

These minutes have not been approved by the Governing Body
BISHOP WORDSWORTH'S ACADEMY TRUST

Minutes of a Meeting of the Governing Body

Held on Wednesday 28 November 2018 at 1700 in the Carpenter Room

Present: Miss M J Horsburgh (Chair) Mr K G M Flynn Canon E Probert
 Mr J R B Blake Mr M Francis-Pollin Mrs J Ranaboldo
 Dr G Branagan Mr J Hastings Brig R N Wertheim
 Dr V A Green Mr J Oldham The Headmaster.
 Mr B Jones

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

IT-EM	SUBJECT	ACTION
	The Headmaster opened the Meeting with a prayer	
74.18	Apologies for Absence. Prof Bell, Dr Ghauri, Mrs Harwood Lincoln.	
75.18	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 and Miss Horsburgh who reported that she remained a governor at Morgan's Vale and Woodfalls Academy.	
76.18	<p>Governing Body Effectiveness. The Chair explained that the purpose of this Item was so that governors could evaluate their effectiveness and that therefore she welcomed views from the members of the Leadership Team. There was a wide ranging discuss and particular points were:</p> <ol style="list-style-type: none"> 1. Governors were asked to recommend suitable candidates for governorship to the Members. 2. The Deputy Headmaster said that he felt the Leadership Team and heads of departments appreciated governors' work although he was unsure how much the junior staff members were aware of their efforts. Therefore it was agreed that it would be useful for the Vice Chair to continue to brief new staff on School governance. The Headmaster commented that there had been occasions in the past where some governors had tried to become too involved in internal School business but that he thought the balance was now very effective 3. Whether governors offered sufficient scrutiny and challenge was discussed: it was concluded that the level was currently appropriate for a successful and well run school like Bishop's. 4. It was agreed to tabulate governors' skill sets. AFTERNOTE draft tabulation distributed. 	HM/ V Chair

77.18	Minutes of the Previous Meeting. Agreed.	
78.18	<p>Matters Arising.</p> <p>1. Item 69.18: letter to EFSA CE. The Meeting noted the letters and that the correspondence was continuing.</p> <p>2. Item 73 Para 2 – Sign Register of Interests. Prof Bell to sign at the next Meeting.</p>	Prof Bell
79.18	<p>Annual Report and Audit.</p> <p>1. Letters of Representation. The Meeting noted that both letters had been reviewed and agreed by the Finance and Audit Committee.</p> <p style="padding-left: 20px;">a. Regularity. It was noted that the Headmaster had signed.</p> <p style="padding-left: 20px;">b. Audit. The Meeting authorised the Headmaster to sign on the Board’s behalf.</p> <p>2. Audit Report. Brig Wertheim said that the report contained some procedural issues that had been resolved but no material issues.</p> <p>3. Annual Report. It was agreed to lay the Annual Report and Accounts before the Members and then send it to Company’s House and the EFSA as required.</p>	
80.18	<p>Headmaster’s Report. The Headmaster commented and answered questions on his Report as follows:</p> <p>1. Paragraph 2 – Sixth Form. The Sixth Form open day and evening had both been very well attended.</p> <p>2. Paragraph 3. In answer to a question he said that ‘Futsal’ was a game based on Brazilian street football.</p> <p>3. Paragraph 12 – Drama. The Play (39 Steps) had been greatly enjoyed by boys, parents, staff and governors.</p>	
81.18	<p>Governing Body Matters.</p> <p>1. Link Governors. The following was ratified: Dr Green to PE Sport vice Mr Hastings and Mr Blake to Public Exams Policy.</p> <p>2. Committees. The following was ratified: Dr Green to Admissions, PHS and Dr Ghauri from Admission, PHS to Finance and Audit.</p>	
82.18	<p>Child Protection & Safeguarding.</p> <p>1. Annual Report. The Headmaster said that normally there were several minor issues each week but that there had been no major problems.</p> <p>2. Wiltshire Audit. It was noted that the Mrs Ranaboldo as the Child Protection Link had authority to sign and had so signed after scrutiny of the audit findings.</p> <p>3. Action Plan. The Headmaster drew attention to the Action Plan.</p>	

83.18	<p>Finance & Audit Committee.</p> <p>1. Committee Report. Brig Wertheim reported that the end of year position was healthy although, as usual, Income Appeal and other donations had ‘rescued’ an otherwise dire position: he added that the Bursar had been a key player in achieving this balanced outcome. Sixth Form numbers had been the higher but next year would be difficult financially because they were now lower.</p> <p>2. Update Current Year to End October. Brig Wertheim said that there had been significant expenditure already during the current year for the Science laboratories and that the development of the South East corner of the Site was now the main planned development, for which the School would have to make a very significant contribution.</p> <p>3. Lettings & Sports Hall Annual Summary. The useful income was noted.</p> <p>4. Catering Annual Summary. It was noted that an excess of income had been made for the first time, probably largely due to the introduction of cashless catering.</p> <p>5. Sixth Form Funding. The large subsidy from the rest of the School to the Sixth Form was noted and it was hoped that increasing numbers would redress the balance at least partly.</p>	
84.18	<p>Staffing & Pay Committee. Mrs Ranaboldo reported that the teachers had been granted a pay award in line with the national agreement and that extra staff for the increased numbers in the Sixth Form from 2020 would start to be considered in the current year.</p>	
85.18	<p>Admissions & PHS Committee. Mr Hastings reported as follow.</p> <p>1. Admissions.</p> <p>a. The Admissions Policy had been changed significantly to allow for the admissions of girls in the Sixth Form and a lower pass mark for those entitled to Pupil Premium. It had also been thoroughly reviewed and simplified and the new Admissions Registrar would continue to review for the next policy. It would now be consulted on as normal and determined at the end of February 2019.</p> <p>b. It was suggested that consideration be given to how King Edward VI School Birmingham attracted those entitled to Pupil Premium. However, it was noted that population distribution in Birmingham was very different from that in the Salisbury area and that therefore their approach might not necessarily be effective for Bishop’s.</p> <p>c. The Headmaster drew attention to the complaint against the Admissions Appeal Panel in the Minutes and said that the complaint had been dismissed by the EFSA. AFTERNOITE Circulated to governors.</p> <p>2. Property Health & Safety. He had nothing to add to the Minutes.</p>	
86.18	<p>School Evaluation & Review.</p> <p>1. Departmental Targets Summer 2019. The Headmaster said that the targets were ambitious and were driven from the bottom up, ie from the targets for individual pupils.</p>	

	<p>2. Governor Visits. Mrs Harwood Lincoln's report was noted and, in answer to her emailed question, the Headmaster said that Sixth Form pupils were supported as necessary.</p> <p>3. Trip/Visit Summary. The Company Secretary explained that governors had a duty to confirm that visits had an educational purpose and that therefore this report would be produced termly. In answer to a question, he said that the cost to the School was in staff time and that parents paid for the full opportunity costs of trips except that there was a hardship fund to assist parents who were unable to pay.</p> <p>4. Performance Indicators for 2018/19. The Company Secretary explained that it was a requirement to report against indicators in the Annual Report and that the financial and educational indicators for the current year in the paper had been recommended by the Finance & Audit Committee and Headmaster respectively. The indicators were agreed. .</p>	
87.18	<p>HM Performance Review.</p> <p>1. Review of 17/18 against targets. Mrs Ranaboldo reported that the Review had been discussed by the Pay & Staffing Committee. She explained the exam success criteria and that the reviewing governors were aided by another headmaster who acted as a reviewing partner. She said that other headmaster had been very positive and that the Committee had recognised the hard decisions that had largely been driven by the Headmaster over the last three years which had been critical to the continuing success of the School and were a feature of his strong leadership. During further discussion the Headmaster said that almost all staff had welcomed the introduction of girls in the Sixth Form which he was convinced would improve the character and success of Bishops.</p> <p>2. Set targets for 18/19. The targets were agreed.</p>	
88.18	<p>Company Secretary's Business.</p> <p>1. Companies House Return- end Jan 19.. The Company Secretary reminded governors to advise him of any change of occupation or Home address by 10 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 with two changes and would be circulated. AFTERNOTED Actioned.</p> <p>4. Arrangements at Supper. The Company Secretary advised the arrangements.</p>	
89.18	<p>Any Other Business - International Opportunities Update. Mr Flynn reported on the working committee's findings and his report is enclosed.</p>	
90.18	<p>Date of Next Meeting. Wednesday 20 March 2019 at 1730 in The Carpenter Room.</p>	

Meeting ended 1820