

Prior to this meeting, the Headteacher took a number of Governors on a tour of the field being re-developed with astro-turf.

The Cardinal Wiseman Catholic School
Minutes of the Additional Full Governing Body Meeting
Wednesday 20th September 2017 - 7pm

Present at the meeting:

Name	Category of Governor	Information
Nicholas Arratoon	Co-Opted	
Nicola Atkinson	Foundation	
Nicole Charles-Morrell	Parent	<i>Elected Vice Chair of Governors at this meeting</i>
Fr John Egan	Foundation	
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Foundation	
Pat McCarthy	Foundation	
Maggie Pound	Foundation	<i>Elected Chair of Governors at this meeting</i>
Roz Smith		<i>Clerk to the Governors</i>

The meeting was declared quorate.

PART 'A' MINUTES

1/ The meeting opened with a prayer.

2/ **Apologies for Absence**

The following is a record of 'Apologies' received from the following Governors by 7pm on the day of the meeting:

Name	Category	Apologies: Received / Not Received	Authorised / Unauthorised Absence
Betty Bonnardel-Azzarelli	Foundation	Apologies Received	Authorised
Saiid Ghobadian	LA	Apologies Received	Authorised
Jim Moreland	Foundation	Apologies Received	Authorised
Michelle Samuel	Foundation	Apologies Received	Authorised

3/ **Governing Body Membership**

The Clerk advised that The Cardinal Wiseman Catholic School's Governing Body membership needed to be fully represented as per the Instrument of Government and confirmed that our current Governors' Terms in Office were as follows:

Name of Governor	Type of Governor	Term of Office Ends	Action
Nicola Atkinson	Foundation	31 August 2020	
Nicholas Arratoon	Co-Opted	31 August 2020	

Betty Bonnardel-Azzarelli	Foundation	Re-appointed by DofW from 1/09/17 to 31/08/2021	
Nicole Charles-Morrell	Parent	30 November 2017	See note below
Fr John Egan	Foundation	31 August 2018	Governor will need to contact DofW for re-appointment
Saiid Ghobadian	LA	22 February 2020	The LA appoints
Michael Kiely	Staff (H/Teacher)	Continuous	
Lystra Luke	Foundation	31 August 2019	
Pat McCarthy	Foundation	31 August 2020	
Jim Moreland	Foundation	31 August 2018	Governor will need to contact DofW for re-appointment
Maggie Pound	Foundation	31 August 2018	Governor will need to contact DofW for re-appointment
Michelle Samuel	Foundation	31 August 2019	

The CoG advised that Nicole Charles-Morrell had confirmed that she would like to apply to the Diocese of Westminster and be considered to become a Foundation Governor at our school. The CoG proposed that should Nicole's appointment by the Diocese not be processed and completed by the time her term of office as Parent Governor ended, would the FGB consider approving Nicole's appointment as a Co-Opted Governor until the time the Diocese confirmed her appointment as a Foundation Governor. A short discussion followed and the GB agreed to this proposal.

Decision: After careful consideration, the FGB agreed to proceed as proposed by the CoG.

Action: Nicole Charles-Morrell will contact the Diocese of Westminster to complete the relevant paperwork.

The Clerk advised that the Governing Body had the following vacancies:

- *1 Foundation Governor*
- *1 Co-Opted Governor*
- *1 Parent Governor*
- *1 Staff Governor*

Foundation Governor: There was currently one vacancy for a Foundation Governor which may be filled up as discussed and agreed earlier.

Co-Opted Governor: The school had signed up to 'SGOSS' for the recruitment of Co-Opted Governors. Arrangements had been made with SGOSS for more applicants to be put forward for the current vacancy.

Staff Governor: The Head advised that the school would be electing a Staff Governor during the Autumn Term. The Head had received an expression of interest and he confirmed that said member of staff would be the right person to fulfil this vacancy. Information about this role would be sent to the applicant and possibly,

an election and an appointment of a Staff Governor could take place this term. The Head would oversee the nomination(s) and election.

Parent Governor: There was currently one vacancy for Parent Governor and since there would be a second vacancy by the beginning of December, the CoG proposed for a Parent Governors election to be held in January 2018. The CoG provided details of the process of nominating and electing a Parent Governor. As per the previous election, it was agreed that the school's "VLE Frog" should be used for the voting element of the election as it had proven very successful.

Decision: The GB acknowledged the above information and agreed for the recruitment of the Co-Opted Governor to continue through SGOSS and for an election to take place to recruit two Parent Governors in January 2018 and one Staff Governor during the Autumn term.

Action: The Clerk will put the Parent Governor election in action in due course and the Headteacher would oversee the Staff Governor election.

4/ Election of Chair

The Clerk confirmed that only one nomination had been received: **Maggie Pound**

Those in attendance unanimously voted to elect Maggie Pound as the Chair of Governors at The Cardinal Wiseman Catholic School for a period of one year. This was seconded by Nicola Atkinson, Foundation Governor.

5/ Election of Vice-Chair

The Clerk confirmed that only one nomination had been received: **Nicole Charles-Morrell**

Those in attendance unanimously voted to elect Nicole Charles-Morrell as the Vice Chair of Governors at The Cardinal Wiseman Catholic School, for a period of one year. This was seconded by M Kiely, Headteacher and Staff Governor.

6/ Declaration of Business Interests 2017/2018

A Declaration of Business Interest form had been sent to each member of the Governing Body and they had been asked to read the guidance notes, complete and sign the form and return it to the Clerk at this meeting. Those in attendance handed in their Declaration forms.

Action: As per LA guidance, all Governors must declare any changes to their Declarations at each FGB and Committee meetings. The Clerk will contact those governors not in attendance to hand in their forms.

Action: The Clerk will maintain the Register of Governors' Pecuniary (Business) Interests.

7/ Minutes of Last Meeting - Agreed.

8/ Matters Arising from Last Meeting

Safeguarding: A governor queried if the number of hours the current counsellor(s) worked per week had been increased. The Head confirmed the school had increased the number of hours the counsellors worked at our school. A governor queried if counselling could be incorporated to the Chaplaincy team. The Head advised that he was not ready to make that call. There were no other matters arising.

9/ Policies Reviewed & Updated by the Schools Policies Working Panel: Ratification Required

The Chair advised that GWilkinson, Director of School Operations (DSO), had emailed to the Governors, members of the School Policies Working Panel, the policies that needed reviewing and updating this year. The Panel had read and sent back their suggested changes to the DSO for actioning.

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

- *Admissions Criteria – In Year*
- *18/19 Admissions Criteria Yr7*
- *2018 Admissions Criteria Yr12*
- *2017 Attendance Policy Yr7-11*
- *2017 Attendance Policy Yrs12&13*
- *2017 Behaviour Policy*
- *2017 Child Protection and Safeguarding Policy*
- *2017 Data Protection Act*
- *2017 Equalities Statement from Diocese of Westminster*
- *2017 Equality Statement*
- *2017 Mental Health Policy(New)*
- *2017 Pupil Premium Report (Still under review following the schools' recent exam results and will be presented at the next GB Meeting)*
- *2017 The Cardinal Wiseman Accessibility Plan*

The following comments were raised by the CoG:

- **18/19 Admissions Criteria:** The CoG advised that Mary Ryan at the Diocese of Westminster had made slight changes to the Criteria and the CoG was not completely certain if these had been addressed by the Admissions Officer. Unfortunately, the Admissions Officer had not attended the Admissions Panel meeting earlier this evening and the CoG could not verify the changes had been carried out. The CoG advised she would contact the Admissions Officer to confirm if the wording was correct; therefore, the FGB could not ratify the 18/19 Admissions Criteria until the changes were ascertained.

Decision: The ratification of the 18/19 Admissions Criteria will be delayed until the CoG ascertains its accuracy.

Action: The CoG will contact the Admissions Officer to confirm wording of the above-mentioned document and FGB will be advised accordingly.

- The CoG advised that, as recommended in the latest edition of the Director of Education Report, all schools should have **two Safeguarding** Governors. Our school only had one and it was important that another Governor undertook the essential training. The CoG provided details of what the training would entail. N Atkinson, Foundation Governor, came forward to take part in this training. The CoG agreed to take part in this training as well.

Action: The CoG and N. Atkinson will enrol on Safeguarding training.

On behalf of the School Policies Working Panel, the Chair recommended to the GB to agree, adopt and ratify, as a block, the above-mentioned policies.

Decision: After careful consideration, the GB agreed to adopt and ratify the policies as recommended by the Chair on behalf of the School Policies Working Panel.

Action: The Head will contact GWilkinson to upload these policies onto Frog and the school's website, as applicable.

10/ Additional Policies (not reviewed by the Working Panel) for Approval & Ratification

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

- A) *2017 Special Educational Needs Policy*
- B) *2017 Special Educational Needs Information Report*
- C) *2017 Supporting Pupils with Medical Needs*
- D) *2017 Pay Policy Support Staff*
- E) *2017 Pay Policy Teachers*
- F) *The Construction (Design & Management) Regulations 2015 (*)*
- G) *FGB Code of Conduct 2017*

A) 2017 Special Educational Needs Policy

The Head advised that there were currently three pupils with a high level of special needs; therefore our school needed to address this and have a policy in place. He confirmed that accessibility changes had been set-up for these pupils' particular needs and provisions were being made for them on a daily basis.

B) 2017 Special Educational Needs Information Report - Noted

C) 2017 Supporting Pupils with Medical Needs

The following queries were raised by the Governors:

-If this was a new provision, when would parents be expected to sign this document? The Head provided a case scenario and agreed to find more information.

Action: The Head will contact the Senior Deputy Head to provide more information on this.

-Would parents have to sign a consent form for the school to administer any other medication? Governors agreed the policy should explain this process and a statement should be written on the document.

-A governor queried the use of epipens or asthma inhalers and referred to the policy that states that "students should not carry their medication" and pointed out the recent communication received from a Head of Year pointing out that 'inhalers and epipens should be carried at all times'. This section needed to be clearer to avoid confusion or misinterpretation.

Decision: The CoG proposed for the GB to read the policy again and contact the school with any further queries.

Action: The Head will look into this policy carefully, liaise with the relevant members of staff and, once queries had been answered, he would email the revised document to the GB for approval and ratification.

D) 2017 Pay Policy Support Staff – Agreed

E) 2017 Pay Policy Teachers

The Head advised that LA guidance advised that all teaching staff should receive a 2% rise; unfortunately, this was unaffordable for our school as this rise had not been budgeted for. He added that Headteachers from local high schools had confirmed their schools would not be able to afford such increase either. Therefore, he would like to recommend that a rise of 2% be given at M1 grade and a 1% rise be given across the board. The FGB agreed this was a sound financial decision.

Decision: After careful consideration, the FGB agreed to proceed with the Head's recommendation.

Action: The Head will notify the Director of School Operations.

F) The Construction (Design & Management) Regulations 2015 (*)

The CoG advised that the Diocese of Westminster had asked for this document to be signed by Governing Bodies on a yearly basis. The CoG queried if she would have to monitor this or should the contractors, the Head or the Site Manager be in charge of this. The CoG raised grave concerns about governors' liability and was not prepared to sign this document. The Head advised that the responsibility would be given to whoever carried out any construction work at the school. The CoG proposed to ask the Diocese to clarify this. The FGB agreed unanimously.

Decision: The FGB unanimously agreed not to sign this document until clarification was obtained.

Action: The CoG will write to the Diocese of Westminster to obtain further clarification.

G) Full Governing Board Code of Conduct 2017

Decision: The FGB agreed and ratified this document.

11/ 2017/18 List of Statutory & Non-Statutory School Policies for approval and ratification

The List of School Policies had been updated by the Director of School Operations (DSO) and had been provided to the Governors in advance of this meeting. The document was taken as read. The Chair recommended, on behalf of the School Policies Working Panel, to agree and ratify this document.

Decision: The GB unanimously agreed to ratify the 2017/18 List of Statutory & Non-Statutory School Policies as recommended by the Chair on behalf of the School Policies Working Panel.

Action: The Head will notify the DSO so this document is uploaded onto Frog and the school's website, as applicable.

12/ Admissions Policy 2019/20 Update

The Chair of the Admissions Panel advised that the Panel had met prior to this meeting to discuss the request about Catholic and non-Catholic members of staff having their children admitted at our school. The Panel had given this request careful consideration and had discussed how and what priority would be given to such request; particularly as this may be of benefit for staff recruitment and retention purposes. However, it was considered that for non-Catholic members of staff, this change would not be of any benefit to them at all. The Panel had agreed that it would be unfair to put practising Catholic children against non-Catholic children. The Chair advised that the Panel was not recommending the change to the 2019/20 Admissions Criteria but it was the Full Governing Body's final decision whether to agree to proceed or not. A discussion followed to ascertain if other Catholic schools had introduced this in their admissions criteria. A governor added that this may possible at non-Catholic 'Free Schools'. Those Governors in attendance reached the decision not to proceed with the request to modify the school's 2019/20 Admissions Criteria. The Headteacher did not agree with this decision.

Decision: After careful consideration, the FGB reached the decision not to modify the 2019/20 Admissions Criteria. The Headteacher did not agree with the decision reached.

Action: The Headteacher will notify members of staff at Briefing.

13/ General Data Protection Regulation 2016 Update

The Head advised that this was EU legislation that must be in place in 2018 and it had to be in place regardless of Brexit. The school was working with Ealing's HR to seek clarification and they were working on a template that would be suitable for schools. The Head confirmed that the school would always ensure that ICT equipment was recycled safely and properly and relevant documents would be in place by the Spring term.

14/ Academies Update

The CoG provided a short update of a recent meeting that had taken place at Ealing Council where 'academy conversion' had been the main agenda subject. The CoG advised that there were no further updates from the Diocese but encouraged Governors to visit the Diocesan's website and to read the 'Scheme of Delegation' that had been published therein.

15/ 2016/17 Enrichment Activities Update

The Headteacher advised that there had been a carry forward from the previous financial year to support the Enrichment Activities that took place during the 16/17 academic year. He added that this type of funding should be part of future financial planning; however, these enrichment activities could only happen if another provision was removed; nevertheless, he would like to continue with this type of enrichment activities for our pupils in the future. The Head advised that the current balance in 'Enrichment' budget would carry us until the end of the current financial year. In the course of last Summer's Big Days Out nearly every child in our school had participated. During the new academic year, the balance leftover in the Enrichment Fund would be used for activities such as football and basketball coaching, dance lessons, supporting the Duke of Edinburgh award, public speaking and debating competitions and supporting the Music department for bands or choirs practice. In addition, the PE department would be recruiting its first 'apprentice' to bring in additional capacity in that

department. The Head advised that he may be requesting the FGB for further funding to help him continue with the enrichment programme at our school.

Decision: The GB acknowledged the Head's update.

16/ Update of Finance Procedures 2017/18 plus other finance matters

The following documents had been made available to Governors to read prior to this meeting and were taken as read:

a) Assets Register - Inventory

The Head advised that the annual update of our Assets Register had taken place in May 2017. A link to the Inventory had been provided but Governors could not access it. The Clerk will look into this.

Decision: The FGB could not acknowledge the Inventory at this meeting but it would be acknowledged via email or at the next FGB meeting if it was made available for viewing to the GB.

Action: The Clerk will look into uploading the Inventory onto a disc and for a copy to be placed on Governors' Frog for easier access to Governors.

b) Update of Authorised Cheque/BACS Signatories for 2017/18

Removed one signatory: Jags Somrah.

A new signatory was appointed: Aric Hickman.

Decision: The FGB acknowledged this document and agreed to approve and ratify it.

Action: The Head will ask the DSO to notify our Bankers and request for J Somrah to be removed from our bank mandate and for Aric Hickman to be included, accordingly.

c) Update of Scheme of Delegation: Main Account

Updated as per b) above and with those new budget holders in post from September 2017.

Decision: The FGB acknowledged this document and agreed to approve and ratify it.

d) Virement

The Head advised that a revised virement had been put forward for the FGB to approve at this meeting. It was a request to vire funds to the Supply Cover (Long-term/Contract) budget as the school needed to bring in agency staff to cover for members of staff who had left at the end of the 16/17 academic year, since funding for those teaching roles remained in the new academic year. He added that the virement would take us until the end of the current financial year but earlier today a colleague had advised that she would be off sick for the next three months. The Finance Team had therefore revised the original virement with a lower figure. The Head advised that he needed to clarify why this was the case and once he had more information and felt confident with the monies involved, he would email the FGB with this information and thus allow the GB to authorise it and for the CoG to sign the virement form.

Decision: The FGB acknowledged the information provided by the Head and agreed to approve the virement once further information had been obtained and relayed to them.

Action: The Head will liaise with the Finance Team and will contact the FGB the following week.

15/ **Confirmation of the following:**

a) *Membership of 2017/18 Committees and Panels - Agreed*

-Pat McCarthy had notified that he would like to remain in the Resources Committee. The Clerk advised that as Vice Chair of the Resources Committee, he would be linked to attend the Pay Review Panel meetings automatically. He agreed.

b) *Governors' Meetings Cycle for 2017/18 - Agreed*

-Catholic Life Committee: The new meeting date is Monday 13th November 2017

c) **Link Governors for 2017/18 - Specific Responsibilities**

The following governors agreed to continue as '*Governors with a Specific Responsibility*':

Child Protection:	Maggie Pound, Michael Kiely
Literacy:	Lystra Luke
Looked After Children:	Maggie Pound, Michael Kiely
Religious Education:	N Atkinson
Numeracy:	Nicole Charles-Morrell
Sex, Relationships, Teenage Pregnancy:	Michelle Samuel - TBC
Special Educational Needs:	Jim Moreland - TBC
Training Link:	Michelle Samuel – TBC

Action1: Since J Moreland and M Samuel were not in attendance, the Clerk will contact them to find out if they would like to continue holding the above-mentioned responsibilities.

Decision: The CoG requested that, during the Head's PA absence, Governors' Visits Forms be kept by the School Receptionist to hand these out when Governors visit the school.

Action 2: The Clerk will notify the Receptionist.

16/ **Training for Governors**

Head's Performance Review Training:

The CoG reminded those governors wishing to take part in the Headteacher's Performance Review that they must attend the 'Headteacher Appraisal' training provided by Ealing CPD on Wednesday 27th September 2017. L.Luke and N.Arratoon confirmed that they had attended this training the previous year.

Decision: It was agreed for the following Governors to take part in the Head's Performance Review: Michelle Samuel / Jim Moreland / Nicholas Arratoon / Lystra Luke

Action: The Head will contact Angela Doherty to confirm date and time for the Review. Information will be provided at next FGB meeting.

Diocese of Westminster Training & Ealing CPD

Governors were reminded that the Diocesan CPD Programme 2017 to 2018 booklet was available on Governors' Frog alongside leaflets of training provided by Ealing Council. Governors were encouraged to enrol and participate in Governors' training. The Clerk advised that the Diocese was using a new booking system which meant all applicants needed to pay using a credit/debit card at the point of registration. The CoG agreed for this to be added as an agenda item for next FGB meeting.

17/ **Other Updates**

The Head provided a short update as follows:

Exam Results: The school was very pleased with the results. There was only a small glitch at A2 Level but there would be scope to move further at that level next year.

Disciplinary Meeting: Unless a third governor came forward to participate in this meeting, the student would have to return to school. N. Charles-Morrell agreed to join the Disciplinary Panel.

Safeguarding: The Pastoral AHT had taken part in training and had carried out a survey of the "Jerusalem" building and he had advised that more CCTV cameras were urgently needed to monitor safety and behaviour at certain spots in that building and at other sites around the school. The cost of the additional cameras would be £25K approximately but this would leave no funds in the Site Maintenance budget. The Head advised that should there be a surplus in the monies put aside for the field astro-turf project, this could be utilised for the additional CCTV cameras. A governor queried what would the consequences be if the school did not proceed with this. The Head replied that this was a safeguarding issue and he advised the CCTV cameras would be strategically placed in corridors to monitor students' movement particularly during lesson changeovers. The Head and the CoG provided details of the current problems met during lesson changeovers. The Head completely agreed with the Pastoral AHT recommendations of placing the CCTV cameras at key locations. The Head advised that he would be able to confirm if there would be a small surplus in the next couple of weeks. The CoG queried if the school had received any quotes and if they were competitive. The Head confirmed that he had already received a quote for 15 cameras at a cost of £25K. The CoG remarked that even if the surplus was not available, the Site budget should be used to purchase the cameras. The Governors in attendance agreed to proceed with the installation of 15 CCTV cameras in the school, as proposed by the Headteacher.

Decision: After careful consideration, those in attendance agreed to proceed with the purchase and installation of 15 CCTV cameras at a cost of £25K.

Action: The Head will liaise with the DSO and the Site Manager to proceed.

Residential Trips: The Head advised that requests for residential trips would be presented to the FGB at their next meeting. However, the MFL Department had just approached him for the approval of a residential trip to France which needed to be set up in Parentpay in order to start collecting monies from parents as a deposit for the trip was need very shortly. A governor queried if the department could delay this. The Head replied that the department would try but a deposit was required to be paid at very short notice hence the urgency to obtain FGB's approval. The Head advised that the trip needed to be initially authorised by the school's Educational Visits' Coordinator (EVC). He would email the application form to the FGB for their perusal and approval as soon as the EVC had authorised it. The Head advised that all other residential trips application forms would be available at the next FGB meeting. Provisionally, the following departments had contacted him:

- MFL: Trips to France and to Spain
- PE: Trip to Paris
- History: Field Trip to The Somme
- R.E.: Pilgrimage to Lourdes

The CoG requested that during next FGB meeting, it was important to discuss the expectations about Ofsted on Governance along with the latest proforma document. The CoG requested an agenda item to be included for the next FGB meeting.

Action: The Clerk to add this agenda point.

18/ **Date of Next Meeting: Thursday 12th October 2017 – 7 pm**

Meeting closed at 8.35 pm

Part 'A' Minutes Approved by:

**Maggie Pound
Chair of Governors**

*Roz Smith
Clerk to the Governors*