The Cardinal Wiseman Catholic School  
Minutes of the Full Governing Body  
Budget Setting Meeting  
Thursday 21st April 2016 - 7.00 pm

Present at the meeting:

<table>
<thead>
<tr>
<th>Name</th>
<th>Category of Governor</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin Dann</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>Father John Egan</td>
<td>Foundation</td>
<td></td>
</tr>
<tr>
<td>Michael Kiely</td>
<td>Staff</td>
<td>Headteacher</td>
</tr>
<tr>
<td>Leo Lambe</td>
<td>Foundation</td>
<td>Chair of Curriculum Committee</td>
</tr>
<tr>
<td>Lystra Luke</td>
<td>Foundation</td>
<td></td>
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<tr>
<td>Jim Moreland</td>
<td>Foundation</td>
<td></td>
</tr>
<tr>
<td>Maggie Pound</td>
<td>Foundation</td>
<td>Chair of Governors</td>
</tr>
<tr>
<td>Michelle Samuel</td>
<td>Co-Opted</td>
<td></td>
</tr>
<tr>
<td>Roz Smith</td>
<td>Clerk to the Governors</td>
<td></td>
</tr>
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</table>

The meeting was declared quorate.

1/ The meeting opened with a prayer.

2/ Apologies for Absence

The following is a record of ‘Apologies’ received from the following Governors by 4pm on the day of the meeting:

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
<th>Apologies: Received / Not Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noeleen Bell</td>
<td>Foundation</td>
<td>Apologies Received</td>
</tr>
<tr>
<td>Betty Bonnardel-Azzarelli</td>
<td>Foundation</td>
<td>Apologies Received</td>
</tr>
<tr>
<td>Nicole Charles-Morrell</td>
<td>Parent</td>
<td>Apologies Received</td>
</tr>
<tr>
<td>Tricia Ibe</td>
<td>Foundation</td>
<td>Apologies Received</td>
</tr>
<tr>
<td>Saiid Ghobadian</td>
<td>LA (Citizen)</td>
<td>Apologies Received</td>
</tr>
</tbody>
</table>

3/ Authorised / Unauthorised Absences

The above absences were authorised by the GB. The Chair advised that from this date on, N. Bell will be on sabbatical due to ill health. As a result it would be necessary, once again, to appoint a Vice Chair of Governors. The Chair will contact the FGB in order to hold an election.

4/ Declaration of Business Interests

Those in attendance were asked if there had been any changes in circumstances in connection with their original Declaration of Business Interests. Their reply was ‘No Change’.

5/ The following documents had been placed on Governors’ Frog and give the GB an opportunity to raise any questions or concerns prior to the meeting:
a) **Headteacher’s Commentary – As read**

The Head advised that he was presenting the GB with a balanced budget for the 2016/17 financial year. The carry forward figure of £512K was within the acceptance limit set by the Local Authority. He advised that approximately £320K had been set aside for a number of projects to include the following:

i) Galilee Lift replacement: £60K (Summer works)
ii) Bethlehem Air Conditioning: £86K (Summer works)
iii) New Car Park Gates: £20K (Summer works)
iv) Canopies for Students’ Shelter: £50K (Summer works)
v) Learning/Language Support Intervention Staff: £32.5K
vi) Pension costs of staff retiring early: £70K

The Head advised that, in the coming two weeks, he would be requesting the approval from the FGB for the above-mentioned Summer works to proceed, as these needed to be carried out during the school’s Summer break and relevant companies needed to be notified and booked up in advance. The FGB will be contacted with the request(s) via email as and when the various quotes were received for Governors to approve them. Governors would be kept informed about the progression of the various projects.

**Decision:** After careful consideration, the FGB agreed for all the above projects to proceed.

**Action:** The Headteacher / Director of School Operations will email the FGB as and when the various quotes are received.

b) **Cost Centre Report 2015/16 and Finance Overview – As read**

The Head referred to the Cost Centre Report and the Finance Overview which, as requested by the GB, had been prepared in the style they asked for and it provided a clear view of the school’s finances from April 2015 to March 2016. He advised that any cost centres’ overspends would be addressed in their 2016/17 allocations. The 2015/16 budget was very much in line with what had been presented to governors at recent Finance Committee meetings. A governor raised a query regarding “Support Technicians” and the large virement that had taken place.

**Action:** The Headteacher will email the FGB with more information.

c) **2016/17 Budget – As read**

The Head advised that through efficiency savings he and the Finance Team had been able to produce a balanced budget for 2016/17; however, the most significant risk to our budget estimates, over the coming year, would be the number of sixth form students. In addition, the national funding formula, to be announced in June, may impact hard on our school.

A governor queried the cost of ‘Supply Cover’. The Head advised that, for various circumstances, the appointment of a teacher is deferred and such vacancy is initially covered by agency staff until an appointment is finally made. A governor queried the higher cost of public liability insurance in previous years. The Head advised that this was due to payments made in advance as it is usually
the case of Exams payments. A governor pointed out that a great deal of personal information regarding members of staff had been provided to the FGB. Governors requested that, in future, only job titles and no names or salaries were mentioned.

**Decision 1:** The FGB requested that, in future, reports should only contain job titles. No members of staff names or salaries were needed.

**Action 1:** The Headteacher will liaise with the Finance Team and the relevant columns of the report to be removed.

**Action 2:** The Clerk will remove this information when the document is replaced on Governors’ Frog.

**Decision 2:** After careful consideration, the 2016/17 Budget presented by the Headteacher was unanimously agreed, approved and ratified by the Full Governing Body.

**Action 3:** The Headteacher will notify this decision to the Finance Team.

The FGB wished to thank the Finance Team for working so hard to achieve a balanced budget for 2016/17.

d) **Four-Year Budget Plan - As read**

The Head advised that the school would be financially sound in the forthcoming financial year. However, by the third year, there would be salary increases and the budget would have to factor this. As mentioned earlier, the new national funding formula would impact hard on the school’s budget.

**Governors’ Decision:** Noted.

**Action:** The Headteacher will keep FGB informed.

e) **Draft Minutes of Pre-Budget Meeting on 16/03/2016 – As read**

The Governors agreed that the document contained what had already been discussed at that meeting. A governor queried why teacher leavers were not being replaced immediately. The Head explained why the school used agencies to initially cover a vacancy and the subsequent recruitment process.

**Decision:** Minutes were agreed.

6/ **Approval & Ratification of the 2016/17 Scheme of Delegation for the Main Account (including: School Events & School Meals)**

The Scheme of Delegation for the Main Account had been placed on Governors’ Frog for the GB to read and raise any questions. The document was taken as read.

**Decision:** After careful consideration, the Scheme of Delegation for the Main Account was agreed, approved and ratified by the GB.

7/ **Approval & Ratification of the following documents:**

The following documents had been placed on Governors’ Frog for Governors to read prior to the meeting. A ring-binder containing these documents was also available at the meeting.

a) **Authorised BACS and Cheques Signatory List 16/17** - This document will be valid until 31st August 2016. The Signatory List will be reviewed in September 2016 and, if required, a new signatory will be appointed. The GB will be required to approve and ratify the revised document at their first meeting in the Autumn Term.

b) **BACS & Cheque Payment Procedures 16/17**
c) **List of Schools’ Bank Accounts 16/17**

d) **Protocols for Signatories of Cheques & BACS Payments 16/17**

e) **Governors Account Finance Procedures 16/17**

f) **Main School Account Finance Procedures 16/17 (include: School Meals and Schools Events procedures)**

g) **Model Framework for Management of a School Budget 16/17 – Both Internal and L documents**

h) **School’s Finance Policy and Procedures 16/17**

i) **Statement of Internal Control 16/17**

j) **List of Exemptions 16/17**

k) **Governors’ Allowance Policy 16/17**

l) **Governors’ Claim Form 16/17**

m) **Adoption of Ealing Education Services Finance Handbook**

**Decision:** The Full Governing Body agreed to approve and ratify the above-mentioned documents as proposed by the Headteacher.

**Action:** The Chair of Governors, Chair of Finance and Headteacher to sign the above-mentioned documents as required.

8/ **AOB:**

The Head advised as follows:

a) **Summer Works:** Quotes will be emailed to the FGB as and when received

b) **Complaints Policy:** The school is currently formulating a new Complaints Policy

c) **Large Carry Forward:** Governors were asked if some of the carry forward money could be used towards students’ enrichment activities. A short discussion took place.

**Decision:** After careful consideration, the FGB agreed in principle to this proposal.

**Action:** The Head will provide more information at the next FGB meeting in the summer term.

d) **Headteacher’s Review:** A date needs to be set up and agreed upon.

9/ **D.O.N.M.: Summer Term Meeting:** Wednesday 29th June 2016 – 7pm

Meeting closed at 8.15 pm

Part ‘A’ Minutes Approved by: …………………………………………

Maggie Pound  
Chair of Governors

*Roz Smith*  
*Clerk to the Governors*