

BISHOP WORDSWORTH'S ACADEMY TRUST
Minutes of a Meeting of the Governing Body
Held on Wednesday 11 October 2017 at 1730 in the Carpenter Room

Present: Mrs J Ranaboldo (Outgoing Chair) Mr R Blake Mrs R Harwood-Lincoln
Miss M J Horsburgh (Chair elect) Dr G Branagan Brig R N Wertheim
Prof A J Bell Mr F Francis-Pollin The Headmaster.
Dr A S K Ghauri Mr J Hastings

In attendance: Mr J Moore (Bursar), Lieutenant Colonel D J Peerless (Company Secretary), Mr K Clover (Representing SBDE for Items 48 and 55.17 only).

AGENDA Item 55.17 was taken after Item 48.17 and Item 67.17 was taken after Item 59.17.

ITEM	SUBJECT	ACTION
	The Headmaster opened the Meeting with a prayer. The Chair welcomed Mr Francis-Pollin to the Governing Body.	
48.17	Presentation. English.	
50.17	Election of Officers. 1. Chair. Miss Horsburgh was elected. 2. Vice Chair. Brig Wertheim was elected. 3. Valedictory. Miss Horsburgh thanked Mrs Ranaboldo for her tremendous contribution leading the Governing Body during her seven years as Chair: the Meeting warmly endorsed her appreciation.	
51.17	Apologies for Absence. Mr Dormer, Dr Monserrat, Canon Probert, Mrs Short, Mr Ward.	
52.17	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 except for children at Bishop's as per their annual declarations.	
53.17	Minutes of the Previous Meeting. Agreed.	
54.17	Matters Arising. There were no outstanding actions.	
	The Governing Body Meeting was formally closed and a General Meeting convened.	
55.17	Members' Items. 1. Number of Staff Governors. There had not been a volunteer to be the second staff governor when Mr Churchill had left but two members of staff were now interested and the Members hoped that therefore there would soon be a replacement.	

	<p>2. Salisbury Diocese Board of Education (SDBE) Representative. Mr Clover explained the SDBE role, that he was only representing that Corporate Body for this Meeting and that a permanent representative would soon be appointed.</p>	
	<p>The General Meeting was then formally closed and the Governing Body Meeting re-opened.</p>	
56.17	<p>Governing Body Governance Review.</p> <p>1. Main and all Sub-Committee Constitutions. No change was agreed.</p> <p>2. Functions' Delegation. No change was agreed.</p> <p>3. Other Sections. Minor changes were agreed to Secs 3, 10 & 11: to recognise that the Private Funds were now a separate trust, that terms were now 1 to 3 and no longer 1 to 6, that there had been some changes to the School's management structure and that there was no longer a requirement to provide an SEF.</p>	
57.17	<p>Governing Body Matters.</p> <p>1. Curriculum Link Gov Appointments. Mrs Harwood-Lincoln to Art/DT/ Music was ratified.</p> <p>2. Policies Link Governor Appointments. The following were ratified: Dr Branagan to Complaints & PSHE, Mr Francis-Pollin to SEND & Medical Conditions and Assess Recording Reporting and Mr Ward to Exams Policy (from Mr Dormer).</p> <p>3. Membership of Committees. The membership was agreed with the following joining committees: Dr Branagan to Finance & Audit, Mr Francis-Pollin to Admissions, PHS and Mr Hastings to Pay & Staffing.</p> <p>4. Link Gov Police Vacancy. Sex Education.</p> <p>5. Resignations. It was noted that Mr Papé had resigned with effect from 31 August 2017.</p>	
58.17	<p>Headmaster's Report. The Headmaster commented and answered questions on his Report as follows:</p> <p>1. Paragraph 1 – Number on Roll. He drew attention to the increase in numbers.</p> <p>2. Paragraph 6 – Bishopgate. In answer to a question he reported that there had been no response from the Bishop Wordsworth Trust yet on the offer to buy Bishopgate.</p> <p>3. Paragraph 19 – Sort. The 1st XV were now through to the next round of the NatWest Cup.</p> <p>4. Paragraph 20 – School Play. He reminded governors to request tickets for the play or any other school event that they wished to attend.</p> <p>5. Paragraph 23 - Appraisals and Lesson Observation. He pointed out the change from grading lessons to an emphasis on teaching development.</p>	

	<p>6. Paragraph 28 – Governor Visits. He reminded governors that they were very welcome to visit links, sports etc with or without a formal programme so they had a good feel for the School.</p> <p>7. Eleven Plus Exam. He reported that the number of candidates were well up this year from the previous norm for circa 274 to c340 and opined that this because it was now more commonly known that the intake size had increased.</p>	
59.17	<p>School Evaluation & Review.</p> <p>1. Public Exam Results. There was no comment on the Report.</p> <p>2. Monitoring & Evaluation of Results Process. The Headmaster commented on the few areas where some weakness was evident and the actions he had in hand for improvement.</p> <p>3. Departmental Reviews. The Headmaster commented that heads of departments had access to BASS and other data to enable them to focus on improvements.</p> <p>4. Curriculum Review. The Review was noted.</p> <p>5. Duke of Edinburgh Award – Annual Report. The Headmaster reported that Mr Oldham had now taken over from Mr Churchill on the latter’s departure and that Bishops continued to have the largest number of participants and awards in the South West.</p> <p>6. Complaints. It was noted that there had been only one formal complaint during the previous year and it was agreed that the Complaints Procedure was effective</p> <p>7. Governors’ Visits. Mrs Harwood-Lincoln reported that she had attended the Year10/11 parents evening and found it very informative.</p>	
60.17	<p>Child Protection and Safeguarding. The update was noted. The Annual Report would be presented at the next Meeting.</p>	
61.17	<p>Annual SEN Report. The Headmaster felt that the provision of SEN was very robust and reported that there was now a small but significant number of boys with particular problems. In answer to a question he said that most were not statemented and that therefore there was no extra funding and that therefore their support had to be found from within the Budget. The Annual Report was agreed for publication the Website. AFTERNOTE Published</p>	
62.17	<p>Pupil Premium Statement. The Bursar explained how the Pupil Premium was claimed and that the number of those entitled to the Service premium had increased due, he supposed, to the return of units from Germany. The Annual Statement was agreed for publication the Website. AFTERNOTE Published.</p>	
63.17	<p>Term Dates 2017/18. In answer to a question the Headmaster said that there would, as normal, be some small date mismatches with South Wilts Grammar School. The dates were agreed.</p>	

64.17	<p>Annual Report & AGM. It was noted that the first draft of the Annual Report text section had been considered by the Evaluation Committee. It was agreed that the Finance & Audit Committee should review the accounts section (which would be produced by the Auditors) and the text commentary, that the whole Report would be distributed by email in mid-November for any comments, then distributed again with comments included if necessary and finally agreed at the November Meeting. The AGM would immediately follow that Meeting and would consist of two items, receive accounts and appoint auditors, unless any additional items were requested or required.</p>	
65.17	<p>Finance and Audit.</p> <p>1. Committee Main Issues/ Work. Mr Blake said that the main tasks were to control the School's finances and ensure funds were spent appropriately.</p> <p>2. Committee Report. Mr Blake reported that there would be a £139K surplus for the year excluding any changes to the Support Staff Pension Fund deficit and that cash reserves had decreased as £600K of advance grant had been held for the new teaching block build at the end of the previous year. He considered that the upwards cost pressures would continue to present a challenge.</p> <p>3. Audit Update. The Bursar reported that the audit checks had been completed and that he was aware of nothing material. The FRS102 report on the Support Staff Pension fund was awaited and that therefore the accounts were not yet finalised.</p>	
	<p>Mr Hastings departed</p>	
66.17	<p>Pay and Staffing.</p> <p>1. Committee Main Issues/ Work. Miss Horsburgh said that the main pay work was on staff remuneration with grading increases informed by appraisal reports and the Headmaster's recommendations but that general pay increases were constrained by the budget. However, we had been able to follow the Pay Review Body national recommendations and increase the main pay scale rates by 2% and by 1% for the other scales. Staffing considerations were again driven partly by budgetary constraints which had led to fewer staff for more teaching periods which the teaching staff seemed to have accepted well. She added that it was valuable to have a staff governor on the Committee and reminded the Meeting that the staff governor did not attend the items when remuneration was discussed.</p> <p>2. Staffing and Staff Development. AFTERNOTE The 2016-2017 teacher appraisal cycle ends 31 October, when all appraisal reviews should have been submitted to the Headmaster. Outcomes would be used to inform Staffing Committee decisions in November.</p>	
67.17	<p>Admissions, Property Health & Safety. Mr Hastings said that there were two strands to the committee's work: admissions, where the main task was annual agreement of the Policy in line with DfE requirements, and PHS where the work was as per the title.</p>	

68.17	Evaluation Committee Report. Mrs Ranaboldo reported that the committee had various tasks apart from evaluating the performance of school governance in particular reviewing the Risk Register which had been circulated to governors for comment and updated at the meeting just before this Governing Body Meeting. The likely Ofsted questions brief had also been reviewed and would be distributed by the Company Secretary. AFTERNOTE Distributed.	
69.17	HM Performance Review. To be taken at Next Meeting as the Review had only just been completed. The Headmaster would circulate review documents. AFTERNOTE Circulated.	
70.17	Foundation. Mr Blake reported that the aim of the Foundation was to raise income for Bishop's, that the formal launch was due the following week, that Lord Sharman had agreed to be Chair and that incorporation was in hand.	
71.17	Review of Governance. The Chair said that the Headmaster was preparing briefs on areas, identified at the June Meeting, where governors felt that they lack knowledge. She reminded governors that any views on how governance could be improved would be welcomed and suggested that all governors should attempt to take at least one course on or off line each year. The Company Secretary would distribute the on line course link and the programme again. AFTERNOTE Sent	
72.17	Policy Reviews. Nil.	
73.17	Co Sec Notices. 1. EFSA Accounting Officer Letters. The March and June 2017 letters were noted and no governor level discussion was considered appropriate. 2. Annual Review of Governors' Register of Interests. Governors were asked to update and re-sign their declarations. Those not present to sign at the next subcommittee meeting. 3. Hospitality Book Reminder. Governors were reminded that all hospitality/ gifts received due to their role as governors were to be reported to Company Secretary. 4. Christmas Function – Format and Guests. It was agreed to hold the function at Cote restaurant this year and invite the Leadership Team and all governors who had departed since last December.	As apologies
74.17	Any Other Business. Nil.	
75.17	Date of Next Meeting. Tues 28 Nov at 1700 in the Carpenter Room followed by dinner.	

Meeting ended 1933