

FRANCISCAN PRIMARY SCHOOL
MINUTES OF THE AUTUMN TERM ADMIN MEETING OF THE BOARD OF GOVERNORS
HELD ON THURSDAY 27th SEPTEMBER 2018

Governors present:

Patricia Andre-Watson	PAW	Headteacher
Hannah Berridge	HB	Co-opted
Yasmin Talsi	YT	Co-opted
Marian Thompson	MT	Co-opted
Brinda Granthrai	BG	Co-opted
Maria Lambert-Carter	MLC	Parent
Joseph Bolt	JB	Staff
Graham Stapleton	GS	Ex-officio (Graveney MAT)

In attendance:

Diane Nam (Fawcett)	DN	Adviser
Jackey Wilson	JW	DHT, Associate member
Joanna Gibbons	JG	SBM and Adviser (for Item 9)
Jayan Patel	YP	Associate member
Cynthia Graham <i>Rickman</i>	CG	Adviser (Graveney MAT)

Elizabeth Nasse (Clerk)

Documents Circulated prior to the meeting:

Agenda item ref.	description
4a)	TRUST SCHEME OF DELEGATION 2018 19 no track changes
5	Franciscan FGB meeting Part 1 Minutes 12.6.18 final draft
6	Franciscan CFC committee ToR 2017-18 FINAL
6	C&S committee ToR 2017-18 Final
6	F&P committee ToR 2017-18 Final
7	Franciscan Primary School - Policy Review schedule September 2018

The meeting opened at 4.35 pm and was quorate. BG chaired the meeting in Kathy Maclean's absence.

1. Apologies

Apologies for absence were accepted from Kathy Maclean, John Locker, Kim Caddy and Ruby Patel.

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 those present.

4. Governing Board Administration

a) Structure of GB/MAT Board scheme of delegation

CG discussed the Trust's scheme of delegation; Franciscan's GB is effectively a committee of the MAT Board and can discharge its delegated functions as it sees fit. CG confirmed that Franciscan's GB can use its own Standing Orders, committee structure etc.

GS explained that the MAT Board manages admissions and follows the pan-London system; Franciscan's GB would be expected to make its own decisions about non-standard admissions (on social and medical grounds).

Q: Can decisions about admissions be delegated to a specific committee?

A: CG replied yes; Graveney tends to use a committee of 2-3 governors.

The MAT Board would expect school improvement to be driven by Franciscan's GB.

Finance - Franciscan's financial management will now comply with the Trust's financial regulations rather than LA requirements. Franciscan's GB will need to make bids for capital funding to the 'condition improvement fund'. The MAT Board will expect Franciscan's GB to identify what capital funding is needed, but can help with the preparation of any bids.

GS/CG explained that for MATs of five or less schools, each school in the MAT can apply for two capital bids per year and for MATs of more than five schools, any bids have to be made by the MAT as a whole.

Personnel - CG explained that the MAT has a Schools' Consultative Committee (SCC) which includes representation from all the schools in the MAT. The SCC is the forum through which the MAT consults on issues relating to staffing e.g. pay policy, TUPE, working with unions etc. The annual MAT-wide SCC will be held in October. It is expected that Franciscan will continue to consult its own staff on matters particular to Franciscan.

Curriculum - CG explained that she expected that Franciscan's GB will continue to focus on this as a core area.

The MAT's aim is for schools within the MAT to share common term dates and Inset days from 2019-2020. This will allow some joint training of staff across all the MAT's schools.

GS added that the MAT largely follows Wandsworth's term dates.

b) Changes to the Governing board membership

PAW confirmed that Sunil Patel was no longer on the GB; post meeting note- JP has now been appointed as a co-opted governor (from associate position).

Graham Stapleton (Graveney MAT) has joined the GB as an ex-officio governor.

c) DBS Clearance

HB confirmed that her DBS check is in place.

Action: JG to confirm that YT's and JP's DBS checks are in place.

5. Minutes of Part 1 of the previous FGB meeting 12.6.18 and matters arising

Governors agreed and approved the Part 1 minutes. BG signed a copy of the minutes.

Matters arising:

Action 4 - JK to forward dates of CC board meetings to KM/JP. Done

Action 2 - To review the feasibility of increasing nursery numbers. **Ongoing and to be carried forward.**

Action 3 Governors to forward any questions on the CTA to PAW. Done.

Action 4 KM/PAW will ask for an updated version of the governance document and governors to forward further questions to KM/PAW. Done.

Action 5 - KM to circulate previous version (impact statement) to Governors and governors to forward content. Done.

6. Committee Membership and Terms of Reference

CG advised governors that the Terms of Reference for each committee would need to be updated to reflect the change to the MAT scheme of delegation.

Action: CG to edit the existing committee ToRs and return revised documents with tracked changes.

The following membership was agreed:-

Curriculum and SEN: - MLC, AB, RP, MT, KM, JB, PAW, YT and GS

Children, Families and Community: - KM, KC, HB, YT, DF, AB, MT, JG, BG, PAW and GS.

Finance and Personnel: - KM, BG, JB, JG, JW, MLC, MT, JL, HB, JW, PAW and GS.

Committee chairs will be agreed at the first committee meetings of the term.

7. Policy Review Schedule

Governors noted those policies that will need to be reviewed over the year.

CG advised governors that the MAT holds overarching policies for admissions, charging, recruitment, complaints and governors' allowances; Franciscan's policies will need to be updated to reflect these.

8. Governor roles

The following roles were agreed, subject to confirmation by governors not present:

- Safeguarding and Looked After Children– KC and HB
- SEND- AB and YT
- H&S – BG and MLC
- Children's Centre advisory board -JP and HB

9. PGL School journey

JG tabled a summary of the costs for the 2017-2018 school journey. JG explained that despite attempts to keep costs down the school had subsidised the trip by £2622; the cost to parents had been increased by £10 per place. Some discounts were offered to children in receipt of FSM. 38 of the 58 children in Year 6 had attended but there were no places available for late applicants. The loss to the school was in line with previous years.

Q: Is the school obliged to provide trips of this kind?

A: DN replied that it was not, but it was considered good practice.

Q: What benefits are given to staff who attend the trip over the weekend?

A: JG replied that staff are given time back in lieu.

GS commented that Graveney do not give time back to staff who attend out of school activities like DoE trips.

JG advised governors that the cost to parents will be at least £150 for the 2018-2019 trip and the school will need to gain enough interest to make it viable.

Q: What are the reasons that pupils don't take part?

A: PAW replied there were several reasons e.g. a child may not want to attend, costs, parental anxiety.

A governor suggested that the school should explore whether PGL offers grants to those in need.

GS commented that Graveney uses their Voluntary Contributions fund to support families who are unable to pay for trips and other activities. GS added that Tooting Primary is also beginning to establish a similar fund. GS added that primary schools often use their PTAs to raise additional funding and stressed that the funds should not be used to provide core education. Governors agreed that Franciscan should explore setting up a Voluntary Contributions fund.

Action: CFC and F&P committees to discuss how to establish and manage a voluntary contributions fund.

Governors approved the 2017-2018 school journey statement and BG signed it.

10. Children's Centre consultation

PAW reported that the LA had opened a consultation on the proposed closure of Franciscan's Children's Centre; the proposal includes plans for the Franciscan site to become a satellite site of Hillbrook's Children's Centre (for 2 year olds).

PAW explained that she had liaised with staff to identify reasons why it should not close. Franciscan intend to develop a joint response with Hillbrook. The consultation closes at the end of December, with a view to implementing changes in March 2019.

Q: CG asked whether the CC is managed separately from the rest of the school.

A: PAW replied that the CC is managed by its own advisory board; PAW and JP are members of the advisory board.

11. **Any Other Business**
None.

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

FGB meeting – 6pm, Wednesday 15th November 2018

Committee meeting dates to be confirmed with KM.

The meeting ended at 5.15pm.

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

15/11/2018 Date

Actions from the meeting.

Action	Mins. ref	description	By	date
1	4	JG to confirm that YT's and JP's DBS checks are in place.	JG	ASAP
2	5	To review the feasibility of increasing nursery numbers.	FGB	Autumn
3	6	CG to edit the existing committee ToRs and return revised documents with tracked changes.	CG	
4	9	CFC and F&P committees to discuss how to establish and manage a voluntary contributions fund.	CFC/F&P committees	Autumn term

