

**The Cardinal Wiseman Catholic School**  
**Minutes of the Full Governing Body**  
**Budget Setting “Virtual” Meeting**  
**Held on Wednesday 28<sup>th</sup> April 2021 - 6.30 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 &amp; Chair of Admissions Panel</i>
Caroline Mackenzie	Parent	
Anne Majcherczyk-Olczak	Foundation	<i>Chair of Catholic Life Committee</i>
Maggie Pound	Foundation	<i>Vice Chair of Governors</i>
Fiona Pusey	Parent	
Gavan Rewt	Staff	
Noel Rutherford	Co-Opted	<i>Vice Chair of Resources Committee</i>
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**

Apologies were received from:

Name	Category	Information
Pat McCarthy	Observer	Apologies Received-Authorised Absence. Pat McCarthy is currently waiting for his re-appointment as Foundation Governor.
Michelle Samuel	Foundation	No Apologies Received – Un-Authorised absence

3/ **Declaration of Business Interests**

Those in attendance were asked if there had been any changes in circumstances in connection with their original Declaration of Business Interests. Their reply was ‘No Change’.

4/ **2021/22 Budget**

The following documents had been provided to all Governors prior to the meeting:

- a) *Head’s Commentary & Director of School Operations’ Commentary and Questions raised by Governors during the pre-Budget ‘virtual’ meeting on 21<sup>st</sup> April 2021 and other queries raised and sent via email.*

*b) 2021/2022 Budget*

*c) Five-Year Budget Forecast*

**a) Head's Commentary & Director of School Operations' Commentary and Questions raised by Governors during the pre-Budget 'virtual' meeting on 21<sup>st</sup> April 2021 plus other queries raised by Governors sent via email. These documents were taken as read.**

The Head advised that at the pre-Budget virtual meeting held by the Resources Committee on 21<sup>st</sup> April 2021, a number of queries had been raised and discussed. A copy of all those queries had been provided to all Governors for their information. A 21/22 budget overview had also been provided by the Director of School Operations and the Head had prepared additional notes to reflect what had been discussed at that meeting. He added that the budget had benefitted from the increased number of students in our 6<sup>th</sup> Form which had given us the opportunity to recruit additional teachers for the benefit of our 6<sup>th</sup> Form students. The school is in a strong financial position which will help us bounce back from the Covid-19 lockdown and it will enable us to provide important academic support to our students during the summer and autumn terms. The

**b) 2021/21 Budget – Taken as read**

The Head confirmed that the Director of School Operations had made a presentation to the Resources Committee where the proposed 2021/22 Budget was discussed and finalised. The Head asked those in attendance if they had any further queries regarding the proposed Budget.

The Chair of the Resources Committee asked if all those Governors who were not in attendance at the pre-Budget meeting had been informed of the questions raised during or prior to that meeting. The Chair added that she wanted to ensure that all Governors had reviewed the proposed 21/22 Budget and if there were any further questions these should be raised at this point. The Head confirmed that all Governors had been provided with the same information prior to this meeting. There were no further questions raised by Governors. The Vice Chair proposed to approve and ratify the 2021/22 Budget being presented by the Headteacher.

**Decision1: After careful consideration, the members of the Governing Body unanimously agreed to approve and ratify the 2021/22 Budget presented by the Headteacher and as recommended by the Resources Committee.**

**Action1: The Headteacher will notify of this decision to the Director of School Operations, the HR/Finance Manager and the Local Authority.**

**c) Five-Year Budget Forecast**

The Head advised that a five-year budget forecast had been provided to all Governors. The document was taken as seen and acknowledged. The Head pointed out that the document should be considered only as a forecast and the Director of School Operations and the HR/Finance Manager had prepared it based on the school's current financial position on income but, it was suggested to be prudent as we would be entering a period of austerity in the country. He added that a five-year forecast could not be projected with confidence, particularly, if income remained static and expenditure costs continued to increase over the coming years.

As there were a number of queries in the interpretation of the Forecast document, a Governor suggested that it would be advisable for Governors to discuss it further with the Director of School Operations. The Head agreed to contact the DSO to provide detailed information on the statistics the dashboard was showing. The Head pointed out that the school would be in a good financial position during the next two years but there would be financial concerns on the remaining years.

**Action1:** The Head will arrange for the DSO to provide further information on the 5-year budget forecast.

**Action2:** Governors will be emailed the communication the next day. Any queries should be Email to the Head or the DSO.

**5/ Approval & Ratification of the 2021/22 Scheme of Delegation of the School's Main Account**

The **Main Account's** Scheme of Delegation had been provided to Governors to read prior to the meeting. Changes to this document had been highlighted for ease of identification.

**Decision:** After careful consideration, the FGB agreed to approve and ratify this document.

**6/ Approval & Ratification of the following documents:**

The following documents had been provided to Governors to read prior to the meeting, changes/updates to these documents had been highlighted for ease of identification:

a) *Authorised BACS and Cheques Signatory List 21/22*

**Decision:** Approved and ratified by the Full GB

**Action:** To be reviewed in September 2019, should it be required.

b) *BACS & Cheque Payment Procedures 21/22*

**Decision:** Approved and ratified by the Full GB.

c) *List of Schools' Bank Accounts 21/22*

**Decision:** Approved and ratified by the Full GB.

d) *Protocols for Signatories of Cheques & BACS Payments 21/22*

**Decision:** Approved and ratified by the Full GB.

e) *Main School Account Finance Procedures 21/22*

**Decision:** Approved and ratified by the Full GB.

f) *Governors' Account Finance Procedures 21/22*

**Decision1:** Noel Rutherford agreed to become the Treasurer of the Governors' Account Fund. This was seconded by the Headteacher

**Decision2:** Approved and ratified by the Full GB

g) *Devolved Capital Account Finance Procedures 21/22*

**Decision:** Approved and ratified by the Full GB.

h) *Adoption of the new Ealing Education Services Finance Handbook*

**Decision:** Agreed the adoption of this handbook by the Full GB.

i) *List of Exemption Payments 21/22*

**Decision:** Approved and ratified by the Full GB.

j) *Model Framework for Management of a School Budget 21/22*

**Decision:** Approval and ratified by the Full GB.

k) *Statement of Internal Control 21/22*

**Decision:** Approved and ratified by the Full GB.

l) *School's Finance Policy and Procedures 21/22*

**Decision:** Approved and ratified by the Full GB.

m) *School Companies Statement 21/22*

**Decision:** Approved and ratified by the Full GB

n) *Expenses Policy and Procedures 21/22*

**Decision:** Approved and ratified by the Full GB

o) *Expenses Form 21/22*

**Decision:** Approved and ratified by the Full GB

p) *Governors' Allowance Policy 21/22*

**Decision:** Approved and ratified by the Full GB

q) *Governors' Claim Form 21/22*

**Decision:** Approved and ratified by the Full GB

r) *HMRC Travel-Mileage & Fuel Rates & Allowances*

**Decision:** Agreed by the Full GB

8/ **D.O.N.M.:**

**Summer Term Meeting:** Wednesday 30<sup>th</sup> June 2021 – 6.30pm

*All the above documents were signed electronically but they will be signed in person as soon as the current Covid-19 lockdown on meetings is lifted.*

*Urgent Request: The Head asked all Governors to reply to his recent email regarding Exams Policies which were prepared and updated by the Senior Deputy Head as advised by the qualifications award body. He pointed out that these documents needed to be approved and ratified by the Full Governing Body as soon as possible since they needed to be put in place. Any queries should be sent to the Senior Deputy Head, the Head or the Clerk.*

*Meeting closed at 7.00pm*

**Part 'A' Minutes Approved by: .....**

Nicole Alexander-Morrell  
Chair of Governors

Roz Smith

Clerk to the Governors