

**The Cardinal Wiseman Catholic School**  
**Minutes of the Full Governing Body Virtual Meeting**  
**Wednesday 30<sup>th</sup> June 2021 - 6.30 pm**

**Present at the meeting:**

<b>Name</b>	<b>Category of Governor</b>	<b>Information</b>
Nicole Alexander-Morrell	Foundation	<i>Chair of Governors</i>
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Foundation	<i>Chair of Admissions Panel and Chair of Curriculum Committee</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	
Luke Ramsden	Foundation	
Gavan Rewt	Staff	
Noel Rutherford	Co-Opted	<i>Vice Chair of Resources Committee</i>
Laura Burrell	Observer	<i>Currently applying for LA Citizen Governor to Ealing Council</i>
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**

The following is a record of Governors' non-attendance:

<b>Name</b>	<b>Category</b>	<b>Apologies: Received / Not Received</b>	<b>Authorised / Unauthorised Absence</b>
Nicholas Arratoon	Co-Opted	<i>Apologies Received</i>	Authorised Absence
Betty Bonnardel-Azzarelli	Foundation	<i>Apologies Received</i>	Authorised Absence
Pat McCarthy	Foundation	<i>No Apologies Received</i>	Un-Authorised Absence
Michelle Samuel	Foundation	<i>Apologies Received</i>	Authorised Absence

3. **Welcome to Governors**

**Laura Burrell** was welcomed to the meeting as an Observer. The Clerk advised that Laura had submitted her application to Ealing Council to become our LA (Citizen) Governor. We are currently waiting to receive a confirmation of her appointment from Ealing Council. A short introduction took place.

In his absence, reference was made to **Pat McCarthy's** re-appointment as a Foundation Governor at our school. The Decree of Appointment issued by the Bishop at the Diocese of Westminster had confirmed his nomination and appointment from 1 March 2021 to 31 August 2024. The Governing Body acknowledged this information.

The Clerk advised that **Betty Bonnardel-Azzarelli's** application for re-appointment as a Foundation Governor at our school had been sent out to the Diocese in May. According to the new governor's application system set out by the Diocese, we should receive a notification of appointment within 21 days. The Clerk expects to hear from the Diocese in the coming days/weeks. Although Betty's terms in office ends on 31 August 2021, she can continue attending meetings as an Observer from September 2021.

**Action: The Clerk will notify Governors via email as soon as Betty's Decree of Appointment is received.**

4. **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'.

## 5. **Headteacher's Report to Governors**

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

- Chaplaincy Report
- Safeguarding and Child Protection Report
- Recording & Reporting of Racists Incidents Involving Pupils Report
- Updates on: Pupil Premium, Finance & Premises, Staff, SEN and Covid-19.

The following questions had been raised by Governors via email prior to the meeting and the Head had provided the following email replies to all Governors:

### ***Questions/comments raised by Governors:***

*Just a few questions on your informative report and other paperwork*

*Exclusions - large number of Eastern Europeans featuring, is this a trend that we should be concerned about?*

*Saturday tutoring - was not always taken up by students as their parents had not signed up, was it possible to offer any additional follow up or support in school to those students?*

*On restructuring DT - Why is the Curriculum Coordinator going from a B TLR to a 1A? Do you foresee any problems in the consultation process that may delay implementation?*

*AHT proposal - Absolutely support this they have done an amazing job supporting students and their families as we heard on our Safeguarding visit. For clarity is it a straightforward salary increment?*

### **The Head replied:**

- *We are concerned at the data showing an increase in the number of eastern European heritage children given fixed term exclusions. This is the first time we have seen this so we cannot say that it is a trend. We will work to ensure it does not become a trend. I discussed the data with Mr Walton and it may be of interest that we have also seen an increase in the number of children from that background presenting with mental health issues/anxiety. A number of these students were particularly isolated during lockdowns, frequently with parents at work, sometimes having to look after younger siblings. We will monitor this situation closely.*
- *We are also concerned about the number of pupil premium students not attending Saturday classes. In most cases it has been a function of parents not responding to several communications from school or parents complying with their child's reluctance to come to school on a Saturday morning. The provision and interventions for pupil premium students from September was an important part of the SLT conference last Saturday. One topic was how we could better reach parents who did not engage with their children's education. There will be comprehensive support and intervention work with these children from September, mostly consisting of 'in school' provision. It is these children whose outcomes in public examinations next year are most at risk.*
- *The Design Technology Team has shrunk over the past 5 years, reflecting the fact that there has been a 'fall off' in the number of students wishing to follow DT courses at GCSE. The combination of fewer staff and students means that when the staffing formula is applied it comes out at a lower TLR. The person standing in is in an acting role, so there are no concerns around redundancy or pay protection. Consequently, there should be no delay in the consultation process which should be completed by the end of term.*

- The AHT role pay range (L14-18) overlaps with the senior AHT pay range (L17-21). The current post holder is at L18. If the post is upgraded, it would be on the latter range with the cost as outlined in the Headteacher's report to Governors.

#### **Further questions raised by Governors:**

**Exclusions** - Thanks for your response below about the increase in the number of Eastern European heritage children. I also note that the fixed-term exclusion rate for Black Caribbean and Black British students has fallen, with the suggestion that this is due to the use of more short-term removal from lessons instead of inclusions/exclusion. This is a great achievement considering the long-term over-representation of these groups. Will the strategy of lesson removal continue, and is this a more staff intensive process than inclusion/exclusion?

**OFSTED report on sexual abuse** - Really good to see the actions that the school is taking forward following the concerns raised by Everyone's Invited and the OFSTED report. One of the main findings in the report was the reluctance of young people, especially girls, to talk about/report sexual abuse even when their school encourages them to. I know this is difficult and a multi-agency response is required, but is there anything more the school can do to make students feel safe in reporting abuse?

#### **The Head replied in relation to the above queries:**

**Exclusions**-We have adopted a more intensive approach for staff but indications are that it is worthwhile. The Inclusion Team are spending more time carrying out reflective work and restorative conversations following investigations. This was planned as a response to the issues we knew would emerge post lockdown. The additional commitment and patience is being rewarded to this point. We will need data over a full and 'normal' year to benchmark effectively and judge whether the approach is sustainable.

**Sexual abuse/harassment**- The points are well made. Some schools have introduced anonymous alert/notification systems. It is something we will explore. However, the lockdown has led to the school's email system opening up to pupils. leading to pupils reporting incidents from home and direct to teachers. We have seen a significant increase in the number of safeguarding and behavioural concerns reported in this way.

There were no further questions.

The Headteacher provided the following additional updates:

- i) **Covid-19:** Due to the continuation of restrictions, the end of term celebrations of success had been reduced and the Year 11 Prom and Year 13 Ball had also been cancelled. However, end of term liturgies would be celebrated within the current year bubbles.
- ii) **Growth Plan:** It will be finalised following the SLT Conference and the final draft will be delivered to the Full GB at their meeting in September.
- iii) **Staff Update:** Due to the Senior Assistant Head leaving at the end of the summer term, a number of members of staff had been placed on 'acting' roles through competitive interviews. It had been difficult to find a Governor who could attend interviews for the KS3 senior role; an email would be sent out to Governors asking for a volunteer to attend a further interview on 15<sup>th</sup> July –the Head encouraged governors to come forward.
- iv) **Bishop Sheringham** had visited our school and it had been a great occasion. The Chair of Governors and a number of Governors had attended this event. The Bishop had been very impressed with the sense of community at our school and had been very pleased to have visited our school.
- v) **Public Health England (PHE):** All Year 9 pupils were isolating due to the high number of cases being reported. Our school would be tested by PHE who will carry out PSR tests as opposed to lateral flow tests. The testing would take place the following week and staff were busy preparing the test facilities.

#### **Questions raised by the Governors:**

*Q: Would it be only pupils being Covid tested but not teachers?*

Re: The Head replied that teachers were expected to test themselves at home. PHE would be mainly testing pupils. The Head advised that the plan was for each family to be tested but he would obtain more information at the meeting with PHE representatives. Year 9 pupils would be sent a test kit for them to test themselves at home. Clarification was still needed about recording the results but all students' results would need to be recorded.

There were no further queries/comments.

## **6. Schools Admissions Code for September 2021**

The following documents were provided to Governors prior to the meeting and these were taken as read:

- Changes to the Schools Admissions Code – Final Consultation Response
- Data - The School Information (England) (Amendments)
- Explanatory Memorandum
- IAPLAC-Priority-Information-for-Admission-Authorities-September-21
- Admissions – UK 20210570
- Email from Diocese of Westminster dated 26th May 2021

The Chair of Governors advised that the Diocese had informed of a change to the Admissions Code which will require our school to change its In-Year and Year 7 Admissions Code from September 2022. However, a public consultation would not be required but Governors were advised to reflect on the new code at this meeting.

The Chair of Admissions asked who would be liaising with these changes at the school following the departure of the Admissions Administrator. The Head replied that the new Office Manager would be handling this initially and afterwards the new appointed person would be dealing with this. The Chair added that changes to the Admissions Code would need to be placed on the school's website as soon as they are published. A Governor pointed that although the changes had not yet gone through Parliament these would need to be made by 1<sup>st</sup> September 2021. The Head added that these changes would be put in place; however, guidance from the Diocese and the CES would be required. A Governor advised that the Diocese would be sending the wording to schools but our school must ensure this is placed on the website by 1<sup>st</sup> September 2021. The Head confirmed this would be actioned as soon as the school receives the wording.

**Decision: The Full Governing Body agreed to proceed with the proposed changes to the new Admissions Code as directed by the Diocese of Westminster.**

**Action: The school's website to be updated with the required wording by 1<sup>st</sup> September 2021.**

## **7. Headteacher's Review Date, Review Panel Membership & Essential Governors' Training**

The CoG advised that the Head's Review is due to take place in the Autumn Term but, although no date had been fixed yet, it would be most likely to be held in November. The CoG advised that last year's Panel was comprised by Maggie Pound, Luke Ramsden and Lystra Luke who had kindly agreed to re-join the Panel as an emergency. Pat McCarthy was part of the Panel in 2019/20 but his term in office had ended in August 2020 and the deed of appointment was not issued until March 2021 so he was unable to take on this responsibility last year. The CoG pointed out that, Pat McCarthy, could be the third Governor to be once again part of the Panel; however, as he was not in attendance, he could not be appointed in his absence. So, one more governor would be required and he/she would have to undertake the relevant training at Ealing Education Centre (webinar) in September. The Clerk asked Governors to come forward and become involved in this Panel's important role. The Vice CoG provided a summary of what the role entails. The CoG advised she would contact Pat and find out if he is willing to re-join the Panel. Noel Rutherford came forward to take on this role and agreed to join the Review Panel and participate in the relevant training, should Pat McCarthy not be able to join the Panel. The CoG thanked him for coming forward.

**Decision: After careful consideration, the GB agreed to ask Pat McCarthy to join the Head's Review Panel. Should he decline the offer, Noel Rutherford would take his place in the Head's Review Panel.**

**Action1: The CoG will contact Pat McCarthy to ascertain if he is interested in re-joining the Head's Review Panel.**

**Action2: Noel Rutherford to take part in the Head's Review training provided by Ealing CPD, if Pat McCarthy declines to join the Panel.**

### **8. Full GB's Approval & Ratification of SFVS (Final Document)**

The Governors had been provided with a copy of the Schools Financial Value Standard 2020/21. The document was taken as read. The Head advised that the SFVS could not be approved at a previous meeting as further clarification was needed and although additional information had been emailed to all Governors with a request for its approval, quorum had not been met. It was therefore essential that, at this meeting, the SFVS was approved and ratified by the Full GB. There were no further questions.

**Decision: After careful consideration, the full GB approved and ratified the 2020/21 SFVS document.**

### **9. Approval of the following: a) Enrichment Funding & b) Covid Funding**

Prior to the meeting, the Full Governing Body had been provided with the following two documents for their consideration and approval at this meeting. The documents were taken as read.

- *Enrichment Budget*
- *Plans for additional Covid Funding*

The Head referred to his proposals as follows:

#### **a) Enrichment Funding**

The Headteacher advised that £63K had been set aside for the enrichment cost centre to provide significant additional mental health and pastoral provision for our students between April 2021 and March 2022 (counselling and education therapist). This had been highlighted in the Director of Inclusion's report as this had helped our students during lockdown; however, this needed to be topped-up for enrichment activities that did not take place last year but it was hoped they could take place from September 2021 in a Covid safe environment. At a recent SLT conference, a number of ideas had emerged which would provide additional activities for our students but, particularly for our most disadvantaged students, as they return to school in September. Many cultural activities had not taken place and the school would like to offer as many of these to our students thus, initially, £26K has been budgeted for those activities. The Head added that Governors had greatly supported our school's enrichment programmes over previous years and his current Enrichment Budget paper highlighted proposed areas to spend it on.

**Decision: After careful consideration, the Full GB agreed and approved the proposal made by the Headteacher for Enrichment activities funding.**

#### **b) Covid Funding**

The Head advised that our school had been allocated £121,440 for Covid 'Catch up' for 2021-22. Approximately £30K had been allocated to Saturday Summer Term tutoring costs which leaves £90K to be used. During the recent SLT conference, it was discussed how to best use this funding and our school would like to complete planning for:

- Autumn Term Year 7 Tutoring and Enrichment Programme (particular focus on Pupil Premium students)
- Autumn Term All Years Tutoring following evidence from Summer Term Learning walks and examinations (particular focus on Pupil Premium Students)
- Continued funding of temporary Ed Technology roles
- Temporary one-year funding for 'catch-up' role Key Stage 3 Spanish.

The total cost for the above comes to £90,800 and this would be seen as value for money for our students going forward and show appropriate use of the funding already in place, particularly for our PP/FSM students.

The Head added that it was highly likely that unplanned 'Catch up' priorities would emerge during the Autumn Term; however, our significant surplus funds should be sufficient to cover them as a contingency.

**Decision:** After careful consideration, the Full GB agreed and approved the Head's Plans for additional Covid Funding for 2021/22.

*G Rewt left the Teams meeting for the Full GB to discuss the following agenda item.*

#### **10. Approval of the following: a) Design Technology Restructure & b) AHT Inclusion Role**

The Full Governing Body had been provided with the following two documents for their consideration and approval at this meeting. The documents were taken as read.

- *DT Restructure 2021*
- *AHT Inclusion role*

#### **Part 'B' Minutes – Confidential Items**

**Decision:** After careful consideration, the Full GB agreed and approved the proposal made by the Headteacher for the 2021 DT Restructure.

**Decision:** After careful consideration, the Full GB agreed and approved the proposal made by the Headteacher regarding the AHT Inclusion role.

*G Rewt re-joined the Teams meeting*

#### **11. Governors' Skills Audit**

The CoG advised that it is recommended to carry out Governors' Skills Audits regularly. The skills audit is a way of assessing the board's depth of skills, knowledge and behaviour. The GB is a team and the purpose of the audit is to ensure that each required skill is covered by at least one of our governors. Our GB currently has a vacancy and we need to recruit a governor who may have the skills and knowledge that can fill an existing gap. The CoG advised that all Governors had been provided with a form issued by the National Governance Association and she asked for the form to be completed and returned to the Clerk as soon as possible.

**Action:** All Governors were asked to complete the Skills Audit form and return it to the Clerk as soon as possible.

#### **12. 2021/22 'Proposed' Governors' Meetings Dates**

The Clerk advised that the 'Proposed' dates were still in draft form as the final school's calendar of activities had not yet been completed by SLT. Governors reviewed the 'proposed' Governors' Meetings Dates for 2021/22 and agreed that the first FGB meeting would take place on 15<sup>th</sup> September 2021 from 6.30pm. The remaining dates will be updated by the Clerk and will be put forward for approval at the Additional Full GB meeting in September.

**Decision:** The 2021/22 Proposed Governors' Meetings will be reviewed and agreed at the Additional Full GB meeting in September.

**Action:** The Clerk will update the proposed Governors' meetings dates for 2021/22.

#### **13. Director's Report**

A copy of May's 2021 Director's Report was emailed to all Governors directly by Ealing Governors. The CoG advised that by clicking on the link provided on the agenda, the report could be accessed via EGfL. The report consists of a series of links to EGfL pages and it was worth going through them. Governors were encouraged to follow that route as the report cannot be formatted as a downloadable document.

#### **14. Correspondence to the Chair of Governors**

The CoG advised that one letter had been received from a parent and this had been responded to.

#### **15. Governors' Training**

The Clerk had provided the links on the Agenda to the various organisations supporting the work of Governance.

In addition, emails were regularly sent or forwarded to Governors for webinars training available from Ealing CPD, the National Governance Association, Governors for School and The Key for Governors. In addition, the Diocese of Westminster CPD programme was available to Governors on Frog. Governors were encouraged to participate in the courses available and to inform the Clerk so their training records were maintained up-to-date.

#### **16/ Minutes of Previous Virtual Meeting(s):**

The Minutes of the previous Full GB virtual meetings held during the Spring Term had been made available to all Governors. The following documents were taken as read:

- a) **Spring Term Full GB Virtual meeting held on 25<sup>th</sup> March 2021: *Minutes were Agreed***
- b) **Budget Setting Full GB Virtual meeting held on 28<sup>th</sup> April 2021: *Minutes were Agreed***

**Decision:** Following government advice, due to current Covid-19 lockdown, all FGB meetings will continue to be held ‘virtually’ using MS Teams. The Headteacher has maintained email and telephone communication with the Chair, Vice Chair and the Full GB for decision-making and approval of documents.

**Action:** The Minutes will be signed by the CoG as soon as Covid restrictions are lifted by the government.

#### **17. Matters Arising**

- a) **Spring Term Full GB meeting held on 25<sup>th</sup> March 2021: *None***
- b) **Budget Setting Full GB meeting held on 28<sup>th</sup> April 2021: *None***

#### **18. Verbal Committee Updates & Approval of Committees’ Minutes**

Copies of the draft Minutes of the various Sub-committees’ meetings that took place during the Summer Term had been provided to all Governors. The documents were taken as read.

##### **▪ Admissions (L Luke)**

The Chair advised that 19 Appeals had been heard by the Independent Appeals Panel and only one appeal had been re-assessed and the offer of a place was agreed by the Panel. The family had been notified. A confidential summary of this case was provided. The CoG and the Chair agreed that a clarification note should be added to highlight “our Admissions criteria does not cover that kind of situation and such special circumstances as it sometimes may lead to misuse” -the only way to resolve this dilemma was to go through an independent appeal”. The Chair confirmed that such a special circumstance was not part of our admissions application process. There was nothing further to add.

##### **▪ Catholic School Life (A Majcherczyk-Olczak)**

The Catholic School Life sub-committee held its Summer term meeting on 11<sup>th</sup> May 2021.

The draft Minutes of the above meeting were taken as read and agreed.

The Chair had advised that she had been invited to join and meet Bishop Sheringham’s visit to our school and, along with other Governors, they had witnessed the many initiatives put in place by the RE department and had seen how this had influenced the Catholic life of the school. In addition, the Justice & Peace movement had brought great value to the school community. The Head advised that although two members of the RE team had caught Covid-19 during recent weeks, both teacher had continued to provide their lessons remotely. There was nothing further to add.

##### **▪ Curriculum (L Luke)**

The Curriculum sub-committee Summer Term meeting was held on 18<sup>th</sup> May 2021.

The draft Minutes of the above meeting were taken as read and agreed.

The Chair advised that the Teacher Assessed Grades were awarded based on department’s criteria on 8<sup>th</sup> June 2021. These grades were then reviewed by the TLR holders and double checked by Curriculum Coordinators and Heads of Departments by 18<sup>th</sup> June 2021. All TLR holders would be reviewing each year group’s learning over the past year

and assess the impact of Covid-19 which will help them address the gaps in learning due to the pandemic. The new Timetable will provide a more efficient and flexible use of teaching times. There was nothing further to report.

▪ **Resources (N Rutherford)**

The Resources Committee Summer Term meeting had been held on 27<sup>th</sup> May 2021.

The draft Minutes of the above meeting were taken as read and agreed.

There was nothing further to add.

▪ **Pay Review Panel (M Kiely)**

No meeting had taken place during the Summer term.

Staff performance management is due to take place in September 2021.

There was nothing further to add.

**19. D.O.N.M.: Wednesday 15<sup>th</sup> September 2021 at 6.30pm (Additional FGB Meeting)**

*On behalf of the Governing Body, the Chair of Governors wished to thank all members of staff for their hard work under such difficult circumstances during the 2020/21 academic year.*

*Meeting closed at 7.30pm*

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

Nicole Alexander-Morrell

Chair of Governors

*Roz Smith*

Clerk to the Governors