

**The Cardinal Wiseman Catholic School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 14<sup>th</sup> October 2021 - 6.00 pm**

**Present at the Safeguarding Training and Meeting:**

**PART ‘A’ MINUTES**

<b>Name</b>	<b>Category of Governor</b>	<b>Information</b>
Nicole Alexander-Morrell	Foundation	<i>Chair of Governors</i>
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Foundation	
Caroline Mackenzie	Parent	
Anne Majcherczyk-Olczak	Foundation	
Patrick McCarthy	Foundation	
Maggie Pound	Foundation	<i>Vice Chair of Governors</i>
Luke Ramsden	Foundation	
Noel Rutherford	Co-Opted	
Michelle Samuel	Foundation	
Mya Theophilou	Staff	
Roz Smith		<i>Clerk to the Governors</i>

**From 6.00pm – “Safeguarding Training for Governors”**

Following recent updates to “Keeping Children Safe in Education 2021” Luke Ramsden provided “Safeguarding Training for Governors” in order to advise of changes made from September 2021. A PowerPoint presentation was introduced which will be placed on Governors’ Frog for their reference.

L Ramsden reiterated that all Staff (and Governors) should read Part 1 of Keeping Children Safe in Education 2021 and “*all staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.*” The following two key paragraphs were highlighted:

“78. *Governing bodies and proprietors have a strategic leadership responsibility for their school’s or college’s safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring policies, procedures and training in their schools or colleges are effective and comply with the law at all times.*”

“82. *Governing bodies and proprietors should ensure they facilitate a whole school or college approach to safeguarding. This means ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development. Ultimately, all systems, processes and policies should operate with the best interests of the child at their heart.*”

**Action: L. Ramsden advised that he would edit the PowerPoint document and would send it to the Clerk for inclusion on Frog.**

At 6.30pm, the Full GB meeting commenced. The meeting was declared quorate.

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

2/ **Welcome to New Governors & Apologies for Absence / (Authorised/Unauthorised Absences)**

*The following is a record of 'Apologies' received from the following Governors by 5pm on the day of the meeting:*

<b>Name</b>	<b>Category</b>	<b>Apologies: Received / Not Received</b>	<b>Authorised / Unauthorised Absence</b>
Nicholas Arratoon	Co-Opted	<i>Apologies Received</i>	Authorised
Betty Bonnardel-Azzarelli	Foundation	<i>Apologies Received-Post meeting as BBA was working abroad</i>	Authorised
Laura Burrell	LA (Citizen)	<i>Apologies Received</i>	Authorised
Fiona Pusey	Parent	<i>Apologies Received</i>	Authorised

**Mya Theophilou and Pat McCarthy** were officially welcomed to the Full Governing Body at this meeting. Mya Theophilou, following a successful election by members of school staff and Pat McCarthy, following his re-appointment by the Diocese of Westminster. They have become, respectively, Staff and Foundation Governors at our school. A short introduction and welcome followed.

3/ **Declaration of Business Interests**

Governors were asked if there had been any changes to their signed Declarations, their reply was 'No Change'. Governors were reminded to return to the Clerk their signed Declarations, Code of Conduct and Skills forms.

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

The Headteacher's Report had been provided to the GB prior to the meeting. The Report included the following sections:

- **Chaplaincy Report**
- **Recording & Reporting of Racist Incidents Involving Pupils**
- **Child Protection & Safeguarding**
- **Attendance**
- **Pupil Premium Strategy 2021/22**
- **SEN**
- **Staff, Finance & Premises**
- **Covid**

The Head advised that no queries had been submitted by Governors about his Report. Therefore, it was taken as read and agreed by the Governing Body. He confirmed that updates of the Summer 2021 Exam Results would be brought to the Curriculum committee meeting and Finance Reports would be brought to the Resources committee meeting.

*Comments/queries raised by Governors:*

A Governor pointed out that she had not emailed her queries but would be doing so shortly. The Head reassured her that he would reply as soon as her queries were received.

A Governor asked about the reaction from parents regarding the vaccination of 12-15 year-old students. The Head replied that following the first round of letters sent out, 100 'Yes' replies had been received. From the second round of letters sent out, 470 'Yes' replies had been received. The school had received 300 replies from families with a "No" reply. In addition, the Head reported that, recently, two women had turned up at our school gates wanting to personally 'serve him with a writ' while videoing his response in relation to Covid vaccinations at school. He provided Governors with a summary of the encounter.

A Governor asked about replies from parents regarding Year 11 students? The Head advised that the response was very similar to other year groups, as there appears to be some doubt about vaccination of children amongst our community of parents.

A Governor queried what if a pupil wanted to have the vaccination but the parent did not. The Head replied that the school would contact the parent and, if the parent agreed, the vaccine would be given to the child. This type of request was placing the school in a very difficult situation. He pointed that the school was not pushing for vaccinations, the school was just making it available to those who wished to take it.

A Governor referred to the bird netting on the school's roof and pointed out that there would be a licence requirement to carry this out. The Head replied that if it was a light weight structure, a licence would not be required. The Governor asked to be contacted when the quote(s) were received.

**Action: The Head will contact Governors when roof works quotes are received.**

*Governors thanked the Headteacher for his very informative Report.*

#### **5/ Policies to be ratified by FGB**

The following policies had been provided to the FGB and these were taken as read prior to this meeting. A number of questions had been emailed to the Headteacher for clarification. The Head had replied via email to all Governors providing a clear explanation to each query. All queries raised by Governors will be kept on file for future reference.

- 1) *Admissions Criteria 6<sup>th</sup> Form (Annually)*
- 2) *Admissions Criteria In-Year 2021*
- 3) *Admissions Criteria 2022-2023 Policy Final Draft*
- 4) *Attendance Policy (Annually)*
- 5) *Careers Education Information Advice and Guidance Policy*
- 6) *CES Disciplinary Policy Letters – English Schools*
- 7) *CES England School Grievance Letters*
- 8) *CES GRP1 Schools England*
- 9) *CES GRP2 Schools England*
- 10) *CES Model - Capability Letters Schools England*
- 11) *CES School - Sickness Absence Policy and Procedure-Template Letters 2*

- 12) *CES Schools – Appraisal Policy – Support Staff*
- 13) *CES Schools – Appraisal Policy – Teachers*
- 14) *CES Schools – Capability Policy*
- 15) *CES Schools - Disciplinary Policy – England*
- 16) *CES Schools – Grievance Policy – England1*
- 17) *CES Schools – Sickness Absence Policy and Procedure – England*
- 18) *Child Protection and Safeguarding Policy 2021-22*
- 19) *Children with Health Needs Who Cannot Attend School Policy*
- 20) *Curriculum Examinations Access Arrangements Policy 2021-22*
- 21) *Curriculum Examinations Archiving Policy 2021-22*
- 22) *Curriculum Examinations BTEC Policies 2021-22*
- 23) *Curriculum Examinations Contingency Plan 2021-22*
- 24) *Curriculum Examinations Data Protection Policy 2021-22*
- 25) *Curriculum Examinations Equalities Policy 2021-22*
- 26) *Curriculum Examinations Internal Appeals Policy 2021-22*
- 27) *Curriculum Examinations Lockdown Policy 2021-22*
- 28) *Curriculum Examinations NEA Policy 2021-22*
- 29) *Curriculum Examinations Policy 2021-22*
- 30) *Curriculum Examinations Policy for Emergency Evacuation of Examination Rooms 2021-22*
- 31) *Curriculum Examinations Special Consideration Policy 2021-22*
- 32) *Curriculum Examinations Word Processor Policy 2021-22*
- 33) *Data Protection Policy (including Biometric data)*
- 34) *Designated Teacher for Looked after Children and previously Looked after Children Policy 2021*
- 35) *ECT Policy The Cardinal Wiseman Catholic School 2021-2023*
- 36) *Equality Statement (annually)*
- 37) *First Aid Policy*
- 38) *Pay Policy Support Staff (annually)*
- 39) *Pay Policy Teachers (annually)*
- 40) *Premises Site Compliance Monitoring for School Premises 2018*
- 41) *Premises Site The Construction Design & Management Regulations 2015*
- 42) *Provider Access Policy*
- 43) *Pupil Premium Strategy Statement (annually)*
- 44) *Relationships and Sex Education Policy 2021*
- 45) *School Behaviour Policy 2021-22*
- 46) *School Exclusions’ Policy*
- 47) *School On Line Safety Policy 2021-22*
- 48) *Special Educational Needs Information Report (annually)*
- 49) *Special Educational Needs Policy (annually)*
- 50) *Targets Growth Plan 2019-2022 Update*
- 51) *Targets School Business Plan 2021-2024 Govs*

Further comments and requests were raised by Governors at this meeting regarding the above policies:

- Font is different in a number of policies – could just one font be used for all documents?
- A number of policies do not mention that “*they should not be read as a stand-alone policy*”.
- To update the date(s) of when the Governing Body will be renewing and approving the policies.

The CoG asked Governors if they were happy with the comments and replies received from the Head following the various queries raised by Governors. All Governors confirmed they were and agreed to ratify the above policies subject to the requested amendments.

**Decision: After careful consideration, all the above-mentioned policies were agreed and ratified subject to the amendments requested by the Full GB.**

The Head advised that due to the large number of documents involved it would be necessary to bring in additional admin support to address all the requests made.

**Decision: The Full GB agreed for the Head to bring in admin support.**

**Action: The Head will contact the Director of School Operations to upload these policies when they have been amended to our Staff network and onto the school’s website, as applicable.**

The Vice Chair proposed for all CES policies along with Safeguarding and Pay Policies to be addressed at the Additional Full GB meeting held in September and for any remaining policies to be addressed at the Autumn Term Full GB meeting. All those in attendance agreed with this proposal.

**Decision: All CES policies along with Safeguarding and Pay Policies will be reviewed at the Additional Full GB meeting held in September. Remaining policies will be reviewed at the Autumn Term Full GB meeting.**

**Action: The Head will liaise with members of SLT to ensure this is put in place commencing at the Full GB meeting held in September 2022.**

#### 6/ **2021/22 Subcommittees and Panels meetings: Face to Face or Via Teams**

Governors were given the opportunity to make a decision as to how to approach future governance meetings either “face-to-face” or using “Teams”.

The Vice Chair highlighted that our Committees’ and Panels’ Terms of Reference already provided “*Alternative Arrangements for Governor Participation at Meetings*” and “*where a governor is unable to be physically present on the date of the meeting, the school will make arrangements for meetings to take place using telephone or any other method of electronic communication such as MS Teams to enable a governor to participate in full, including voting on issues*”.

However, if a Governor was found to be in a “Covid” positive situation, such Governor could request to attend the meeting via Teams. All Governors must notify the Clerk in good time to put this arrangement in place. A discussion followed and, after careful consideration, Governors agreed to hold all Subcommittees and Panels “Face-to-Face”.

**Decision: All future subcommittee and panel meetings will be held “Face-to-Face”.**

**Action: If affected by Covid, a Governor must notify the Clerk, in good time, for a Teams link to be set up.**

7/ **School Improvement Partner (SIP)**

The Head advised that the SIP would be visiting the school on 17<sup>th</sup> November 2021 and confirmed that he would email the SIP report to the GB as and when it was received.

8/ **Headteacher's Appraisal Date**

The Head confirmed that his Appraisal date would be 15<sup>th</sup> November 2021. Members of the Head's Review Panel are: Maggie Pound (Chair), Pat McCarthy and Luke Ramsden. The SIP, Angela Doherty, would be meeting with the Head and the Head's Review Panel as per a set schedule.

9/ **EMMAUS Catholic Partnership**

The Head advised that due to Covid, a number of events had been cancelled; however, for this academic year, a variety of events would be taking place such as: "Harvest Charity Evening", "Red Wednesday", an "Army & Careers" evening and a KS4/5 "Debating" competition would be taking place in December. Our school had been invited to join a 6<sup>th</sup> Form event and plans were in place for four students 'ambassadors' to get together and start work on a fundraising charity project. Representatives will be meeting in two weeks' time to plan generate more support for their project. The Assistant Headteacher - Head of Pupil Care & Behaviour/Head of Catholic Life of the School along with ten parents of children at our school had joined the Ealing Marathon and had helped raise £5K. The scope of all four schools in the Emmaus Partnership was immense and, together, we could raise a great deal of money for a local charity. In this instance, donations had gone to Ealing/Acton Foodbank.

10/ **Director's Report to Governors**

Noted and agreed by the GB. The CoG recommended all governors to read and action the information contained in the Report which was available on EGfL.

11/ **Correspondence to the Chair of Governors**

None.

12/ **Report of Governors' Visits to School**

- A. Majcherczyk-Olczak would be visiting the school's RE Team, on Tuesday 19<sup>th</sup> October 2021, in her role as R.E. Link Governor.
- L. Ramsden would be visiting the PSHE Team.
- N. Alexander-Morrell advised that she, along with M. Pound and L. Ramsden would be in School this month for a Safeguarding visit.

13/ **Minutes of Previous Meeting**

15<sup>th</sup> September 2021 – Additional Meeting - Minutes were **agreed**.

14/ **Matters Arising**

None.

15/ **Training for Governors**

Governors were reminded that training was available with:

- i) Ealing CPD
- ii) Diocese of Westminster

- iii) The Key for Governors
- iv) National Governance Association

Governors were encouraged to enrol and participate in training -a flyer of current Governors training was provided to all.

**16/ Date and Time of Next Meetings:**

- Full GB Meeting: Thursday 24<sup>th</sup> March 2022 – 6.30 pm
- Additional Resources Committee Meeting: Wednesday 20<sup>th</sup> April 2022 - 6pm to discuss the 2022/23 Pre-Budget.

*Meeting closed at 7.15pm*

**Part ‘A’ Minutes Approved by: .....**

**Nicole Alexander-Morrell  
Chair of Governors**

*Roz Smith  
Clerk to the Governors*