

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Thursday 23rd March 2023 - 6.30 pm

Present at the meeting:

PART 'A' MINUTES

Name	Category of Governor	Information
Nicole Alexander-Morrell	Foundation	<i>Chair of Governors</i>
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee</i>
Danny Coyle	Staff	<i>Headteacher</i>
Michael Doyle	Foundation	
Lystra Luke	Foundation	<i>Chair of Curriculum Committee and Chair of Admissions Panel</i>
Caroline Mackenzie	Foundation	
Anna 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	
Jerrome Buck-Townsend	Observer	<i>Currently applying for the role of LA (Citizen) Governor</i>
Roz Smith		<i>Clerk to the Governors</i>

Betty Bonnardel-Azzarelli and Jerrome Buck-Townsend were welcome to the meeting via Teams.

The meeting was declared quorate.

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

2/ a) **Official Welcome to new Foundation Governors:**

Caroline Mackenzie and Michael Doyle were officially welcomed at this meeting. The Clerk advised that the Deeds of Appointment had been received from the Diocese of Westminster. M. Doyle's term in office would be from 1/12/2022 to 31/08/2026 and C. Mackenzie's term in office would be from 1/11/2022 to 31/08/2026.

b) Proposed Appointment for LA (Citizen) Governor: Jerrome Buck-Townsend

Governors for Schools had put forward Jerrome Buck-Townsend as a candidate for the role of LA (Citizen) Governor. Jerrome had been interviewed for this role by the Chair, Vice Chair and the Headteacher and they agreed he would be an ideal candidate to fulfil this role. As per protocol, the Full GB was required to provide its approval to proceed with this appointment.

Decision: The Full GB unanimously agreed and approved to proceed with the appointment of Jerrome Buck-Townsend as our LA (Citizen) Governor.

Action: Appointee to complete and submit the relevant paperwork for the Local Authority. The Appointee to submit the relevant documents for the school to carry out a DBS check.

3/ **Apologies for Absence** - The following apologies were received:

Name of Governor	Type of Governor	Authorised / Unauthorised
Nicholas Arratoon	Co-Opted	Authorised Absence
Michelle Sylvester	Foundation	Authorised Absence

4/ **Authorised / Unauthorised Absences** -

Those in attendance authorised N. Arratoon and M. Sylvester's absence from this meeting.

5/ **Declaration of Business Interests**

Governors were asked if there had been any changes in their circumstances in connection with their original Declaration of Business Interests (September 2022). Their reply was 'No Change'. As newly appointed Foundation Governors, C. Mackenzie and M. Doyle were asked to complete and sign a Declaration of Business Interest form along with the Governors' Code of Conduct for 22/23.

6/ **Headteacher's Report to Governors**

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

- Catholic Life: Chaplain's Report*
- Quality of Education*
- Intent*
- Implementation*
- Impact*
- Behaviour and Attitudes (and Safeguarding)*
- Personal Development*
- Pupil Premium*
- Staffing*
- SEN*
- Finance*
- Premises*
- SEF and Surveys*
- Assembly Rota 2022-23*
- Leadership & Management*
- Community*
- School Policies*

The Head advised that the Head's Report would be covering from Agenda Item 6 to Agenda Item 11, which included the following comments and updates:

Catholic Life

The first couple of pages of the Chaplaincy Report highlighted the events that have taken place at our school since October 2022. There was a significant and comprehensive account of activities that have been led by our excellent School Chaplain. In addition, there were many other activities that will be happening during the period of Lent. The Head advised that he had recently received a report produced by the Diocese of Westminster which highlighted the work of our school Chaplain and she was highly praised. He advised that St Mary's University was running a programme of apprenticeships for Chaplains. This was welcomed by all those in attendance.

Quality of Education

The Director of Curriculum had presented on "*Quality of Education*" at the Curriculum committee meetings held on 15th November 2022 and 23rd February 2023. The key message had been to inform Governors that the school is exceptionally strong in this area.

Intent

A question had been raised by a Governor regarding exams scope. The Head advised that as per the "Curriculum Intent" it relates to how the curriculum fits together. As per his report, "*Curriculum Intent*" discussions examined the scope of the curriculum and the various end points of the curriculum. Leaders have broken down their intent into

sequenced components that result in a logical progression and result in a composite whole. Subject leaders had codified the components into curriculum maps that can illustrate how knowledge develops over time. In addition, the recent survey had asked parents and staff on this regard and their reply had been ‘*Outstanding*’. This had provided us with a starting point of what people are thinking about this area.

Implementation

This means how the curriculum intent is delivered. The school focuses relentlessly on how the curriculum is taught and assessed. This is to ensure that pupils can build their knowledge and apply that knowledge and skill. The school had just completed “Learning Review 2”. A detailed account of our intentions for this review took place at the Curriculum committee on 23rd February 2023. The findings from the review were being currently analysed.

Staff training was fundamental and must be carefully planned and designed to ensure it meets the school’s needs. It is a significant programme and a considerable number of staff have completed external professional development covering areas of teaching and learning, exam boards, safeguarding, first aid, fire warden and other ‘admin’ related courses.

Q: Staff training: Do teachers still have to do this after school hours?

R: The Head replied that the NPQs are done outside school time but most of the time it is directed time. If it is a Masters qualification, this is done in the teacher’s own time.

An assessment of all the training will be carried out and this will put Implementation in place. As per the survey, Parents say it is “*Outstanding*” and staff also believe it is ‘*Strong*’. Workload is an issue but, it is a National situation, and we are taking steady steps to address this.

Q: Do members of staff have PPA? How many periods?

R: The Head advised there is 10%. There are no additional meetings added to the calendar other than what has been set at the beginning of the academic year. Some teachers are under their teaching capacity and some departments are slightly over staffed. It is not massive but there is capacity within certain departments whereby people are not working to their maximum. The school is overstaffed by 6 teachers.

Impact

The school is clear that, because pupils are developing detailed knowledge and skills across the curriculum, they achieve well. The presentation of the Director of Curriculum on 23rd February 2023 stated that we are confident that both Year 11 and 13 will perform well in their public examinations. The Director of Curriculum has spoken about concentrating on key groups across the school and this remains the central focus of our work.

We are focusing on Black Caribbean boys and the relationship has just started. Although exam results are very important, we believe that education provided by this curriculum should also provide knowledge, courtesy, cultural and social skills, which are equally as important. We want well-rounded people, it is not just about exam success but also about the knowledge and cultural capital necessary to flourish in life, that is quality of education.

Q: Do you facilitate EPQs as an extra professional qualification for 6th Form students?

R: Yes, we currently have 12 students.

Behaviour and Attitudes (and Safeguarding)

The overwhelming responsibility for school leaders in this area is to create a safe, calm, orderly and positive environment in the school. The Head referred to the “Safeguarding & Behaviour” Report prepared by the newly appointed Director of Inclusion (Agenda Item 13) and recommended it for Governors to read it. Our school’s attendance is 94% which is very good compared to the National average of 90%.

Q: What is broken absence?

R: Five-day attendance is checked to see if there is clear a pattern of absenteeism.

The Head advised that the recent Safeguarding Audit had been very rigorous. He recommended to Governors to read the report and if they have any questions to contact him.

Q: Is there a parents' Attendance contract?

R: The Head confirmed there is one and he would send a copy of the document to Governors.

As per the Parental survey, 'behaviour is generally 'Outstanding'. As per the Staff survey, they also said it is 'Outstanding'.

Personal Development

What additional quality we can add to the life of our young people to participate in society? The Head advised that Cardinal Wiseman is confident that it consistently promotes the extensive personal development of pupils. Our school goes beyond the expected so that pupils have access to a wide and rich set of experiences and opportunities which will help them develop their talents and interests. Since the Full Governing Body meeting held in October 2022, there had been numerous examples of the scale and ambition of our Personal Development work. In contrast, many other schools have struggled with enrichment activities for their pupils. A document had been shared with Governors detailing the 'Enrichment Programme' that Cardinal Wiseman has run since September 2022 and will continue until the end of academic year. Some of the activities are bespoke to certain groups but what is being offered is certainly a strong and secure enrichment programme on which we can build up over the next two years.

Q: Will you be inviting students from St Benedict's school to our school events/speakers?

R: Yes, they will be invited.

As part of the PHSE programme, Cardinal Wiseman will bring to our students' environmental awareness and responsibility. Other enrichment activities open for our students are karate lessons, modern dance, Irish dancing, football and many other after school activities which are open to our students at very good rates. Next week, there will be a 'Careers Fair' at our school and every child will have a series of engagements with employers. There will be 30 employers coming to our school for students to engage on face-to-face meetings and go through some 'mock' interviews -expectations are high. From the parents and staff survey, there is more that can be done regarding a healthy lifestyle, in particular, the type of food served at our school canteen.

Q: Is this due to the cost of foods or is it cheaper to buy burgers?

R: No, the price is the same overall. It is a matter of healthy eating education that we need to do for everybody. A number of suggestions were provided by Governors about what food could be made available to students. The Head agreed that this should be looked into so we can move forward.

SENCO - Learner Support Team

Nicola Gray, SENCo (Special Educational Needs Co-Ordinator) had written a very comprehensive SEN Report. However, it remained a challenge, currently the school has 50 students with various levels of needs and it is often challenging to get the external support that is needed for them.

Q: How long does it take for a child to receive an Education, Health and Care Plan (EHCP)?

R: The Head replied that it takes 20 weeks but, in reality, it is taking more than 35 weeks. LAs do not have the capacity to deal with all those requests.

The Head encouraged all Governors to read the SEN Report which includes details about the use of the 'passport'. He advised the passport contains information and key teaching strategies teachers must deploy when teaching EHCP holders. This is a starting point for all children with EHC Plans.

Q: Does each SEN child have a passport?

R: The Head confirmed this.

Q: What about privacy?

R: This is only to facilitate and enable teachers to use it to support the child and this has never been an issue.

Leadership and Management

The leadership of the school is clear that continuing professional development, aligned with the curriculum and which develops teacher content knowledge over time is central to driving school improvement. This was highlighted earlier in the meeting. As discussed at the October 2022 meeting, it is important to gather the views of our key stakeholders and, to that end, a survey of the following groups had taken place and copies of the surveys have been provided to Governors:

- Parents
- Staff
- Pupils (*This survey is still being completed and will be shared with the Curriculum committee in May*)

The Head confirmed that Cardinal Wiseman continues to welcome governors for departmental link visits. Key questions to ask of curriculum leaders had been provided to them when visiting. In addition, the school would be providing Governors a “Governor Ofsted” guidance document.

Action: The Ofsted guidance will be emailed to all Governors.

GDPR

The school had recently conducted a GDPR audit. This was carried out in conjunction with “Judicium”. Several areas of our performance were “red flagged”, for instance, staff training. These areas are being attended to as a matter of urgency.

The school had also bought into a new Single Central Register service. Every member of Cardinal Wiseman staff needed to have a DBS check. The Head pointed out that there had been no incidents since staff had last undergone a DBS check. The introduction of this service would ensure that all staff are part of the “update” process and this would outline good practice at our school. This would be reviewed automatically on yearly basis.

Cardinal Wiseman School term dates for 2023/24 and 2024/2025 have been put forward for Governors’ approval in Agenda Point 18.

The school had sent out two digital newsletters to our Wiseman community. These were available to view on the school’s website. In addition, the use of Twitter is being expanded. The Head invited Governors to check the digital newsletters on the school’s website. The February issue contained a video about the Art Department, the March issue will be aimed at the R.E. department, the April issue will visit the Library and the May issue will visit the Design & Technology department. Parents have expressed their wish to know what is happening at school, for instance, football teams’ news, trips and other events. The digital newsletters have been well-received by parents.

Recruitment

The staffing vacancy report had been provided to Governors. It had been a challenging time in terms of staff recruitment but this reflects the national picture. Seven appointments have been made for September and there are currently nine left to fill. These include six maternities. There will be interviews next week for Head of Psychology. The Head of Music was appointed earlier today. Appointments have been made for teachers of P.E., Science and Maths. The Director of Inclusion has been appointed but there are some members of SLT who are on a temporary capacity; structure plans will be provided to Governors in due course. The school has

subscribed to TES 'Platinum Standard' for the recruitment of staff. The Finance office restructure continued and three strong candidates for the HR/Finance Administrator role will be interviewed after Easter. After that, the interviews for the School Business Manager will take place. The Head thanked the Chair of Resources for her support.

The National Education Union had been involved in national industrial action against the government. Cardinal Wiseman closed on 1st February, 1st, 15th and 16th March 2023. On the first two days, all pupils were taught remotely by non-striking staff whilst on the last two occasions only Years 11 and 13 attended school for lessons and members of SLT supervised study. It was a delicate situation but we managed it well. Relationship with staff was good. Unfortunately, we do not know what will happen next.

Community

The Head advised he had visited all our feeder primary schools. Discussions remained in their pilot stages regarding academisation. He had attended the Diocesan Conference in Arundel from 8-10th March 2023.

Regarding Admissions, the school has been allocated 310 pupils for Year 7 in September 2023. These are all from categories 2 and 3. There are slightly more "below category 3" in 2023, 188/183 as the year before. However, there is a significant decline in "below category 3" when compared to 2020, 276. The number of Catholics living in this area is diminishing and, following visits to primary schools, they have all said the same, their numbers are also diminishing which will affect high schools in due course.

Equality and inclusion remain a key element of our agenda. To that end, Ms. Mirza will present at the next Curriculum committee on 18th May 2023. Several initiatives are in place to support the development of pupils of a black Caribbean heritage.

Premises

The following information had been provided by the Site Manager:

School Security – The school had contacted Steve Dunham from Ealing Council about planning permission for a perimeter fence around Cardinal Wiseman. Mr Dunham had replied that he would pass the information onto relevant parties at the next "planning surgery".

The Vice Chair of Resources came forward and offered to help out with this process. The Head reiterated that he was unhappy with the school's level of security at present and confirmed that he had contacted "DHP" who are currently the school's building consultant.

Action: The Head will send details and paperwork to the Governor and thanked him for his help.

Inventory – Installation was completed on 22nd February 2023.

Statlog – A couple of jobs that are on our profile as 'essential work required' had been activated. Our consultant, "DHP" is coming to survey the job on 22nd March. We will see how these progress as this will be the first time the school is using the Statlog system to complete such jobs. The Head added that our school should have subscribed to Statlog two years earlier; however, we are now members and, as per the attached Survey carried out by Statlog, a number of problems had been identified at our school: Fire Safety. This needed to be addressed with immediate effect. The DfE will provide our school with funding to address this. The Head confirmed that he would be meeting with "DHP" after Easter. The Vice Chair of Resources offered to meet with the Head and discuss this further. The Head thanked him for his support.

Action: The Head will arrange a meeting with the Vice Chair of Resources.

Well-being Garden – 'Company X' was awarded the job after acquiring three quotes. The company offered the best price.

New Minibus – We are the process of purchasing a new minibus from ‘Company Z’, who offered the best price plus the best trade in for existing bus. The new bus will be drivable on a regular car license and is ULEZ compliant. Delivery is approximately 12 months.

Toilet / Bathrooms – Some of the bathrooms had new flooring installed (Galilee x2, Bethlehem x2, Nazareth x1). They have made a significant difference in appearance and will be easier to clean. Other toilets/bathrooms are due to be fully refurbished over the summer break.

Q: Do many teachers drive the minibus?

R: At present, nobody has the licence to drive the current vehicle and ULEZ has to be paid each time it is driven through the ULEZ zone.

Q: Is it going to be an electric vehicle?

R: The Head will find out and let Governors know.

Q: Is it going to be a hybrid vehicle?

R: The Head will find out and let Governors know.

FINANCE

The preliminary closure of the school’s accounts under the supervision of Ealing’s Bursarial Team was completed on 20th March 2023. Subject to scrutiny and checks by School Accountancy, the Indicative Carry-Forward figure for 2022-23 is £622,936.00. There is a significant amount in the Devolved Capital Account. Apart from the purchase of the school Minibus and the installation of a perimeter fence, there are no other large plans; however, this will be discussed further at the Summer Term meeting of the Resources Committee.

Q: With reference to EHCP children, are these children having more needs than the money received from the Local Authority, is the funding sufficient?

R: The funding received by the school is approximately £7,000 per child and that is the allocation given by LAs for each child.

Policies

The following policies will be presented for discussion and approval in Agenda Item 14.

- Complaints Policy
- WhatsApp Policy
- Whistleblowing Policy

The Head advised that the recent surveys had brought back positive feedback. However, from the Parental survey, the result tells us that one of our ‘weaknesses’ is ‘exam results’ which is rather strange as our exam results are very good.

Q: When we do well in exams, do parents get informed? Is information emailed or texted to parents?

R: The Head agreed this was a good point as this may not have been done in the past. In September, a digital newsletter will include information about this.

Governors acknowledged the above information and no further questions were raised.

7/ 2022/23 Final Budget Update

The preliminary closure of the school’s accounts under the supervision of Ealing’s Bursarial Team was completed on 20th March 2023 which will be subject to scrutiny and checks by Ealing’s School Accountancy.

8/ 2023/24 Indicative Budget Update

As indicated in the Headteacher's Report, the Indicative Carry-Forward figure for 2022-23 is £622,936.00.

Action1: The Resources Committee will meet on Wednesday 19th April 2023 at 6.00pm to formulate and discuss the proposed 2023/24 Budget. This was noted and agreed by Governors.

Action2: The Budget Setting Meeting will take place on Thursday 27th April 2023 from 6.30pm.

9/ Staffing Issues / Implications

As highlighted in the Head's Report and as per the update provided by him at this meeting.

10/ Admissions 2024 Update

The Chair of Admissions Panel advised that the scrutiny of applications to Year 7 is a priority and the Panel needs more governors to participate in this important responsibility. With reference to the scrutiny of applications to Year 12, last year, governors agreed for the Director of Sixth Form to scrutinise all Yr12 applications. Following this, he provided the Panel with detailed report of the 2022 online process and acceptances to our 6th Form. All applicants (internal and external) who submitted their form before the deadline were offered a place, subject to meeting the entry requirement for the chosen courses.

From September 2023, all applications to Year 7 will be completed online. The Admissions Administrator has already started this new method and parents will be completing and submitting their forms online. It is a very user friendly system but the Panel will need to work out the scrutiny of these applications. Speaking to other schools, Cardinal Wiseman has been going far and above by checking every single application form. Although the Admissions Administrator will be looking at and evaluating all applications, Governors will need to see samples of applications; however, this is something that Governors will need to consider and evaluate.

Q: How many applications were received for our 6th Form?

R: As at 1st March 2023, 179 offers had been made to internal students, 71 to external students and 172 applications were waiting to be processed.

Q: Is our 6th Form the size we would want it to be?

R: The Head confirmed it is and we are doing well despite the competition.

The Chair advised that 'Appeals' meetings for those who could not get a place in Year 7 in September 2023 would be held in May. Governors would be required to attend those appeals.

The Chair advised that the Diocese had not carried out any Appeals training recently but a course was likely to be arranged shortly. The Chair will send information when the course date is confirmed.

Action1: The Chair will email Governors Appeals training dates.

Action2: The Chair will contact the Admissions Administrator about Appeals.

The Chair advised that the Consultation about our 'Oversubscription Criteria' had taken place. There had been no responses from parents.

Decision: The Full Governing Board acknowledged and noted the above information.

11/ S.F.V.S.

The SFVS document had been presented to the Resources Committee at their February 2023 meeting and a copy had been provided to all Governors at this meeting -it was taken as read. The Resources Committee's recommendation was for the Full GB to approve and ratify said document.

Decision: The SFVS was unanimously approved and ratified by the Full GB at this meeting.

Action: The SFVS document will be sent to Ealing Accountancy by the deadline: 31st March 2023.

12/ Ratification of all Sub-Committees' Terms of Reference

The Sub-committees' Terms of Reference for 2022/23 had been provided to the Full GB for their information and approval at this meeting –these were taken as read. The Terms of Reference had already been agreed and approved at the sub-committees' first meeting during the Autumn Term.

The following Terms of Reference were presented to the GB for approval and ratification:

- a) *Admissions*
- b) *Catholic Life*
- c) *Curriculum*
- d) *Pay Review*
- e) *Resources*

Decision: The Sub-committees' 2022/23 Terms of Reference were approved and ratified as presented to the Full GB at this meeting.

13/ Safeguarding and Behaviour

Governors had been provided with a copy of "Safeguarding and Behaviour Full Governors Report - March 2023" prepared by the Director of Inclusion. This agenda item had been highlighted in the Headteacher's Report and an update was provided in Agenda item 6. Governors were encouraged to read this report.

14/ School Policies for Approval

Governors had been provided with a copy of the following policies for their approval at this meeting:

- ❖ Complaints Policy
- ❖ WhatsApp Policy (Governors)
- ❖ Whistleblowing Policy

The Headteacher had provided an update during his presentation in Agenda item 6.

Decision: After careful consideration the Full GB agreed to approve and ratify the three policies submitted by the Headteacher at this meeting.

Action: Those in attendance were asked to sign in agreement the "WhatsApp" Policy. Governors not in attendance will be asked to sign at the next Full GB meeting.

15/ General Data Protection Regulation: Audit Update

As per the Head's Report, the school had recently conducted a GDPR audit. This was in conjunction with "Judicium".

16/ Single Central Register: Audit Update

As highlighted in the Head's Report, the school has brought in a new Single Central Register service which will ensure that all staff are part of the "update" process.

17/ Academies Update

The Head advised that he had visited all our feeder primary schools but discussions remained in their pilot stages regarding academisation. Governors had been provided with a copy of the "RCDOW-Diocesan-Protocols-for-Schools-and-Academies-June-2022-Ed-Com-Final". A Governor referred to Point 21 "Diocesan Protocols on Public Affairs and the Media" and for Governors to be aware of the social media and what it all means. The Head advised that he would be checking our school's Twitter account. Governors pointed out and agreed that our school should be highlighting on the website or Twitter, the number of visits local politicians or dignitaries make to our school.

18/ School's Terms Dates for 2023/24 and 2024/25

Governors had been provided with the proposed school's terms dates for 23/24 and 24/25.

Decision: Those in attendance agreed and approved the proposed term dates.

19/ Correspondence to the Chair of Governors

The CoG advised that one letter with a complaint had been received requesting to meet Governors. A Complaints meeting had been arranged and would take place on Friday 31st March 2023. Governors had been asked to come forward and M. Doyle and M. Samuel had come forward to attend and meet the Complainants.

20/ Report of Governors' Visits

R.E. Visit

The R.E. Link Governor advised that she had visited the school on 5th December 2022. A copy of her Visit Report had been provided to Governors for their information. As Chair of the Catholic Life Committee, during the Spring Term meeting, it had been proposed, as a reward to the Chaplaincy volunteer pupils, to take them on a pilgrimage to the Shrine of Walsingham and for the Governors' account to pay for the coach hire at a cost of £725, approximately.

Q: How many students would be going?

R: There are 30 active students who do many jobs around the school and support the Chaplaincy.

Decision: After careful consideration, the Full GB agreed and approved this proposal.

Safeguarding Visit

The Chair of Governors advised that, along with the Safeguarding Link Governor, they had visited the school on 3rd March 2023 to carry out a Safeguarding Visit. Details of the visit could be read in the Visit Report which had been provided to Governors. The school had recently been through a tough safeguarding audit and a number of areas were highlighted for improvement. During their visit, they had spoken to students who had said they felt safe at school and, overall, very good feedback had been received from students. Their main concern was about the road crossing outside the school and the state of the school toilets. The Chair would like to commend the work of the school's Safeguarding team. The Director of Inclusion had already sent a link for additional online safeguarding training which governors have been encouraged to complete.

Q: What about safeguarding for 6th Form students?

R: As they are over 16 years of age, they should be treated as adults and this is a common feature at all schools. Our 6th Form students enter and leave our school by swiping their ID card so the school knows when they are in or out of school.

21/ Committees Updates (Verbal) & Approval of Committees' Minutes

The Minutes of the various Committees/Panels had been provided to all Governors to read prior to this meeting. The Chairs of Committees provided the following updates:

i) Admissions Panel (L Luke)

- The Panel had met on 17th and 22nd November 2022.
- The Minutes of 17th November 2022 meeting were taken as read and agreed.
- The Scrutiny of Applications for Admission to Year 7 in September 2023 took place on the above dates.
- The Admissions Panel meeting for the Scrutiny of on-line Applications for Admission to our 6th Form had not taken place.
- Following this trend, on-line applications to Year 7 will be introduced from September 2023.
- The annual Admissions Panel meeting and Scrutiny are scheduled to take place in the Autumn Term 2023.

ii) Catholic School Life (A Majcherczyk-Olczak)

- The Minutes of the Autumn Term sub-committee meeting held on 10th November 2022 were taken as read and agreed.

- The Spring Term sub-committee meeting took place on 2nd February 2023. The draft Minutes of this meeting was taken as read and agreed.
- The Chaplain's Report had been included in the Head's Report highlighting the various events taking place during the Autumn 2022 and Spring 2023 terms.
- The R.E. Link Governor had visited the school in December 2022.
- The Summer Term Catholic Life meeting will be held on 4th May 2023.

iii) Curriculum (L Luke)

- The Minutes of the Autumn Term meeting held on 15th November 2022 were taken as read and agreed.
- The Spring Term Curriculum meeting took place on 23rd February 2023.
- Year 13 progress was looking very good compared to last year's. Current Years 12 & 13 are a very strong cohort of students. BTec is reaching its targets but SEN is being outperformed by their cohorts. There are a number of mental health issues but the school is putting provisions in place. At KS4, there are strong predictions for Year 11 students. A new tuition programme for Year 7 is being put in place this half-term.
- The draft Minutes of this meeting were taken as read and agreed.
- The Summer Term Curriculum meeting will be held on 18th May 2023.

iv) Pay Review Panel

- The Pay Review Panel held its annual meeting on 1st November 2022.
- The draft Minutes of the Autumn Term meeting were taken as read and agreed.
- At that meeting, the Head's Review had been discussed and the Pay Progression of those teachers who had applied for it.
- Pay Progression had been authorised and approved at that meeting.
- Next Pay Review meeting will take place in the Autumn Term 2023.

v) Resources (B Bonnardel-Azzarelli)

- The Autumn Term sub-committee meeting was held on 20th October 2022. The Minutes were taken as read and agreed.
- The Spring Term sub-committee meeting took place on 9th February 2023.
- The draft Minutes were taken as read and agreed.
- The Chair confirmed the information provided by the Headteacher earlier in this meeting. The Premises situation regarding school security had been discussed and the new budget will review this. The query regarding virements had been addressed.
- The Resources Committee will meet on 19th April 2023 at 6pm to discuss the proposed 23/24 Budget.
- Governors were reminded to attend the Budget Setting meeting on 27th April 2023 as the meeting must be quorate.
- The Summer Term sub-committee Committee meeting will be held on 25th May 2023.

22/ Minutes of Last FGB Meeting – 13th October 2022

The Minutes had been provided to all Governors prior to the meeting. The document was taken as read.

Decision: The Minutes were agreed.

23/ Matters Arising - None

24/ Governors Training: LA & Diocese of Westminster

The Chair advised the following training will be available to Governors:

- "Safer Recruitment"
- "Safeguarding"
- "Admissions" (Diocese)
- "Appeals" (Diocese)

All Governors were encouraged to participate in this important and essential training.

The Chair and the Vice Chair had recently taken part in training for an “Ofsted Inspection”.

The Chair added that it would be ideal to have a Link Governor who can take charge of “Governors Training” and act as the person to oversee what courses are available for Governors and link them to these.

Cardinal Wiseman had renewed its annual subscriptions to:

- a) **National Governance Association** which includes on-line training for governors on a wide range of Governance topics.
- b) **The Key for Governors**
- c) **Governors Hub** – This is the link for the Diocese of Westminster to keep in contact with Governors and Clerks. Governors Hub will also provide direct links to our Local Authority and to The Key for Governors.
- d) Governors were reminded to visit **Ealing CPD and the Diocese of Westminster** websites for additional training information and participation.
- e) Relevant hyperlinks to the above had been provided to Governors.

25/ A Reminder to Whose Terms of Office Ends in August 2023 or earlier.

The Clerk advised that there were two Foundation Governors whose terms of office would end in August 2023 and, also, a Co-Opted Governor whose term of office would end in June 2023. Both Foundation Governors were encouraged to re-apply for reappointment to the Diocese in order to get the process going as it can take a while for it to be completed. The Co-Opted Governor advised he would make a decision about re-appointment and would advise the Chair accordingly.

The Clerk added that those re-applying would need to complete a new DBS check form. In addition, any Governor whose DBS had not been renewed for over one year; they would need to renew it asap. Governors should bring in their documents to the Finance/HR Manager to initiate the DBS procedure.

Action1: The Clerk will contact Foundation Governors with the forms that need to be completed in order to initiate their re-appointment process.

Action2: DBS checks will also need to be carried out on those Governors whose DBS have not been checked for more than one year.

26/ D.O.N.M.:

Spring Term:

- *Pre-Budget Meeting for Resources Committee only: Wednesday 19th April 2023 – From 6pm*
- *Budget Setting Full GB Meeting (must be quorate): Thursday 27th April 2023 – From 6.30pm*

Summer Term:

- *Thursday 22nd June 2023 – From 6.30pm*

Governors advised:

M. Samuel asked to access this meeting via Teams.

L. Luke is sending her apologies in advance.

Meeting closed at 8.15pm

Part ‘A’ Minutes Approved by:

Nicole Alexander-Morrell

Chair of Governors

Roz Smith

Clerk to the Governors