

BISHOP WORDSWORTH'S ACADEMY TRUST

Minutes of a Meeting of the Governing Body

Held on Tuesday 28 November 2017 at 1700 in the Carpenter Room

Present: Miss M J Horsburgh (Chair) Dr A S K Ghauri Mrs J Ranaboldo
 Prof A J Bell Mrs R Harwood-Lincoln Mrs C Short
 Dr G Branagan Mr J Oldham Brig R N Wertheim
 Mr M Francis-Pollin Canon E Probert The Headmaster.

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

AGENDA

IT-EM	SUBJECT	ACTION
	The Headmaster opened the Meeting with a prayer. The Chair welcomed Mr Oldham to his first Governing Body meeting. The Chair thanked Mrs Short for serving as governor.	
76.17	Apologies for Absence. Mr R Blake, Mr R Dormer, Mr J Hastings, Dr K Monserrat, Mr J Ward and Mrs Harwood Lincoln would be late.	
77.17	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.	
78.17	Minutes of the Previous Meeting. Agreed.	
79.17	Matters Arising. Item 73 Para 2 – Register of Interests. To be signed by those who have not yet signed.	Co Sec
80.17	Annual Report and Audit. 1. Letters of Representation: a. Regularity. It was noted that the Headmaster had signed. b. Audit. The Headmaster was authorised to sign. 2. Audit Report. It was noted that the report was unqualified. 3. Annual Report. Brig Wertheim commented that costs were now more balanced over the School with the Sixth Form now less subsidised. It was agreed to lay the Annual Report before the Members and then send it to Company's House and the EFSA as required. AFTERNOTE Actioned	

81.17	<p>Headmaster’s Report. The Headmaster commented and answered questions on his Report as follows:</p> <ol style="list-style-type: none"> Paragraph 1- 11+ Entry. He drew attention to the ongoing work to increase the number of entries of those with disadvantaged backgrounds (further discussion at Item 86.17 below). Paragraph 3- Premise. The BWET had decided not to sell Bishopgate to the School but would negotiate over the rent. However, they had just sent a significant estimate for repair work. Paragraph 5 – Increase in Funding. He was not yet clear whether the Government announcement of increased funding for education would have any material affect to Biushps. Paragraphs 17, 178, 24 – Parent Portal. He drew attention to the information on the new parent portal and said that it was intended to add pupil reports during the year. Examination Reform Briefing Paper. This was the first of the briefing papers resulting from governors’ knowledge weaknesses identified in the survey. 	I
82.17	<p>Governing Body Matters.</p> <ol style="list-style-type: none"> Sub Committees. The following was ratified: Mr Oldham to Finance and Audit C’tee to replace Miss Horsburgh, Mrs Ranaboldo to Pay and Staffing. Constitutions. It was agreed to add to all Constitutions at the end of the ‘Chair’s Actions’ Paragraph: ‘Any such action is to be reported at the next meeting for consideration of ratification.’ AFTERNOTE Actioned. Policy Links. Mr Oldham to External and Community Links and, Equality. Dr Branagan to Sex Education. Staff Leave of Absence policy was vacant. AFTERNOTE – Governors’ Appointments and Resignations. Mrs C Short resigned from 28 Nov 17, Mr J Oldham was elected unopposed as a teaching staff governor on 18 Oct 17 and Mr B Jones was elected unopposed as a support staff governor on 29 Nov 17. 	
83.17	<p>Child Protection & Safeguarding.</p> <ol style="list-style-type: none"> Annual Report. The Headmaster said that he felt this was an excellent and very detailed report with a clear action plan. The Meeting agreed and asked that their thanks be passed to Dr Baker. (AFTERNOTE Actioned). It was noted that all governors were now required to receive training in child protection and the Headmaster said that he would arrange training for the June Meeting (AFTERNOTE Added to agenda) and Mrs Ranaboldo drew attention to online training. AFTERNOTE link will be circulated if the training is appropriate for Governors: circulated in January. Wiltshire Audit. It was noted that the Child Protection Link had authority to sign and had so signed. The Action plan that resulted from the audit was included in the Annual Report. 	

84.17	<p>Finance & Audit Committee.</p> <p>1. Committee Report. Brig Wertheim highlighted the Minute reporting on the Charitable Funds which now had a significant reserve of £478K and which he hoped could be used to fund a significant project in order that parents could see tangible results from their contributions. Such a project should also be linked to the School Development Plan.</p> <p>2. Update Current Year. There was no comment on the report which covered only the first two months of the accounting year and showed nothing of concern.</p> <p>3. Lettings & Sports Hall Annual Summary. It was noted from the Annual Summary that the surplus had nearly doubled to £55K net of costs as shown.</p> <p>4. Catering Annual Summary. It was noted that that cashless catering was working well and that the deficit would have been much improved from the previous year had there not been long term catering staff sickness which had significantly increased staff remuneration costs.</p>	
85.17	<p>Staffing & Pay Committee. Mrs Ranaboldo highlighted the 2% pay increase for those on the main pay scale and reported that the appraisal system was working well.</p>	
86.17	<p>Admissions & PHS Committee.</p> <p>1. Widening Access. Mrs Ranaboldo said that it was an aspiration of governors to widen access to those with disadvantaged backgrounds. The Headmaster said that several options would be considered, including the decrease in the 11+ pass marks, and that evidence would need to be gathered to determine what would be most effective. He added that research evidence showed weak correlation between 11+ marks and later GCSE and 'A' level results.</p> <p>2. Pupil Commuting. Mrs Ranaboldo reported that there had been significant discussion about the detrimental effect to pupils commuting very long distances, one was commuting for nearly two hours each way, and that the Admissions Registrar had been tasked to investigate how other grammar schools tackled this issue and whether any journey time restriction added to the Policy would be both legal and practicable.</p>	
87.17	<p>School Evaluation & Review.</p> <p>1. Departmental Targets Summer 2018. The Headmaster said that the targets were aspirational but hopefully realistic and were driven from the bottom up, ie from the results expected of pupils</p> <p>Mrs Harwood Lincoln arrived.</p> <p>2. Governor Visits:</p> <p>a. Brig Wertheim. Brig Wertheim's report was noted.</p> <p>b. Mrs Harwood Lincoln. Mrs Harwood Lincoln's report was noted.</p> <p>c. Miss Horsburgh. Miss Horsburgh's report was noted.</p>	

	<p>d. Prof Bell. Prof Bell amended his report with regard to the hold-up of the project to widen the back gate.</p> <p>3. Performance Indicators for 2017/18. The revised performance indicators for the 2017/18 Annual report were agreed.</p>	
88.17	<p>HM Performance Review.</p> <p>1. Review of 16/17 against targets. The Review had been discussed by the Pay & Staffing Committee.</p> <p>2. Set targets for 17/18. The targets were agreed.</p>	
89.17	<p>Company Secretary's Business.</p> <p>1. Companies House Return. The Company Secretary reminded governors to advise him of any change of occupation or Home address by 1 Jan 18 for the annual return.</p> <p>2. Bribery Act. The Company Secretary reminded governors of the import of the Act and drew attention to the Anti-Bribery Checklist.</p> <p>3. Meeting dates 2018. The dates were agreed.</p> <p>4. Arrangements at Supper. The Company Secretary advised the arrangements.</p>	
90.17	<p>Any Other Business.</p> <p>1. CE EFSA Letter. The letter was noted and it was agreed that the School and governors were aware of the requirements therein and complied with them.</p> <p>2. Support Staff Governor. The Company Secretary reported that Mr Ben Jones had put his name forward and would be elected unopposed.</p> <p>3. Staff Wellbeing Committee. In answer to a question the Headmaster said that there would be a report by the Wellbeing Group at the July Meeting.</p>	
91.17	<p>Date of Next Meeting. 22 March 2018 at 1730 in The Carpenter Room.</p>	

Meeting ended 1813