

**The Cardinal Wiseman Catholic School**  
**Minutes of the Additional Full Governing Body Meeting**  
**Wednesday 15th September 2021 - 6.30pm**

**Present at the meeting:**

<b>Name</b>	<b>Category of Governor</b>	<b>Information</b>
Nicholas Arratoon	<i>Co-Opted</i>	
Michael Kiely	<i>Staff</i>	<b><i>Headteacher</i></b>
Lystra Luke	<i>Foundation</i>	
Caroline Mackenzie	<i>Parent</i>	
Anne Majcherczyk-Olczak	<i>Foundation</i>	
Laura Burrell	<i>LA (Citizen)</i>	
Maggie Pound	<i>Foundation</i>	<b><i>Elected Vice Chair of Governors at this meeting</i></b>
Fiona Pusey	<i>Parent</i>	
Gavan Rewt	<i>Staff</i>	
Roz Smith		<i>Clerk to the Governors</i>

*The meeting was declared quorate.*

**PART 'A' MINUTES**

***In the absence of Nicole Alexander-Morrell, Maggie Pound agreed to chair this meeting.***

1/ The meeting opened with a **prayer**.

2/ **Welcome to New Governor**

**Mrs Laura Burrell** was officially welcomed to the Full Governing Body at this meeting following her successful application to become our **LA (Citizen)** Governor. Mrs Burrell was welcomed and a short introduction took place.

3/ **Apologies for Absence**

The following apologies were received prior to the meeting:

<b>Name</b>	<b>Category</b>	<b>Information</b>
Nicole Alexander-Morrell	Foundation	<i>Apologies received. Authorised Absence. <b>Elected Chair of Governors at this meeting.</b></i>
Betty Bonnardel-Azzarelli	Foundation	<i>No Apologies Received. Unauthorised Absence.</i>
Pat McCarthy	Foundation	<i>Apologies received. Authorised Absence</i>
Luke Ramsden	Foundation	<i>Apologies received. Authorised Absence</i>
Noel Rutherford	Co-Opted	<i>Apologies received. Authorised Absence</i>
Michelle Samuel	Foundation	<i>Apologies received. Authorised Absence</i>

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 Governors' Terms of Office as follows:

Name of Governor	Type of Governor	Term of Office Ends	Action
<b>Nicholas Arratoon</b>	Co-Opted	31 August 2024	
<b>Betty Bonnardel-Azzarelli</b>	Foundation	31 August 2025	
<b>Nicole Alexander-Morrell</b>	Foundation	31 August 2022	Governor will need to contact DofW for re-appointment.
<b>Michael Kiely</b>	Staff (H/Teacher)	Continuous	
<b>Lystra Luke</b>	Foundation	31 August 2023	
<b>Caroline Mackenzie</b>	Parent	25 June 2023	
<b>Anne Majcherczyk-Olczak</b>	Foundation	31 August 2023	
<b>Pat McCarthy</b>	Foundation	31 August 2024	
<b>Laura Burrell</b>	LA (Citizen)	4 July 2025	
<b>Maggie Pound</b>	Foundation	31 August 2022	Governor will need to contact DofW for re-appointment.
<b>Fiona Pusey</b>	Parent	31 August 2023	
<b>Luke Ramsden</b>	Foundation	31 August 2023	
<b>Noel Rutherford</b>	Co-Opted	25 June 2023	
<b>Gavan Rewt</b>	Staff	9 October 2021	A Staff Governor election is due to take place shortly.
<b>Michelle Samuel</b>	Foundation	31 August 2023	

The Clerk advised that there was a vacancy for a **Foundation** Governor in our GB and from 10<sup>th</sup> October 2021, there will be a vacancy for a new **Staff** Governor; therefore, a ballot to elect a new Staff Governor would be needed if more than one member of staff wished to take on this role. The Head advised that a number of members of staff had already shown interest in this role and an election would definitely take place before the Autumn Term Full GB meeting.

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

#### **4/ Election of Chair**

The Clerk confirmed that only one nomination had been received: **Nicole Alexander-Morrell**

In Nicole's absence, those Governors in attendance unanimously voted to elect Nicole Alexander-Morrell as the Chair of Governors at The Cardinal Wiseman Catholic School for a period of one year. This was seconded by M. Pound, Foundation Governor.

#### **5/ Election of Vice-Chair** (*M Pound left the room*)

The Clerk confirmed that although no other nominations were received by the deadline, Maggie Pound had agreed to take on the role of Vice Chair if voted in by Governors at this meeting. Governors in attendance unanimously voted to elect **Maggie Pound** as the Vice Chair of Governors at The Cardinal Wiseman Catholic School, for a period of one year. This was seconded by Anne Majcherczyk-Olczak, Foundation

Governor.

On her return to the meeting, M. Pound agreed to remain as Vice Chair of Governors and advised that “succession” should be kept in mind by Governors as this would be her last year as a Foundation Governor and she would not be re-applying to the Diocese for re-appointment. She encouraged Governors to participate in training to find out what being a Chair or Vice Chair is all about. This was noted and agreed by those in attendance.

**Action:** The Clerk will contact the LA and provide them with the names of the 21/22 Chair and Vice Chair of Governors.

**6/ a) Declaration of Business Interests 2021/22**

A Declaration of Business Interests form had been provided to each member of the Governing Body and they were asked to read the guidance notes, complete and sign the form, 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 Governors not in attendance this evening and ask them to send/email their completed forms.

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

**b) Updated Governing Body’s Code of Conduct 2021/22**

A copy of the updated Code of Conduct 2021/22 had been provided to each member of the Governing Body and, following its agreement and approval at this meeting, each Governor signed this document. The Clerk will contact Governors not in attendance this evening and ask them to send/email their completed document.

**Decision:** The GB agreed and approved the updated Code of Conduct 2021/22.

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

**c) Skills Audit Form**

Governors were reminded to complete and return to the Clerk their completed Skills Audit form. Those who had already sent in theirs were thanked. The Clerk will contact those Governors not in attendance this evening and ask them to send/email their completed form. The completion of the Skills Audit will help with the recruitment of a Foundation Governor.

**7. Schools Policies 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 to adopt this document.*

**B) *SEN Policy (Annual) – July 2021 (Requested by Author)***

**Decision:** *The FGB approved the SEN Policy.*

**C) *SEN Information Report 2021 (Annual)***

**Decision:** *The FGB approved the SEN Report as presented.*

***D) Application forms related to School Trips/Events***

The Head advised that he was seeking approval from the GB of a number of documents related to school trips/events in order to cut down the amount of paperwork for teachers organising these. In turn, this would help encourage teachers to make plans for enrichment activities for students. Staff were very keen to address this and wanted to start organising trips and the adaptation of paperwork would definitely help.

***Q: A Governor asked if there was a cut-off time if a teacher wanted to organise a trip in the coming months.***

*R: The Head replied that when an application for a trip was received, the timetable was checked and, if it was fitting with the timetable, the trip/event would be authorised to proceed. If there was a logjam, teachers would be asked to use a later date in the school calendar.*

***Decision: The FGB approved the updated school trips/events documents as presented by the Headteacher.***

**Other School Policies:**

The Head advised that the Director of School Operations was liaising with members of SLT in order to review and finalise a number of school policies. The documents would be brought to Governors at the next Full GB meeting in October.

**Action: Other school policies will be presented for approval and ratification to the Full GB at the Autumn Term meeting.**

**8/ Finance Update**

The Head advised that there were no significant variances on spending nor there were any concerns about specific budgets. There had been an additional £80K payment which would be used to support teachers' pensions and a pay rise for teachers. SEN funding was £22K less than the previous year due to a number of SEN students having left our school. The Schools Meals budget was being monitored very closely but, so far, we were 25% down on yearly income. The Head advised this would be discussed further at the Resources committee meeting but he pointed out that there were no concerns at present.

***Q: A Governor queried if this fall in school meals income was due to pupil numbers?***

*R: The Head replied it was not, but the school would be monitoring this as it would have an impact to our Finances in the coming months.*

The Head advised that the annual surplus was expected to be £66K and the carry forward would be £375K. The Head confirmed that the Resources committee would receive a full version of the budgetary report. He added that the Pay Review Panel would meet in October in order to authorise pay reviews which would have a big impact on the school budget.

***Q: A Governor asked if there would be many teachers progressing up?***

*R: The Head advised that there would be a number of teachers moving up.*

**Q: A Governor asked if there were any members of staff doing MA courses?**

*R: The Head replied that there were eight or nine teachers who would be doing their middle leadership training.*

The Head confirmed that the school was in a good financial position and a finance report would be presented to Governors at the Resources committee in October 2021.

**Action: The Headteacher will email an updated Finance Report to the Resources committee for further discussion at their Autumn Term meeting.**

*7 pm - G Rewt left the meeting for the next agenda item to be discussed.*

**9/ Ratification of DT TLR Restructure by GB - Part "B" Minutes – Confidential Item**

A copy of the DT TLR Restructure document had been provided to Governors. The document was taken as read.

**Decision: After careful consideration, the FGB agreed and ratified the DT TLR restructure.**

**Action: The Headteacher will notify the relevant members of staff.**

*7.05 pm - G Rewt returned to the meeting*

**10/ School Growth Plan**

A copy of the School Growth Plan 2022-24 draft had been provided to Governors for information only. The document was taken as read. The Head advised that the document had to be reviewed due to recent events related to Covid-19. He advised that all Departments had been asked to add their objectives for 2022-24 and any alterations would be completed by the end of October 2021.

The following questions were raised by Governors:

**Q: Were there many students attending Saturday catch-up classes?**

*R: The Head advised that over 100 students had been involved.*

**Q: Will it be done again this academic year?**

*R: The Head replied that catch-up lessons had not taken place during the Summer break; therefore, funding had been returned. However, money from our current budget would be used to put in place catch-up lessons during the 21/22 academic year. There were plans for Yr7 students to participate in English and Maths catch-up lessons that would take place before and after the Autumn half-term which would target approximately 100 students. By the end of the year, any remaining Yr7 students' levels would have been picked up and plans would be put in place for catch-up lessons for them in the Spring Term.*

**11/ Confirmation of the following:**

a) **Membership of 2021/22 Committees and Panels**

**Pat McCarthy:** *Re-joining Head's Review Panel*

**Noel Rutherford:** *To join Head's Review Panel – Training was recommended for succession purposes next year.*

**Decision1:** It was agreed for the following Governors to take part in the Head's Performance Review: Maggie Pound, Pat McCarthy, Luke Ramsden.

**Decision2:** Noel Rutherford to participate in Head's Review training for succession purposes since M. Pound would no longer be a Governor in 2022.

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

**Laura Burrell:** *She was invited to join initially all Committees and Panels and then make a decision as to which ones she would like to join permanently.*

**Lystra Luke:** *She will join the Catholic Life Committee.*

**Decision & Action1:** It was proposed and agreed by Governors for Noel Rutherford to attend the Head's Review training for succession and continuation purposes.

**Action2:** The Clerk will update the 2021/22 Panels and Committees Membership.

**b) Governors' Meetings Cycle for 2021/22**

The Chair of the Catholic Life Committee asked if the Autumn Term meeting date could be changed to 10<sup>th</sup> November 2021.

**Action:** The Clerk will contact the Catholic Life Team and find out if the date change is agreeable with them. If so, the date will be changed and Governors will be notified.

The Vice Chair advised that she would not attend the Spring Term Curriculum committee meeting due to other Governance commitments. This was noted by the Clerk and those in attendance.

**Decision:** All remaining dates were agreed by those in attendance.

**c) Link Governors for 2021/22 - 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>	Caroline Mackenzie
<b>Looked After Children:</b>	Maggie Pound, Michael Kiely
<b>Religious Education:</b>	Anna Majcherczyk-Olczak
<b>Numeracy:</b>	Nicole Alexander-Morrell
<b>Sex, Relationships, Teenage Pregnancy:</b>	Currently Luke Ramsden
<b>Special Educational Needs:</b>	Currently Luke Ramsden

**Action:** Luke Ramsden will be contacted to find out if he is able to continue, or not, in the link

roles he currently holds. Fiona Pusey agreed to contact him and advise the GB and the Clerk.

**13/ Training for Governors**

- a) Safeguarding Training** – Luke Ramsden will provide SG training to Governors on 14<sup>th</sup> October 2021 from 6pm prior to the Full GB meeting. Training will last 30 minutes. The Clerk advised that KCSIE 2021 documents had been provided to Governors for this meeting. The Director of Inclusion had provided them advising that the Chair of Governors should be familiar with them and it was good practice for all governors to have seen and read them.
- b) Head's Performance Review Training:**  
As discussed earlier, for succession purposes, it was recommended for Noel Rutherford and as many other governors to join this important training.
- c) Diocese of Westminster Training & Governors Hub**  
Governors were reminded to access the Diocese of Westminster's website to access the CPD Programme.
- d) National Governance Association and The Key for Governors – Training Links**  
Governors were reminded that webinars and a myriad of information was available by accessing these two websites.
- e) Ealing Council's CPD Training**  
Leaflets containing training provided by Ealing Council were available to Governors who were encouraged to enrol and participate in Governors' training.

**14/ Minutes of Last Meeting – Parts 'A' and 'B' - Agreed.**

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

**16/ Date of Next Meeting: Thursday 14<sup>th</sup> October 2021 - 6 pm**

*Meeting closed at 7.30 pm*

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

**Nicole Alexander-Morrell  
Chair of Governors**

*Roz Smith  
Clerk to the Governors*