

**The Cardinal Wiseman Catholic School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 13<sup>th</sup> October 2022 – 6.30 pm**

**Present at the meeting:**

**PART ‘A’ MINUTES**

| <b>Name</b>               | <b>Category of Governor</b> | <b>Information</b>   |
|---------------------------|-----------------------------|--|
| Nicole Alexander-Morrell  | Foundation                  | <i>Chair of Governors</i>  |
| Nicholas Arratoon         | Co-Opted                    | <i>Chair of Pay Review Panel</i>   |
| Betty Bonnardel-Azzarelli | Foundation                  | <i>Chair of Resources Committee – <b>Via Teams</b></i>   |
| Daniel Coyle              | Staff                       | <i>Headteacher</i>   |
| Lystra Luke               | Foundation                  | <i>Chair of Curriculum Committee &amp; Chair of Admissions Panel</i>                             |
| Caroline Mackenzie        | Parent                      | <b><i>Via Teams</i></b>  |
| Anne Majcherczyk-Olczak   | Foundation                  | <i>Vice Chair of Governors and Chair of Catholic Life Committee</i>                              |
| Noel Rutherford           | Co-Opted                    | <i>Vice Chair of Resources Committee</i>   |
| Michelle Samuel           | Foundation                  |  |
| Mya Theophilou            | Staff                       |  |
| Michael Doyle             | Observer                    | <i>Currently applying to the Diocese of Westminster for appointment as a Foundation Governor</i> |
| Michelle Sylvester        | Observer                    | <i>Currently applying to the Diocese of Westminster for appointment as a Foundation Governor</i> |
| Roz Smith                 |                             | <i>Clerk to the Governors</i>  |

***From 6.30pm:***

*Prior to proceeding with the Full GB meeting, Ann-Marie McLoughlin, Acting Director of Inclusion, provided Governors with a training session on Safeguarding updates in relation to Keeping Children Safe in Education guidance, September 2022. The Acting Director of Inclusion advised the PowerPoint slides would be emailed to Governors via the Clerk.*

**The meeting commenced at 7.15pm and it was declared quorate.**

1/ The meeting opened with a prayer led by the Headteacher.

2/ **Apologies for Absence / (Authorised/Unauthorised Absences)**

| <b>Name</b>  | <b>Category</b>   | <b>Information</b>                          |
|--------------|-------------------|---|
| Luke Ramsden | <i>Foundation</i> | No Apologies Received –Unauthorised absence |

**Welcome**

Michael Doyle and Michelle Sylvester were welcomed to the meeting as Observers. Both are currently applying to become Foundation Governors at our school. A short introduction took place of all those in attendance.

Betty Bonnardel-Azzarelli and Caroline Mackenzie were welcome to the meeting via Teams.

3/ **Declaration of Business Interests**

Governors were asked if there had been any changes in circumstances regarding their original Declaration of Business Interests form. Their reply was ‘No Change’.

#### 4/ **Headteacher's Termly Report to Governors**

The Headteacher's Report had been provided to Governors prior to the meeting and it was taken as read. The Report included the following documents:

1. Appendix 1: Chaplain's Newsletter
2. Appendix 2: Safeguarding
3. Appendix 3: PSHE
4. Appendix 4: Equality & Inclusion
5. Appendix 5: Finance Overview
6. Appendixes 6a),6b),6c): 16-19 Bursary

The Head advised that he had been in school for six weeks and he was very pleased with the Summer Exam results as this had been the first time these had taken place since 2019. The Head advised he had visited all the feeder Catholic primary schools in preparation of our school's Open Evening for intake in 2023. He had attended the Deanery and Ealing Headteachers groups and was getting to know staff and students.

He advised his report was in a different format from the one previously used as he was applying the Ofsted style. The focus of his report was on five areas: a) Catholic Life, b) Quality of Education, c) Behaviour and Attitudes; d) Personal Development and e) Leadership and Management.

##### **a) Catholic Life**

He referred to the Chaplain's Report (**Appendix 1**) which contained a detailed account of Catholic life at Wiseman. He advised that a Multi-Faith Room would be set up as there are a number of members of staff who are not Catholic, the location of the room would be adjacent to the Chapel. The Chaplain would consult with staff and students of other faiths to see what they would like in there. There were a number of plans for the Chaplaincy such as the completion of the Memorial Garden (still awaiting iron fencing). Once this is completed, Bishop John Sherrington will be invited to formally open it with a blessing.

The Chaplain was working closely with the Visitation Church for an outdoors "Stations of the Cross" and David Bowers of 'Mosaic Madness' has been contacted. We were currently at the planning stage for each image. It is hoped for the stations to be in situ for Easter 2023.

A number of charity events were being organised and 6<sup>th</sup> Form students had been delivering food to the local Food Bank. In addition, the school was trying to develop links with Beirut and set up a Charity for the 6<sup>th</sup> form with the possibility of sponsoring a Missionary Seminarian through Missio.

The Head confirmed that the Chaplaincy was at the heart of the school. In addition, the RE Link Governor would be visiting the school and meet RE staff.

##### **b) Quality of Education**

The Head advised that Governors would receive more detailed information at the Curriculum committee meeting on Tuesday 15<sup>th</sup> November 2022. However, the following overview was necessary:

##### **Intent**

Meetings had taken place with all curriculum leaders where the knowledge and skills that pupils gain had been discussed. This was known as "Curriculum Intent". These discussions examined the scope of the curriculum and the various end points of the curriculum. Leaders had broken down their intent into sequenced components that resulted in a logical progression and in a composite whole. The school had participated in Deanery Curriculum groups to discuss Key Stages 1&2 and 3&4. This was the first time the school had been involved.

## **Implementation**

The school was focusing on how the curriculum was being taught and assessed. This is to ensure that pupils can build their knowledge and apply that knowledge as skills. Staff training was fundamental and twice weekly all staff benefitted from “teaching and learning” updates to discuss pedagogy. Staff colleagues delivered this in a very engaging manner and, at present, a whole school focus is “Oracy”. To date, these sessions had covered the following topics:

- Extended Project Qualification
- Literacy and tutor time
- Reasonable adjustment
- Pupil Premium
- Literacy – Reciprocal reading
- Teaching and Learning foci (see below)
- Metacognition
- Visual sign posting
- Avoiding cognitive overload

## **Impact**

A key consequence of the high quality “*Intent*” and “*Implementation*” at Cardinal Wiseman could be seen when examining the public examination results from this summer. The Head confirmed that a more detailed analysis of exams would be presented by the Director of Curriculum at the Curriculum committee meeting on Tuesday 15<sup>th</sup> November. He added that Cardinal Wiseman remained in the top 51 in the UK. The dedication of staff was immense and, next year, it would be much better as everyone was determined to do the best for our students.

### **c) Behaviour and attitudes**

The Head pointed out that it is the overwhelming responsibility for school leaders in this area to create a safe, calm, orderly and positive environment in the school and this applied in the morning and at home time. Greenford is a very busy area with a large number of school children leaving for home at more or less the same time. Members of staff were out and about in Greenford monitoring pupil movement and all social areas. He emphasised that the safety of our students is our priority. The Head confirmed that the local MP would be visiting Cardinal Wiseman the following day and he would be asking the MP for his support for more police visibility in this area.

The Head confirmed that Cardinal Wiseman had clear routines and expectations for the behaviour of all pupils across all aspects of school life, not just in the classrooms. This included outside the school. These expectations were reinforced through assemblies, tutor time and pupil organisers. Staff were reminded of these expectations during their training on 1<sup>st</sup> September. A Conduct summary plus Achievement and Behaviour information was highlighted which provided a thorough overview of rewards and sanctions to date.

The success of our students was celebrated during achievement assemblies at the end of each term. Each week, assemblies focused on positive news and two students from each year group received praise postcards from the Headteacher. At the end of each academic year, formal “Celebration of Success” evenings take place. Students were rewarded for curriculum, sports, arts and musical achievements. Catholic values, tutor achievement and the Headteacher’s Awards were also celebrated.

The school’s attendance and punctuality policies are clearly defined and applied consistently and fairly. As a result, attendance across the school since the start of term has been strong. Attendance was monitored daily by Tutors, Heads of Year, the Director of Inclusion and the Attendance Officer. During Assemblies and Information Evenings for all year groups, everyone has been informed of the importance of good attendance. The school worked closely with the Local Authority to support families when attendance was ‘severe’ that is, less than 50%.

A summary of all pupil attendance from 1<sup>st</sup> September to 7<sup>th</sup> October was provided. Additional historic attendance data was provided to Governors.

The October Census reported attendance at 91.69%. This was entirely due to Year 11 being on study leave in the second half of the summer term. Ealing, however, considered those students as ‘not in school’. From the Head’s experience working at other London boroughs, students on study leave were considered as ‘in school’. The Head confirmed that he would bring this up at the next Headteachers’ Forum Meeting. The Head advised that our school was working hard to reduce its level of suspensions (previously Fixed Term Exclusions) and there was a determination to apply “reasonable adjustment” when calculating the length of a suspension.

The Head advised that the next headline should have read “Exclusions Summary” and not “Conduct Summary”. This section outlined the number of exclusions from 1<sup>st</sup> September to 10<sup>th</sup> October 2022. Historic exclusion data was provided to Governors for comparison. He thanked those Governors who were able to attend a recent exclusion meeting.

The Head referred to the historical exclusion data of SEN students and how our school was trying not to exclude SEN students. A 21/22 Exclusions by Behaviour pie chart had been provided for further information.

**Inclusion Data** – Our school was trying to include rather than exclude and, for that purpose, an inclusion area had been allocated for students to remain at school where they would be doing restorative work at school. A chart was provided highlighting the number of inclusions during 2020/21 and 2021/22.

### **Safeguarding**

The Head confirmed the Safeguarding policy was updated in September 2022 and extensive staff training had taken place. The Behaviour policy had been updated in September 2022 and the Online Safety policy would be updated in October 2022.

The following Safeguarding training schedule for all Staff was in place:

- Keeping Children safe in Education- September 2022 – all staff
- Peer on Peer sexual abuse updates – September 2022- all staff
- Safeguarding and Child Protection — September 2022 -induction for all new staff
- Safeguarding training for governors – October 13<sup>th</sup> 2022
- Child protection and safeguarding training – January 2023
- Online safety training for all staff – March 2023
- Prevent training for all staff – June 2023

The Headteacher referred to the “Concerns Reports – Sept to October (first 4 weeks) in 2021 and in 2022” (**Appendix 2**) and advised the information had been downloaded from “My Concern”, which is a software in use at Cardinal Wiseman which provides very sophisticated reports related to concerns logged in by our members of staff relating to our students. He added the reports captured a picture of students’ mental health issues that teachers had reported recently.

### **Pupil Support**

The Head advised that Cardinal Wiseman was the only school with a Social Worker on site and who is able to accelerate any pupil’s concerns. He identified the members of staff who are part of the Safeguarding Team.

### **Pupil Premium**

The Head confirmed that the impact of last year’s work had been a success. The performance of our pupil premium pupils was reflected on the strong results achieved by Year 11 leavers in the summer, with these pupils achieving a Progress 8 score of 0.82, compared to non-PP at 0.83. English and Maths progress scores were also very pleasing: English PP 0.66, v Non-PP 0.5 and Maths PP 1.05 v Non-PP 0.99. The Head advised that the

Acting Director of Inclusion had written the school’s ‘Intent’ for these students which would be published on the school’s website.

**d) Personal Development**

The Head pointed out that all students at Cardinal Wiseman were safe and well-looked after and he referred to **Appendix 3**. He advised that Years 7&8 pupils have two lessons of PHSE per fortnight whilst Year 9 have one lesson every two weeks. The PSHE curriculum covered three main elements: 1) Living in the wider world; 2) Health Well-being & Lifestyle and 3) Sex and Relationships. In addition, “drop down days” were dedicated to topics such well-being, keeping safe and careers. He confirmed that our school has Connexions advisors for two days a week and we had mapped ourselves against the Gatsby benchmarks. The development of our careers programme was a major area for development. A further area for school development was the coordination and mapping of school trips and “cultural capital” activities. For instance, the History Dept. would like to plan a trip to The Somme and the R.E. Dept. would like to plan a trip to Rome.

**SEND**

The Head advised the SEND Report had been written by the SENCo and he made reference to the following:

**SEND Profile**

|   | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 |
|---|--------|--------|--------|---------|---------|---------|---------|
| K | 26     | 18     | 29     | 26      | 22      | 12      | 8       |
| E | 7      | 10     | 11     | 9       | 10      | 1       | 1       |

9.5% of the school was on the SEND Profile; 10.9% in year 7 and 11, 4.8% at Sixth Form.

*National figures: 12-15% for all state Secondary schools.*

With the additional staff members in the department, the Learner Support Team had been able to implement a wide range of provision in comparison to previous years. The effectiveness of last year's provision could be seen in the 69% of students meeting their targets with the LST over the year. The LST continued to work with a wide range of professionals and, this year, the LST had sourced private Speech and Language Therapy assessments to greater understand students’ needs. The SENCo had worked with the Inclusion Team and specific professionals in support of those students who were not attending school. A specific Student Support Panel meeting had been convened to establish and implement as many plans as possible to enable students to return to school; this was in support of students who were both on the SEND profile and those who were not.

Students on the SEND Profile at Key Stage 5 had attained a level 3 overall value added score of 0.83, while non-SEN Profile students attained a score of 0.28. For both SEND students and non-SEND students, they achieved an overall average grade of B=. While the average points per entry for SEND Profile students was 41.11, and 39.91 for non-SEND Profile students. There were three students at SEN Support on the Profile in last year’s Year 13. At Key Stage 4, SEND students achieved an average total progress 8 score of 0.18. This is in comparison to 0.91 achieved by non-SEND students. SEN Support students attained a score of 0.25, while EHCP holders attained -0.19. When analysing individual student performance, specific students performed better than expected, while others had significant issues outside of school that impacted on their studies and performance.

Year 11 Destinations: One of the 8 EHCP holders from Year 11 continued into Cardinal Wiseman Sixth Form. The school was waiting for the confirmation of places from Connexions in relation to the Year 11 destinations.

Intake 2022: The Local Authority sent the school 15 EHCPs for consideration for Year 7. Seven of these students had begun at Cardinal Wiseman. One family decided at the end of the Summer Term not to send their child to our school. There are 2 students, where the school had stated it could not meet their needs: one student is working towards Year 1, the other is working at Year 2 (it is this student who has been offered a place at a specialist provider, where parents have turned this down). Neither student brings in full time support, and even with adapted learning, they are struggling to access the learning environment. The Head advised that Cardinal Wiseman will be seeing more of these situations in the future and, as a Catholic school, we needed to help those families.

Access Arrangements: There were 117 students who were entitled to Access Arrangements last year: 61 in Year 11 and 56 in Year 13. This was an increase of 26 students from last year. Sixth Form saw the greater increase in the number of students requiring the additional arrangement. There had been an increase in the number of students using a laptop in Sixth Form, while at GCSE there was a greater number of students requiring rest breaks. The Head advised that our school was addressing this very successfully. The LST's new line manager, the Assistant Head Teacher for Teaching and Learning, aimed to place greater emphasis on curriculum areas; especially focusing on quality first teaching and ensuring all students' barriers to learning were reduced. The SENCo had already arranged to visit certain curriculum areas to give advice on best practice in the classroom.

#### **e) Leadership and Management**

The Head advised that it was very important for the leadership of the school to listen to the voice of members of staff. He added that the leadership of the school was clear about continuing professional development, aligned with the curriculum, it would develop teacher content knowledge and, over time, this would be central to driving school improvement. For a start, the school would like to do more to facilitate the views of all stakeholders and, to that end, he was investigating the possibility of working with "Kirkland Rowell" to conduct professional surveys for parents, pupils, and staff. The results would be shared with Governors.

In terms of staff well-being, the Headteacher had been approached by two members of staff asking for part-time working. Historically, Cardinal Wiseman had been against this policy due largely to staffing challenges. The Headteacher advised that he had spoken to Ealing HR and the Diocese and both organisations were in favour of "family friendly policies". This clearly would require further discussion at the Resources committee meeting on 20<sup>th</sup> October 2022.

The Headteacher confirmed that he had met with the local NEU representative to resolve legacy issues. He had met with the two school NEU representatives and half termly meetings had been set up to create regular communication. He advised that the NEU was holding a national indicative ballot on strike action over pay. Several meetings had taken place with staff whose absence has passed the "trigger point" and "back to work" meetings had begun for all staff. Cardinal Wiseman was following Diocesan policy throughout.

The Headteacher advised that he had attended an Ealing Deanery meeting with Peter Sweeney, Director of Education at the Diocese of Westminster and a representative of Ealing Council to discuss the issue of academisation for Catholic schools. The Head advised that this would not be happening in the immediate future but is something that the governors must consider.

**Equality and Inclusion:** The Headteacher added that a significant area of our work would be centred on this and an overview of this initiative, written by our Director of Inclusion, Anne-Marie McLoughlin, could be found as **Appendix 4.**

**Appraisals:** These had been concluded and would be presented to the Pay Review Committee on 1<sup>st</sup> November 2022.

**Emmaus Partnership and Army Programme:** The Headteacher had attended St. Benedict's to discuss the partnership and ideas would be presented at the Resources committee on 20<sup>th</sup> October 2022. Cardinal Wiseman had expressed its wish to continue with this programme.

The Head added that, as discussed at the Additional Full Governing Body on 14<sup>th</sup> September 2022, the school was keen to increase the impact of the "Link Governor" role. To that end, all visiting Link Governors had been provided with a number of questions to ask during their visits to their curriculum leaders. The Head referred to those questions and encouraged Link Governors to use these when meeting subject leaders.

### **Premises**

The Head confirmed the transition arrangements from last year's management had been successful and most of the projects had been completed as advised at the Additional Full Governing Body on 14<sup>th</sup> September 2022. He advised that our school was allowing the astro-turf field to be used by "Hanwell Town" and by "Ealing United". However, he pointed out that site security was a concern, particularly, in the front office area and he provided details of how the doors system currently operated. He put forward a proposal to improve security and he confirmed a meeting with our local MP to request more police visibility in the local area.

### **Finance**

The Head confirmed that he had met with the Chair of Resources regarding several policies held over from the Additional Full GB meeting held on 14<sup>th</sup> September and the updated documents would be presented during this meeting. He thanked the Chair of Resources for her support on this matter.

The Headteacher confirmed that he meets with the Finance Manager on a formal basis once a week. A detailed breakdown of cost centres would be provided to Governors involved in the Resources committee on 20<sup>th</sup> October and he provided the following updates:

- a) The school anticipated savings (variance) in the following areas and intended to ring fence these monies and carry forward to 2023/2024 in anticipation of increased energy/utility costs: Gas: £60,227.25 / Electricity: £201,203.70 / Water: £13,257.84. Our school is part of the Ealing/Laser procurement package for electricity and gas which will be renegotiated in 2024. Consultation for the new contract will begin in September 2023.
- b) The school had received additional monies for the following areas since the start of the fiscal year. These were not in the original budget: Teachers Pay/Pension Grants: £117,936.00 and Covid 19 Exceptional Costs: £28,084.52.
- c) The school was also planning to carry forward £32,000 from the Covid 19 Catch Up Premium for the next academic year.
- d) The October census reported the school roll at 1,989 (compared to 1,969 in 2021). This would have a favourable impact on next year's budget.
- e) The Diocese had increased our annual contribution for per Pupil Funding Arrangement to £21,626 per year. It had previously been charged at £10,000 per year.
- f) The school had updated its 16-19 Bursary Fund statement in line with new DfE guidelines. Governors had been provided with **Appendix 6** for their reference.
- g) Meetings with the Local Authority's Bursarial and HR teams had been arranged to discuss longer term planning and organisation issues in the Finance and HR areas of our school. Options will be presented to Governors.

h) Our school should rejoin the Local Authority's Occupational Health and Legal services. This will be discussed further at the Resources committee on 20<sup>th</sup> October.

i) A Financial Overview was being presented to Governors as **Appendix 5**. The Head advised this was only a forecast which showed that by March 2023, our school may have a Projected Total Carry Forward of £520K but this may change. The Head confirmed that no major projects or plans were in mind at present and a Cumulative Expense Analysis would be provided to Governors at the Resources committee meeting on 20<sup>th</sup> October 2022. He advised that a meeting would take place with the Chair of Resources before that date.

A Governor referred to the projected figures and asked for percentages of income and how any savings would be made between now and March 2023. There was a surplus last year close to £1M and Governors would like to understand what is the difference from last year's and this year's. Governors would like an analysis of where the school is financially. The Governor requested for this information to be expanded further at the next meeting. The Head agreed he would.

**Decision: The Headteacher's Report to the Governing Body was acknowledged and agreed by the GB.**

**Action: Finance reports will be prepared for the Resources' Committee.**

#### **5/ Admissions Update**

There was nothing to report as no-one was available to attend the Diocesan training.

#### **6/ School Policies to be ratified by FGB**

The following policies had been provided to the FGB and these were taken as read prior to this meeting:

- a) *Admissions Criteria 6<sup>th</sup> Form (Annually) - Governors agreed for this policy to be discussed further at the Admissions Panel Meeting in November 2022.*
- b) *Admissions Criteria In-Year 2022*
- c) *Admissions Criteria 2023-2024 Policy Final Draft*
- d) *Special Educational Needs Policy (Annually) – Approved*
- e) *Attendance Policy (Annually) – This Policy will be reviewed at the Resources Committee meeting*
- f) *CES Disciplinary Policy Letters – English Schools*
- g) *CES GRP1 Schools England*
- h) *CES GRP2 Schools England*
- i) *CES Capability Letters - 1<sup>st</sup> Meeting Letter*
- j) *CES Model - Capability Letters Schools England*
- k) *CES School – Staff Capability Policy*
- l) *CES Schools – Staff Sickness Management Template Letters*
- m) *CES Staff Sickness Absence Policy & Procedure – England*
- n) *CES Schools – Appraisal Policy for Support Staff*
- o) *CES Schools – Appraisal Policy & Procedure for Teachers*
- p) *CES Schools - Disciplinary Policy – England*
- q) *CES Staff Grievance Policy – England*
- r) *CES Schools – Checklist for External Speakers*



The Full GB unanimously agreed to adopt the CES policies put forward at this meeting. The SEN Policy was agreed and ratified and the Admissions Policies will be discussed further at the Admissions Panel meeting in November 2022. The Attendance Policy will be put forward to Governors at the next Resources Committee meeting on 20<sup>th</sup> October.

**Decision1:** The Full Governing Body agreed to adopt the CES policies. The SEN Policy was agreed and ratified.

**Decision2:** Admission Policies will be discussed further at the Admissions Panel Meeting.

**Decision3:** Attendance Policy will be discussed at the Resources Committee meeting.

**Action:** The approved policies will be uploaded onto SharePoint and the school's website, as applicable.

## 7/ **Finance Documents to be approved and ratified**

The Head advised that he had met with the Chair of Resources to oversee these documents and they had discussed the school's delegated access to our Bank as there had been a lapse in communication following the departure of members of SLT management. The following documents had been provided to Governors prior to the meeting and these were taken as read.

### ***a) Expenses Policy - Approved***

*Governors pointed out that use of cash should be diminished at the school. This would be a 'transition' policy to provide security for all. Governors agreed that the maximum petty cash refund will be £50. All other larger refunds must be made through Payroll.*

### ***b) School Finance Policy + Procedures 2022-23 – Approved***

### ***c) Protocols for Signatories of Cheque and BACS Payments 2022-23 – Approved***

### ***d) Main School Account - Finance Procedures 2022-23 – Approved***

*Governors agreed that these were secure and efficient policy and procedures that will guide the school into the Spring Term. The Head confirmed these were transition papers and would be reviewed at the Budget Setting meeting in 2023. He advised that he would be meeting with Ealing's Bursarial and HR as changes would need to be made next year in the Finance Office. A Governor agreed that these should be reassessed in 2023 and for the Headteacher to report if this was working and to provide aspects of how the banking processes were working.*

### ***e) Corporate Purchasing Card (New) – Approved***

*The Head advised that the school was requesting permission to use a Corporate Procurement Card as opposed to using a Debit card. Supporting documents had been provided to Governors for additional information. The Head provided further details and reiterated this was the best course of action for our school along with the practicalities and safety that a procurement card provided. Governors commented favourably on the advantage of using this type of card instead of using a debit card. Access would be restricted to the Head and the Finance Manager. After careful consideration, Governors agreed for the school to proceed with the application of a Corporate Procurement Card.*

**Decision:** The Full GB agreed and approved for the school to proceed with the application of a Corporate Procurement card.

**Action:** The Head and Finance Manager to proceed with this application.

### ***f) List of Bank Accounts – Approved***

*The Head confirmed that the Corporate Procurement Card would have a limit of £30K for any one transaction and he provided examples of large purchases made throughout the academic year due to various school events. Governors agreed that it was a good document which made the proviso that the card should only to be used in exceptional circumstances, where a supplier will only accept payment by a procurement card. Governors pointed out that the document made reference to Petty Cash. The Head confirmed that following a meeting with the Chair of Resources, in the event the school needed cash, a clause had been inserted to add an element of*

security.

**g) Scheme of Delegation – Approved**

The Head advised that the school was presenting a “**Delegating access to internet banking**” paper for discussion and approval. Part ‘B’ Minutes (Confidential Item).

**Decision:** After careful consideration, the Full GB agreed and approved for the Headteacher to proceed with this proposal.

**Action:** The Chair of Governors will write a letter to the school’s Bankers confirming the approval for the Headteacher and the Finance Manager to proceed as per the documents supplied.

**8/ Key Questions Ofsted might ask of Governors**

The Head had provided Governors with a list of questions that Ofsted might ask Governors when carrying out an Inspection at a school. Governors acknowledged this information and thanked the Headteacher.

**9/ School Improvement Partner (SIP)**

The Head confirmed that he had met with the SIP. The SIP report will follow in due course.

**10/ Headteacher’s Appraisal Date**

The Chair advised that an email had been forwarded to the members of the Headteacher’s Review Panel who needed to agree on what date and time the Appraisal would take place. The Chair advised that a selection of dates were available in November and December. A convenient date for all the members of the Panel needed to be agreed. The Chair will contact the SIP to confirm this.

**Action:** The Chair of Governors will liaise with the SIP and the Panel to confirm the date and time for the Head’s Review.

**11/ EMMAUS Catholic Partnership**

The Head confirmed that he had met with Emmaus partners and Cardinal Wiseman would continue to be an associate in this collaboration.

**12/ Director’s Report to Governors - Noted**

All Governors had been sent the link to access EGfL to read the information contained in the Director’s Report.

**13/ Correspondence to the Chair of Governors**

The Chair advised that two letters had been received from parents and a short brief was provided to Governors. The Chair confirmed that replies had been sent to those parents. An anonymous letter had been received with a specific request to Governors for their consideration. A discussion followed and Governors agreed the request was valid and should be pursued. The Head agreed to look further into this and will report back to Governors.

**Action:** The Head will follow this up and report to Governors.

**14/ Report of Governors’ Visits to School**

The Chair of Governors advised that a Safeguarding Visit needed to be organised and could take place after the October Half-term. The R.E. Link Governor confirmed that she would visit the school on 5<sup>th</sup> December 2022.

**15/ Minutes of Previous Meeting**

14<sup>th</sup> September 2022 – Additional Meeting - The Minutes were **agreed**.

**16/ Matters Arising from Previous Meeting**

14<sup>th</sup> September 2022 – Additional Meeting

A Governor pointed out that there had been an extensive discussion and this had not been recorded on the

Minutes. The Governor wished to comment that the paper-based exercise would be expensive and the money should be used instead for pupils' enrichment activities.

**17/ Training for Governors**

The Head advised that a Governors' training mechanism will be found to filter through the amount of training for governors' information available.

**18/ Date and Time of Next Meetings:**

➤ **Full GB Meeting: Thursday 23rd March 2023 – 6.30 pm**

➤ **Additional Resources Committee Meeting: Wednesday 19<sup>th</sup> April 2023 – 6pm**

*Admissions: The Chair requested all Governors to attend the Scrutiny of Applications to Year 7. The meeting will start at 6pm and not at 5.30pm as previously agreed. The Clerk will notify Governors of this change.*

*Meeting closed at 9.00 pm*

**Part 'A' Minutes Approved by: .....**

**Nicole Alexander-Morrell  
Chair of Governors**

*Roz Smith  
Clerk to the Governors*