

BISHOP WORDSWORTH'S ACADEMY TRUST
Minutes of a Meeting of the Governing Body
Held on Tuesday 3 December 2019 at 1730 in the Carpenter Room

Present: Miss M J Horsburgh (Chair) Dr S K Ghauri Mr J Oldham
Mr J Hastings (V Chair) Dr V Green Mrs J Ranaboldo
Dr G Branagan Mrs R Harwood-Lincoln Mr A E Willis
Mr K G M Flynn Mrs S Hayward The Headmaster.

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

AGENDA

IT-EM	SUBJECT	ACTION
	The Headmaster opened the Meeting with a prayer The Chair welcomed Mr Willis to his first Governing Body Meeting.	
82.19	Apologies for Absence. Professor Bell, Mr Blake, Mr Francis-Pollin, Canon Probert.	
83.19	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 other than those in their annual declarations.	
84.19	Minutes of the Previous Meeting. Agreed.	
85.19	Matters Arising. 1. Item 65.19 Para 2 – Members Reps to report on their principals’ views on the International project. The Reps all reported (Canon Probert via email to the Company Secretary) that their principals were agreed that the project should proceed subject to due diligence and appropriate consideration of Bishop’s founding ethos and values. The Headmaster added that, in late Spring or early Summer, it would be necessary to decide whether to sign a memorandum of agreement with the Chinese. If such an agreement was signed then the level of financial risk should decline because some funding from the Chinese should commence. 2. Item 75.19 Para 3 – Video Conferencing. At Item 94 below. 3. Item 78.19 Para 1 – Sign Register of Interests. Carried forward	Can P’bert Mr Blake
86.19	Annual Report and Audit. 1. Letters of Representation: a. Regularity. It was noted that the Headmaster had signed. b. Audit. The Meeting authorised the Headmaster to sign on the Board’s behalf.	

	<p>2. Audit Report. The Report was noted and Dr Branagan confirmed that there had been 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. AFTERNOTE Actioned.</p>	
87.19	<p>Headmaster's Report. The Headmaster commented and answered questions on his Report as follows:</p> <p>1. Paragraph 2 – Sixth Form Recruitment. In answer to a question about the difficulty of marketing the Sixth Form to some schools, he said that this had always been a problem but that he was working to gain better access to those schools which had been less receptive.</p> <p>2. Paragraph 7 – Bursaries. In answer to a question about unspent bursaries, he advised that this referred to 16 to 19 bursaries for which there had not been enough applications and would therefore be marketed more in future.</p> <p>3. Paragraph 9 – Academic Performance at Key Stages 4 & 5. He noted that Dr Ghauri had analysed the exam data with Mr Harmsworth. Dr Ghauri added that he had looked at Bishop's performance against other similar schools and the achievement trend was upwards. Drilling down in for example SEN provision, Bishop's also performed well albeit with a statistically very small sample. Added value at 'A' level was also very good and overall it was a strong performance.</p> <p>Mr Oldham arrived</p> <p>4. Paragraph 13 – Disciplinary Log. He commented that the recent case had involved an enormous amount of time consuming pastoral staff effort.</p> <p>5. Paragraph 20 – Bishop's International. He advised that the site for the school would depend on the Chinese backers, that Eversheds would advise on legal aspects as required, that he, Mr Flynn and the Bursar would probably fly to China in early January for discussions and that he would be seeking business references from the Chinese point of contact.</p>	
88.19	<p>Governing Body Matters.</p> <p>1. Link Governors. There were no vacancies.</p> <p>2. Committees. It was agreed that Mr Willis should join the Admissions PHS Committee and noted that Professor Bell had resigned from the Pay & Staffing Committee due to pressure of work.</p>	
89.19	<p>Child Protection & Safeguarding.</p> <p>1. Annual Report. The Headmaster had nothing of significance to report.</p> <p>2. Wiltshire Audit. It was noted that Mrs Ranaboldo, as the Child Protection Link, had authority to sign and had so signed after scrutiny of the audit findings. The Meeting noted that the audit showed that the School was meeting the requirements of the legislation and were comfortable that, where the highest score had not been achieved, the reasons had been identified and approved as appropriate to Bishop's</p>	

	<p>particular context.</p> <p>3. Action Plan. The Headmaster drew attention to the Action Plan. Mrs Ranaboldo reported that she met with the DSL regularly.</p>	
90.19	<p>Finance & Audit Committee. ~Dr Branagan reported as follows:</p> <p>1. Committee Report. He drew attention to the new reserves policy which was for a target reserve of three months rather than six because Government monthly funding was considered secure.</p> <p>2. Update Current Year to End October. He explained that the new revised summary profiled the income and expenditure against budget for each month which was much more useful and that, at the end of October, there had been nothing unexpected. He noted that the Committee had agreed to fund the extra £4K for the staff pay rise over budget.</p> <p>3. Lettings & Sports Hall Annual Summary. He noted that there was a useful overall excess of income and that the Committee had agreed that it was entirely reasonable for the extracurricular Mandarin and Latin classes for pupils to be subsidized by the other lettings.</p> <p>4. Catering Annual Summary. He drew attention to deficit which, at only 3% of turnover, had not concerned the Committee and had mainly been caused by long term sickness of one of the catering staff</p>	
91.19	<p>Pay & Staffing Committee.</p> <p>1. Committee Report. Mrs Ranaboldo reported that the teachers had been granted a pay award in line with the national agreement of 2.75% and that Support Staff had been awarded the same percentage increase.</p> <p>2. Constitution amendment. Mrs Ranaboldo explained the drivers for the amendment which was agreed.</p>	
92.19	<p>Admissions & PHS Committee. Mr Hastings reported as follow:</p> <p>1. Admissions.</p> <p>a. There had been a record number of entries for the 11+ exam, albeit with a significant number of 'no shows', and the exam day had been well organised.</p> <p>b. The Admissions Policy was broadly similar to that of the current year except that there was no longer a religious/ church attendance over-subscription criterion because it was no longer a requirement and simplified the administration of the Policy. It was now in final draft and would be open for consultation soon.</p> <p>2. Property Health & Safety. The back gate had now been widened enough to admit a fire engine. The other issue was the development of the SE corner and the Bursar explained that the bid writers had advised that the project would have to be divided into specific phases with each phase aligned to bid for particular funding. This would mean that the whole development would take longer than anticipated although he hoped with the same end-state.</p>	
93.19	<p>School Evaluation & Review.</p>	

	<p>1. Departmental Targets Summer 2020. The Headmaster said that the targets were aspirational and were driven from the bottom up from the targets for individual pupils. Most were a little higher than had been achieved last year.</p> <p>2. Governor Visits. Mr Hasting's report was noted and he added that he had had a good informative visit with nothing unexpected being raised. Miss Horsburgh reported that she had recently met Mr Brown, who had said that the pastoral load had so far proved manageable this term and that more careers education was planned for years 7 and 8. She had also discussed staff appraisal with Mr Rogers.</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 normally be produced termly. It was agreed that all the visits listed had an educational purpose.</p> <p>4. Performance Indicators for 2019/20. 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>	
94.19	<p>Video Conferencing. It was agreed that a set up should be costed by the Network Manager but that, due to his other priorities, this would probably not be for about six months. AFTERNOTE Skype is due to be rolled out in mid-March and this should fulfil the requirement.</p>	
95.19	<p>Company Secretary's Business.</p> <p>1. Annual Return. The Company Secretary reminded governors to advise him of any change of occupation or Home address by 10 Jan 20 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. Data Security. The Company Secretary reminded governors to put CONFIDENTIAL in the first word of the title of confidential emails, to delete them from all folders including the 'deleted' folder immediately when no longer required, to protect any devices that could access them and to avoid commencing another subject under in a confidential email trail.</p> <p>4. Meeting dates 2020. The dates were agreed with two changes notified and would be circulated. AFTERNOTED Actioned.</p> <p>5. Arrangements at Supper. The Company Secretary advised the arrangements.</p> <p>6. Email Thanks. He appreciated that governors wished to send thanks for email information but would prefer them not to because they added significantly to the volume of emails he received.</p>	

96.19	<p>Any Other Business.</p> <p>1. China WG TOR. The TOR were agreed.</p> <p>2. Evaluation Committee Report. Miss Horsburgh said that the Evaluation Committee had met before the Meeting and agreed how governance should be evaluated at the early Summer strategy Meeting. She added that:</p> <p style="padding-left: 40px;">a. She tried to keep in touch with new governors and said that any problems or training requirements could always be discussed with her.</p> <p style="padding-left: 40px;">b. The Wiltshire Council on line and residential training courses were normally very worthwhile, the former particularly for Child Protection and Ofsted inspection training.</p> <p>3. Recent Pastoral Workload. Mrs Ranaboldo appraised governors of the enormous amount of pastoral effort that had been expended in the last two years concerning a particular boy whose case had been separately advised to governors. Governors expressed their appreciation and thanks and asked that these be passed to pastoral staff. AFTERNOTE Actioned.</p>	
97.19	<p>Date of Next Meeting. 24 March 2020 at 1730 in The Carpenter Room.</p>	
	<p>The Meeting was suspended while the AGM was held.</p>	
	<p>School staff departed</p>	
98.19	<p>HM Performance Review.</p> <p>6. Review of 18/19 against targets. <i>Confidential to Governors.</i> There was no comment on the report by Miss Horsburgh and Mrs Ranaboldo.</p> <p>7. Targets for 19/20. The targets were agreed.</p>	

.Meeting ended 1844