

Summer

  
Franciscan  
Primary School  
Achieving Excellence Together

**Franciscan Primary School  
Children, Family and Community Committee**

**MINUTES OF THE MEETING HELD ON TUESDAY 22<sup>nd</sup> MAY 2018 at 6.00PM**

**Governors present:** Brinda Granthrai (BG), Joseph Bolt (JB), Marian Thompson (MT), Kathy MacLean (KM).

**In attendance:** Elizabeth Nasse (EN), Clerk, Joanna Gibbons (JG, SBM), Jayan Patel (JP, Associate).

**The following papers were circulated prior to the meeting:-**

Franciscan CFC minutes 27.2.18

FPS Admissions Policy May 2018

Attendance and Exclusion data for Gov. meeting 22.5.18

The meeting opened at 6.00pm and was quorate.

**1. Welcome, introductions and apologies**

Apologies for absence were accepted from Patricia Andre-Watson (PAW, HT), Diane Fawcett (DF), Cllr Kim Caddy (KC) and Anthony Beaumont (AB). Jayan Patel was welcomed as a new member of the committee.

**2. Declarations of Interest**

No declarations of interest were reported.

**3. Minutes of the Previous Meeting and Matters Arising**

The minutes of the meeting held on 27.2.18 were agreed, with a correction to item 8; initials JB should read JG in the first paragraph and associated action point. The minutes were signed by BG and handed to JG for filing.

**Matters Arising**

Action 1 PAW will discuss FGM again with Stella McCauley to establish whether it would be appropriate to address parents and whether there are any presentation methods she could recommend. Action to be carried forward.

Action 2 KC will visit before the end of term and will look at the single central record, My Concern and procedures around medical conditions. KC had been unable to visit but will do so shortly after half term. Action to be carried forward.

Action 3 JB/MT will establish whether SIMS can be used to identify pupils with medical needs. PAW to consider how best to provide information to staff unfamiliar with a class. MT reported that SIMS can be used to report on pupils with medical conditions, but governors noted that supply staff and TAs do not necessarily have access to SIMS. Governors discussed ways of communicating medical needs to staff unfamiliar with the needs of a class. All agreed that TAs would be familiar with children's needs, but acknowledged that the process for sharing their knowledge with supply staff would need to be formalised. Governors agreed that holding printed information about a child's medical needs in a folder in the classroom may breach confidentiality requirements. Action to be carried forward.

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Action 4 The working party, including JG and MT to review plans (savings and income generation) on an ongoing basis. This was reported on at the last FGB meeting and is ongoing. MT reported that school newsletters were being handed out to parents in the Children's Centre to increase engagement of potential applicants. JG reported that the school has received more enquiries about the hire of facilities, but the charges and insurance requirements had put some people off.

**Q: How much does the school charge?**

A: JG replied that the school was offering the hall for £35 per hour and additional setting up costs.

JG reported that she had sent the Lettings policy to Graveney MAT, as it may need to be aligned with the Lettings policies of other schools in the Trust.

A governor suggested that Nursery parents should be invited to attend events in the main school e.g. Harvest Festival, Diwali etc. before the admissions application date, to promote increased applications.

Governors discussed the ongoing problem of accessing the historic PTFA bank account and noted that approximately £6500 is in the account. JG reported that one of the signatories will collect the pass book (from Santander in Norwich) and will try and access the account with one of the other original signatories.

Action 5 KC to forward details to JG (link with catering companies). Done.

Action 6 DF to review the display of 'Stonewall' materials throughout the school and remind staff of the issues at an Inset day. The school has not had an Inset day since the last CFC meeting. **Action to be carried forward.**

Action 7 KM will attend the Right's Respecting award assessment. Done. KM reported that the response to the assessment had been very impressive and the outcome had been very positive.

**4. Annual Work Plan/SDP priorities**

BG reported that she had visited the school on 21.5.18 and had carried out a H&S tour and observed the PATHS programme in Years 3 and 6. BG added that she had spoken to teachers and pupils and had received some very positive feedback on the programme. Some children in Year 6 had expressed a wish that it had been started off earlier for them as they could see the benefits that it brought; some children had found the pace of some of the early modules too slow. JB commented that the programme was adapted to suit the needs of each class, but observed that it was important for all pupils to learn together, as some pupils find communication and emotional language more challenging than others.

**5. Policies**

**Admissions Policy** – KM advised governors that it is likely that the policy may need to be updated once the school joins the MAT.

JG explained that the policy was based on the Wandsworth model, but the school had included a specific reference to Franciscan Nursery admissions criteria and top-up fees.

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Governors also noted other updates to the policy. JG added that every policy may need to be updated to reflect the requirements of the GDPR.

JG reported that Graveney had sent a document outlining the relationship of Franciscan to the MAT and suggested that it should be discussed at the FGB.

**Governors approved the Admissions policy.**

**6. Behaviour/exclusions**

The data was reviewed at the C&SEN meeting on 10.5.18 and was not further reviewed by the CFC committee.

**7. Governor visits**

See item 4.

**8. Numbers on roll/attendance and punctuality – update on current procedures**

JG reported that the new EWO is very efficient at administering penalty procedures and the school is fining parents for unauthorised absences.

**Q: How much is the fine?**

A: JG replied that it is a fixed fine of £60 per child, per adult.

The school holds regular attendance panel meetings and these are followed up within specific time-frames. JB added that there has been an improvement in the attendance and work of pupils who had previously been persistently absent.

JG reported that although the school is implementing effective measures to discourage absenteeism and lateness, they have been supportive of families who have been accommodated a distance away from the school and agreed flexible start times.

JG reported that the number on roll is 411 (as at the May census); two pupils left on 21.5.18 and two have joined from Tooting Primary School (TPS).

**9. Update on GDPR**

JG reported that the IT lead had developed a GDPR action plan and had addressed staff on the implications of the GDPR. His GDPR action plan was tabled. JG reported that Wandsworth could provide a Data Protection Officer (DPO) as a traded service, but that it was likely that the MAT would provide one; the IT lead will act as DPO until September.

**Q: When will the school be fully compliant with GDPR?**

A: JG replied that implementation would be ongoing, but the school would be able to demonstrate that it had taken steps towards compliance e.g. data audits, privacy notices, secure storage etc. JG added that a letter had been sent out to parents last week which sought approval for the use of photos/data, broken down into various usages.

**Q: How will the school ensure that parents know what they are agreeing to, especially if English is not their first language?**

A: JG replied that the letter had been written in simple terms and the school would provide additional explanation if necessary.

Governors discussed the importance of having a formalised communication procedure and policy and how staff can be identified as being able to translate.

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**Action: SLT to consider the development of a communications policy and focus initially on recording and identifying members of staff who would be willing to translate for parents.**

KM requested that the IT lead should present to governors at the FGB on 12.6.18 to give an overview of the requirements.

**Action: GDPR overview item to be added to FGB agenda if possible.**

**10. Any Other Business**

Late collection fee policy – an action that arose from the Spring Term F&P meeting was for the CFC committee to agree a policy for seeking fees from parents who fail to collect their children on time. The policy may need to include the impromptu use of an after school club.

**Action: CFC committee to consider development of a late collection fee policy.**


**11. Date and Time of Next Meeting**

The date for the next CFC meeting will be agreed in September.

**12. Confidential item**

JB, MT and JG left the meeting and governors agreed the confidential Part 2 minutes from the meeting on 27.2.18. The Part 2 minutes were signed and retained by KM.

Minutes of the Children, Family and Community Committee 22.5.18 approved:

 Chair  
1/11/18 Date

**Summary of action points from the meeting.**

Action	Ref	description	By	Date
1	3	PAW will discuss FGM again with Stella McCauley to establish whether it would be appropriate to address parents and whether there are any presentation methods she could recommend	PAW	Next mtg
2	3	KC will visit before the end of term and will look at the single central record, My Concern and procedures around medical conditions	KC	End of term
3	3	PAW to consider how best to provide (children's medical) information to staff unfamiliar with a class.	PAW	
4	3	DF to review the display of 'Stonewall' materials throughout the school and remind staff of the issues at an Inset day	DF	
5	9	SLT to consider the development of a communications policy and focus initially on recording and identifying members of staff who would be willing to translate for parents.	SLT	
6	9	GDPR overview item to be added to FGB agenda if possible.	KM/EN	12.6.18
7	10	CFC committee to consider development of a late collection fee policy		