

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Wednesday 29th June 2022 - 6.30 pm

Present at the meeting:

PART 'A' MINUTES

| Name | Category of Governor | Information |
|---------------------------|-----------------------------|--|
| Nicole Alexander-Morrell | Foundation | <i>Chair of Governors</i> |
| Nicholas Arratoon | Co-Opted | <i>Chair of Pay Review Panel</i> |
| Betty Bonnardel-Azzarelli | Foundation | <i>Chair of Resources Committee</i> |
| Laura Burrell | LA (Citizen) | |
| Michael Kiely | Staff | <i>Headteacher</i> |
| Lystra Luke | Foundation | <i>Chair of Admissions Panel & Chair of Curriculum Committee</i> |
| Caroline Mackenzie | Parent | |
| Anne Majcherczyk-Olczak | Foundation | <i>Chair of Catholic Life Committee</i> |
| Pat McCarthy | Foundation | |
| Maggie Pound | Foundation | <i>Vice Chair of Governors</i> |
| Michelle Samuel | Foundation | |
| Mya Theophilou | Staff | |
| Roz Smith | | <i>Clerk to the Governors</i> |

The meeting was declared **quorate**.

1/ The meeting opened with a prayer led by the Headteacher.

2/ **Apologies for Absence**

The following is a record of Governors' non-attendance:

| Name | Category | Apologies: Received / Not Received | Authorised / Unauthorised Absence |
|-----------------|-----------------|---|--|
| Fiona Pusey | Parent | <i>Apologies Received</i> | Authorised Absence |
| Luke Ramsden | Foundation | <i>Apologies Received</i> | Authorised Absence |
| Noel Rutherford | Co-Opted | <i>No Apologies Received</i> | Unauthorised Absence |

3/ **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'.

4/ **Headteacher's Report to Governors**

The **Headteacher's Report** had been provided to Governors prior to the meeting and included items on Chaplaincy, Safeguarding and Child Protection, Racist Incidents Involving Pupils, Vulnerable children, Pupils with special educational needs (SEN), Pupils receiving free school meals, Parental engagement, Finance & Premises, Staffing & Recruitment, Staff wellbeing and continuing professional development (CPD). The Report was taken as read and agreed. The Headteacher advised that the Chaplaincy Newsletter had been provided to Governors confirming the Chaplaincy was thriving and doing a great job.

Pupil Care – The Head confirmed the Anglo-Polish cohort is one of the largest groups of students at Cardinal Wiseman and it had been wonderful to see so many Year 7 students receiving prizes at the previous night's Celebration of Success evening.

The Head advised that, post Covid, there had been an increase in the number of suspensions in cohorts along with a spike in referrals to Social Services -Covid was having a wider impact in students' mental health. There had been a spike in safeguarding concerns amongst all students and the school had to increase capacity to address these concerns with additional counselling plus other contacts.

Attendance has taken a hit in all schools. Our figures had been affected by Covid, as students were taking five days with every positive test result. In addition, there had been many cases of students and members of staff catching Covid and some Eastern European families had gone home to visit their families as international travel has resumed but, it was hoped that this will settle down throughout the remaining of the academic year.

Pupil Premium Report – There was a great deal of revision work to fill in the gaps and students had been preparing for their public exams. The results of internal exams would be ready in the coming weeks and the final exams results would be out in August.

Finance – A report of current expenditure had been sent to Governors, prepared by the Director of School Operations and the Finance Manager, with an outline of having spent 25% of the 22/23 budget. The reports were taken as read.

Premises – The outdoor gym equipment was in place and the new site turnstiles would be installed during the summer break. The turnstiles would solve the problem of trying to find out where students and members of staff are when the fire alarm goes off. Sixth Form students and members of staff will need to swipe in and out -this will also act as a deterrent for 6th Form students in relation to unauthorised absences.

The new Headteacher will be visiting the school on 12th July 2022 and this will be a great opportunity to take photos of him with students as the new website is being launched shortly.

The following questions were raised by a Governor via email and the Head replies are as follows:

Q: Attendance- there are 2 persistent school refusers in Yr10. What support is in place for them and their families, to encourage their return? As they are in Yr10 are they receiving work to complete at home?

R: Both families have been home visited following their inability to engage with earlier communications. In both cases counselling has been offered and declined. Both cases have been referred to the Local Authority Attendance Team. One of the students has not responded in any way to the support offered and has been referred to Social Services. The second family have agreed a parent contract and their son's attendance has improved significantly since the data was compiled. We do not facilitate working from home for school refusers as it would encourage them not to attend at all. If the Local Authority recommended home schooling it should be delivered though them- if they thought alternative provision eg, college vocational course, was appropriate then we would seek to explore that; however, this can cost up to 25k per year.

Q: Finances - Photocopying costs - Why are we posting hard copies of pupils' progress grades and other relevant information when it has to be more cost effective in both time and money to email/text the parents?

R: We have taken the view that progress reports should be a document that should be reviewed with parents/student looking at it and being clear about where they are provisioned. Many, if not most of our families would access the report through their phone. They would not be able to see the flight path (what progress we would expect them to make) benchmarked against their actual progress marks from each subject. If finances were tight that might require a review and parental consultation. As it stands there is equity in that all families receive a hard copy document that is fairly simple to follow.

No further questions were raised by Governors.

5. Update of Schools Admissions / Appeal Processes from September 2022

The Head advised that, last May, the Independent Appeal Panel had overseen 42 Appeals of which six appeals had gone through. As a result, there will be 316 Year 7 pupils starting in September plus two LAC pupils, in total 318 pupils. This was a very high intake and there had been no drop-outs yet. The Head confirmed that our school's annual admission intake is 310 pupils.

Q: A Governor asked if children with SEN plans were likely to stay at our school.

R: The Head replied SEN applicants would take their place at our school. The SENCO had confirmed that our school would be able to manage the intake. The Head added that a number of this year's Year 7 applicants may decide not to take up their places at our school in September.

The Head advised that he had met with the Chair of Governors to look at the Admissions Criteria documents and it had been decided to insert in all future admission application packs the list of the churches in communion with the See of Rome in order for families to be aware of this when applying to our school. The Chair added that the GB needed to clarify the oversubscription criteria. This was in relation to Criteria point 6; however, it was pointed out, that this would not be a change of the Criteria. A Governor suggested that this would need to be checked with the Local Authority before amending anything.

Action: The Head will liaise with the Admissions Officer to ensure the LA booklet contains the required information.

No further questions were raised by Governors.

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

The Chair of Governors advised that the Governing Body should agree on a panel of members at this meeting as the 'Headteacher Performance' training will take place in September. Three Governors were needed to commit to the training. After careful consideration, the following Governors agreed to be part of this panel:

- Caroline Mackenzie
- Nicole Alexander-Morrell
- Betty Bonnardel-Azzarelli (as a Reserve)
- Noel Rutherford (in his absence)

Action1: The Chair of Governors will contact the Local Authority to find out who our new SIP will be from September 2022.

Action2: Governors to attend the "Headteacher Performance" training with Ealing CPD.

7/ School Policies and Headteacher's Proposals: TLRs and PVC Fund - Confidential Item – Part 'B' Minutes

a) The Head advised there were no policies to be reviewed at this meeting. The Chair of Governors asked, on behalf of the Full Governing Body, for all policies to be reviewed over the year instead of in one large tranche. It was suggested for annual policies to be reviewed in September and then break down those that have to be reviewed intermittently. The GB agreed that this should be done.

Action: The Head will raise this matter with the new Headteacher and work out what policies needed to be reviewed throughout the year.

Decision: After careful consideration, all the Proposals presented by the Headteacher were agreed and approved by the Full GB.

8/ Review of Proposed Finance Protocols from September 2022

The Head advised that the financial sign-off would be made with the Director of School Operations. The new Headteacher is experienced in finance and, along with the Finance Manager, they would be responsible for the sign-off by the end of August 2022. Our school had adopted Ealing's Financial Handbook and, furthermore, the Bursarial Team had given the Financial team an excellent rating. However, in future, the need for risk mitigation and finance security, following the Director of School Operations' departure, would be provided by

our Bankers, as banks monitor fraudulent activity very quickly and would communicate with the school should the occasion arise. He added that, in future, the Chair of the Resources Committee should keep in communication with the Finance Manager and that would provide further risk mitigation. A governor agreed with the Head's comments and added that the Director of School Operations had been appointed as an additional safeguard but there were other members of SLT staff in place who would be capable of doing this. A governor asked what would happen if there was a risk of collusion. The Head advised that our bankers would report it to the Local Authority. A governor asked if the school would appoint a school business manager. A governor pointed out that our school is very large and asked if another solution would be put in place. The Head replied that the Local Authority's Bursarial team was still overseeing our finances. A governor asked if it was standard what was being proposed. A governor agreed that fraud was usually picked up by bankers. The Head agreed for our school to contact our bankers and seek reassurance and arrange to contact the new Headteacher and the Chair of Governors.

Action: The Headteacher to ask the Finance Manager to contact our bankers and ask them to visit to our school.

Cheques/BACS Signatories – The Head put forward the names of proposed signatories from September 2022 leaving scope for the new Headteacher to appoint other people. The new proposed SLT signatories would be: Danny Coyle, Ruth Baker, Lucy Glampson and Laura Curran.

Scheme of Delegation: No change with the exception of the above-named.

School's Debit Card: The current Debit card will cut-off and securely disposed of by 31st August 2022.

Action: The Finance Manager will obtain the necessary paperwork for the new Headteacher to receive a school's Debit card from 1st September 2022.

On-Line Payments Authorisation: The new Headteacher and the Finance Manager will be the only people making any purchases on line. They will need to obtain permission from members of SLT before they proceed.

Petty Cash: In line with Ealing's Finance Handbook, the petty cash upper limit is £75 which is having an impact in cash funds when a large number of petty cash requests are made at the same time. The Head wished to propose to increase the daily withdrawal allowance from £300 to £500, confirming that a receipt would be always obtained from the bank's cash dispenser. The Head advised that our bankers would be contacted and asked to approve this increase.

Decision: After careful consideration, the Full GB agreed and approved, in principle, to increase the daily withdrawal allowance for petty cash from £300 to £500, as long as our bankers agree to this.

Action: The Finance Manager to contact our Bankers about this and notify the new Headteacher and Governing Body when this is agreed and approved by our Bankers.

9/ **Review of Sub-committees in place and their membership**

The Chair of Governors advised that a number of Governors had recently resigned and they would be leaving at the end of August 2022. A Governor suggested contacting Carol Campbell at the Diocese of Westminster to notify her of the number of vacancies for Foundation Governors at our school. A governor suggested initially checking our Constitution document before proceeding to the selection of any Foundation Governors.

The following Governors will be leaving the Board by the end of August 2022:

Patrick McCarthy, Fiona Pusey, Luke Ramsden and Maggie Pound.

The Chair advised that this item should be revisited at the Full GB meeting in September and an agenda item should be included.

Action1: The Clerk to add this item to the Agenda for the September Full GB meeting.

Action2: The Chair to meet with the Clerk for the recruitment of Governors.

10/ 2022/23 Proposed Governors' Meeting Dates

Governors reviewed the 'proposed' Governors' Meetings Dates for 2022/23. The Chair of the Pay Review Panel asked for the proposed meeting date to be changed from Thursday 20th October 2022 to either Monday 31st October or Tuesday 1st November 2022. The first meeting date was agreed for the Additional Full FG meeting on Wednesday 14th September 2022 from 6.30pm.

Decision: The 2022/23 "Proposed" Governors' Meetings dates were provisionally agreed.

Action: The Clerk will update the dates and the final document will be finalised at the Additional Full GB Meeting in September.

Yr12 Admissions Scrutiny meeting

The Head advised that a local Voluntary Aided high school also processes its on-line application system as we do at Wiseman. However, the scrutiny of applications to 6th Form admission is overseen by the Headteacher. The Chair of Governors advised she would obtain advice from our Diocese to ensure our GB is following the correct procedures when electronic applications are made and submitted on-line. The Chair advised that for last year's intake, the Director of Sixth Form had overseen the admissions to 6th Form. Governors had asked him to provide a report detailing how the admission process had been followed. Nevertheless, the GB would prefer to oversee the scrutiny of applications to 6th Form to ensure Wiseman's Admissions Criteria is maintained. Governors asked for a mechanism to be found in order to meet their Governance responsibility.

Action: The Headteacher to contact the Director of 6th Form and inform the Chair of Governors accordingly.

11/ Director's Report - Noted

The Clerk advised that an email had been sent to all Governors with the EGfL link to access the document.

12/ Report of Governors' Visits

Safeguarding Visit - The Chair and the Vice of Governors confirmed that they had visited the school on 13th June 2022 and had met with the Director of Inclusion and the Senior Assistant Head Teacher - Head of Pupil Care & Behaviour / Head of Catholic Life of the School. During their visit, they had the opportunity to talk to members of staff and pupils regarding safeguarding. Feedback regarding the new longer tutor periods is very good as tutors can speak to tutees about any issues they may be concerned about. Very good feedback had been received by the above members of SLT regarding safeguarding concerns and issues. The Vice Chair confirmed that students had mentioned that they were very happy to be back at school and appreciated to have a formal structure to their day and be back at school. The Chair pointed out that all Governors needed to complete "The Key's Safeguarding" training in September. The Visits Report had been provided to Governors and a copy had been placed on Frog and SharePoint.

The Chair of Admissions Panel advised that she had visited the school and had met with the new Admissions Administrator, the Chair of Governors and the Headteacher.

The Chair of Catholic Life Committee advised that she had visited the school on 21st April 2022 and had met with the Head of Religious Education. She had the opportunity to look at R.E. exercise books and to look at examples of the five-point lesson and the department's approach to literacy. The Head of R.E. had explained how key words were being used during lessons at KS3 and GCSE lessons and the use of writing structures to support literacy. She had shared this information with the Catholic Life Committee at their recent meeting. The Visits Report had been provided to Governors and a copy had been placed on Frog and SharePoint.

13/ Correspondence to the Chair of Governors

The Chair of Governors advised that two letters had been received regarding admissions. These letters had been acknowledged and action taken.

14/ Governors' Training

The Chair advised that from September 2022, all Governors must attend training related to their roles in the

Governing Body and at subcommittee and panel levels. This training would support Governors in their roles in Committees such as admissions, disciplinary matters, safeguarding, finance, etc. As mentioned earlier, all Governors must participate in Safeguarding training, this can be done on-line using “The Key”. The “National Governors Association” is also running webinars and delegates receive a certificate on completion. Governors must decide and select what training they need to complement their role in the Governing Board. The Vice Chair agreed that Safeguarding training should be undertaken by all Governors and this should be part of the agenda and minuted.

Action1: Governors to find out what their training needs are in relation to the committees and panels they are involved in and to register on relevant courses.

Action2: Safeguarding Training for the full GB to take place at the Autumn Term Meeting in October 2022.

15/ Minutes of Previous Meetings:

The Minutes of the Full GB Spring Term meeting held on 24th March 2022 had been made available to Governors. The Minutes were agreed.

The Minutes of the Full GB Budget Setting meeting held on 27th April 2022 had been made available to Governors. The Minutes were agreed.

16/ Matters Arising

24th March 2022 Minutes (Spring Term 2022) - None.

27th April 2022 Minutes (Budget Setting) – None

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

The draft Minutes of the various Sub-committees’ meetings that took place during the Summer Term 2022 had been made available to Governors. The documents were taken as read.

i) Admissions Panel (L Luke)

- As discussed earlier in the meeting.
- Scrutiny of electronic system for admission applications to 6th Form – Advice will be sought from the Diocese of Westminster.
- The number of applications to 6th Form is increasing, in particular external applicants.
- The annual Admissions Panel meeting and Scrutiny of applications to Year 7 is scheduled to take place in the Autumn Term 2022.
- Admissions/Appeals Criteria was discussed earlier in this meeting.
- There was nothing further to add.

ii) Catholic School Life (A Majcherczyk-Olczak)

- The draft Minutes of the Summer Term sub-committee meeting held on 11th May 2022 were taken as read and agreed.
- The R.E. Department is going from strength to strength. Key words are being used at KS3 and GCSE students are being supported with exam techniques. The R.E. Department is introducing 5-point lessons.
- The Chaplain continues to do great work and is promoting the school’s motto.
- There was nothing further to add.

iii) Curriculum (L Luke)

- The draft Minutes of the Summer Term sub-committee meeting held on 18th May 2022 were taken as read and agreed.
- The DfE expects all schools to become MATS, in our case, CATS by 2030 and is encouraging large schools to have 7,000+ pupils. Governors must keep this in mind.

- By 2025, all schools should have received an Ofsted visit. Our school is expected to receive a visit soon.
- Ebacc changes are expected for all schools but ours is prepared for that.
- There was nothing further to add.

iv) Resources (B Bonnardel-Azzarelli)

- The Summer Term sub-committee meeting was held on 26th May 2022. The draft Minutes were taken as read and agreed.
- There was nothing further to add.

v) Pay Review Panel (N Arratoon)

- There was nothing to add.

18/ D.O.N.M.: Wednesday 14th September from 6.30pm (Additional FGB Meeting)

Meeting closed at 8.15pm

The Headteacher and the Vice Chair Governors were presented with gifts from members of the Governing Board to thank them for their hard work and commitment to the success of Cardinal Wiseman. They both leave Cardinal Wiseman after serving as Staff Governor and Chair and Vice Chair of Governors over a period of many years. Mr Pat McCarthy was thanked for his commitment to Cardinal Wiseman during his term in office. Mr Luke Ramsden and Mrs Fiona Pusey were not in attendance at this meeting but their resignations were acknowledged.

Part 'A' Minutes Approved by:

Nicole Alexander-Morrell
Chair of Governors

*Roz Smith
Clerk to the Governors*