

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body Meeting
Thursday 21st March 2024 - 6.30 pm

Present at the meeting:

PART ‘A’ MINUTES

Name	Category of Governor	Information
Nicole Alexander-Morrell	Foundation	<i>Chair of Governors</i>
Jerome Buck-Townsend	LA (Citizen)	<i>Vice Chair of Resources Committee</i>
Danny Coyle	Staff	<i>Headteacher</i>
Michael Doyle	Foundation	
Clair Ivory	Parent	
Edyta Marciniuk	Parent	
Michelle Samuel	Foundation	<i>Chair of Curriculum Committee</i>
Michelle Sylvester	Foundation	<i>Chair of Admissions Panel</i>
Sarah Stark	Observer	<i>Currently applying for the role of Foundation Governor</i>
Roz Smith		<i>Clerk to the Governors</i>

Due to other commitments, Michelle Sylvester had advised that she would join the meeting via Teams from 7pm. Sarah Stark was welcomed to the meeting as an Observer. S. Stark is currently applying to the Diocese of Westminster for appointment as a Foundation Governor at our school. A short introduction took place.

The meeting was declared quorate.

1/ The meeting opened with a prayer led by the Headteacher.

2/ **Apologies for Absence**

The following apologies were received from Governors:

Name	Category of Governor	Information
Betty Bonnardel-Azzarelli	Foundation	Apologies Received –Authorised absence
Anna Majcherczyk-Olczak	Foundation	Apologies Received –Authorised absence
Mya Theophilou	Staff	Apologies Received –Authorised absence

3/ **Authorised / Unauthorised Absences -**

Governors in attendance authorised the above-mentioned Governors’ absence from this meeting.

4/ **Declaration of Business Interests**

Governors were asked if there had been any changes in their circumstances in connection with their original Declaration of Business Interests (September 2023). Their reply was ‘No Change’.

5/ **Headteacher’s Report to Governors**

The Headteacher’s Report had been provided to Governors prior to the meeting. The document was taken as read and understood. The Headteacher’s Report included the following items:

- *Chaplain’s Report*
- *Quality of Education*
- *Intent / Implementation / Impact*
- *Behaviour & Attitudes (and Safeguarding)*

- *Personal Development*
- *SEN/LST*
- *Leadership & Management*
- *School Policies*
- *Staffing / Site / Resources*

The Head advised that his Report was a summary of everything that had been discussed with Governors in the previous eight Governors' meetings. He provided the following comments and updates:

Catholic Life

The Chaplaincy Report highlighted the various events and activities that had taken place at our school which had been led by our School Chaplain. A group of 6th Form students will be going to Lourdes in the Summer in their role as helpers. The Diocese had recently confirmed that our student helpers would be travelling by aeroplane and had generously offered to pay for their air fares. The Stations of the Cross had just been placed in the perimeter of our school. They are replicas of the paintings located in the Visitation Church next door. The paintings were originally recreated by a French painter. Our Stations of the Cross paintings have been especially protected against the outdoor weather. The first Station is located at the main school entrance and it looks great, it provides a religious point of interest at our school.

Quality of Education

The Director of Curriculum and the Headteacher had presented on the Quality of Education at Curriculum committee meetings on 23rd November 2023 and 29th February 2024. The key message had been to inform Governors that the school is exceptionally strong in this area. In large part this is because the school has a clear line of sight between intent, implementation and impact. Governors are aware that we have strong results but need to be aware of how this happens. As previously discussed, this necessitated an understanding of the Intent, Implementation and Impact. A Governor queried if students knew about of this method. The Head replied that they would not understand the mechanics but this was something he would be looking at.

Intent

All curriculum leaders and their departments had worked tirelessly to produce curriculum maps which capture their departmental intent. These had been in place for some time. Leaders can explain why and how they sequence and engineer the components of knowledge within their discipline to enable pupils to know and remember more.

Implementation

The school focuses relentlessly on how the curriculum is taught and assessed. This is to ensure that pupils can build their knowledge and apply that knowledge as skills. The school has just completed "Learning Review 2". There are usually three Learning Reviews per year. The findings from the Learning Review 2 are currently being analysed. As a result, staff training is fundamental and this is carefully planned and designed to ensure that the needs of the school are met. There has been a considerable number of staff who have completed external CPD (Continued Professional Development) this year. External CPD covered T&L (Teaching & Learning), exam boards, safeguarding, first aid, fire warden and many other 'admin' related courses. All this training is to ensure that teachers' pedagogy and knowledge are up to date and we ensure they are at the cutting edge of their profession. All teachers are members of associations to help them develop their own knowledge.

Impact

The school is clear that if pupils develop detailed knowledge and skills across the curriculum, they will achieve well. As it was made clear during the presentation by the Director of Curriculum on 29th February 2024, we are confident that both Years 11 and 13 will perform well in their public examinations. 2024 January predictions at Progress 8 was 1 which was one grade better for GCSEs compared to the 2023 January predictions.

As the Director of Curriculum explained to the Curriculum Committee on 29th February 2024, the focus on key groups remained a central aspect of our work. The RE department was visited by the Diocese of Westminster Education Service in February 2024. A copy of the Diocesan Report was provided to Governors. Additional support (Intervention) was taking place during lunch and after school. In addition, there will be Easter Revision classes, as students were focusing highly on their GCSE exams. Key groups were looking strong, Boys were doing well, Pupil Premium (PP) students were also doing well. Black Caribbean students were particularly strong this year.

When discussing the impact of our Quality of Education work, staff are clear that, whilst examination success is paramount, it is based on the centrality of a broad and balanced and well-sequenced curriculum. Education provided by this curriculum not only supports examination success but also the knowledge and cultural capital necessary to flourish in life. We are ensuring our young people have a knowledge to grow and flourish as active citizens in this country.

His Majesty's Chief Inspector, Sir Martyn Oliver will raise the status of "Impact" as a feature of school inspections. The Headteacher confirmed he would be attending training on 22nd March 2024.

Behaviour and Attitudes (and Safeguarding)

The overwhelming responsibility for school leaders in this area is to create a safe, calm, orderly and positive environment for young people in school. Governors were encouraged to read the separate "Safeguarding and Behaviour" Report provided by the Director of Inclusion which contained detailed and comprehensive information about our school. Governors were also encouraged to read the Ealing Learning Partnership Report following their visit to Cardinal Wiseman in February 2024. He highlighted that there were a few minor recommendations but, overall, the report was very strong. Governors were asked to read the Ealing Inclusion Visit Report dated March 2024.

Personal Development

This is an area which is harder to quantify but our school is confident that it consistently promotes the extensive personal development of pupils. Cardinal Wiseman goes beyond the expected so that pupils have access to a wide and rich set of experiences with opportunities for pupils to develop their talents and interests. Governors were encouraged to read the Personal Development Intent Statement as it encapsulates the ethos of our school. A Governor agreed that this was a very good Statement. The Head confirmed that this document would be discussed further at the next Curriculum committee meeting. He added that a "Careers Day" had been scheduled for the following day. He pointed out that our school life was "All things for Christ" including equality and diversity. The Head invited Governors to see the "Enrichment" tab on the school's website which highlights the many trips and activities that have taken place at school. He provided more details of the many events that have been taking place at school from September 2023 to-date. A Governor referred to the presentation by Ms Mirza regarding a work experience event for our students at "Coca-Cola". The Head confirmed that it had taken place.

The Head referred to "Attendance" confirming that our school's is currently very strong compared to National level. Governors were encouraged to read Director of Inclusion's report for more information along with the "Family School Partnership Award Action Plan".

SENCO - Learner Support Team

The Learner Support Team had been busy, at a time of year that is traditionally quieter for the department. The SENCo (Special Educational Needs Coordinator) had been responding to the requests for High School places for the new intake. However, this had been met with several challenges from the Local Authority, such as providing the school with out-of-date documentation to respond to and the Local Authority questioning why the school met with parents to explain the outcome to the request for a place. Currently, the SENCo had written back to the Local Authority to 24 requests (an increase of 4 requests from last year), whilst the school had been named for 10 places. Even at the current time, the school is still receiving further requests for students with high

needs. For the first time, there were multiple requests for Sixth Form places for Education, Health and Care Plan holders from external students and high profile students at SEN Support applying to our Sixth Form.

There had been an increase in the request for access arrangements for Key Stage 4 and 5 students. This had led to an increase in the evidence collecting and testing of students to ensure that they have met the JCQ (Joint Council for Qualifications) criteria for the access arrangement. Unfortunately, there are a number of Health and Care Plans where the money is not provided to us by the government and our school has to find that money from its current budget for that increasing need. The Head proposed to have a broader discussion at a future Curriculum meeting.

Leadership and Management

As discussed earlier in this meeting, the leadership of the school is clear that continuing professional development, aligned with the curriculum to develop teacher content knowledge over time is central to driving school improvement.

The school continues to develop its understanding of “All Things for Christ “. This is most notably manifested during assembly and staff briefings. The Head teacher is currently discussing various visual representations of the concept. We would like our children to create a better world.

Applications for Admissions for Year 7 in September 2024 showed a decline in numbers. Although we remain oversubscribed we need to be attentive to the situation. Discussion around this issue is paramount. We need to be a little bit wary about what is happening about admissions in the local area and we need to be aware that the number of Catholic children is going down and that decline is quite substantial. Category 3 has declined and even Category 4 is showing signs of declining. Other Catholic schools in London are also struggling -the signs are there and the competition for pupils is very high. We need to re-double our efforts by increasing Year 5 visits from September 2024. Governors were asked if there was anything we could do with our Admissions Criteria.

Applications for Admission to Sixth Form were healthy, as Governors may have seen from the recent correspondence sent by the Director of 6th Form to the Chair of the Admissions Panel regarding the scrutiny of Y12 admissions. The correspondence had been provided to Governors.

The Head confirmed he had attended the Westminster Diocese conference in Oxford on 14th / 15th March.

Discussions regarding the academisation process were proceeding apace. The NEU had made its opposition clear with the possibility of strike action. A meeting had taken place between the Ealing NEU leadership and the Director of the Diocese of Westminster Education Service. If Cardinal Wiseman receives the approval to proceed, it would be for our school plus three other Catholic primary schools going forward but there would be a period of consultations and meetings with teachers and Unions, both of which are opposed to academisation. A Governor added that there is a misconception by teachers and Unions about academisation and further talks would be necessary.

7.05pm - M Doyle arrived to join the meeting.

A Governor pointed out that the actual decision for the school to become an academy laid on the Governing Board. The Board passed a resolution last year approving the conversion to academy status. A brief discussion followed.

7.10pm – M Sylvester arrived to join the meeting.

The school was pleased with the impact of the newly constituted PTA. To-date, they had run uniform sales, organised a Christmas raffle, and a recent Quiz Night that raised £3K. Further plans included providing support for Sports Day in July.

As discussed earlier, the school had been delighted with its enrichment provision in the past twelve months. To that end, paperwork had been put forward for a proposed ski trip in February 2025. Governors' approval was required. A Governor pointed out that the paperwork was incomplete and they would like to have more information about the proposed trip.

Action: The Head will email the complete set of documents to Governors for their approval.

Policies

The Head advised that the following policies had been provided to Governors which required the approval and ratification at this meeting:

- *RSE*
- *Cyber Security*
- *ECT (Early Career Teacher)*
- *First Aid*
- *Fire Drill*
- *Curriculum Examination Data protection*
- *Data protection*
- *Data retention*
- *Online safety*
- *Anti-racist policy*
- *Equality and Inclusion*

Staffing

There are currently many challenges for schools to recruit staff. At our school, 10% of staff leave every year but this is a healthy situation. Cardinal Wiseman is continuously working to ensure our school has teachers in place at the start of the new academic year in September. It must be noted that we are spending more money as the recruitment of teachers has become more expensive. Previously, a graduate would start on scale M1. This was no longer the case, as they were now expecting to start at either scale M3 or M4. A Governor asked what is scale M3 worth in monetary terms. The Head replied it is £40K as a starting salary which was making teacher recruitment much harder as our budget is limited. In previous years, teacher recruitment would be aimed at countries such as Ireland and South Africa; however, these days, recruitment is being aimed at countries such as Jamaica. Our school is a good magnet for good teachers but it is costing us a lot more financially. A governor asked what was the difference in costs of bringing in supply cover teachers. The Head provided details of supply cover teachers who were currently working at our school. He confirmed that our school was signed up to TES for staff recruitment. Governors were referred to the Staffing Report prepared by the Head, as per Agenda item 10.

Site

The Head referred to the Site Manager's report which had been provided to Governors and had been discussed at the Resources Committee meeting in February 2024. The Head advised he and M. Doyle had met with DHP regarding the compartmentalisation of the First Floor in the Galilee building. The work would start in May and be completed at the end of August 2024. The Head provided a summary of that meeting which would involve 15 classrooms and a number of offices; in addition to the requirement to safely pack and remove chemicals used for Science lessons. The Food Technology had equipment that needed to be cleared safely before any work could start. It would be essential to find a storage unit to store all chemicals. A company had already quoted £9K to box up 300 boxes during a period of two days. The Head confirmed that the Diocese of Westminster would be covering these costs.

A Governor asked if the school could bring a storage container on site. The Head replied that there was no space at the school for a separate unit, besides, it would have to be a bespoke provision. The Head added that

there was real concern that it would take two days just to box up. The company had advised they would not move any projectors or PCs. Most importantly, Governors needed to think very carefully about having children at school on 23 and 24 May 2024 or teaching them remotely while Science teachers and other staff were packing everything away. Supply teachers would need to be brought in at a cost of £14K. Years 7, 9 and 12 could be taught on line with teachers providing them with work to study on line.

The following questions and comments were raised by Governors:

Q: In the compartmentalisation, where are the bridges?

R: The Head replied they are in the top floor.

Q: Would pupils be in lessons on the ground floor?

R: The Head confirmed they would be.

Q: Did you get a referral to the Borough's Fire Safety team? We should have received some references and follow their advice.

R: The Head replied this request had been sent from Whitehall since we had been found to be the school most at risk in the country.

Q: Should the Local Authority bear some sort of responsibility, perhaps?

R: The Head replied that it was not the case. This was part of capital funding so this comes directly from the government and not from the LA. However, on this occasion, this was being funded by the Diocese of Westminster.

Q: Is this a good deal?

R: The Head replied that DHP are the consultants and are contracted by the Diocese who have commissioned this work on our behalf.

Q: The decision is how the school deals with this, isn't it?

R: The Head confirmed this was the case. It was basically the capacity to pack and unpack equipment and resources.

Q: The risk would be the school not to be ready to start the new academic year in September.

R: The Head agreed as all equipment would arrive back on a certain date and we needed to have the capacity to run the school in September.

Q: How do Governors feel about two days of home learning for students?

R: The Head advised the packing would take place on Thursday and Friday before the May Half-Term. Afterwards, there would not be any access to that area.

Q: Could a compound be created at Greenford Depot for use of an area to do so, have they been asked?

R: The Head replied this had not been considered.

Q: Governors agreed that a decision had to be made soon so it can be communicated to parents.

Q: Vulnerable children will need to be looked after.

R: The Head confirmed that this could be done.

The Head advised that although he had already asked staff for help, it was essential to have everyone on board. He pointed out that there was not much flexibility to do it all as it meant removing ICT equipment. On the positive side, at the end of all this work, we would have a fire safe building. He pointed out that the deadline is

22nd May 2024. The school would close for the Easter Break and would reopen on 15th April 2024. However, a decision must be reached by Governors as soon as possible.

Q: If a teacher is not happy about closure, could we offer EHCP students to come in to school? Could this be done?

R: The Head confirmed that this could be done.

Q: Could the Science department be moved to another site; could we do that?

R: The Head replied we could possibly do it but the cost would be £17K a day to bring in supply teachers to come and teach children. It may be doable but it would be difficult to find specific Science supply teachers to cover on those two days -we do not know if we could find any.

Governors agreed there was no other option but to close the school for two days as indicated by the Head. The Head thanked Governors and added that, with good will, we will achieve this.

Decision: After careful consideration, Governors agreed to close the school for two days with remote learning taking place.

Action1: The Head will notify parents on Monday and members of Staff will be notified the following day.

Action2: A Plan “B” must be put in place.

Resources

During the Resources Committee meeting held on 22nd February 2024, Governors were informed that the in-year Forecast Surplus was £83,240 with a projected Total Carry Forward for the End of Year 2023-2024 of £318,300. In terms of the Indicative budget update for 2024 –2025, it would be broadly the same as last year. The school was currently spending 81.9 % of its budget on salaries. Governors had acknowledged that our surplus needed to stand at 5% of income and currently it is just over 2%. This will need to increase and it will be one of the Head’s objectives for the forthcoming financial years.

A discussion had taken place around the question of the Benchmarking Report. Governors requested that the school considers site costs and investigate the work of similar schools. Equally, Governors also asked that salary expenditure comparisons were also investigated.

Governors had agreed for the school to set up a bank account for the receipt of charity monies. It will not be used until a policy has been devised to support usage.

Governors acknowledged the above information and no further questions were raised.

6/ 2023/24 Final Budget Update

The preliminary closure of the school’s accounts, under the supervision of Ealing’s Bursarial Team, would be completed on 22nd March 2024 which will be subject to scrutiny and checks by Ealing Schools Accountancy.

7/ 2024/25 Indicative Budget Update

The Indicative Carry-Forward figure for 2024-25 was highlighted in the Head’s Report.

Action1: The Resources Committee will meet on Thursday 18th April 2024 at 6.00pm to formulate and discuss the proposed 2024/25 Budget. This was noted and agreed by Governors.

Action2: The Budget Setting Meeting will take place on Thursday 25th April 2024 from 6.30pm.

8/ Inspection of Governors’ Fund Account for years ended on:

31 March 2020 / 31 March 2021 / 31 March 2022 / 31 March 2023

The Resources Committee had discussed the above Statements and agreed to recommend their approval and

ratification to the Full Governing Board at this meeting. Copies of the Financial Statements prepared by the auditing company had been provided to Governors for their perusal and to raise any questions. The above documents were taken as read.

Decision: After careful consideration and, following the recommendation from the Resources Committee, the Full Governing Board approved the Financial Statements prepared by an independent auditing company.

Action1: The Finance Statements will be signed by the Chair of Governors and the Headteacher.

Action2: The Finance Statements will be returned to Auditors for their respective signing off and copies will be kept for our school's records.

9/ S.F.V.S.

A copy of the completed SFVS (Schools Financial Value Standard) as at 31.03.24 had been provided to Governors. The Head advised the SFVS document was for all Governors to read and be aware of its contents. The Chair of Resources had asked to see the 22/23 SFVS document which had been emailed to her but he had not heard back from the Chair to-date. He confirmed that both documents were very similar in their content but, in essence, Governors should feel comfortable to approve it.

Decision: After careful consideration, the Full Governing Board agreed to approve and ratify the SFVS Document at this meeting.

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

Action2: The SFVS will be submitted to Ealing School's Accountancy before the deadline given of 31/03/2024.

10/ Staffing Issues / Implications – Confidential Item

As highlighted in the Head's Report and as per the update provided by him at this meeting.

11/ Admissions 2024 Update

The Chair of Governors advised that all applications to Year 7 for September 2024 had been completed on-line. The Admissions Administrator had provided Governors with a summary of applications from our feeder Catholic Primary schools. There had been 977 applications overall which was down from the previous year which ties with the lower numbers of children registered in Catholic primary schools. For 'first' choice, Cardinal Wiseman is at the top along with the Twyford Trust. The Chair advised that, as Governors, we are pleased with the number of applicants but, this year, our school had admitted applicants up to Category 6 which in previous years had been up to Category 4.

The Chair of Governors advised that at the next Full Governing Board meeting, the Chair of Admissions would like to address this with Governors as "Admissions" warranted further discussion.

A Governor asked how our school admissions compared with other Catholic high schools. The Head replied that he did not have that type of data. A Governor suggested looking at data provided on other Councils' websites. A Governor agreed it would be interesting to obtain further information. A Governor agreed this would be good practice. A Governor proposed sending members of the Senior Leadership Team to primary Catholic schools to promote Cardinal Wiseman as a first choice for high school. A Governor pointed out this was already taking place and those visits were great. The Head added that he was recruiting to appoint someone to develop our links with other Catholic primary schools; however, Governors needed to look at the current admissions criteria and, possibly, consider changing it. The Chair confirmed the current admissions criteria could be changed but the earliest date would be for admissions in September 2026. The Chair advised it would need to go into consultation between October 2024 and January 2025 so parents can have access to the new policy. It was proposed to hold an Extraordinary Full GB meeting in June to discuss at length and possibly change the school's Admissions Criteria.

Decision: Governors unanimously agreed to hold an "Extraordinary" Full GB meeting to discuss the school's Admissions Criteria on Wednesday 12th June 2024 from 6.30pm.

Action: The Clerk will notify all Governors via email.

12/ Safeguarding and Behaviour

Governors had been provided with a copy of “Safeguarding and Behaviour Full Governors Report – September to December 2023” prepared by the Director of Inclusion. This agenda item had been highlighted in the Headteacher’s Report and an update was provided in Agenda item 5. Governors were encouraged to read this report in full. The Safeguarding and Behaviour Report contained the following information:

- *Attendance analysis*
- *Students taken off role.*
- *Behaviour analysis –inclusions, suspensions, and permanent exclusions*
- *Staff training record*
- *Audit of Policies*
- *Allegations made against staff.*
- *Single central record (SCR)*
- *External support for students*
- *CLA/PLA students*
- *Social worker in school (SWIS)*
- *Additional support for students in school*
- *Alternative provision*
- *Other safeguarding concerns/issues*

13/ Ratification of all Sub-Committees’ Terms of Reference

The Sub-committees’ Terms of Reference for 2023/24 had been provided to the Full GB for their information and approval at this meeting. These documents were taken as read. The Terms of Reference had already been agreed and approved by the sub-committees at their first meeting during the Autumn Term.

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

- a) *Admissions*
- b) *Catholic Life*
- c) *Curriculum – To remove the following: ‘Policies Working Panel’*
- d) *Pay Review*
- e) *Resources*

Decision: The Sub-committees’ 2023/24 Terms of Reference were approved and ratified as presented to the Full GB at this meeting.

Action: The clerk will amend the Curriculum Terms of Reference as indicated above.

14/ School Policies for Approval

Governors had been provided with a copy of the following policies for discussion and approval at this meeting:

- a) *RSE Policy*
- b) *Cyber Security Policy – 2024 (Comment: Why is Blue ink used?)*
- c) *ECT Policy*
- d) *First Aid Policy 2023-24 (Comment: A number of Trained First Aiders training expires in 2024)*
- e) *Personal Development Intent Statement*
- f) *Fire Drill Procedure 2023 (Comment: One formal drill is practised every year)*
- g) *Curriculum Examinations Data Protection Policy*

h) Data Protection Policy (including Biometric data)

i) Data Retention

j) School Online Safety Policy

k) Equality and Inclusion Policy (Comment: It should read: "Equality, Diversity & Inclusion)

l) Anti-Racist Statement

The Headteacher had provided an update during his presentation as per Agenda item 6.

Decision: After careful consideration the Full GB agreed to approve and ratify the above-listed policies submitted by the Headteacher at this meeting.

Action: The above-listed policies to be published in our school's website and SharePoint.

15/ Ofsted Preparation for Governors – Feb 2024

A document entitled "Ofsted Preparation for Governors" had been provided to Governors. The Head advised our school was anticipating a visit from Ofsted in the coming months and this document would provide guidance and prepare Governors if questioned by Ofsted inspectors. The Head emphasised this was essential reading for all Governors. Those in attendance thanked the Head for providing them with this information.

16/ External Review of Governance

This agenda item was delivered by the Chair of Governors. The Chair advised that she was requesting Governors' agreement to carry out an external review of governance. The Chair added this would be good practice particularly as the school is moving forward to academisation. The cost of the review would be £2K approximately. In order to proceed, the agreement of the full board was required. The Chair provided a brief of what the review would involve.

Decision: After careful consideration, the Full Governing Board agreed and approved an External Review of Governance to be carried out.

17/ Academies Update

The Head advised that discussions regarding the academisation process were proceeding apace. The NEU had made its opposition clear. A meeting had taken place between the Ealing NEU leadership and the Director of the Diocese of Westminster Education Service.

18/ Residential Trip: Sky Trip 2025

The Head advised a Sky Trip was being planned for 2025. The completed Application for a Residential trip had not been completed on time but it would be emailed to Governors for their approval.

Decision: Governors agreed to wait for the paperwork to be completed in full and for it to be emailed to them.

Action1: The Head will email the Application for a Residential Trip to obtain Governors' approval.

Action2: Governors will email their comments / approval to the Headteacher.

19/ Correspondence to the Chair of Governors

The CoG advised that one letter had been received and she provided details.

20/ Report of Governors' Visits

R.E. Visit on 1st February 2024 - The R.E. Link Governor had provided a copy of her Visit Report which had been shared with Governors for their information.

21/ Committees Updates (Verbal) & Approval of Committees' Minutes

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 (M Sylvester)

- The Panel had met on 30th November 2023.
- The Minutes of 30th November 2023 meeting were taken as read and agreed.
- The Scrutiny of On-Line Applications for Admission to Year 7 in September 2024 had taken place and the Admissions Administrator had helped Governors witness how the new on-line system worked.
- The Scrutiny of on-line Applications for Admission to our 6th Form had not taken place. The 6th Form Director would oversee this and report to the Governing Board.
- As discussed earlier in this meeting, an Extraordinary Full GB meeting will take place on 12th June 2024 in order to discuss the school's Admissions Criteria.
- The annual Admissions Panel meeting and Scrutiny are scheduled to take place in the Autumn Term 2024.

ii) Catholic School Life (The Headteacher in the absence of A Majcherczyk-Olczak)

- The Minutes of the Autumn Term sub-committee meeting held on 16th November 2023 were taken as read and agreed.
- The Spring Term sub-committee meeting took place on 8th February 2024. The draft Minutes of this meeting was taken as read and agreed.
- The Chaplain's Report had been included in the Head's Report highlighting the various events taking place during Autumn 2023 and Spring 2024.
- The R.E. Link Governor had visited the school in February 2024.
- The Diocese of Westminster had visited the school on 1st February 2024 in preparation for a future inspection.
- The Summer Term Catholic Life meeting will be held on 2nd May 2024.

iii) Curriculum (M Samuel)

- The Minutes of the Autumn Term meeting held on 23rd November 2023 were taken as read and agreed.
- The Spring Term Curriculum meeting took place on 29th February 2024.
- The draft Minutes of this meeting were taken as read and agreed.
- The Summer Term Curriculum meeting will be held on 14th May 2024.

iv) Pay Review Panel (The Headteacher in the absence of B Bonnardel-Azzarelli)

- The Pay Review Panel held its annual meeting on 9th November 2023.
- The draft Minutes of the Autumn Term meeting were taken as read and agreed.
- Teachers' Pay Progression had been discussed and approved at that meeting.
- The Head's Appraisal meeting took place at the school on 15th November 2023.
- Next Pay Review meeting will take place in the Autumn Term 2024.

v) Resources (The Headteacher in the absence of B Bonnardel-Azzarelli)

- The Autumn Term sub-committee meeting was held on 12th October 2023.
- The Minutes were taken as read and agreed.
- The Spring Term sub-committee meeting took place on 22nd February 2024.
- The draft Minutes were taken as read and agreed.
- The Resources Committee will meet on 18th April 2024 at 6pm to discuss the proposed 24/25 Budget.
- Governors were reminded to attend the Budget Setting meeting on 25th April 2024 as the meeting must be quorate.
- The Summer Term sub-committee Committee meeting will be held on 23rd May 2024.

22/ Minutes of Last Full GB Meeting – 19th October 2023

Minutes of the previous Full GB meeting had been provided to Governors. The document was taken as read.

Decision: The Minutes were agreed.

23/ **Matters Arising** - None

24/ **Governors Training: LA & Diocese of Westminster**

The Chair advised the following training was available to Governors:

- “Exclusions” (Ealing CPD)
- “Training” spreadsheet will be circulated by the Training Link Governor to all Governors

All Governors were encouraged to participate in this important and essential training.

Cardinal Wiseman had renewed its annual subscriptions to:

- a) **National Governance Association** which includes on-line training for governors on a wide range of Governance topics.
- b) **The Key for Governors**
- c) **Governors Hub** – This is the link for the Diocese of Westminster to keep in contact with Governors and Clerks. Governors Hub provides direct links to our Local Authority (Ealing) and to The Key for Governors. Governors were encouraged to use this link; the Clerk had already sent emails to Governors to access it.
- d) Governors were reminded to visit **Ealing CPD and the Diocese of Westminster** websites for additional training information and participation.
- e) Relevant hyperlinks to the above had been provided to Governors.

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

Spring Term:

- *Pre-Budget Meeting for Resources Committee only: Thursday 18th April 2024 – From 6pm*
- *Budget Setting Full GB Meeting (must be quorate): Thursday 25th April 2024 – From 6.30pm*

Summer Term:

- *Wednesday 12th June 2024 – From 6.30pm – Extraordinary Meeting for Admissions*
- *Thursday 20th June 2024 – From 6.30pm*

Meeting closed at 8.30pm

Part ‘A’ Minutes Approved by:

Nicole Alexander-Morrell
Chair of Governors

Roz Smith
Clerk to the Governors