

FRANCISCAN PRIMARY SCHOOL
MINUTES OF THE AUTUMN TERM MEETING OF THE BOARD OF GOVERNORS
HELD ON 15th NOVEMBER 2018

Part 1

Governors present:

Patricia Andre-Watson	PAW	Headteacher
Kathy MacLean	KM	Co-opted
Yasmin Talsi	YT	Co-opted
Brinda Granthrai	BG	Co-opted (from 7.15pm)
Maria Lambert-Carter	MLC	Parent
Joseph Bolt	JB	Staff

In attendance:

Diane Nam (Fawcett)	DN	Adviser
Ruby Patel	RP	Adviser
Joanna Gibbons	JG	SBM

Elizabeth Nasse (Clerk)

Documents Circulated prior to the meeting:

4c)	Terms of Reference for F&P, CFC and C&SEN committees
4i)	Governors annual work plan
5	Minutes of the FGB admin meeting 27.9.18
6	Head's Report to Governors
7	SDP
8	Committee minutes -draft F&P 16.10.18 draft CFC 1.11.18
13b	Safeguarding policy
13c	Pay Policy
13f	Policy review schedule
19	Impact statement
20	KeyDoc - governor skills audit based on competency framework

The meeting opened at 6.10 pm. Decision making was deferred until after 7.15pm, when the meeting was quorate.

1. Apologies

Apologies for absence were accepted from John Locker, Kim Caddy, Hannah Berridge, Jayan Patel, Jackey Wilson and Marian Thompson.

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 - KM to complete a form.

4. Governing Board Administration

- a) Election of Chair/Vice chair – KM was unanimously elected as Chair. BG was unanimously elected as Vice-chair.
- b) Changes to Governing Board membership – KM advised governors that Anthony Beaumont had resigned from the GB on 15.11.18. A parent governor will be elected to replace him. KM advised governors that she, KC and MT had each been re-appointed for another 4-year term.
- c) Confirm committee chairs and ToRs – KM advised governors that the committee Terms of Reference had been updated to reflect the relationship with the MAT and new membership. **All approved the ToRs.**
- d) Meeting dates for 2018/2019, 6.00pm unless noted otherwise:
 - FGB – Spring Term 28.3.19, Summer Term 13.6.19
 - F&P – Spring Term 13.3.19 (6.30pm), Summer Term 7.5.19
 - CFC – Spring Term 7.3.19, Summer Term 16.5.19
 - C&SEN – Spring Term 27.2.19, Summer Term 23.5.19
- e) Confirm link governors and Children's Centre advisory board governors:
 - Safeguarding KC and HB
 - SEND - MLC and YT
 - H&S – BG and MLC
 - CC – JP and HB
- f) Governor training and visit dates – it was noted that all governors had undertaken the Governor Services induction training. KM reported that she and JB had attended training on strategic planning and inclusivity. Governors identified the need to undertake training on Safeguarding, understanding data, safer recruitment and possibly GDPR.

Action: EN to ask Governor Services whether governors can access Wandsworth's online GDPR training.

- g) DBS clearances- JG confirmed that these were all in place.
 - h) Edubase/GIAS post-academisation – all noted that the MAT had asked governors for data and declaration forms.
 - i) Governing board annual work plan – the current plan was received and noted by governors.
- 5. Minutes of Part 1 of the previous FGB meeting 27.9.18 and matters arising**
Governors agreed and approved the Part 1 minutes, subject to correction of Cynthia Rickman's surname. BG signed a copy of the minutes which was retained by JG.
- 6. Headteacher's report to governors and end of key stage results November 2018**
PAW presented results data which had been reviewed at the Curriculum and SEN meeting on 8.11.18.

PAW also discussed her report and highlighted the following:

- The school had successfully joined the MAT on 1st September.
- The school had received a Rights Respecting gold award.
- Teaching - 80/90% of different aspects of book scrutiny is good or better. Areas for improvement include consistency of self-assessment and pupils' response to marking; using TAs more effectively, ensuring that high ability pupils are challenged. Two teachers have attended maths mastery training and are disseminating their learning to other members of staff. Pupils are very engaged and have a positive attitude to learning.
- The EYs Reception teacher has taken on the role of head of EYs to cover maternity leave; this offered her a good leadership opportunity.
- Literacy – reading results had been disappointing. The school is planning to use the 'Destination Reader' programme to improve this (initially in Year 6).
- Science - ensuring that pupils are working scientifically and that all teaching staff put this into practice consistently.
- PSHE –all staff have been trained in the PATHS programme and receive ongoing support from Barnardo's.
- The school will be focusing on promoting Pupil Voice and debating skills in KS 2.
- Music – the school will maintain its high level of music provision and will integrate external teachers with other teachers across the school.
- PE –the school is exploring ways of increasing exercise from 1 to 2 hours per week.
- Attendance is currently 93.9%; pupils who left the school in the summer can't be taken off the school roll until they have been enrolled at another school. Attendance should be at least 95% once these pupils are taken off roll. The EWO and attendance officer follow these cases up.

Q: What happens if the situation continues?

A: PAW confirmed that the school shares the latest information they have on a family's whereabouts with the EWO/LA; the EWO will follow this up with the LA.

Q: When can the leavers be removed from the data?

A: PAW replied that they will be removed once they have enrolled elsewhere. Wandsworth carries out a weekly matching exercise to try and locate children who have left Wandsworth schools.

PAW/KM invited further questions and comments on the report:

Q: What is 'Bluewave' that was referred to in the report?

A: PAW replied that it was an online performance management tool.

A governor commented that the very high achievement in GPS did not seem to translate to the outcomes in writing and suggested that the literacy plan needed to be clearer about how this gap could be addressed.

A governor expressed concern that pupils are not being given enough opportunity to achieve the required standard of being able to swim 25m.

Governors discussed the school's swimming provision and noted the following: swimming is only provided for Year 4 pupils because of costs; parents are not charged for swimming lessons; some children do not take part in all lessons for varying reasons; the school is unclear whether children are assessed on their ability to swim 25m at the end of the year.

Q: Can the sports grant be used to provide swimming lessons for more year groups, so that children can continue to improve?

A: JG replied that it would need to be confirmed whether the Sports grant could be used for this.

Action: Curriculum committee to review current swimming provision to ensure that pupils reach the required standard.

7. School Development Plan – review of updated plan

The updated plan was received and noted by governors.

8. Reports from committees

- a) Children, Families and Community (incl. draft minutes 1.11.18).
BG reported that she was appointed chair of the committee and JB vice-chair.
BG reported that the committee had looked at branding and had agreed that a sub-committee was needed to take this forward.

Action: PAW to email governors to establish a 'branding' working group.

- b) Curriculum and SEN.
YT reported that the committee had reviewed the data and noted gaps in attainment. Some of the actions from the SDP/workplan were allocated to individual governors. The new SEND SIP inspection proforma was reviewed and governors discussed the need for a link governor to focus on SEND.

- c) Finance and Personnel (incl. draft minutes 16.10.18).
KM reported that JL was appointed chair of the committee. The committee had looked at the PTFA account, SDP priorities, policies, finance matters, performance management, the breakfast club, premises and Nursery expansion.

9. Governor visits

KM reported that she had attended the Lego therapy club last week.

10. Equality objectives

The gaps in outcomes were discussed in the presentation of the HRG and objectives summarised in the report as follows:

- To reduce the gap between boys and girls in particular reading and writing
- To reduce the gap between PP and NPP
- To increase the percentage of WBRI pupils achieving GLD
- To reduce the ARE percentage gap in attainment between different ethnic groups

The gap between PP and NPP and boys and girls varies each year, but the continued focus will be on securing a narrower gap between genders, ethnic groups (where they are large enough to be compared) and disadvantaged pupils and other pupils.

11. Performance Management

KM reported that the HT's performance management review will take place next week.

12. Financial Management

- a) 2018/19 budget monitoring –JG advised governors that it was too early in the Academy financial year to review this.

- b) Approval of financial scheme of delegation (MAT) –this will be reviewed at the next F&P meeting.

13. Policies

- a) Adoption of HR statutory policies (MAT –based on Wandsworth model)
- b) Safeguarding Policy – as reviewed and recommended for approval by CFC 1.11.18.
- c) Pay and Appraisal Policies (MAT).
- d) Recruitment and selection policy (MAT/Wandsworth).
- e) School information on website. JG confirmed that the school was compliant.
- f) Confirmation of policy review schedule 2018/2019 – governors noted the current policy review schedule.

Governors approved the listed policies.

14. Health and Safety

JG advised there were no updates except to note that the boilers were now working.

15. Governor training

Also as in 3f); governors noted the latest Wandsworth governor training schedule.

16. Children's Centre consultation update

PAW commented that there seemed to be no clear strategic plan within Wandsworth for the ongoing provision of its CC services. There is currently a consultation on merging Hillbrook's and Franciscan's CCs. It is unclear whether the remaining staff positions will be available for staff from both Hillbrook and Franciscan to apply for.

PAW explained that Wandsworth has a very low take up of two-year old provision (58% compared with a national average of 72%).

Governors discussed whether Franciscan's Nursery could offer places to two year olds and agreed that the infrastructure would not support this.

17. Voluntary Contributions fund

Governors discussed setting up a voluntary contributions fund and noted that parents could already make donations to the school via SIMS, the PTFA and 'Easy fundraising'. Governors suggested that the school should also consider charitable funding and introducing a book buying fundraising scheme.

Action: PAW/BG to email governors to establish a cross committee working group to consider the matter further.

18. Nursery numbers

JG confirmed that the school had received 21 applications for January 2019. 12 were definite starters –mainly filling afternoon places. There will be 72 children in nursery in January.

19. Impact Statement

Governors noted the impact statement that KM had drafted.

20. Any Other Business

A governor suggested that the FGB should ask staff about their workload following the restructure.

Staff at the meeting advised governors that there were increased pressures with the reduction in teaching and admin staff; efficiencies in working methods were required.

Governors discussed how the new arrangements were working in practice and agreed that the GB should be supporting and challenging the school around staff wellbeing and any impact on the quality of teaching.

KM suggested that this would be reviewed routinely though committee meetings and concerns addressed with PAW.

KM asked governors to answer the questions summarised in the competencies document from 'The Key'.

Action: governors to complete and return to KM to assist in assessing gaps in the GB's competency.

21. Date and Time of Next Meeting

FGB meeting – 6.00pm Thursday, 28th March 2018.

This part of the meeting ended at 8.15.pm. Staff left for Part 2.

Minutes of the full governing body admin meeting approved:

K. Machean Chair 28/03/2019 Date

Actions from the meeting:

Action	Mins. ref	description	By	date
1	3f)	EN to ask Governor Services whether governors can access Wandsworth's online GDPR training.	EN	ASAP
2	6	Curriculum committee to review current swimming provision to ensure that pupils reach the required standard.	C&SEN	Next meeting
3	8a)	PAW to email governors to establish a 'branding' working group.	PAW	ASAP
4	17	PAW/BG to email governors to establish a joint cross committee working group to consider the matter further. (Voluntary contributions)	PAW/BG	
5	20	Governors to complete 'The Key' document and return to KM to assist in assessing gaps in the GB's competency.	all	end of term