

**The Cardinal Wiseman Catholic School**  
**Minutes of the Full Governing Body**  
**2022/23 Budget Setting Meeting**  
**Wednesday 27<sup>th</sup> April 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>
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee</i>
Lystra Luke	Foundation	<i>Chair of Admissions Panel and Chair of Curriculum Committee</i>
Michael Kiely	Staff	<i>Headteacher</i>
Pat McCarthy	Foundation	
Caroline Mackenzie	Parent	
Maggie Pound	Foundation	<i>Vice Chair of Governors</i>
Fiona Pusey	Parent	
Luke Ramsden	Foundation	
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 apologies were received prior to the meeting:

Name	Category of Governor	Information
Nicholas Arratoon	Co-Opted	No Apologies Received – Unauthorised Absence
Laura Burrell	LA Citizen	Apologies Received – Authorised Absence
Anna Majcherczyk-Olczak	Foundation	Apologies Received – Authorised Absence
Noel Rutherford	Co-Opted	Apologies Received – Authorised Absence

3/ **Declaration of Business Interests**

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

4/ **2022/23 Budget**

The following documents had been provided to all Governors prior to the meeting:

- a) *Budget's Commentary to Governors and questions raised by Governors at the Resources Committee pre-Budget meeting held on 20<sup>th</sup> April 2022 and queries/replies provided to Governors via email.*
- b) *2022/23 Budget*

c) *Three-Year Budget Forecast*

a) **Budget Commentary and Questions raised by Governors at Resources Committee Pre-Budget meeting held on 20<sup>th</sup> April 2022.**

The Head confirmed that the **Minutes** of the Pre-Budget meeting had been sent to all Governors along with a copy of the 2022/23 Budget. A reply had also been sent to additional queries raised by the Chair regarding the three-year budget. No further questions had been sent by Governors.

The Head confirmed that the LA would be informed and be provided with a breakdown of the £1.2M carry forward and spend in committed balances. He referred to the three-year budget forecast and advised that our school would not be in deficit in the next two years but there might be one on the third year, unless there is a substantial increase in funding in the next few years.

Our school finances had been run very prudently and, over the last three years, the school had carried out major projects to avoid an LA clawback. Most recently, the school had allocated significant funding for ICT equipment refurbishment, the installation of air-conditioning units in classrooms and, at present, an outdoor exercise area was being set up in the school. In previous years, there had been other projects such as new canopies and seating areas for students. The school had recently been granted funding of £300K approximately for social and health care, although our budget had already set aside funding for that purpose. A Governor asked if the money was ring-fenced. The Head replied that it would be which would provide us with the opportunity to expand the provision even further.

The Head confirmed that our school was in a very good place financially and he was confident that the new Headteacher would be inheriting a very strong budget.

**6<sup>th</sup> Form Mezzanine Update** – The Head advised he had been in touch with the supplier and it had been agreed to conclude the Mezzanine Project with a final payment which would be settled as soon as their invoice was received. Money had been set aside in the budget for that purpose.

A Governor had asked about the school's Scheme of Delegation as from September 2022 following the departure of a number of members of SLT. The Head advised that he and the Director of School Operations would be proposing a framework at the Full GB meeting in June 2022. He confirmed that the current school's Debit card would be destroyed and a new one would need to be in place for the new Headteacher as from 1<sup>st</sup> September 2022. In addition, proposed cheque/BACS signatories would be named and officially appointed by the GB.

**Action: The Head to put forward a framework for a revised Scheme of Delegation from September 2022.**

**2022/23 Budget – Taken as read**

The Head confirmed that the Director of School Operations had made a presentation to the Resources Committee on 20<sup>th</sup> April 2022 where the proposed 2022/23 Budget was discussed and finalised. A number of questions had been raised by Governors and these had been answered via email and during the meeting. The Chair of Governors confirmed that the Resources Committee had reviewed and discussed the proposed 2022/23 Budget. Although the Committee was recommending its approval, it was up to the Full GB's to make the final decision to approve and ratify the budget being presented by the Headteacher at this meeting.

**Decision:** After careful consideration, the members of the Governing Body unanimously agreed to approve and ratify the 2022/23 Budget presented by the Headteacher and as recommended by the Resources Committee.

**Action:** The Headteacher will notify of this decision to the Director of School Operations and the Local Authority.

**c) Three-Year Budget Plan - Acknowledged and Noted.**

The Head confirmed that this document should be read only as a forecast document.

**5/ Approval & Ratification of the 2022/23 Scheme of Delegation of the Main Account**

The Main Account's Scheme of Delegation (April to August 2022) had been provided to the Governors to read prior to the meeting.

**Decision:** After careful consideration, the FGB agreed to approve and ratify this document.

**Action:** The Head will submit a proposed Scheme of Delegation (September 2022 to March 2023) at the Summer Term Full GB meeting.

**6/ Approval & Ratification of Finance documents:**

The following documents had been provided to Governors to read prior to the meeting, any changes to these documents had been highlighted in yellow for ease of identification:

*a) Authorised BACS and Cheques Signatory List 22/23*

**Decision:** Approved and ratified by the Full GB

**Action:** To be reviewed at the Summer Term Full GB Meeting.

*b) BACS & Cheque Payment Procedures 22/23*

**Decision:** Approved and ratified by the Full GB.

**Action:** To be reviewed at the Summer Term Full GB Meeting.

*c) List of Schools' Bank Accounts 22/23*

**Decision:** Approved and ratified by the Full GB.

*d) Protocols for Signatories of Cheques & BACS Payments 22/23*

**Decision:** Approved and ratified by the Full GB.

**Action:** To be reviewed at the Summer Term Full GB Meeting.

*e) Main School Account Finance Procedures 22/23*

**Decision:** Approved and ratified by the Full GB.

**Action:** To be reviewed at the Summer Term Full GB Meeting.

*f) Governors' Account Finance Procedures 22/23*

**Decision:** Approved and ratified by the Full GB.

**Action:** To be reviewed at the Summer Term Full GB Meeting.

*g) Devolved Capital Account Finance Procedures 22/23*

**Decision:** Approved and ratified by the Full GB.

**Action:** To be reviewed at the Summer Term Full GB Meeting.

*h) Adoption of Ealing Education Services Finance Handbook (New)*

**Decision:** Agreed by the Full GB to adopt this handbook.

*i) List of Exemption Payments 22/23*

**Decision:** Approved and ratified by the Full GB.

*j) Model Framework for Management of a School Budget 22/23*

**Decision:** Approved and ratified by the Full GB.

*k) Statement of Internal Control 22/23*

**Decision:** Approved and ratified by the Full GB.

*l) School's Finance Policy and Procedures 22/23*

**Decision:** Approved and ratified by the Full GB.

*m) School Companies Statement 22/23*

**Decision:** Approved and ratified by the Full GB.

*n) Expenses Policy and Procedures 22/23*

**Decision:** Approved and ratified by the Full GB.

*o) Expenses Form 22/23*

**Decision:** Approved and ratified by the Full GB.

*p) Governors' Allowance Policy 22/23*

**Decision:** Approved and ratified by the Full GB

*q) Governors' Claim Form 22/23*

**Decision:** Approved and ratified by the Full GB

*r) HMRC Travel-Mileage & Fuel Rates & Allowances*

*s) Whistleblowing Policy 22/23*

**Decision:** Approved and ratified by the Full GB

*t) School Trips Forms 2022*

**Decision:** Approved and ratified by the Full GB

**Action:** A number of the above documents will be reviewed and amended as required. A proposal will be provided by the Headteacher at the Summer Term Full GB Meeting.

7/ **Arrange date to meet with new Headteacher**

The Chair advised that the newly appointed Headteacher would be happy to meet with Governors.

Several dates were put forward but, after careful consideration, those in attendance agreed to meet on Wednesday 25<sup>th</sup> May 2022 at 6pm.

**Action:** The Chair will email all Governors a reminder.

8/ **D.O.N.M.:**  
**Summer Term Meeting: Wednesday 29<sup>th</sup> June 2022 – 6.30 pm**

*Meeting closed at 7.30pm*

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

Nicole Alexander-Morrell  
Chair of Governors

*All those documents that had not been signed due to Covid-19 lockdown were signed by the Chair of Governors, Chair of Curriculum and Chair of Resources, at the end of this meeting.*

*Roz Smith*  
*Clerk to the Governors*