

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Wednesday 28th June 2017 - 7.00 pm

Present at the meeting:

Name	Category of Governor	Information
Nicholas Arratoon	Co-Opted	
Nicola Atkinson	Foundation	
Nicole Charles-Morrell	Parent	<i>Vice of Governors & Chair of Admissions Panel</i>
Father John Egan	Foundation	
Saiid Ghobadian	LA (Citizen)	<i>Chair of Catholic Life Committee</i>
Michael Kiely	Staff	<i>Headteacher</i>
Leo Lambe	Foundation	
Lystra Luke	Foundation	<i>Chair of Pay Review Panel</i>
Pat McCarthy	Foundation	<i>Vice Chair of Resources Committee</i>
Jim Moreland	Foundation	<i>Chair of Curriculum Committee</i>
Maggie Pound	Foundation	<i>Chair of Governors</i>
Michelle Samuel	Foundation	
Richard Smith	Staff	
Roz Smith		<i>Clerk to the Governors</i>

The meeting was declared quorate.

PART 'A' MINUTES

1/ The meeting opened with a prayer.

The Head advised that our school's pupils and staff had raised the amount of £2,200 fundraising towards the victims of the Grenfell fire tragedy. The money had been donated to the Catholic Children Society.

2/ **Apologies for Absence**

The following is a record of Governors' non-attendance:

Name	Category	Apologies: Received / Not Received	Authorised / Unauthorised Absence
Betty Bonnardel-Azzarelli	Foundation	<i>No Apologies Received</i>	Unauthorised Absence

3/ **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'.

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

The Headteacher's Report had been made available to the FGB and it was taken as read and agreed. The Headteacher's Report included: Chaplain's Report, **Safeguarding and Child Protection Report, Recording & Reporting of Racists Incidents Involving Pupils** and Updates on Finance, Pupil Premium, Staff and SEN.

The Headteacher provided the following updates:

Chaplaincy: The Acting Chaplain would be leaving our school at the end of the Summer term as he would be moving to the USA where he would be getting married. The School Chaplain would be returning from maternity leave on 10th July 2017 and she would be working on a part-time basis, three days p/week. It was envisaged to appoint a part-time Deputy Chaplain who would also be working three days p/week, thus enabling the Chaplains to have a day's cross over during the week. There was a strong candidate who would be interviewed in the next few days. The school was hopeful to find a Deputy Chaplain to support the Chaplain from next academic year.

7.10pm – Michelle Samuel and Nicole Charles-Morrell arrived.

A governor queried if there were any concerns raised by the Acting Chaplain. The Head replied that other than workload he was not aware of any concerns; however, he would meet with the Chaplain and, in turn, he would notify the Chair of Catholic Life if there were any issues or concerns to report.

Action: The Head to liaise with Acting Chaplain and contact Governors with information.

Pupil Premium: The Head advised that, in previous year, when our Pupil Premium students were benchmarked against other students at our school, the statistics were not very good. This year, however, those pupil premium students were positioned at the top 3% in the country, this was great progress but, it was still not great statistics at our school. The school was currently addressing this.

Premises: The Head had to cancel a recent meeting with the astro-turf company because our school had not yet received any news from the LA regarding our planning permission application. The Planning Officer had been away on leave and had just returned to Ealing; following a telephone conversation, the LA's Planning Officer had re-assured the Head that the planning permission process for our school would be accelerated.

Staffing Update: The Head advised that the two vacancies for Teachers of Maths could be filled this week. In addition, a number of candidates were being interviewed the following day for the vacancy of Teacher of MFL and, the following Monday, there would be interviews for the vacancy of Teacher of History. If the school managed to appoint teachers for these vacancies, there would be a full complement of staff for the new academic year.

Pupils: The Head referred to the questions raised by one of the Governors regarding exclusions and confirmed and advised that he had emailed his reply to the FGB.

Safeguarding:

A governor highlighted that there was just one counsellor employed for a number of hours per week at our school and, if so, the query was "Were these sufficient hours to help our students?" The Head replied that the school was aware of this and was being proactive and, to this effect, an additional counsellor had been brought in once a week; nevertheless, the school would greatly benefit if at least five counsellors could be employed. Admin support for heads of year would be very helpful but this was out of our reach due to payroll costs. The school had cut back as much as possible and could not cut any more. He added that Chaplaincy had carried out some counselling work and the school would like to do more but there was no capacity for it at present.

There were no further questions.

5/ Admissions Update

The Chair of the Admissions Panel advised that there was nothing to add at this point.

6/ Approval of Residential School Trips to be held in the Autumn Term 2017 / Spring Term 2017

The Headteacher advised that no applications had been submitted by teacher colleagues.

7/ Headteacher's Review Date / Review Panel Membership / Essential Governors' Training

The Chair of Governors advised that the Head's Review was due to take place in the Autumn Term and a date for the Review would be confirmed in September 2017. The Review Panel would include the CoG, J Moreland and M Samuel and she pointed out that this would be the current panel's final year in office. A new panel comprising three governors would be required for September 2018. The CoG asked Governors to become involved in this Panel's important role. N Arratoon agreed to participate in the Head's Review

training. The CoG advised that training usually took place at Ealing Education Centre, Greenford during September.

Action: N. Arratoon to book a place in the Head's Review training at the EEC.

8/ School Policies

The Head advised that the relevant school's policies for review would be emailed by the Director of School Operations (DSO) to the School Policies Review Working Panel. Any comments, amendments, etc. should be emailed to the DSO as soon as possible since they needed to be agreed and ratified by the FGB at their first meeting in September. The Chair invited those in attendance to join the School Policies Review Panel. **L Luke and J Moreland** agreed to join the Panel.

Decision: Members of the School Policies Working Panel agreed to email their comments to the Director of School Operations by the deadline given.

Action: The Clerk will notify the Director of School Operations of the new members of the Panel.

9/ Academy Status Update

Confidential Item – Part 'B' Minutes

10/ General Data Protection Regulation 2016

The Chair advised that the General Data Protection Regulation 2016 came into force on 24th May 2016 and would apply in all Member States of the EU from 25th May 2018. In the UK, it would replace the Data Protection Act 1998. The Head advised the school was hoping to put this in place this year. One of our AHTs was working on this and the expectation was to get it done during the summer. The Head would bring an update to the FGB at their meeting in September. A governor queried if the LA could help the school. The Head replied that there would be a common format that schools could fall on and perhaps a template could be used; he added that he would propose it at the next Ealing Headteachers' meeting.

Decision and Action: An agenda item on this subject to be included at the next FGB.

11/ Proposed Cardinal Wiseman School Summer Works 2017 – Phase 2

The Governors had been provided with the Headteacher's rationale for the school's proposed Phase 2 Summer Works. The document was taken as read. The Head advised that at the Spring Term Resources Committee meeting, he had put forward his request along with costs for these works which would transform the area behind the school into a new recreation area for our students. The Resources Committee had agreed to proceed but the works would be subject to the agreement and approval of the FGB. Following a brief of the proposed works, costs involved and quotes received, the Head asked the FGB to consider his proposal. A governor asked if there would be enough soil for these works. The Head confirmed there would be enough to raise a grassy area. A governor asked if there would be any benches or garden furniture in that area. The Head replied that perhaps there could be in the future, as money became available, but that would be another decision for the FGB to make in the future. The Head advised that, assuming the school obtained planning permission for the all-weather surface, works could commence immediately. A governor asked when these works would start. The Head advised that the school was ready to start but we were still waiting to receive the planning permission from the Local Authority. He added that 1st June 2017 had been the designated date but no decision had been received by the school by that date. The Head advised that he would contact the LA's Planning Officer, who had recently returned to work, and who had advised that our application would be prioritised. No further questions were raised and governors agreed to proceed with the proposed works.

Decision: After careful consideration, the FGB agreed and approved the Headteacher's proposed Phase 2 Summer Works.

12/ Review of Sub-committees in place, their membership and terms of reference.

The List of Subcommittees and Working Panels had been provided to all Governors prior to the meeting and it was taken as read. The FGB was advised that the new Resources Committee had elected Betty Bonnardel-Azzarelli as Chair of the Committee and Pat McCarthy had been elected as Vice Chair.

The following governors agreed to join the **School Policies Working Panel: J Moreland and L Luke**. The List will be updated in September 2017 as two Governors will be leaving at the end of the Summer Term: Leo Lambe and Richard Smith. There were no other changes to the committees' membership.

Decision: The FGB agreed to delegate the appointment of clerks, the election of Chairs and the terms of reference of each sub-committee to the sub-committees themselves.

Action: The Clerk will email the updated List of Subcommittees to the GB.

13/ Approval of Ledger Code Virement

Virement Ref CWHS No. 1 dated 23rd June 2017 for £60K had been provided to Governors prior to this meeting. The document taken as read. The Headteacher advised that the Virement exceeded his Scheme of Delegation and he was therefore requesting the FGB's approval. The Head confirmed that the Virement was required to cover the cost of 'long-term supply cover' up to the end of the Summer term. The Virement would be transferred from "Teachers' Salaries" to the "Agency Contract Supply" capitation. The Head added that the school was currently interviewing and making staff appointments; he added that in September he would have a final figure for a virement to be approved by the FGB for the remaining of the current financial year.

Decision: After careful consideration, the GB agreed to approve the above-mentioned Virement.

14/ 2017/18 Proposed Governors' Meeting Dates

At this meeting, Governors reviewed and updated the 'proposed' Governors' Meetings Dates for 2017/18 against the recently published school's 2017/18 academic year calendar to ensure Governors' meetings did not clash with other school events.

Decision: The 2017/18 Proposed Governors' Meetings dates were agreed.

Action: The Clerk will update the dates and the final document will be emailed to the GB.

15/ Code of Conduct for the Governing Board

A copy of the Code of Conduct had been provided to the Governors to read prior to the meeting. The document was taken as read. The CoG advised that the document was for their information only and she would be signing it on the FGB's behalf at the end of the meeting. The document would be reviewed on an annual basis along with the School's Policies at the first FGB meeting in the Autumn Term.

Action: The FGB acknowledged the document and action to be taken.

16/ Correspondence to the Chair of Governors

Confidential Item – Part 'B' Minutes

17/ Report of Governors' Visits

The CoG advised that she had visited the school to carry out a Safeguarding Visit which included E-safety, chemicals storage (Science Dept) and medication storage (Medical Room). Her visit had been recorded accordingly. A governor queried what would happen if there was a fire and diabetic pupils needed their medication. The Head replied that students would have their own medication with them. The CoG encouraged all governors to visit the school and to contact the Headteacher prior to the visit to arrange a convenient date and time. The school Receptionist would provide the relevant forms to be completed at the end of the visit then these should be handed to the Head's PA.

18/ a) Governors' Training & Updates and b) Affiliation to the National Governors' Association

- a) The Clerk advised that a number of flyers containing Governors' training information at Ealing Education Centre had been placed on Frog along with the 2017/18 CPD programme organised by the Diocese of Westminster. Governors were encouraged to participate in the courses available and to advise the Clerk so their training records could be kept up-to-date. Governors were reminded of the new course booking method recently introduced by the Diocese of Westminster. The CoG confirmed she had recently attended a refresher course on Safeguarding. L Luke advised she would be also taking part in Safeguarding training.

- b) The Clerk encouraged Governors to access the National Governors' Association for information available in the website and they should also be receiving e-newsletters with governance updates.

19/ Governors' Social Event

As in previous years, the CoG proposed to hold a Governors' Summer Social Evening before the end of term and those in attendance agreed. A date, place and time were selected and Governors agreed to contact the Clerk to confirm their participation.

Action1: The Clerk to email Governors to ascertain who would be attending in order to make a table reservation.

Action2: Governors to contact the Clerk asap.

As this was the last meeting for **Richard Smith as Staff Governor**, the GB thanked him for his commitment during his term of office and wished him well in his new job. The GB also wished to thank **Leo Lambe, Foundation Governor**, for his dedication and commitment to the school over the past few years. Both Governors would be leaving at the end of the Summer term.

8.30pm – Richard Smith left the meeting

20/ Minutes of Previous Meeting(s):

The Minutes of the FGB meetings held during the Spring Term had been made available to the GB. The following documents were taken as read:

- **Spring Term Full GB meeting held on 23rd March 2017: Agreed.**
- **Budget Setting Full GB meeting held on 25th April 2017: Agreed.**
- **Extraordinary Full GB meeting held on 14th June 2017: Agreed.**

21/ Matters Arising

➤ Spring Term Full GB meeting held on 23rd March 2017:

Request to the Admissions Panel: Following the proposal made at the Spring Term FGB meeting, the Head advised that he would carry out a staff survey about the possibility of including in our school's Admission Criteria, a line whereby "*the children of members of staff could be given priority for admission*".

Action: The Head will bring the results of the survey to the next FGB meeting.

➤ **Budget Setting Full GB meeting held on 25th April 2017: None**

➤ **Extraordinary Full GB meeting held on 14th June 2017: None**

Typo corrections on page 4 were modified by the Clerk as requested by a governor.

22/ Minutes of Last Committee Meetings + Updates (Verbal)

Copies of the Draft Minutes of the various Sub-committees meetings that took place during the Summer Term had been made available to Governors. The documents were taken as read.

▪ **Admissions (N Charles-Morrell)**

The Chair made reference to the request made by a member of staff at the FGB in the Spring Term and pointed out that it would be important to know how many members of staff would be interested in order for the Admissions Panel to discuss and address their request. The Head advised that two members of staff had approached him and, in his opinion, this request should be considered by the GB. The CoG proposed that an additional Admissions Panel meeting be held as soon as the new academic year commenced, all governors agreed.

Decision: After careful consideration, the FGB agreed for the Admissions Panel to hold an additional meeting to discuss further the above-mentioned request.

Action: The Admissions Panel agreed to hold a meeting on 20th September 2017 from 6pm, prior to the Full GB meeting that same evening.

▪ **Catholic School Life (S Ghobadian)**

The Catholic School Life sub-committee held its Summer term meeting on 10th May 2017.
The draft Minutes of the above meeting were taken as read and agreed.
There was nothing further to report.

▪ **Curriculum (J Moreland)**

The Curriculum sub-committee Summer Term meeting was held on 11th May 2017.
The draft Minutes of the above meeting were taken as read and agreed.
There was nothing further to report.

▪ **Resources (MPound in the absence of BBonnardel-Azzarelli)**

The first Resources Committee meeting had taken place on 18th May 2017.
The draft Minutes of the above meeting were taken as read and agreed.
There was nothing further to add.

▪ **Pay Review Panel (L.Luke)**

No meeting had taken place during the Summer term.
There was nothing further to add.

23/ **D.O.N.M.: Wednesday 20th September 2017 at 7.00pm (Additional FGB Meeting)**

Meeting closed at 8.40pm

Part 'A' Minutes Approved by:

Maggie Pound
Chair of Governors

Roz Smith

Clerk to the Governors