

**The Cardinal Wiseman Catholic School**  
**Minutes of the Full Governing Body**  
**Budget Setting Meeting**  
**Wednesday 25<sup>th</sup> April 2018 - 7.00 pm**

Present at the meeting:

**PART 'A' MINUTES**

Name	Category of Governor	Information
Nicholas Arratoon	Co-Opted	
Nicola Atkinson	Foundation	
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee</i>
Nicole Charles-Morrell	Co-Opted	<i>Vice Chair of Governors &amp; Chair of Admissions Panel</i>
Father John Egan	Foundation	
Michael Kiely	Staff	<i>Headteacher</i>
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	
Roz Smith		<i>Clerk to the Governors</i>

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:

Name	Category	Apologies: Received / Not Received
Gavan Rewt	Staff	Apologies Received

3/ **Authorised / Unauthorised Absences**

The above absence was authorised by the GB.

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/ **2018/19 Budget**

For this agenda item, the following documents had been provided to all Governors to give them an opportunity to raise any questions or concerns prior to the meeting:

- a) *Head's Commentary*
- b) *Cumulative Expense Analysis Report by Cost Centre 2017/18*
- c) *2018/2019 Budget*

*d) Four-Year Budget Plan*

*e) Draft Minutes of 22/03/2018 Pre-Budget Meeting*

**a) Headteacher's Budget Commentary – Taken as read**

The Head apologised for the late submittal of his Commentary to the Governors. He advised that at the Governing Body Pre-Budget meeting, Governors had agreed to utilise additional funding (the school's carry forward figure and parental contributions) to support the maintenance of provision and standards at our school in 2018-19. He added that the school had reached the point where current funding would be unable, for example, to pay teacher and support staff –modest though they were– pay rises without further cuts to provision. Further cuts to provision would put standards at our school at risk. The utilisation of those additional funds would offset this risk and these had been incorporated into the budget presented at this meeting. The Head advised that the 2017-18 Budget had closed with a **carry forward** figure of **£392,588.00** which would provide important support for the school to maintain outstanding provision in the context of continued austerity and underfunding.

**b) Cumulative Expense Analysis Report by Cost Centre 2017/18 – Noted and taken as read.**

The Head confirmed that the '**in-year**' **carry forward** figure of **£143K** (after £52K was set aside as 'committed' spending) was despite significant unexpected pressure on the teacher supply budget and some cost centres overspending; Budget Holders had already been spoken to. The Head provided details of our current contract with Ealing Council for the provision of peripatetic Music teachers. The Governors were alarmed to hear about the unfair contract set out by the Council. The Head advised that the DSO and the Head of Music were looking into finding an alternative solution. The Head added that textbook costs had increased due to the recent changes in the curriculum, exam costs had risen across the various examination boards and emergency supply cover costs had escalated due to an exceptionally severe flu virus that had affected large numbers of colleagues in the winter months. The Head advised that the school was currently advertising for the various teaching and support staff vacancies; however, the reality was that there was a shortage of teachers nationally. The teachers' salaries budget had been topped-up from other salary areas and, as per the recent Ofsted inspection, our school 'is value for money'.

**c) 2018/19 Budget – Taken as read**

The Head advised that the Resources Committee had met to discuss and finalise the 18/19 Budget. He confirmed that the only changes made had been to the 'add-on' salary costs for members of staff and these had been checked and updated accordingly thus making our salary costs very accurate. The Head advised that the 2018/19 Budget at present showed a £82K deficit but Governors had agreed to use reserve funds to support the budget in order to maintain our outstanding levels of provision. He added that, up to this evening, he had received the resignations from three members of staff and, possibly, there could be more by 31<sup>st</sup> May as that was the deadline for teachers to notify their resignation. The Head confirmed that a 4-year budget had been prepared but it should be read only as a forecast document. The Head advised that he was confident our school's 18/19 Budget would be fine but warned that governors needed to prepare for the subsequent financial years.

The following queries were raised:

- A governor asked if salary costs had been double-checked for accuracy. The Head confirmed these had been thoroughly double-checked by our previous Bursar who had been helping at our school to ensure the veracity of our members of staff salaries.

- A governor asked if the cost of staff cover would be higher in 18/19. The Head confirmed that this would be the case.
- A governor asked if those costs had been projected into next year's budget and, if so, were those proposed figures realistic. The Head replied that costs had increased the previous year due to the flu virus suffered by many members of staff; however, the allocations in the new budget were within margins of error.

The Chair of the Resources Committee confirmed that the Governors had reviewed and discussed the proposed 2018/19 Budget and, although they were recommending it, it was up to the Full GB's to make the final decision to approve and ratify the budget presented by the Headteacher.

**Decision: After careful consideration, the 2018/19 Budget presented by the Headteacher and, as recommended by the Resources Committee, it was unanimously agreed, approved and ratified by all the members of the Governing Body.**

**Action: The Headteacher will notify this decision to the Director of School Operations and LA.**

d) **Four-Year Budget Plan - Noted and taken as read.**

e) **Draft Minutes of Pre-Budget Meeting held on 22<sup>nd</sup> March 2018**

The draft Minutes of the Pre-Budget meeting had been provided to the Governors and they were taken as read. The Minutes were agreed.

#### 6/ **Approval & Ratification of the 2018/19 Scheme of Delegation for the Main Account**

The Scheme of Delegation for the **Main Account** had been provided to the Governors to read prior to the meeting and raise any questions. After careful consideration, the FGB decided to review it and make further amendments to this document. It was agreed to defer its approval until the Chair of Governors and the Chair of Resources had met with the Director of School Operations and Headteacher to amend and finalise the document. The Full GB would be contacted via email for their approval in due course.

**Decision: The Scheme of Delegation's approval and ratification to be postponed until document is further reviewed and amended.**

**Action1: The CoG and CoR will meet with the DSO and Head to amend and finalise this document.**

**Action2: The Clerk will email the Scheme of Delegation document to the Full GB for their approval.**

**Action3: Governors must email their decision to the Clerk within the given deadline.**

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

The following documents had been provided to Governors to read prior to the meeting, changes to these documents had been highlighted for ease of identification:

a) *Authorised BACS and Cheques Signatory List 18/19*

**Decision: Approved and ratified by the Full GB**

**Action: To be reviewed in September 2018 should it be required.**

b) *BACS & Cheque Payment Procedures 18/19*

**Decision:** Approved and ratified by the Full GB

c) *List of Schools' Bank Accounts 18/19*

**Decision:** Approval and ratification to be postponed until document is reviewed and amended.

**Action1:** The CoG and CoR will meet with the DSO and Head to amend and finalise this document.

**Action2:** The Clerk will email the document to the Full GB for their approval.

**Action3:** Governors must email their decision to the Clerk within the given deadline.

d) *Protocols for Signatories of Cheques & BACS Payments 18/19*

**Decision:** Approval and ratification to be postponed until document is reviewed and amended.

**Action1:** The CoG and CoR will meet with the DSO and Head to amend and finalise this document.

**Action2:** The Clerk will email the document to the Full GB for their approval.

**Action3:** Governors must email their decision to the Clerk within the given deadline.

e) *Governors' Account Finance Procedures 18/19*

**Decision1:** Nicole Charles-Morrell agreed to remain as Treasurer of the Governors' Account Fund.

**Decision2:** Approved and ratified by the Full GB

f) *Main School Account Finance Procedures 18/19*

**Decision:** Approval and ratification to be postponed until document is reviewed and amended.

**Action1:** The CoG and CoR will meet with the DSO and Head to amend and finalise this document.

**Action2:** The Clerk will email the document to the Full GB for their approval.

**Action3:** Governors must email their decision to the Clerk within the given deadline.

g) *Model Framework for Management of a School Budget 18/19*

**Decision:** Approved and ratified by the Full GB

h) *School's Finance Policy and Procedures 18/19*

**Decision:** Approval and ratification to be postponed until document is reviewed and amended.

**Action1:** The CoG and CoR will meet with the DSO and Head to amend and finalise this document.

**Action2:** The Clerk will email the document to the Full GB for their approval.

**Action3:** Governors must email their decision to the Clerk within the given deadline.

i) *Statement of Internal Control 18/19*

**Decision:** Approval and ratification to be postponed until other documents are reviewed and amended.

**Action1:** The CoG and CoR will meet with the DSO and Head to amend and finalise this document.

**Action2:** The Clerk will email the document to the Full GB for their approval.

**Action3:** Governors must email their decision to the Clerk within the given deadline.

j) *List of Payment Exemptions 18/19*

**Decision:** Approval and ratification to be postponed until document is reviewed and amended.

**Action1:** The CoG and CoR will meet with the DSO and Head to amend and finalise this document.

**Action2:** The Clerk will email the document to the Full GB for their approval.

**Action3:** Governors must email their decision to the Clerk within the given deadline.

k) *Governors' Allowance Policy 18/19*

**Decision:** Approved and ratified by the Full GB

l) *Governors' Claim Form 18/19*

**Decision:** Approved and ratified by the Full GB

m) *Adoption of Ealing Education Services Finance Handbook*

**Decision:** Agreed to adopt this handbook by the Full GB

**Decision:** The Full Governing Body agreed to postpone the approval and ratification of the highlighted documents.

**Action1:** When ready, the Clerk will email those documents to the Governors for their approval within the set deadline.

**Action2:** The Chair of Governors, Chair of Resources Committee and Headteacher will sign those documents as and when the Full Governing Body has approved them.

8/ **Any Other Update: Virements & Governors' Training**

The CoG confirmed that following an email from the Diocese, all courses highlighted in a recent flyer had been cancelled. This was noted by Governors.

A governor queried if GDPR training had been provided to members of staff. The Head replied that a member of SLT had been asked to be the Data Protection Officer. A brief discussion followed regarding this new legislation. A governor pointed out that if there was non-compliance, the sanctions would be very high.

**Virements:** A brief had been included in the Head's Report.

10/ **D.O.N.M.:**

**Summer Term Meeting:** Wednesday 27<sup>th</sup> June 2018 – 7pm

*Meeting closed at 8.30pm*

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

Maggie Pound

Chair of Governors

*Roz Smith*

*Clerk to the Governors*