

**BISHOP WORDSWORTH'S ACADEMY TRUST**  
**Minutes of a Meeting of the Governing Body**  
**Held on Tuesday 9 July 2019 at 1730 in the Carpenter Room**

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

In attendance: Mrs S Hayward (observer) Lieutenant Colonel D J Peerless (Company Secretary).

ITEM	SUBJECT	ACTION
	<p><b>The Headmaster opened the Meeting with a prayer.</b></p> <p><b>Mr J Hastings was elected as Vice Chair to replace Brig Wertheim who had resigned.</b></p> <p><b>The Vice Chair welcomed Mrs S Hayward to her first meeting and said that the Chair was currently in A &amp; E and hoped to be able to join shortly.</b></p>	
33.19	<p><b>Presentation.</b> A presentation was given by Mr R Crisp (Director of External Relations) who introduced himself and explained his role and intentions on alumni and external relations matters.</p>	
34.19	<p><b>Apologies for Absence.</b> Mr Blake, Dr Ghauri, Mr Oldham, Brig Wertheim.</p>	
35.19	<p><b>Declaration of Interests.</b> 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 outside their annual declarations except that the Headmaster was now a governor at Forres Sandle Manor School.</p>	
36.19	<p><b>Minutes of the Previous Meeting.</b> Agreed.</p>	
	<p><b>Miss Horsburgh arrives and took over as Chair of the Meeting.</b></p>	
37.19	<p><b>Matters Arising.</b></p> <p>1. <b>Item 73 Para 2c - Register of Interests.</b> Prof Bell to sign. AFTERNOTE signed.</p> <p>2. <b>Governor replacement.</b> The Chair said that as yet there was no replacement for Brig Wertheim and asked to be advised of any suitable candidates. She also reported that she had spoken to the Bishop about the need to replace Brig Wertheim who had also acted for the former in his role as a corporate member.</p>	
38.19	<p><b>Members' Items.</b> Nil.</p>	
39.19	<p><b>Governing Body Matters.</b> The Company Secretary reported as follows:</p> <p>1. <b>Vice Chair.</b> Brig Wertheim was resigning as a governor on 19 July 2019.</p> <p>2. <b>Resignation/ appointment.</b> Mr Jones was resigning on 10 Jul 19. Mrs S Hayward had been elected unopposed as the Support Staff governor from 11 Jul 19.</p>	

	<p>3. <b>Finance &amp; Audit Chair.</b> Dr Branagan had been elected to replace Brig Wertheim.</p> <p>4. <b>Vacant Policy Links.</b> Mr Flynn was appointed as link governor for Charges and Remissions.</p> <p>5. <b>Vacant School/Faculty Links.</b> . Mrs Hayward was appointed as link governor for Exam Results Data from 11 July 2019.</p> <p>6. <b>Committee Appointment.</b> . Mrs Hayward was appointed to the Pay &amp; Staffing Committee from 11 July 2019.</p> <p>7. <b>Dismissal of Staff on Probation.</b> Mrs Ranaboldo reported that the Pay &amp; Staffing Committee had recommended that the dismissal of staff on probation be delegated jointly to the Headmaster and Chair of Pay and Staffing (or Vice Chair if the Chair was absent) and that any such dismissals to be reported at the next meeting. This was agreed and the Company Secretary would amend the Salmon Pack. AFTERNOTE Actioned.</p> <p>8. <b>Critical Staff Notice Period.</b> Mrs Ranaboldo reported that Pay &amp; Staffing C'tee had recommended that the notice period for important Support Staff be extended to 4 months in the contracts for new staff and that the Headmaster and Chair of Pay and Staffing (or Vice Chair if the Chair was absent) be delegated to identify important staff. This was agreed and the Company Secretary would amend the Salmon Pack. AFTERNOTE Actioned.</p>	
40.19	<b>Chair's Action.</b> Nil.	
41.19	<p><b>Headmaster's Report.</b> The Headmaster commented and answered questions on his Report as follows:</p> <p>1. <b>Paragraph 12 - Staffing for 2019/29.</b> The School would now be fully staffed and he drew attention to the new appointment of Mr Oldham as outdoor activities coordinator which would be an important role.</p> <p>2. <b>Paragraph 18 – Modern Foreign Languages.</b> In answer to a question, he explained that all Year 7 would get a taste for all foreign languages taught so that they could make an informed choice of a language at Year 8.</p> <p>3. <b>Paragraph 21 – Foundation Bursaries.</b> In answer to a question, he said that he had publicised at prospective parents open evenings the new bursaries to aid social mobility for expenses such as: travel to school, sports travel, trips and music.</p> <p>4. <b>Appendix 2 Paragraph 3 – German 'A' Level.</b> There were only two boys who wished to take German 'A' Level in 2019- 20 and therefore it could not be offered but would be offered the following year if numbers made it viable.</p>	
42.19	<b>Boys Academic State Schools (BASS).</b> The Headmaster reminded governors that BASS was a group of 25 boys grammar schools. He reported that nothing out of the ordinary had been discussed at the BASS Meeting. In answer to a question about mental health, he said that Bishop's was proactive in that talks about mental health were given to pupils and that suitably trained Sixth Form boys counselled the younger boys.	

43.19	<p><b>Development Planning.</b></p> <ol style="list-style-type: none"> <li><b>School Improvement Plan 2018/19.</b> The Headmaster reported that good progress had been made and that some items were on-going.</li> <li><b>School Improvement Plan 2019/20.</b> The Headmaster said that there were some new items, some standing items and some carried forward items. The Plan was agreed.</li> </ol>	
44.19	<p><b>Curriculum and Staffing 2019/20 - The Curriculum Model.</b> The Headmaster drew attention to the new section at Paragraph on intent which had been inserted in accordance with Ofsted guidelines; otherwise changes were in line with subject requirements. The Curriculum Model was agreed and the Company Secretary would place it on the Website. AFTERNOTE Actioned</p>	
45.19	<p><b>School Evaluation and Review.</b></p> <ol style="list-style-type: none"> <li><b>Report on Governors' visits since March Meeting.</b> Miss Horsburgh highlighted her report of two visits and drew attention to the imbalance in the Sixth Form of STEM as opposed to Arts/ Humanities subjects: Governors discussed ways in which eg the English department might raise its profile through eg external speakers and competitions. Miss Horsburgh also noted the outstanding work by Mrs Taylor, who was retiring from her post as Head of Lower School, although would still teach part time within the English department. and suggested that governors' appreciation of her work and effort be made known to her. The Company Secretary would pass this on. AFTERNOTE Actioned.</li> <li><b>Pupil Attendance.</b> The Headmaster noted that the only figure out of the ordinary had been caused by the influenza outbreak in the Summer Term.</li> </ol>	
46.19	<p><b>Annual Discipline Report.</b> The Headmaster said that the high number of exclusions had been caused by the social media offences.</p>	
47.19	<p><b>Pay &amp; Staffing.</b></p> <ol style="list-style-type: none"> <li><b>Pay &amp; Staffing Committee Report.</b> Mrs Ranaboldo drew attention to the Minutes of the last meeting.</li> <li><b>Staff List 2019/20.</b> Noted.</li> <li><b>Staff Wellbeing Group Report.</b> The Headmaster said that staff were very tired but not unhappy with staff turnover at normal rates. Mrs Hayward said that support staff felt more included in the School and Mr Jones agreed that morale seemed quite high. They agreed that the introduction of girls in the Sixth Form was welcomed and that they were aware of the staff survey currently being analysed.</li> </ol>	
48.19	<p><b>Finance Report.</b> Dr Branagan reported as follows:</p> <ol style="list-style-type: none"> <li><b>Committee Report &amp; Year To Date.</b> He highlighted that there had been discussion about the Reserves Policy: in particular that, with Bishop's 'triple A' rated government income, the Committee had felt that a reserve of three months expenditure was excessive and that the new Bursar would be tasked to re-consider. He also reported that the end of May figure was a c£57K surplus and that we were on track for a small surplus at end of year in line</li> </ol>	

	<p>with the Budget.</p> <p>2. <b>Budget 2019/20.</b> He said that the challenge for the next few years could be the increase in teachers' pension contributions because it was not clear how much long term Government funding there would be to ameliorate that. Therefore, although the proposed budget for 2019/20 had a small surplus, the following two years had significant deficits. However, there were two reasons to expect an improvement on the latter years: extra form of boys continuing to work through the School (where the funding for the increase lagged by one year), and the hoped for increase in Sixth Form numbers with the admission of girls.</p> <p>3. <b>Forward Budget.</b> The Budget for the next three years was agreed and the Company Secretary would arrange for its upload to DfE. AFTERNOTE Actioned</p>	
49.19	<p><b>Admissions, Property Health &amp; Safety.</b> Mr Hastings reported as follows:</p> <p>1. <b>Admissions.</b> Nothing further to report.</p> <p>2. <b>Premises.</b> Various works were in progress, particularly on widening the back gate.</p> <p>3. <b>Health &amp; Safety.</b> There had been a debate about sports injuries and, in particular, concussion. It had been confirmed that the RFU protocol was followed and Dr Branagan said that the incidents of possible concussion that he had seen, as a parent, had been treated professionally and correctly by the School sports staff. It was suggested that the RFU 'Head Case' training, a video, be shown to all staff regularly during inset training and the Headmaster was asked to consider if all pupils should also be shown the video.</p>	HM
50.19	<b>Foundation Update.</b> There was nothing further to report from Item 33.19.	
51.19	<b>Policy Reviews.</b> Nil.	
52.19	<b>Company Secretary's Notices.</b> The Company secretary reminded governors of the necessity of putting 'CONFIDENTIAL' as the first word in the title of all emails containing or covering confidential information so they could easily be identified for permanent deletion (ie deleted also from the 'deleted' folder) and that, additionally, it was good practise to permanently delete any email that contained personal data in order to minimise the search require by any subject access requests.	
53.19	<b>Any Other Business.</b> The Chair thanked Mr Jones for his contribution as a staff governor and wished him well in the future.	
54.19	<b>Date of Next Meeting.</b> Wednesday 9 October 2019 at 1730 in the Carpenter Room.	

Meeting ended 1924