

**The Cardinal Wiseman Catholic School**  
**Minutes of the Additional Full Governing Body Meeting**  
**Tuesday 10<sup>th</sup> September 2019 - 7pm**

**Present at the meeting:**

<b>Name</b>	<b>Category of Governor</b>	<b>Information</b>
Nicola Atkinson	Foundation	
Nicole Alexander-Morrell	Foundation	<i>Elected Vice Chair of Governors at this meeting</i>
Nicholas Arratoon	Co-Opted	
Betty Bonnardel-Azzarelli	Foundation	<i>Via Skype connection</i>
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Foundation	<i>Observer: Re-applying for Foundation Governor</i>
Caroline Mackenzie	Parent	
Anne Majcherczyk-Olczak	Foundation	<i>Observer: Foundation Governor Applicant</i>
Pat McCarthy	Foundation	
Sabina Negut	LA (Citizen)	
Maggie Pound	Foundation	<i>Elected Chair of Governors at this meeting</i>
Fiona Pusey	Parent	
Luke Ramsden	Foundation	<i>Observer: Foundation Governor Applicant</i>
Gavan Rewt	Staff	
Noel Rutherford	Co-Opted	
Michelle Samuel	Foundation	<i>Observer: Re-applying for Foundation Governor</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/ **Welcome to New Governors**

**Mrs Fiona Pusey and Miss Sabina Negut** were officially welcomed to the Full Governing Body at this meeting following their successful applications to become **Parent** and **LA (Citizen)** Governors, respectively. New Governors were welcomed and a short introduction took place.

3/ **Apologies for Absence – None**

4/ **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 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	Governor will need to contact DofW for re-appointment as early as January 2020.
Nicholas Arratoon	Co-Opted	31 August 2020	
Betty Bonnardel-Azzarelli	Foundation	31 August 2021	
Nicole Alexander-Morrell	Foundation	31 August 2022	
Michael Kiely	Staff (H/Teacher)	Continuous	
Lystra Luke	Foundation	Ended on 31 August 2019	Re-appointment is in process via DofW. Currently attending as an <b>Observer</b> .
Caroline Mackenzie	Parent	25 June 2023	
Anne Majcherczyk-Olczak	Foundation	To be Advised by Diocese	<b>Observer</b>
Pat McCarthy	Foundation	31 August 2020	Governor will need to contact DofW for re-appointment as early as January 2020.
Sabina Negut	LA (Citizen)	14 August 2023	
Maggie Pound	Foundation	31 August 2022	
Fiona Pusey	Parent	31 August 2023	
Luke Ramsden	Foundation	To be Advised by Diocese	<b>Observer</b>
Noel Rutherford	Co-Opted	25 June 2023	
Michelle Samuel	Foundation	Ended on 31 August 2019	Re-appointment is in process via DofW. Currently attending as an <b>Observer</b> .

The Clerk advised that although there were no vacancies in our GB, our school was still waiting to hear from the Diocese of Westminster confirming the appointment of four of the above-mentioned Foundation Governors who would continue to attend meetings as ‘Observers’ only.

**Decision: The GB acknowledged the above information.**

#### **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 M. Kiely, Headteacher & Staff Governor.

#### **5/ Election of Vice-Chair**

The Clerk confirmed that only one nomination had been received: **Nicole Alexander-Morrell**. Those in attendance unanimously voted to elect Nicole Alexander-Morrell as the Vice Chair of Governors at The Cardinal Wiseman Catholic School, for a period of one year. This was seconded by N. Arratoon, Co-Opted Governor. Nicole Alexander-Morrell confirmed that she would like to shadow the Chair of Governors over the coming academic year with a view of Chair succession in 2020. This was noted and agreed by those in attendance.

**6/ a) Declaration of Business Interests 2019/20**

A Declaration of Business Interest form had been sent to each member of the Governing Body. They had been asked to read the guidance notes, complete and sign the form and then 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/Panel meetings. The Clerk will contact the governor not in attendance to hand in her form.

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

**b) Governing Body's Code of Conduct 2019/20**

A copy of the GB's Code of Conduct 2019/20 had been provided to each member of the Governing Body and, following its agreement and approval at this meeting, each Governor signed this document.

**Action:** The Clerk will keep these documents on file.

**8. Additional Policies (not reviewed by the Schools Policies Working Panel) for FGB Approval & Ratification**

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

**A) *The Construction (Design & Management) Regulations 2015 (\*)***

**Decision:** *Approved*

**B) *Student Attendance Policy (Annual)***

**Comment:** *A number of queries were raised which needed clarification and correction. GB requested this policy to be reviewed and be discussed again at the next FGB meeting in October.*

**Action:** *The Head will contact the Author for relevant corrections to be made.*

**C) *Behaviour Policy (Requested by Author)***

**Comment:** *Reference was made to i-watches and a ban on their use at our school.*

**Action:** *The Head will follow this up and re-inforce this at Parents Evenings.*

**D) *Child Protection Policy (Annual)***

**Comment:** *A number of queries were raised by the GB who agreed that important information was missing and it was unanimously agreed that this policy needed to be reviewed and discussed again at the next FGB meeting in October.*

**Action:** *The Head will contact the Author so this document is revised accordingly.*

**E) *Equality Statement (Annual)***

**Decision: Approved**

**F) Pay Policies (Annual)**

**Decision: Approved**

**G) Pupil Premium Statement (Annual)**

**Decision: Approved**

**H) SEN Information Report (Annual)**

**Decision: Approved**

**I) SEN Policy (Requested by Author)**

**Decision: Approved**

**J) Admissions Criteria (Annual): Oversubscription Criteria 2020/21**

The Head advised that this document had recently changed the wording of the “**Waiting List**” paragraph to make it clearer, in line with what was suggested by the Chair of Governors which read: ... “*Therefore, Category 3 does not apply to those on the waiting list as those students are no longer attending Feeder Schools. All other Categories remain the same. There is often movement in the waiting list and your child may move up and down in the waiting list.*” For the benefit of new Governors, the Chair provided a short brief for the reason of this change and confirmed that changes were made as per recommendation from the Ombudsman.

**Decision: Noted and Approved.**

#### **9/ 2019/20 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 2019/20 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.**

#### **10/ Academies Update**

The Chair of Governors advised that a number of dates for a possible meeting(s) with other Headteachers and Governors. 28<sup>th</sup> October and 4<sup>th</sup> November were agreed as suitable dates for the school to host the ‘academisation’ meetings.

**Action: The Chair will email the GB to confirm the preferred date(s).**

#### **11/ Finance Update**

The Head advised that the DSO continued to provide the administration of Payroll and HR matters. The Head confirmed that a number of applicants had been interviewed and a Finance & HR Manager had been appointed at the end of August. He thanked N Atkinson who represented the GB at the meetings and advised that a member of the Ealing Bursarial team had supported us with the interviews process. He

confirmed that a financial overview would be prepared for the Resources meeting in October. He pointed out that any additional funding, as per a recent government announcement, would be notified to us by the LA after the half-term. He confirmed that our school received the lowest per pupil funding in the borough and there were grave concerns about future funding, teachers' recruitment and retention. A governor asked why other local schools received higher funding. The Head replied that this was due to the number of SEN and FSM students in those schools' registers.

The Head made reference to an email recently sent to the FGB with a proposal to address the staffing needs in the SEN Department and the Pupil Support Team. He confirmed that the SEN Coordinator was requesting the funding of two agency Teaching Assistants for the remainder of this financial year who were needed to support additional pupils with higher educational needs. In addition, the Head was asking for funding of a non-teaching Deputy Head of Year to help the Pupil Support Team to support the Heads of Year 7, 9 and 10, advising that this role could be covered by a 'non-teaching' agency person as explained in his email.

The Head advised that these additional needs had arisen since the summer term / start of term and would not have been included in the planning of the 2019/20 budget. Although the school had a deficit budget of £62K, this request would add approximately £50K to that but the Head confirmed that he remained reasonably confident that even with a planned deficit of £110K, the school would not go into that deficit by March due to unbudgeted savings. He pointed out that the mezzanine project had been put on hold as it was very difficult to make firm building plans around finances at this point in time. The Head requested the FGB to authorise the temporary appointments and this situation would be reviewed as the next year's budget was planned.

A governor asked what the non-teaching role would entail. The Head replied that it would cover three year groups supporting the Heads of Year's administration work. A governor asked if the two Teaching Assistants were current vacancies. The Head replied they were not. A governor asked if the non-teaching Deputy Head of Year was a vacancy. The Head replied that it would be cover for three Deputy Head of Year's vacancies as no appointments could be made in the Summer. A governor pointed out that this year's budget was very tight and, over the past few years, it had become more difficult to set up a balanced budget; however, the proposal put forward should be accepted. A discussion followed.

**Decision: After careful consideration, the FGB approved the Head's request for additional funding of £50K to support the SEN Dept and the Pupil Support Team in line with his email and proposal.**

**Action: The Head will liaise with the DSO and relevant staff.**

### **Virement**

The Head advised that a virement would be put forward to the FGB for approval. It would be 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 18/19 academic year. He would email this information to allow the GB to authorise it and for the CoG to sign the virement form.

**Decision: The FGB acknowledged this and agreed to approve the virement once information had been relayed to them.**

**Action: The Head will liaise with the DSO and will contact the FGB asap.**

12/ **Confirmation of the following:**

a) **Membership of 2019/20 Committees and Panels** - Agreed

**Nicole Alexander-Morrell:** *Stepping down from “Resources” and joining “Catholic Life” and “Head’s Review Panel”*

**Lystra Luke:** *Stepping down from Pay Review and Head’s Review Panel*

**Pat McCarthy and Nicholas Arratoon:** *Joining Head’s Review Panel*

**Fiona Pusey:** *Joining “Curriculum” and “Resources” Committees*

**Anne Majcherczyk-Olczak:** *Joining “Curriculum” and “Catholic Life” Committees*

**Sabina Negut:** *Joining “Admissions” Panel and “Resources” Committee*

**Luke Ramsden:** *Joining “Admissions” Panel and “School Policies Working Panel”*

**Michelle Samuel:** *Joining “Discipline and Complaints” Panel*

**Caroline Mackenzie:** *Joining “Resources” and Catholic Life” Committees*

**Noel Rutherford:** *Joining “Resources” Committee*

**Decision & Action1:** The Head advised that he would send documents to N Atkinson and N Alexander-Morrell regarding the scrutiny of Religious Education at our school so that we can weave-in and include a Catholic Life school target for the Head’s Review.

**Decision2:** L Luke and M Samuel will attend meetings as Observers only until the Diocese of Westminster confirms their re-appointment as Foundation Governors.

**Action2:** The Clerk will update the Panels and Committees Membership for 2019/20.

b) **Governors’ Meetings Cycle for 2019/20** - Agreed

c) **Link Governors for 2019/20 - Specific Responsibilities**

The following governors agreed to be known as ‘*Governors with a Specific Responsibility*’:

<b>Child Protection:</b>	Maggie Pound, Michael Kiely, Nicole Alexander-Morrell
<b>Literacy:</b>	Anne Majcherczyk-Olczak
<b>Looked After Children:</b>	Maggie Pound, Michael Kiely

**Religious Education:** Nicola Atkinson  
**Numeracy:** Nicole Alexander-Morrell  
**Sex, Relationships, Teenage Pregnancy:** Sabina Negut  
**Special Educational Needs:** Luke Ramsden

**Decision:** The GB agreed for the Training Link Governor specific responsibility to be removed.

**13/ Training for Governors**

***a) Head's Performance Review Training:***

The CoG reminded those governors taking part in the Headteacher's Performance Review that they must attend the 'Headteacher Appraisal' training provided by Ealing CPD. P McCarthy confirmed he would attend such training. N Arratoon confirmed he had already received this training.

**Decision:** It was agreed for the following Governors to take part in the Head's Performance Review: Nicole Alexander-Morrell, Nicholas Arratoon & Pat McCarthy.

**Action:** The Head will contact Angela Doherty to confirm date and time for the Review.

***b) Diocese of Westminster Training & Ealing CPD***

Governors were reminded to access the Diocese of Westminster's website to access the CPD Programme.

***c) Ealing Council's CPD Training***

Leaflets containing training provided by Ealing Council were available on Governors' Frog. Governors were encouraged to enrol and participate in Governors' training.

**14/ Minutes of Last Meeting - Agreed.**

The Headteacher provided a short brief on 'Safeguarding' and advised that a full report would be available at the FGB meeting in October.

**15/ Matters Arising from Last Meeting – None**

**16/ Date of Next Meeting: Tuesday 15<sup>th</sup> October 2019 – 7 pm**

*Meeting closed at 8.05 pm*

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

**Maggie Pound  
 Chair of Governors**

*Roz Smith  
 Clerk to the Governors*