

These minutes have not been approved by the Governing Body

BISHOP WORDSWORTH'S ACADEMY TRUST

Minutes of a Meeting of the Governing Body

Held on Tuesday 6 October 2020 at 1730 in the Sixth Form Common Room

Present: Mrs J Ranaboldo (Chair) Brig R A P Cary Mrs R Harwood-Lincoln
Mr A E Willis (V Chair) Mr K G M Flynn Mrs S Hayward
Mr R Blake Mr M Francis-Pollin Mr J Oldham
Dr G Branagan Dr S K Ghauri The Headmaster.

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

ITEM	SUBJECT	ACTION
	Brig Cary was welcomed to his first face to face meeting	
55.20	Presentation. Mr Oldham gave a presentation on Bishop's Adventure.	
56.20	Election of Officers. The following were unanimously elected unopposed: Chair. Mrs Ranaboldo Vice Chair. Mr Willis.	
57.20	Apologies for Absence. Mr Hastings, Miss Horsburgh, Canon Probert.	
58.20	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 other than those in their annual declarations.	
59.20	Minutes of the Previous Meeting. Agreed.	
60.20	Matters Arising. Nil.	
61.20	Chairs Actions. The following was ratified: 1. Authority for £500+ VAT to solicitors' fees for assistance in the new model Funding Agreement. 2. Amendment of Governing Body direction at the last meeting to change No 11 door code and remind staff to change passwords at end of Summer term to by the start of the Autumn term. 3. TOR of Funding Agreement Working Group to be: <i>Consider and agree or propose changes, within the constraints of the DfE model, to the draft Funding Agreement and authorise its dispatch to the DfE.</i> 4. Revision of Finance & Audit Constitution. At Item 63.20. 5. HM Performance Review not to be led by the Chair of Governors because was unavailable due to injury.	
62.20	Out of Committee Action. The following was ratified:	

	<p>1. September opening arrangements and CV 19 Risk Assessment (RA) for whole school. Agreed on 19 Jul 20 unanimously less one abstention (due to absence). It was noted that RA had since been updated, was at Appendix 2 of HM Report and would continue to be updated by the Headmaster as appropriate.</p> <p>2. Pay rise for all staff of 2%. Agreed 2 Sep unanimous (by non-staff governors).</p> <p>3. Authorisation on 4 Sep 20 by unanimous vote for the Funding Agreement Working Group consider the draft of revised Funding Agreement and authorise its submission to DfE. AFTERNOTE When the revision is finalised to the satisfaction of the DfE it, and the covering Deed of Variation, must be authorised by the directors.</p>	
63.20	<p>Governing Body Governance Review.</p> <p>1. Main and all Committee Constitutions. The Finance & Audit Constitution had been revised in accordance with the current Academies Financial Handbook, in particular to include risk, by the renamed Finance, Audit & Risk (FA&R) Committee. This revision was agreed. It was also agreed that the out of date extract from current Academies Financial Handbook at Annex A (the IA Programme) should be replaced. The Company Secretary would insert the extract from the current Handbook and Chair FA&R was authorised to scrutinise and agree the amendment. Additionally, it was agreed to change ‘will’ to the mandatory ‘is/are to or ‘must’ in the constitutions for the other committees because all constitutions were directives from the Governing Body to each committee. AFTERNOTE Actioned.</p> <p>2. Functions’ Delegation. No change was agreed.</p> <p>3. Other Sections. The proposed changes in line with the new Academies financial Handbook were agreed to: Secs 3a, 10 & Annex A to Sec 10. AFTERNOTE Actioned.</p>	Co Sec/ Chair FA&R
64.20	<p>Governing Body Matters.</p> <p>1. Membership of Committees. The membership for the current year was agreed with one addition that had been omitted in error.</p> <p>2. Link Gov Policies. The following was ratified: Sabbatical & Exchanges to Mrs Harwood Lincoln. It was noted that one Governor had no policy links and could take some if any Governor wished to transfer any of their links.</p> <p>3. Resignations. Miss Horsburgh had resigned as Chair (but not as a governor) on 15 Sep 20 due to injury.</p>	
65.20	<p>Headmaster’s Report. The Headmaster commented and answered questions on his Report as follows:</p> <p>1. Paragraph 2 – Year 11 Leavers. Add ^ indicating ‘fee paying school’ against Sherborne and Fettes.</p> <p>2. Sub-paragraph 3c – ‘A’ Level DT. DT was now more likely to commence in 2022 rather than 2021.</p>	

	<p>3. Paragraph 5 – Year 12 External Entrants. There had been a few more late entrants than shown in the report.</p> <p>4. Paragraph 14 – Performance at Public Exams. In answer to a question about 2021 exams and, in particular, whether those sitting exams in 2021 might be affected by the probable grade inflation due to Centre Assessed Grades exams this year, he said that guidance on exams in 2021 was expected soon from DfE. He added that all schools and leavers would be affected but that his firm opinion was that examination was the only fair measure of academic ability.</p> <p>5. Paragraph 24 – CV 19 Risk Assessment. Pupils would be required to wear masks in specified narrow corridors and in lunch queues. In answer to a question about the change to a shorter lunch break, he said that some pupils did not like the shorter period for lunch but that the later start in the mornings was popular with musicians and singers as a time for practice. Mr Oldham added that time also gave an opportunity to re-start extra-curricular clubs etc.</p> <p>6. Paragraph 29- Link Governor Virtual Visits. The Teams etc discussions with link governors last term had been very much appreciated by staff and he asked that they be repeated this term.</p> <p>7. Ofsted Inspection. In answer to a question as to whether an inspection was expected, he said he felt that any inspection was likely to be focussed on Covid 19 risk reduction to avoid stress on teaching staff at this difficult time.</p>	
66.20	Members’ Items. Nil.	
67.20	International School. The Headmaster reported that there had been no progress due to Covid 19 and the now difficult relations with China.	
68.20	<p>School Evaluation & Review.</p> <p>1. Public Exam Results & Analysis. The Headmaster noted that there was no analysis because of the ‘Centre Assessed Grades’ (CAG) regime. Dr Ghauri said that he had scrutinised results and, in comparison with last year, there had been a one to two percent increase in all results and that Sixth Form joiners had had good scores.</p> <p>2. Report On Summer External Exams Session. The Deputy Headmaster explained the assessment process:</p> <p>Departments had been asked to provide Centre Assessed Grades (CAGs) for each pupil at ‘A’ level & GCSE based on the assessment data held and an expected final outcome.</p> <p>The grades had then been placed in a rank order which had to reflect prior grade distribution from that department.</p> <p>Some departments had been required to review their outcomes because they had varied from the expected pattern.</p> <p>The result was that the application of the algorithm had left 80% of grades unchanged, 5% increased and 15% reduced, the vast majority by only 1 grade.</p>	

	<p>When the DfE decided to ignore the algorithm, all pupils received their CAGs which were an accurate reflection of their ability and therefore they should feel secure in the outcomes.</p> <p>3. Curriculum Review. The Deputy Headmaster highlighted the report which showed last year's 40 period week curriculum, the current 50 period week planned pre Covid 19 and the rearrangement of the School day for Covid 19 risk reduction. He added that the extra mid-morning break was essential to allow staff to catch up and clean classrooms etc.</p> <p>4. Careers Report. The Headmaster had nothing to add to the Report but, in answer to questions, said that MMI was Multiple Mini Interviews and that he still hoped to be able to run the School's annual careers conference although possibly at a later date.</p> <p>5. Duke of Edinburgh Awards & Outdoor Education – Annual Report. Mr Oldham explained that all expeditions had been cancelled because of the Covid 19 risk and Government instructions but that he intended to catch-up by half term and that, if the normal camp sites could not be used due to Covid, then other sites or even Britford would be used. The Company Secretary offered the use of his land for camping.</p> <p>6. Complaints Since Oct 20 Meeting. The Company Secretary noted that one complaint had been erroneously included and would be deleted. He explained that the larger number of complaints than was usual was because most of them concerned CAGs and therefore were requests for appeals which had been logged in case they became complaints: as one had. These complaints had all been resolved by the Headmaster or School staff except that one had been elevated at the parent's request to the Acting Chair of Governors who had dismissed the complaint. The meeting was satisfied that the nature and outcome of complaints indicated that the Complaints Procedure was working well. AFTERNOTE One of the complaints has now been elevated to Stage 3, the Chair of Governors. Additionally, Governors are asked to note that the report is confidential and must be secured appropriately until destroyed.</p> <p>7. Governors' Virtual Visits. Already reported.</p> <p>8. NoR. The Bursar noted that funding always lagged numbers by one year but that the current statistics (current pupil number 1055, budget forecast: 1090, Sep 21 forecast 1,188) had no significant financial implications.</p>	
69.20	Annual SEN Report. The Report was agreed to be published on the Website. .	
70.20	Pupil Premium Statement. The Bursar highlighted the Statement which was agreed to be published on the Website. AFTERNOTE Published.	
71.20	Safeguarding – Child Protection. There were no comments or questions on the Report.	

72.20	<p>Term Dates 2021/22. Outline dates had not been received from Wilts Council and therefore this item would be taken either out of committee or at the December Meeting.</p>	
73.20	<p>Annual Report & AGM. The Company Secretary explained 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 (to be produced by the Auditors) and the financial text commentary; that the whole Report would be distributed to governors by email in mid-November for any comments; distributed again with any agreed amendments 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>	
74.20	<p>Finance and Audit. Dr Branagan reported as follows:</p> <ol style="list-style-type: none"> 1. Committee Report. He noted that the unadjusted, unaudited end of year balance was £51K against a budget of £7K but that some of the extra surplus was due to expenditure on capital works slipping to the current year. 2. Any Significant Issues for Current Year. There had been concern about the robustness of current year's budget, in particular the income from lettings and catering. However, the Bursar had now reported that catering income had started well and that lettings and adult classes were also slowly increasing. It was agreed that lettings and adult classes should be maintained for future income and local benefit even if some were currently running at a deficit. 3. Audit Update. Part of the School's IT system had had severe problems and this had included the IT financial system. Priority had naturally been given to the reinstatement of the teaching systems and consequently the financial system was still down and could remain so for some time. Therefore, the audit might have to be delayed although this should not present a problem because this year, due to Covid 19, the DfE had delayed the deadline for receipt of the Annual Report and Financial Statements by a month to 31 Jan 21. The Bursar then explained that, without the financial system, invoices could not be checked against goods received, credit notes and payments already made and that therefore there was a backlog of unpaid invoices. He asked for agreement to pay invoices without the IT system from known suppliers only, because any over payment would result a credit note thus mitigating the risk of loss to the School. This was agreed. The Bursar would now review the infrastructure and support of the School's IT system so that changes could be made to minimise the risk of a reoccurrence. 4. Appointment of Internal Auditor. It was agreed that Fiander Tovell should be appointed with delegated authority to the Finance, 	

	Audit & Risk Committee to agree the terms of the contract and the internal audit programme.	
75.20	Pay and Staffing. Mrs Ranaboldo reported that staff pay would be reconsidered in January.	
76.20	<p>Admissions, Property Health & Safety. Mr Flynn noted that there had been issues over the format of the main 11+ exam and on-site development.</p> <ol style="list-style-type: none"> 1. The Headmaster confirmed that the main 11+ exam would be on one day as usual although sat in many small groups in classrooms rather than mainly in the Sports Hall. Entries for the exam were currently about 350. 2. The Bursar said that he and the architect were considering various options for site development with a view to aligning proposals to the best chance for successful funding bids while considering the necessity for building regulations' approval. 3. The Headmaster said that most staff would be involved with the 11+ exam because of the COVID required logistics. A number of governors at the meeting indicated their willingness to help if required. 	
77.20	Evaluation Committee. Mrs Ranaboldo had nothing to add to the Committee Meeting Minutes.	
78.20	Policy Reviews. Nil.	
79.20	Funding Agreement. The Company Secretary reported that the School's solicitors, Stone King had been very helpful and inexpensive, that the revision had been agreed by the Working Group, that the revised Funding Agreement had been sent the DfE on 26 Sep 20 and that receipt had been acknowledged.	
80.20	<p>Co Sec Notices.</p> <ol style="list-style-type: none"> 1. 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. 2. 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. 3. Christmas Function – Format and Guests. It was agreed that it would not be appropriate to have a Christmas function this year. 	Prof Bell, Mr Hastings, Miss Horsburgh, Can Probert
81.20	Any Other Business. The Company Secretary was due to retire in under three weeks and he was thanked for his significant contribution over the last 16 years in streamlining School governance and in leading or assisting in a multitude of other tasks in particular the change to academy status, in aligning School procedures as required by the General Data Protection Regulations and in re-writing/ reformatting the Schools policies.	
82.20	Date of Next Meeting. Tues 1 Dec at 1700 location TBN.	

Meeting ended 2005