

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Thursday 23rd March 2017 - 7.00 pm

Present at the meeting:

PART 'A' MINUTES

Name	Category of Governor	Information
Nicholas Arratoon	Co-Opted	
Nicole Charles-Morrell	Parent	<i>Vice Chair of Governors & Chair of Admissions Panel</i>
Fr John Egan	Foundation	
Saiid Ghobadian	LA (Citizen)	<i>Chair of Catholic Life Committee</i>
Michael Kiely	Staff	<i>Headteacher</i>
Leo Lambe	Foundation	
Lystra Luke	Foundation	<i>Chair of Pay Review Committee</i>
Pat McCarthy	Foundation	
Jim Moreland	Foundation	<i>Chair of Curriculum Committee</i>
Maggie Pound	Foundation	<i>Chair of Governors</i>
Richard Smith	Staff	
Roz Smith		<i>Clerk to the Governors</i>

The meeting was declared quorate.

1/ The meeting opened with a prayer.

2/ **Apologies for Absence**

The following is a record of 'Apologies' received from the following Governors by 4pm on the day of the meeting:

Name	Category	Apologies: Received / Not Received
Nicola Atkinson	Foundation	Apologies Received
Betty Bonnardel-Azzarelli	Foundation	Apologies Received
Michelle Samuel	Foundation	Apologies Received

3/ **Authorised / Unauthorised Absences**

The above absences were authorised by the FGB.

4/ **Welcome to New Governors & Changes in Membership**

New Foundation Governor: Pat McCarthy

The Chair advised that the Diocese of Westminster had confirmed the appointment of Pat McCarthy as a Foundation Governor at our school. Mr McCarthy was officially welcomed to our GB and a short introduction took place.

Reappointments by the Diocese: Betty Bonnardel-Azzarelli

Betty Bonnardel-Azzarelli would need to complete and return to the Diocese of Westminster the relevant paperwork in order to action her re-appointment as a Foundation Governor as from 1st Sept 2017.

The Governing Body had the following Governor vacancies: *Co-Opted: 1 & Parent: 1*

5/ **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'.

Edubase Information

The Clerk thanked those governors who had already returned their forms and reminded those who had not yet submitted their forms that it was a statutory requirement for the school to comply.

Action: The Clerk would email and remind those governors who had not submitted their Edubase form.

6/ **Minutes of Last Meeting**

The Minutes of the 2016 Autumn Term Full GB meeting were agreed.

M. Samuel arrived at 7.15pm to join the meeting.

7/ **Matters Arising**

None.

8/ **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 (N.Charles-Morrell)**

- The Panel had held a short meeting on 15th November 2016 in order to update governors on the consultation of the proposed Admission Criteria for 2018/2019.
- The Minutes of this meeting were taken as read and agreed.
- Following this meeting, the Panel had carried out the Scrutiny of Admission Applications to Year 7 in September 2017.
- The consultation had closed on 30th November 2016 and arrangements for Admissions in 2018/19 had been put in place in our school's website.
- The Panel had also met on 21st February 2017 to carry out the Scrutiny of Applications for Admission to our 6th Form in September 2017.
- The annual Admissions Panel meeting was scheduled to take place in the Autumn Term 2017.
- Confidential Item (Part 'B' Minutes).
- There was nothing further to add.

ii) **Catholic School Life (S Ghobadian)**

- The Minutes of the Autumn Term sub-committee meeting held on 9th November 2016 were taken as read and agreed.
- The Spring Term sub-committee meeting had taken place on 6th February 2017. The draft Minutes of this meeting were taken as read and agreed.
- The Summer Term Catholic Life meeting would be held on 10th May 2017.

- There was nothing further to add.

iii) Curriculum (J Moreland)

- The Minutes of the Autumn Term sub-committee meeting held on 23rd November 2016 were taken as read and agreed.
- The Spring Term Curriculum sub-committee meeting had taken place on 22nd February 2017. The draft Minutes of this meeting were taken as read and agreed.
- The Summer Term Curriculum meeting would be held on 11th May 2017.
- There was nothing further to add.

iv) Finance and Premises (M Pound in the absence of Betty Bonnardel-Azzarelli)

- The Autumn Term sub-committee meeting was held on 20th October 2016. The Minutes were taken as read and agreed.
- The Spring Term sub-committee meeting took place on 8th February 2017. The draft Minutes were taken as read and agreed.
- The Pre-Budget meeting had been postponed and it would take place on 18th April 2017.
- Governors were encouraged to attend the Budget Setting meeting on 25th April 2017 as the meeting must be quorate.
- The Summer Term sub-committee Committee meeting would be held on 18th May 2017. See agenda item 18.
- There was nothing further to add.

v) Human Resources (M Pound in the absence of Betty Bonnardel-Azzarelli)

- The Autumn Term sub-committee meeting was held on 20th October 2016. The Minutes were taken as read and agreed.
- The Spring Term sub-committee meeting had taken place on 8th February 2017. The draft Minutes were taken as read and agreed.
- The Summer Term HR sub-committee meeting would be held on 18th May 2017. See agenda item 18.
- There was nothing further to add.

vi) Pay Review Panel (L Luke)

- The draft Minutes of the Autumn Term meeting held on 2nd November 2016 were taken as read and agreed.
- The Panel did not hold a Spring Term meeting.
- If required, the Summer Term meeting would be held on 18th May 2017.
- There was nothing further to add.

9/ Headteacher's Report to Governors

The Headteacher's Report had been placed on Governors' Frog for the GB to access it. The Report was taken as read and agreed. The Headteacher's Report included:

-Chaplain's Report

-Recording & Reporting of Racists Incidents Involving Pupils

-Pupil Premium

- Child Protection & Safeguarding
- SEN
- Finance
- Academy Status

The Head advised that a number of questions had been raised by some governors and he had directly replied to them via email. Since some of the governors had not received a copy of those emails, the CoG asked for those replies to be re-emailed to all the Governors once again, the Head agreed.

Action: The Head to email to the FGB his replies regarding the queries raised by some Governors.

The CoG pointed out that since the school's front entrance doors were broken, this would be considered a safeguarding issue. The CoG asked when the doors would be repaired. The Head replied that the Site Manager was arranging for them to be repaired the following day.

A governor raised a question regarding child welfare. The Head replied that there was a programme already in progress which had been organised the Yr7/11 Pastoral AHT and his Deputy AHT. A discussion followed outlining the various safeguarding issues that had been raised at the school and the steps taken by the school to address them. The Head quoted some examples of 'Apps' that exposed young people to danger, exploitation and self-harming. He added, that the following week, the school would be holding a 'flash week' which would highlight these dangers to our pupils.

10/ 2016/17 Budget Update & Approval of Virement

The Headteacher had provided an update of the 2016/17 budget in his Report but additional information had been provided to the FGB by the Finance Manager prior to this meeting. The report was taken as read and agreed.

Virement

The Head advised that it had become necessary to carry out a final virement of £60K from the 2015-16 Carry Forward to the Agency Supply Cover Budget. The virement would cover the cost of 4 ½ weeks of staff supply cover during the month of March 2017. After careful consideration, the FGB agreed to proceed with this virement request.

Decision: The FGB agreed and approved the virement of £60K as requested by the Headteacher.

11/ 2017/18 Indicative Budget

The Head advised that the 6th Form funding figures had just been received and these would be discussed at the Pre-Budget meeting on 18th April 2017. The Budget would be created on a context of further unfunded cost rises, e.g.: to support staff pensions, the new Apprenticeship Levy and the decrease in SEN funding. The Head pointed out that, despite these drawbacks, he would be presenting a balanced budget for discussion at the Pre-Budget meeting.

The Head advised that for next financial year, he would be proposing two urgent Site projects which would further impact on the 17/18 Budget. He provided a hand-out highlighting these projects.

(Confidential item - Part 'B' Minutes).

12/ Lettings: Termination of SLS Lettings contract

The Headteacher had provided two reports highlighting the problems and responses from the lettings company. The documents were taken as read. The Head confirmed that the state of affairs had been presented to the Finance/Premises Committee and those governors had carefully discussed the on-going situations and had agreed to bring this matter to the FGB's attention for a final decision of whether to terminate the lettings contract or not. The Head confirmed that the lettings company would be notified of the decision reached by the FGB. Governors raised questions about the required notice of termination of the contract, what income had been received to-date and other costs to the school. A discussion followed.

Decision: After careful consideration, the FGB unanimously agreed to terminate the lettings contract.

Action: The Head will ask the Director of School Operations to contact the lettings management and terminate the lettings contract.

13/ Ratification of Updated School Trips Policy

A copy of the updated School Trips and Visits Policy had been provided to the FGB. The document was taken as read and understood. The Head advised that the Update involved removing the names of members of staff, as some of them had left the school and, instead, names had been replaced by their job titles which would encompass with our finance procedures.

Decision: The FGB agreed to approve the updated School Trips and Visits Policy.

Action: The Head will publish the updated Policy to all staff.

14/ Authorisation of new PPM contract

The FGB had been provided with a copy of the proposed "Planned Preventative Maintenance" (PPM) contract. The document was taken as read. The Head advised that, last year, the school had priced the market and had kept the FGB informed of the various PPM providers. The chosen provider had already worked very successfully with our school and their proposed PPM contract would deliver a wide range of essential maintenance services. Furthermore, the company was recommended by the Diocesan "Church Workplace" to Catholic schools. The Head referred to a recent situation where the chosen company had arrived at our school within 40 minutes to attend to and fix our electrical problems. The Head advised that the cost of the annual PPM contract would be approximately £64K. A governor pointed out that the school had used this company in the past but was dropped due to cost. The Head agreed and added that although they were slightly more expensive, their service and quality of work was excellent and reliable; in addition, the overall cost of the package included additional servicing/work the school had asked for. A short discussion followed.

Decision: After careful consideration, the FGB unanimously agreed to approve the Planned Preventative Maintenance contract as proposed by the Headteacher.

15/ Playing Field: Astro Turf Update

The FGB had been provided with an update of progress of the Astro Turf pitch project along with updated costs. The documents were taken as read. The Head advised that there was a small overall increase of £8K from the original tender. The planning application was due to be submitted the following day. He advised that he would email the FGB with any news as soon as he was notified.

Decision: The FGB agreed to move on with the project as soon as the planning permission was obtained.

16/ **Schools Financial Value Standard (SFVS)**

A copy of the updated SFVS document had provided to Governors. The document was taken as read. The Head advised that the SFVS had been updated and due to the likelihood of a financial audit in the new financial year, the school was piloting finance procedures for our Kitchen operations in order to bring them in line with our Main School Account's procedures. The Finance team would monitor the pilot scheme which would also include payments made via Parentpay for Exam Resits and 6th Form trips. The updated finance procedures would be brought for FGB ratification at the Budget Setting meeting. The CoG advised that the Finance & Premises sub-committee had agreed to recommend to the FGB to agree and ratify the SFVS document at this meeting.

Decision: After careful consideration, the GB agreed and ratified the SFVS document as recommended by the Finance & Premises Committee.

Action1: The Chair of Governors will sign the SFVS.

Action2: The Headteacher will ask the Director of School Operations to submit the document to Ealing Council by the 31st March 2017 deadline.

Action3: Details of the Parentpay payments' pilot scheme to be discussed at the Resources Committee meeting in May.

17/ **Safeguarding Report to FGB**

A Safeguarding Visit Report prepared by the CoG and a copy of the Safeguarding Guidance booklet handed out to visitors by the school's Receptionist had been provided to the FGB to read prior to the meeting. The documents were taken as read. The CoG advised that all governors visiting the school must sign the Governors' Visitors Book and she suggested that more information should be included e.g.: DBS Check and to sign that they had read the school's relevant information. A governor asked if the school's evacuation procedures were working well. The Head replied that they were but there was always room for improvement. He added that a fire evacuation exercise was being planned next half-term. A governor asked if the school would include the neighbouring primary school as it was located so close by. The Head agreed to speak to the Visitation Primary School's Head and find out if there was any interest in collaborating to carry out a fire evacuation drill. A short discussion took place suggesting other options.

Action: The Headteacher will contact the Headteacher at the Visitation Primary School.

Governors' Visits: The CoG advised that currently no-one was reporting back to the FGB or completed a Visit's form; therefore, she proposed that governors who visited the school must complete a Visits Form. A governor agreed to do so following her recent visit to the school. A governor queried if governors were visiting often enough. The CoG replied that governors were not and should visit the school more often. Governors agreed to complete a Visits Form in order to keep a log of their visits. The Headteacher advised that teachers would be happy for Link Governors to come into lessons but Learning Walks from governors would not be so appreciated, governors agreed that this would be too intrusive. The FGB agreed that this would be a good way for teachers to meet governors.

Decision: After careful consideration, the FGB agreed to obtain and complete a Visits' Form which must handed over to the Head's PA.

Action1: The Governors' Visit Form will be available on Frog, the Clerk will action this.

Action2: All Governors will complete a Visits' Form each time they visit the school.

Action3: The Head's PA will keep these forms and the Clerk will upload a copy on Frog.

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

Copies of the Terms of Reference of Governors' sub-committees and panels had been provided to the FGB for their information and approval at this meeting. The Terms of Reference had been agreed at the Sub-committees' and Panels' first meeting in the Autumn Term. The following Terms of Reference were presented to the GB for approval:

- a) *Admissions*
- b) *Catholic Life*
- c) *Curriculum*
- d) *Pay Review – Amended*
- e) *Amalgamation of Finance/Premises & Human Resources – New “Resources” Committee Terms of Reference*

The CoG advised that following the FGB agreement and approval of the amalgamation of the Finance/Premises & Human Resources Sub-committees, to be known as the “Resources” Committee, the updated terms of reference had been emailed to the FGB for their comments. A governor had replied proposing to elect a Vice Chair for this committee as it was important to have a person to step in should the Chair be unable to attend a meeting. The FGB agreed this was a good and practical suggestion.

Decision1: The Sub-committees' and Panels' Terms of Reference were approved and ratified as presented to the full GB at this meeting.

Decision2: The Resources Committee Membership will have a Chair and a Vice Chair.

Action: The Resources Committee will hold an election for a Chair and a Vice Chair at their first meeting in the Summer term.

19/ Governing Body's Code of Conduct

The GB had been provided with a copy of the NGA's Model Code of Conduct 2016 for consideration and discussion and, if agreed, for it to be adopted by our FGB. A discussion took place and the FGB agreed to adopt and implement this document with immediate effect.

Decision: The FGB unanimously agreed to adopt and implement, with immediate effect, the NGA's Model Code of Conduct 2016.

Action: The Clerk will prepare the document for signing by the CoG at next FGB meeting.

20/ Additional Payments / TLRs for Teaching Staff

Confidential Item – Part 'B' Minutes

21/ 2017/18 School Term Dates

The 2017/18 School Term Dates had been provided to the FGB. The document was taken as read. The Head confirmed that the dates were in line with other Ealing schools.

Decision: The FGB approved the School Term Dates for 2017/18 as proposed by the Headteacher.

22/ Governance Updates:

A copy of the following documents had been provided to all governors:

- a) **Governors' Handbook November 2016 Update** - Taken as read.
- b) **The Competency Framework for Governors (Jan 2017)** – Taken as read.

23/ Governors Inset: LA & Diocese of Westminster Training 2017

Copies of the Ealing Governance CPD and the Diocese of Westminster training booklets had been provided to the FGB. These booklets were taken as read. Governors were encouraged to attend these courses and a number of them confirmed they had recently attended some of them.

24/ Director's Report – Noted.

A copy of the Report had been provided to governors. The Report was taken as read.

25/ Correspondence to the Chair of Governors

None.

26/ Report of Governors' Visits

- The Maths Link Governor advised that she had met with the Head of Maths.
- The Chair of Curriculum had been in the panel of interviews for the Head of Science vacancy.
- The Chair of Governors, the Chair of the Catholic Life Committee, the Chair of Pay Review and the Chair of Finance/Premises advised that they had met the Site Manager for a tour of the school
- The Chair of Governors advised that she had attended various Disciplinary Panel's meetings.
- Fr Egan advised that he had met on several occasions with the school's Acting Chaplain and he had led Masses and held confessions.

8.35pm – *The Staff Governor left the meeting.*

27/ D.O.N.M.:**Pre-Budget Meeting:**

Tuesday 18th April 2017 – 6pm

Budget Setting Meeting:

Tuesday 25th April 2017 – 7pm (Full GB - Meeting must be quorate)

Summer Term:

Wednesday 28th June 2017 – 7pm

Meeting closed at 8.45pm

Part 'A' Minutes Approved by:

Maggie Pound
Chair of Governors

*Roz Smith
Clerk to the Governors*