

The Cardinal Wiseman Catholic School
Minutes of the Additional Full Governing Body Meeting
Wednesday 14th September 2022 – 7.30pm

Prior to the meeting:

- *A Welcome Mass was celebrated for Governors in the School Chapel from 6.30pm.*
- *A training session for Governors on SharePoint took place from 7pm.*

Present at the meeting:

Name	Category of Governor	Information
Nicole Alexander-Morrell	Foundation	<i>Elected Chair of Governors at this meeting</i>
Nicholas Arratoon	Co-Opted	<i>Chair of Pay Review Panel</i>
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee</i>
Daniel Coyle	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 Elected Vice Chair of Governors at this meeting</i>
Michelle Samuel	Foundation	
Mya Theophilou	Staff	
Michelle Sylvester	Observer	<i>Currently applying to become a Foundation Governor</i>
Roz Smith		<i>Clerk to the Governors</i>

The meeting was declared quorate.

PART ‘A’ MINUTES

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

We welcomed at this meeting Mrs Michelle Sylvester, as an Observer, as she is currently applying to become a Foundation Governor. A brief introduction took place by those in attendance.

2/ **Apologies for Absence**

Name	Category	Information
Luke Ramsden	Foundation	<i>Apologies Received. Authorised Absence.</i>
Noel Rutherford	Co-Opted	<i>Apologies Received. Authorised Absence.</i>

4/ **Governing Body Membership**

Danny Coyle and Nicole Alexander-Morrell were officially welcomed at this meeting. Mr Coyle’s term of office commenced on 1st September 2022 as our school’s new Headteacher and as Staff Governor. Mrs Nicole Alexander-Morrell has been re-appointed by the Diocese of Westminster and her term of office will be from 1st September 2022 until 31st August 2026.

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 it should consist of 16 Governors as follows: 9 Foundation, 2 Staff, 2 Parents, 2 Co-Opted and 1 Local Authority. The Clerk confirmed that currently the GB had 11 active Governors and their Terms of Office were as follows:

Name of Governor	Type of Governor	Term of Office Ends	Action
Nicole Alexander-Morrell	Foundation	31 August 2026	
Nicholas Arratoon	Co-Opted	31 August 2024	
Betty Bonnardel-Azzarelli	Foundation	31 August 2025	
Daniel Coyle	Staff (H/Teacher)	Continuous	
Lystra Luke	Foundation	31 August 2023	May re-apply from April 2023
Caroline Mackenzie	Parent	25 June 2023	Currently applying to become a Foundation Governor. Waiting to hear from the Diocese of Westminster.
Anne Majcherczyk-Olczak	Foundation	31 August 2023	May re-apply from April 2023
Luke Ramsden	Foundation	31 August 2023	He has notified he will step down by the end of December 2022.
Noel Rutherford	Co-Opted	25 June 2023	Re-appointment possible
Michelle Samuel	Foundation	31 August 2023	May re-apply from April 2023
Mya Theophilou	Staff	9 October 2025	

The Clerk advised that two applicants had come forward for the roles of Foundation Governor and they had been interviewed by the Chair during the Summer. Their application process was still on-going. In addition, we would need to advertise the LA (Citizen) vacancy as the previous Governor had moved out of Ealing.

Our school was waiting to receive confirmation from the Diocese of Westminster regarding the appointment of **Caroline Mackenzie** as a Foundation Governor. For the time being, she would continue to attend meetings in her role as a Parent Governor. Once her appointment is confirmed, during the Autumn term, it would be necessary to advertise the two vacancies for Parent Governors.

Parent Governor Election: The Clerk advised that, following a nomination process amongst current Wiseman pupils' parents, guardians and carers, if more than two nominations were received, an election would need to take place. The Clerk provided Governors with information about the Parent Governor election process and how the help of Governors would be required in order to ensure the election process was swiftly and efficiently managed.

Decision: The GB acknowledged the above information.

Action1: The Clerk will contact the Diocese and obtain an update on the progress of Caroline Mackenzie's application for appointment as Foundation Governor at our school.

Action2: The Clerk will follow-up the current applicants' paperwork in order to complete the application process to the Diocese and obtain the applicants' DBS checks.

Action3: Nominations for two Parent Governors to be prepared and be ready to advertise in October or November 2022. The Clerk will liaise with the Chair on this matter.

Action4: To advertise the role of LA (Citizen) Governor and liaise with the Chair on this matter.

4/ Election of Chair

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

Those in attendance unanimously voted to elect Nicole Alexander-Morrell as Chair of Governors at The Cardinal Wiseman Catholic School, for a period of one year.

Action: The Clerk will notify the Local Authority of this appointment.

5/ Election of Vice-Chair

The Clerk confirmed that only one nomination had been received: **Anne Majcherczyk-Olczak**

Those in attendance unanimously voted to elect Anne Majcherczyk-Olczak as Vice Chair of Governors at The Cardinal Wiseman Catholic School, for a period of one year.

Action: The Clerk will notify the Local Authority of this appointment.

6/ a) Declaration of Business Interests 2022/23

A Declaration of Business Interests form was provided to each member of the Governing Body at the meeting. Governors were asked to read the guidance notes, complete and sign the form and then return it to the Clerk. 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 any Governor not in attendance to complete and hand in their form.

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

b) Governing Body's Code of Conduct 2022/23

A copy of the GB's Code of Conduct 2022/23 was provided to each member of the Governing Body and Governors were asked complete and sign it following its agreement and approval at this meeting. Those in attendance handed in their completed document.

Decision: The Code of Conduct 2022/23 was agreed and approved at this meeting.

Action: The Clerk will keep these documents on file. The Clerk will contact any Governor not in attendance to complete and hand in their form.

7. School Policies for Approval & Ratification by the FGB

The following policies had been provided to the Governors in advance and these were taken as read prior to this meeting:

A) The Construction (Design & Management) Regulations 2015

Comment: This Head advised this was a standard but important document which the FGB needed to agree to adopt it on an annual basis as indicated by the Diocese of Westminster.

Decision: The Full Governing Board agreed to adopt this document.

B) Student Attendance Policy 2022 (Annual)

Comment: The Head advised that this policy attempted to ensure pupils' attendance is tighter at our school. The various changes had been highlighted for easy identification. He recommended the changes were made to put the school in a stronger position.

Q: A Governor asked how would the school ensure this would be done.

The Head replied there would be stronger rigour although there was already a watertight system in place. Attendance at our school was 95.5% which proved the current system was having good impact.

Q: A Governor asked if the new changes would be communicated to all staff and who would be accountable for this.

The Head replied that SLT staff had advised him how this would be improved at our school.

Q: A Governor queried how long morning registration took.

The Head replied that it used to be 20 minutes long but it had been increased to 30 minutes making registration more impactful.

Q: A Governor asked how this would be communicated to parents.

The Head replied that during the recent training days this had been disseminated to all staff but he agreed to provide further information at the next Full GB meeting.

Action: The Head to report back to Governors on this query.

Q: If you have increased morning Tutor, have you not taken away afternoon tutor time.

The Staff Governor replied that afternoon tutor used to last five minutes and it was not long enough to make an impact for pupils so morning tutor was changed to last a longer period and it was having better impact amongst pupils.

A Governor pointed out that by not having afternoon tutor you could not check if pupils are in attendance.

The Head replied that registration was taken at every lesson making it unnecessary to have afternoon tutor for registration.

Decision: The Full GB agreed and approved this policy.

C) Behaviour Policy 2022 (Annual)

The Head advised that the Chair had raised the following points:

“Behaviour Policy” - I note that earrings are no longer allowed. Why has this been implemented and will this lead to additional time pressure on teachers who have to enforce this new rule?

The Head replied that advice provided by the Acting Director of Inclusion was that there used to be loss of time during lessons when teachers needed to deal with challenging students. The updated document (highlighted areas) would help avoid that. No student had queried this part of the policy and it would apply to students in Key Stages 3 and 4.

Decision: The Full GB agreed and approved this policy.

D) *Child Protection & Safeguarding Policy 2022*

The Head advised that there had been two changes in definitions as these had been recommended by the DfE. The document had been updated (highlighted areas) along with the names of the new members of staff in charge of safeguarding and posters were in display around the school. Staff received safeguarding training when they returned to school during Inset days and more training was being prepared for them in October. The Head confirmed that safeguarding is a priority at Wiseman.

Q: A Governor asked if the policy included students.

R: The Head confirmed this was the case and students' diaries included this information and parents/carers were asked to sign it.

Q: A Governors asked if 6th Form students were included as well.

R: The Head confirmed they are included.

Comment: The Head pointed out that it was important for Governors to approve this policy.

Decision: The Full GB agreed and approved this policy.

E) *Suspension & Exclusions Policy 2022*

The Head advised that the following query had been received from the Chair:

“Exclusions Policy” - information has been added about being able to direct a pupil off-site for behaviour management. Would the detail of this sit better within the behaviour policy as this is not an exclusion and is not recorded as such?

Reply: The Head advised that behaviour at Wiseman is good but the school needed to ensure these changes were included in this policy. Changes had been signposted and these were good. Children were aware of these and that was most important. The Head strongly recommended that this policy should be approved.

Q: A Governor referred to page 2 of the policy drawing attention to the following:

*“Headteachers may cancel an exclusion that has not been reviewed by the governing board. This practice is sometimes known as **withdrawing/rescinding** a suspension or permanent exclusion. If this occurs, parents, the governing board and the local authority **should** be notified, and if relevant, the social worker and VSH.*

Q: Should we be using ‘should’ or ‘must’.

R: The Head agreed that using ‘should’ was a bit ambivalent.

Q: A Governor queried who could, at school, give exclusions.

R: The Head replied that this was the Headteacher’s responsibility but, in the absence of the Head, it would be the Deputy Head.

Decision: The Full GB agreed and approved this policy.

F) SEN Policy 2022 (Annual)

Decision: *The Full GB agreed to defer approval of this policy until their meeting in October 2022.*

G) SEN Information Report 2022 (Annual)

Decision: *The Full GB agreed and approved this policy.*

Decision1: The amendments made to the policies presented at this meeting were agreed, approved and ratified, unanimously, by the Full GB.

Decision2: The SEN Policy 2022 will be reviewed at the Full GB meeting held in October 2022.

Action1: The Head will notify the Acting Director of Inclusion of the Governors' decision so the approved documents are uploaded onto the school's website and staff SharePoint, as applicable.

Action2: The Head advised that a large number of policies would need to be reviewed between the Autumn and Spring terms. He will liaise with the Chair of Governors about how this will be done in future and to ensure there is uniformity in all the document templates. Governors acknowledged this.

8/ Finance Protocols Update

The Head advised that a number of documents required the final approval from the Governing Board. The following documents had been provided to the Governors in advance and these were taken as read prior to this meeting:

a) Authorised BACS/Cheque Signatory List 22/23

Comment: *The Head advised that names had been updated and it clearly outlined who had the responsibility to sign documents.*

Query: *A Governor asked why there were brackets on the column 6. The Head replied he would find out.*

Decision: *The Full GB agreed and approved this document.*

b) Devolved Capital Account Finance Procedures 22/23

Comment: *The Head confirmed this document had been updated outlining who was responsible and who could sign documents.*

Decision: *The Full GB agreed and approved this document.*

c) New Ealing Education Services Finance Handbook

Comment: *This is a document for the Full GB agreeing the school will uphold the finance guidelines and protocols contained in the Ealing Finance Handbook.*

Decision: *The Full GB agreed to adopt this Handbook.*

d) Expenses Policy 22/23

Comment: *This document had been adapted from the London Borough of Ealing and sets out the protocols for the refund of expenses incurred by members of staff. As public money is involved, the policy is quite clear about how it is being managed at our school.*

Decision: *A number of queries were raised regarding petty cash refunds; therefore, after careful consideration, Governors decided this policy would need to be reviewed.*

Action: *The Headteacher will investigate further into how refunds can be handled in future.*

e) Governors Account Finance Procedures 22/23

Comment: *The Head advised that names had been updated outlining who was responsible and who could sign documents.*

Decision: *The Full GB agreed and approved this document.*

f) List of Exemptions Payments 22/23

Comment: *The Head advised that he had received the following query from the Chair:*

“Finance documents - Exemption Payments - the mezzanine project is still included in the exemption at £30k plus. Are the issues with the contractor still outstanding?”

The Head advised that the school had paid for in full the final invoice but there was a dispute over a remaining sum and the previous Head had not approved that payment. He had spoken to the Site Manager who had confirmed the work was complete. The Head will contact the company to ensure the money has been paid. The Chair advised that there had been an issue with the contract manager and this was supposed to have been dealt with during the summer.

Action: *The Head will investigate and find out if the school needed to pay any further money. He will report back to the Full GB at the next meeting.*

Decision: *The Full GB agreed and approved this document.*

g) List of School Bank Accounts 22/23

Comment: *The Head confirmed that SLT names had been updated. A number of comments were raised regarding the withdrawal of £300 by the Headteacher for petty cash refunds from a local bank cash dispenser, the risks involved and the time involved in carrying out this task. A number of queries were raised about the benefits of using of a ‘Purchase’ card instead of using a ‘Debit’ card.*

Action: *The Head will report back to the Full GB at the meeting in October.*

Decision: *This documents needs to be discussed further at the next Full GB meeting in October.*

h) Main School Account Procedures 22/23 (includes: School Meals and School Events)

Comment: *The Head advised that SLT names had been updated but he needed to address with Governors the Finance/HR Manager’s added responsibilities from September 2022.*

Decision: *Governors decided that this document needed to be discussed further at the next Full GB meeting in October.*

i) Model Framework for Management 22/23

Comment: *The document needs to be updated with the new Head’s name.*

Action: *The Finance Team to update this document.*

Decision: *The Full GB agreed to approve this document.*

j) Protocols for Signatories of Cheque & BACS Payments 22/23

Comment: *A number of queries and comments were raised about using a purchase card instead of a debit card. Some Governors were unhappy to approve this document and asked for it to be discussed further at another meeting. A Governor queried who would be checking all of this. Was there a dual system? The Head advised the dual system would be worked out between the Finance Manager and*

himself. A Governor pointed out that previously this was worked out between the Headteacher and the Director of School Operations.

Decision: *The GB agreed that this document needed to be discussed further at the next Full GB meeting.*

k) Scheme of Delegation 22/23

Comment: The Head advised that the Scheme of Delegation contained a comprehensive overview of delegation at our school.

Decision: *The GB agreed that this document needed to be discussed further at the next Full GB meeting.*

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

Comment: The Head advised that there had been significant changes in the past few months involving the role of the Finance/HR Manager and the new Headteacher. He would be discussing this later in the meeting.

Decision: *The GB agreed that this document needed to be discussed further at the next Full GB meeting.*

m) Statement of Internal Control 22/23

Comment: The document had been updated with the name of the new Headteacher.

Decision: *This document was agreed and approved by the Full GB.*

The Clerk and the Staff Governor left the meeting for a Confidential matter to be discussed between the Headteacher and the Governing Body.

9/ Confirmation of the following:

a) Membership of 2022/23 Committees and Panels - Agreed

The Chair advised that it was important for as many Governors to participate in Admission Appeals training. A Governor confirmed she had attended training at the Diocese of Westminster. The Chair confirmed that Admissions training was taking place on 13th October 2022 and it would be on-line; however, that was the same evening as the Full GB was taking place.

Action1: *The Chair will contact the Diocese to find out if this training will take place again next year.*

A Governor confirmed that she could participate on that course during the day. The Chair of the Admissions Panel pointed out that she may have to reconsider her position as she would feel very pressured presenting the school's case to an Appeals panel. The Chair of Governors advised that all Governors needed to upskill so they could participate at a panel level. A Governor proposed to elect a Deputy Chair at the next Admissions Panel meeting. The Chair emphasised the importance of having a core of Governors well-trained and available to participate at Admission Appeals meetings.

Action2: *This subject is to be discussed further at the next Full GB meeting.*

b) Governors' Meetings Cycle for 2022/23 - Agreed

The Chair of Resources asked for a Teams link so she can attend the meeting on 20/10/2022.

Action3: The Clerk will communicate the Governors' Meetings dates to members of SLT and other relevant staff.

c) Link Governors for 22/23 - Specific Responsibilities

The following governors agreed to be known as '*Governors with a Specific Responsibility*':

Child Protection:	Nicole Alexander-Morrell, Daniel Coyle
Literacy:	Caroline Mackenzie
Looked After Children:	TBC
Religious Education:	Anne Majcherczyk-Olczak
Numeracy:	Lystra Luke
Sex, Relationships, Teenage Pregnancy:	TBC
Special Educational Needs:	TBC
Students' Careers:	Nicholas Arratoon & Michelle Samuel
Training for Governors:	TBC

The Head referred to a recent conversation with the Chair and he wished to emphasise the importance of the relationship that is built between Governors and members of staff when governors visit the school. It was important to have a series of cohesive questions in order to get a clear picture of where the school is. The Head offered to send these questions to Governors which could be used by all Link Governors when visiting the school. Those listed above agreed to remain as Link Governors. The Chair pointed out that L. Ramsden would be leaving the Governing Body at the end of December 2022 and Governors would need to take on the roles marked 'TBC'. The Chair would also like to relinquish her role as the Numeracy Link Governor. The Chair provided further information on the role of Child Protection Link Governor. The Observer advised that, as and when, she was appointed, she would be interested in becoming the Child Protection Link Governor. The Chair advised that this selection could be deferred until next Full GB meeting in October. Lystra Luke agreed to take on the role of Numeracy Link Governor. The GB acknowledged this.

The Chair advised she would like to recommend the appointment of two additional Link Governors to oversee "Students' Careers' and 'Training for Governors'. A governor linked to "Careers" would benefit the school and having the link from the Board to the school's careers office would be very good. A governor asked if this was a requirement from Ofsted. The Head replied that it would benefit the school to have a governor with an oversight for careers. Careers guidance is a key part of the Ofsted framework and having a linked governor would illustrate how seriously we take this area of school life. Nicholas Arratoon and Michelle Samuel stepped forward to become the 'Students' Careers' Link Governors.

10/ Training for Governors

The Chair advised that she would like to filter the training being offered and to aim it mainly to our link roles and responsibilities as Governors. The Head added that there was too much information about Governors training going round. The Chair added that all Governors needed to address their training gap and, as a Board, everyone needed to address their training requirements. This would be trialled. The Head advised that he would be the 'gate keeper'.

Safeguarding Training: The Chair advised that the Acting Director of Inclusion would be providing training to Governors at the next Full GB meeting in October.

Head’s Performance Review Training:

Those governors taking part in the Headteacher’s Performance Review were reminded that they must attend the ‘Headteacher Appraisal’ training provided on-line by Ealing CPD. Betty Bonnardel-Azzarelli confirmed that she had registered on the course. The Chair confirmed the course would be provided on-line.

11/ Minutes of Last Meeting - Agreed.

12/ Matters Arising from Last Meeting - None

13/ Date of Next Meeting: Tuesday 13th October 2020 – 6.30 pm

Meeting closed at 9.30 pm

Part ‘A’ Minutes Approved by:

**Nicole Alexander-Morrell
Chair of Governors**

*Roz Smith
Clerk to the Governors*