

**The Cardinal Wiseman Catholic School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 24<sup>th</sup> March 2022 - 6.30 pm**

Present at the meeting:

**PART 'A' MINUTES**

<b>Name</b>	<b>Category of Governor</b>	<b>Information</b>
Nicole Alexander-Morrell	Foundation	<i>Chair of Governors</i>
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee – Via Teams</i>
Laura Burrell	LA (Citizen)	<i>Via Teams</i>
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Foundation	<i>Chair of Admissions Panel &amp; Chair of Curriculum Committee</i>
Caroline Mackenzie	Parent	
Anna Majcherczyk-Olczak	Foundation	<i>Chair of Catholic Life Committee</i>
Pat McCarthy	Foundation	<i>Via Teams</i>
Maggie Pound	Foundation	<i>Vice Chair of Governors</i>
Fiona Pusey	Parent	<i>Via Teams</i>
Luke Ramsden	Foundation	<i>Via Teams</i>
Noel Rutherford	Co-Opted	<i>Via Teams</i>
Michelle Samuel	Foundation	<i>Via Teams</i>
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**

<b>Name</b>	<b>Category of Governor</b>	<b>Information</b>
Nicholas Arratoon	Co-Opted	Apologies Received via email

3/ **Authorised / Unauthorised Absences**

N. Arratoon had emailed his apologies. Authorised absence.

4/ **Declaration of Business Interests**

Governors were asked if there had been any changes in circumstances in connection with their original Declaration of Business Interests. Their reply was 'No Change'.

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

The Headteacher's Report had been provided to the Governors prior to the meeting. The Report was taken as read and understood. The Headteacher's Report included:

*-Chaplain's Report*

*-Recording & Reporting of Racists Incidents Involving Pupils*

- Pupil Premium
- Child Protection & Safeguarding
- SEN
- Staffing
- Finance
- Covid

The Head advised that a number of queries had been raised by Governors prior to the meeting and these had been replied via email and all Governors had been copied into them. A transcript of the questions can be found below.

***Questions raised by Governors regarding the H/T Report for FGB Meeting 24<sup>th</sup> March 2022:***

1. ***Please explain the term 'dual role purpose' with regard to the Year 9 student from the PRU.***
2. ***White British exclusions 21/22 =25 this is high in comparison with the other racial groups (Black Caribbean =16). Has the school looked at the reasons why and are there any strategies in place to reduce this outcome for next year?***
3. ***FTE figures by type of incident - can we also record physical assault to teaching and school staff? At present incidents are recorded within another category which is less impactful.***

**Replies to the above questions:**

1. Dual role purpose with regard to the Year 9 student means that
2. Not high really (although any student out of school is one too high!!) because they constitute the largest group numbers wise- I am more concerned about the number of Black Caribbean students, mostly boys. They form a much smaller group numbers wise and are therefore over represented compared to White British. We are working to improve this constantly with additional behavioural support, ensuring that a student has 1 or two periods of self-reflection and support in Inclusion before any fixed term exclusion is given. The proposed additional Inclusion Assistant will provide additional targeted mentoring support aimed at the students who are finding themselves being excluded. In addition to this we believe that we have secured the provision of 2 therapeutic support specialists from Brent Centre for Young People part funded by the John Lyons Charity.
3. We are constrained by the definitions at present- set by the DfE. Thankfully, such incidents are extremely, extremely rare at Cardinal Wiseman.

***Q: In anticipation for this evening, could you please clarify, for the cover teacher, the reporting line, and performance management proposed? what profile would be selected, and what would that role mean in a teacher's career?***

Reply: The reporting line/line manager would be the Cover Manager, performance management would be in line with all non- teaching support staff, with pro forma common frameworks, with half and then full year written reports. Evidence would be gathered by the Cover Manager observing her work with different groups-including some student voice. The profile would be a person with similar qualities to those expected of a teacher but with a lower qualification threshold. Ideally we would like somebody who may have finished university but isn't sure whether they want to teach as a career eg we currently have a Science technician whom we have supported through her degree and she starts teacher training in September. In relation to your last point this would be a support staff colleague not paid at the rate of a teacher.

***Q: Are you able to give me the figures for the number of applications received for the September year 7 intake, please.***

Reply: 1128.

*No further questions were received.*

The Headteacher provided the following updates:

Catholic Life at Cardinal Wiseman was going from strength to strength led by our Chaplain who had created a great relationship with our local parish where, sadly, Fr Eugene Lynch, Parish Priest, had passed away unexpectedly last December. Our school has been very fortunate to have such strong links with the Visitation Parish.

Although he was confident the school would be fully staffed for September 2022, there was still the possibility of receiving resignations from teachers by the deadline of 31 May 2022. He confirmed that interviews for teachers of Maths and Science had taken place recently and candidates had been outstanding. One candidate had already accepted the job offer and the other candidate would be notifying us later. A Governor asked if they were NQTs. The Head confirmed they were and one of them was a previous Wiseman student who was delighted to have been offered a teaching job at our school.

The Head confirmed that questions raised by Governors about Inclusion had been answered; however, mental health concerns post lockdown had increased significantly. A Governor asked if this was low mood or anxiety. The Head replied that there was not a huge difference between these and it was difficult to differentiate them. A Governor queried about the characterisation by the DfE about why our students were being suspended. The Head replied that the categories provided in the questionnaire were limited and did not allow our school to explain further. A Governor queried “sexual misconduct”, was it as a result of awareness. The Head replied that after doing some research work with students during tutor groups, it was found that there was greater awareness amongst students. A Governor asked with reference to a Yr9 student from PRU, what does ‘C’ mean. The Head advised that the pupil currently attends Cardinal Wiseman but if the placement does not work out, the pupil can return to Ealing’s Alternative Position. Cardinal Wiseman usually takes on one or two students each year, following their permanent exclusion from other Ealing Schools. We give them the opportunity of a fresh start here. A Governor asked if all secondary schools in Ealing did this. The Head confirmed this was the case.

*No further questions were raised by Governors about this agenda item.*

## **6/ 2021/22 Final Budget Update**

### **A) Carry Forward**

The Head advised that the 2021/22 Budget had closed earlier in the week. The In-Year surplus was £480K which included: **a)** additional income received through Covid funding -this was a large amount of money which the school had been unable to spend before year-end; **b)** the 2% pay rise for teachers which had not been required and **c)** £130K of ICT funding for equipment that our school had been unable to procure on time due to supply problems. The Head advised the 20/21 carry forward had been £731K and the 21/22 carry forward would be £480K, making a total carry forward for 22/23 of £1.2M. He pointed out that this total did not include the PVC and Gift Aided money which was

currently being held in PVC Bank Accounts by the school and the Diocese. The Head confirmed that due to the various increases in annual budgets received by our school, this meant that £840K approximately could be kept without having money clawed back by the LA. The Head advised that the Finance Manager had set aside £411K for various projects that the school could not complete before the end of the financial year, this meant we should be clawback free for next financial year. The Head pointed out that, in September, the GB and the new Headteacher would be in a wonderful financial position as they would be inheriting a very healthy budget.

A Governor asked if, with academisation, could the money be taken away and be given to another school. The Head replied that it would depend if the money was still there but it would be within the power of the trust to do so. A Governor added that this would be up for discussion as and when planning the CAT.

### **B) Outdoor Gym Project**

The Site Manager had arranged to meet with the selected supplier to continue further negotiations as the equipment supplier needed to confirm the chain of supply situation and the expected date of delivery as this was important for the installation of the gym equipment. A Governor asked if a maintenance contract would be part of the negotiations. The Head replied that he had not entered into that with the supplier yet; however, he would report back to Governors.

**Action: The Head will report to Governors about the maintenance agreement of outdoor equipment maintenance.**

The Head advised that another outdoor project was being completed at the “Memorial Garden” where Chris Casey, a previous student, is remembered every year and his family is invited to attend. In addition, memorial plaques would be on display to remember all members of staff and students who had passed away during their time at our school. A plaque for Fr Eugene was intended to be placed there too. A paved path had already gone in and a fence would be put in place around the Memorial Garden area to safeguard from the Greenford Depot site next door. All Governors would be welcome to visit the site in the summer. Following the query raised by Governors regarding the Main Hall’s seating refurbishment, the Head confirmed that the selected company would provide a two-year warranty for anything to do with the installation and a ten-year warranty for the foam in the furniture.

### **C) On-going ICT Procurement**

The Head advised that a document had been emailed to Governors with details of ICT procurement for 2022/23 for which money would be set aside in order to continue and complete our ICT projects. Further requests would follow, for instance, for wireless Wi-Fi and cabling/installations needed to keep up with new technology. Governors would receive a further update at the Summer Full GB meeting.

The above projects were noted and agreed by the Full Governing Body.

## **7/ 2022/23 Indicative Budget & Staffing Implications**

The Head advised that an early budget actions document had been emailed to Governors plus a copy of the letter sent to the LA in 2014. He had also sent a proposal for Governors’ consideration and approval to take on additional staff. The Head provided his rationale about the creation of four new roles from September 2022 which would add value to the teaching of students at Wiseman. Two of these posts would be aimed at curriculum areas with the greatest number of lessons delivered by non-

specialists: Religious Education and Modern Foreign Languages.

An additional Cover Supervisor was needed to be used in classrooms across the school to allow senior and middle leaders to undertake learning walks and monitor the quality of teaching. A support staff was required in the Inclusion area to provide support a colleague and undertake administrative tasks for Year Teams to allow teachers time to focus on their delivery of lessons.

A fifth appointment would involve the employment of an additional SEN person to provide admin support to the SENCo who could provide one-to-one sessions with some of our most vulnerable and least academically able students. This appointment would be for one year only. The cost of the four permanent roles would be approximately £170,000 including 'on costs'.

A Governor asked how much would the SEN provision cost for one year. The Head replied that it would cost £23K-£27K per year. A Governor asked if this would be paid directly to an agency. The Head confirmed this would be an agency supply teacher which meant there would be no NI or on-costs involved. If this arrangement proved successful, the new Head might decide to keep this post but he and the Full GB would need to discuss it. A Governor queried if this would be value for money or if it would be better to put a junior position in place instead of bringing in an extra teacher, this position was not completely clear. The Head replied this had been detailed in his email to Governors. A Governor queried about the requirement for an additional Cover Supervisor. The Head replied that heads of department would be able to go on Learning Walks instead of covering for a lesson when a member of their team is away or members of SLT having to cover a lesson to relieve the head of department, this was not a good way to use members of SLT. A Governor agreed that this would be a good way to use this new person.

**Decision: After careful consideration, the Full GB agreed and approved the proposal put forward by the Headteacher to create four new permanent posts at Cardinal Wiseman and for a one-year SEN post to be put in place.**

## **8/ Admissions 2022**

The CoG advised that there were concerns following the non-scrutiny of applications to 6<sup>th</sup> Form in February as these were currently made on-line and there was no facility for Governors to scrutinise any of the applications. This was something that needed to be addressed by the Full GB and reach a decision as to how Governors could carry out their duty when the on-line applications system was used. The Director of 6<sup>th</sup> Form had produced a report to Governors advising how this new format was meeting our Admissions Criteria. However, if there was an error and someone appealed, Governors would be required to respond to a complaint over an issue in which they lacked oversight. It would be the same principle that is applied to Year 7 applications. At present, Governors cannot read any of the applications for admission to 6<sup>th</sup> Form and this is a potential problem since Governors are the Admissions Authority. The GB needed to address how Governors can oversee 6<sup>th</sup> Form applications for admission.

The Head proposed asking the Director of Sixth Form to contact a Voluntary Aided school already using an on-line system for applications. A Governor proposed a spot check of applications but this was not considered satisfactory. A Governor asked if it would be possible to run a report providing statistics. A Governor pointed out that Governors could still not see the applications and check if there were any errors. A Governor proposed sitting in room J-200 so Governors can use the PCs there and access the applications on-line. The Head agreed this could be arranged. The Chair of the Admissions

Panel pointed out that more Governors were needed to attend and scrutinise at Admissions meetings.

**Decision1:** After careful consideration, the Full GB agreed to benchmark against other VA schools as Governors needed to oversee all applications for admissions to 6<sup>th</sup> Form.

**Action1:** The Head will liaise with the Director of Sixth Form about this situation.

**Action2:** The Head will report back to Governors at next meeting.

**Action3:** Governors must be available to attend and carry out scrutiny of applications for admission to Cardinal Wiseman.

### **Admissions Appeals**

The Vice Chair provided details on the procedures followed at ‘Admissions Appeals’ and confirmed that it was not the Headteacher’s role to do it but the Full Governing Body’s. It was proposed to have a couple of Governors meet the Head to find out further how appeals progress and all Governors must be prepared to do it. The Head will provide this year’s dates for Appeals and Governors must make themselves familiar with all of the applications.

**Action:** The Vice Chair will let Governors know if there is any training available for this purpose.

### 9/ **Staffing Issues – Confidential Item (Part ‘B’ Minutes)**

#### 10/ **Schools Financial Value Standard (SFVS)**

A copy of the SFVS document had been provided to Governors prior to the meeting. The document was taken as read and understood. The Full GB agreed and ratified the 2021/22 SFVS at this meeting.

**Decision:** After careful consideration, the Full GB agreed and ratified the SFVS document at this meeting.

**Action1:** The Chair of Governors will sign the SFVS at the end of the meeting.

**Action2:** The SFVS will be emailed to Ealing Council before the 31<sup>st</sup> March 2022 deadline.

#### 11/ **Ratification of all Sub-Committees’ Terms of Reference**

The Sub-committees’ Terms of Reference had been provided to the FGB for their information and approval at this meeting. These were taken as read. The Terms of Reference had been agreed and approved at the sub-committees’ first meeting in the Autumn Term.

The following Terms of Reference were presented to the GB for approval:

- a) *Admissions*
- b) *Catholic Life*
- c) *Curriculum*
- d) *Pay Review*
- e) *Resources*

The Chair asked for an additional line to be added to the “Admissions Panel” Terms of Reference. ***“To put the school’s case at Admissions’ Appeals hearings”***. The Full GB agreed to this proposal.

**Action:** The Clerk will add the above sentence to the Admissions Panel’s Terms of Reference.

**Decision:** The Sub-committees’ Terms of Reference were agreed, approved and ratified as presented to the full GB at this meeting.

#### 12/ **Director’s Report – Noted.**

A link to the Report had been provided to Governors prior to the meeting. The Report was taken as read.

### **13/ Correspondence to the Chair of Governors**

The CoG advised there was nothing to report.

### **14/ Report of Governors' Visits**

- The R.E. Link Governor advised that she had met with the R.E./Catholic Life Team and her visit had been very informative. A report had been prepared and was placed on Frog for Governors' perusal.
- A number of Governors had taken part in the Headteacher's Selection Panel. The Panel had successfully appointed a new Headteacher.

### **15/ Minutes of Last Committee Meetings + Updates (Verbal)**

The Minutes of the various Committees/Panels had been provided to all Governors to read prior to this meeting. The Chairs of Committees provided the following updates:

#### **i) Admissions Panel (L Luke)**

- The Panel had met on 23<sup>rd</sup> and 25<sup>th</sup> November 2021.
- The Minutes of the 23<sup>rd</sup> November 2021 meeting were taken as read and agreed.
- On 23<sup>rd</sup> and 25<sup>th</sup> November 2021, the Panel had carried out the Scrutiny of Applications for Admission to Year 7 in September 2022 and both meetings had run smoothly.
- The Panel had not met on 28<sup>th</sup> February 2022 to carry out the Scrutiny of Applications for Admission to our 6<sup>th</sup> Form, as discussed earlier.
- The annual Admissions Panel meeting is scheduled to take place in the Autumn Term 2022.
- The Head confirmed the Yr7 Scrutiny had gone smoothly and had been well-organised. The new Admissions Administrator was doing a good job.
- There was nothing further to add.

#### **ii) Catholic School Life (A Majcherczyk-Olczak)**

- The Minutes of the Autumn Term sub-committee meeting held on 10<sup>th</sup> November 2021 were taken as read and agreed.
- The Chair had visited the school and met with the RE/Catholic Life Team. Her Visit's report had been placed on Frog.
- The Spring Term sub-committee meeting had taken place on 2<sup>nd</sup> February 2022. The draft Minutes of this meeting were taken as read and agreed.
- The Summer Term Catholic Life meeting will be held on 11<sup>th</sup> May 2022.
- There was nothing further to add.

#### **iii) Curriculum (L Luke)**

- The Minutes of the Autumn Term sub-committee meeting held on 18<sup>th</sup> November 2021 were taken as read and agreed.
- The Spring Term Curriculum sub-committee meeting took place on 24<sup>th</sup> February 2022.
- At this meeting, there was a presentation about Teaching & Learning strategies in order to address the gaps in knowledge in all streams after Covid. SLT advised how the school was trying to bring students up-to-date at KS3. At KS4, SLT were expecting positive outcomes

and students were being pushed to achieve higher grades. At KS5, very good outcomes were expected by SLT and strategies for intervention had been put in place, in addition, applications to university had gone up slightly this year.

- The draft Minutes of the Spring term meeting were taken as read and agreed.
- The Summer Term Curriculum meeting would be held on 18<sup>th</sup> May 2022.
- There was nothing further to add.

**iv) Pay Review Panel (M Kiely in N Arratoon's absence)**

- The Panel met on 21<sup>st</sup> October 2021.
- The Panel had the opportunity to scrutinise the range of performance management documents put forward and they were happy to support the movement of those teachers with sufficient evidence to the next point of pay range/upper range.
- The draft Minutes of the Autumn Term meeting held on 21<sup>st</sup> October 2021 were taken as read and agreed.
- There was nothing further to add.

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

- The Autumn Term sub-committee meeting was held on 20<sup>th</sup> October 2021. The Minutes were taken as read and agreed.
- The Spring Term sub-committee meeting took place on 10<sup>th</sup> February 2022. The draft Minutes were taken as read and agreed.
- The Pre-Budget meeting is scheduled to take place on 20<sup>th</sup> April 2022 to discuss the proposed 2022/23 Budget.
- All Governors were reminded to attend the Budget Setting meeting on 27<sup>th</sup> April 2022 as the meeting must be quorate.
- The Summer Term sub-committee Committee meeting will be held on 26<sup>th</sup> May 2022.
- There was nothing further to add.

**16/ Minutes of Previous Meetings**

- a) Minutes of 14<sup>th</sup> October 2021 (Autumn Term) Full GB meeting were agreed.
- b) Minutes of 6<sup>th</sup> January 2022 (Extraordinary) Full GB meeting were agreed.
- c) Minutes of 9<sup>th</sup> March 2022 (Extraordinary) Full GB meeting were agreed.

**17/ Matters Arising**

- a) 14<sup>th</sup> October 2021 (Autumn Term) Full GB meeting:
  - *L Ramsden will email to the Clerk the 'Safeguarding' presentation document.*
  - *The Head confirmed the roof repairs had worked, the school policies were up-to-date on the school's website and safeguarding training had taken place.*
- b) 6<sup>th</sup> January 2022 (Extraordinary) Full GB meeting - None
- c) 9<sup>th</sup> March 2022 (Extraordinary) Full GB meeting - None

**18/ Governors Training: LA & Diocese of Westminster Training**

The Clerk confirmed that our school had renewed its subscription with the National Governance Association including on-line training for Governors on a wide range of topics. The school had also signed up to "The Key for Governors" and "GovernorsHub". She highly recommended for governors to take part in training at no cost to them. Governors were reminded to visit Ealing CPD and the Diocese of Westminster websites for additional training information.

The Vice Chair advised that the Diocese did not have much Governors' training during this term but the LA provided some such as Disciplinary Panels. Governors were encouraged to book and attend. The Vice Chair pointed out that it was not satisfactory to have untrained Governors to participate in Disciplinary meetings so this was something all Governors needed to keep in mind. The LA was currently promoting 'Complaints' training. However, Cardinal Wiseman Governors needed to undertake training as soon as possible on: Disciplinary, Exclusions and Admissions.

**Action: The Vice Chair will keep in touch L Blackburn at the Diocese about training for Governors and will contact Governors as and when courses become available.**

**19/ A reminder to Foundation Governors whose term of office ends in August 2022.**

The Clerk reminded Governors about the importance to apply early for re-appointment as Foundation Governors with the Diocese.

**Action: The Clerk will send the Diocesan re-appointment pack to the Chair.**

**20/ D.O.N.M.:**

**Budget Setting Meeting:**

- *Wednesday 20<sup>th</sup> April 2022 – 6.00pm (Pre-Budget Meeting for Resources Committee only)*
- *Wednesday 27<sup>th</sup> April 2022 – 6.30pm (Full GB - Meeting must be quorate)*

**Summer Term:**

- *Wednesday 29<sup>th</sup> June 2022 – From 6.30pm (Full GB - Meeting must be quorate)*

***Important Notice:***

***The Chair advised that from now on, all Governors' meetings will be held face-to-face. Teams will only be used on an emergency going forward with a new Headteacher. All Governors agreed.***

*Meeting closed at 8.40pm*

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

Nicole Alexander-Morrell  
Chair of Governors

*Roz Smith*

*Clerk to the Governors*