

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Wednesday 26th June 2019 - 7.00 pm

Present at the meeting:

PART 'A' MINUTES

Name	Category of Governor	Information
Nicole Alexander-Morrell	Foundation	<i>Vice Chair of Governors & Chair of Admissions Panel</i>
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee – Via Skype</i>
Michael Kiely	Staff	<i>Headteacher</i>
Pat McCarthy	Foundation	<i>Vice Chair of Resources Committee</i>
Caroline Mackenzie	Parent	
Maggie Pound	Foundation	<i>Chair of Governors</i>
Gavan Rewt	Staff	
Noel Rutherford	Co-Opted	
Michelle Samuel	Foundation	
Anne Majcherczyk-Olczak	Observer	<i>Foundation Governor Applicant</i>
Luke Ramsden	Observer	<i>Foundation Governor Applicant</i>
Roz Smith		<i>Clerk to the Governors</i>

Betty Bonnardel-Azzarelli, Foundation Governor, was welcomed to the meeting via Skype. The meeting was declared quorate.

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
Nicola Atkinson	Foundation	<i>Apologies Received</i>	Authorised Absence
Lystra Luke	Foundation	<i>Apologies Received</i>	Authorised Absence

3/ **Welcome to New and Prospective Governors**

Mrs Caroline Mackenzie and Mr Noel Rutherford were officially welcomed to the Full Governing Body at this meeting following their successful applications to become **Parent** and **Co-Opted** Governors, respectively.

Mrs Anne Majcherczyk-Olczak and Mr Luke Ramsden were welcomed as **Observers** at this meeting. Both are currently applying to the Diocese of Westminster to become **Foundation** Governors at our school.

New Governors and Observers were welcomed and a short introduction took place.

The Clerk advised that **Mrs Fiona Pusey** had recently applied to become a Parent Governor and, as her nomination was the only one received for the current vacancy, she had been successfully appointed. Unfortunately, she was unable to attend this meeting due to a previous engagement. The Clerk confirmed that interviews for the position of LA (Citizen) Governor would be taking place the following week. Those in attendance acknowledged this information.

4/ **Declaration of Business Interests**

The Clerk asked those in attendance if there had been any changes in circumstances concerning their original Declaration of Business Interests. Their reply was ‘No Change’.

5/ **Headteacher’s Report to Governors**

School Growth Plan 2019-22 Brief – The Head advised that the Growth Plan was currently being prepared and would be submitted to the GB for approval in the Autumn term. A handout was provided to Governors to read in their own time.

The **Headteacher’s Report** had been provided to Governors and included the following items: a) *Chaplaincy*, b) *Safeguarding and Child Protection*, c) *Recording & Reporting of Racists Incidents Involving Pupils* and d) *Updates on Finance, Premises, Pupil Premium, Staff and SEN*. The Report was taken as read and agreed.

The Headteacher highlighted the following:

Chaplaincy: The Chaplain had organised a number of activities during the Spring term and was currently planning Years 9 & 10 retreats. The Chaplain would be leaving at the end of the Summer term and a new Chaplain had been appointed and would be starting in September.

Pupil Care – The report included:

- a) Current numbers of students on roll from Years 7 to 13 as at the end of February 2019;
- b) A detailed analysis of Permanent Exclusions and Fixed Term Exclusions for Terms 1 and 2 along with exclusions action points;
- c) Inclusion data and analysis for Years 7 to 11 from September 2018 to March 2019 including figures by SEN, Ethnicity, Pupil Premium Indicator, Year Group and Type of Incident;
- d) Safeguarding and Child Protection updates. L Glampson, Acting Assistant Headteacher, had joined the Safeguarding team as a Deputy Designated Safeguarding Lead covering for AM McLoughlin who is at present on maternity leave;
- e) An overview on safeguarding and child protection concerns from Years 7 to 13;
- f) Child welfare including a breakdown of concerns
- g) Attendance 2018/19 from September to May and an Attendance Action Plan

Finance & Premises: The Head apologised that a ‘Finance Overview’ had not been submitted to governors recently; however, the Director of School Operations (DSO) was currently preparing this. The Chair of Resources and the Chair of Governors were invited to visit and discuss with the DSO the school’s budget. He advised that, no appointment had been made regarding the Finance Manager vacancy. The role had been re-advertised and interviews would take place on 4th July 2019 -three candidates had been shortlisted. Governors would be notified if an appointment was made. The Head advised that the approval of a virement would be needed relating to agency costs and the DSO would be in contact shortly. Governors acknowledged this information.

Action1: *The Head will inform governors as and when the Finance Manager appointment is made.*

Action2: *The DSO will email governors to obtain approval of a virement.*

Staff: The Head advised that internal appointments would be completed by the end of this term. Adverts were out for teachers of Media and Music but, if no appointments were made, the school would have to bring in agency cover for those posts from September. Governors acknowledged this.

Action: *The Head will contact governors regarding the school’s recruitment situation.*

Questions raised by those in attendance:

-*Concerns about the increase of fixed-term exclusions* - The Head made reference to his report containing an analysis and actions in connection with the various situations and advised that funding had been agreed to trial an academic “Mentoring” project for students from disadvantaged backgrounds which would be aimed

at current Years 9 and 10 cohorts.

-How long would this be trialled? The Head replied that it would commence in the Autumn for two academic terms.

-When would the tier of 'inclusion' sanctions start? The Head advised they had already started with a view of cutting down on the number of exclusions. A discussion followed with concerns about the statistics and logistics of this approach. The Head pointed out that the school was trying to keep pupils in school to avoid permanent exclusions.

-A governor referred to the 'My Concern' safeguarding application and asked how it was progressing at school. A discussion followed and, for the benefit of new governors, the Head provided a short brief on how the software was being used at our school.

Request: Governors asked for a final review of 'My Concern' to be provided at the next full GB meeting.

Action: The Head will liaise with the Director of Inclusion for the preparation of such report.

There were no further questions.

6/ Building Project Proposal

The Head referred to his building project proposal for a mezzanine floor area in the Bethlehem building and advised that he and one of our Co-Opted governors had met to discuss the initial proposal made by an architect and they had found that the costs did not justify the proposal. As a result, they had met with the architect and had asked him to submit an improved plan. The Head confirmed that, although it would be an expensive project, our DSO had confirmed that school funds were in place and ready to be used on the proposed project. For the benefit of new governors, the Chair of Governors provided an explanation on how a school surplus was managed at an LA maintained school. The Head advised that the revised project would be more viable and it would provide additional space for an independent study area for 60 Sixth Form students.

Questions raised by those in attendance:

-What would the timeline be for the project and when would the proposal documents be presented to the Full Governing Body. The Head replied that costings would be drawn up following a soil test and other structural checks. Governors were invited to view the architect's proposed plans at the end of this meeting.

-How much would the project cost? The Head replied it would cost approximately £350K.

-When would the soil test take place? The Head advised it would take place the following week.

-Would a conclusion be reached by the end of this term? The Head advised that tendering would need to take place over the summer.

-Would this help us increase our 6th Form intake in the future? The Head confirmed that our school would be able to take a further 40 students.

-Does the school budget take into consideration this project? The Head confirmed it does.

Decision: The Chair asked those in attendance if they would agree for the Headteacher to carry out the proposed project's tendering process during the summer holiday. After careful consideration, the full GB unanimously agreed for the Head to proceed with the tendering process.

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

The Head's Review would take place in November but no date had been fixed. The previous year's Review Panel had been comprised by M Samuel, L Luke and N Alexander-Morrell. The Chair of Governors pointed out that members should serve in this Panel for only three consecutive years. Along with L Luke and N Alexander-Morrell, an additional governor would be required to participate in this year's Review. She recalled that N Arratoon had already taken part in Head's Review training and he could be contacted to find out if he was available to serve in this Panel. The Chair advised that Head's Review training would be essential prior to taking part. Ealing Education Centre (EEC) in Greenford usually provided such training in September. The Chair provided a short summary of the Review process and asked Governors to come forward and become involved in this Panel's important role. P McCarthy came forward to join the Review Panel and agreed to participate in the relevant training.

Action1: L Luke will liaise with A Doherty in Ealing Council to set up the Head's Review date. She will contact N Alexander-Morrell and P McCarthy accordingly.

Action2: P McCarthy will book a place in the Head's Review course at EEC.

8/ **School Policies**

For the benefit of new Governors and Observers, the Chair of Governors explained how the FGB and the school reviewed and updated policies. The Head confirmed that a number of policies that would need updating. He advised that Ealing schools were currently reviewing their medical policies as advised by the LA. The Marking and Assessment policies had been prepared by members of SLT and a draft copy was provided to those in attendance which included the proposed adaptations.

The Head advised that, through the summer, policies for review would be emailed by the DSO to the members of the School Policies Review Working Panel and any comments or amendments should be sent to the DSO by the deadline given since they needed to be agreed and ratified by the FGB in September. The Chair of Governors invited those in attendance to join the School Policies Review Panel. L. Ramsden came forward to join the School Policies Working Panel.

Action: The DSO will email the Working Panel all those policies that need reviewing/updating.

Decision: The members of the Working Panel agreed to email their comments to the DSO by the deadline given.

7.50pm - L Ramsden left the meeting

9/ **Admissions Criteria 2020-2021 Policy**

A copy of the Admissions Criteria 2020/21 Policy had been provided to the Full GB prior to the meeting. The document was taken as read. The Chair of Admissions advised that changes made to Category 3 of the Admissions Criteria required the Full GB's agreement and ratification at this meeting. The Chair of Admissions and the Chair of Governors provided a short summary of the changes made and a discussion followed.

Decision: After careful consideration, the Full GB agreed to approve and ratify the 2020/21 Admissions Criteria.

10/ **Approval of Residential School Trips during the 2019/2020 Academic Year**

The Headteacher advised that the following requests for residential trips during the 2019/20 academic year had been put forward and he was only asking for a preliminary agreement to proceed with them:

- a) *Languages: French Dept. Trip to Paris (July 2020)*
- b) *Languages: Spanish Dept. Trip to Madrid (July 2020)*
- c) *History Dept.: Trip to The Somme (July 2020)*
- d) *Geography Dept.: Trip to Italy (2020)*

A copy of the initial residential trips requests had been provided to the Full GB prior to the meeting. These were taken as read.

Decision: After careful consideration, the Full GB decided to provide their preliminary agreement to the above residential trips.

Action: Official documents must be provided to the Full GB for approval in the Autumn Term.

11/ Approval by the Full GB of the following:

- *Payment of Invoices over £20K (Agency Cover & School Trips)*
- *Enrichment Project Virement*
- *Model Framework for Management of a School Budget 2019/2020*

A copy of the above documents had been provided to the Full GB prior to the meeting. These were taken as read. The Head advised that invoices over £20K had been received and as these were over his scheme of delegation they required the approval from the Full GB in order to proceed with payment. A short discussion followed.

Decision1 – a) **Invoices:** After careful consideration, the Full GB agreed and approved payment of the above invoices.

Decision2 – b) **Enrichment Project Virement:** The Full GB agreed and approved this virement.

Decision3 – c) **Model Framework for Management of a School Budget 2019/2020:** The Full GB agreed and approved this document.

Action: The Chair of Governors will sign documents b) and c).

12/ Academies Update

The Chair of Governors and the Headteacher provided an update on the recent visit made to our school by JP Morrison, Director of Education, at the Diocese of Westminster. The Chair advised that a meeting was being arranged in October with speakers from the Harrow Catholic Academies Trust. Headteachers, Governors and School Business Managers would be invited to attend and hold an open discussion on academisation. More information would follow.

13/ Succession Planning: Chair of Governors

The Chair of Governors advised that she had spoken to the Headteacher about succession planning as she would be stepping down as a Foundation Governor and Chair of Governors by 2022. She added that it would be helpful if governors knew more about the role of Chair of Governors and provided a brief summary. She proposed a couple of options that could be followed over the next two years in order to complete the succession process. She emphasised that she would be happy to talk to anyone about this and would mentor anyone who wished to take on this role. Those in attendance acknowledged this.

14/ Review of Sub-committees in place and their Membership

A list of Subcommittees and Working Panels had been provided to Governors and it was taken as read. **N Alexander-Morrell** asked to be added to the “**Catholic Life**” Committee. There were no other changes but the list will be updated in September 2019 as new Governors will be joining and their membership choice will be reviewed.

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 List of Subcommittees will be reviewed at the FGB meeting in September.

15/ 2019/20 Proposed Governors’ Meeting Dates

Governors reviewed the ‘proposed’ Governors’ Meetings Dates for 2019/20; however, as the school’s new academic calendar year was not available; the dates may have to be changed so Governors’ meetings do not clash with school events.

Decision: The 2019/20 “Proposed” Governors’ Meetings dates were provisionally agreed.

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

16/ Correspondence to the Chair of Governors

None.

17/ Governors' Visits

- N Alexander-Morrell advised that she had visited the school and met the Head of Maths. She had received an update on what was happening in the Maths Dept. in relation to its staff structure and she was advised that the department would be fully staffed from September.
- The Chair of Governors advised that she had attended 'Induction' meetings of new and prospective governors.

18/ Governors' Training & Updates and Affiliation to the National Governors' Association

- a) The Clerk provided a number of flyers containing Governors' training information at Ealing Education Centre.
- b) The Diocese of Westminster CPD programme could be reached by following the link given on the Agenda.
- c) All governors were encouraged to participate in the courses available and to inform the Clerk so their training records are kept up-to-date.
- d) The Clerk confirmed that our school had renewed its subscription to the National Governance Association and, this year, with an additional link to 'e-Learning'.
- e) The Clerk provided a short update on the DfE's Clerks Development Programme that she had been taking part in.

Action: Governors were asked to provide their training updates to the Clerk.

19/ Minutes of Previous Meeting(s):

The Minutes of the FGB meetings held during the Spring Term had been made available to Governors. The following Minutes were taken as read and **agreed**:

- **Spring Term Full GB meeting held on 28th March 2019**
- **Budget Setting Full GB meeting held on 24th April 2019**

20/ Matters Arising

- **Spring Term Full GB meeting held on 28th March 2019: *None***
- **Budget Setting Full GB meeting held on 24th April 2019: *None***

21/ Minutes of Last Committee Meetings + Updates (Verbal)

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 Alexander-Morrell)**
There was nothing further to report.
- **Catholic School Life (M Pound in the absence of N Atkinson)**
The Catholic School Life sub-committee held its Summer term meeting on 14th May 2019. 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 L Luke)**
The Curriculum sub-committee Summer Term meeting was held on 16th May 2019. The draft Minutes of the above meeting were taken as read and agreed. There was nothing further to report.

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

The Resources Committee Summer Term meeting had been held on 22nd May 2019.

The draft Minutes of the above meeting were taken as read and agreed.

There was nothing further to add.

- **Pay Review Panel (M Pound in the absence of L Luke)**

No meeting had taken place during the Summer term.

There was nothing further to add.

22/ Governors' Social Event

Those in attendance agreed to hold a Governors' Social Evening on 17th July at a local restaurant.

Action: The Head will arrange this event and contact governors to ascertain attendance.

23/ D.O.N.M.: Wednesday 11th September 2019 from 7.00pm (Additional FGB Meeting)

Meeting closed at 8.40pm

Part 'A' Minutes Approved by:

Maggie Pound

Chair of Governors

Roz Smith

Clerk to the Governors