

BISHOP WORDSWORTH'S ACADEMY TRUST

Minutes of a Meeting of the Governing Body

Held on Thursday 1 December 2016 at 1700 in the Carpenter Room

Present: Mrs J Ranaboldo (Chair) Mrs R Harwood Lincoln Mr J P B Ward
 Prof A J Bell Miss M J Horsburgh Brig R N Wertheim
 Mr J R B Blake Canon E Probert The Headmaster.
 Mr T W Churchill Mrs C Short
 Dr A S K Ghauri Dr K J Monserrat

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.	
71.16	Apologies for Absence. , Mr R Dormer, Mr J Hastings, Mr T Papé.	
72.16	Declaration of Interests. Members and 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. Apart from children at the school which had already been declared in the Register, the following governors declared interests: Canon Probert: he is a member of the Bishop Wordsworth Educational Trust and Mr Ward: his wife teaches at the School.	
73.16	Minutes of the Previous Meeting. Agreed.	
74.16	Matters Arising. Item 66.16 Para 1 - Link Governor for Art, DT, Music. Noted vacant. Item 66.16 Para 2 - Skills Audit. The Chair said that this was ongoing. Item 66.16 Para 1 - Update Reg of Interests. Mrs Harwood- Lincoln signed.	Chair Mr Dormer
75.16	Annual Report and Audit. 1. Letters of Representation: a. Regularity. The Meeting noted that the Headmaster had signed. b. Audit. The Meeting authorised the Headmaster to sign. 2. Audit Report. It was noted that there had been no material comment on the Audit. Additionally there were two issues: the support staff pension scheme deficit, but the auditors had confirmed that this had no material impact, and the control of the private accounts where the auditors had considered that both the public and private accounts could not continue	

	<p>under the control of the same trustees unless the accounts were consolidated. Therefore it had been agreed by the Finance and Audit Committee that the Company Secretary would seek advice and report back with recommendations on how this issue could be resolved for the current year. The Meeting endorsed this action.</p> <p>3. Annual Report - Accounts Sec. The Accounts were noted.</p> <p>4. Annual Report - Remainder. The text of the Report was agreed and it was agreed to lay the whole report before the Members at the AGM. AFTERNOTE so laid.</p>	Co Sec
76.16	<p>Headmaster's Report. The Headmaster commented and answered questions on his Report as follows:</p> <p>1. Paragraph 1 - 11+ Sep 17 Entry. The Local Authority had advised that 177 boys had applied or had Bishop's as their first preference and that, of these, 171 had passed the 11+. However, it was expected that some of them would withdraw their applications leading to a small or zero waiting list.</p> <p>2. Paragraph 8 – Annual Report to SDBE. The Report would be copied to governors.</p> <p>3. Paragraph 10 – GCSE English Literature Appeal. A further appeal had not been successful.</p> <p>4. Paragraph 13 – 1st Fifteen Nat West Schools' Cup. The quarter finals would be on 18 Jan 17.</p> <p>5. Paragraph 23 – University 2017 Entry Applications. 'Many' rather than 'most' applications had been submitted and anecdotal evidence was that, due to the multiple routes into university, fewer pupils were applying immediately.</p>	
77.16	<p>Governing Body Matters.</p> <p>1. Finance & Audit Constitution. The amendment to formalise the custom & practise for the delegation of private funds was adopted with one typo corrected. It was noted that this gave the Finance and Audit Committee delegated authority to expend Humby income, but not the principal.</p> <p>2. Committees. It was noted that Mr Papé had resigned from the Admissions & PHS committee as he was often away for the meetings of that committee.</p>	
78.16	<p>Safeguarding Audit. The Audit, signed by Mrs Ranaboldo as Link Governor was noted. . As it was only included for information, it would be distributed by email in future. It was noted that the Wilts CC audit required governors to read the Keeping School Children Safe in Education document .The link to this is: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf but, if the link does not work then it can easily be accessed by googling 'KCSIE'</p>	

	AFTERNOTE This is a Wilts Council (C) requirement only as it is headed 'Information for all school and college staff'. Therefore governors may consider that they need only scan it and that this answer should be answered differently in next year's audit.	
79.16	<p>Finance & Audit Committee.</p> <p>1. Committee Report. Dr Monserrat drew attention to the Minutes.</p> <p>2. Update Current Year. It was noted that the current year position showed nothing unexpected. .</p> <p>3. Lettings & Sports Hall Annual Summary. The significant income of £29K was noted.</p> <p>4. Catering Annual Summary. It was noted that the larger than normal deficit in 2015/16 had been caused by back pay being paid for previous years and by the increase in National Insurance contributions due to the cessation of contracting out. The Bursar had commissioned an external review and expected to find ways of reducing the deficit.</p> <p>5. Private Accounts Independent Examiners' Report and Charity Commission Return. It was noted that the independent examiners had made no comment. The return was agreed.</p>	
80.16	<p>Staffing & Pay Committee. Miss Horsburgh drew attention to the recruitment of an extra pastoral support officer and Mr Churchill added that the new member was still 'bedding in' but that this addition would make a significant difference. Miss Horsburgh also noted that no further teaching redundancies were expected, the success of the Initial Teacher Training Programme led by Southampton University and that there had been a discussion concerning teaching staff worries about the appraisal system and its effect on their remuneration. She hoped that fears had been allayed on the latter issue.</p>	
81.16	<p>Admissions & PHS Committee. The Company Secretary said that Mr Hastings had advised that the Minutes of the last Meeting covered all points. Mrs Ranaboldo drew attention to the number of rugby injuries reported as concussions but explained that all head injuries were initially treated as concussion. In accordance with the updated reporting procedures.</p>	
82.16	<p>School Evaluation & Review.</p> <p>1. Departmental Targets Summer 2017. The Headmaster explained that the targets were constructed 'bottom up' from teachers initially, then consolidated to departments and finally into whole school targets. The targets were noted.</p> <p>2. Pupil Premium – Annual Report. The Report was noted: it would be put on the Website after Para 2 had been rephrased. AFTERNOTE Actioned.</p> <p>3. Governor Visits. The reports of Brig Wertheim and Mr Hastings were</p>	

	noted. Additionally, Mrs Harwood-Lincoln reported that she had attended a staff meeting and the Sixth Form Open Day, and Miss Horsburgh that she had met with the Head of English.	
83.16	Term Dates 2017/18. The dates were agreed.	
84.16	<p>Company Secretary's Business.</p> <p>1. Companies House Return. The Company Secretary reminded governors that he would be submitting the return in late January and asked that any change of occupation or Home address to be advised to him before 1 January 2017.</p> <p>2. Bribery Act. The Company reminded governors of the import of the Act and drew attention to the Anti-Bribery Checklist.</p> <p>3. Meeting dates 2017. The Company Secretary said that dates for the second part of the year would be advised soon. The dates shown were agreed.</p> <p>4. Arrangements at Supper. The Company Secretary advised the arrangements.</p>	
85.16	<p>Any Other Business. The Chair advised the Meeting that the Bishopgate annual lease, which was on a full maintenance and repair basis, currently costs Bishop's £23.5K per annum in rent and that this was the main income of the owners: the Bishop Wordsworth Educational Trust (BWET) who disbursed it for religious based educational uses to local schools. The site had recently been valued at £300K and there would be benefit to Bishop's if it was purchased. It was agreed that BWET should be approached to see if they would consider selling and that a bid for funds from the EFA be made. If a sale price was agreed then a business case with a cost benefit analysis could be constructed, to include any grant offered, which would be considered by the Finance and Audit Committee.</p>	Chair/ Bursar
86.16	Date of Next Meeting. Thursday 16 March 2017 at 1730 in The Carpenter Room.	

Meeting ended at 1817