

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body “Virtual” Meeting
Tuesday 13th October 2020 – 6.30 pm

Due to Covid-19 and, as per current advice by the LA, this Full GB ‘Virtual’ meeting was held using MS Teams.

Present at the meeting:

PART ‘A’ MINUTES

Name	Category of Governor	Information
Nicole Alexander-Morrell	Foundation	<i>Chair of Governors & Chair of Admissions Panel</i>
Nicholas Arratoon	Co-Opted	
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee</i>
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Parent	<i>Chair of Curriculum Committee</i>
Caroline Mackenzie	Parent	
Anne Majcherczyk-Olczak	Foundation	
Patrick McCarthy	Observer	<i>Currently applying to the Diocese of Westminster for re-appointment as a Foundation Governor</i>
Maggie Pound	Foundation	<i>Vice Chair of Governors</i>
Fiona Pusey	Parent	
Luke Ramsden	Foundation	
Gavan Rewt	Staff	
Noel Rutherford	Co-Opted	<i>Vice Chair of Resources Committee</i>
Michelle Samuel	Foundation	
Roz Smith		<i>Clerk to the Governors</i>

The meeting was declared quorate.

1/ The meeting opened with a prayer.

From 6.30pm:

Prior to proceeding with the Full GB meeting, Luke Ramsden provided Governors with a short training session on Safeguarding updates in relation to Keeping Children Safe in Education guidance, September 2020.

From 6.45pm:

2/ **Apologies for Absence / (Authorised/Unauthorised Absences)** – The meeting was fully attended.

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 the GB to read prior to the meeting. The Report included the following items:

- Exam Results (Preliminary)
- Attendance
- Child Protection & Safeguarding

- Chaplain's Report
- SEN
- Staff, Finance & Premises

The Head provided the following updates:

- a) **Pupil Premium Strategy 20/21 Report** - This section was missing from the Report as the Director of Inclusion was still working on it but he would be presenting it to the Full GB after the October Half-term. The GB acknowledged this.
Action: The Head will email this document to the FGB as soon as it is ready.
- b) **Finance:** There had been an increase in the number of FSM pupils; therefore, the school would be receiving more funding.
- c) **Exams:** The Head will meet with the Director of Curriculum regarding Summer 2020 examinations outcomes. The report will be sent to the Curriculum committee for discussion at their meeting in November 2020.

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

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) Curriculum Examinations Policy 2020-21 including:
 - Escalation Process
 - Procedures to verify the identity of all candidates
 - Process to check the qualifications of the centre's assessor(s) and that procedures are followed.
- b) Curriculum Examinations Non-Examination Assessment Policy 2020-21
- c) Curriculum Examinations Access Arrangements Policy 2020-21
- d) Curriculum Examinations Policy for emergency evacuation of examination rooms 2020-21
- e) Curriculum Examinations Word Processor Policy 2020-21
- f) Curriculum Examinations Equalities Policy 2020-21
- g) Curriculum Examinations Lockdown Policy 2020-21
- h) Curriculum Examinations Archiving Policy 2020-21
- i) Curriculum Examinations BTEC Policies 2020-21
- j) Curriculum Examinations Internal Appeals Policy 2020-21
- k) Disciplinary Policy - England - Oct 2020 - ***Catholic Education Service (CES) Policy***
- l) Disciplinary Policy and Procedure Template Letters 4 – October 2020 - ***Catholic Education Service (CES) Policy***
- m) Summary of Disciplinary Policy Changes - ***Catholic Education Service (CES) Policy***
- n) Biometrics Statement 2020
- o) Equality Statement (2020 annually)
- p) NQT Policy 2019/20
- q) FGB Virtual Meetings Policy 2020-21

Questions/Comments raised by the Governors:

- a) The CoG raised a query regarding the wording in one of the policies.

Action: It was agreed for the CoG to contact the Headteacher.

- b) A Governor pointed out that the FGB Virtual Meeting Policy 20/21 did not include any mention to accessibility, equalities, subtitles for the deaf, or the chat function when using virtual meetings. A discussion followed. The Staff Governor agreed to investigate further on the captions on access but advised that different computers would have different functions available on their systems. The CoG confirmed that further information on how to access MS Teams had been provided to all Governors to access tonight's and future meetings. It was agreed that the policy would be reviewed and updated.

Action: The FGB Virtual Meetings Policy 2020/21 to be reviewed and updated. A copy will be emailed to the FGB for approval and ratification.

The Chair of Governors recommended to adopt the CES policies and for the Full GB to agree and ratify, as a block, the remaining policies. This was unanimously agreed by all the members of the Governing Body.

Decision: After careful consideration, the GB agreed to adopt the CES policies and to ratify the remaining policies as recommended by the Chair of Governors.

Action: The Head will contact the Director of School Operations to upload these policies onto Frog and the school's website, as applicable.

6/ School Improvement Partner (SIP)

The Head advised that a number of documents had been received from our SIP and these had been emailed to Governors earlier in the day. He advised he would be meeting with the SIP and the Minutes from that meeting would be emailed to Governors.

Action: The Head to email Minutes of the meeting with the SIP.

7/ Headteacher's Appraisal Date

The Headteacher's Review Panel needed to agree on what date the Appraisal would take place. P. McCarthy advised that the SIP had provided him with a selection of available dates in November. Although a convenient date for all the members of the Panel needed to be agreed. P McCarthy confirmed that once the Panel agreed on a particular date, he would contact the SIP to confirm this. M. Pound and L. Ramsden confirmed they had attended the Head's Appraisal training.

Action: P McCarthy will liaise with the SIP and the Panel to confirm the date for the Head's Review.

8/ Proposal to re-grade Job Roles within the ICT Team – (Confidential Item) – Part 'B' Minutes

The GB had been provided with the Head's Proposal to re-grade the ICT Team and provided them with Job Descriptions. The documents were taken as read.

Decision: After careful consideration, the Full GB agreed and approved the regrading of the ICT Team as recommended by the Headteacher.

9/ Canopies Project 2020

The GB had been provided with copies of the various quotes received for the Canopies project. The Head advised that the project had been slightly held up due to a main water pipe being located under the area for the location of the canopies, as a result, it had been necessary to re-assess and re-site the canopies. Several quotes had been obtained and, after careful consideration, a supplier had been selected to carry out this project. The official purchase order had been sent to the supplier for work to commence during the Half-term. The supplier had confirmed that the canopies would be in place by the end of November. The Head advised that the Site Manager would be handling and overseeing this project. The Head reminded Governors that they had agreed for the Parents Voluntary Contributions Fund to contribute toward this project. However, the Director of School

Operations and the Finance Manager had advised that there may be a surplus of £400K in the current budget but, a percentage of which would be clawed by the LA if not used for a school project; therefore, he was recommending that the £125K cost of the installation of canopies be taken from the unbudgeted surplus rather than from the PVC monies. The Head provided details of the recent notification from the LA regarding a recent clawback in our budget. After careful consideration, the Governors unanimously agreed that this proposal made sense and agreed with the proposal put forward by the Headteacher.

Decision: The FGB agreed for the amount of £125K from the unbudgeted surplus to be used for the installation of canopies in the school playground.

Action1: The Headteacher will liaise with the Director of School Operations and Finance Manager for a Virement of £125K to the Site Projects from the current ‘surplus’.

Action2: Virement to be signed by the Chair of Governors.

10/ Director’s Report to Governors

The CoG recommended to all Governors to access EGfL to read the information contained in the Director’s Report. As a number of Governors had not accessed or read the Report, it was recommended this to be done by all Governors. This was noted and agreed by the GB.

Action: The Clerk will email the link to EGfL for Governors to access the Director’s report.

11/ Correspondence to the Chair of Governors

The CoG advised that she had received two letters from parents and these had been responded to.

12/ Report of Governors’ Visits to School

The CoG confirmed that due to Covid-19 and following advice from the LA, Governors should only make essential visits to the school. The CoG advised that she and the Vice Chair had carried out a Safeguarding Visit at the school the previous Friday. The CoG provided details of what they had found out about the safeguarding and health and safety measures put in place at the school. The CoG wished to highlight the outstanding work being done by the Safeguarding, Inclusion, Attendance and Medical teams. The CoG also wished to acknowledge the significant additional work carried out by school staff in response to Covid-19.

A governor asked about the ‘bubbles’ and the areas that Year 10 and 11 pupils were allotted and if there was more space allotted to any particular year group. The Head replied that areas had been fairly distributed to all year groups, for instance, Yr11 students had the exclusive use of the cafeteria. A governor asked if there were other seating arrangements outside. The Head replied that not all the students would fit in the cafeteria, particularly when it rained but he would be looking into this with the Site Manager.

13/ Minutes of Previous Meeting

16th September 2020 – Additional Meeting - The Minutes were **agreed**.

14/ Matters Arising from Previous Meeting

16th September 2020 – Additional Meeting – This was discussed in Agenda item 7.

15/ Future Sub-Committees Meetings Format

The CoG highlighted the advice received from our LA that Governing Bodies should continue to meet ‘virtually’ as per tonight’s meeting and, in future, we should hold subcommittee meetings in the same format. The CoG wished to thank G Rewt, P Cox and R Smith for their work in setting up this meeting using MS Teams.

A Governor queried how the Pay Review and Admission Panels could meet. The CoG replied that for the Admissions Scrutiny, Governors would have to meet at school, with a maximum of six Governors, ensuring that everyone follows the school’s risk assessment. The Resources Virtual meeting would be taking place

using MS Teams. The Head and the Clerk will be in situ at school. The Clerk advised that the MS Teams invitation would be sent out the next day. A governor asked for the sound system to be improved as it fluctuated during the meeting. A discussion followed and it was agreed for participants to raise their voices slightly higher.

16/ Training for Governors

Governors were encouraged to enrol and participate in Governors’ training and visit the websites of “The Key for Governors”, the “National Governance Association” and the “Diocese of Westminster-Governors section”.

17/ Date and Time of Next Meetings:

➤ **Full GB Meeting: Thursday 25th March 2021 – 7 pm**

➤ **Additional Resources Committee Meeting: To be confirmed**

Meeting closed at 7.30 pm

Part ‘A’ Minutes Approved by:

**Nicole Alexander-Morrell
Chair of Governors**

Roz Smith

Clerk to the Governors