

BISHOP WORDSWORTH'S ACADEMY TRUST
Minutes of a Meeting of the Governing Body
Held on Wednesday 5 July 2017 at 1730 in the Sixth Form Common Room

Present: Mrs J Ranaboldo (Chair) Mr J Hastings Mr J P B Ward
Mr R Blake Mrs R Harwood-Lincoln Brig R N Wertheim
Dr G Branagan Miss M J Horsburgh The Headmaster.
Mr R Dormer Dr K Monserrat

In attendance: Mr J Moore (Bursar), Lieutenant Colonel D J Peerless (Company Secretary).

ITEM	SUBJECT	ACTION
	The Headmaster opened the Meeting with a prayer. The Chair welcomed Dr Branagan the new parent governor.	
29.17	Presentation. There was a presentation on school music by Mr Fay.	
30.17	Apologies for Absence. Prof A J Bell, Mr T W Churchill, Mr M Francis-Pollin, Canon E Probert, Mr T Papé, Mrs C Short, Dr A S K Ghauri.	
31.17	Declaration of Interests. Governors were reminded that they had an obligation to declare any interest which might impact on the business of the school, both as discussed at this meeting, or outside of this meeting. No governor declared any interest except for children at Bishop's as per their annual declarations.	
32.17	Minutes of the Previous Meeting. Agreed.	
33.17	Matters Arising. 1. Item 26.17 Para 2 – Governors Survey. The Headmaster reminded the Meeting that the aim of the survey had been to check that governors were comfortable with their knowledge of the School, its performance, governance procedures and where relevant information could be found. He highlighted the few low scores and said he would address them with further reports, in particular a termly report on Child Protection, and asked governors to advise him of any areas where individually they felt weak. AFTERNOTE No advice of areas of weak knowledge received.	All
34.17	Members' Items. Nil.	
35.17	Governing Body Matters. 1. Vacant Policy Links wef 19 Jul. The following vacancies would be offered first to the new parent governors: SEND & Medical Conditions, Sex Education. 2. Vacant School/Faculty Links. As policy links above: Art/ DT/ Music. 3. AFTERNOTE. The following parent governors were elected by parents to serve from the dates shown:	

	Mr Michael Francis-Pollin: 29 June 2017 Dr Graham Branagan: 1 July 2017.	
36.17	Chair's Action. Nil.	
37.17	<p>Headmaster's Report. The Headmaster commented and answered questions on his Report as follows:</p> <ol style="list-style-type: none"> Paragraph -2 – New Build. The new block was now in use for maths teaching with minor snags only identified so far.. Paragraph 9 Last Line – Reform to 'A' & 'AS' Level. Some boys would now take 'AS' in further maths. Paragraph 14 – Duke of Edinburgh Awards Scheme. This year the numbers taking gold and bronze would be very large. A separate expedition of 17 boys to Cambodia (organised through an external provider had just left for a month. Paragraph 18 - Safeguarding/ Child Protection. He highlighted the strengthening of procedures and would report each term in future. Paragraph 22 – SIAS Inspection Report. The Headmaster and the Governors thanked the Deputy Headmaster, the School Chaplain and Canon Probert for their help in achieving the outstanding report. 	
38.17	Boys Academic State Schools (BASS) Report. The Headmaster highlighted his report and answered questions. There was discussion about the cost of the boys' transport which was not free for those for whom Bishop's was not their nearest school: in particular, how this might affect governors' desire to increase social mobility by getting more applications by those entitled to free school meals. The Admissions' Registrar had been tasked with researching solutions.	
39.17	<p>Development Planning.</p> <ol style="list-style-type: none"> School Improvement Plan 2016/17. In answer to a question about the success of the changes to the internal exam arrangements, the Headmaster opined that the changes had been successful. He also confirmed that the various tasks undertaken by Mr Churchill on his departure at the end of term would be covered. The Meeting then expressed their thanks to Mr Churchill for his significant contribution as teacher and governor and wished him well in the future. AFTERNOTE Resignation as a governor effective 19 July 2017. School Improvement Plan 2017/18. In answer to a question, the Headmaster explained that the initial cost of the parent portal would allow long term savings in sending information to parents such as termly reports. He also noted that the Extended Project Qualification would be offered to all boys although he felt some would not take up the offer as they would need to concentrate on 'A' levels and, for some boys, taking advantage of MOOC would be appropriate. There would be opportunities for all boys to extend their learning beyond their A level courses. The Plan was agreed. 	

40.17	<p>Curriculum and Staffing 2017/18.</p> <p>1. Curriculum Model. The Model was agreed.</p> <p>2. Curriculum Changes & the Effect on Sixth Form Collaboration with SWGS. The Chair reported that she and Miss Horsburgh had met with the Chair and Vice Chair of South Wilts Grammar School (SWGS) to discuss 6th Form collaboration and that there had been some concern from the latter about the recent changes to subjects offered. The Meeting understood these concerns but the Headmaster pointed out that the subjects offered are constrained by funding and that therefore final decisions could not be made until March when both the funding was promulgated by EFA the 6th Form numbers known. He added that the Head of SWGS had had early advice as to which subjects might have to be dropped and that the final plan had been advised to her as soon as it had been finalised. He confirmed that the joint prospectus contained caveats about subjects offered and also that he had agreed with Head of SWGS that Computer Science would not be offered from September 2018 but that DT would continue, even though it would run at a loss, because it could aid entry into higher education.</p>	
41.17	<p>School Evaluation and Review.</p> <p>1. Report on Governors' visits since March Meeting. Mr Ward, as 6th Form and Humanities link, reported that he had found the teachers all very dedicated but that there was some concern that boys were getting less contact time due to the strain on finances which has resulted in some larger teaching groups and reduced teaching periods .</p> <p>2. Pupil Attendance. The Report was noted.</p>	
42.17	<p>Annual Discipline Report. The Report was noted.</p>	
43.17	<p>Pay & Staffing.</p> <p>1. Pay & Staffing C'tee Report. Miss Horsburgh reported that a staff 'Wellbeing' group had been set up by staff which she thought would produce constructive ideas. In answer to a question on staff morale, the Headmaster said that he felt that morale was much better than two or three years ago and that staff understood the financial position of the school and were philosophical about the resultant financial constraints.</p> <p>2. Staff List 2017/18. . The list was noted.</p>	
44.17	<p>Finance Report.</p> <p>1. Committee Report. Dr Monserrat said that a provisional offer had been made for Bishopgate but that any final offer would first be put to the Governing Body for consideration.</p> <p>2. 31 Aug 17 Projection. Dr Monserrat reported that the outturn should be better than forecast at about a £60K surplus in particular because lettings/adult courses income was above budget while</p>	

	<p>supply staff and energy costs were under budget. He added that this was a much improved position than that forecast for 2016/17 three years ago due also to the increase in pupil numbers. He noted that an extra £94K of cuts had been absorbed and that the total reduction since 2014 was now £410K which represented a 10% cut.</p> <p>3. Budget 2017/18. Dr Monserrat highlighted the salient points, in particular that there was now headroom in the Budget for a 1% staff pay rise on 1 Sep17. He drew attention to the fiscal discipline shown in the Bursar's savings measures paper and the Meeting congratulated the Bursar on his very significant contribution to achieving the surplus Budget. The Budget was agreed and the Headmaster was asked to inform staff about the pay rise. AFTERNOTE Actioned.</p>	
45.17	<p>Admissions, Property Health & Safety. Mr Hastings reported that applications for 2017 entry were down on historical figures but there was not thought to be any particular reason for this; that plans to purchase Bishopgate were proceeding, that other plans for site improvements had been considered but would have to await funding and that the Child Protection Policy had been substantially re-written.</p>	
46.17	<p>Policy Reviews. Nil.</p>	
47.17	<p>Company Secretary's Notices. Governors were reminded:</p> <ol style="list-style-type: none"> 1. To forward details of any governor training undertaken. 2. That their contact details would be circulated to all governors for update and would then be available to School staff unless governors notified the Company Secretary of any contact that they wished to remain confidential 3. That apologies for meetings should be made as soon as possible in order that action could be taken if any meeting was likely to be non-quorate. 	
48.17	<p>Any Other Business.</p> <ol style="list-style-type: none"> 1. Committee Appointment. It was confirmed that Dr Branagan would join the Finance and Audit Committee. 2. Link Governor for Safeguarding. It was agreed to formalise the procedure for the Child Protection Link Governor to scrutinise the single central record of staff recruitment in order to confirm that all safer recruitment checks have been carried out and are evidenced. AFTERNOTE Sec 5a of Salmon Pack amended. 	
49.17	<p>Date of Next Meeting. Wednesday 11 October 2017 at 1730 in The Carpenter Room.</p>	

Meeting ended 1942