

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Wednesday 27th June 2018 - 7.00 pm

Present at the meeting:

Name	Category of Governor	Information
Nicola Atkinson	Foundation	
Nicole Charles-Morrell	Co-Opted	<i>Vice Chair of Governors & 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>
Maggie Pound	Foundation	<i>Chair of Governors</i>
Gavan Rewt	Staff	
Michelle Samuel	Foundation	
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 Governors' non-attendance:

Name	Category	Apologies: Received / Not Received	Authorised / Unauthorised Absence
Nicholas Arratoon	Co-Opted	<i>Apologies Received</i>	Authorised Absence
Betty Bonnardel-Azzarelli	Foundation	<i>Apologies Received</i>	Authorised Absence
Jim Moreland	Foundation	<i>Apologies Received</i>	Authorised 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 Governors and it was taken as read and agreed. The Headteacher's Report included the following information: a Chaplaincy Report, a Safeguarding and Child Protection Report, the Recording & Reporting of Racists Incidents Involving Pupils Report and Updates on Finance, Pupil Premium, Staff and SEN.

The Headteacher provided the following updates:

Chaplaincy: The Chaplain's Report had been presented to the Catholic Life committee Summer term meeting. Since the Chaplain was currently on sick leave, the Head advised he was presenting it to the Full GB as the Report was very much up-to-date.

Pupil Care: The report included an update of the following:

- a) Current numbers of students on roll from Yr7 to Yr13 as at the end of March 2018;
- b) A detailed analysis of Exclusions for Terms 1 and 2 along with exclusions action points;

- c) Inclusion data for Yrs7-11 from September 2017 to March 2018 including figures by SEN, Pupil Premium Indicator, Year Group and by Type of Incident;
- d) Current staff training and awareness sessions on Safeguarding and Child Protection;
- e) The development of the school's recording, monitoring and tracking systems for vulnerable students;
- f) The development of safeguarding themes across the wellbeing curriculum;
- g) An overview on safeguarding and child protection concerns from Yrs7-13;
- h) An overview on discriminatory and bullying incidents;
- i) Attendance during Terms 1 and 2 during the 2017/18 academic year;
- j) Persistent Absence Rates and an outline of the Attendance Action strategy plan;
- k) Parental Engagement update.

SEN: The report included information on staffing, destinations Post 16 & 18, access arrangements, admission intake in September 2018 and students on SEN profile.

Premises: The Head advised that he and the Site Manager had recently met with representatives from Balfour Beatty regarding the three unresolved issues at our school following the BSF project. These included i) the extractor unit in the Galilee building which has not worked since BSF and it needed to be repaired; ii) the asbestos issues discovered during a recent survey; iii) a bannister in the Jerusalem building which needed to be repaired or replaced. The Head pointed out that he was not prepared to sign off the contract until these issues were addressed and he would keep the FGB informed. A governor asked what effect this would have on the contract. The Head replied there would be none.

7.10pm – Lystra Luke arrived.

Staff Update: The Head advised that a new recruitment strategy had been put in place and this had resulted in the appointment of seven NQTs. The Staff Governor provided a short brief about a recent prospective applicant to a Science post which had proven very positive.

Questions raised by those in attendance:

-Does the school admit any children from Hayes Catholic primary schools? The Head replied that Hayes Primary schools were not part of the Ealing Deanery.

-Other boroughs were addressing underachieving by introducing mentoring schemes. Was our school addressing this? The Head replied that our school was already addressing this and its strategies were far better than many other schools. He pointed out that interventions were already in place; however, in certain cases, it was boys' achievement against girls' achievement.

-A governor pointed out that the Inclusion statistics were showing the same error as the previous report. The Head replied that this would be addressed in the summer and pointed out that the template was not adequate for the input of our relevant data. It was suggested that an appendix be added to the next Head's Report. The Head agreed.

Action: An appendix referring to inclusion statistics is to be added in the next Head's Report.

-A governor referred to the SEN admissions intake in September 2018 and queried if the funding grants given could provide for one-to-one teaching. The Head replied that it would not, although the grant was very generous. The Head provided a short brief of a SEN pupil with very complicated educational needs and our school was doing its best to meet the pupil's needs. He pointed out that it was the parents who had opted to send their child to our school instead of selecting a dedicated school for their child's specific needs.

-A governor asked what it was like in terms of school refusers. The Head replied that there were various strategies already in place to address this; in particular during the exams season.

There were no further questions.

Finance: The Head confirmed that the new Finance Manager was in place. He confirmed that the school was in the early stages of the 2018/19 budget and the June monitoring report showed no significant surprises. The Local Authority had carried out a Finance Probity Audit at our school earlier in the month; however, the draft Report had not been received to-date but the initial verbal feedback had been positive. There had been no major site developments and a list of summer works had been outlined in his Premises update.

5/ **Enrichment Bid Proposal 2018/19**

A document entitled “Proposed Enrichment Programme June 2018-April 2019” had been provided to the full GB for their consideration and approval at this meeting. The document was taken as read. The Head referred to his proposal as follows:

- a) ***PE Department extra-curricular provision in 2018/19*** – The Head advised that there were only two PE teachers who could currently commit fully to this provision due to other responsibilities; however, by bringing in external coaching support, the school would ensure our students had the best possible sporting opportunities. He confirmed that the overall cost would be £10,000.

A governor queried if girls were encouraged to participate in PE extracurricular activities. The Head replied that there were many girls who wanted to join in but, due to shortage of staff, many prospective participants had to be turned away.

- b) ***Music Department extra-curricular provision in 2018/19*** – The Head advised that this was a bid for instrumental staff to support and run extracurricular activities within the department. All ensembles would perform regularly in school each term, support school’s concerts and masses and would have the opportunity to perform outside of school in the local community and local festivals. The overall cost for the Autumn and Spring terms would be £5,000.

A governor asked if these activities would be considered as ‘after school clubs’. The Head confirmed this would be the case. A governor asked about enrichment activities for spiritual nurture. The Head replied that the school was currently organising spiritual retreats for Year 9 pupils. A governor pointed out this should be part of the enrichment programme. The Head replied that the Chaplain had not put forward a bid towards an enrichment programme. A governor added this would be a great opportunity to start one. A governor suggested that the Year 10 Confirmation programme could encompass that enrichment. The Head agreed that he would discuss an enrichment plan with the Chaplain on her return from sick leave.

- c) ***Visits from the faith based “10/10 Theatre Company”*** – This company’s work is to impact upon student behaviour/choices from a faith perspective. The cost would be approximately £3,500 for two full days and it would be delivered to Year 9 and Year 12 students.
- d) ***Duke of Edinburgh Scheme*** – The funding would ensure there are members of staff supervising the evening and weekend sessions and to allow the purchase of new equipment such as tents for students to use during their expeditions. The cost would be approximately £3,000.
- e) ***Army Cadets*** – The funding would offer staff supervision in the same way as the Duke of Edinburgh scheme. The approximate cost would be £3,000.
- f) ***Debating/Public Speaking*** – The clubs had run with great success and teams had won London and South Regional competitions reaching National finals. The clubs provided a great opportunity to our students to match themselves against the brightest and most articulate students in the country. The funding would

provide training workshops from outside speakers, training for teachers running the clubs and travel expenses for those representing the school. The approximate cost would be £2,000.

- g) The Head confirmed that total cost of the Enrichment Proposal was £26,500 and asked those in attendance to give his proposal their consideration and full support.

Decision: After careful consideration, the Governors approved the Head's proposed Enrichment Programme June 2018-April 2019.

6/ Approval of Residential School Trips to be held in the Autumn Term 2018 / Spring Term 2018

The Headteacher advised that no applications had been submitted by the deadline given and, if any applications were brought to him by the end of the summer term, he would put them forward at the next FGB meeting in September.

A governor asked if the school would continue with the pupils' exchange to France. The Head replied that the exchange used to be organised by the previous Head of French and the new Head would need time to settle into her new role; however, he confirmed that he would like the exchange to continue.

The Head added that he would like to organise 'activity days' in 2019 and he would provide an update at the next FGB meeting.

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

The Chair of Governors advised that the Head's Review would take place in the Autumn Term but, although no date had been fixed yet, it would most likely be held in November. The previous year's Review Panel had been comprised by J Moreland, M Samuel (both had by now served their three years in this Panel) and L Luke. The CoG pointed out that, along with L Luke, two other governors would be required to participate in this year's Review. She confirmed that N Arratoon had already taken part in the relevant training so one more governor would be required and would have to undertake the relevant training at Ealing Education Centre, (Greenford) in September. The CoG asked Governors to come forward and become involved in this Panel's important role. N. Charles-Morrell came forward and agreed to join the Review Panel and participate in the relevant training.

Action1: L Luke will liaise with A Doherty in Ealing Council to set up a date and N Arratoon and N Charles-Morrell will be informed accordingly.

Action2: N Charles-Morrell will book a place in the Head's Review course.

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.

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

9/ Finance Probity Audit

The Head advised that the draft Report had not been received to-date; however, the verbal feedback provided by the Audit team had been very encouraging. The Report would be sent to governors as soon as it is received.

10/ General Data Protection Regulation 2018

A copy of the "School Governance Privacy Notice (May 2018)" issued by Ealing Council's School Governance Service had been provided to the governors for their information. The document was taken as read. The Head advised that Data Protection had been highlighted during the recent Finance Audit and Auditors

were pleased our school was in compliance; particularly about collection and sharing of data. He confirmed that the AHT in charge at our school was preparing a draft policy; however, Ealing Council was expected to have published a cohesive Data Protection policy by September. The Head added that our school would have to appoint a GDPR Officer after the current AHT leaves at the end of August.

11/ 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.

Father John announced that he would be leaving the Visitation Parish as he was being transferred to Ireland in August 2018 for a new appointment in the formation of student priests. The CoG, on behalf of the GB, thanked Father John for his commitment, great support and active participation in the Eucharistic life at our school.

M Samuel asked to be added to the “Discipline and Complaints” Panel. There were no other changes to the subcommittees’ membership. The Clerk will update the List in September 2018 as a number of Governors were currently re-applying for re-appointment by the Diocese of Westminster.

Decision: As in previous years, 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 update List of Subcommittees and it will be reviewed at the next FGB meeting.

12/ Approval of the following documents:

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

- a) **Provider Access Policy** – The Head advised this policy was required when outside speakers visited our school to address Post 16 students.
- b) **Expenses Policy** – Full GB approval was required for this new policy.
- c) **Whistleblowing Policy** – The section “*List of Contacts*” had been updated with the Head’s, CoG’s and Clerk’s names and email addresses / telephone numbers.
- d) **Resources Committee’s Terms of Reference 2017/18** – Membership: Point 1 should be amended to read: “*The Committee shall consist of not less than four members.....*”

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

13/ 2018/19 Proposed Governors’ Meeting Dates

At this meeting, Governors reviewed and updated the ‘proposed’ Governors’ Meetings Dates for 2018/19.

Decision: The 2018/19 Proposed Governors’ Meetings dates were agreed.

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

14/ Correspondence to the Chair of Governors

Confidential Item – Part ‘B’ Minutes

15/ Report of Governors’ Visits

Both, the CoG and Fr John advised that they had visited the school to participate in a number of recruitment interviews.

16/ Governors’ Training & Updates and b) Affiliation to the National Governors’ Association

- a) The Clerk had provided a number of flyers containing Governors’ training information at Ealing Education Centre.
- b) The Diocese of Westminster CPD programme was available to Governors on Frog.
- c) Governors were encouraged to participate in the courses available and to inform the Clerk so their training

records were maintained up-to-date.

- d) The Clerk pointed out that during the recent Finance audit, Auditors had requested to see Governors' training records.
Action: Governors were asked to provide their training updates to the Clerk.
- e) A number of governors advised that they had been unable to access the 'prevent e-safety' training on line.
Action: The Clerk will contact the AHT and a more accessible link is to be sent to Governors.
- f) A governor advised that he had completed the training on 'Keeping Children Safe in Education'.
- g) A governor advised that she had completed Part 1 of the "Strategic Leadership" training provided by the Department for Education; she would also be participating in "Effective Governance" and "Educational Improvement" later in the year.
- h) The Clerk advised that our school had renewed the subscription to the National Governors' Association for governance updates.

17/ Governors' Social Event

Due to the many events taking place during July, it was agreed by those in attendance to hold the Governors' Social Evening in September. The date proposed was 6th September 2018 from 6.30pm. The venue would be confirmed at a later date.

Action1: The Head will email the proposed venue asap.

Action2: Governors to email the Clerk to ascertain attendance.

8.00pm – G Rewt left the meeting

18/ 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 22nd March 2018: *Agreed***
- **Budget Setting Full GB meeting held on 25th April 2018: *Agreed***

19/ Matters Arising

- **Spring Term Full GB meeting held on 22nd March 2018: *None***
- **Budget Setting Full GB meeting held on 25th April 2018: *None***

20/ 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 advised that no Admissions Panel meetings had taken place since September 2017. Following the recent Appeals' meetings, only one appeal had been re-assessed and the offer of a place was agreed by the Appeals Panel. The family had been notified.
- **Catholic School Life (M Pound in the absence of J Moreland)**
 The Catholic School Life sub-committee held its Summer term meeting on 17th May 2018. The draft Minutes of the above meeting were taken as read and agreed. There was nothing further to report.
- **Curriculum (M Pound in the absence of J Moreland)**
 The Curriculum sub-committee Summer Term meeting was held on 9th May 2018.

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 Resources Committee Summer Term meeting had been held on 16th May 2018.

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.

21/ Proposed Medium-Term Re-structuring of Leadership Roles

Part 'B' Minutes – Confidential Item

22/ D.O.N.M.: Wednesday 11th September 2018 at 7.00pm (Additional FGB Meeting)

Meeting closed at 8.15pm

Part 'A' Minutes Approved by:

Maggie Pound

Chair of Governors

Roz Smith

Clerk to the Governors