

**The Cardinal Wiseman Catholic School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 12<sup>th</sup> October 2017 - 7.00 pm**

**Present at the meeting:**

**PART 'A' MINUTES**

<b>Name</b>	<b>Category of Governor</b>	<b>Information</b>
Nicholas Arratoon	Co-Opted	
Nicola Atkinson	Foundation	
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee</i>
Nicole Charles-Morrell	Parent	<i>Vice Chair of Governors &amp; Chair of Admissions Panel</i>
Fr John Egan	Foundation	
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Parent	<i>Chair of Pay Review Panel</i>
Patrick 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>
Gavan Rewt	Staff	<i>Officially welcomed at this meeting</i>
Michelle Samuel	Foundation	
Roz Smith		<i>Clerk to the Governors</i>

The meeting was declared quorate.

1/ The meeting opened with a prayer.

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

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

<b>Name</b>	<b>Category</b>	<b>Apologies: Received / Not Received</b>	<b>Authorised / Unauthorised Absence</b>
Saiid Ghobadian	LA (Citizen)	Apologies Received	Authorised

**Welcome to Staff Governor**

Following the recent Staff Governor election, **Gavan Rewt** had been appointed as Staff Governor. His term of office would be from 10<sup>th</sup> October 2017 to 9<sup>th</sup> October 2021. Mr Rewt was officially welcomed to the GB. As a courtesy, a short introduction took place.

**Action: The Clerk will notify the LA of G Rewt's appointment as Staff Governor.**

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'. The Clerk advised that with the exception of one Governor, the remaining Governors had now completed and handed in their Declarations.

**Action: The Clerk will contact the Governor to ensure the Declaration is handed in.**

**4/ Minutes of Last Meeting**

The Minutes of last meeting were **agreed**.

**5/ Matters Arising from Last Meeting**

On page 4 of the Minutes, a governor advised that “Safeguarding” training would be undertaken by Nicola Atkinson and not Nicole Charles-Morrell.

**Action: The Clerk will amend the relevant section accordingly.**

*7.10pm – M Samuel arrived*

**6/ Committees / Panels Updates (Verbal):**

**i) Admissions (N Charles-Morrell)**

The Chair advised that:

- a) The CoG advised that our Admissions Criteria would not be changing; those in attendance were asked if they were in agreement with our current Admissions Criteria. The FGB agreed.
- b) The scrutiny of applications for admission to Year 7 would be held on Wednesday 15<sup>th</sup> November 2017. The Full GB was asked to attend and help with the scrutiny of applications.

**ii) Catholic Life (S Ghobadian – Not in Attendance )**

- a) The CoG advised that the Headteacher’s Report contained a full up-date.
- b) The Autumn Term Catholic Life subcommittee meeting would take place on Monday 13<sup>th</sup> November 2017.

**iii) Curriculum (J Moreland)**

- a) The Chair advised there was nothing further to add.
- b) Updates would be provided at the Autumn Term Curriculum meeting on Wednesday 22<sup>nd</sup> November 2017.

**iv) Pay Review (L Luke)**

- a) The Chair advised there was nothing further to add.
- b) The Pay Review Panel Autumn Term meeting would be held on Wednesday 1<sup>st</sup> November 2017.

**v) Resources (B Bonnardel-Azzarelli)**

- a) There was nothing further to add.
- b) Updates would be provided at the Autumn Term Resources subcommittee meeting on Wednesday 18<sup>th</sup> October 2017.

**7/ Headteacher’s Termly Report to Governors**

The Headteacher’s Report had been provided to the GB to read prior to the meeting. The Report was taken as read and agreed by the GB.

**8/ School Improvement/Link Partner**

The Head advised that the Acting Lead Education Professional 11-19 at Ealing Council would be visiting the school the following Monday and the relevant Report would be emailed to the governors

as soon as it was received. The Head highlighted that our school's overall Progress 8 score was at .86 which was very good and well above the National average.

#### **9/ Headteacher's Appraisal**

The CoG advised that, this year, the members of the Head's Review Panel would be: J. Moreland, M. Samuel and L. Luke. The CoG asked the Head to find out what dates and times the SIP would be available and, in turn, the Panel should let the Clerk know when they would be available.

**Action1: The Head is to find out what date(s) the SIP is available.**

**Action2: Dates will be emailed to above-named via the Clerk.**

**Action3: Governors must confirm their availability to the Clerk.**

#### **10/ Ofsted Expectations on Governance**

The Head advised that he and SLT were currently preparing documents and files for an imminent Ofsted visit and, in addition, our website was being updated. He added that during an Ofsted Inspection, inspectors would interview the Chair of Governors, the Chairs of Finance and Curriculum and our Safeguarding Governors and it would be advisable to arrange a script to prepare those Chairs for the interviews. The Head confirmed the school's SEF would be completed the following day.

#### **11/ Safeguarding Training for Governors**

The CoG advised that 'Safeguarding' training was taking place at Ealing Education Centre on 8<sup>th</sup> and 22<sup>nd</sup> November 2017, 22<sup>nd</sup> February 2018 and 22<sup>nd</sup> March 2018. Governors were encouraged to book themselves onto these courses.

#### **12/ Pupil Premium Strategy 2017/18**

The Head advised that his Report contained a Pupil Premium Update and a Strategy Statement. He added that the Deputy Head (Curriculum) would be providing more detailed information at the next Governors' Curriculum Committee meeting.

#### **13/ Admissions Request from LA – Part 'B' – Confidential Item**

#### **14/ Approval and Ratification of the following Residential trips:**

- A) *PE Dept: Trip to Disneyland, France*
- B) *RE Dept: Pilgrimage to Lourdes, France*
- C) *Languages:*
  - *Yrs 8&9 Trip to Normandy, France*
  - *Yr 8 Trip to Malaga & Cordoba, Spain*
- D) *History: Yr9 Trip to The Somme, France and Ypres, Belgium*

Governors had been provided with copies of the above-mentioned applications for residential trips that would take place in 2018. These documents were taken as read and understood. The Head advised that the above-mentioned applications had been submitted to him, the relevant paperwork had been sent to our LA for authorisation which was in the process of being obtained. However, the approval of the Full GB for these trips to take place was now required.

**Decision: After careful consideration, the Full GB agreed for the above-mentioned trips to take place on the proviso that all safeguarding elements had been fulfilled.**

**Action: The Headteacher will notify the Educational Visits Coordinator.**

## 15/ Approval and Ratification of the following documents:

The following documents had been provided to the Governors to read prior to this meeting and these were taken as read and understood:

a) £176,313 Virement Request from Teachers' & Other Staff Salaries to Agency Supply Contract

**Decision:** As discussed earlier in the meeting, the Full GB agreed and approved this virement request. However, the Chair of Resources requested that supply cover finance processes should be discussed further at the Resources Committee meeting in 2018.

**Action:** The CoG would sign the virement following that meeting.

a) £23,000 Virement Request from Site Projects to Site Maintenance

**Decision:** The FGB agreed and approved to proceed with this virement.

**Action:** The Chair of Resources will sign the virement.

b) Assets Register/Inventory

**Decision:** The FGB had sent their acknowledgement and approval via email.

c) Use of the School's Debit Card to book CPD courses for members of staff and governors with the Diocese of Westminster as per their new registration system.

The Head advised that, recently, the Diocese of Westminster had introduced a new booking system where applicants needed to pay at the point of registering into a course. This was proving to be a handicap as some of the courses were high in value and, although members of staff would be refunded, in practice, they should not be paying for courses with their personal credit/debit cards. The previous invoicing system used by the Diocese was no longer in place. He pointed out that members of staff and governors should not be expected to pay using their personal cards. The Head added that the most transparent route would be to use the school's debit card and he was requesting the FGB to approve this proposal and move forward. A governor queried the current process for booking courses and the Head provided details about our school's internal finance processes. He added that there was funding available for all governors to attend governance training courses. The CoG proposed for an agenda item to be added to the next Resources Committee meeting in order to discuss further the finance processes when using the school's debit card and upper spending limits.

**Decision:** The FGB agreed and approved the use the school's debit card for the payment of courses booked with the Diocese of Westminster.

**Action:** An agenda item will be added to the Resources Committee for further discussion of the finance processes when using the school's debit card.

## 16/ Director's Report to Governors

Information was noted and agreed by the GB.

A governor highlighted "Item 3 – Behaviour Policy" and asked for it to be checked to ensure it was compliant.

**Action:** The Head will check this and inform the FGB accordingly.

The CoG highlighted that training was available for governors as per "Item 26 – Governor Development Update" and governors were encouraged to take up the training opportunities provided.

## 17/ Correspondence to the Chair of Governors

The CoG advised that no correspondence had been received.

## 18/ Report of Governors' Visits to School

- N. Atkinson and M. Pound advised that they had taken part in an Exclusion Panel meeting.

- M. Pound, Chair of Governors, advised that she had carried out a Safeguarding visit.
- N. Atkinson advised that she had carried out a visit to the R.E. Department in her capacity as Link Governor for Religious Education.
- B. Bonnardel-Azzarelli, Chair of Resources, reported that she had met with the Headteacher, the Director of School Operations and the Assistant SBM to discuss school finance matters.
- Several governors confirmed that they had been on a tour of the new astro-turf field and were highly impressed with the project's progress.

The CoG added that it was important for governors with a specific responsibility to visit the school regularly. Arrangements for this should be made via the Headteacher. At the end of the visit, a 'Governors Visits' form should be completed and discussed with the Headteacher and then it should be handed to the Clerk to the Governors or the Head's PA. The document would be placed on Governors' Frog for governors to read it.

**19/ Any Other Update**

a) The Head advised that at a recent local Headteachers' meeting, it would appear that our school will be £100K underfunded next financial year. The CoG queried why this was the case. The Head advised that following the publication of the 'Hitachi Report', the number of FSM pupils enrolled at our school was low; therefore, Cardinal Wiseman would be the only school in Ealing that would be under resourced and the lowest funded in the Borough. The Head advised that this year's budget would have a very small carry forward figure. Our costs were going up and although we had cut down in expenditure this underfunding would have an impact on our teachers and support staff. The Head warned that there were grave concerns for the future. A governor suggested that families should be advised if they qualified for FSM status. The Head advised that it could be done once 'Universal' funding was released.

b) The CoG advised that the Scrutiny of Year 7 applications would take place on Wednesday 15<sup>th</sup> November 2017 from 5.30pm and she encouraged all governors to come in and help with this important governance role. N. Atkinson apologised she would not be able to assist as she has an interest -her child would be applying for a place at our school for Year 7 in September 2018. The FGB acknowledged this.

**Action: The CoG asked the Clerk to send a reminder to the FGB regarding the scrutiny.**

**16/ Date and Time of Next Meeting: Thursday 22<sup>nd</sup> March 2018 – 7 pm**  
**An additional Resources Committee meeting will be held on Thursday 22<sup>nd</sup> March 2018 from 6pm to discuss the 2018/19 pre-Budget.**

*Meeting closed at 8.00 pm*

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

**Maggie Pound**  
**Chair of Governors**

*Roz Smith*  
*Clerk to the Governors*