

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Virtual Meeting
Thursday 25th March 2021 - 7.00 pm

Present at the meeting:

PART 'A' MINUTES

Name	Category of Governor	Information
Nicholas Arratoon	Co-Opted	<i>Chair of Pay Review Panel</i>
Nicole Alexander-Morrell	Foundation	<i>Chair of Governors</i>
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee</i>
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Foundation	<i>Chair of Curriculum Committee & Chair of Admissions Panel</i>
Caroline Mackenzie	Parent	
Anna Majcherczyk-Olczak	Foundation	<i>Chair of Catholic Life Committee</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	
Pat McCarthy	Observer	
Roz Smith		<i>Clerk to the Governors</i>

The meeting was declared quorate.

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

2/ **Apologies for Absence** - None

All Governors were in attendance.

3/ **Authorised / Unauthorised Absences** - None

All Governors were in attendance.

4/ **Declaration of Business Interests**

Governors were asked if there had been any changes in their circumstances in connection with their original Declaration of Business Interests (September 2020). Their reply was 'No Change'.

5/ **Headteacher's Report to Governors**

The Headteacher's Report had been provided to the Governors prior to the meeting and it was taken as read and understood. The Headteacher's Report included the following:

-Chaplain's Report

-Recording & Reporting of Racists Incidents Involving Pupils

-Pupil Premium
 -Child Protection & Safeguarding
 -SEN
 -Finance
 -Covid-19

The Head advised that he had received a question from a Governor regarding the number of students listed as 'Excluded' referring to the exclusion of a 6th Form student which had not been included in the report. The Head added that it was the first time a 6th Form exclusion had ever been taken place at our school and he provided details of the situation and arrangements that had been put in place to help the student in order to avoid a permanent exclusion. He apologised this data had not been included in his report.

The Head pointed out that students' attendance was currently at a very high level. However, three asymptomatic cases had been identified earlier in the day and the school's first pupil Covid-19 case had been sent home for isolation. This was the first case this term. Seven other students had also been sent home as they had been in close contact with that student.

The Head added that he had made reference in his report to the increasing number of cases relating to students' mental health referrals and he anticipated these would increase as the academic year progressed. The government had advised that schools would be financially supported and, at present, our school had just enough resources to tackle this situation. He advised that TLRs for teacher specialists had been granted in every curriculum area which allowed an increase in teacher training hence, in the event of another lockdown, the school would be ready and prepared for that eventuality. He confirmed the TLR strategy had been a great investment which had benefitted staff and pupils when the lockdown eventually took place.

The following questions/comments were raised by the Governors:

Q: Has the school put a counselling provision in place?

R: The Head replied that two counsellors were in school twice a week which had enabled the school to deal with the number of cases. He referred to the charts provided in his report which had been prepared by the Director of Inclusion.

Q: The comparison of statistics for 19/20 and 20/21 of fixed term exclusions and permanent exclusions is not fair due to the months of school closure due to the Covid lockdown.

R: The Head replied that the Director of Inclusion had looked at exclusions starting at the beginning of the academic year from September to December and these were in comparison with the same period as per last year. He made reference to the percentages shown on his report and confirmed that it was a fair comparison. He added that the statistics would be more valid at the end of the current academic year and they would show a significant trend.

Action: Due to technical problems with the sound, a Governor agreed to email her question(s) as she could not be clearly heard by the Head or the Governors. The Head agreed to reply asap.

Q: How is the Covid 'home' testing proceeding?

R: The Head replied that earlier today the school had been notified of its first Covid-19 case. The figures from parents were not in yet but over 50% of Years 7 to 13 had delivered themselves for testing when this was performed at school, which confirms there was a high level of participation. However, the school had not yet received any feedback from parents about ‘home’ testing. The second stage of ‘home’ testing would take place during the Easter holiday and parents had been asked to complete a form but, perhaps, not all pupils will be testing at home.

Action: The Head agreed to report back to Governors when the information is available.

Q: Does the school have enough supply kit?

R: The Head replied that there is enough PPE but not enough home test kits had been provided as students needed two boxes each. A delivery was expected the following day and these would be handed to students the following Monday or Tuesday.

Q: Are teachers Covid testing as well?

R: The Head confirmed they were but he did not have any data yet. Teachers were supposed to carry out a home test twice a week and they had been instructed to test themselves the day before they return to school following the Easter holiday.

Governors acknowledged the information received and no further questions were raised.

6/ 2020/21 Budget Update

The Headteacher advised that this had been covered in his Report to the Governors but the following items needed further clarification:

a) Recent BACS issue

The Director of School Operations (DSO) had been made aware of a historical BACS payment attempt and, on further investigation, he found that this attempt had taken place in 2015/16. Fortunately, such attempt had been unsuccessful. The DSO had notified our school’s BACS bureau, Bankers and the LA. For the benefit of new Governors, the Head provided a summary of events that took place at the time.

b) ICT Equipment Project

Following the authorisation and approval by the Full Governing Body for a significant investment in the school’s ICT refurbishment, the school had committed to and paid for the majority of the ICT and photocopying equipment resources, prior to the end of the 2020/21 financial year. The spending would take the carry forward figure below the threshold for LA clawback. The carry forward figure at the end of the financial year is expected to be approximately £400K. Current PVC funds would be additional.

c) Additional Picnic Benches

The Head advised that once the new canopies were in place, it was found that there was a shortage of picnic benches for students and, as a result, 15 benches had been ordered for delivery in April. Payment could not be settled prior to the end of the financial year but a provision will be made for payment to be made from the new budget.

The Headteacher confirmed that the 2020/21 financial year had been closed and confirmed

that the school was in a healthy position despite of the high level of spending due to Covid. He advised that the 2021/22 budget was currently being prepared and would be ready for discussion at the pre-Budget meeting in April.

The following queries were raised by the Governors:

Q: A Governor asked why the pre-budget meeting had been moved from March to April and asked the reason for the delay.

R: The Head replied that when holding the pre-budget meeting too early, our projected figures may not have been fully analysed just after the finance year-end closure. However, by delaying the meeting, he would have the opportunity to fully analyse, prepare and present a budget to the Governors that will help and support the school's current provision and standards.

Q: A Governor asked if there was confidence that the figures would be finalised for the April meeting.

R: The Head replied that the Director of School Operations and the Finance Manager had started planning the budget within the parameters needed which will be presented to the Governors in April. He added that Governors would be welcomed to meet with him or the Director of School Operations.

Action: The Chair of Resources advised that she would get in touch with the Director of School Operations to find out and discuss the projected figures for 2021/22.

7/ **2021/22 Indicative Budget Update**

The Head advised that the DSO and the Finance Team were ahead in planning the 2021/22 budget and the school had been advised that the additional income we would receive is £350K which is up from last year's figures due to the National Funding Formula plus additional funding in line with the growth in numbers in our 6th Form. At previous meetings, it had been discussed how our school would utilise that income. Factored into that increase was the grant from the government's contribution towards the pay and pensions for teachers; however, this funding would not continue in terms of finance in subsequent years. The school had recently recruited teachers for Business Studies, Science and Psychology which are growth areas in our 6th Form and the aim was to reduce class sizes. This recruitment would take some of that funding and the DSO was cautioning of significant payment commitments moving forward while we are in a good position for next year's budget. Nevertheless, there was the likelihood of another period of austerity in the next few years due to Covid and it was likely that future funding will be limited. The Head confirmed that full reports would be presented at the 21st April 2021 pre-Budget meeting. The amount of £731K had been calculated as the carry forward figure for 2020/21 which puts the school in a strong position in the preparation of its 2021/22 budget.

Action1: The Resources Committee will meet on Wednesday 21st April 2021 at 5.30pm to formulate and discuss the proposed 2021/22 Budget. This was noted and agreed by the FGB.

Action2: The Budget Setting Meeting will take place on Wednesday 28th April 2021 from 6.30pm.

8/ **Academisation**

The Chair of Governors (CoG) advised that the Diocese of Westminster was ramping up its position

for the introduction of academy status of its Catholic schools; however, our school had not been targeted, as yet. The academisation proposal had been discussed at previous Full GB meetings and Governors had unanimously agreed that there were no advantages for the Wiseman to become an academy. Our Full GB did not need to consider the move to academisation at present. The Vice Chair advised that she had attended the Chairs of Governors Briefing organised by the Diocese and this subject was discussed at that meeting. Chairs were advised that 50% of Diocesan Catholic schools had already become academies; therefore, our school would be expected to follow that route as the Diocese was pushing forward with the academisation programme. The Headteacher added that, regardless of whether we were an academy or not, the Wiseman was already working with our local primary schools. He added that he would be visiting a local primary school in April to provide support.

The following questions were raised by the Governors:

Q: A Governor asked what kind of school this was.

R: The Head replied that our school had been asked to support that school, as this process had been trialled in another area, and he would like to help. The Head added that he would advise the FGB what the outcome was.

Q: A Governor asked what role our school would take.

R: The Head replied he did not know yet but he would report back to the FGB.

Q: A Governor asked if it was one of our named-schools.

R: The Head replied that it may be.

Q: A Governor asked if Wiseman supported that school, would it mean that a member of our school would be working at that school.

R: The Head replied that he did not know the type of support that would be needed but it could mean a day release situation.

Q: A Governor asked if our school would be compensated.

R: The Head replied that he would rather not go through that route.

9/ Ratification of all Sub-Committees' Terms of Reference

The Sub-committees' Terms of Reference for 2020/21 had been provided to the FGB for their information and approval at this meeting. The documents were taken as read. The Terms of Reference had already been agreed and approved at the sub-committees' first meeting during the Autumn Term.

The following Terms of Reference were presented to the GB for approval and ratification:

- a) *Admissions*
- b) *Catholic Life*
- c) *Curriculum*
- d) *Pay Review*
- e) *Resources*

Decision: The Sub-committees' 2020/21 Terms of Reference were approved and ratified as presented to the Full GB at this meeting.

10/ Director's Report – Noted.

A hyperlink had been provided to the Governors in order to access the Directors' Report. However, a number of Governors advised they had not been able to access it. The CoG recommended using the "Ealing Grid for Learning" (EGfL) website. Governors were encouraged to access and read the Report as soon as the hyperlink was sent to them.

Action: The Clerk to email the EGfL hyperlink for Governors to access the Report.

11/ Correspondence to the Chair of Governors

The CoG advised that one letter had been received and it had been dealt with.

12/ Report of Governors' Visits or Virtual Meetings

The Vice Chair advised that a Safeguarding Visit would take place on 26th March 2021 and three Governors would be attending: M Pound, N Alexander-Morrell, Luke Ramsden.

The Chair of Admissions advised that she and members of the Admission Panel had visited the school regarding the new on-line applications for Sixth Form. The Director of 6th Form had provided a very informative presentation. A report was prepared by the Chair of Admissions which was emailed to Governors for their information. A copy of the report was also available on Frog.

Following that presentation, the Head had taken the Governors to view the new 6th Form Mezzanine and the new playground Canopies. They had all agreed that these were great additional facilities for our students.

The Vice CoG advised that she and L Luke had visited the school for a meeting with the Headteacher.

13/ Minutes of Last Committee Meetings + Updates (Verbal)

The Minutes of the various Committees/Panels had been provided to all Governors to read prior to this meeting. The Chairs of Committees provided the following updates:

i) Admissions Panel (L Luke)

- The Panel met on 17th November 2020. The Minutes of the 17th November 2020 meeting were taken as read and agreed.
- Due to Covid-19 measures, only six members of the Admissions Panel had met to initiate the Scrutiny of Applications for Admission to Year 7 in September 2021. The Panel agreed to continue the scrutiny in December due to Covid-19.
- The Panel met on 1st December 2020 to continue and finalise the scrutiny of applications to Year 7.
- Three members of the Admissions Panel had visited the school on 25th February 2021 to meet with the Director of 6th Form for an update of the advantages of on-line Applications for Admission to our 6th Form.
- Following this trend, on-line applications to Year 7 could be considered in future.
- The Chair had prepared a report of this visit which had been emailed to the Full GB for their information.

- The Chair advised that our 6th Form numbers were increasing but it was not oversubscribed.
- The Head advised that the Admissions Administrator would be leaving at the end of this term and the school would advertise for this role in due course. In the meantime, an agency staff would be put in place. The Head would be working with the person to set up the Appeals process in May.
- A Governor asked if someone in the Admin Office could take on this task. The Head replied that office staff was at full capacity; therefore, external cover needed to be brought in. A Governor asked if the job had been advertised. The Head replied it had not yet been advertised; however, he would ask his PA to support the agency staff. He added that the school needed to appoint the Office Manager first before the Administrator's role was advertised and this role may need to be slightly adjusted.
- The annual Admissions Panel meeting is scheduled to take place in the Autumn Term 2021.

ii) Catholic School Life (A Majcherczyk-Olczak)

- The Minutes of the Autumn Term sub-committee 'virtual' meeting held on 12th November 2020 were taken as read and agreed.
- The Spring Term sub-committee 'virtual' meeting had taken place on 3rd February 2020. The draft Minutes of this meeting were taken as read and agreed.
- The Chaplain's Report had been included in the Head's Report highlighting the various events taking place during the Autumn and Spring terms.
- Teaching & Learning and Catholic Life in the school were an impressive and an excellent provision along the charity work being done at school. Our school definitely lived by its motto.
- The Summer Term Catholic Life 'virtual' meeting will be held on 11th May 2021.

iii) Curriculum (L Luke)

- The Minutes of the Autumn Term sub-committee 'virtual' meeting held on 24th November 2020 were taken as read and agreed.
- The Spring Term Curriculum sub-committee 'virtual' meeting had taken place on 11th February 2021.
- The draft Minutes of this meeting were taken as read and agreed.
- The Chair advised that the Director of Curriculum had confirmed the live-streaming of lessons had gone very well for all year groups. An Enrichment programme had been put in place providing activities to help students' mental health. Final exams would take place in May 2021 for Years 11 and 13. OFQAL would be issuing guidance for schools. The Head added that guidance had been issued but was not particularly helpful; however, the school was already working under the parameters of that guidance.
- The Summer Term Curriculum 'virtual' meeting would be held on 18th May 2021.

iv) Pay Review Panel (N Arratoon)

- The Pay Review Panel had held a 'virtual' meeting on 22nd October 2020.
- The draft Minutes of the Autumn Term meeting held were taken as read and agreed.
- The Chair advised that meetings had taken place to discuss the Head's Review and the Pay Progression of those teachers who had applied for it.

- The Chair confirmed that Pay Progression had been authorised and approved at the meeting including two colleagues who had worked with Covid-19 issues.

v) **Resources (B Bonnardel-Azzarelli)**

- The Autumn Term sub-committee ‘virtual’ meeting was held on 21st October 2020. The Minutes were taken as read and agreed.
- The Spring Term sub-committee ‘virtual’ meeting had taken place on 9th February 2021. The draft Minutes were taken as read and agreed.
- The Pre-Budget meeting scheduled to take place prior to this evening’s meeting in order to discuss the 21/22 Budget had been postponed. The Resources Committee would meet on 21st April 2021 at 5.30pm to discuss the proposed Budget.
- The Chair advised that ‘Finance’ information had been included in the Head’s Report regarding additional spending on Site (eg: Mezzanine and Covid).
- Governors were reminded to attend the Budget Setting meeting on 28th April 2021 as the meeting must be quorate.
- The Summer Term sub-committee Committee ‘virtual’ meeting will be held on 27th May 2021.

14/ Minutes of Last FGB Meeting – 13th October 2020

The Minutes had been provided to the Full GB and were taken as read.

A Governor advised she was unable to open the Minutes document on Frog and asked for a copy to be emailed to her.

Decision: The Minutes were agreed.

Action: The Clerk will email the Minutes as requested by a Governor.

15/ Matters Arising

Following on from the previous Full GB meeting, the following Governors had come forward and were confirmed as Link Governors at this meeting:

Literacy:	Caroline Mackenzie
PSHE:	Luke Ramsden
SEN:	Luke Ramsden
Catholic Life:	Anne Majcherczyk-Olczak

The CoG advised that visits could be arranged from next term using a ‘virtual’ link-up. The Head advised visits could be arranged on the second half of the half-term (June) as it was going to be rather busy for curriculum areas due to Years 11 & 13 exams. Governors wishing to visit the school should contact the Head’s PA to arrange a link connection and the Head would facilitate it with the teachers concerned.

16/ Governors Training: LA & Diocese of Westminster

The Clerk advised that our school had renewed its annual subscriptions to:

- a) **National Governance Association** which includes on-line training for governors on a wide range of Governance topics.
- b) **The Key for Governors**

- c) **Governors Hub** – This was the new link for the Diocese of Westminster to keep in contact with Governors and Clerks. The Hub will also provide direct links to our Local Authority and to The Key for Governors. The Clerk provided a short brief and advised that Governors had already been set up on the Hub and training and a helpline was available for them when visiting the Governors Hub website. Governors were encouraged to access the Hub and become familiar with it.
- d) Governors were reminded to visit **Ealing CPD and the Diocese of Westminster** websites for additional training information and participation.
- e) Relevant hyperlinks to the above were provided to Governors.

Governors acknowledged the above information.

17/ Governors' Recruitment and Foundation Governors' Terms in Office

The CoG advised that she had recently attended Ealing's Governor Recruitment 'virtual' meeting. Unfortunately, the meeting did not work out well. Potential governors were at the meeting but she had only met one set of people and, during the break-out meetings, she was 'kicked out' of the room and did not get to meet any prospective governors. The virtual event did not work well and it was tough for the organisers, she had already sent feedback to the organisers.

The Clerk advised that there were two Governors whose terms in office would end later this year:

- i) Foundation Governor (31st August 2021) and ii) Staff Governor (9th October 2021). The Foundation Governor was encouraged to re-apply to the Diocese in order to get the process going as it can take a while for it to be completed. The Vice CoG added that it was the Bishop who needed to approve the appointment of all Foundation Governors.

Action: The Clerk will contact the Foundation Governor with the forms that need to be completed in order to initiate the re-appointment process. DBS checks will also need to be carried out.

The Vice CoG confirmed that the school maintained all Governors' DBS checks in its Single Records file.

20/ D.O.N.M.:

Spring Term:

- *Pre-Budget Virtual Meeting for Resources Committee only: Wednesday 21st April 2021 – From 5.30pm*
- *Budget Setting Full GB Virtual Meeting (must be quorate): Wednesday 28th April 2021 – From 6.30pm*

Summer Term:

- *Wednesday 30th June 2021 – From 7pm*

Meeting closed at 8.15pm

Part 'A' Minutes Approved by:

Nicole Alexander-Morrell
Chair of Governors

Roz Smith, Clerk to the Governors