA support more effectively.
- SMSC curriculum areas to be developed.
- High ability pupils and high ability, disadvantaged pupils to be given appropriate levels of challenge.

PAW added that the 2017 results had shown that there had been a 20% increase from 2016 in KS2 pupils reaching expected standard in Reading, compared with a NA rise of 6%.

Q: a governor asked how this had been achieved.

A: PA replied that there had been a focus on inference and deduction. DF added that the school had learned from the increased level of challenge that was introduced in 2016. JB added that staff had supported a sustained focus on reading.

Q: a governor asked how KS2 boys had outperformed girls in most areas (p34)

A: JW replied that it was due to maturation and boys understanding that it is acceptable to make mistakes. No girls in KS 2 achieved GD.

Q: governors expressed concern that Literacy Support services were no longer in place and asked how children with dyslexia were now being supported.

A: PAW replied that staff were using the strategies that had been learned from the Literacy Support service and that in particular cases the service could be bought in if needed. DF confirmed that she had undertaken dyslexia training and agreed that she could monitor the support that was being given in school.

PAW hi-lighted that the Children's Centre has now been judged 'Good' in all areas which is a great improvement; there is a strong volunteer programme and engagement of parents is much improved.

Q: a governor asked how the increased sports grant was being used.

A: PAW replied that a PE TA had been employed to replace the apprentice who left at half term. The PE TA assists the PE coach in school and runs after school clubs and supports training and attendance at competitions.

Q: a governor asked whether the level of persistent absence had risen and what the reasons are for it.

A: PAW replied that the levels are fairly constant and it is often particular children whose absence affects the data. Some cases have improved, but there remains a core of children who are persistently absent. PAW/RP confirmed that parents are required to take part in attendance panels and that appropriate safeguarding procedures are followed.

Q: a governor asked whether staff receive the Headteacher's report to governors.

A: PAW replied that they do not, but agreed that it may be useful.

7. Link Inspector's Termly note of visit (27.6.17)

Governors noted the report and commented that it was helpful to have an in depth report on case studies.

PAW reported that the school will have a new SIP from November, who will follow up book scrutiny.

8. School Development Plan

To be reviewed.

9. Reports from committees

- a) CFC - BG reported that the committee had reviewed the work plan, discussed school lunches and had approved the Admissions policy. The committee had also discussed the PTFA account (see c) below). The committee had also discussed the issue of FGM and whether the GB needed to take further action. PAW reported that she had raised the issue with Stella McCauley and had been advised that the school can provide information for parents. Governors discussed the complexities of the issue; PAW stressed that any initiative should be borough wide and will ask for input from other Heads at the Headteachers' forum.
- b) C&SEN – MLC reported that the committee had reviewed the work plan and looked at priorities for governor visits and linked them to the F&P actions. The committee had reviewed last year's results and had been impressed with attainment and progress.
- c) KM reported that the committee had reviewed the budget monitoring, the school journey accounts for last year and approved the school journey for this year. The committee had reviewed the projections for the newly restructured breakfast club and had discussed the new data protection law (to be in place from May 2018). The Scheme of Delegation, Pay Policy and HR Policies had been reviewed/approved. The committee noted that the PTFA treasurer will become an additional signatory, which should enable access to the account. JG advised that the PTFA account audit report was not available, but would suggest that it should be obtained. JG added that the PTFA account needs to be held and managed outside of the school and will advise members of staff accordingly.

Action: JG to advise the PTFA and associated members of staff about the management of the account.

10. Governor Visits

KM advised that she is awaiting reports from governor visits.

11. Equality Objectives

Summarised in the HT report to governors.

A governor suggested that the Equality objectives should be worded to include the Ofsted objective of prioritising high ability, disadvantaged pupils.

12. Performance management.

KM noted that the GB had agreed an increase in the HT pay scale.

KM, BG and MLC will carry out a performance management review, scheduled for 5.30pm on 22nd November.

13. Chair's Report

KM explained that recent activities had focussed on academisation. KM reported that staff had been consulted last week and the school had held two meetings with parents on 7th November. PAW and KM will offer further talks with individuals and small groups.

PAW will meet the LA manager of Children's Centres at the end of November to review how the conversion will affect the CC; Chesterton has experienced a similar process.

14. Financial Management

a) 2017/2018 Budget monitoring

JG explained that the original budget had predicted an in year loss of approximately £210k but, because of staff turnover, some savings will be made and the predicted in year loss will reduce to £145k.

This will mean that the carry forward will be approximately £245k; last year it was £390k.

There has been a loss of approximately £250k in income because there are 70 less pupils on roll than there were last year.

Governors accepted the Budget monitoring.

b) Approval of Scheme of Financial Delegation

This was approved by the F&P committee on 2.11.17.

The GB noted the approval.

15. Policies

a) HR Handbook and policies.

Governors noted that the LA HR statutory policies had been adopted at the F&P committee on 2.11.17.

Governors approved the HR policies.

b) Safeguarding policy.

PAW explained that the policy was based on the LA model.

Governors approved the Safeguarding policy and KM signed it.

c) Pay and Teacher Appraisals policies

Governors noted that these had been reviewed by the F&P committee on 2.11.17.

Governors approved the Pay and Teacher Appraisal policies.

d) Legionella Risk Management policy

Governors approved the Legionella Risk Management policy and KM signed it.

e) Confirmation of Policy review schedule

This was reviewed at the FGB admin meeting on 27.9.17.

16. Academisation

Governors reviewed;

- Timeline and Converter Process Checklist- a guide to the stages
- Draft HR Time line Franciscan School for consultations

Q: a governor asked whether the school had clarified whether Franciscan's GB would be restructured now or in the future

A: KM/PAW replied that the intention was for Franciscan's GB to remain as it is, but would be overseen by the Trust Board. Governance structures could change, depending on the future performance of the school. KM reassured governors that the school had made the decision to join the MAT after much research; a key factor in the decision to join the Trust was that continued falling pupil numbers would make the school unviable in the longer term.

PAW confirmed that she had submitted the Academy Order and that it is unlikely that it will not be granted. Q&As from consultations will be uploaded to the website. There will be further consultation with teachers' unions.

17. Health and Safety

JG reported that the school had recently undergone a H&S audit and the school was 91.5% compliant, which meant it was awarded the highest grading.

Governors acknowledged the hard work that has been put in by JG and the premises officer.

Governors agreed that clarity should be sought on how H&S will be audited after joining the MAT.

18. Governor training

Discussed in item 4e).

19. Director's Report

KM reminded governors to read the report and in particular the items under essential reading.

20. Health and Safety

JG reported that 14 staff had recently undergone fire warden training to address issues around coverage of areas when AHTs are not in school.

Risk assessments will need to be reviewed because of some accessibility issues that have been identified through recent fire drills.

Q: a governor asked whether the school talks to pupils about situations that may require a lock down.

A: DF replied that they do; teachers have talked through recent incidents in London and Manchester. A governor suggested that it could be explored in humanities subject areas.

21. Any Other Business

None.

22. Date and Time of Next Meetings

- CFC 6pm Tuesday, 27nd February 2018
 6pm Tuesday 22nd May 2018
- C&SEN 6pm Thursday 8th March 2018
 6pm Thursday 10th May 2018
- FGB 6pm, Monday 26th March 2018
 6pm Wednesday 13th June 2018
- F&P To be confirmed, but provisionally agreed as Wednesday 21st March. Also an additional F&P meeting will be agreed for January.

This part of the meeting ended at 8.15pm.

JG, JB, JW, DF and RP left for Part 2. KC also left at this time.

Minutes of the full governing body admin meeting approved:

K. Macbean
 Chair

26th March 2018 Date

Actions from the meeting.

action	ref	description	by	date
1	4c)	to update the Standing Orders and ensure all governors have signed the Code of Conduct agreement form.	PAW/JG	
2	4g)	to develop the work plan so that the monitoring of SDP actions is as effective as possible. This will be recirculated before the end of term.	KM/PAW	End of term
3	9c)	to advise the PTFA and associated members of staff about the management of the account.	JG	