

Franciscan Primary School
Children, Family and Community Committee



MINUTES OF THE MEETING HELD ON THURSDAY 1ST NOVEMBER 2018 at 6.00PM

Governors present: Patricia Andre-Watson (PAW, HT), Diane Nam (DN, previously Fawcett), Brinda Granthrai (BG), Marian Thompson (MT), Kathy MacLean (KM), Graham Stapleton (GS).

In attendance: Elizabeth Nasse (EN), Clerk, Joanna Gibbons (JG, SBM).

The following papers were circulated prior to the meeting:-

Franciscan CFC 22.5.18 minutes final draft
Draft SDP 18-19 final
Franciscan Primary School - Policy Review schedule October 2018
FPS Governors Work Plan 2018-19
FRANCISCAN PRIMARY SCHOOL NEW UNIFORM IDEAS Feb 18 v1
FPS SAFEGUARDING CHILD PROTECTION POLICY October 2018
FPS Intimate Care Policy 2018 final
FPS Disability equality and community cohesion 2018-21 Oct 18

The meeting opened at 6.05pm and was quorate.

1. Welcome, introductions and apologies

Apologies for absence were accepted from Cllr Kim Caddy (KC), Anthony Beaumont (AB), Hannah Berridge (HB), Yasmin Talsi (YT) and Jayan Patel (JP). JP was unable to attend the meeting because of lack of notice resulting from a clerical error.

2. Declarations of Interest

No declarations of interest were reported.

3. Confirm committee membership and chair

Committee membership was confirmed as follows: PAW, DN, BG, MT, KM, GS, KC, AB, HB, YT and JP. All noted that Joseph Bolt (JB) had left the committee to join the C&SEN committee.

BG was re-appointed as chair of the committee. A new vice chair will be appointed at the next meeting (to replace JB).

4. Minutes of the Previous Meeting and Matters Arising

The minutes of the meeting held on 22.5.18 were agreed. The minutes were signed by BG and handed to JG for filing.

5. Matters Arising not addressed elsewhere

a) FGM update

PAW reported that she had discussed the matter again with Stella Macauley and had been advised that the LA routinely carries out training of staff, but had not ever addressed the issue directly with parents.

Q: Can the staff training material be adapted for presentation to parents?

A: PAW replied that this may present a conflict for the trainer.

Franciscan Primary School
Children, Family and Community Committee



Q: Could the school consider introducing the topic as part of the PSHE curriculum?

A: PAW replied that she felt school staff would be unable to address the issue and that any teaching would need to be by someone specifically trained in this area.

Governors further discussed the sensitivity of the matter and the associated duties of the school and governors. All agreed that PAW should keep liaising with Stella Macauley and update on any future developments.

b) Update on SCR, My Concern and procedures around medical conditions

PAW reported that KC had not yet been able to visit the school to look at the SCR.

c) Provision of children's medical information to staff unfamiliar with a class

PAW reported that new or supply staff are given an information pack when they first start work in school. The information pack is not kept in the classroom, so new/supply staff are given further handover by the class TAs; their knowledge of the children's needs provides continuity.

Q: Is the handover process written into a policy?

A: PAW replied that it is not written into a specific policy, but the process may need to be added to the information given to the supply staff.

GS advised governors that Graveney circulates information to all staff about very high risk pupils. JG added that there is generic information in the staff room about some health conditions (e.g. asthma, allergies and diabetes) and that pictures of high risk children are also displayed in the staff room.

Action: A safeguarding governor to visit the school to assess how procedures around children with medical conditions work in practice.

d) Update on Stonewall materials

DN reported that she had presented Stonewall updates to staff at the Inset day in September. Materials on display are up to date.

e) Development of communications policy

PAW suggested that the school should consider linking Google-translate to the school website. Governors noted that some of the online translation is not always accurate. GS commented that government policy is that spending on translation should be minimised. GS added that most schools' communication methods could be improved, but noted that Franciscan's documents appear clear and accessible. Governors discussed the need for translators in particular circumstances and the possible need for a broader communications policy.

Action: to be carried forward.

f) Development of late collection fee policy.

Action to be carried forward.

Franciscan Primary School
Children, Family and Community Committee



6. Committee annual Work Plan/SDP priorities

Governors noted the annual work plan and agreed that named governors should be allocated actions.

Action: BG to allocate work plan actions by email outside the meeting.

JG advised governors that it was important that a safeguarding governor should visit the school each term. GS added that the MAT had reviewed the school's safeguarding procedures, but that governors also needed to do this.

Action: Safeguarding governors to be reconfirmed at the FGB meeting on 15.11.18 and dates of visits agreed.

7. Policies

a) FPS Disability equality and community cohesion 2018-21

GS commented that the MAT had overarching policies that could be adapted by each school to try and reduce the time spent on developing policies. PAW explained most of the development work had already been carried out and that it was often just updates and minor amendments that were needed.

PAW explained that the plan set equality related actions for the next three years.

Q: Have the requirements of the plan been incorporated into the SDP/work plan?

A: PAW replied that they hadn't been cross referenced.

Action: PAW to include equality related actions in the SDP/annual work plan and make minor amendments to the policy (reference to LA/MAT and current pupil numbers).

Governors approved the policy, subject to amendments.

b) Safeguarding and Child protection Policy

PAW explained that the policy was based on the Wandsworth model and had been updated to reflect the recent changes to KCSIE guidance. GS confirmed that Graveney also use the Wandsworth model.

Governors agreed the Safeguarding policy for recommendation for approval by the FGB on 15.11.18.

8. Behaviour/exclusions

DN presented whole data from 'My Concern'. DN explained that the school had started using 'My Concern' in 2017 and its use by staff had increased over the last year – it now provides a useful tool for analysing incidents by various different characteristics and year groups; for example the data showed that overall there were 50% more behavioural incidents involving boys than girls; in June and July 2018, 80% of all incidents were caused by the same 3 pupils (one of whom was in a class with a NQT).

DN explained that staff used their judgement to record incidents that needed to be escalated to the SLT and that needed to be referred to parents. Low level disturbances were not recorded. PAW added that the system was also used to record child protection issues, welfare and attendance.

Franciscan Primary School
Children, Family and Community Committee



Q: Do other schools in the Trust use a similar system?

A: GS replied that other schools may use different ways of capturing information, but that it was important to remove the data for repeat offenders and consider the data as a whole.

Q: What actions were taken following identification of the 3 repeat offenders?

A: DN replied that two of the three pupils had been supported with learning mentors and the NQT was given a lot of support in the summer term. DN added that if the 3 pupils' data were not included then there had been an overall reduction in incidents

Q: Now that the gender gap has been identified has the school analysed the reasons for it and put measures in place to address it?

A: DN replied that the issues had been explored at a recent Primary Learning day; e.g. giving certain groups of pupils the opportunity to take part in exercise and music. Now that the analysis is available, the school can start looking at implementing appropriate measures.

Governors discussed exclusions in general terms. PAW reported that the school had made no permanent exclusions and that it would consider this action as a last resort.

9. New school uniform/school name

Governors discussed the proposed new school uniform and possible change of school name; this had been deferred from September 2018 to September 2019.

GS commented that he thought the decisions around rebranding should not be rushed and should serve the purpose of attracting pupils from surrounding schools.

Governors agreed that a rebrand would be positive, as it could reflect the changing demographics of the area and could promote uniformity.

PAW reported that a member of staff had suggested that the uniform should not be identified as boys or girls.

DN reported that the SLT had been split 50:50 on whether a school name change would be positive.

Q: Does the school have a formal house system?

A: PAW replied that it does, but presently houses are just identified by colour – this could be developed to make the system more engaging for pupils and parents.

Governors agreed that the school should start introducing the idea of a rebrand, then launch the new uniform. PAW reported that the idea of rebranding had been mentioned in parental tours of the school. GS stressed that it was important to understand why parents would or wouldn't choose Franciscan. Governors further discussed how the rebrand would be managed with current parents; the school could possibly subsidise or provide the first set of uniform.

Action: governors to set up a working party to consider the rebrand and then present final proposals for approval by the FGB in Feb/March 2019.

Franciscan Primary School
Children, Family and Community Committee



10. Governor visits

KM reported that she had attended the recent Primary Learning day (Wandle Teaching Alliance) and had attended two workshops on 'Strategic Planning' and 'How Inclusive is your School?' KM added that she had found the workshops and key note speeches very useful and would feed any actions into the work plan. KM reflected that it would have been useful for Tooting Primary School to have attended too.

Governors noted that HB had recently attended a workshop at the school as a volunteer from her place of work, rather than as a governor.

11. Numbers on roll/attendance and punctuality

Numbers on roll 374, currently 39 in Reception.

Attendance and punctuality data will be reported at the C&SEN meeting on 8.11.18.

Governors discussed the possibility of providing additional nursery places in January. JG ~~advised that these would be afternoon places.~~

A governor commented that the school should maximise the take up, so that pupil numbers are increased and retained. JG reported that the school was being as flexible as possible in trying to accommodate additional pupils.

12. Update on GDPR

Not yet available.


13. Any Other Business

None.

14. Date and Time of Next Meetings

The dates for the next CFC meetings are **Thursday, 7th March 2018**⁹ and **Thursday, 16th May 2018**⁹.

Minutes of the Children, Family and Community Committee 1.11.18 approved:

 Chair

2/03/19 Date

A summary of action points from the meeting is on the following page:

Franciscan Primary School
Children, Family and Community Committee



Meeting actions:

Action	Ref	description	By	Date
1	5c)	A safeguarding governor will visit the school to assess how procedures around children with medical conditions work in practice.	tbc	Autumn term
2	5e)	Development of communications policy	all	
3	5f)	Development of late collection fee policy.	all	
4	6	BG to allocate work plan actions by email outside the meeting.	BG	
5	6	Safeguarding governors to be reconfirmed at the FGB meeting on 15.11.18 and dates of visits agreed.	FGB	15.11.18
6	7a)	PAW to include equality related actions in the SDP/annual work plan and make minor amendments to the policy (reference to LA/MAT and current pupil numbers).	PAW	
7	9	Governors to set up a working party to consider the rebrand and then present final proposals for approval by the FGB in Feb/March 2019.		

Final