

FRANCISCAN PRIMARY SCHOOL
MINUTES OF THE SPRING TERM MEETING OF THE BOARD OF GOVERNORS
HELD ON MONDAY 26th MARCH 2018

Part 1

Governors present:

Patricia Andre-Watson	PAW	Headteacher
Kathy MacLean	KM	Chair
Maria Lambert-Carter	MLC	Parent
Anthony Beaumont	AB	Parent
Joseph Bolt	JB	Staff
John Locker	JL	LA
Marian Thompson	MT	Co-opted
Yasmin Talsi	YT	Co-opted

In attendance:

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

Philip Moss –Consultant (Academisation) –until 7.05pm
Elizabeth Nasse (Clerk).

Documents Circulated prior to the meeting:

Item/paper	description
6 i)	Franciscan FGB meeting Part 1 Minutes 8.11.17 final draft
6ii)	Franciscan FGB budgetary meeting Part 1 Minutes 11.12.17 final draft
7	FPS HRG March 18 final
8 i)	Franciscan F&P meeting 2.11.17 - final Part 1
8 i)	Budget - 5 months to 31st August 2018 (latest revision tabled at meeting)
8 i)	Outturn Statement 31st December 2017 Final
8 i)	SFVS March 2018
8 ii)	Franciscan C&SEN Minutes 8.3.18 - final draft
8 iii)	FranciscanCFCPart 1finaldraft minutes 27.2.18
11	Governor Training 17_18 summary spring2018 for circulation
12 i)	FPS Special Educational Needs and Disability Policy February 18
12ii)	FPS Children Beh Policy Feb 2018, FPS POSITIVE BEHAVIOUR POLICY December 2017
12 iii)	FPS Accessibility Plan Feb 18
12 iv)	FPS Anti Bullying Policy Dec 17
12 v)	FPS Bereavement Policy Feb 2018
12 vi)	FPS Complaints Policy Feb 2018
12 vii)	FPS Policy for pupils in schools with medical conditions Jan 2018

The meeting opened at 6.05pm and was quorate.

1. Apologies

Apologies for absence were accepted from Kim Caddy (KC), Brinda Granthrai (BG), Ruby Patel (RP) and Hannah Berridge (HB) (new governor). Sunil Patel did not attend the meeting.

KM welcomed new governors to the meeting and all introduced themselves.

2. Declarations of Interest

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

3. Register of Business Interests

It was noted that Register of Pecuniary Interests forms will need to be completed by new members - YT, HB and JP.

4. Governing Board Administration

a) Appointment of new governors

Yasmin Talsi and Hannah Berridge were appointed as co-opted governors, to fill current vacancies. Jayan Patel was appointed as an associate member.

b) DBS clearances

It was noted that new governors will need to complete DBS clearance forms. JG confirmed that all other clearances are in place.

c) Edubase data completion

Action: JG to ensure that database is updated with new governors.

d) Children Looked After – named governor

It was noted that it is recommended that the FGB has a named governor for Children Looked After. It was agreed that it may be beneficial to link this with Safeguarding, so this will be addressed with KC (Safeguarding governor) at the next meeting.

Action: EN to include CLA agenda item for next FGB meeting

5. Academisation update - Presentation by Philip Moss –consultant

Philip Moss (PM) introduced himself, explaining that he had coordinated around twenty school conversions, including the recent academisation of Chesterton.

PM explained that 'Stoneking' are undertaking the legal work on behalf of the Graveney Trust and he is coordinating the work between the LA, the Trust and Franciscan. It is planned that Franciscan will become an academy and join the Trust on 1st September 2018; this coincides with the start of the academy financial year.

PM talked through his slides and invited questions under the headings:

• 125 Year lease of buildings and land

PM explained that this is not a freehold transfer – the LA will lease the school buildings and land to the Trust for 125 years. Changes can be made to the site, provided it remains used for similar educational purposes. The Trust is responsible for maintenance insurance. PM had inspected the site and considers that it will be a straightforward transfer. Clarity needs to be established around the Children's Centre and sub-station premises.

Q: What kind of changes can the Trust make to the school?

A: the site can not be used for non-educational purposes, but could include public access (e.g. a vocational centre -more likely on secondary school premises). JL added that the premises are listed buildings, so changes would be restricted.

• **Commercial Transfer Agreement (CTA)**

PM explained that the CTA will transfer the non-premises assets and staff to the Trust on 1st September. The CTA will contain a list of staff, contracts and warranties. Any employment issues pre-September 1st will have to be resolved by the LA. The CTA will be signed by the LA, the Trust and Franciscan's GB. PM recommended that the CTA should be reviewed by 2-3 governors. PM will forward a draft CTA for information.

Q: What is the accountability and structure of the GB after conversion?

A: The Graveney Trust trustees are accountable to the Secretary of State for Education. The trustees will delegate certain powers to Franciscan's GB, but will intervene if the GB is not functioning effectively (as the LA would now). The level of delegation is yet to be decided. One Graveney trustee will join Franciscan's GB. Franciscan's GB will effectively become a committee of the Trust Board; the Instrument of Government and delegated powers will be incorporated into the Articles of Association. Franciscan's GB will remain in place unless the Trust Board decides it is no longer necessary. There must be at least 2 elected parent governors on a local governing board (LGB). LA and staff governor designations will no longer exist, but these governors are not precluded from remaining on the LGB.

• **Funding Agreement**

PM explained that the Funding Agreement is a contract between the Trust and the DfE that replaces the current legislative relationship between the DfE and LA. The Funding Agreement records details of the school, including the Planned Admissions Number (PAN), the phase and any special designations e.g. SEN. The Trust can change admissions, but has to adhere to national codes. The Franciscan GB is not required to sign the Funding Agreement – it is a contractual agreement signed by the LA/Graveney Trust/DfE. PM recommends that Franciscan's GB review the lease and Funding Agreement.

Q: What could happen to the Children's Centre (CC) building?

A: PM replied that the 'red-line' school site includes the CC, so the building would transfer under the leasing arrangement. However the CC would be leased back to the LA. The LA would retain some control over it as it must provide Children's Centre services for as long as the government requires it to. The CC may be designated a 'pink-line' site with separate status. The CC is funded separately from the school's budget, so in theory another provider could deliver CC services.

• **Employment matters – TUPE staff transfer**

Franciscan's staff will transfer to employment by the Graveney Trust by TUPE transfer. Terms and conditions of employment will be protected, along with continuity of service. Consultation with staff and unions is ongoing and PM envisages that the TUPE process will take place in the second half of the Summer term. PM added that the Graveney Trust is not planning any major changes, but there will be a few small adjustments that need to be consulted on e.g. pay dates for support staff.

Q: Will new contracts associated with the staff restructure be issued before September 1st?

A: PM replied that no new contracts will be issued before September - only the employer will change. However, the new roles will have been identified and will inform the TUPE process.

PM advised staff to check their service records to ensure they are correct before the transfer.

- **Other Service Level Agreements (SLA) e.g. Children's Centre**
Discussed above.

PM advised governors that documentation will begin to increase after the Easter Break and governors will be invited to take part in transfer processes.
PM left the meeting after his presentation.

6. **Minutes of Part 1 of the previous FGB meeting 8.11.17 and 11.12.17 and matters arising**

Governors agreed and approved the 8.11.17 minutes, with a correction to the figure in item 17 – '91.5%' should read 'between 91-100%'. Governors agreed and approved the 11.12.17 minutes. KM signed both sets of minutes which were retained by PAW.

7. **Headteacher's Report to Governors and update on progress on SDP priorities**

PAW reported that the school had received a 'Rights Respecting' Gold Award. PAW congratulated and thanked staff for their efforts, in particular JW and Anita Sharif, who had coordinated the response.

The report has been sent to governors and has been published on the website. The school will celebrate the achievement on 29.3.18 and will submit a press release to the Wandsworth Guardian.

KM commented that the evidence that the school had produced to secure the award had been very impressive.

PAW highlighted the following items from her report:

- **Middle leaders** have more opportunity to monitor and feedback to staff.
- **Personal Development, Safety and Welfare** – 'My Concern' is being used effectively to log concerns and behavioural incidents online.
- **Outcomes** –Singapore maths is being embedded but there needs to be more opportunity for children to demonstrate their mastery at greater depth and more opportunity to explain their understanding.
- **EYs** – is going from strength to strength – the Nursery is full and has a waiting list.
- **Children's Centre** - the SIP has reviewed the CC and the current assessment is between 'Requires Improvement' and 'Good' (it was judged 'Good' in December). PAW explained that the grading relates mainly to data (numbers of families accessing the services and levels of engagement). PAW added that it remains difficult to obtain information from the LA, so the data may not reflect the current levels of access and engagement – the provision itself is good and is regularly visited by the SIP.
- **Curriculum** –PAW reported that monitoring has improved and attainment and progress are tracked more effectively; there is also more challenge across the curriculum.
JB reported that he is coordinating STEM ambassador visits and activities for Science week (21.5.18).
PAW reported that the PE coordinator is aiming to secure a Gold Sports mark and is looking at creative ways the school is able to offer more PE time in school to achieve this.
- **PATHS programme** is improving social and emotional communication amongst pupils. The programme will be extended to Years 4 and 5 next year. All teachers have been trained and the PATHS trainer works with staff each week to ensure that the programme is being implemented effectively.

PAW reported that the PE TA will be leaving at the end of the Spring term and a replacement will be recruited for another year, as soon as possible.

KM thanked PAW, AHTs and subject leaders for their very comprehensive report.

8. Reports from committees

a) F&P

JL/JG reported that the committee had reviewed the SFVS and recommended approval by the FGB. JG added that the document had been updated to include a future benchmarking action (benchmarking data is not yet available).

Governors approved the SFVS and KM signed it.

JL explained that the committee had reviewed the 2017-2018 budget and reported that the carry forward will be higher than expected (£377K). This is because of savings in staffing costs (maternity leave payments are made by LA) and increased income (£40k for Nursery placements).

JL explained that the budget for the time that Franciscan remains a maintained school April to September (5/12ths of the LA financial year) had been agreed by the committee.

JG tabled an updated summary budget which included minor revision - IT equipment procurement and a change in SEN staffing has now been included in the 2018-2019 budget.

The revised 5/12th deficit for 2018-2019 is now predicted to be £82,546 (at the F&P meeting it was approximately £76K). JG stressed that school is still spending reserves. The carry forward at September 1st will be around £295k.

From the 1st September the budget will follow the academy financial year and will need to be agreed in the Summer term. The Graveney Trust will be involved in the budget setting process, but JL requested that governors agree in principle that the 2018-2019 budget setting (September 1st to August 31st) should be delegated to the F&P committee.

Governors approved the April to September budget and agreed that approval of the academy budget could be delegated to the F&P committee.

b) Curriculum and SEN

MLC reported that the governors' work plan had been reviewed and governors' visits identified. The committee had agreed that a homework survey should take place and this was done at a recent parents' evening. The committee had reviewed attainment and progress and reviewed areas of strength, along with areas for development. The quality of book scrutiny and observations had been reviewed.

c) CFC

JB reported that the CFC committee had progressed access to the PTFA account. However, MT advised that the advice given by Abbey National had not been correct, so there had been no progress. Governors discussed the matter and agreed that letters of consent should be obtained from the existing signatories (previously employed by the school), so that the account can be accessed. MT advised that the account was not a business account and made no reference to the PTFA – it just includes the school address.

JB reported that the committee had reviewed policies; including how to address FGM issues within PSHE/SRE, discussed SDP priorities, the PATHS programme,

attendance and punctuality, numbers on roll, the Rights Respecting award and Stonewall materials within school.

Action: MT/JG to obtain letters of consent from existing PTFA account signatories.

9. Savings and income generation

JG confirmed that a working party had met to discuss the ideas raised at the FGB meeting on 11.12.18 and a summary of agreed actions had been sent to staff. This will be reviewed on an ongoing basis.

10. Restructure –process update

PAW reported that consultation with staff and unions had taken place on 21.3.18 – minutes of the meeting will be sent to staff on 27.3.18. PAW reported that she had only received one on-line question outside of the meeting. JB tabled a list of other queries from staff. KM advised JB that the queries relating to the restructure should be submitted online to PAW and that KM will respond separately to queries relating to academisation.

11. Governor Visits and training

KM reported that she had visited the school in relation to academisation and restructure activities.

KM requested that DF re-establish class based invitations to governors.

KM recommended that new governors should attend governor induction training (dates included in the circulated training schedule – JG can book places).

Actions: DF to arrange invites for governor visits and new governors to attend induction training

12. Policies

SEN Policy – reviewed by C&SEN committee (8.3.18)

The following were reviewed by the CFC committee on 27.2.18:-

Positive Behaviour Policy/Pupil Behaviour Policy

Accessibility Plan

Anti-bullying Policy

Bereavement Policy

Complaints Policy

Policy for Pupils with medical conditions

Governors approved all the above policies.

13. Any Other Business

None.

14. Date and Time of Next Meetings

CFC	6pm Tuesday 22 nd May 2018
C&SEN	6pm Thursday 10 th May 2018
F&P	6pm Wednesday 5 th June 2018
FGB	6pm Thursday 14 th June 2018 - tbc

This part of the meeting ended at 8.10pm.

JG, JB, JW, DF and MT left for Part 2.

Minutes of the full governing body admin meeting approved: K. Machean Chair

12th June 2018 Date

Actions from the meeting.

action	ref	description	by	date
1	4c)	JG to ensure that database is updated with new governors.	JG	
2	4d)	EN to include CLA agenda item for next FGB meeting	EN	14.6.18
3	8	MT/JG to obtain letters of consent from existing PTFA account signatories.	MT/JG	
4	11	DF to arrange invites for governor visits and new governors to attend induction training	DF	

