

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 Tuesday 7 Jul 2020 at 1730 by Video Conference**

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

In attendance: Colonel B Smith (Bursar), Lieutenant Colonel D J Peerless (Company Secretary)

| ITEM  | SUBJECT  | ACTION |
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|       | The Company Secretary confirmed that no governor had objected to the Meeting being held by video conference nor reported that they did not have the necessary hardware and software to connect to the Meeting. He noted that the meeting was being recorded.<br><br>The Headmaster opened the Meeting with a Prayer.<br><br>The Chair welcomed Brig Cary to his first meeting. |        |
| 32.20 | <b>Presentation</b> (Taken after Item 48.20). The School Chaplain, the Rev A Gough, gave a presentation on Ethos & Collective Worship  |        |
| 33.20 | <b>Apologies for Absence.</b> Nil.   |        |
| 34.20 | <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 other than those in their annual declarations.  |        |
| 35.20 | <b>Minutes of the Previous Meeting.</b> Agreed.  |        |
| 36.20 | <b>Matters Arising.</b><br><br><b>Item 23.20 Exam Fees.</b> The Headmaster reported that one exam board had refunded about one quarter of the exam fees but that nothing had yet been heard from other exam boards.  |        |
|       | <b>The Meeting was formally closed and a General Meeting convened.</b>   |        |
| 37.20 | <b>Members' Items.</b><br><br>1. Brig Richard Cary was appointed unanimously by the Members as a governor for 4 years from 7 Jul 20.<br><br>2. It was noted that Prof Bell had been previously appointed by written  |        |

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|       | <p>resolution as governor for a further 4 years until 30 Apr 24.</p> <p>3. It was noted that the AGM Minutes had been previously agreed by written resolution.</p>   |  |
|       | <p><b>The General Meeting was formally closed and the Governing Body Meeting re-opened.</b></p>  |  |
| 38.20 | <p><b>Governing Body Matters.</b></p> <p>1. <b>Dr Ghauri End of Term.</b> Dr Ghauri was co-opted for another term of 4 years to 31 Jul 24. Mrs Ranaboldo confirmed that SDBE had consented as is required in the Articles of Association. The Chair thanked him for agreeing to serve on.</p> <p>2. <b>Link Governors.</b> The following appointments were ratified:</p> <ul style="list-style-type: none"> <li>a. Security and Health &amp; Safety policies to Mr Flynn.</li> <li>b. Redundancy and ICT policies to Mrs Hayward.</li> <li>c. Harassment and Bullying policy from Mr Flynn to Mr Willis.</li> </ul>  |  |
| 39.20 | <p><b>Out of Committee Action.</b> The Covid 19 Risk Assessment and Return to School Plan had been agreed unanimously on 4 Jun 20 less one abstention. This decision was ratified. The Headmaster added that a further risk assessment was being written in line with the Government guidelines for September opening and would be put to governors for agreement in about a week after consideration by Leadership Team and staff.</p>  |  |
| 40.20 | <p><b>Headmaster's Report.</b> The Headmaster commented and answered questions on his Report as follows:</p> <p>1. <b>Paragraph 7 Academic Performance at Key Stages 4 and 5.</b> In answer to a question about how years 10 and 12 would be prepared for exams, he said that the level of engagement with the on-line teaching had generally been very good, that all boys less those shielding had now had some face to face lessons, that curriculum adjustments would be made as appropriate and there would be mock exams in September for those year groups to gauge progress. He added that there was currently an Ofqual national consultation about public exams in Summer 2021 and that it was likely that there could be less fieldwork and practical assessments: these would be difficult to include due to the loss of three months of education. There would probably also be more options for questions so that pupils with teaching gaps in subjects would not be disadvantaged. It was noted that governors and parents could contribute to the consultation and that the link was on the Headmaster's update to parents. <b>AFTERNOTE</b> Link is <a href="https://www.gov.uk/government/consultations/proposed-changes-to-the-assessment-of-gcses-as-and-a-levels-in-2021">https://www.gov.uk/government/consultations/proposed-changes-to-the-assessment-of-gcses-as-and-a-levels-in-2021</a> The outcome of the consultation would not be known before the end of term. However, he thought that there would be very few gaps in Bishop's boys education because of the success of the on-line teaching.</p> <p>2. <b>Paragraph 17 – 2020 &amp; 2021.</b> Governors would be welcome to join</p> |  |

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|       | the webinars for the incoming Year 12 on Thurs 9 July and for the current Year 10 on Fri 10 Jul. Both would be from 1430 to 1530 and the Sixth Form Office could be emailed for a link.   |  |
| 41.20 | <b>Boys Academic State Schools (BASS).</b> The Meeting had been cancelled.  |  |
| 42.20 | <p><b>Development Planning.</b></p> <p>1. <b>School Improvement Plan 2019/20.</b> The Headmaster said that there was a greater degree of rollover than usual of uncompleted serials to the 2020/21 Plan due to the disruption caused by the pandemic.</p> <p>2. <b>School Improvement Plan 2020/21.</b> The Headmaster explained that the plan contained the targets for next year. The Plan was agreed. In answer to a question about the progress of the initiative to open a school in China he opined as follows:</p> <ul style="list-style-type: none"> <li>a. In the short term nothing further could be achieved for at least a year until a return to normal from the pandemic.</li> <li>b. The current diplomatic situation and the hostile briefing would make progress difficult at least in the short term.</li> <li>c. In the medium to long term it looked like fewer Chinese would wish to send their children to the West and to the UK. But the appetite for Western higher education would not diminish and therefore there might be an increased market for Chinese education in China so we should re-engage when the time felt right.</li> </ul> |  |
| 43.20 | <b>Curriculum and Staffing 2020/21.</b> In answer to a question about whether the Black Lives Matter movement would impact on the curriculum, he said that the balance would not be affected but there were likely to be impacts on the History and RE curriculums and also on PHSE to make the political education more responsive to societal trends. In due course the outcomes of reviews would be put to governors. The Curriculum Model was agreed.   |  |
| 44.20 | <p><b>School Evaluation and Review.</b></p> <p>1. <b>Report On Govs' Visits Since Mar Meeting.</b> Reports were noted from: Miss Horsburgh, Dr Branagan, Mrs Ranaboldo, Mr Francis Pollin and Mrs Harwood Lincoln. The Headmaster said that the staff welcomed the chance to talk to governors and that he was grateful for their interaction with staff which was valuable. In answer to a question raising concerns for students with more limited home internet access and asking whether the governors could do anything to help (eg by for example loaning laptops or writing to the local MP), he felt that there was nothing in particular that could be done to improve what was inevitably a difficult situation. Several governors commented that the swift change from Insight to teaching on Teams had been very impressive and it was felt that Bishop's pupils were generally better served than many others within the state sector.</p>   |  |

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|       | <p>2. <b>Pupil Attendance.</b> The report from 1 Sep 19-23 Apr 20 was noted.</p> <p>3. <b>Trips/Visits Report.</b> All trips and visits were currently cancelled due to Covid 19.</p> <p>4. <b>Data Protection - Annual Report.</b> The Company Secretary said that he thought that the Data Breach log showed very few beaches and that various reminders would be useful in particular to include CONFIDENTIAL in email title lines where appropriate. The Meeting agreed his recommendations for reminders to all staff at the start of each term to report data beaches and to add privacy markings where appropriate on email title lines; for all staff to be reminded to change passwords at the end of each term and for the Number 11 door code to be changed at the end of every Summer term.</p>  | <p>Bursar<br/>Bursar<br/>Bursar<br/>Bursar</p> |
| 45.20 | <p><b>Annual Discipline Report.</b> The Headmaster said that the figures were as normal although the problems changed each year.</p>   |  |
| 46.20 | <p><b>Safeguarding Update.</b> Mrs Ranaboldo had nothing to add to the Report and said that Mrs Lambard, the Designated Safeguarding Lead, was doing a difficult job in difficult circumstances.</p>   |  |
| 47.20 | <p><b>Pay &amp; Staffing.</b></p> <p>1. <b>Pay &amp; Staffing Committee.</b> Mrs Ranaboldo congratulated the Headmaster on achieving full staffing for September and noted that staff development was a little behind which was unsurprising at this difficult time.</p> <p>2. <b>Staff List 2020/21.</b> The Staff List was noted. AFTERNOTE The last Page shows the format of email addresses for all staff for when governors wish to contact them. The staff list is also on the Website.</p> <p>3. <b>Staff Wellbeing Group Report.</b> It was noted that he Group had not met since the last meeting.</p>  |  |
| 48.20 | <p><b>Finance Report.</b></p> <p>1. <b>Committee Report.</b> Dr Branagan reported that the figures to the end of the accounting year (31 August) should be relatively accurate and lead to a small end of year surplus.</p> <p>2. <b>Budget 2019/20 and Two Year Projection.</b> Dr Branagan said that there were many unknowns for the 2020/21 year, for example catering and lettings, and that the Bursar had given 'traffic light' confidence ratings to each line item. Therefore, the mid-year review would be very important to see if spending adjustments were required when the financial situation was clearer. In answer to question about the provision for staff development, the Bursar said that this was for staff courses, mainly for teaching staff, and was increased annually by 1.5% for inflation. The Headmaster added that costs for course might reduce because more were being delivered online. The Budget and projection were agreed.</p> |  |

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| 49.20 | <p><b>Admissions, Property Health &amp; Safety.</b> Mr Hastings reported as follows:</p> <p>1. <b>Admissions.</b> The date for the 11+ was not yet known. The Headmaster said that it depended on agreement by the consortium but he thought that it would be late September or early October.</p> <p>2. <b>PHS.</b> The funding bids for the Science Block and Dining Hall roofs had not been successful and it remained to be seen in the current economic climate what funding could be obtained.</p>  |                 |
| 50.20 | <p><b>Foundation Update.</b> Mr Blake reported that all progress had ceased including the interments and he thought that there would be no further progress until early 2021.</p>   |                 |
| 51.20 | <p><b>Policy Reviews.</b> Nil.</p>  |                 |
| 52.20 | <p><b>Company Secretary's Notices.</b> The Company Secretary reminded governors that he had been tasked to draft a new Funding Agreement in line with the current model which would attract an extra score point when grant applications were being considered. He reported that he had now completed the first draft less the sections dealing with leased land. The current model had only included the Britford land, which was owned by the School, but the replacement required the addition of the several different leases which governed the remainder of the School site. This was very complex and he had made contact with the School's solicitors, who had acted for us in 2011, and had asked for an estimate of their charges in adding these additional leases. Thereafter, governors would need to consider the cost benefit of continuing because it was possible that the extra score point might cease and there seemed to be no other benefit in expending funds on legal assistance to change the Funding Agreement. <b>AFTERNOTE</b> Estimated legal costs £500 + VAT. HM consulted and Chair's authority given to proceed.</p> |                 |
| 53.20 | <p><b>Any Other Business..</b></p> <p>1. <b>Governance Information.</b> The Headmaster reminded governors that the Website had comprehensive detail concerning governance procedures and other information about the School.</p> <p>2. <b>Policy 'Catch All' For Change In Law.</b> It was agreed that the proposed wording be added to all relevant policies.</p> <p>3. <b>Canon Probert.</b> Canon Probert reminded the meeting that he was also a trustee of the Bishop Wordsworth's Trust which owned Bishopgate and that the Cathedral owned much of the rest of the School site.</p>  | I<br><br>Co Sec |
| 54.20 | <p><b>Date of Next Meeting.</b> Tuesday 6 October 2020 at 1730. Venue or by videoconference to be confirmed.</p>  |                 |

Meeting ended 1856