

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Tuesday 15th October 2019 - 7.00 pm

Present at the meeting:

PART 'A' MINUTES

Name	Category of Governor	Information
Nicholas Arratoon	Co-Opted	
Nicola Atkinson	Foundation	
Michael Kiely	Staff	<i>Headteacher</i>
Caroline Mackenzie	Parent	
Anne Majcherczyk-Olczak	Foundation	
Maggie Pound	Foundation	<i>Chair of Governors</i>
Fiona Pusey	Parent	
Noel Rutherford	Co-Opted	
Lystra Luke	Observer	<i>Re-applying for Foundation Governor</i>
Luke Ramsden	Observer	<i>Foundation Governor Applicant</i>
Michelle Samuel	Observer	<i>Re-applying for Foundation Governor</i>
Roz Smith		<i>Clerk to the Governors</i>

The meeting was declared quorate.

1/ The meeting opened with a prayer.

2/ **Apologies for Absence / (Authorised/Unauthorised Absences)**

The following is a record of 'Apologies' received from the following Governors by 7pm on the day of the meeting:

Name	Category	Apologies: Received / Not Received	Authorised / Unauthorised Absence
Nicole Alexander-Morrell	Foundation	<i>Apologies Received</i>	Authorised
Betty Bonnardel-Azzarelli	Foundation	<i>No Apologies Received</i>	Unauthorised
Patrick McCarthy	Foundation	<i>Apologies Received</i>	Authorised
Sabina Negut	LA (Citizen)	<i>Apologies Received</i>	Authorised
Gavan Rewt	Staff	<i>Apologies Received</i>	Authorised

Mrs Anne Majcherczyk-Olczak was officially welcomed to the Full Governing Body at this meeting following her appointment by the Diocese of Westminster to become a **Foundation** Governor at our school.

3/ **Declaration of Business Interests**

Governors were asked if there had been any changes to their signed Declarations, their reply was 'No Change'.

4/ **Headteacher's Termly Report to Governors**

The Headteacher's Report had been provided to the GB to read prior to the meeting. The Report included the following sections:

- **Recording & Reporting of Racist Incidents Involving Pupils**
- **Child Protection & Safeguarding**
- **Chaplain's Report**
- **Pupil Premium Strategy 2019/20**
- **Staff, Finance & Premises**
- **SEN**

The Head advised that no queries had been submitted by Governors about his Report. Therefore, it was taken as read and agreed by the Governing Body.

Staffing Update

The Head referred to his proposal for the allocation of TLRs to a couple of teachers as per the rationale he had provided to the FGB. A short discussion followed.

Decision: After careful consideration, those in attendance agreed for these two TLRs to proceed.

Action: The Head will contact the Director of School Operations to put this place via Payroll.

Premises Update

The Head advised that the Mezzanine project had been put on hold for the time being until clarification was received from the LA about future funding to our school.

Other comments:

- The Governors remarked that the Safeguarding section of the Head's Report was excellent.
- The Chair of Governors (CoG) advised that she and the Vice Chair would be visiting the school to carry out a Safeguarding Audit.
- Governors referred to the section "Safeguarding and Child Protection Concerns Y7-13 - Terms 3 Summary" highlighting the main concerns raised in a pie-chart. A discussion took place making reference to the points raised by this chart. The Head advised members of staff were aware of how to identify and report safeguarding issues.
- The Head advised that counselling sessions had been increased at our school and there were enough resources in place but this might change in the future and would need to be discussed further for budget setting purposes.
- Confidential Item – Part 'B' Minutes

5/ Policies to be ratified by FGB

The following policies had been provided to the FGB and these were taken as read prior to this meeting:

- Child Protection and Safeguarding Policy*
- Student Attendance Policy*

The CoG recommended to those in attendance to agree and ratify the above policies as per the amendments made. This was agreed by those in attendance.

Decision: After careful consideration, the GB agreed and ratified the above-mentioned policies.

Action: The Head will contact the Director of School Operations to upload these policies onto Frog and the school's website, as applicable.

6/ Section 48 – Diocesan Inspection Update

The Head advised that the Section 48 Report had been received and provided a copy of the document to those in attendance. He pointed out that the report had not yet been circulated to parents. He advised that the report was very good and our school had been rated as ‘Outstanding’. Members of SLT and the RE Team had prepared very well for the inspection and this was recognised in the report. Governance was acknowledged as well and feedback received after the inspection had been excellent.

Comment: The Governing Body would like to thank and congratulate the RE Department, Staff and Pupils for an ‘Outstanding’ Section 48 Inspection Report.

7/ School Improvement Partner (SIP)

The Head confirmed that the SIP would be visiting the school on 18th November 2019. The Head provided a brief about what the SIP’s visit entailed and advised he would report back to the GB in due course.

8/ Headteacher’s Appraisal Date

The Head confirmed that the Appraisal date would be 29th November 2019 from 2pm. Members of the Head’s Review Panel would be: N Alexander-Morrell, N Arratoon and P McCarthy. The SIP, A Doherty, would be meeting with the Head and the Review Panel as per a set schedule. The CoG provided a short brief about a Head’s appraisal and processes and pointed out that all Governors should get involved on this important aspect of governance.

9/ Approval and Ratification of the following Residential trips:

Governors had been provided with a copy of the following applications for residential trips taking place in 2020. The documents were taken as read and understood.

- a) French Dept: Trip to Paris*
- b) Geography Dept: Trip to Italy*
- c) History Dept: Trip to The Somme*
- d) Spanish Dept: Trip to Barcelona*

The CoG advised that she had raised a query regarding EHIC cards as reference had been made in the application forms and, as the UK may have left the EU by the time the trips took place the cards may no longer be valid. The Cog pointed out that it was important to ensure that all staff and pupils had valid medical/travel insurance and asked if this had been looked into.

The Head replied that medical/travel insurance was arranged by the local authority and the EHIC cards were an additional protection; however, he would be checking on this and advise the GB in due course. The Head added that there were other concerns regarding Polish and EU passport holders since there could be the possibility of them not being able to return to the UK due to Brexit. He advised that he was seeking confirmation from the local authority on these concerns. A governor pointed out that current government advice was that this would be not applicable until December 2020. The Head agreed to look further into this situation.

Decision1: After careful consideration, the FGB agreed to approve the above-mentioned Residential trips on the proviso that all safeguarding and travelling elements were fulfilled.

Action1: The Headteacher will notify the Educational Visits Coordinator.

Action2: The Headteacher will seek further guidance on EHIC cards and immigration advice and report back to the GB.

10/ EMMAUS Catholic Partnership

The Head advised that becoming a member of this ‘partnership’, the Wiseman would be affiliated to a group of Catholic schools supporting the local Catholic community and would have mutual benefits for all those involved. Initially, a number of events would be taking place where pupils from those schools would actively participate, such as concerts and debating societies, 6th Form events and fund-raising would be encouraged. He added that there would be no costs involved and a member of our SLT plus one of our Governors would be overseeing its organisation. He advised that this would be an excellent opportunity to promote Catholicism in our community. The other schools involved were Sacred Heart, St Benedict’s and St Augustine’s. A discussion followed and those in attendance agreed the proposed ‘partnership’ would be very good and beneficial for our school and Catholic community.

Decision: The FGB agreed for our school to join the EMMAUS Catholic Partnership.

11/ Director’s Report to Governors

The CoG recommended all governors to read and action the information contained in the Report. A number of items were highlighted by the Clerk and these were noted and agreed by the GB.

12/ Correspondence to the Chair of Governors

The CoG advised that she had received a letter from a parent wishing to appeal the Admission’s Panel decision reached in 2018. The CoG provided an update on Admissions and Appeals processes and confirmed she had contacted the LA and the Diocese for further advice. The CoG advised that an Independent Appeal Panel had been arranged but, in future, this would prove a further expense for the school’s already tight budget. A discussion followed.

13/ Report of Governors’ Visits to School

- A. Majcherczyk-Olczak had visited the English Dept on 9/10/2019, in her role of Literacy Link Governor.
- L. Ramsden had visited the LST/SEN Dept. in October 2019.
- N. Atkinson and M. Pound had visited the school on 19/10/2019 to meet the Inspectors during the Section 48 Diocesan Inspection.
- M. Pound advised she and N. Alexander-Morrell would be visiting the school on 18/10/2019 to carry out a Safeguarding inspection.

14/ Minutes of Previous Meeting

10th September 2019 – Additional Meeting - The Minutes were **agreed**.

15/ Matters Arising

The CoG confirmed that on 4th November 2019 from 5.30pm there would be a ‘CAT’ meeting and all Governors were invited to attend. Speakers from the Harrow CAT would be in attendance to provide advice and information.

16/ Committees / Panels Updates (Verbal):

a) Admissions (M Pound)

- i. The Scrutiny of Applications for Admission to Year 7 would be held on 14th and 19th November**

2019 from 5.30pm. Governors were asked to attend and help out with the scrutiny.

- ii. The Head advised that our school would be trialling 6th Form admissions on-line this year. The CoG queried if Governors would have the opportunity to scrutinise those applications. The Head replied Governors would have access to all 6th Form applications and scrutinise them.

b) Catholic Life (N Atkinson)

- i. The Autumn Term Catholic Life subcommittee meeting would take place on 6th November 2019.
- ii. The Head advised that our new Chaplain had been outstanding prior and during the recent Section 48 Inspection.
- iii. The Head added that a Bible in place in the Chapel was in desperate need of replacing due to wear and tear over the many years of use in the school's Chapel. A discussion followed and, after careful consideration, the GB agreed to sponsor a new Bible for the school Chapel to be donated from the Governors' account.
- iv. The Head advised that he had agreed to proceed with the purchase of a statue of St Stanislaus which will join those of St George, St Patrick and St Martin of Porres which are in place at our school.

c) Curriculum (M Kiely)

Updates to be provided at the Autumn Term Curriculum meeting on 26th November 2019.

d) Pay Review

- i. There was nothing further to add.
- ii. The Pay Review Panel Autumn Term will meet on 31st October 2019 at 6pm.
- iii. N. Rutherford and Anna Majcheerczyk-Olczak agreed to join this Panel.
- iv. The CoG advised all teaching staff would have had their appraisals by then and the Headteacher would bring to the Panel the relevant paperwork for discussion and approval.

e) Resources (M Kiely)

Updates to be provided at the Autumn Term Resources subcommittee meeting on 29th October 2019 at 6pm.

17/ Training for Governors

Governors had been provided with two brochures from: i) Ealing Governors and ii) Diocese of Westminster. Governors were encouraged to enrol and participate in Governors' training.

18/ Date and Time of Next Meetings:

- **Full GB Meeting: Thursday 26th March 2020 – 7 pm**
- **Additional Resources Committee Meeting: Thursday 26th March 2020 - 6pm to discuss the 2020/21 pre-Budget.**

Meeting closed at 8.15 pm

Part 'A' Minutes Approved by:

**Maggie Pound
Chair of Governors**

*Roz Smith
Clerk to the Governors*