

BISHOP WORDSWORTH'S ACADEMY TRUST
Minutes of a Meeting of the Governing Body
Held on Wednesday 9 October 2019 at 1730 in the Carpenter Room

Present: Miss M J Horsburgh (Chair) Mr M Francis-Pollin Mrs S Hayward
Mr J Hastings (V Chair) Dr S K Ghauri Mr J Oldham
Dr G Branagan Dr V Green Mrs J Ranaboldo
Mr K G M Flynn Mrs R Harwood-Lincoln The Headmaster.

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

ITEM	SUBJECT	ACTION
	The Headmaster opened the Meeting with a prayer. The Chair welcomed Mr Flindell.	
55.19	Presentation. Mr Robin Flindell of Purcell Architects gave a presentation on the proposed development of the South East corner of the School site. The Company Secretary would distribute his slides. AFTERNOTE Actioned, link is https://we.tl/t-s3F4h9Ctku	
56.19	Election of Officers. 1. Chair. Miss Horsburgh was re-elected unanimously. 2. Vice Chair. Mr Hastings was re-elected unanimously.	
57.19	Apologies for Absence. Prof Bell, Mr Blake, Canon Probert,	
58.19	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 outside their annual declarations except Mr Hastings who declared that his wife was now a governor of the Magna Learning Partnership. .	
59.19	Minutes of the Previous Meeting. Agreed.	
60.19	Matters Arising. 1. Item 49.19 Para 3: 'Head Case' Training. The Meeting was content with the proposals in the paper. 2. Change of name. The Company Secretary explained that the name of the School could be changed by the Governing Body, and had been so changed, but it appeared that a change to the name of the Trust would require an amendment, possibly expensive, to the Funding Agreement. He was still waiting for confirmation from the DfE and would then cost any change necessary and seek approval for the spend. AFTERNOTE The Funding Agreement will need to be changed but it should not require legal assistance.	

61.19	<p>Governing Body Governance Review.</p> <ol style="list-style-type: none"> 1. Main and all Sub-Committee Constitutions. All agreed with no change. 2. Functions' Delegation. All agreed with no change. 3. Other Sections. All agreed with no change. 	
62.19	<p>Governing Body Matters.</p> <ol style="list-style-type: none"> 1. Membership of Committees. Agreed. 2. Link Governor Policies. The Company Secretary reported that there were no vacancies but invited new governors without any links to offer to take some from governors with several links. 3. Resignations. Nil. 	
63.19	<p>Headmaster's Report. The Headmaster commented and answered questions on his Report as follows:</p> <ol style="list-style-type: none"> 1. Paragraph 3 - Sixth Form Recruitment. The recent open evening had been very well attended with about 120 visitors including many pupils, mainly girls. In answer to a question on maximum size, he was unsure but thought numbers could build up to 400 in 2021 with up to 200 in each sixth form. The number of applicants in January would give an indication because historically about 60% of those who applied then joined. 2. Paragraph 18 – Drama Production. Governors were invited to request tickets from the Finance Office. 3. Paragraph 21 – Disciplinary Log. There had been no entries until the recent incident of two boys being caught with beer at the sports field. 	
64.19	<p>Members' Items. There were no items for a Members' meeting.</p>	
65.19	<p>International School.</p> <ol style="list-style-type: none"> 1. The Headmaster drew attention to the extensive research and briefings listed in his Report. He stressed that in country funding would come from the National Government but that work and negotiation would be with the Local Government. He thought that this initiative could be a game changer by creating a very significant income stream possible nearing £1M annually. He felt that this was the ideal time to investigate in detail and that this would be a 3 to 5 year programme of work. He now sought agreement to progress this initiative. 2. After discussion it was agreed unanimously that a business case with pros and cons should be worked up, that due diligence would have to be bought in and that the Working Group would now be formalised with TOR and appropriate delegated authority. The Company Secretary was tasked to draft outline TORs for the Working Group (AFTERNOTE Drafted and circulated 14 Oct 19) to finalise and then submit to the Governing Body for approval. It was agreed that Working Group papers could be commercially sensitive and would therefore be confidential to governors and to any senior staff involved. 3. It was considered that Members' authority would be required for this project and Members Reps were asked to sound out their principals at this stage. 	Members' Reps

	4. The following were formally appointed as members of the Working Group: Mr Flynn, Mr Francis-Pollin, Mrs Harwood Lincoln, Canon Probert, the Headmaster and with the Bursar in attendance.	
66.19	<p>School Evaluation & Review.</p> <p>1. Public Exam Results. The Headmaster highlighted the results paper.</p> <p>2. Monitoring & Evaluation of Results Process. The Headmaster drew attention to the analysis which showed a strong set of results with a few slightly weaker than others: any weaknesses were being addressed.</p> <p>3. Curriculum Review. The Review was noted.</p> <p>4. Careers Report. Mrs Ranaboldo drew attention to her Report and said that she continued to be very impressed by the efforts of the Careers Advisor, Mrs Armstrong, who gave excellent service and was well liked by the boys. The Headmaster noted that a full time appointment was not always the norm for a school of Bishop's size but that he was sure that this was a very cost effective use of funds. The Company Secretary was tasked to pass on the thanks of governors. AFTERNOTE Actioned.</p> <p>5. Duke of Edinburgh Awards & Outdoor Education – Annual Report. Mr Oldham highlighted the Report noting the considerable increase in Duke of Edinburgh's activity especially bronze awards and that future numbers were continuing to rise. He reported that verifiers had now been appointed.</p> <p>6. Complaints – 4 since Oct 19 Meeting. The Company Secretary drew attention to the Annual Report and noted that there was one complaint still in progress.</p> <p>7. Governors' Visits. Nil.</p>	
67.19	<p>Admissions. It was noted that SDBE now did not require the religious oversubscription criterion and it was agreed that its removal would simplify the procedure with no adverse effect. Therefore the Admissions Committee was instructed to remove this criterion from the 2020-21 Policy. AFTERNOTE So removed.</p>	
68.19	<p>Annual SEN Report. The Report was discussed and agreed to be placed on the Website. AFTERNOTE Actioned.</p>	
69.19	<p>Pupil Premium Statement. The Bursar highlighted the Statement which was agreed to be placed on the Website. AFTERNOTE Actioned.</p>	
70.19	<p>Term Dates 2020 - 21. The Deputy Headmaster explained the rationale for the dates which were agreed.</p>	
71.19	<p>Annual Report & AGM. 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 formally 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>	

72.19	<p>Finance and Audit. Dr Branagan reported as follows:</p> <ol style="list-style-type: none"> Committee Report. There was much new blood in the Committee and funding continued to be very tight. A small surplus in line with the budget was expected for the Year to 31 August 2019. Any Significant Issues for Current Year. Any further staff pay rises would be difficult and therefore the initiatives to gain new funding streams were welcomed. Audit Update. The audit was in progress and should be complete by the end of the week. He was not aware of any material issues. 	
73.19	<p>Pay and Staffing. Mrs Ranaboldo said that there was nothing of consequence except that the national pay settlement would be discussed at the next Meeting and that mirroring it would be a challenge.</p>	
74.19	<p>Admissions, Property Health & Safety. Mr Hastings said that the current year would be interesting with the development of the South East corner of the School site and a significant change to the Admissions' Policy for 2020-21 with the removal of the religious oversubscription criterion. Additionally, the admissions of girls to the Sixth Form and the introduction of the Pupil Premium Pass Mark would take effect in 2020.</p>	
75.19	<p>Evaluation Committee Report. Miss Horsburgh reported as follows:</p> <ol style="list-style-type: none"> That the Committee had considered how best to evaluate performance and were meeting again before the next Governing Body meeting in December for further review. The Risk Register had been reviewed and some minor changes made. Offering videoconferencing was considered and would be costed. (AFTERNOTE Before significant work is conducted by the ICT Department, governors are asked to indicate whether they support video conferencing). 	
76.19	<p>Letter From EFSA Chief Executive. The content of the letter was discussed and it was agreed that the School complied although the financial reporting requirement and workload was considered unnecessarily onerous for a single academy trust that had never had any material auditors' comments.</p>	
77.19	<p>Policy Reviews. Nil.</p>	
78.19	<p>Company Secretary Notices.</p> <ol style="list-style-type: none"> 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. Hospitality Book Reminder. Governors were reminded that all hospitality/ gifts received due to their role as governors were to be reported to the Company Secretary. Christmas Function – Format and Guests. 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. 	Mr Blake, Can Probert

	4. Salmon Pack. Governors were reminded that the 'Governors' Information Pack' on the Website described the governance of the School in detail.	
79.19	Any Other Business. Nil.	
80.19	Date of Next Meeting. Tues 3 Dec at 1700 in the Carpenter Room followed by dinner.	
	Staff and staff governors departed	
81.19	Valedictory by Mr Moore. Miss Horsburgh said that the Evaluation Committee had considered his letter in detail and concluded that Mr Moore had made a good point about the higher management structure of the School but that, at the moment, the increase in management grades could not be justified financially although this might change as the Sixth Form expanded and if other income stream initiatives were successful. This was agreed.	

Meeting ended: 1935