

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Wednesday 10th October 2018 - 7.00 pm

Present at the meeting:

PART 'A' MINUTES

Name	Category of Governor	Information
Nicola Atkinson	Foundation	
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee</i>
Nicole Charles-Morrell	Parent	<i>Vice Chair of Governors & Chair of Admissions Panel</i>
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>
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.

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:

Name	Category	Apologies: Received / Not Received	Authorised / Unauthorised Absence
Nicholas Arratoon	Co-Opted	Apologies Received	Authorised
Michelle Samuel	Foundation	Apologies Received	Authorised
Gavan Rewt	Staff	No Apologies Received	Authorised

Although Betty Bonnardel-Azzarelli had emailed her apologies due to work commitments in the USA, she was able to contact the school via Skype in order to participate fully in the meeting. The Skype contact was successfully maintained without interruption.

The CoG advised that as two of the above Governors had missed previous Full GB meetings, she would be writing to them to remind them of the importance of their attendance to governors' meetings. Those in attendance agreed with this proposal. A short discussion took place regarding attendance to meetings and disqualification when failing to attend.

Action: The CoG will contact the relevant governors.

3/ **Declaration of Business Interests**

A Declaration of Business Interest form was made available to each member of the Governing Body at this meeting. They were reminded to complete and sign the form and return it to the Clerk at the end of this meeting. Those in attendance handed in their Declaration forms. When asked if there had been any changes since the previous meeting, their reply was 'No Change'.

Action1: The Clerk will contact the Head's PA to collect those forms that were handed at the

FGB meeting held in September 2018.

Action2: The Clerk will maintain the Register of Governors' Pecuniary (Business) Interests.

4/ Election of Chair

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

The Head supported the nomination of Maggie Pound as the Chair of Governors at The Cardinal Wiseman Catholic School. This was seconded by Nicola Atkinson, Foundation Governor. It was agreed for the appointment to last for a period of one year.

5/ 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	31 August 2021	
Nicole Charles-Morrell	Foundation	31 August 2022	
Michael Kiely	Staff (H/Teacher)	Continuous	
Lystra Luke	Foundation	31 August 2019	Governor will need to contact DofW for re-appointment
Pat McCarthy	Foundation	31 August 2020	
Maggie Pound	Foundation	31 August 2022	
Gavan Rewt	Staff	9 October 2021	
Michelle Samuel	Foundation	31 August 2019	Governor will need to contact DofW for re-appointment

The Clerk advised that The Cardinal Wiseman's Governing Body had the following vacancies:

- *Foundation Governors: 2*
- *Co-Opted Governor: 1*
- *LA Governor: 1*
- *Parent Governors: 2*

Foundation Governors: The Clerk advised that she had contacted the Diocese of Westminster with the current list of Governors at our school and had advised them we have vacancies for two Foundation Governors.

Co-Opted Governor and LA Governor: The Chair recommended that our school should sign up to 'SGOSS' for the recruitment of a Co-Opted Governor and an LA Governor.

Action: The Clerk will contact SGOSS for more applicants to be put forward for the current vacancies.

Parent Governor: There were currently two vacancies for Parent Governor. The CoG proposed for a Parent Governors election to be held during the 2018 Autumn Term. The CoG provided details of the process of nominating and electing a Parent Governor.

Decision: The GB acknowledged the above information and agreed for the recruitment of the Co-Opted Governor and the LA Governor to continue through SGOSS and for an election to take place to recruit two Parent Governors during the 2018 Autumn Term. The school will wait for the Diocese of Westminster to appoint two Foundation Governors.

Action1: The Clerk will put into action the Parent Governor election.

Action2: The Headteacher and the CoG will oversee the recruitment of Co-Opted and LA Governors through SGOSS.

6/ **Confirmation of the following:**

a) ***Membership of Committees and Panels for 2018/19 - Agreed***

➤ **Catholic Life:** The Head proposed to recruit G Rewt to join this Committee. FGB agreed.

Action: The Head will contact G Rewt.

➤ **Head's Review Panel:** L Luke and N Charles-Morrell would be active members in this Panel. Since N Arratoon was unavailable to take part in the Review, it was proposed to contact M Samuel to step in, as an emergency.

Action: L Luke will contact M Samuel and provide her with dates and times available.

b) ***Governors' Meetings Cycle for 2018/19 - Agreed***

The following changes were proposed and agreed by those in attendance:

➤ **Pay Review Panel:** The Panel will meet on Wednesday 31st October 2018 from 6pm.

➤ **Resources Committee:** The Committee will meet on Wednesday 31st October 2018 from 6.30pm.

Action: The Clerk will notify all current Governors of the meetings' new date and times.

c) ***Link Governors for 2018/19 – Those in attendance agreed to wait until new Governors are appointed.***

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/ **Policies to be ratified by FGB**

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

a) *Code of Conduct for school employees*

b) *Collective Worship Policy 2018*

c) *Exams Disability Policy*

d) *Exams Policy*

e) *Internal Appeals Policy*

f) *NEA Policy*

g) *Policy for dealing with an emergency evacuation of the examinations rooms*

h) Provider Access Policy

i) School's Model Procedure for dealing with allegations updated Oct 2018

j) SEN – Sept 2018

k) Word Processor Policy

Catholic Education Service (CES) Policies:

l) Form ZGRP2Z-England

m) GRP1 – Notification of Formal Grievance England

n) School – Capability Policy and Procedure – Template Letters

o) School – Disciplinary Policy and Procedure – Template Letters

p) School – Disciplinary Policy Procedure England

q) School – Grievance Policy and Procedure – Template Letters

r) School – Sickness Absence Policy and Procedure – Template Letters

s) Schools – Capability Policy England

t) School – Grievance Policy England

u) Schools – Sickness Absence Policy England

The CoG recommended to those in attendance to agree and adopt the CES policies and to ratify, as a block, the remaining policies. This was unanimously agreed by those in attendance.

Decision: After careful consideration, the GB agreed to adopt the CES policies and to ratify the remaining policies as recommended by the Chair of Governors.

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

A governor asked if it would be possible for governors to join staff training sessions e.g.: safeguarding and child protection. The Head replied that governors would be welcome to join those sessions.

Action: The Head agreed to contact the relevant member of staff so governors are sent invitations to safeguarding and child protection training sessions.

9/ 2018/19 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 prior to this meeting. The document was taken as read. The CoG pointed out that the policies' 'review dates' were missing as previously requested. The CoG asked for a column to be added to indicate the date for review of each policy listed.

Action: The Head will contact the DSO to amend the document.

The Head advised that the 'Performance Management Appraisal Policy' would be re-visited later in the year. The CES had just updated this policy and, as the performance review cycle was currently taking place, the school could not make any changes at this stage. The new CES policy would be put in place next academic year. The FGB would meet in the Spring Term where the policy would be reviewed, agreed and ratified. After careful consideration, the CoG recommended, on behalf of the School Policies Working Panel, to agree and ratify this document.

Decision: The GB unanimously agreed to ratify the 2018/19 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 amended and uploaded onto Frog and the school's website, as applicable.

10/ Pupil Premium Strategy 2018/19

The Head advised that his Report contained a Pupil Premium Update and a Strategy Statement. He advised that this year our school had closed the gap and our exams results had been excellent and confirmed that our school would be using the same strategy during the 2018/19 academic year.

11/ Update of Finance Procedures 2018/19 plus other finance matters

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

a) Update of Authorised Cheque/BACS Signatories for 2018/19

Removed two signatories: E Buffini and C Carr

Two new signatories were appointed: A M McLoughlin and C Murphy

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 E Buffini and C Carr to be removed from our bank mandate and for A M McLoughlin and C Murphy to be added.

b) Update of Scheme of Delegation: Main Account

Updated as per a) above and with those new budget holders in post from September 2018.

Following the retirement of a member of staff, the Head will be the budget holder of various ICT cost centres budgets until a member of staff is appointed. The FGB acknowledged this.

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

c) Virement

The Head advised that a revised virement for £48,870 was being put forward for the FGB to approve at this meeting in order to vire funds to the Supply Cover (Long-term/Contract) budget from the various salaries budgets, as the school needed to bring in agency staff to cover for members of staff who had left before the end of the 2017/18 academic year. A governor asked if these salary cost centres could be seen on her screen, the Clerk highlighted them and the Governor agreed, the breakdown of costs were detailed very clearly. The Head added that the payment process was in line as per the request made by the FGB last year. A governor asked if this virement would be sufficient or if there would be further virements in the future. The Head replied that further virements would be required primarily to our Supply Cover (Long-term/Contract) budget. The Finance team was already working on the Agency Supply costs between September and December 2018 and between January and March 2019 and the FGB would be contacted with this information and with virement(s) request(s) as required.

Decision: The FGB acknowledged the information provided by the Head and agreed to approve the proposed virement.

Action1: The CoG to sign the virement.

Action2: The Head will liaise with the DSO and will contact the FGB as when the next virement(s) request(s) are ready for FGB approval.

12/ Headteacher's Appraisal

A governor confirmed that this year, the members of the Head's Review Panel would be: L. Luke, N Charles-Morrell and, possibly, M. Samuel, since N Arratoon was unavailable due to work commitments. L.Luke advised that A.Doherty had provided dates and times she would be available. In turn, the Head and the Panel had been notified and they needed to confirm with L.Luke their

availability so she could liaise with the SIP. As discussed earlier in the meeting, M Samuel would be contacted to ascertain if she was available to join the Review Panel.

Action1: L.Luke will contact MSamuel to ask her to join the Panel.

Action2: The Head and the Panel to email L.Luke their availability for the Review.

Action3: L.Luke will liaise with A Doherty and arrange Review meeting.

14/ Approval and Ratification of the following Residential trips:

➤ ***History: Yr9 Trip to The Somme, France and Ypres, Belgium – July 2019***

Governors had been provided with a copy of the above-mentioned application for a residential trip which would take place in 2019. The document was taken as read and understood. **The FGB agreed and approved this residential trip.**

➤ ***Religious Education: Trip to Lourdes - 2019***

The Head advised that the Religious Education Department had been in touch with him with an initial proposal for a pupils' trip to Lourdes in 2019 and he had agreed to mention it at this FGB meeting for compliance. The relevant paperwork had not been yet submitted to him as costs were being obtained. In addition, a request would be sent to our LA for authorisation; however, the approval of the FGB for this trip would be required. The Head advised that as soon as the paperwork was completed, he would send it for FGB approval. The Governors acknowledged this.

A governor asked what happened when students could not afford a trip. The Head replied that FSM/Pupil Premium students were entitled for assistance; in addition, the school had a 'Necessitous Fund' to help those who requested assistance for a trip.

Decision1: After careful consideration, the FGB agreed and approved for the History trip to The Somme to take place on the proviso that all safeguarding elements were fulfilled.

Decision2: The FGB will wait for the paperwork to be sent to them before the R.E. trip to Lourdes is approved.

Action1: The Headteacher will notify the Educational Visits Coordinator.

Action2: The Headteacher will contact the FGB with the paperwork relevant to the RE trip.

14/ Director's Report to Governors

The CoG recommended all governors to read and action information contained in the Report. This was noted and agreed by the GB.

15/ Correspondence to the Chair of Governors

The CoG advised that she had received and replied to two letters as follows:

- i) From a disappointed parent- The CoG had liaised with the Head who, in turn, delegated it to SLT.
- ii) From a parent whose child did not get a place in Year 7.

16/ Report of Governors' Visits to School

- N. Atkinson had met with Head of RE Department on 4/10/18
- N. Atkinson had met with C O'Neill, from the Diocese of Westminster, on 8/10/18.

17/ Minutes of Previous Meetings

- a) 27th June 2018 – Summer Term - The Minutes were **agreed**.
- b) 11th September 2018 – Additional Meeting - The Minutes were **agreed**

18/ Matters Arising from Previous Meetings

- a) 27th June 2018 – Summer Term - **None.**
- b) 11th September 2018 – Additional Meeting – **None.**

19/ Committees / Panels Updates (Verbal):

a) *Admissions (N Charles-Morrell)*

The scrutiny of applications for admission to Year 7 would be held on 15th and 20th November 2018 from 5.30pm. The Full GB was asked to attend and help with the scrutiny of applications.

b) *Catholic Life*

- 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 8th November 2018.

c) *Curriculum*

Updates would be provided at the Autumn Term Curriculum meeting on 27th November 2018.

d) *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 31st October 2018 at 6pm.

e) *Resources (B Bonnardel-Azzarelli)*

Updates would be provided at the Autumn Term Resources subcommittee meeting on 31st October 2018 at 6.30pm.

20/ Training for Governors

Governors were handed flyers of training for governors provided by the Local Authority. Governors were encouraged to enrol and participate in Governors' training.

21/ Any Other Update

The Headteacher put forward for the FGB's approval the school's Academic Term Dates for 2019/20 and 2020/21. A governor queried why two years had been put forward. The Head advised that this was due to parents/carers' requests in order to book their holidays in advance. A short discussion took place.

Decision: After careful consideration, the FGB agreed and approved the Term Dates for 2019/20 and 2020/21 as proposed by the Headteacher.

Action: The Head to publish these dates on the school's website.

The Headteacher advised that the school had participated in a Pre-Section 48 inspection on Monday 8th October 2018 and its outcome had been very good. On 6th November 2018 a group of students from Sir Richard Reynold School would be visiting our school. The Bishops would like to visit our school but no date had been provided.

16/ Date and Time of Next Meetings:

- **Full GB Meeting: Thursday 28th March 2019 – 7 pm**

- **Additional Resources Committee Meeting: Thursday 28th March 2019 - 6pm to discuss the 2019/20 pre-Budget.**

Meeting closed at 8.00 pm

Part 'A' Minutes Approved by:

**Maggie Pound
Chair of Governors**

*Roz Smith
Clerk to the Governors*