

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



**MINUTES OF THE MEETING HELD ON TUESDAY 27<sup>th</sup> FEBRUARY 2018 at 6.00PM**

**Governors present:** Patricia Andre-Watson (PAW, HT), Joseph Bolt (JB), Marian Thompson (MT), Diane Fawcett (DF), Cllr Kim Caddy (KC), Joanna Gibbons (JG, SBM), Kathy Maclean (KM) Chair of Governors

**In attendance:** Elizabeth Nasse (EN), Clerk

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

Franciscan CFC minutes 3.10.17  
FPS POSITIVE BEHAVIOUR POLICY December 2017  
FPS Accessibility Plan Feb 18  
FPS Anti Bullying Policy Dec 17  
FPS Bereavement Policy Feb 2018  
FPS Children Beh Policy Feb 2018  
FPS Complaints Policy Feb 2018  
FPS Policy for pupils in schools with medical conditions Jan 2018  
Wandsworth Bereavement guidelines for schools 2016

The meeting opened at 6.00pm and was quorate. JB chaired the meeting in BG's absence.

**1. Apologies**

Apologies for absence were accepted from Brinda Granthrai (BG) and Anthony Beaumont (AB).

**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 3<sup>rd</sup> October 2017 were agreed. The minutes were signed by JB and handed to JG for filing.

**Matters Arising**

**Action 1 Update on PTFA account.**

MT tabled minutes from the latest PTFA meeting. Access to the bank account and funds has not yet been secured, but the PTFA intend to add the current PTFA Secretary and Treasurer as new signatories for the account (with the authorisation of two of the three existing signatories). This will be done before the end of term.

**Q: Have the PTFA accounts been audited?**

**A:** MT reported that the 2016 and 2017 accounts have been formalised by an accountant, but not audited. The fee for the accounting services is £75 for each year of accounts.

**Action 2 – Include a statement that the school does not allow the use of social media in the IT policy).**

PAW reported that staff training is ongoing and that PATHS trainers are reviewing how the programme is being implemented in practice. PAW/JB reported that the children (in lower year groups) who have taken part in the programme are more able to reflect on the impact of their behaviour and use emotional language and expression more effectively. The PATHS programme links with Rights Respecting schools themes. Teachers of higher year groups have not received training yet, but this will follow.

ii. Ensuring consistency in behaviour management across all staff and development of PATHS.

**Action: KC will observe its use during a school visit.**

i. Introduction and consistent use of new safeguarding system 'My Concern'  
PAW reported that since the staff training in September 'My Concern' is being used consistently. Discussed in item 6.

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

Done.

Action 7 JG to report figures (Breakfast Club) at F&P meeting on 2.11.17

Done.

Action 6 - JG to email forms (governor visits) to JB, AB and MT.

Done.

8.11.17.

Action 5 - PA to email the Child Protection Policy to CFC committee members prior to

**New Action: PAW will discuss 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 reported that she has spoken to Stella McCauley who advised that staff/governors are made aware of the issues through appropriate safeguarding training. There is no direction for schools to address parents on ceasing the cultural practice of FGM and no other schools currently do this. Governors discussed how parents could be informed within school and agreed that it could be included when talking to parents about the PSHE syllabus.

Action 4 - Follow up with Stella McCauley to establish how to approach the matter (FGM).

DF advised that the Policy has been updated so that staff are protected; staff may choose for their image not to be used.

Action 3 - Revise the Photo Policy to include staff in the protection and consider whether a staff photo consent form needs to be introduced.

DF advised that access to social media is blocked by the school's IT systems, so may not need to be explicit in the IT Policy. PAW advised that policies will need to be updated for the GDPR, so the addition of a statement will be reviewed then.

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iii. Reduce persistent absenteeism and improve school attendance

PAW reported that the school continues to run attendance panel meetings, but not all parents attend; some pupils' persistent absence has improved. The EWO is also targeting punctuality. Several parents have been warned that they will be fined if there is no improvement over a 2-3 week period. PAW clarified that the attendance officer liaises with parents over punctuality rather than the pupils.

PAW added that the school is tracking the data each half term and noted that the school still receives several requests for leave in term time; in most cases these will be noted as unauthorised absences.

**5. Policies**

a. Complaints Policy

PAW highlighted that the Policy is based on the Wandsworth model; reference the Unicef articles on the rights of a child have been added.

**Q: What happens if someone wishes to escalate a complaint above the GB?**

*A: PAW replied that currently complaints would be escalated to the LA, but this will change when Franciscan joins the MAT.*

b. Policy for pupils in schools with medical conditions

JB raised concern that there needs to be a more effective way for supply teaching staff to be able to understand readily any medical needs of pupils in the class.

**Action JB/MT will check to 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.**

**Action: KC will review procedures during a visit.**

c. Accessibility Plan

**Q: Have there been any cases of adaptations being needed?**

*A: PAW/JG replied that a changing table and clinical waste bin had been provided in the infant toilets to accommodate the personal care needs of some pupils.*

d. Bereavement Policy

PAW explained that this was based on a Wandsworth model and bereavement guidelines. PAW added that it had been used positively in school.

e. Anti-bullying Policy and Positive Behaviour Policy

PAW explained that these had been updated to reflect the Unicef articles on the rights of a child.

**Q: Are the policies still having a positive impact?**

*A: DF replied that they were, but acknowledged that the 'reflection' area needs to be staffed more effectively.*

**Governors agreed and approved the policies.**

**6. Behaviour/exclusions**

PA/DF tabled a summary of behaviour data from the 'reflection room' – used by children who need to reflect on their behaviour in lessons or in the playground.

KC explained that there is an organisation which links schools and catering companies to facilitate the use of kitchens outside of school operational times.

**Action:** The working party, including JB and MT to review plans on an ongoing basis.

All agreed that staff should be made aware that governors are considering their ideas and of any outcomes.

JB/MT/DF reported that they had met with one other staff member to review the list of established a fundraising page for parents to raise funds while shopping on-line and has purchased a banner for advertising facilities for hire. The school is considering improvements to the front of school.

**8. Income Generation/savings**

**Action:** KC will visit before the end of term and will look at the single central record, My Concern and procedures around children with medical conditions (see items 4 and 6).

**7. Governor visits**  
None to report this term.

**Q: Are parents aware of the system?**  
A: PAW replied that parents had not specifically been informed about the on-line system, but that parents would expect the school to make records by any methods; parents can ask to see records, including print-outs of electronic records.

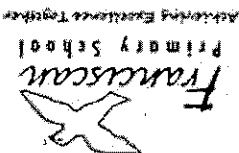
DF reported on the benefits of the 'My Concern' system and that its use had increased and diversified; the system is helpful for recording details of incidents and conversations with staff, pupils and parents; it is very useful for TAC meetings.  
DF highlighted some positive feedback from the PATHS programme; teachers find it a useful tool, the resources are good and children are developing their emotional literacy and reflection. JB commented that it was very positive to have a 'pupil of the day' who is complimented by their peers. Year 4 and 5 staff will be trained in PATHS next year. DF also explained that Year 6 pupils were acting as 'Playground Pals' for Years 1 to 3 as part of the PATHS programme.  
A: DF advised there were no specific actions identified.

**Q: Were there any specific actions identified that could improve behaviour from Ofsted 'good' to 'outstanding'?**

A: DF/PAW replied that this was the case and that support was being put in place e.g. splitting a class.  
**Q: Is there a problem with the teaching in the class with higher incident rates?**

A: DF/PAW replied that this was the case and that support was being put in place e.g. splitting a class.  
DF reported that management of behaviour is now consistent across the school and there has been positive feedback from visitors; work on improving behaviour during transitions between classrooms and other areas is ongoing.  
The data shows that incidents in the playground and in lessons are reducing; DF noted that incidents can often occur in the same classroom, with most of the other classrooms having no reportable incidents.

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**Action KC to forward the details to JG.**

**9. Numbers on roll/attendance and punctuality**

PAW tabled attendance and punctuality data 1.9.17 to 2.2.18.

PAW highlighted that there had been a small downward trend for some classes; this may be because actual punctuality has decreased or because teachers have been reporting more vigilantly.

**Q: are teachers notified when the figures are slipping?**

*A: PAW replied that attendance figures are not quantified each week.*

Governors noted that the percentage attendance figures were all in the high 90s and the lowest was 97.3%.

JB observed that letters to parents that indicate how much time their children are missing are quite powerful.

PAW reported that there had been 2 fixed term exclusions (for one child who now attends the PRU part time; the LA is investigating alternative provision).

Number on roll at 2.2.18 is 409, 17 children have left since September and 20 joined the Nursery in January.

**10. Update on Rights Respecting Gold award assessment**

PAW reported that the school will be assessed for a Rights Respecting Gold award on March 6<sup>th</sup>. The school has been focusing teaching and learning on wellbeing, relationships, self-esteem, respect and having a positive impact on the community.

PAW highlighted that the term 'Responsibilities' had been removed from the framework and there are now actions that children and adults do which ensure that 'Rights' are always respected.

DF added that 'Stonewall' (homophobia) themes are addressed in Years 5 and 6.

**Q: are 'Stonewall' themes taught across the whole school?**

*A: DF replied that the themes were covered across all years; through work around different family structures, values and respect.*

JB raised concern that staff still find challenges around being open about their sexuality, for fear of judgement by parents and pupils.

DF reported that it had been discussed openly in the past but that the matter would need to be reviewed regularly.

**Action: DF to review the display of 'Stonewall' materials throughout the school and remind staff of the issues at an Inset day.**

**Action: KM will attend the Right's Respecting award assessment.**

**11. Update on GDPR**

JG reported that the IT lead had attended a day's training on the GDPR and had provided a brief overview to the SLT. The IT lead is currently working on a school GDPR audit and action plan. The school's appointment of a Data Protection Officer may depend on the requirements of the MAT.

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**Q: Have staff been briefed?**

**A: This will occur at an inset day in April.**

EN advised that there is also governor training on the GDPR available on 23.4.18.

**12. Any Other Business**

**Q: When will staff be updated on the restructure?**

**A: PAW replied that the school is still waiting to hear from Wandsworth's costing panel and the timing of the response has not yet been received; several schools are going through a similar process. PAW will feed back to staff when known.**


PAW explained that she had been asked for minutes of FGB meetings since September 2017 from a parent. EN advised that non-confidential minutes are considered a public record so should be made available. All agreed that the best way of doing this was to publish them on the website, for all to access.

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

The next CFC meeting will be held at 6pm on Tuesday 22<sup>nd</sup> May.

This part of the meeting ended at 7.55pm.

Minutes of the Children, Family and Community Committee 27.2.18 approved:

Chair \_\_\_\_\_  
  
 Date \_\_\_\_\_  
 22/05/18

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

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**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	4,5,6	KC will visit before the end of term and will look at the single central record, My Concern and procedures around medical conditions.	KC	Spring Term
3	5	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.	JB/MT	
4	8	The working party, including JB and MT to review plans on an ongoing basis. <i>JG</i>	JB/MT	
5	8	KC to forward details to JG (link with catering companies).	KC	
6	10	DF to review the display of 'Stonewall' materials throughout the school and remind staff of the issues at an Inset day.	DF	
7	10	KM will attend the Right's Respecting award assessment.	KM	8.3.18

REV A