

The Cardinal Wiseman Catholic School
Minutes of the Additional Full Governing Body Meeting
Wednesday 16th September 2020 – 6.30pm

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>Via MS Teams</i>
Betty Bonnardel-Azzarelli	Foundation	<i>Via MS Teams</i>
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Foundation	<i>Via MS Teams</i>
Caroline Mackenzie	Parent	
Anne Majcherczyk-Olczak	Foundation	
Pat McCarthy	Observer	<i>Re-applying for Foundation Governor</i>
Maggie Pound	Foundation	<i>Elected Vice Chair of Governors at this meeting</i>
Fiona Pusey	Parent	
Luke Ramsden	Foundation	
Gavan Rewt	Staff	
Noel Rutherford	Co-Opted	
Roz Smith		<i>Clerk to the Governors</i>

The meeting was declared quorate.

PART ‘A’ MINUTES

1/ The meeting opened with a prayer.

2/ **Apologies for Absence**

Name	Category	Information
Michelle Samuel	Foundation	<i>No Apologies Received. Unauthorised Absence.</i>

4/ **Governing Body Membership**

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 confirmed that current Governors’ Terms in Office were as follows:

Name of Governor	Type of Governor	Term of Office Ends	Action
Nicole Alexander-Morrell	Foundation	31 August 2022	
Nicholas Arratoon	Co-Opted	31 August 2024	
Betty Bonnardel-Azzarelli	Foundation	31 August 2021	
Michael Kiely	Staff (H/Teacher)	Continuous	

Lystra Luke	Foundation	31 August 2023	
Caroline Mackenzie	Parent	25 June 2023	
Pat McCarthy	Foundation	Ended on 31 August 2020	Re-appointment is in process via DofW. Currently attending as an Observer .
Anne Majcherczyk-Olczak	Foundation	31 August 2023	
Maggie Pound	Foundation	31 August 2022	
Fiona Pusey	Parent	31 August 2023	
Luke Ramsden	Foundation	31 August 2023	
Gavan Rewt	Staff	9 October 2021	
Noel Rutherford	Co-Opted	25 June 2023	
Michelle Samuel	Foundation	31 August 2023	

The Clerk advised that there are three Governor vacancies in our GB: 2x Foundation and 1x LA (Citizen). Our school was still waiting to hear from the Diocese of Westminster confirming the re-appointment of **P McCarthy** as a Foundation Governor. For the time being, he will continue to attend meetings as an '**Observer**' only.

Decision: The GB acknowledged the above information.

Action: The Clerk will contact the Diocese and obtain an update on the progress of P McCarthy's application for re-appointment as Foundation Governor at our school.

4/ Election of Chair

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

Those in attendance (including those via MS Teams) unanimously voted to elect Nicole Alexander-Morrell as the Chair of Governors at The Cardinal Wiseman Catholic School for a period of one year.

The exiting Chair wished to thank all Governors, past and present, for the support given to her since her appointment as Chair in 2009. She asked those in attendance for their support to the new Chair in the same way they had supported her. The exiting Chair was thanked for her continuous support and loyalty to the school and leadership throughout her time in office as Chair of Governors,

L Luke joined the meeting via MS Teams

5/ Election of Vice-Chair

The Clerk confirmed that no nomination had been received; however, **Maggie Pound** stepped forward at the meeting to nominate herself unless another Governor wished to come forward. Those in attendance (including those via MS Teams) unanimously voted to elect Maggie Pound as the Vice Chair of Governors at The Cardinal Wiseman Catholic School, for a period of one year.

6/ a) Declaration of Business Interests 2020/21

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 at the end of the meeting. Those in attendance handed in their Declaration forms and those attending via MS Teams would be emailing their forms directly to the Clerk.

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 hand in the form.

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

b) Governing Body's Code of Conduct 2020/21

A copy of the GB's Code of Conduct 2020/21 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 at the end of the meeting and those attending via MS Teams would be emailing their forms directly to the Clerk.

Action: The Clerk will keep these documents on file.

7. Additional Policies for FGB Approval & Ratification

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

A) *The Construction (Design & Management) Regulations 2015*

Comment: *A Governor advised this was a very important document and the FGB should agree to adopt it, as requested by the Diocese of Westminster.*

Decision: *Agreed to adopt it.*

B) *Student Attendance Policy 2020 (Annual)*

Decision: *Approved*

C) *Covid-19 Student Attendance Policy Addendum (Sept 2020)*

Decision: *Approved*

D) *Equality Statement (Annual)*

Decision: *Approved*

E) *Behaviour Policy – Sept 2020*

Decision: *Approved*

F) *Covid-19 Behaviour Policy Addendum (Sept 2020)*

Decision: *Approved*

G) *Positive Handling Policy 2020*

Decision: *Approved*

H) *Teachers Pay Policy (Annual)*

Decision: *Approved*

I) *Support Staff Pay Policy (Annual)*

Decision: *Approved*

J) SEN Policy 2020 (Annual)

Decision: *Approved*

K) SEN Information Report 2020 (Annual)

Decision: *Approved*

Decision: All changes made to the policies presented at this meeting were agreed, approved and ratified unanimously by the Full GB.

Action: The Head will notify the DSO so all documents are uploaded onto Frog and the school's website, as applicable.

8/ Finance Update

The Head advised that a full finance report would be available to Governors at the Autumn Term meeting in October. The Head provided the following update:

- a) Teachers' pay awards were very generous and these would be covered by the government but more information would be provided at the October meeting.
- b) There had been savings in supply cover of both 'Emergency' and 'Long-term Contract' since last March due to the Covid-19 lockdown.
- c) There had been no food sales as no meals had been sold since March and this had impacted on the 'School Meals' income, again, due to the lockdown. The school will have to set-up a strategy for the coming months.
- d) One of the Exams boards had refunded £15K to our school due to the cancellation of Summer examinations.
- e) Although our school was in a healthy financial position, there had been a financial impact due to Covid-19 due to the purchase of resources and services in preparation for the re-opening of the school in September. The government had promised a grant to schools and our school had put a bid for £80K for Covid-19 expenditure incurred during the Summer term, which included the cost of providing Tesco's Vouchers to FSM children during the Summer holiday period; however, no grant money had been received to-date and there was uncertainty about this actually taking place. An update was expected in October.
- f) Our school had been invoiced for £22K by the Diocese of Westminster for our contribution to 'pupils funding arrangement for 2020/21'. The charges had been worked out on a formula which is affecting us unfavourably as in the past our contribution had been £10K per year. The Head advised he would be contacting the Diocese to find out why there had been such a significant increase in our contribution.
- g) All families whose children had paid into ParentPay for their children to go on school's foreign trips during the Summer term had been refunded. The insurance company eventually had refunded the deposit money paid for one of the trips and families had been reimbursed. Parents had also been refunded for other events that were cancelled due to Covid-19.

- h) Reference was made to a current surplus in the school's trips/events account which had accumulated over a number of years. The Head proposed the surplus be donated to charities as a most appropriate way to release it. A discussion followed.
- i) Only five replies had been received from Governors regarding an email proposal for an additional technician in the event of another Covid-19 lockdown. The Staff Governor provided a short summary for this request.

Decision: *After careful consideration the Full GB agreed and approved to proceed with this request on the proviso that this would be for one year only and not to be considered a permanent position.*

- j) The tarmacked area at the back of the school was being used by students as a lunch time picnic area. However, as Autumn/Winter time was approaching, on 'wet' days, students would need to come in to classrooms and, under the current distancing circumstances, this would be unwise. As a result, it would be essential to provide covered areas for this particular section of the school. Three quotes must be obtained for four structures to cover 110 students under each one. The cost is estimated to be £125K approximately and it would be a wise use of the money received via the 'Parents Contribution to the Building Fund'. Governors agreed that this would be a great project which would benefit all students and the good news should be shared with parents to make them aware of how the money was being invested.

Decision: *After careful consideration, the full GB agreed to proceed with this project.*

Action: *The Headteacher will obtain quotes and submit them to the Full GB for final approval before the Autumn term meeting takes place.*

- k) Staff Update - (Confidential Item)

9/ **Confirmation of the following:**

a) **Membership of 2020/21 Committees and Panels - Agreed**

Nicole Alexander-Morrell: *Stepping down from "Curriculum" and "Head's Review Panel" and joining "Resources". She will try to attend some Curriculum meetings when available.*

Pat McCarthy, Luke Ramsden and Maggie Pound: *Joining "Head's Review Panel". Pat McCarthy will be the Lead Governor. No date had yet been confirmed for the Review.*

Decision1: *Pat McCarthy will attend meetings as an Observer until the Diocese of Westminster confirms his re-appointment as a Foundation Governor. See Action 3 below.*

Action1: *N Alexander-Morrell will contact A. Doherty to advise her of the new Head's Review Panel and will provide Pat McCarthy with relevant information. A date for the Review must be confirmed.*

Action 2: *Luke Ramsden and Maggie Pound will join the Head's Review training course on 6th October 2020.*

Action 3: *The Clerk will contact the Diocese of Westminster to enquire as to the progress of P McCarthy's application to continue serving as a Foundation Governor. It is essential that he is re-appointed before the Head's Review takes place.*

Action4: *The Clerk will update the Panels and Committees Membership for 2020/21.*

b) Governors' Meetings Cycle for 2020/21 - Agreed

c) Link Governors for 2020/21 - Specific Responsibilities

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

Child Protection:	Maggie Pound, Michael Kiely, Nicole Alexander-Morrell
Literacy:	Anne Majcherczyk-Olczak
Looked After Children:	Maggie Pound, Michael Kiely
Religious Education:	Vacancy (See note below)
Numeracy:	Nicole Alexander-Morrell
Sex, Relationships, Teenage Pregnancy:	Anne Majcherczyk-Olczak
Special Educational Needs:	Luke Ramsden

Decision: *The GB agreed that the appointment of the R.E. Link Governor should be discussed and agreed at the Catholic Life Committee meeting due to take place in November.*

10/ Training for Governors

a) Head's Performance Review On-Line 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. Luke Ramsden and Maggie Pound confirmed they would join this training.

b) Diocese of Westminster Training

Governors were reminded to access the Diocese of Westminster's website to view/join Governors' CPD Programme.

c) Ealing Council's Training – ELP Governance Development Programme – On Line

A summary of training provided by Ealing Council for 2020/21 was available on Governors' Frog. Governors were encouraged to participate.

d) The Key for Governors

Governors were encouraged to sign up to this website where plenty of information related to Governance is available.

e) National Governance Association and e-Learning

Governors were encouraged to access the NGA for Governance information and e-Learning courses available.

11/ Minutes of Last Meeting - Agreed.

12/ Matters Arising from Last Meeting - Agreed

The Head confirmed that the Risk Assessment had been completed and it had been placed on the school's website. Governors enquired if there would be any Safeguarding training for Governors at the next Full GB meeting.

Action1: *The Clerk will enquire with the Director of Inclusion if this can be arranged.*

Action2: *The Chair asked all Governors to be in attendance for Safeguarding training.*

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

Meeting closed at 7.45 pm

Part 'A' Minutes Approved by:

**Nicole Alexander-Morrell
Chair of Governors**

*Roz Smith
Clerk to the Governors*