

**MINUTES OF AUTUMN TERM MEETING HELD ON THURSDAY, 2<sup>nd</sup> NOVEMBER 2017**

**Part 1**

**Governors Present:** Patricia Andre-Watson (PA), Kathy MacLean (KM), Maria Lambert-Carter (MLC), Joseph Bolt (JB), John Locker (JL).

**In Attendance:** Joanna Gibbons (JG) - SBM, Jackey Wilson (JW) Associate.

**Clerk:** Elizabeth Nasse (EN)

Documents circulated with the agenda before the meeting:-

<b>Paper/item no.</b>	<b>description</b>
4	Franciscan F&P meeting 18.5.17 - final draft Part 1
5	F&P committee ToR 2016-17 Final (previously circulated at FGB admin mtg)
6	Draft FPS Governors Work Plan 2017-18 previously circulated at FGB admin mtg)
8a	Scheme of Delegation and Financial Code - November 2017
8b	Appendix 1 to FPM Detailed Scheme of Delegation September 2017
9i	Outturn Statement 30th September 2017 - Final
9ia	Notes to Outturn statement - Sept 2017
9ii	Breakfast Club PL Analysis 30.9.17
10	School Journey 2017 Statement
13	GDPR

Also circulated separately before the meeting:-

- FPS Pay Policy 2017 v3
- FPS Teachers Appraisal Policy 2017 v1

The meeting opened at 6:20 pm and was quorate.

**1. Welcome and Apologies**

KM chaired the first item and welcomed all to the meeting.

Apologies were accepted from Brinda Granthrai (BG) and Sunil Patel (SP).

**2. Election of Committee Chair and membership**

JL was elected as Chair of the committee, replacing Noman Qureshi, who has resigned from the GB. JL chaired the remainder of the meeting.

3. **Declarations of Interest**  
 Item 9(i) - MLC declared an interest as a user of Breakfast Club. No other interests were declared.

4. **Minutes of the Previous Meeting and Matters Arising.**  
 The minutes of the meeting held on 18.5.17 were agreed and signed by the Chair. The signed copy was retained by the school.

**Action 1 PA to email the Tamil School to inform them of the governors' decision (about staged charging increase).**  
 Done. JG reported that the Tamil school weekly charge is being increased over three terms. Last term it was increased from £375 to £425 and this term the school is being charged £475 per week. JG reported that some rooms are still being left untidy and damaged, but it has improved since last year. The deposit will be used to replace damaged and lost items.

**Action 2 PA/JG to add an explanatory paragraph to the ToR, so that it is clear that the F&P committee has responsibility for some aspects of the governance of the Children's Centre.**  
 To follow – see item 5).

**Action 3 KM/BG to discuss further whether a more coordinated approach to monitoring (governor SDP priorities) could be achieved.**  
 KM advised that the actions on the plan need to be assigned to named governors and monitoring formalised. This is discussed further in item 6.

**Action 4 JG to advise JL of dates when the IT coordinator would be available to review IT resource use.**  
 Done. Monitoring discussed further in item 6).

**Action 5 H&S governor (NQ) to visit the school on the day of the FGB, 14.6.17**  
 Not done, as NQ was unavailable. Brinda Granthra has temporarily been appointed as H&S governor.

**Action 8 KM will address the issue (PTFA account) with Marian Thompson.**  
 Ongoing.

**New actions: JG to ask for the audit report on the PTFA account and to ask the PTFA treasurer to become a new signatory on the existing PTFA bank account, so that funds can be accessed.**

**Action 9 JG will investigate the disparity (water charges) further and report back to the F&P committee.**  
 JG reported that discussion with other school business managers had shown that there are large differences in charges which do not necessarily relate to the size of schools. JG reported that Franciscan's charges are based on meter readings. SBMs have shared details of providers e.g. WaterUp that can review the charges and advise if reductions may be possible.

Ongoing action: JG to continue investigating the disparity and will report at the next F&P meeting.

**5. Terms of Reference**

Committee membership details will be updated (remove SG and NQ and add JB and JW Associate) and a sentence referring to governance of the Children's Centre will be added under 'Responsibilities' and in particular the Finance Committee will review the CC budget and accounts.

**6. Annual Work Plan**

PA reported that she had updated the plan to include actions associated with the decision to join the Graveney MAT.

KM explained that she and PA will review the key actions after the FGB on 8.11.17 and will agree key actions linked to the SDP; actions will be assigned to named governors, so that they can be monitored effectively.

F&P action areas that were discussed included:

- Leadership and Management - JL and KM to review the process of joining the Graveney MAT; PA will send the conversion procedure booklet to JL.
- MLC tie in C&SEN action on review of assessment with core subject leaders/MLT. The focus of this will relate to the action plans of each core leader. Possible areas of focus science and ICT.
- JB reinforcing school vision; relate to rights respecting school.

**7. Review Progress of SDP Priorities**

KM/explained that the SDP linked with Ofsted priorities and that the main focuses were the importance of governors scrutinising data and supporting improved attainment and progress in higher ability, disadvantaged pupils. PA commented that all members of staff are aware of the priorities and are carrying out pupil progress meetings to ensure that pupils are on track.

PA added that the data for HA disadvantaged pupils at the end of KS 1 and KS2 is positive. The data for Years 3, 4 and 5 is more variable.

**8. Policy Approvals**

The following policies were circulated prior to the meeting and were discussed:-

**I. Pay Policy**

PA explained that the Policy was based on the Wandsworth Policy and that the new pay rates had been included. JL reported that he had raised some questions outside the meeting and JG had replied to them by email. The non-teaching staff pay increase is generally 1% and teaching staff pay increase is generally 2%, but actual pay rates will depend on positions on the pay scale.

**Governors agreed to adopt the policy.**

**II. HR handbook**

**Governors agreed to adopt the Wandsworth HR handbook. This is available on-line.**

**III. Teacher Appraisal Policy**

Governors agreed to adopt the Policy.

JG explained that this is based on the Wandsworth model.

**IV. Scheme of delegation**

JG confirmed that the schedule of delegation was in-line with Wandsworth guidance and the Chair of F&P committee will be updated.

Governors approved the Scheme of Delegation and KM signed it.

**9. Finance**

**I. Budget monitoring**

Governors reviewed the latest budget monitoring report and notes.

JL commented that the format that JG had produced was very clear and requested that it continue to be reported in the same way.

JG highlighted that she anticipates that about £65k will be saved across the year and the predicted carry forward was likely to increase to £245 504.

Much of the savings had been made in salaries, as summarised in the notes.

Governors noted that the premises officer had been taken on as a permanent member of staff and acknowledged that his work had resulted in noticeable

improvements.

**Q: a governor asked how many pupils are currently on roll.**

A: JG replied that there are currently 392 pupils on roll, which is 70 less than last year. This means that the school's base income is reduced and income associated with PP, FSM etc. is also reduced. JG advised that the January Nursery intake would result in more income.

JG explained that the school needs to put in place plans to reduce costs associated with becoming part of MAT; some Wandsworth contracts need to be terminated with four months' notice.

All agreed that the school must continue to focus on maximising income and minimising potential losses.

**Action: An additional F&P meeting to be arranged for January 2018.**

JG advised that Franciscan's agreed Outturn statement for the six months to 30<sup>th</sup> September 2017 will be sent to Graveney for information.

**II. Breakfast club**

Governors reviewed the profit and loss report.

The breakfast club has been restructured to two members of staff.

Losses have been reduced, but the school is still subsidising the club by £4600, because of low numbers of users.

The club can accommodate 32 children, but currently the numbers range from 10 to 15 children.

**Q: a governor asked whether the school could do more to increase numbers.**

JG/PA replied that the application process could be more efficient and response to enquiries made more quickly.

**Action: PA to arrange performance management of breakfast club manager to promote increase in the number of users.**

Governors also suggested adding reminders in the newsletter and promotion of the club by the users themselves.

#### **10. School Journey**

JG summarised the income and expenditure and advised that the school subsidised the 2016/2017 school journey by £2756. This is in line with previous years.

All agreed that the school should make it clear that grants are available and investigate whether PGL offer any discounts for children entitled to FSM.

**Action: JG to enquire whether there are any PGL reductions available.**

JG reported that the charge to parents for this year's school journey would increase from £100 to £110.

**Governors approved the School Journey Statement for 2017.**

**Governors approved the PGL school journey planned for 2018.**

**Q: a governor asked whether any school trips were planned and whether any had been affected by security concerns.**

A: PA replied that 2 trips had been cancelled because of issues around Tube travel.

**Action: PA to include a summary of planned trips in HT report.**

#### **11. Premises Update**

JG reported that the boilers are working and the two cold water tanks have been replaced over the summer, at a cost of £3500.

JG confirmed that the installer and guarantee had been agreed with Wandsworth. A recent legionella inspection had raised no concerns.

JG reported that there will be a H&S audit on 6<sup>th</sup> November; the school is currently working through repairs, with a contractor and the premises officer.

JG reported that 14 staff had recently undergone fire warden training to address issues around coverage of areas when AHTs are not in school.

Two recent fire evacuation drills had slightly exceeded the 3 minute limit; this may have been a result of the school recently changing evacuation and muster points. Risk assessments will need to be reviewed because of some accessibility issues that have

been identified through the drills. The school will continue with practice to improve the evacuation time.

**Q: a governor asked whether the school had practiced a lock down procedure.**

A: JG/PA replied that the school had carried out a practice in the Summer term and reported that the procedure had been followed well in about 80% of the school.

**Q: a governor asked how new staff are made aware of the procedures.**

A: JG replied that inset days and staff induction covered procedures and that there are instruction notices in each classroom. It will be addressed again with staff at the next staff meeting

**12. Health & Safety Update**  
Discussed in 11.

**13. General Data Protection Regulation (GDPR) - May 2018**

JG reported that the IT lead will be attending a conference concerning the new GDPR and the school needs to appoint a Data Protection Officer (DPO) (not HT or SBM). The DPO may be appointed by the MAT.

**14. Reception Places and Nursery Funding**

JG reported that 16 additional children will start in Nursery in January. 8 of these children will use the 30hr free provision. In January, 90 out of 100 full time places will have been taken up (69 children). Some parents are paying top up fees to access 30hr provision.

Governors discussed the need to promote the whole school as openly as possible in order to improve the numbers that move from Nursery into Reception.

**15. Any other Business**

Governors discussed how the proposal to join the MAT had been received by parents. PA reported that the majority of parents had understood the decision and had been positive about the change. A few parents had raised concerns and had objected to the planned conversion, in person and on-line. PA/KM explained that answers raised in a letter from one parent would be replied to and uploaded to the school's website. Governors agreed that the school should use funds to reprint the conversion information fliers which currently contain an image of a child, whose parent has since rescinded consent for its use. PA/KM will meet with parents to address individual concerns.

**16. Date and Items for Next Meeting**

The date of the Spring term F&P meetings will be agreed by email.

**Franciscan Primary School**  
**Finance and Personnel Committee**



This part of the meeting ended at 7.50pm and JG, JB and JW left the meeting for Part 2.

Agreed as an accurate record:

Signed:  (John Locker – Chair of the Finance & Personnel Committee)

Date: 25/1/18

**Summary of meeting actions:-**

action	Mins ref	description	by	date
1	4	JG to ask for the audit report on the PTFA account and to ask the PTFA treasurer to become a new signatory on the existing PTFA bank account, so that funds can be accessed	JG	Next mtg
2	4	JG to continue investigating the disparity and will report at the next F&P meeting.	JG	Next mtg
3	9i	An additional F&P meeting to be arranged for January 2018.	All	
4	9ii	PA to arrange performance management of breakfast club manager to promote increase in the number of users	PA	
5	10	JG to enquire whether there are any PGL reductions available.	JG	
6	10	PA to include a summary of planned trips in HT report.	PA	

