

BISHOP WORDSWORTH'S ACADEMY TRUST

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

**Held on Wednesday 10 October 2018 at 1730 in the Year 12 Study Room**

Present: Miss M J Horsburgh (Chair) Dr A S K Ghauri Mrs J Ranaboldo  
 Mr J R B Blake Mrs R Harwood-Lincoln Brig R N Wertheim  
 Dr G Branagan Mr J Hastings The Headmaster.  
 Mr B Jones Mr J Oldham  
 Mr M Francis-Pollin Canon E Probert

In attendance: Mr G Lloyd (Deputy Headmaster), Mr J Moore (Bursar), Lieutenant Colonel D J Peerless (Company Secretary) and for Item 57.18 only: Ms C Nixon and , Mr J Shaw

**AGENDA**

ITEM	SUBJECT	ACTION
57.18	<b>Presentation.</b> A presentation was given by Ms Caroline Nixon and, Mr John Shaw (Cushman & Wakefield) on the issues to be considered before setting up an overseas school. After the Presentation, the Headmaster said that the working group (comprising: himself Brig Wertheim, Canon Probert, Mrs Harwood-Lincoln and Mr Francis-Pollin) would arrange to meet to consider how to progress and report to the November Meeting. AFTERNOTE Meeting arranged. It was suggested that the initial costs of IPR and Cushman & Wakefield charges should be quantified.	
	<b>The Headmaster opened the Meeting with a prayer</b>	
50.18	<b>Election of Officers.</b> 1. <b>Chair.</b> Miss Horsburgh was re-elected. 2. <b>Vice Chair.</b> Brig Wertheim was re-elected.	
51.18	<b>Apologies for Absence.</b> Prof A Bell, Mr K Flynn.	
52.18	<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 and Miss Horsburgh who reported that she remained a governor at Morgan's Vale and Woodfalls Academy.	
53.18	<b>Minutes of the Previous Meeting.</b> Agreed	
54.18	<b>Matters Arising.</b> There were no outstanding actions except for teleconferencing which is at Item 68.18) below.	
55.18	<b>Governing Body Governance Review.</b> 1. <b>Main and all Sub-committee Constitutions.</b> It was agreed to delete from the Pay & Staffing Constitution the requirement to have a member on the Finance & Audit Committee. 2. <b>Functions' Delegation.</b> No change was agreed. 3. <b>Other Sections.</b> The organisational change to Section 10 was agreed.	
56.18	<b>Governing Body Matters.</b>	

	<p>1. <b>Membership of Committees.</b> The membership was agreed.</p> <p>2. <b>Link Governor Policies.</b> A Member of the Finance &amp; Audit Committee was required to fill the Public Exams link and a volunteer was requested at or before the next Finance &amp; Audit meeting.</p> <p>3. <b>Link Governor Policies.</b> Mr Flynn to Charges and Remissions and, Mr Jones to Pastoral Care was ratified.</p> <p>4. <b>Resignations.</b> Nil.</p>	
57.18	<p><b>Headmaster's Report.</b> The Headmaster commented and answered questions on his Report as follows:</p> <p>1. <b>Paragraph 2 - Year 11 Leavers.</b> Several boys had left to take PE A level elsewhere because this subject was no longer offered at Bishop's but that the provision of PE would be reviewed. He also emphasised that the Bishop's very academic Sixth Form was not necessarily the best option for all pupils, especially with the reintroduction of linear A levels.</p> <p>2. <b>Paragraph 3 – Year 12 Entrants.</b> Bishop's Sixth Form high entry standards had an impact on the intake from local schools and marketing the sixth form widely would remain a priority.</p> <p>2 <b>Paragraph 10 - SWSC Collaboration.</b> Only music would remain jointly taught long term.</p> <p>3 <b>Paragraph – New Science Classroom.</b> The new classroom was now in use.</p>	
58.18	<p><b>Sixth Form Admissions.</b> It was unanimously agreed (less one abstention) that the admission of girls into the Sixth Form would bring many benefits to the School and that it would be recommended to the Members that this commence from September 2020. AFTERNOTE So recommended and agreed by the Members on 10 October 2018 and the Admissions, PHS Committee were tasked to amend the Admissions Policy accordingly. AFTERNOTE Amendment in hand</p>	
	<p><b>The Meeting was formally closed and a General Meeting convened.</b></p>	
59.18	<p><b>Members' Items.</b></p> <p>1. <b>Appoint Governor.</b> It was unanimously agreed to appoint Dr V, Green as a Governor with affect from 6 November 2018.</p> <p>2. <b>Sixth Form Admissions.</b> It was unanimously agreed that girls should be admitted to the Sixth Form from September 2020.</p>	
	<p><b>The General Meeting was formally closed and the Governing Body Meeting re-opened.</b></p>	
60.18	<p><b>School Evaluation &amp; Review.</b></p> <p>1. <b>Public Exam Results.</b> The Headmaster drew attention to the results.</p> <p>2. <b>Monitoring &amp; Evaluation of Results Process.</b> The Headmaster said that he would be following up the results as necessary with heads of departments, as reported in his paper.</p> <p>3. <b>Departmental Reviews.</b> The Deputy Headmaster drew attention to his report.</p> <p>4. <b>Curriculum Review.</b> The Headmaster explained the format of the Review and added that the separation from SWGS would enable much</p>	

	<p>more flexibility in the timetable.</p> <p><b>5. Duke of Edinburgh Award – Annual Report.</b> Mr Oldham was congratulated on the results and thanked for his work. He reported that the Bronze award would now be worked for in Year9 which would give more time and also allow those who achieved the award to go on to work for Silver. He added that he saw the aim not just as gaining awards but for pupils to take part in activities and enjoy them.</p> <p><b>6. Complaints.</b> The Company Secretary reported that the parents in the last case had said that they would take no further action and that therefore he could report all three complaints since the October 2017 Meeting had been resolved without governor intervention. The Meeting agreed that the Complaints Procedure was effective.</p> <p><b>7. Governors’ Visits.</b> Brig Wertheim reported that he had recently briefed new staff on governance the role of the Governing Body and suggested that he should also brief other staff unless other governors wished to. This was agreed.</p>	
61.18	<b>Annual SEN Report.</b> The Report was agreed.	
62.18	<b>Pupil Premium Statement.</b> The Statement was agreed.	
63.18	<b>Term Dates 2019/20.</b> The dates were agreed	
64.18	<b>Annual Report &amp; AGM.</b> 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 (to be produced by the Auditors) and the text commentary, that the whole Report would be distributed by email in mid-November for any comments, 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.	
65.18	<p><b>Finance and Audit.</b></p> <p><b>1. Committee Report.</b> Brig Wertheim reported the projection for the end of year, before non-cash items (eg depreciation, support staff pension revaluation) was about £145K surplus against a budget of £26.6K surplus. He added that this surplus was only possible because £146K had been received from the charitable funds</p> <p><b>2. Main Issues for Current Year.</b> Brig Wertheim said that extra funding had been agreed as recommended by the Pay &amp; Staffing Committee for the teachers national pay award but that the promised Government funding was awaited.</p> <p><b>3. Audit Update.</b> Brig Wertheim reported that the audit had started on 8 October and was expected to be finished by 12 October. To date there had been no material issues.</p>	
66.18	<p><b>Pay and Staffing.</b></p> <p><b>1. Staffing and Staff Development.</b> AFTERNOTE The Headmaster said that 2017-2018 teacher appraisal cycle would end on 31 October by which time all appraisal reviews should have been submitted to him. Outcomes would be used to inform Staffing Committee decisions in November.</p>	

	<b>2. Main Issues for Current Year.</b> Mrs Ranaboldo said that the increased pay rise had been welcomed and that staff morale was now much improved overall.	
67.18	<b>Admissions, Property Health &amp; Safety.</b> Mr Hastings said that the current year would be interesting both with preparation for the admission of girls into the Sixth Form and the development of the SE corner of the site.	
68.18	<b>Evaluation Committee Report.</b> Miss Horsburgh reported as follows: 1. That the Committee had considered governance and concluded that there was good discussion at Governing Body meetings but little as to how governors acted as a team and could improve. Therefore an item would be added to the November Agenda to discuss effectiveness, how governors' skill sets were utilised, if any extra skills were required, whether the links were effective and how the School staff viewed governors' work: to enable the last the Leadership team would be invited to attend. 2. The Risk Register had been reviewed and some minor changes made. 3. Offering teleconferencing was considered where governors were unable to attend meetings due to commitments elsewhere. It was agreed to trial teleconferencing at a Finance & Audit meeting if necessary.	
69.18	<b>Letter From EFSA Chief Executive.</b> The content of the letter was discussed and it was agreed that the School complied except that the financial reporting requirement was unnecessarily onerous for a single academy trust and that monthly management reports would continue to be seen by the Chair of the Finance and Audit Committee and termly reports by all Finance and Audit Committee members. The Company Secretary would write to the CE and suggest, with reasons that this requirement ought to be advisory rather than mandatory. AFTERNOTE Letter written.	
70.18	<b>Policy Reviews.</b> Nil.	
71.18	<b>Co Sec Notices.</b> <b>1. Annual Review of Governors' Register of Interests.</b> Governors were asked to update and re-sign their declarations. Those not present to sign at the next subcommittee meeting. <b>2. Hospitality Book Reminder.</b> Governors were reminded that all hospitality/ gifts received due to their role as governors were to be reported to the Company Secretary. <b>3. Christmas Function – Format and Guests.</b> It was agreed to hold the function at Cote restaurant this year and invite the Leadership Team and also all governors who had departed since last December.	Prof Bell
72.18	<b>Any Other Business.</b> Mr Francis-Pollin said that he would shortly attend a meeting at which the Head of Ofsted would speak and asked that any questions which governors would like raised be passed to him.	
73.18	<b>Date of Next Meeting.</b> Wed 28 Nov at 1700 in the Carpenter Room followed by dinner was agreed.	

Meeting ended 1928