

BISHOP WORDSWORTH'S ACADEMY TRUST

**Minutes of a Meeting of the Governing Body**

**Held on Thursday 23 March 2017 at 1730 in the Carpenter Room**

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

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

IT-EM	SUBJECT	ACTION
	<b>The Headmaster opened the Meeting with a prayer</b>	
1.17	<b>Presentation.</b> A presentation was given by Mrs Armstrong on Extended Project Qualifications.	
2.17	<b>Apologies for Absence.</b> Mrs R Harwood Lincoln, Dr K J Monserrat.	
3.17	<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 except for children at Bishop's as per their annual declarations.	
4.17	<b>Minutes of the Previous Meeting.</b> Agreed.	
5.17	<b>Matters Arising.</b> <b>Item 66.16 Para 2 - Skills Audit.</b> The Chair said that she had recently attended an NGA presentation and would now progress the audit. <b>Item 66.16 Para 1 - Update Reg of Interests.</b> Mr Dormer signed. <b>Item 75.16 Para 2 – Separating Private A/Cs.</b> At AOB. <b>Item 85.16 – Bishopgate Purchase.</b> The Bursar said that a grant had been applied to purchase Bishopgate and that the Trust owners would be discussing selling at their next Meeting. He added that a price had not been offered nor put forward for consideration and noted that the cessation of use would be a significant savings measure as per his Paper.	Chair
	<b>The Governing Body Meeting was formally closed and a General Meeting convened.</b>	
6.17	<b>Members' Items.</b> 1. <b>AGM Minutes.</b> Agreed 2. <b>Appointment of Mr Dormer as a Governor from 24 Jun 17.</b> Mr Dormer was appointed.	

	<b>The General Meeting was formally closed and the Governing Body Meeting re-opened.</b>	
7.17	<p><b>Governing Body Matters.</b></p> <p>1. <b>Vacant Links - Curricular.</b> The following vacancies were noted: Art/ DT/ Music and, from .21 Jul 17: Middle School, Faculty Committee, PE &amp; Sport.</p> <p>2. <b>Vacant Links - Policies.</b> The following vacancies were noted: from 21 Jul 17: Attendance, Home School Liaison*, FOI (incl Publication Scheme*), Behaviour*.</p>	
8.17	<p><b>Headmaster's Report.</b> The Headmaster commented and answered questions on his Report as follows:</p> <p>1. <b>Paragraph -2 – Admissions Sep 2017.</b> 152 places had been accepted.</p> <p>2. <b>Paragraph 3 – Sixth Form Applications Sep 17.</b> The sixth Form size was healthy but would always run at a loss and increasing the size further would increase the loss.</p> <p>3. <b>Paragraph 6 – Wessex Partnership.</b> He drew attention to his concerns that Wiltshire Council wanted the Partnership to take on a greater role in the placement of children in danger of exclusion and are asking for the SLA to be resigned for a further 3 years: he could not recommend this commitment until the level of devolved funding had been agreed.</p> <p>4. <b>Paragraph 8 – The National Funding Formula.</b> He did not expect the final figures to be known until the end of the Summer Term.</p> <p>5. <b>Paragraph 16 – Mobile Phones.</b> Further controls were being considered on when Mobiles were allowed to be used.</p>	
9.17	<p><b>Finance and Audit.</b> Mr Blake reported as follows:</p> <p>1. He drew attention to the recommendations for the control of private funds in the Company Secretary's Paper.</p> <p>2. He noted that the Mid-year Review showed a healthy position as forecast.</p> <p>3. He noted that both the catering account position and lettings income had both improved compared with the same period last year.</p> <p>4. The Committee recommended to the Governing Body the savings options at Sub-paragraph 14a of the Bursar's Paper.</p>	
10.17	<p><b>School Evaluation and Review.</b></p> <p>1. <b>Departmental Reviews.</b> The Deputy Headmaster said that there would in future be an annual report prepared for the Autumn Meeting.</p> <p>2. <b>Governor Visits – Report.</b> Miss Horsburgh said she had had a useful meeting with her links and also that she and the Chair had met the support staff to understand their concerns.</p>	

11.17	<b>Links With Other Schools - Wessex Partnership.</b> At Para 6 of HM Report.	
12.17	<p><b>School Development Planning.</b></p> <p>1. <b>Strategic Plan 2017/20.</b> The Headmaster explained that this was a high level three year plan and commented/ answered questions as below after which the Plan was agreed:</p> <p style="padding-left: 40px;">a. <b>Paragraph 15.</b> ‘Better qualified’ should be re-written as ‘appropriately qualified’.</p> <p style="padding-left: 40px;">b. <b>Cessation of IT Courses.</b> While noting the national shortage in IT professionals, IT courses in the past had not been particularly useful to pupils as the best academic grounding was Maths and Physics at ‘A’ Level followed by a degree in computer science while those who were gifted and committed would ‘do’ rather than study outside school.</p> <p>2. <b>School Improvement Plan 2016/17.</b> The review was accepted.</p>	
13.17	<b>Staff Issues.</b> Nil notified to Headmaster.	
14.17	<b>HM Mid-Year Review.</b> The Headmaster noted that there was now an Alumni Facebook and that there was an average of 2,000 hits on his weekly update with over 3,000 hits on the rugby finals post.	
15.17	<b>Company Secretary’s Business.</b> Nil.	
16.17	<p><b>Any Other Business.</b></p> <p>1. <b>Control of Private Funds.</b> The Company Secretary reported that he had discussed this issue with the Auditors and they had agreed the following solution: that the Trust officers for the Private Funds should consist of either the Chair or V Chair of the Finance &amp; Audit Committee as Chair, the Bursar as Treasurer and the Company Secretary as Secretary. To enact this solution the Trustees would need to appoint the Bursar and Company Secretary as above and then all trustees other than the Chair or V Chair (to be decided) of the Pay and Staffing Committee resign as Trustees of the Private Funds. The Meeting wished to give further consideration to this proposal.</p> <p>2. <b>Funding Review - Budget and Savings for 2019-19.</b> .The Bursar’s Paper was considered, discussed and actions agreed as follows:</p> <p style="padding-left: 40px;">a. The Meeting noted that the Papers proposals’ had arisen from extensive consideration by the Leadership Team and had been agreed by them.</p> <p style="padding-left: 40px;">b. It was explained that the aim was to minimise the painful effects caused by the loss in funding on both the curriculum and on the staff by targeting subjects that were noncore, had a small take up, were expensive to deliver and except for DT (for which only 4 pupils had applied) were not a prerequisite for higher education and that no pupil would be unable to complete a stage of</p>	Chair

	<p>education. .</p> <p>c. The loss of DT was questioned but the Headmaster said that it was not viable with the numbers involved. AFTERNOTE A solution has now been found to deliver Year 12 DT for no additional cost in 2017-2018.</p> <p>d. The staff governors felt that, in particular, the one year pay freeze would hit staff hard and would need to be carefully handled although staff were likely to understand that it was the least worst option.</p> <p>e. The Meeting agreed the measures at Sub-paragraph 14a and that those in Sub-paragraph 14b be considered if necessary when the outcome of the new Funding Formula was known.</p> <p>f. It was also noted that the significant savings from the cessation of use of Bishopgate would be very attractive unless it could be bought (provided the purchase was subsidised by a substantial grant) and once it could be confirmed that the main site had sufficient room.</p> <p>g. It was agreed that the Chair would write to all staff explaining the difficult choices that had had to be made, the rationale for the governors' decisions and offer a meeting with all staff to further explain and take questions. The letter would first be circulated to non-staff governors for comment. She would welcome the attendance of other governors at that meeting.</p> <p>h. It was agreed that, once staff had been briefed, the Headmaster would write to parents to explain the situation and, in particular, the changes in the curriculum.</p> <p>i. The Company Secretary reminded the Meeting that, until both parents and staff had been briefed on the decisions resulting from the Funding Review, the Paper would remain confidential to governors. Thereafter, under the Freedom of Information Act, it would be open to anybody redacted as necessary as allowed by the Act. Therefore, if any governor was asked for a copy the request was to be sent to the Company Secretary who would respond according to the Act.</p> <p><b>3. Army Presentations.</b> The Chair was unable to attend an Army presentation on 4 April and it was agreed that Brig Wertheim would attend. The invitation is for any governor who wishes to go and any governor interested should liaise with Brig Wertheim.</p>	<p>Chair</p> <p>All</p> <p>HM</p>
17.17	<b>Date of Next Meeting.</b> Wednesday 8 Jun 2016 at 1700 in The 6 <sup>th</sup> Form Common Room.	

Meeting ended 1951