

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Thursday 22nd March 2018 - 7.00 pm

Present at the meeting:

PART 'A' MINUTES

Name	Category of Governor	Information
Nicholas Arratoon	Co-Opted	
Nicola Atkinson	Foundation	
Nicole Charles-Morrell	Co-Opted	<i>Vice Chair of Governors & Chair of Admissions Panel</i>
Fr John Egan	Foundation	
Michael Kiely	Staff	<i>Headteacher</i>
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>
Gavan Rewt	Staff	
Michelle Samuel	Foundation	
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 by 4pm prior to the meeting:

Name	Category	Apologies: Received / Not Received
Betty Bonnardel-Azzarelli	Foundation	Apologies Received

3/ a) **Authorised / Unauthorised Absences**

The above **absence was authorised** by the FGB.

b) **Changes in Membership**

Saiid Ghobadian had stepped down at the end of February 2018 as LA (Citizen) Governor – The CoG confirmed that she had sent him a letter to thank him for his commitment to our school during his term of office.

Nicole Charles-Morrell had been appointed Co-Opted Governor from 1st December 2017 until 30th November 2021.

J Moreland, M Pound and Fr J Egan – Their terms of office would end in August 2018 and they were reminded to contact the Diocese for re-appointment.

M Samuel and L Luke were reminded that their term of office would end in August 2019.

Current Governor vacancies: **Local Authority: 1 / Parent: 2 / Foundation: 1**

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/ Minutes of Last Meeting

The Minutes of the 2017 Autumn Term Full GB meeting were agreed.

6/ 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 met on 20th September 2017 and the Minutes of this meeting were taken as read and agreed.
- On 15th November 2017, the Panel had carried out the Scrutiny of Applications for Admission to Year 7 in September 2018.
- The Panel had met on 22nd February 2018 to carry out the Scrutiny of Applications for Admission to our 6th Form in September 2018.
- The annual Admissions Panel meeting was scheduled to take place in the Autumn Term 2018.
- There was nothing further to add.

ii) Catholic School Life

- The Minutes of the Autumn Term sub-committee meeting held on 13th November 2017 were taken as read and agreed.
- The Spring Term sub-committee meeting had taken place on 6th February 2018. The draft Minutes of this meeting were taken as read and agreed.
- The Summer Term Catholic Life meeting would be held on 17th May 2018. A new Chair for this Committee would be elected at that meeting.
- There was nothing further to add.

iii) Curriculum (J Moreland)

- The Minutes of the Autumn Term sub-committee meeting held on 22nd November 2017 were taken as read and agreed.
- The Spring Term Curriculum sub-committee meeting had to be rescheduled due to the number of governors who could not attend. It had been difficult to set up a new date but, eventually, the meeting took place on 7th March 2018. The Chair asked governors to ensure they attend these important meetings.
- The draft Minutes of this meeting were not available.
- The school had been visited by Ofsted Inspectors on 6th February 2018 and there had been a successful outcome.
- The Summer Term Curriculum meeting would be held on 9th May 2018.
- There was nothing further to add.

iv) **Resources (M Pound in the absence of Betty Bonnardel-Azzarelli)**

- The Autumn Term sub-committee meeting was held on 18th October 2017. The Minutes were taken as read and agreed.
- The Spring Term sub-committee meeting took place on 7th February 2018. The draft Minutes were taken as read and agreed.
- A Pre-Budget meeting had taken place prior to this meeting in anticipation to the Budget Setting meeting in April.
- Governors were reminded to attend the Budget Setting meeting on 25th April 2018 as the meeting must be quorate.
- The Summer Term sub-committee Committee meeting would be held on 16th May 2018.
- There was nothing further to add.

v) **Pay Review Panel (L Luke)**

- The draft Minutes of the Autumn Term meeting held on 1st November 2017 were taken as read and agreed.
- The Chair provided a short brief of issues raised by the Headteacher at the above meeting.
- There was nothing further to add.

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

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

-Chaplain's Report

-Recording & Reporting of Racists Incidents Involving Pupils

-Pupil Premium

-Child Protection & Safeguarding

-SEN

-Finance

The Head advised that a number of queries had been raised by governors and replies had been emailed accordingly. Late queries raised were being looked at and a reply would follow shortly.

Action: The Head will email his replies to those queries as soon as possible.

A governor raised a question about "Exclusion figures by ethnicity" with reference to the number of Black Caribbean children having been excluded during 17/18. The Head replied that four of the nine pupils had been involved in one incident. A governor raised a query regarding "Exclusion figures by Type of Incident" highlighting that these had been classified as "Other" with a total of 14 pupils involved. The Head advised that during the Autumn term, there had been an administration error during classification input and this section had been erroneously recorded as 'Other' but, in fact, it should have been recorded as 'None'. Those students should have been classified as 'None'. The Assistant Head (Pastoral) had already addressed this and put measures in place.

The Head referred to the recent Ofsted Inspection and advised that it had taken three requests from the school for the inspectors to address the incorrect statements given in the draft report. A governor asked if the school should send any feedback on this. The Head replied that the school had decided

not to follow that route. The Head confirmed that the final Ofsted report had been received and it was excellent. The Governors congratulated the members of staff and pupils on their successful Ofsted inspection.

9/ 2017/18 Budget Update & Virements Update

An update of the 2017/18 budget had been included in the Head's Report but he advised that the financial year had closed successfully with an expected £140K Carry Forward and, when added to the current surplus, the overall surplus would be approximately £330K. He advised that there was a significant figure in the Governors' account which, if put together with the surplus, there would be a total of £500K which could be targeted at our pupils, as discussed at the Pre-Budget meeting. The Head advised that our budget was comparatively healthy in comparison with other schools despite rising staff costs and the increase in 'Supply Cover' during the winter months. He thanked the Finance team for their hard work and for how well the 17/18 budget had been managed. He added that at the Budget Setting meeting there would be an update on the virement process over the past six months as this had been requested by the Chair of Resources, who was not in attendance this evening. The Governors agreed to this proposal.

Action: An agenda item for a virements update to be included at the Budget Setting meeting.

10/ 2018/19 Indicative Budget

The Head advised that the Resources Committee had met earlier to formulate and discuss the proposed 2018/19 budget. At the meeting, it had been proposed for the PVC and current surplus to support the 2018/19 budget in order to avoid a deficit. This was noted by the Governors.

11/ Schools Financial Value Standard (SFVS)

The Head advised that the 2017/18 SFVS had been updated. A copy of the document had been provided to Governors and it was taken as read and understood. The updated finance procedures would be brought for FGB ratification at the Budget Setting meeting. The CoG advised that further information would be provided later in the meeting.

Decision: After careful consideration, the GB agreed and ratified the SFVS document as recommended by the Chair.

Action1: The Chair of Governors will sign the SFVS.

Action2: The SFVS will be sent to Ealing Council before the 31st March 2018 deadline.

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

The Sub-committees' Terms of Reference 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' 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*
- e) *Resources*

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

13/ Audited Report of Voluntary Funds: Governors' Account

The GB had been provided with a draft copy of the Independent Examination Report of the school's voluntary account known as 'Governors Fund' for the year ending 31st March 2017 which had been prepared by Merchant & Co. The Report was taken as read and understood.

The CoG advised that, if the full GB was in agreement, the Report could be approved and ratified at this meeting and Merchant & Co would be notified in order for the final report to be issued and be signed by the Head, the CoG and Merchant & Co.

Decision: After careful consideration, the GB agreed to accept the Independent Examination Report of the voluntary funds known as "Governors Account".

Action: The Headteacher will contact GWilkinson so Merchant & Co are notified of the Governors' decision.

21/ 2018/19 School Term Dates

The FGB had been provided with the proposed 2018/19 School Term Dates. The document was taken as read. The Head confirmed that the dates were in line with other Ealing schools and, following parental requests; it was proposed and agreed by the FGB to review and agree the school's annual term dates at the Autumn term meeting and for them to be published soon afterwards.

Decision1: The FGB approved the School Term Dates for 2018/19 as proposed by the Headteacher.

Decision2: The FGB agreed for all future School Term Dates to be discussed, agreed and published in the Autumn Term.

15/ Governors Inset: LA & Diocese of Westminster Training 2018

Ealing Governance CPD and the Diocese of Westminster training booklets had been provided to the FGB. These booklets were taken as read and Governors were encouraged to attend the courses advertised therein. The CoG confirmed she had attended Vaughan House and delivered some training at an Induction Course for New and Nearly New Governors. N Atkinson confirmed she had completed her training on Safeguarding. The CoG advised that there was on-line training for governors on safeguarding and she highly recommended for Governors to undertake this training.

Action: The Head offered to contact the AHT (Pastoral) for further information.

16/ Director's Report – Noted.

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

17/ Correspondence to the Chair of Governors

None.

18/ Report of Governors' Visits

- The Literacy Link Governor advised that she had met with the Head of English who had informed her of the initiatives for revision currently in place in that Department and of the revision resources provided to Pupil Premium students. She had been made aware that the current English A' Level classes were large. The Head confirmed this was the case but, unfortunately, the school did not have the finances to change this situation but consideration would be given to this later in the year.

- Father John Egan advised that he had listened to Confessions earlier in the day. He had met with the school's Chaplain on several occasions and had led various Masses at her request.

7.50pm – The Staff Governor and the Clerk left the meeting.

19/ Confidential Item – Noted.

The CoG advised that the confidential discussion had taken place.

20/ D.O.N.M.:

Budget Setting Meeting:

Wednesday 25th April 2018 – 7pm (Full GB - Meeting must be quorate)

Summer Term:

Wednesday 27th June 2018 – 7pm

Meeting closed at 8.15pm

Part 'A' Minutes Approved by:

Maggie Pound
Chair of Governors

*Roz Smith
Clerk to the Governors*