

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 10th November 2016 at 6.30pm

Governors Present:

Alex Hall (“AHa”) (Chair), Liz Hitch (“EHi”), Martin Atkinson (“MAAt”) Alison Wallis (“AWa”) (items 1 – 10a) and 12), Torie Stewart (“VSt”), Karen Trounson (“KTr”), Rena Prindiville (“RPr”) (items 7 – 18), Mike Cameron (“Mca”), Gary Kellett (“GKe”), Lianne Sherwood (“LSH”), Ian Johnston (“IJo”), Catherine Hopkin (“CHo”), Cate Davies (“CDa”), David Lee (“DLe”) (item 5 – 18) and Brenda Austin (“BAu”).

In attendance:

Simone Kilka-Green (“SKi”)

Clerk to the Governing Body

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	AHa to insert provision for a change of the BeauSandVer name in the event that one of the schools were to withdraw from the Education Trust into the articles for the Trust.	AHa/SKi	ASAP
2	After the outcome of the parent governor election on 17 th November and the skills audit has been reviewed, One Stop Shop and Inspiring Governance to be approached to see if they have any suitable candidates for the community governor vacancies.	AHa/SKi	ASAP
3	The MAT working party to meet to discuss and agree how to progress the school moving forward as an academy sponsor, to be brought back to the FGB for approval.	MAT Working Party	ASAP
4	EHi to send a communication to parents from her and AHa informing them of the decision to increase the PAN, and also include it on the school’s website.	EHi	ASAP
5	SKi to find out and confirm when the school risk register was last reviewed by the Governors.	SKi	ASAP
6	DLe agreed to discuss further with Lyndsey McCutcheon amending the Risk Management Policy to include a timescale within the definitions of ‘possible’, ‘likely’ etc.	DLe	ASAP
7	MAAt to include the data for KS5 APS in the exams report and re-circulate it to Governors.	MAAt	ASAP
8	MAAt to amend the targets paper to include a target for grade 4+ at KS4.	MAAt	ASAP

1. Apologies for Absence

Apologies for absence had been received from Hannah Henry (“HHe”). Consent was given to her absence. John McAlister (“JMI”) was also absent from the meeting. All other Governors were present at

the meeting.

2. **Declaration of any conflict of interest foreseen in relation to agenda items and undertaking to declare any that arises in the course of the meeting-** Governors were reminded that anyone with a conflict of interest must declare it, withdraw from the meeting and take no part in any discussion or decision on the matter. None were declared.

3. **To receive notification of any other business for item 17**

EHi confirmed that she had one item of additional business.

4. **Approval of minutes of the meeting on 15th September 2016 including Part 2 confidential minutes and matters arising**

The minutes of the meeting on 15th September 2016 including the Part 2 confidential minutes were agreed as drafted.

The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	AHa to insert provision for a change of the BeauSandVer name in the event that one of the schools were to withdraw from the Education Trust into the articles for the Trust.	AHa/SKi	ASAP	This action will be carried forward.
2	AHa to contact the three individuals he knows to see if they are still interested in a community governor position.	AHa	ASAP	Completed and on agenda.
3	RPr to contact Khalid Mirza to see if his workload would enable him to re-join the governing body.	RPr	ASAP	Completed and on agenda.
4	The consultation on an increase of the PAN to 210 to be carried out as soon as possible and the responses to be reviewed at the next FGB meeting.	EHi/FGB	ASAP/Next meeting	Completed and on agenda.
5	LSh to fix a date with HfL for the in-house training session on exclusions for the end of January/February 2017.	LSh	ASAP	Completed, fixed for 6 th February 2017 at 7pm.

AHa/SKi

DLe arrived at the meeting.

5. Student Leadership Update

EHi confirmed that there is no report for this meeting. AHa asked that the school let the student leadership know that they can bring matters of interest to the Governors.

6. Committee reports and updates:

A. Resources

Governors had considered the minutes of the last Committee meeting which had been distributed prior to the meeting. There were no questions arising.

B. Community, Teaching and Learning

Governors had considered the minutes of the last Committee meeting which had been distributed prior to the meeting. There were no questions arising.

7. FAB Project

- a) update (verbal) on the progress of the FAB Project
- b) Consideration of the updated Project Budget

Governors had considered the email from AHa, which had been sent prior to the meeting, which included both phases of the FAB project, SEC2 and also the CPT Terms of Reference.

It was noted that the FAB Group is currently in the midst of detailed negotiations in relation to the final account for the FAB Project, and it was felt that it was not currently helpful to circulate a Project Budget as this would inevitably be heavily caveated and not necessarily represent an up-to-date picture. AHa reported that at a recent meeting with Ashe there were positive discussions about the final account and the notes of that meeting are awaited.

RPr arrived at the meeting.

AHa reported that the funds from the Buy a Brick campaign have been used for gym equipment now installed in the fitness suite and that campaign is now complete.

There was then a detailed discussion about the position on the completion of the sale of the playing fields, which is recorded in Part 2 confidential minutes.

EHi confirmed that the discrepancy in the budget arising from the matriculation error has not yet been resolved, but there was some positive movement in the figures at a CPT meeting that morning.

It was noted that SEC2 was on the agenda for the meeting as item 11.

On the CPT terms of reference, AHa asked for guidance from governors on how they would like the SEC2 building work to be overseen. This was discussed and it was agreed that most of the work will be operational, in which case the works will be overseen by the CPT group (EHi, MAt, Julie Wells (School Business Manager) and Lyndsey McCutcheon (Facilities Manager)) which will report straight to the Resources Committee. Governors will be updated more frequently, if necessary, and will be involved in CPT meetings when their expertise is needed, (legal, building, engineering, etc.).

It was agreed that there will be terms of reference in place, but it is too early in the project for them to be drafted at this stage.

It was noted that (subject to the decision on the entering into of the Funding Agreement (item 11 on the agenda)), the next stage of the SEC2 project is to send out an invitation to tender for the architectural services. Work on that is underway and it is proposed that the invitation to tender will include the concept design of the Beaumont Arts Centre, as that is necessary for the school to fundraise properly for that project. The aim is to appoint the architects by the end of the year.

SKi reported that HCC had sent out a revised Funding Agreement which, compared to the version that Governors had considered for the last FGB meeting on 15th September 2016, was more favourable to the school. It now states that if the build project is unable to proceed, then the school will be required to pay back to HCC any funds it has received from HCC, other than those funds it has paid out as part of the project, or (the new wording) it is committed to pay out. That amendment was noted.

8. Chair's Update including:

a) Update on the responses from potential community governors

AHa reported that he had contacted 4 potential community governors and had a poor response. RPr confirmed that she spoke to Dr Mirza and, although he is still interested in being a community governor, he said that he would contact AHa, which he has not yet done.

It was agreed that after the outcome of the parent governor election on 17th November, the skills audit will be reviewed and One Stop Shop and also Inspiring Governance will be approached to see if they have any suitable candidates.

AHa/SKi

b) Discussion of the communications from the EFA:

- to chairs of governors from Lord Nash dated 21st October 2016**
- to the school's Accounting Officer from Peter Lauener dated 6th October 2016**

Governors had considered the two communications which had been distributed prior to the meeting. The content of the letters was discussed and in particular the suggestion that employees of an academy should not be members of it, which it was noted does not preclude employees being governors.

It was noted that this is guidance only and it was agreed that this will be taken into consideration in any future restructuring of the academy trust; however the current structure works well.

c) Update on MAT working group discussions

Governors had considered the paper prepared by MCa which had been distributed prior to the meeting. AHa reported that there had been some very useful meetings of the working party which had resulted in the recommendation in the paper that the school become an academy sponsor. AHa suggested that Governors agree to the proposal in principle, and then the working party would need to meet again to work out how to put that into effect.

The proposal was discussed in detail and it was noted that after a conversion, the school could then identify other schools to join the Multi-academy Trust ("MAT") and also consider any schools suggested by the DfE, but in either case the school would not be under any obligation to accept any school it is not

happy to have in the MAT.

EHi reported that she had attended a STASSH meeting that morning at which David Williams, Hertfordshire County Council's Cabinet Member for Enterprise, Education and Skills, spoke about MATs and the fact that there is a lack of MATs in Hertfordshire to support schools in areas such as Hemel Hempstead. He put forward a very persuasive argument in favour of supporting other schools.

After further discussion, it was agreed in principle to move forward to become an Academy Sponsor. The MAT working party will now meet to discuss, and agree, how to progress that and it will be brought back to the FGB for approval.

MAT
Working
Party

12. To receive and discuss the Annual Report on Child Protection, the self-review checklist and any safeguarding update

It was agreed that this item on the agenda would be dealt with at this point in the meeting as AWa, the Child Protection Governor, had to leave the meeting.

AWa reported that she met with Yvonne Powdrell, the school's Designated Senior Person, to discuss both the annual report and the self-review checklist prior to them being circulated. AWa confirmed that she was very happy with both documents.

9. Head's Report including exclusion report for summer term 2016 – discussion and questions

Governors had considered the Headteacher's report which had been distributed prior to the meeting.

It was noted that the FAB update had been dealt with by AHa earlier in the meeting, and that the proposed new build will be known as SEC2 so that there is a clear differentiation on the source of the funding.

EHi reported that the Leadership Team had met earlier in the evening and had discussed the school's ambition for a Beaumont Arts Centre. It was agreed that the school should be ambitious on that and if it is not possible to raise sufficient funds for it then the project can be reduced in scope.

It was noted and agreed that the school will bid on the latest round of CIF funding for improvement works to flat roofs, soffits and gutters as well as windows in B Block.

The Government's consultation on grammar schools was discussed and it was noted that the deadline for comments is 12th December 2016. EHi informed Governors that schools in Surrey have responded saying that they do not support a move to grammar schools. It will be discussed at Hertfordshire Association for Secondary School Heads (HASSH), particularly as to whether a similar response should be made on behalf of Hertfordshire schools, as the schools in STASSH all agree that the current system works in Hertfordshire.

Governors had all considered the exclusion report for the summer term 2016 which had been distributed prior to the meeting. There were no questions arising.

10. Report from the Admissions Committee including:

a) Consideration of the feedback in response to the consultation on the increase to the PAN

Governors had considered the consultation letter dated 7th October 2016, the consultation summary and the detailed feedback, all of which had been circulated prior to the meeting.

EHi reported that the Admissions Committee had not met but had considered the feedback by email and had agreed to recommend the admissions criteria to be considered under agenda item 10) b) below, and to also recommend the increase in PAN.

EHi reported that the expansion of the school was discussed at the recent STASSH meeting. Headteachers were very candid in that discussion and said that they were concerned about the school expanding when others schools in St Albans were not full. EHi responded to that by saying that Hertfordshire County Council had asked the school to expand based on its prediction of the need for school places.

AWa left the meeting.

Governors had noted the nature of the 39 responses received to the consultation, which it was agreed were mostly very positive. It was also agreed that the matters raised for consideration in some of the responses had all been considered by the school.

In light of the responses to the consultation, it was unanimously agreed that the PAN will be increased to 210 with effect from September 2018.

EHi agreed to send a communication to parents from her and AHa informing them of the decision to increase the PAN; this will also be included on the school's website.

EHi

b) Approval of the Admissions Criteria for admission in September 2018

Governors had considered the amended admissions criteria for admission in September 2018 which had been distributed prior to the meeting. It was noted that the amendments were not substantive and were largely intended to clarify the various definitions used, following feedback from Hertfordshire Admissions on the results of various appeals.

11. Update on the SEC2 discussions with HCC and authority to enter into the Funding Agreement

Governors had discussed SEC2 under agenda item 7 above and had noted the improvement to the terms of the Funding Agreement in the most recent version received from HCC.

In light of the earlier decision to increase the PAN from September 2018, Governors unanimously agreed that the Funding Agreement should be entered into and any two Directors, or one Director and the Secretary, were duly authorised to execute the Agreement.

12. To receive and discuss the Annual Report on Child Protection, the self-review checklist and any safeguarding update

This item had already been considered after item 8 on the agenda.

Governors had considered, and noted the content of both the Annual Report on Child Protection and the self-review checklist, both of which had been distributed prior to the meeting. There were no questions arising.

13. Policies: approval of:

a) Risk Management Policy (due Dec 2016)

Governors had considered the updated policy which had been distributed in advance of the meeting. EHi reported that the school reviews the risk register on a termly basis and Governors asked that it be reviewed by the FGB on at least an annual basis. SKi agreed to find out and confirm when the risk register was last reviewed by the Governors.¹

SKi

Governors discussed the content of the Risk Management Policy and questioned whether it could include a timescale within the definitions of 'possible', 'likely' etc. This would remove some subjectivity from the evaluation. DLe agreed to discuss this further with Lyndsey McCutcheon.

DLe

b) Schedule of Financial Delegation (due June 2016) (recommended by the Resources Committee)

Governors had considered the updated Schedule which had been distributed before the meeting. It was noted that the Schedule was recommended by the Resources Committee and it was approved as drafted.

14. Examination Report to Governors 2016 – discussion and questions

Governors had considered the Examination Report which had been circulated in advance of the meeting. It was noted that this is the second year that this reporting format has been used, and it was agreed that it is very useful.

MAat reported that the school is very pleased with the results which, although below target, are excellent as the cohort was the school's weakest ever cohort. This means that the progress figures are particularly good, and the best the school has ever had.

It was noted that tracking the Progress 8 measure has been challenging. The target was .5 (which in Ofsted terms would be graded as outstanding). MAat reported that on last year's coefficients that figure was achieved and the score was impressive when compared to local schools.

MAat informed Governors that the school's analysis of the results has led to the conclusion that greater emphasis may need to be placed on English and Maths and the school is currently reviewing whether there is enough teaching of these subjects on the timetable and whether the curriculum can be altered to increase this. Results are very strong but %C and above for both is higher in some local schools.

MAat reported that girls generally did very well and outperformed other local schools.

In terms of subjects, it was noted that Drama, Textiles, History, Food & Nutrition and Philosophy and Ethics all did very well. The Geography results are being reviewed in detail, but the overall feeling is that the results were a blip as the department is generally very strong.

¹ SKi confirmed after the meeting that the Risk Register was last reviewed by the Resources Committee at its meeting on 22nd March 2016 at which it was agreed that the Schedule of Financial Delegation should be amended to provide that the risk register is reviewed by the FGB. The next scheduled review of the risk register is March 2017.

It was noted that some of the grades were improved following re-marks. A number were sent back for re-marking however the numbers of grades that were altered as a result was below the threshold for a total re-mark – 32 out of 200 re-marks resulted in a change to the grade, i.e. 16%.

The comparative Progress 8 data was discussed and it was noted that this will be within the RaiseOnline report which should be available before Christmas, and will be sent out to Governors.

It was noted that the figure for 5A* and A grades has increased from last year after a drop last year.

The Pupil Premium results were discussed and it was noted that those students had a significantly lower prior attainment figure than the rest of the cohort. This resulted in their final results being much lower than the other students. This is being worked on by the school.

At KS5, the results were excellent and the school was very pleased with them, and exceptionally pleased with the Year 12 results. MAt explained that it is not easy to predict the A Level results this year and said that he hoped to have some information for the next CTL meeting.

MAt explained that this year there has been a significant change in how the results are scored. There is also a new rule regarding students who leave partway through the sixth form. If they have taken some exams, then they are still included in the school's data. This is a significant point if a student has not passed the school's threshold to be able to continue with a subject, and it can have an impact on a school for 2 years if a student leaves the school and starts a new 2 year course elsewhere. It was noted that this is not generally an issue for the school as it has high retention rates between Years 12 and 13; that is not the case in all schools.

MAt reported that this year there were four Oxbridge students, one medic and one vet (the report incorrectly refers to 2 medics – one narrowly missed out on a place due to one grade).

The ALIS report was discussed and MAt explained that this year there have been timing issues on the report. If this continues, then the school will look at alternative providers.

MAt reported that the school was very pleased with the Average Point Score (“APS”) and it was noted that for Year 12, 34% achieving A grades was the best in the consortium.

Pupil Premium was discussed and it was noted that three students gained places at Universities, which it was agreed is fantastic news. MAt explained that there is an issue with how Pupil Premium is reported in that a student who is Pupil Premium due to the Ever 6 categorisation could cease to be Pupil Premium by the end of KS5, which means that, having been supported throughout their time at the school, their results do not form part of the reporting.

With regard to the AS results, MAt confirmed that the school has compared the new AS to the old AS to ensure that the improvement in the results is not attributable to a difference in the exams. It was found that there were the same results for each.

How A Level grades will be predicted for UCAS for this year was discussed and MAt reported that they will be based on the school's threshold exams. This has been made clear to the students and also parents, but will be emphasised again next term. There have been several challenges by parents who feel that the predicted grades should be higher. MAt explained that Birmingham University has said that it will be monitoring schools' predictions compared to actual grades achieved so it is important that the predictions are as accurate as possible. It is also important that students are realistic in their choice of course and

university and do not find that they accept unrealistic offers and then have to go through the clearing system.

MAt noted that he had missed out the data for KS5 APS – he agreed to complete that and re-circulate the report. *MAt*

It was noted that Sarah Hosegood is looking at KS3 and ‘life after levels’ in order to work out how to proceed. So far, it has proven difficult to find a good alternative system, but progress has been made for introduction September 2017.

Governors asked how well the Cognitive Assessment Tests (“CATs”) work. MAt confirmed that the tests do help to identify outliers in a year group and also highlight a student who has declined after a reasonable KS2 SATs result. The experience of the school is that they do not work well as a predictor of GCSE grades, although the tests are developing and could improve.

15. Proposals for setting targets 2016-17 – discussion and questions

Governors had considered the targets paper which had been circulated in advance of the meeting.

MAt talked Governors through the paper and explained that at KS4 the grade 5+ is equivalent to a B/C grade, therefore for comparison to previous years the paper includes the figure for A* - B grades.

Governors queried whether the targets should include a target for grade 4+. That was agreed and MAt *MAt* agreed to include a target for that.

It was noted that the KS5 target at APS 37 will be the highest the school has ever had.

The targets were approved as set out in the paper. It was noted that the standards visit is fixed for the following day. It was agreed that if any matters arise during that meeting which have an impact on the targets, the Governors will be notified.

Governors thanked MAt for the both the results and the targets papers.

16. Governor Development Co-ordinator Update including an update on the in-house session on Monday 6th February 2017

LSh confirmed that training is all on course. It was noted that the in-house session on exclusions has been booked for Monday 6th February at 7pm.

LSh also reminded Governors that the Herts Association of School Governors annual conference is on Saturday 19th November 2016.

17. To receive any other business as notified in item 3

EHi read to Governors a letter of resignation that she has sent to AHa explaining her decision to retire early at the end of the current academic year.

In response, AHa read to Governors a letter he has drafted which thanked EHi for the huge contribution that she has made to the school over the course of nearly sixteen years.

EHi confirmed that she will read her letter to staff at the briefing meeting the following morning which AHa will attend in order to read his letter and reassure staff. After that meeting, the students will be informed in assemblies and both letters will be sent to parents and local schools. The intention is that most people will learn of EHi's resignation at the same time. Governors were asked to keep the information confidential until the following morning.

It was noted that EHi has given careful thought to the timing of her resignation allowing the governing body plenty of time to interview and recruit a new Headteacher, and to ensure as smooth a transition as possible. It was also noted that the school has an extremely strong leadership team in place which will assist with the transition as will the fact that the school is very clear on its ethos.

As to the process to recruit a new Headteacher, AHa reported that he has already been looking at what needs to be done; the first question to be determined is whether the school needs to recruit a new Headteacher. This was discussed and it was unanimously agreed that a new Headteacher needs to be recruited.

It was noted that a panel of Governors should be appointed in order to progress the recruitment process. AHa suggested that this should include himself and AWa as the Chair and Vice-Chair, together with RPr and LSh as the Chairs of Committees. He asked for any additional volunteers.

It was unanimously agreed that the panel will consist of AHa, AWa, RPr, LSh and MCa.

It was agreed that the panel has an appropriate balance of gender, category of governor and experience.

IJo volunteered to assist with the recruitment process as necessary.

Governors unanimously agreed to delegate to the panel the responsibility to:

- agree the qualities and experience the school needs from the headteacher in light of its ethos and aims and objectives;
- finalise all necessary documentation required as part of the recruitment process;
- finalise the criteria for selection, select and shortlist candidates;
- finalise and execute the arrangements for the chosen interview day; and
- select a candidate to recommend to the Full Governing Body for formal appointment.

AHa explained that the school's Hertfordshire Improvement Partner (Kay Leach) will be involved in the recruitment and appointment process in the capacity of adviser. There is a meeting with Kay in the diary for the following morning to carry out EHi's performance management meeting, that will now be truncated and the recruitment process will be discussed.

Governors thanked EHi for the thoughtful timing of her resignation and expressed sadness, but understanding, about her decision. It was noted that it is expected that staff will be shocked and some may be fragile as a result of this, but the Governors and leadership team will do all they can to support them.

There was no additional business raised.

18. Dates of next meetings

FGB & AGM Tuesday 13th December 2016 - 8am

FGB Tuesday 17th January 2017 – 6.30pm

AHa declared the meeting closed at 8.30pm.

Signed:
Chair of Governors
Dated:.....