

**The Cardinal Wiseman Catholic School**  
**Minutes of the Full Governing Body “Virtual” Meeting**  
**Wednesday 10<sup>th</sup> June 2020 - 6.00 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>
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Foundation	<i>Chair of Curriculum Committee</i>
Caroline Mackenzie	Parent	
Ann Majcherczyk-Olczak	Foundation	
Pat McCarthy	Foundation	<i>Chair of Pay Review Panel &amp; Vice Chair of Resources Committee</i>
Maggie Pound	Foundation	<i>Chair of Governors</i>
Fiona Pusey	Parent	
Luke Ramsden	Foundation	
Gavan Rewt	Staff	
Noel Rutherford	Co-Opted	
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** -

Apologies were received from:

Name	Category	Information
Betty Bonnardel-Azzarelli	Foundation	Apologies Received after meeting. <i>Due to a work related meeting, B. Bonnardel-Azzarelli (BBA) was unable to join our school’s FGB meeting; however, BBA advised that she had contacted the Chair who provided her with a brief of what was discussed and decided at the meeting.</i>

3/ **Welcome to New Governors and a reminder to those Governors whose term in office ends on 31 August 2020**

The Diocese of Westminster had confirmed the appointment of three Foundation Governors at our school. The following Governors were officially welcomed to our GB at this meeting:

- ❖ *Lystra Luke*
- ❖ *Luke Ramsden*
- ❖ *Michelle Samuel*

A reminder was given to N. Atkinson and P. McCarthy, Foundation Governors, whose term in office ends on 31<sup>st</sup> August 2020, to contact or re-apply to the Diocese of Westminster for re-appointment. N. Atkinson advised that she had decided not to re-apply and had written to the Chair and Headteacher to this effect. N. Atkinson was thanked for her commitment and hard work during her role as a Foundation Governor at our school.

N. Arratoon, whose term in office ends on 31 August 2020, was asked if he would consider re-appointment as a Co-Opted Governor at our school. He agreed to be re-appointed for a four-year term commencing 1<sup>st</sup> September 2020. The Full GB unanimously endorsed this.

**Action1:** As there remains a vacancy for one LA (Citizen) Governor, the Clerk will advertise the vacancy via “Governors for Schools”.

**Action2:** The Clerk will notify the Diocese of Westminster of the Foundation Governor vacancy.

**Action3:** The Clerk will notify the LA of the above changes.

#### 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/ **School Re-Opening**

The Risk Assessment document and the Letter to Staff from the Headteacher had been provided to the Governors prior to this meeting. The documents were taken as read.

The Head advised that the Risk Assessment had been finalised with the Unions and Staff and it was now for the Governors to make a decision. The Risk Assessment was very reasonable and mainly based on bringing back to school only Years 10 and 12 students for the remaining five weeks of the Summer term. The Head asked Governors if they would be in agreement to move forward with these documents.

A Governor asked if the Risk Assessment covered everybody. The Head replied that there were only five members of staff who were considered ‘vulnerable’ but not ‘extremely vulnerable’. The school would be in a good position this term but this would need to be reviewed for September. A Governor asked if the school could hold classes of 25 students. The Head replied that it was important to maintain the 2m distancing; therefore, a September return would have to be carefully planned during the coming weeks. This would include blended learning and using ‘MS Teams’ software from September, which would involve staff training and licencing costs. A governor asked if any Summer provisions would be in place. The Head replied this would mean using existing teachers and the school would need to pay those teachers for their additional services. This, in turn, would influence staff not taking a summer break which would lead to sick leave costs during the Autumn term; however, the school could look into this. A Governor pointed out that using MS Teams had been a successful tool

at her school and would be happy to provide advice and help. The Head thanked the Governor and agreed to discuss this further. A governor asked if reducing distancing to 1.5m would help. The Head replied that he would have to work around what the Government advised and, during the forthcoming Ealing Headteachers' meeting, he would gather more information.

The Chair pointed out that the Governing Body would be following LA advice as the proposed Risk Assessment was in line with our LA's recommendations; in addition, the Headteacher and members of the SLT had carefully completed the Risk Assessment and were recommending its approval. The Headteacher confirmed that the Risk Assessment was supportive of staff and safe controls would be in place.

A Governor pointed out that students would be travelling by public transport and meeting socially. The Headteacher replied there would be the possibility of 'spreaders' and there were concerns about travelling by bus and the potential risks.

The Chair asked the FGB if they approved the opening of the school from 15<sup>th</sup> June 2020 and the Risk Assessment proposed by the Headteacher.

**Decision1:** After careful consideration, the FGB agreed for the Headteacher to open the school from 15<sup>th</sup> June 2020 for Years 10 and 12 students.

**Decision2:** The Full GB agreed and approved the Risk Assessment as recommended by the Headteacher.

6/ **School Policies** – No discussion took place as no documents had been presented to the FGB.

7/ **Finance & Premises Update**

**Finance:**

The Head advised that the 2020/21 Budget had been set; however, due to the current Covid-19 situation, no departmental spending had taken place. Teachers were trying to maintain engagement in learning with students and in particular setting up exams on line.

a) The Head advised that this year there would be a 'virtual' celebration of success and he was proposing a more substantive token given to pupils. He was proposing an adjustment to the budget of £15K which had been set aside to pay for Exam Invigilation (no exams are taking place this summer) to instead pay for reward tokens for pupils in Years 7, 8, 9 and 10.

A Governor asked if there would be any money left if exam invigilation was needed later in the year. The Head confirmed that there would not be any students taking exams this year. A Governor queried how the pupils would be selected for those rewards. The Head replied that nominations would be sent out and he provided details on how this would be organised. He pointed out that these prizes would promote students' engagement in lessons. A Governor agreed this was an excellent idea. Another Governor agreed this was a very good idea, considering what the students had gone through this year. A Governor asked what the value of the tokens/rewards be. The Head replied about £40 each. Governors agreed this would support pupils' engagement process.

**Decision: After careful consideration, the Full GB approved the proposal outlined by the Head.**

b) The Headteacher advised that, as it was not within his scheme of delegation remit, he was requesting the approval from the Full GB for a “Faster Payment Out” payment from the school’s Main Account to Parentpay in order to refund families whose children’s residential trips (totalling £51,170) and music lessons (totalling £2,032) were cancelled due to the current Covid-19 situation. An email had been sent to all Governors detailing the amounts needed to be refunded to parents/carers from the various trips and music lessons. A number of email replies had been received but the Full GB’s approval was needed to be quorate. A Governor asked what the cost would be for the school. The Head replied that there would be a small admin charge. Governors agreed that refunds to parents/carers should be made as soon as possible.

**Decision: The Full GB approved the request made by the Head for a “Faster Payment Out” transaction to take place on this occasion.**

c) A virement for £27,767 was needed to be carried out from Curriculum area budgets to the ‘Printing’ budget in order to make payments to a number of printers and photocopiers suppliers. The Head provided a short brief of costs involved which had also been highlighted in an email sent to all Governors. A Governor asked if this was due to the current lockdown. The Head confirmed this.

**Decision: The Full GB approved to proceed with the Virement, as requested by the Headteacher.**

### **Premises**

The Headteacher advised that the Site Team was working very hard preparing the school for students and staff returning to school the following week. He confirmed that work on the Mezzanine Project had commenced. He had met with the Foreman who advised the project was on track, all building materials were on order and no delays were expected. The project would be completed by the end of September.

A Governor queried if there would be any financial implications if the school went on to use ‘MS Teams’ to deliver lessons. The Head replied that he would be making enquiries about licensing costs. A couple of Governors added that MS Teams was being used at their schools and teachers were giving lessons from home and the software had provided incredible versatility. However, protocols and practices would have to be in place. Governors added they would be happy to share their knowledge and expertise about using ‘MS Teams’. A governor pointed out that at his school all staff were delivering lessons on line. A Governor confirmed it was very straight forward to use. A Governor added that a Behaviour Policy had been put in place and pupils were being very receptive and cooperative. A Governor asked if the government had provided money to buy kits for students. The Head replied that no laptops had arrived and if the school moved to MS Teams, we would have three children at home sharing only one device. There would be a massive spend to ensure we can teach using MS Teams. The Chair added that this may be something for the Headteacher to look into.

### **8/ Ratification of recently approved documents:**

The following documents had been agreed and approved by the Full GB via email, due to the current Covid-19 lockdown. For Minutes purposes, Governors were asked to provide their final ratification of:

a) *HT Report to GB April ‘20*

- b) Governing Body Commentary for 2020\_2021 Budget*
- c) Governing Body Final Budget April 2020\_2021*
- d) Child Protection Policy Addendum*

The Head advised that a number of queries were raised by Governors and he had replied to those questions via email and all Governors were copied into these, this was acknowledged by those in attendance.

**Decision: Those in attendance acknowledged and agreed to ratify the above documents.**

**Action: The CoG will sign off the Final 2020/21 Finance Budget as soon as possible.**

#### **9/ Minutes of Last Meeting**

Following Covid-19 government advice that there should be no face to face governing board (GB) meetings until further notice, the Spring Term Full GB meeting due to be held on 26<sup>th</sup> March 2020 and the Budget Setting Meeting due to be held on 29<sup>th</sup> April 2020 had to be cancelled. All Summer Term subcommittee meetings (May/June 2020) did not take place either as the lockdown continued. However, the Headteacher has maintained email and telephone communications with the Full GB for decision-making and for the approval of documents as highlighted in agenda item 8. DfE and LA Guidance and updates have been forwarded to all Governors via email for their awareness in order to make informed decisions.

The Minutes of 15<sup>th</sup> October 2019 (Autumn Term) Full GB meeting were agreed.

#### **10/ Matters Arising**

15<sup>th</sup> October 2019 Meeting - None.

#### **11/ D.O.N.M.:**

**Possibly July 2020 – To be confirmed**

*Meeting closed at 6.40pm*

**Part 'A' Minutes Approved by: .....**  
Maggie Pound, Chair of Governors

*Roz Smith*  
*Clerk to the Governors*