

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Monday 13th July 2020 - 6.30 pm

Present at the meeting:

PART 'A' MINUTES

Name	Category of Governor	Information
Nicholas Arratoon	Co-Opted	
Nicole Alexander-Morrell	Foundation	<i>Vice Chair of Governors & Chair of Admissions Panel – Attended via MS Teams</i>
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee – Attended via MS Teams</i>
Michael Kiely	Staff	<i>Headteacher</i>
Pat McCarthy	Foundation	<i>Vice Chair of Resources Committee - Attended via MS Teams</i>
Caroline Mackenzie	Parent	
Anne Majcherczyk-Olczak	Foundation	
Maggie Pound	Foundation	<i>Chair of Governors</i>
Fiona Pusey	Parent	
Luke Ramsden	Foundation	
Gavan Rewt	Staff	<i>Attended via MS Teams</i>
Noel Rutherford	Co-Opted	
Roz Smith		<i>Clerk to the Governors</i>

Four Governors attended this meeting **via MS Teams**, as listed above. The meeting was declared **quorate**.

1/ The meeting opened with a prayer.

2/ **Apologies for Absence**

The following is a record of Governors' non-attendance:

Name	Category	Apologies: Received / Not Received	Authorised / Unauthorised Absence
Nicola Atkinson	Foundation	<i>Apologies Received</i>	Authorised Absence
Michelle Samuel	Foundation	<i>Apologies Received</i>	Authorised Absence

3/ **Declaration of Business Interests**

The Clerk asked those in attendance if there had been any changes in circumstances concerning their original Declaration of Business Interests. Their reply was 'No Change'.

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

The **Headteacher's Report** had been provided to the Governors prior to the meeting and included items on Chaplaincy, Safeguarding and Child Protection, Finance, Premises and Staffing. The Report was taken as read and agreed. The Headteacher advised that there was no substantive update following his recent Headteacher's Report for the previous FGB meeting in June. He added that, as the end of the school year was approaching, we could look back with some satisfaction around how our school had adapted to the Covid-19 lockdown.

The Head advised that M. Pound, N. Alexander-Morrell and L. Ramsden has recently visited the school to carry out a Safeguarding Visit, a report had been produced which was available to all Governors to view. He advised that a member of SLT had visited feeder schools' Year 6 pupils who will start in September at our

school. He encouraged all Governors to read the documents on safeguarding work that had been put in place at our school. In terms of Finance, there had not been much spending to-date, but this item would be covered in more detail at the next Full GB meeting. The Head advised that a Governor had visited our school earlier today in order to follow on the progress of the Mezzanine Project and he was pleased to report that progress was very good and the September deadline was likely to be met.

There were no questions raised.

5/ **School Re-Opening from September 2020**

a) **Safeguarding Visit to School Report** - The Head advised that this item had been referred to in the Head's Report section.

b) **Managing the Transition Back to School** – The Head advised that a **Risk Assessment** was being prepared but had not been completed yet. Ealing Council had provided a 50-page template that needed to be adapted to our school and its completion would be carried out during the coming weeks. The Head advised that our school would try to mitigate the risks as much as it could and he provided an update of the measures and actions that our school would be putting in place for returning students and staff from September. The Head showed Governors an area of the school that would be tarmacked for setting up picnic benches and tables for students to use at lunch time. Governors agreed that it was a large area and it was a great idea to set up this field for students' use during their lunch break when they return to school in September. The Head added that parents may prefer this location rather than the cafeteria and he provided details of lunch time arrangements.

L Luke arrived at 6.40pm and joined the meeting.

The Head advised that, from guidance received, PPE should not be used at schools. A Governor pointed out that pupils should be allowed to wear a face mask. The Head added that although there were mitigating cases at present, all children needed to have access to the whole curriculum. A Governor asked if teachers would be reducing contact time with pupils and could the school ensure this did not happen. The Head replied that once the Risk Assessment was completed, it would be sent to all Governors for their perusal. A Governor queried if pupils should be allowed to bring their own PPE. The Head replied that sanitisers, wipes and tissues would be available in all classrooms, particularly at change-over. The Site Team had been stocking up on these items. A Governor pointed out that dispensers could be a source of contamination and there should be a way of ensuring these were cleaned regularly. A Governor referred to CLEAPPS regarding sanitisers' product contents and that there should be guidance about Health & Safety and this must be included in the Risk Assessment, particularly in relation to Science lessons. A query was raised if this would apply to sanitising wipes. A governor replied it may be safer but "Ethanol" is a flammable substance. A Governor added that sanitisers could be irritating to skins and instead washing hands regularly would be preferable. The Head agreed to take these points to SLT. A Governor asked about toilets provision. The Head replied these would be available at break, lunch and end of school. A Governor asked about pupil control. The Head advised that the school could not mitigate against every risk but it would not be complacent. A Governor pointed out that students would be travelling by public transport. The Head replied that if there was a way to limit the number of pupils travelling by bus or tube, it would help. A Governor asked if there was a cycle to school scheme in place. The Head replied that a new bike shed for staff and students had been put in place near the Nazareth building; however, he pointed out that parents may be concerned about traffic and road safety. A number of members of staff were already using this scheme. A Governor asked if due to foreseeable pupils' absenteeism, could the school use MS Teams for the delivery of lessons. The Staff Governor advised that if the school can obtain cameras and audio equipment, MS Teams could be in place and ready for September. The Head added that it will be a real challenge re-opening in September. A Governor queried if a catch-up plan would be going ahead. The Head advised that, during the Autumn term, the school would be investing in tutors for English and Maths for a total of ten weeks, SLT would make a decision about Saturday catch-up. A Governor queried about costs. The Head confirmed there would be an investment of £40K for students' revision in English and Maths. No further questions were raised.

B Bonnardel-Azzarelli joined the meeting via MS Teams at 7pm

Action: The Headteacher will email the Risk Assessment to the Governing Board in due course.

Nicole Alexander-Morrell joined the meeting via MS Teams at 7.05pm

6/ Headteacher's Review Date / Review Panel Membership / Essential Governors' Training

The Head's Review was likely take place in November. N. Alexander-Morrell will liaise with the LA for available dates and times. The previous year's Review Panel had been comprised by P. McCarthy, N. Arratoon and N. Alexander-Morrell. The Chair of Governors pointed out that members could serve in this Panel for only three consecutive years. Along with N. Alexander-Morrell and P. McCarthy, an additional governor would be required to participate in this year's Review. L. Ramsden agreed to become a member of the Review Panel. The Chair advised that Head's Review training would be essential prior to taking part. L. Ramsden agreed to participate in the relevant training. Ealing Education Centre (EEC) in Greenford usually provided such training in September, due to the Covid-19, this would be possibly provided as a webinar. The Chair provided a short summary of the Review process.

Action1: N Alexander-Morrell will liaise with Ealing Council to set up the Head's Review date. She will contact P McCarthy and L Ramsden accordingly.

Action2: L Ramsden will book a place in the Head's Review course at EEC.

7/ Audited Report of Voluntary Funds: Governors' Account (2 years)

Copies of Financial Statements for the two years ended 31 March 2018 and 31 March 2019 and the Independent Examination of the school's voluntary fund "Governors" account had been provided to all Governors. The Independent Examination had been carried out by Merchant & Co. The documents were taken as read.

The Chair advised that the Resources Committee had reviewed the content and presentation of both sets of accounts at their meeting held on 11th February 2020 and it had been agreed to recommend their acceptance to the FGB at this meeting. If the FGB was in agreement, the paperwork would be signed off at the end of this meeting and returned to Merchant & Co.

Decision 1: After careful consideration, the GB agreed to the recommendation from the Resources Committee to accept and ratify the Independent Examination Reports of the Governors Account.

Action 1: The Chair and Headteacher will sign both Reports at the end of this meeting.

Action 2: Once signed, both Reports will be returned to Merchant & Co as soon as possible.

8/ School Policies

A copy of the following documents requiring approval and ratification had been provided to the Full GB prior to the meeting. These were taken as read.

a) Finance Policies & Protocols – Approved

The CoG asked to add on Page 11-Scheme of Delegation: "The Chair of Governors must be notified".

b) SFVS – Approved

c) Admissions Policy – Approved

The Chair advised that the Diocese of Westminster had emailed changes they would like schools to make when they go and consult. The CoG advised that Mary Ryan had recently retired. The FGB needed to consider the proposed changes to the admission criteria, in particular due to the current Covid-19 situation.

Although currently approved, our criteria may have to be changed in the new academic year. The Diocese was keeping a watch on this. The Head advised some of these would be needed during the appeals process and he provided Governors with further details.

- d) **Child Protection & Safeguarding Policy – Approved**
- e) **The CP Policy Addendum – Approved**
- f) **Capability Policy (CES) – Approved to Adopt it**
- g) **Whistleblowing Policy (DofW) – Approved to Adopt it**

Action: The Chair of Governors, the Chair of Resources and the Headteacher will sign documents at the end of the meeting.

School Policies Review from 2020/21

The Head advised that over a number of years the “School Policies Working Panel” made up of three or four Governors had reviewed and updated policies during the Summer break. The Head advised that he would like to change this system to instead, review and update policies on a termly basis, and for the Full Governing Body to oversee this. He confirmed that a number of policies would need updating termly and an agenda item would be included at each FGB meeting for such purpose. He added that the most important policy changes had been made and agreed at this meeting.

The Head advised that policies for review would be emailed to the Full GB and any comments or amendments would be sent to the policy’s author by the deadline given. Policies would be approved and ratified at FGB meetings. A brief discussion followed and, after careful consideration, the Full GB agreed to this proposal.

Action1: The Head will speak to the Director of School Operations (DSO) about the first batch of policies that will need updating.

Action2: The Head will email to the Full GB all those policies that need reviewing/updating in the Autumn Term.

Decision: The Full GB agreed to email their comments to the Head/DSO by the deadline given.

9/ Ratification of all Sub-Committee’s Terms of Reference for 2019/2020

The Sub-committees’ Terms of Reference had been provided to the Governors 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 2019.

The following Terms of Reference were presented to the GB for approval:

- *Admissions*
- *Catholic Life*
- *Curriculum*
- *Pay Review*
- *Resources*

Decision: The Sub-committees’ Terms of Reference were approved and ratified as presented to the Full GB at this meeting.

10/ 2020/21 Proposed Governors’ Meeting Dates

Governors reviewed the ‘proposed’ Governors’ Meetings Dates for 2020/21; however, as the school’s 2020/21 academic calendar year was not yet available, the dates would have to be amended so Governors’ meetings do not clash with school events. Only the first meeting date was agreed: Tuesday 15th September 2020 from 6.30pm.

An MS Teams connection will be available.

Decision: The 2020/21 “Proposed” Governors’ Meetings dates were provisionally agreed.

Action: The Clerk will update the dates and the final document will be emailed to the GB.

11/ School Term Dates 2021 and 2022

The 2021/22 and 2022/23 School Term Dates had been provided to the Governors. The documents were 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 2021/22 and 2022/23 as proposed by the Headteacher.

12/ Correspondence to the Chair of Governors

None.

13/ Governors’ Training & Updates and Affiliation to the National Governors’ Association

- a) The Clerk confirmed that our school had renewed its subscription to the National Governance Association with an additional link to ‘e-Learning’.
- b) The Clerk advised the school had affiliated to “The Key for Governors”. Governors were encouraged to sign up to The Key for Governors following the link provided on the Agenda.
- c) The Diocese of Westminster CPD programme could be reached by following the link provided on the Agenda.
- d) All governors were encouraged to participate in the courses available and to inform the Clerk so their training records are kept up-to-date.
- e) Child Safeguarding training in-house – To take place at first meeting is in September.

Action: Governors were asked to provide their training updates to the Clerk.

Action: The Clerk will contact the Director of Inclusion to arrange/provide Child Safeguarding Training to GB in September.

14/ Minutes of Previous Meeting:

The Minutes of the FGB Virtual meeting held on 10th June 2020 had been made available to Governors. The Minutes were agreed.

15/ Matters Arising

None.

16/ Minutes of Last Committee Meetings + Updates (Verbal)

The final and draft Minutes of the various Sub-committees’ meetings that took place during the Autumn Term 2019 and Spring Term 2020 had been made available to Governors. The documents were taken as read. No Subcommittee meetings took place during the Summer Term 2020 due to Covid-19.

i) Admissions Panel (N. Alexander-Morrell)

- On 14th and 19th November 2019, the Panel had carried out the Scrutiny of Applications for Admission to Year 7 in September 2020.
- The Panel had met on 25th February 2020 to carry out the Scrutiny of Applications for Admission to our 6th Form in September 2020. A meeting took place with the Director of 6th Form who provided a presentation on the new electronic system for admission applications to 6th Form.
- The annual Admissions Panel meeting is scheduled to take place in the Autumn Term 2020.
- Admissions Criteria was discussed earlier in this meeting.
- There was nothing further to add.

ii) Catholic School Life (M Pound)

- The Minutes of the Autumn Term sub-committee meeting held on 6th November 2019 were taken as read and agreed.
- The Spring Term sub-committee meeting had taken place on 5th February 2020. The draft Minutes of this meeting were taken as read and agreed.
- The Summer Term Catholic Life meeting did not take place due to Covid-19.
- There was nothing further to add.

iii) Curriculum (L Luke)

- The Minutes of the Autumn Term sub-committee meeting held on 26th November 2019 were taken as read and agreed.
- The Spring Term Curriculum sub-committee meeting took place on 13th February 2020.
- The draft Minutes of this meeting were taken as read and agreed.
- The Summer Term Curriculum meeting did not take place due to Covid-19.
- There was nothing further to add.

iv) Resources (B Bonnardel-Azzarelli)

- The Autumn Term sub-committee meeting was held on 26th November 2019. The Minutes were taken as read and agreed.
- The Spring Term sub-committee meeting took place on 11th February 2020. The draft Minutes were taken as read and agreed.
- The Pre-Budget meeting scheduled to take place prior in anticipation to the Budget Setting meeting in April had to be cancelled due to Covid-19.
- The Budget Setting meeting was cancelled due to Covid-19. The Full GB was emailed the 2020/21 Budget and the Headteachers' Commentary. The 2020/21 Budget was agreed and approved by the FGB in May 2020.
- The Summer Term sub-committee Committee meeting was cancelled due to Covid-19.
- There was nothing further to add.

v) Pay Review Panel (P McCarthy)

- The draft Minutes of the Autumn Term meeting held on 31st October 2019 were taken as read and agreed.

17/ D.O.N.M.: Tuesday 15th September 2020 from 6.30pm (Additional FGB Meeting)

Meeting closed at 7.40pm

The Headteacher invited all Governors to visit the Mezzanine Project area and the proposed picnic area at the back of the school. A number of Governors accepted the invitation to view those areas.

Part 'A' Minutes Approved by:

Chair of Governors

Roz Smith

Clerk to the Governors