

**The Cardinal Wiseman Catholic School**  
**Minutes of the Full Governing Body Meeting**  
**Thursday 28<sup>th</sup> March 2019 - 7.00 pm**

Present at the meeting:

**PART 'A' MINUTES**

Name	Category of Governor	Information
Nicholas Arratoon	Co-Opted	
Nicola Atkinson	Foundation	<i>Chair of Catholic Life Committee</i>
Nicole Alexander-Morrell	Foundation	<i>Vice Chair of Governors &amp; Chair of Admissions Panel</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 and the Pay Review Panel</i>
Pat McCarthy	Foundation	
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** - 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 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 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 no queries had been raised by governors prior to the meeting but he wished to raise the following:

### **Pupils**

- There are 1,501 students on roll in Yrs 7 to 11 as of February 2019 (1,485 in 2017-2018)
- The Exclusions Analysis showed that there had been an increase in the number of Fixed Term exclusions issued. This had broken the three-year trend of successive decrease in exclusion rates.
- Black Caribbean and Black British students were still over-represented in the exclusion figures and this was a trend reflected both locally and nationally. This was despite increasing the one-to-one provision within the school for this ethnic group.
- Some of the exclusions had been due to racist and discriminating comments, steps were being taken to address this but it was worrying to have this surge of behaviour.

A governor asked if this was due to influence from the media and had staff received ‘prevent’ training. The Head replied this was the case and confirmed the school had brought in the services of an external provider to deliver whole staff safeguarding training. A governor wished to emphasise the importance of ‘prevent’ training for all adults. A governor asked if this kind of behaviour was happening at other local schools. The Head replied he could not confirm that but he could explore this further. A governor queried if the school was aware of any ‘factions’ in the area. The Head replied that the Director of Inclusion would.

A governor asked if there were any cases of self-harming amongst students. The Head replied that there were some concerns but these would be considered as a mental and not a behaviour issue. A governor pointed out that this could be happening not only in Yrs 7 and 8 but also in Yrs 10 and 11. The Head advised that this subject was brought up at Staff Briefing meetings and teachers were very aware of these trends. A governor asked if there was any data about exclusions or any statistics available to show the current intervention programme was working at our school. The Head replied that no statistics were available but the programme had been successful adding that for a school of our size, there had only been three permanent exclusions in three years. The ethnicity of one of the exclusions was queried by governors who felt it had been incorrectly categorised in the report. The Head confirmed there had been two exclusions, the last one related to a ‘mixed race’ pupil. A governor recalled the pupil as being ‘White’ but unless the student was registered as “White British” the governor was certain that the student was of “mixed” heritage. The Head agreed to double check this information.

**Action: The Headteacher to check accuracy of FTE figures by ethnicity and report back to the GB.**

### **Staffing:**

The Head advised that the school was currently advertising in order to recruit several teacher vacancies but attracting the right applicants was proving very challenging. Although the school had taken around 20 students on teaching placements this year, only one or two of them would be considered a realistic candidate for a teaching position at our school. He added that two teachers (English and Maths) had been appointed earlier in the week and interviews for three vacancies for teachers of Science would be taking place shortly. The recruitment of two R.E. teachers had been difficult as no applications had been received. Governors acknowledged this information. A governor asked what type of jobs those teacher-leavers were pursuing. The Head replied that one teacher had returned home to be around

family and another teacher was leaving to move to Australia to gain further teaching experience. He pointed out that the period following Easter was likely to see other teachers looking for promotion elsewhere and, at this late point in the year, it would be very difficult to find high calibre candidates.

A governor referred to the Pupil Premium Update and the reference made to the SLT/“Disadvantaged Manager” and asked if that was how the member of SLT would be addressed. The Head replied that the school would never highlight this and the reference only implied the teacher’s responsibility.

A governor commented on the length of the Head’s Report, in particular, the Chaplain’s Report which was very repetitive of events that had taken place in the Autumn term. It was pointed out that the report should contain more up-to-date information and include events that were taking place during the Spring term.

**Action: The Head will feedback on the above to the Chaplain.**

A request was made by those in attendance for the Head’s Report to the GB to be submitted on time to allow governors to read it and raise queries prior to the meeting.

**Action: The Head confirmed he would meet the deadline in future.**

#### **6/ 2018/19 Budget Update**

The Head advised that the Chair of Resources Committee had recently met with the Director of School Operations who had provide her with an overview of the 2018/19 financial year and they had discussed the proposed Budget for 2019/20. The Head pointed out there had been a delay due to an error made by the LA that saw the school being charged twice for February payroll costs, although the school had been refunded by now. In addition, the Director of School Operations was concerned that some budget allocations had not been matched to the relevant ledger codes; consequently, ‘actuals’ may not be accurate. The Finance Manager was working on the ‘actuals’ figures but the report had not been ready for the pre-Budget meeting and, as a result, it had been decided to postpone that meeting. The Head advised that he was confident that data would show a £244K surplus, largely due to an increase in ‘Catering’ income due to maintained footfall over the year and not higher prices. There had been increased income from out-of-borough sources due to a larger number of SEN pupils admitted at our school and the number of Student Trainee Teachers. ICT spending had decreased due to several savings made throughout the year and a number of departmental cost centres whose spending was underspent. Our total carry forward could be approximately £560K which would place us slightly over the Ealing threshold for surpluses. The Head pointed out there were two significant projects being considered for 2019/20 and these had been briefly outlined in the Head’s Report. Governors acknowledged the information received.

#### **7/ 2019/20 Indicative Budget – Confidential Item**

A short discussion took place and the Resources Committee agreed to meet on Wednesday 24<sup>th</sup> April 2019 at 6.30pm to formulate and discuss the proposed 2019/20 Budget. This was noted and agreed by the FGB.

#### **8/ Schools Financial Value Standard (SFVS)**

A copy of the updated SFVS had been provided to Governors which was taken as read and understood. The CoG advised that the 2018/19 SFVS had been discussed and agreed by the Resources Committee at their last meeting. However, following a request by the LA, two additional

questions had been added to the SFVS, these had been answered and were highlighted on the document. The Resources Committee had agreed to recommend the approval and ratification of the SFVS 2018/19 at this meeting.

**Decision: After careful consideration, the Full GB agreed and ratified the SFVS document as recommended by the Resources Committee.**

**Action1: The Chair of Governors will sign the SFVS.**

**Action2: The SFVS will be sent to Ealing Council before the 31<sup>st</sup> March 2019 deadline.**

#### 9/ **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. These were taken as read. The Terms of Reference had been agreed and approved 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.**

#### 10/ **Governors' Skills Audit and Election of Parent Governors & Appointment of Co-Opted and LA Citizen Governors**

The CoG thanked the governors for participating in the Skills Audit organised by our Clerk recently. The Clerk thanked all governors and advised that she had collated the information provided from the replies returned to her and a Master copy of the results was provided for the perusal of all governors. The Clerk advised that following a meeting with the CoG and the Headteacher, there appeared to be a skills gap amongst our current GB in the areas of finance, human resources and legal expertise. Based on this information, the CoG had asked for a Parent Governor election to commence at our school with immediate effect highlighting the knowledge and skills required from prospective applicants. The Clerk confirmed that notifications of a Parent Governor election had already been sent out to all Parents/Carers of children registered at our school. Information and Nomination forms were available on the school's website and on Parents' Frog. Other vacancies (Co-Opted and LA Citizen Governors) would be advertised with an outside Governance agency.

The Clerk advised that contact had been made with the Diocese of Westminster for the recruitment of two Foundation Governors.

The CoG advised that an applicant had already come forward and was interested in becoming a Co-Opted Governor. The CoG provided further information about the applicant and asked the GB if they would be in agreement for this applicant to join our governing body. A short discussion took place.

**Decision: After careful consideration, the FGB agreed to appoint the proposed applicant as a Co-Opted Governor in our GB.**

**Action:** The CoG will send relevant information to the Clerk to action DBS clearance and commence the appointment process.

**11/ Approval and Ratification of the following updated and new policies**

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

- 1) *Appraisal Policy and Procedure for Teachers - March 2019*
- 2) *Careers Education, Information, Advice and Guidance Policy*
- 3) *Curriculum Examinations Access Arrangements Policy*
- 4) *Curriculum Examinations Archiving Policy*
- 5) *Curriculum Examinations Lockdown Policy*
- 6) *Performance Management Teacher in Operation (March 2019)*

A number of questions had been raised by governors prior to the meeting and replies had been emailed accordingly. However, there still remained a number of queries from governors regarding the wording and context in Policies 1 and 6 above. It was unanimously agreed that further reading of those two policies was required and therefore governors could not be expected to approve them at this meeting, particularly without knowing exactly what changes had been made to those policies. Governors requested that, in future, any updates or changes to policies are highlighted for easy identification and reference. It was agreed for the Headteacher to email the GB the relevant changes highlighting clearly such sections in both policies. Governors would, in turn, email their approval or raise any further queries.

**Decision 1:** Policies 1 and 6 above were not approved by Governors until all necessary amendments and queries raised were addressed by SLT.

**Decision 2:** After careful consideration, the FGB agreed to approve and ratify the following policies:

- *Careers Education, Information, Advice and Guidance Policy*
- *Curriculum Examinations Access Arrangements Policy*
- *Curriculum Examinations Archiving Policy*
- *Curriculum Examinations Lockdown Policy*

**Action1:** The Headteacher will contact the Senior Deputy Head to obtain the information needed by Governors regarding Policies 1 and 6 above.

**Action2:** The Headteacher will email the Full GB all relevant information.

**Action3:** The Full GB to email their approval or any further queries to the Clerk.

**12/ Governors Inset: LA & Diocese of Westminster Training 2019**

The Clerk advised that our school had renewed its subscription to the National Governance Association and from April 2019, there would on-line training for governors on a wide range of topics. She highly recommended for governors to take part in this training at no cost to them. Governors were reminded to visit Ealing CPD and the Diocese of Westminster websites for additional training information and participation.

**13/ Director's Report – Noted.**

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

#### 14/ Correspondence to the Chair of Governors

The CoG advised that a number of letters had been received regarding the recent Admissions consultation.

#### 15/ Report of Governors' Visits

- The Literacy Link Governor advised that, last December, she had met with the Head of English who had provided her with a report of the initiatives in place in that department and of the revision resources and help being provided to Pupil Premium students.
- A governor advised that she had taken part in an Exclusion Panel meeting.
- The R.E. Link Governor advised she had met with R.E./Catholic Life team to hear about the preparations in place should a Section 48 Inspection take place during the Spring/Summer terms 2019. The meeting had been very informative and successful. She advised that key members of the RE department would be taking Maternity leave during the Spring term.

#### 16/ 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.Alexander-Morrell)**

- The Panel had met on 15<sup>th</sup> and 20<sup>th</sup> November 2018. The Minutes of the 15<sup>th</sup> November 2018 meeting were taken as read and agreed.
- The Panel had agreed to carry out a consultation regarding Category 3 admissions and, following the period of consultation, the new Admissions Criteria would be applied.  
**Action: The Chair to ensure the Admissions Administrator makes the relevant changes to the Criteria accordingly.**
- On 15<sup>th</sup> and 20<sup>th</sup> November 2018, the Panel had carried out the Scrutiny of Applications for Admission to Year 7 in September 2019.
- The Panel had met on 28<sup>th</sup> February 2019 to carry out the Scrutiny of Applications for Admission to our 6<sup>th</sup> Form in September 2019.
- The annual Admissions Panel meeting is scheduled to take place in the Autumn Term 2019.
- There was nothing further to add.

##### ii) **Catholic School Life (N Atkinson)**

- The Minutes of the Autumn Term sub-committee meeting held on 8<sup>th</sup> November 2018 were taken as read and agreed. A new Chair for this Committee was elected at that meeting: Nicola Atkinson
- The Spring Term sub-committee meeting had taken place on 5<sup>th</sup> February 2019. The draft Minutes of this meeting were taken as read and agreed.
- The Summer Term Catholic Life meeting will be held on 14<sup>th</sup> May 2019.
- There was nothing further to add.

##### iii) **Curriculum (L Luke)**

- The Minutes of the Autumn Term sub-committee meeting held on 27<sup>th</sup> November 2018 were taken as read and agreed.

- The Spring Term Curriculum sub-committee meeting took place on 12<sup>th</sup> February 2019.
- The draft Minutes of this meeting were taken as read and agreed.
- The Summer Term Curriculum meeting would be held on 16<sup>th</sup> May 2019.
- There was nothing further to add.

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

- The Autumn Term sub-committee meeting was held on 31<sup>st</sup> October 2018. The Minutes were taken as read and agreed.
- The Spring Term sub-committee meeting took place on 7<sup>th</sup> February 2019. The draft Minutes were taken as read and agreed.
- The Pre-Budget meeting scheduled to take place prior to this meeting in anticipation to the Budget Setting meeting in April had to be postponed due to unforeseen circumstances. The committee would meet at 6.30pm on 24<sup>th</sup> April 2019 to discuss the proposed 2019/20 Budget.
- Governors were reminded to attend the Budget Setting meeting on 24<sup>th</sup> April 2019 as the meeting must be quorate.
- The Summer Term sub-committee Committee meeting will be held on 22<sup>nd</sup> May 2019.
- There was nothing further to add.

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

- The draft Minutes of the Autumn Term meeting held on 31<sup>st</sup> October 2018 were taken as read and agreed.
- There was nothing further to add.

**17/ Minutes of Last Meeting**

The Minutes of 10<sup>th</sup> October 2018 (Autumn Term) Full GB meeting were agreed.

The Minutes of 31<sup>st</sup> October 2018 (Extraordinary) Full GB meeting were agreed.

**18/ Matters Arising**

10<sup>th</sup> October 2018 Meeting - None.

31<sup>st</sup> October 2018 Meeting – None.

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

**Budget Setting Meeting:**

*Wednesday 24<sup>th</sup> April 2019 – 6.30pm (Pre-Budget Meeting for Resources Committee only)*

*Wednesday 24<sup>th</sup> April 2019 – From 7pm (Full GB - Meeting must be quorate)*

**Summer Term:**

*Wednesday 26<sup>th</sup> June 2019 – From 7pm*

*Meeting closed at 8.15pm*

**Part ‘A’ Minutes Approved by: .....**

Maggie Pound, Chair of Governors

*Roz Smith*

*Clerk to the Governors*