

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Thursday 19th October 2023 – 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 – Via Teams</i>
Jerrome Buck Townsend	LA (Citizen)	<i>Vice Chair of Resources Committee</i>
Daniel Coyle	Staff	<i>Headteacher</i>
Michael Doyle	Foundation	
Caroline Mackenzie	Foundation	<i>Via Teams</i>
Anne Majcherczyk-Olczak	Foundation	<i>Vice Chair of Governors and Chair of Catholic Life Committee</i>
Edyta Marciniuk	Parent	
Michelle Samuel	Foundation	
Mya Theophilou	Staff	
Roz Smith		<i>Clerk to the Governors</i>

From 6.30pm:

Prior to the Full GB meeting, Ann-Marie McLoughlin, Director of Inclusion, provided Governors with a training session on Safeguarding updates in relation to Keeping Children Safe in Education guidance, September 2023. The Director of Inclusion advised that today an email had been sent to Governors with a link for them to read a Safeguarding document. It was important for Governors to confirm to the Director of Inclusion that they had read this document.

The meeting started at 7.00pm and it was declared quorate.

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

2/ **Apologies for Absence / Authorised/Unauthorised Absences**

Name	Category	Information
Clare Ivory	Parent	Apologies Received –Authorised absence
Michelle Sylvester	Foundation	Apologies Received –Authorised absence

Welcome

Edyta Marciniuk and Michelle Samuel were officially welcomed to the Board in their respective roles of Parent Governor and Foundation Governor. Those in attendance welcomed both Governors to the meeting. Betty Bonnardel-Azzarelli and Caroline Mackenzie were welcomed to the meeting via Teams.

3/ **Declaration of Business Interests**

Governors were asked if there had been any changes in circumstances regarding their original Declaration of Business Interests form. Their reply was ‘No Change’.

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

The Headteacher’s Report had been provided to Governors prior to the meeting and it was taken as read.

The Report included the following documents:

- Appendix 1: Chaplain's Newsletter & Report
- Appendix 2: Safeguarding
- Appendix 3: All Things for Christ – 4th Sept 2023
- Appendix 4: Bursarial Support

The Head advised that the school had made a strong start to the academic year. On 4th September 2023, all staff had returned and had received two days of professional training with students returning to school on Wednesday 6th September. The school was pleased with its public examination performance last summer and other highlights of the first few weeks included our successful Open Evening and Information Evenings for all year groups.

The Head advised that his report would focus, as previously, on the following five areas: 1) Catholic Life, 2) Quality of Education, 3) Behaviour and Attitudes; 4) Personal Development and 5) Leadership and Management.

1) Catholic Life

The Head referred to the Chaplain's Newsletter and Report (**Appendix 1**) which contained a detailed account of Catholic life at Cardinal Wiseman. The school had been back for six weeks and there had been a fairly extensive amount of activities, such as Year 7 retreats, a Family Fast day/Hunger Lunch, Friday Adoration at lunchtime and Year 7 students had been saying the Rosary with pupils from the Visitation Primary school in the Visitation Church. As per the Report, there were more activities planned for the rest of the Autumn Term. The Head confirmed that the Catholic Life Committee would be meeting in November.

2) Quality of Education

The Head advised that Governors would receive a more detailed analysis of this area of school life at the Curriculum Committee meeting on Thursday 23rd November 2023. However, he would like to highlight that our GCSE Progress 8 score is 1.1 which is an incredible achievement and a testament to the quality of our staff. He added that, as far as Advanced Level was concerned, A-A had decreased since 2019 from 29% to 24% and the school was concerned about this; whilst A+B had increased from 54% to 58%. The Head urged Governors to read the SEF on Sharepoint for further analysis and consequent planned actions. The Head advised that a newspaper article would be published soon highlighting the exceptional work of all our staff and he will be sharing it with Governors as and when it is published.

The Head advised that our Staff Governor had recently been appointed to join the 6th Form area. The Staff Governor provided details of the measures that had been put in place to create a great working environment for all Sixth Formers, along with intervention at lunch times and after school. There were communications with leaders about students' targets. A Mentoring programme had been put in place and teachers have conversations with students who receive an overview of their progress. There was emphasis on homework, wider learning and expectations. A Sharepoint link had been created with links to extended learning access to a super curriculum providing access to podcasts to support students' next stage in their studies and careers. UniFrog was being launched in the coming weeks plus a 'lecture' series every Monday to engage students. A newsletter had been created with notices for parents and students with links to further information about lectures, webinars and all of these were focused on our students. Governors were shown the new link. The link will be shared with them in due course.

The Head emphasised that there is a real focus to improve the academic quality of our 6th Form in order to support our students for Oxbridge entry. He asked Governors to keep this in mind as it will remain the school's focus. In the past, our school had delivered very good grades at 6th Form and, following an investigation, the whole of the 6th Form needed to be looked at. He thanked the Staff Governor for all the measures she had already put in place in our 6th Form.

Intent

Meetings had taken place with all curriculum leaders where the knowledge and skills that pupils gain had been discussed. This is known as “Curriculum Intent”. During these meetings, discussions examined the scope of the curriculum and the various end points of the curriculum. Leaders break down their intent into sequenced components that result in a logical progression and result in a composite whole. In essence, ‘intent’ is everything that happens up to the point of implementation.

Implementation

The school is focusing relentlessly on how the curriculum is taught and assessed to ensure that pupils can build their knowledge and apply that knowledge as skills. All staff, for example, are aware of the EEF’s “Five a day” guidance. As a result, staff training was fundamental and our Teaching & Learning Lead had been asked to provide further information as to what had been taking place since September. The Head advised that twice weekly all staff benefit from “teaching and learning” updates, for example, the previous night all teachers attended four compulsory elements and the list of training was most impressive. He added that when intent is clear, the implementation is strong as there is a clear line of sight. Governors were encouraged to see the CPD programme in Sharepoint under Agenda Item 5 to find out about the strategic and incredibly comprehensive professional development programme in place at Cardinal Wiseman.

The Head advised that the Director of Curriculum would provide further information at the Curriculum Committee meeting in November. He added that Governors had been provided with a copy of the school’s SEF (Self-Evaluation Form) as per Agenda Item 12. The SEF contains a great deal of information that Governors need to know. He added that our interpretation was there and there was enough evidence to sustain our own judgement and performance. The first element was to identify strengths and areas of development with an improvement plan and there is a great deal of information, particularly about 6th Form development. The Head pointed out that he would be looking into this area in the coming weeks and prepare an analysis of where we are and what needs to be put in place.

Impact

The Head advised that a key consequence of the high-quality “Intent” and “Implementation” at Cardinal Wiseman can be seen when examining the public examination results from this summer. He pointed out that these results were, as yet, invalidated and that a further and more detailed analysis would be presented by the Director of Curriculum, at the Curriculum committee on Thursday 23rd November. The Head pointed out that it was not just about results but it was more than that since our students learned and developed their mental schemata and these gave them life knowledge for active citizens of the future. The Head encouraged Governors to see the comments on the SEF regarding the question of “Impact.”

Q: A Governor pointed out that 57 pupils were receiving support and queried if this was enough or would he be doing this for more pupils.

R: The Head replied he would like for more pupils to receive this type of support.

3) Behaviour and Attitudes

The Head encouraged Governors to read the report from the Director of Inclusion (Appendix 2: Safeguarding). It is a very comprehensive document containing detailed analysis on safeguarding at Cardinal Wiseman.

A Governor queried attendance at Cardinal Wiseman at 95%. The Head replied that this was accurate and advised that the current attendance in Ealing is 93.2% and nationally is 91.4%. There was a massive focus across England on attendance but our school is 95% -we are not happy but we are determined to improve it.

A Governor asked if this referred to ‘diagnosis’ as pupils not wanting to come into school and there being an increase in the diagnosis. The Head replied that government was focused on this; however, this was directly

addressed at Parents Information Evenings –although this was a national issue, it was not an issue at Cardinal Wiseman.

A Governor referred to the ‘Percentage of total inclusions’ which at our school is 9%.

Action: The Head agreed to find out more detail on this and let Governors know.

SWIS Social Worker at School – The Head advised that we had lost the full-time SWIS worker who did preventative and reactive social work at Cardinal Wiseman. The impact had been significant in terms of immediate advice and guidance for DSL’s. During her tenure, referrals to social care had been reduced due to SWIS support on site. Unfortunately, the SWIS service terminated at the end of the 22-23 academic year. The Head advised that we only have access for advice but the loss of SWIS is very significant.

A Governor asked if the school would be appointing a Parent Liaison Worker as had previously been suggested. The Head replied that this would be in a wish list for the future as the school would like to have someone in-house to be available for parents and teachers. A Governor suggested collaboration with another school and share the cost. The Head agreed it was a good idea and consideration would be given to it. He added that the Inclusion Team was excellent and their vigilance was exceptional.

SEN

The Head advised that the report below had been provided by the SENCO (Special Educational Needs Co-Coordinator). He invited Governors to read the SEN section in the Director of Inclusion report (Appendix 2) which would provide them with additional information.

“The LST (Learner Support Team) has had another productive start to the academic year. Along with disseminating staff training for students on the SEND Profile, the team have had agenda items in key meetings to emphasise the importance of staff reducing students' barriers to learning in the classroom.

The LST was pleased to meet parents of students on the SEND Profile at the Parent Information Evenings and at the Year 11 Post 16 Option event. During this event, the Connexions Service and the SENCo (Special Educational Needs Co Ordination) undertook a presentation on Post 16 pathways to support families in making informed decisions over their child’s next educational steps in their journey to adulthood. The event was well attended with information and advice being disseminated at this crucial time when our students begin their transition to Post 16 providers”.

Q: A Governor asked what happened to SEN children in Inclusion, do they get homework?

R: The Head confirmed they do homework.

Q: A Governor asked if the school did ‘managed moves’.

R: The Head replied that, historically, the school had been against this, so the answer is, no, we do not do ‘managed moves’.

4) Personal Development

The Head advised that the school had worked on a school intent statement to define its approach to the Personal Development of pupils and he encouraged Governors to read the Personal Development presentation on Sharepoint (Agenda Item 5 - Personal Development).

5) Leadership and Management

The Head confirmed that leadership of the school was clear that continuing professional development aligned with the curriculum develops teacher content knowledge over time is central to driving school improvement. As a result, our focus remained firmly on continuous school improvement.

The Head advised that a key element was the evolution of “All Things for Christ” as a shared understanding of our collective intent. He encouraged Governors to read the transcript of his presentation to staff on 4th September 2023 (Appendix 3: All Things for Christ). A Governor pointed out that, as a Board, all Governors needed to know about this and all those in attendance were encouraged to read the Head’s transcript. The Head added that there must be clarity of vision. He encouraged Governors to look at our beautiful and new crest logo that had been installed at the front of the school –lighting would highlight it even more. The Head confirmed that this would be discussed in depth at the Catholic Life committee on Thursday 16th November 2023.

The Head advised that all appraisals had been concluded and these would be presented to the Pay Review Panel on 9th November 2023.

The Head advised that on 11th October 2023, he had welcomed Robert South, Strategic Director of Ealing Council, Tony Clements, CEO, Ealing, and Julie Lewis Director of Learning, Standards and School Partnerships.

All Governors were asked to follow the school on Twitter as well as our website where the monthly, “Digital Newsletter” provides an interesting insight into school life and which, this month, focuses on the Canteen.

The Head advised that dialogue continued around the question of academisation. This had been discussed at the last Full Governing Body meeting, and the Chair of Governors had held a meeting with Governors on 7th October 2023 to discuss the issue in detail. This will be discussed as a separate agenda item later in this meeting.

Premises

The Head advised that there was nothing further to add. The Site Update for October 2023 prepared by the Site Manager had been included in his report and it had been discussed at length at the Resources Committee meeting held on 12th October 2023.

Finance

The Head confirmed that, as discussed at the Resources Committee meeting on 12th October 2023, the school remained in line to deliver a surplus of £260K in 2024. He pointed out that concerns remained regarding volatility around pay settlements, increasing costs and the NFF (National Funding Formula) funding for 2024-2025. The Head referred Governors to Appendix 4 “Bursarial LA Support” which indicated the level of support received from the Local Authority.

The Head advised that the Resources Committee had carefully debated the question of the Parental Voluntary Contributions and the transfer of monies from the Governors’ Fund Account to the school’s Main Account on the production of invoices for projects carried out at school during the Summer, such as: new gates and perimeter fencing around the school, new Minibus, new security and visitors’ entry system, the well-being garden, external signage, etc. all of which have an approximate cost of £129K. The Chair of Resources had been instrumental in decision-making at that meeting; however, the approval of the Full Governing Body was required to proceed with the transfer of monies from the Governors’ Fund Account to the school’s Main Account. At that meeting, it had been agreed for the Head to present to Governors his updated proposal for projects using the Governors’ Fund Account along with all the invoices for each of those projects. The Head wished to request the approval from the Governing Body for the transfer of monies from the Governors’ Fund Account to the school’s Main Account.

A Governor pointed out that by scrutinising each those invoices, a precise transfer of monies would be attained. The Head advised that a number of those invoices had already been settled using the school’s Main Account; therefore, the school’s Main account needed to be reimbursed as soon as possible.

Decision: Governors acknowledged the above information and agreed to address the transfer of monies from

the Governors' Fund Account to the schools' Main Account as soon as his updated proposal for projects using the Governors' Fund Account the relevant invoices were presented to the Resources Committee at their next meeting in February.

Action1: The Head will provide his updated proposal for projects using the Governors' Fund Account as well as copies of invoices to the Resources Committee and, once agreed, the Full Governing Body will be asked to authorise the money transfer as highlighted.

Action2: M Samuel asked to attend the next Resources Committee meeting in February 2024 as an Observer.

Action3: M Samuel would like to join the new "Working Group" that will be set up to oversee the building works for fire safety.

Policies

The Head advised that he was presenting a list of 35 updated school policies for approval by the Governing Body which had been included in Agenda item 7. A Governor pointed out that it was very helpful to have an updated list of the "2023 - Where are the School Policies".

Comment: The Headteacher's Report to the Governing Body was acknowledged and agreed by the GB.

5/ Teachers' Professional Development

As highlighted in the Head's Report. Governors were encouraged to read the following documents in SharePoint which had been prepared by the Teaching & Learning Senior Assistant Headteacher:

- Briefing Slots 2023 2024 Autumn Term
- Core Induction Programme Year 1 ECTs 2023-2024
- Core Induction Programme Year 2 ECTs 2023
- CPD Programme 23-24
- Personal Development SLT
- Twilight CPD Directory October 2023
- Report Fidelity Checking-Schools using DfE-accredited materials Oct 2023

6/ Academisation Resolution

The Head advised that Governors had recently met to discuss further the subject of academisation of The Cardinal Wiseman Catholic School. He referred to and read out his document "*The Case for Academisation-September 2023*" which was presented to the Full Governing Body at their 12th September 2023 meeting. His document highlights the Context for academisation plus the Intellectual Case, the Educational Case and the Moral Case. He advised how a Catholic Academy Trust is structured and he added that 'CATs provide a formal collaboration framework, shared curriculum expertise across schools and enhanced opportunities for sharing good practice in various settings and phases. They systemically enrich professional dialogue and practice, thereby improving pupils' learning experience'. The Head added that of the 11 "families" within Westminster diocese (containing between 10,00-12,000 pupils, six either have a CAT or are in the process of achieving one (Hackney and Tower Hamlets is next in line). Ealing schools are in Family 5. Nationally, 51% of all schools in England were now academies. The Head pointed out that he had produced the following 'resolution' for Governors to consider.

"The Governing Body of Cardinal Wiseman Catholic School will apply to Westminster Diocese for consent to the Conversion; and subject to receiving the consent complete and submit an application for an Academy Order".

The Chair of Governors advised that on 4th October 2023, Governors had met to consider academy conversion in greater depth. She advised that if a Governor had not been at that meeting, this would be a good opportunity to raise any questions. No further questions were raised.

The Chair asked those in attendance, as a Board: Was it the Governors' Resolution to move into academy conversion and to notify the Diocese of Westminster of this decision? The Chair added that this would be the first

step in moving forward and it would set out clearly that we would be going forward with academisation and we would start communications with local Catholic primary schools.

A vote was taken and all those Governors in attendance voted in favour to start the process of academy conversion.

Questions raised by Governors:

Q: Can you disclose who the Primary schools are?

R: The Head replied he could not as those schools needed to follow due diligence and each primary school needed to look at this very carefully.

Q: When would the conversion be completed?

R: The Head advised it could take years but it was a progressive movement.

Decision: After careful consideration, the Full Governing Body agreed to commence the process of academy conversion of The Cardinal Wiseman Catholic School.

Action: The Governing Body of The Cardinal Wiseman Catholic School will apply to the Diocese of Westminster for consent to the Conversion and, subject to receiving the consent, complete and submit an application for an Academy Order.

7/ School Policies to be ratified by FGB

The following policies had been provided to Governors for their approval and ratification at this meeting:

- 1) *Diocesan Model-Protocols-2023*
- 2) *Admissions Criteria 2025-2026 Policy-Final Draft*
- 3) *Complaints Procedure*
- 4) *Careers Education Information Advice and Guidance Policy*
- 5) *CES Schools – Appraisal Policy– Support Staff*
- 6) *CES Schools – Appraisal Policy & Procedure for Teachers*
- 7) *CES Schools – Staff Capability Policy*
- 8) *CES Schools - Disciplinary Policy – England*
- 9) *CES Schools – Staff Grievance Policy – England*
- 10) *CES Schools – Staff Sickness Absence Policy and Procedure – England*
- 11) *Curriculum Examinations PROCEDURES to include:*
 - i) *Curriculum Examination NEA Security Checklist for Curriculum Coordinators, HODs, TiCs 2023-24*
 - ii) *Curriculum Exams Escalation Process 2023-24*
 - iii) *Internal Appeals Form 2023-24*
 - iv) *Procedure to check the qualifications of the centre’s assessors 2023-24*
 - v) *Procedure to verify candidate’s identity 2023-24*
 - vi) *Procedures for Review of Results 2023-24*
- 12) *Curriculum Examinations Access Arrangements Policy 2023-24*
- 13) *Curriculum Examinations Archiving Policy 2023-24*
- 14) *Curriculum Examinations BTEC Policies 2023-24*
- 15) *Curriculum Examinations Certificate Issue Procedure and Retention Policy 2023-24*
- 16) *Curriculum Examinations Child Safety and Safeguarding Policy 2023-24*

- 17) Curriculum Examinations Complaints Policy 2023-24
- 18) Curriculum Examinations Conflicts of Interest Policy 2023-24
- 19) Curriculum Examinations Contingency Plan 2023-24
- 20) Curriculum Examinations Data Protection Policy 2023-24
- 21) Curriculum Examinations Emergency Evacuation Policy 2023-24
- 22) Curriculum Examinations Equalities Policy 2023-24
- 23) Curriculum Examinations Internal Appeals Policy 2023-24
- 24) Curriculum Examinations Lockdown Policy 2023-24
- 25) Curriculum Examinations Malpractice Policy 2023-24
- 26) Curriculum Examinations NEA Policy 2023-24
- 27) Curriculum Examinations Policy 2023-24
- 28) Curriculum Examinations Special Consideration Policy 2023-24
- 29) Curriculum Examinations Whistleblowing Policy 2023-24
- 30) Curriculum Examinations Word Processor Policy 2023-24
- 31) Data Protection Policy 2023-24
- 32) Equality Statement (annually)
- 33) First Aid Policy 2023
- 34) ECT (Early Career Teachers) Policy 2023-24
- 35) 2023 - Where are the School Policies

The Full GB unanimously agreed to adopt the CES policies and approved and ratified all the policies put forward at this meeting by the Headteacher.

Decision: After careful consideration, the Full Governing Body agreed to adopt the CES policies and the remaining policies presented at this meeting were approved and ratified.

Action: The approved policies will be uploaded onto SharePoint and the school's website, as applicable.

8/ Residential School Trip to be Approved: History Trip to Warsaw

The documents for the trip to Warsaw had been provided to Governors to read prior to this meeting. The Head advised the History Trip to Warsaw would be a great opportunity for our Year 12 students. The approval of the Full GB was required for this residential trip.

Decision: The Full GB approved for the History Trip to Warsaw to go ahead.

The Head notified the Full GB that the History Department was, in addition, planning to organise a trip to **The Somme** in June 2024 and he would like to ask for the approval from Governors for this trip to proceed. After careful consideration, those in attendance approved for this residential trip to proceed.

Decision: The History Trip to The Somme was approved by the Full GB.

Action: The Head will notify the Head of History and all relevant documents will be presented to Governors for their information.

9/ Skills Audit Update and Recruitment of Foundation and Co-Opted Governors

The Chair of Governors recommended for the Governing Body to have an External Review of Governance. Those in attendance agreed this should go ahead. The Chair advised that a SEN Link Governor was needed within the Board and this should be considered when recruiting Governors.

Action: The Chair of Governors will look into bringing an external consultant for an audit of our GB.

With reference to the Skills Audit, the Clerk advised that not all Governors had returned their completed Skills Audit form. It was agreed for the form to be emailed out to those Governors who had not yet returned their completed form.

Action: The Clerk will email the Skills Audit form to Governors.

10/ School Improvement Partner (SIP)

The Head advised that he had not met with the SIP yet but a meeting was likely to take place after the Half-Term break. The SIP would be carrying out the Head's Performance Review.

11/ Headteacher's Appraisal Date

The Chair of Governors advised that an email had been forwarded to her regarding the Headteacher's Review. The Chair advised that she and Michael Doyle would oversee the Head's Appraisal in November 2023.

12/ SEF (Self-Evaluation Form)

The Head advised he had previously referred to this item in his Head's Report. He pointed out that the document was not fully finished but it would be very soon.

13/ School Terms Holidays 2024-25

A copy of the 2024-25 School Terms Dates had been provided to Governors for their approval at this meeting. The Head advised that these dates were carefully checked by the Local Authority and the Diocese.

Decision: The Full GB agreed and approved the 2024-25 School Terms Dates as submitted by the Head.

14/ Director's Report to Governors - Noted

All Governors had been sent the link to access "EGfL" to read the information contained in the Director's Report.

15/ Correspondence to the Chair of Governors

The Chair advised that an Admissions query had been received and she provided a summary of the query to Governors. The Chair confirmed she had responded to the parent.

16/ Report of Governors' Visits to School

The R.E. Link Governor advised that she had visited the Religious Education Department regarding the new religious directory which is very heavy in content and endorses the whole school. She had found her meeting with the Head of R.E. very informative and excellent. She would provide more details at the Catholic Life Committee meeting in November.

The Chair of the Catholic Life Committee advised that, along with M Samuel, they would be visiting the school in February 2024 in order to meet a member of the Diocese regarding the Diocesan Inspection in 2025.

The Chair of Governors advised that, along with M Sylvester, they would be visiting the school for a Safeguarding Visit in November 2023.

17/ Minutes of Previous Meeting

12th September 2023 – Additional Meeting - The Minutes were **agreed**.

18/ Matters Arising from Previous Meeting

None

19/ Training for Governors

Nothing further to add.

20/ Date and Time of Next Meetings:

- **Full GB Meeting: Thursday 21st March 2024 – 6.30 pm**

- **Additional Resources Committee Meeting: Thursday 18th April 2024 – 6pm**

Meeting closed at 8.15pm

Part 'A' Minutes Approved by:

**Nicole Alexander-Morrell
Chair of Governors**

*Roz Smith
Clerk to the Governors*