

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Wednesday 13<sup>th</sup> January 2016 at 7.00pm**

**Governors Present:**

Alex Hall (“AHa”) (Chair), Liz Hitch (“EHi”), Alison Wallis (“AWa”), Martin Atkinson (“MAAt”), Mike Cameron (“MCA”), Karen Trounson (“KTr”), Gary Kellett (“GKe”), John McAlister (“JMP”), Lianne Sherwood (“LSH”), Ian Johnston (“IJo”), Catherine Hopkin (“CHo”), Torie Stewart (“VSt”) (partway through item 4 to part way through item 8 d)), Cate Davies (“CDa”), Natalie Moody (“NMo”), David Lee (“DLe”), Rena Prindiville (“RPr”), Natasha Armstrong (“NAr”) and Hannah Henry (“HHe”).

**In attendance:**

Simone Kilka-Green (“SKi”)

Clerk to the Governing Body

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	HHe to review and update the Governing Body’s Self-Evaluation.	HHe	ASAP
2	MCA to liaise with Sarah Hosegood about e-safety training for Governors.	MCA	ASAP
3	EHi to remind the CPT group of the terms of reference for the group at the next CPT meeting.	EHi	Next CPT meeting
4	AHa and AWa to review for discussion at the next meeting the current form of skills audit and determine whether it is appropriate or needs to be changed.	AHa/AWa	Next meeting
5	Governors to email SKi with their requests for activities during the school day as part of he Extended Meeting on 24 <sup>th</sup> February 2016 by the end of the week i.e. by Friday 15 <sup>th</sup> January.	All	By Friday 15 <sup>th</sup> January 2016

**1. Apologies for Absence**

No apologies for absence had been received. Advance apologies for leaving early had been received from VSt. It was noted that the meeting was quorate. Khalid Mirza was noted as absent from the meeting.

Before starting the business on the agenda, AHa explained that at the end of last week he, EHi, AWa and the Chairs and Vice-Chairs of the Committees had their termly strategy meeting and it was agreed that Governors’ meetings will not exceed 2 hours. This is on the basis that it is unlikely that good decisions will be made if Governors and staff are tired and so after 2 hours the Chairs of meetings will close the meetings and put any unfinished business onto the agenda for the following meeting. This was noted and agreed.

**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.

*Actions*

**3. To receive notification of any other business for item 14**

One item of additional business was noted which had been notified by email in advance of the meeting.

**4. Approval of minutes of the meetings on 4<sup>th</sup> November 2015 (including Part 2 minutes) and 15<sup>th</sup> December 2015 and matters arising**

The minutes of the meeting on 4<sup>th</sup> November 2015 were agreed as drafted.

The action points from the meeting were considered as follows:

*VSt arrived partway through this agenda item.*

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>
1	SKi to continue with the work to put the Register of Business Interests information on the school website as soon as possible and review and update the website as necessary to comply with The School Information (England) (Amendment) Regulations 2012.	SKi	ASAP	Completed.
2	HHe to review and update the Governing Body's Self-Evaluation.	HHe	ASAP	HHe agreed to review this.
3	Governor roles and responsibilities to be reviewed at the end of the year.	FGB	Summer Term	This was noted for the end of the year.
4	EHi to check whether the school has done a risk assessment on tackling radicalisation and extremism.	EHi	ASAP	Completed, this is part of the Head's update for item 9 on the agenda.
5	FAB Group to circulate a further paper in support of the proposal to increase the level of the LOI by Friday 6 <sup>th</sup> November. Governors to respond by 10am Monday 9 <sup>th</sup> November with no response being taken as an agreement to the proposed increase.	FAB Group/ Governors	By Friday 6 <sup>th</sup> November 2015 – responses by 10am Monday 9 <sup>th</sup> November 2015	Completed.
6	MEu to prepare a paper in support of the request to ratify the fees incurred to date by the consultants and design team and give authority to incur additional fees.	MEu	Next meeting	Completed.
7	FAB Group to give an update on the discussions with Ashe at the FGB meeting prior to the AGM on 15 <sup>th</sup> December 2015.	FAB Group	FGB meeting on 15 <sup>th</sup> December 2015	Completed.
8	Governor Skills Audit to be discussed at the next meeting.	FGB	Next meeting	On the agenda for the meeting.
9	The PAN for September 2016 to be discussed at the next meeting.	FGB	Next meeting	On the agenda for the meeting and dealt with as part of the Head's update for item 9 on the agenda.
10	EHi to take forward a review of the existing off-site visits procedure to ensure that there is an adequate mechanism to enable proper feedback and recording of any incidents that occur during the visit and also how the school records sensitive medical information regarding students and how it then uses that information when compiling individual risk assessments.	EHi	ASAP	Completed, this is part of the Head's update for item 9 on the agenda.

*HHe*

11	LSh to liaise with YPo on adding into the Annual Child Protection Report the dates for Governor training on safer recruitment.	LSh	ASAP	Completed.
12	MCa to liaise with the school about esafety training for Governors.	MCa	ASAP	MCa has attended training and will liaise with Sarah Hosegood about training for Governors.
13	KTr to fix a date for the next in-house training session on health and safety.	KTr	ASAP	Completed, Pupil Premium training has been fixed for 1 <sup>st</sup> March 2016.
14	EHi to raise at the next STASSH meeting the issue of the mis-match in the Easter holiday dates for 2017.	EHi	Next STASSH meeting	See below.

*MCa*

In relation to item 14 above, EHi confirmed that the issue of the mis-match in the Easter holiday dates for 2017 was raised at the STASSH meeting. EHi reported that HCC have consulted with Heads and Chairs of Governors on dates for the 2017-18 academic year (which it has not done before), the outcome of that is awaited.

The Part 2 confidential minutes of the meeting on 4<sup>th</sup> November 2015 were agreed as drafted. There were no actions arising from that meeting.

The minutes of the meeting on 15<sup>th</sup> December 2015 were agreed as drafted. There were no actions arising from that meeting.

## **5. Student Voice Update**

EHi distributed to the meeting Student Voice update document prepared by Laura Hawkins outlining the changes that have been made to Student Voice (which is now re-branded as Student and House Leadership) and the new SSAT Student Leadership Awards.

Governors were encouraged to email any questions to EHi after the meeting.

It was agreed that Student and House Leadership will continue to be a standing item on all FGB meeting agendas.

## **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 since the last FGB meeting on 15<sup>th</sup> December 2015**

It was noted that AHa had sent out a detailed update on the FAB Project by email the previous evening. He apologised for the lateness of that email and explained that he had been awaiting certain information from HCC which did not arrive. ***The content of the email was set out in Part 2 Confidential Minutes.***

AHa reported that the amount of the underspend on the Phase 1 works as set out in his email is likely to be less than the amount stated. HCC has indicated that it is still working on the final account but that the additional funds due to the school are likely to be not less than £200,000. None of these funds has been included in the costs plan for the project.

Governors asked for confirmation of HCC's approach to the school having requested determination of its Reserved Matters planning application without awaiting the amendment of the outline planning consent. AHa reported that HCC officers are aware of the position and have not raised an objection. After HCC was notified of the position it sealed the Letter of Variation under which HCC agreed to advance-fund the Project 2 works. It was agreed that this an indication of HCC's position.

Governors expressed concerns that HCC had not yet finalised its negotiations with Charles Church and queried what impact Charles Church's position could have on the school's works. AHa explained that the impact of those negotiations is on the timing of construction of the access road and signalised junction on Hatfield Road. Charles Church are obliged to start to construct these within 6 months of the completion of the purchase of the playing fields.

It was noted that the school may continue to use its two current access roads from Oakwood Drive and the worst case scenario is that the school's new facilities are completed and there is no direct access to them from Hatfield Road. AHa reported that the design team has this in hand, and if necessary, access will be set up from the relevant Oakwood Drive entrance, although this is not ideal.

Governors queried the risk of Charles Church not completing the purchase and it was noted that HCC's view is that this is unlikely. Charles Church has committed funds to sorting out the issues with the site and is doing all it can to progress its reserved matters planning application which is still proving a challenge.

**b) To note the approval of the amendment to the Letter of Intent issued to Ashe Construction Limited on 20<sup>th</sup> July 2015 given by email on 9<sup>th</sup> November 2015**

It was noted that, following the last FGB meeting, the further detailed paper requested by Governors was circulated and Governors had confirmed by email that the increase to the Letter of Intent issued to Ashe Construction was approved.

That approval was unanimously ratified and it was noted that the Letter of Intent had been issued to Ashe Construction.

**c) Update and ratification of the fees incurred to date by the consultants and design team and authority to incur additional fees**

Governors had considered the detailed spreadsheet setting out the up-to-date estimate of costs of each of the consultants engaged on the project which had been distributed prior to the meeting. It was noted that all the costs had been included in the Target Cost Plan which had been distributed prior to the meeting for item 7) d) on the agenda and that the expenditure is within the overall budget for the project.

Governors had circulated by email in advance of the meeting detailed questions on the spreadsheet which had been answered by email by the FAB group, ***the detail of which is set out in Part 2 Confidential Minutes.***

The total planned expenditure for each of the listed items was noted and Governors queried whether there are likely to be any additional fees that will have to be incurred. AHa confirmed that, given the issues experienced in obtaining the necessary planning consents for the works, it is possible that the planning consultant's fees may increase, as may legal fees.

Governors unanimously agreed that authority is given to the school to enter into contracts/arrangements with

each of the listed companies to the amount of the total planned expenditure set out in the paper.

**d) Discussion of and agreement to authorise the signature of a Building Contract between Beaumont School and Ashe Construction Limited**

Governors had considered the Target Cost Plan No.8 (Rev 1) which had been drawn up by the costs consultant and had been distributed prior to the meeting.

Governors had circulated by email in advance of the meeting detailed questions on the cost plan which had been answered by email by the FAB group, *the detail of which is set out in Part 2 Confidential Minutes*.

EHi confirmed that Julie Wells has also done a lot of work on the figures that had informed the costs plan and she had identified errors which had been corrected in the version sent out.

It was noted that there had been a lot of work on value engineering to produce a construction cost within the JCT contract which was within the school's budget, whilst delivering the facilities required by the school to the appropriate standard. Governors asked whether there are detailed notes of the changes that have been agreed and EHi confirmed that all changes have been discussed with the CPT group and the school is very happy with the final design that is included within the JCT contract now proposed for signature.

It was noted that due to the delays in the issue of the planning consent, the design team has done much more work than was originally envisaged on the design which had given the team a high degree of confidence in the design. This means that any post contract changes are less likely but, if there are any changes, then it was noted that the terms of reference for the CPT group contain the processes by which all changes are to be agreed.

EHi reported that, because of the nature of the project so far, most of the relevant meetings in relation to the project have been of the FAB group, but that, as the main construction phase commences, she envisages that most of the work will now be done by the CPT group which will be meeting every Tuesday morning (preceded by a site meeting of the Project Manager with Ashe). It was agreed that it would be timely to remind the CPT group of the CPT terms of reference and EHi agreed to do that at the next CPT meeting.

*EHi*

Governors approved the entering into of the JCT contract and agreed that any two Governors and/or one Governor and the Secretary were authorised to enter into the JCT contract as soon as the reserved matters planning consent was issued by St Albans District Council.

The signing of the JCT contract was discussed and Governors suggested that the school have a formal signature meeting with Ashe Construction which can then be publicised and used as part of the launch of the 'Buy a Brick' campaign. This was agreed.

Governors thanked the FAB Group and all of the retained professionals for all of the work that they have done on this project. It was noted that the scheme has been made very difficult by the highly complex planning position and that the team has done a superb job in making sure that, notwithstanding the difficulties, the project is still on track to be delivered for September 2016. At times this has required exceptional commitment by the team, for example working during holidays and at weekends, and Governors thanked everyone involved for all their hard work.

**8. Chair's Update including:**

AHa noted that at the end of the autumn term there were many school events which were all excellent and Governors thanked the school for all their work delivering those.

AHa referred to the email that he asked be sent to Governors with the FGB papers regarding the information about the school on the School Guru website and also the Sunday Times ranking Beaumont School at 65 in its 2015 Top 100 Comprehensive (and partially selective) schools.

Governors noted that the school had not submit any data to the Sunday Times and were not aware of this ranking until it was raised by a governor at another BSV school. MA confirmed that he queried the paper's data, as its A Level figures for Beaumont are wrong and should have been higher. Governors questioned

whether, given that the items are both very positive for the school, the school should use the information to promote the school and its achievements. Not only is the information already in a public forum, but it is also of benefit to the Beaumont students who are proud of their school.

EHi explained that that is a difficult question as the schools in STASSH have agreed not to compete with each other, but it was agreed that the school will consider using the information internally and drawing attention to it.

**a) Update on BSV discussions on Multi Academy Trusts/Educational Trusts**

AHa confirmed that discussions (outlined at previous FGB meetings) were ongoing about exactly how a BSV trust would be structured and how it would operate.

By way of background, AHa explained that the current proposals are for an umbrella trust to be formed, but the ability of that trust to influence the operation of the schools within it is being carefully considered. AHa explained that the areas that it should not be able to exercise any control over are the individual schools' governance arrangements, curriculum and also their ability to sponsor and/or work with other schools.

EHi explained that there have also been discussions at STASSH about extending trust arrangements to include all of the schools in St Albans and Harpenden. The discussions are only preliminary and schools have agreed that they will not be taking anything to Governors at this stage.

Governors queried the benefits of the arrangements for the individual schools and particularly the financial benefits that there could be from economies of scale. It was not clear how such trusts would be of benefit to the schools and this must therefore be balanced against the time that would be involved in being part of it. EHi explained that the current discussions are that there would not be a huge time commitment as there could possibly be just one annual meeting of the Headteachers and Chairs of Governors, with possibly other meetings of Deputy Headteachers, School Business Managers etc.

It was noted that a potential advantage of having an umbrella trust arrangement could be the ability to assist any struggling local school. A local trust with knowledge of that school and the area would arguably be better able to support and assist such a school than, for example, a large multi-academy trust from outside the local area.

Governors agreed that the discussions should be pursued as, if there is to be any local arrangement, then the school would want to be part of it.

**b) Governor Skills Audit**

It was agreed that AHa and AWa will review the current form of skills audit and determine whether it is appropriate or needs to be changed. This will be discussed at the next meeting.

*AHa/AWa*

**c) Feedback from new Governors on the induction process**

AHa asked for feedback from the recently appointed Governors on the induction process. New Governors confirmed that they have booked induction training which it was noted will benefit them in understanding the role of a Governor.

It was agreed that there is a lot of information to read and AHa encouraged any feedback (positive or negative) about the induction process by email to SKi as it is important that the process is as helpful as possible.

**d) Plans for the Extended Meeting on 24<sup>th</sup> February 2016**

AHa explained that he is working on the planning for the Extended Meeting and it was discussed at the strategy group meeting.

*VSt left the meeting.*

During the school day, there will be an opportunity for Governors to track a student again or possibly a member of staff or a Department as it was noted that Governors have enjoyed that in previous years and found it very useful for understanding how the school works on a day-to-day basis. Governors were asked to think about how they would like to spend the day so that the school can work out how that could be organised. Governors agreed to email SKi with their requests by the end of the week i.e. by Friday 15<sup>th</sup> January.

All

As to the Extended Meeting from 3pm – 6.30pm, AHa confirmed that the focus will be on the school's vision. This will include the school's buildings, facilities and fundraising until 2020. It was noted that the Extended Meeting is on the agendas for both committee meetings and Governors were encouraged to raise at those meetings any matters that they would like to be covered.

**e) To note compliance with the obligations in relation to the promotion of 'British Values'**

AHa reminded Governors of the obligation on the school to publish what it is doing to promote British Values. It was noted that this is all set out for each year group on the School Aims and Ethos page of the school website at - <http://www.beaumontschool.com/pages/about-us/school-aims.html>

**9. Head's Update including Sixth Form Open Evening (14<sup>th</sup> January 2016)**

Governors had all considered the confidential Head's Update which had been circulated before the meeting, together with the Hertfordshire Improvement Partner's report following the visit on 16<sup>th</sup> November 2015 which had focussed on the school's analysis of its data.

The school's Pupil Admission Number ("PAN") for September 2016 was discussed and it was agreed that the PAN will be 180 with the understanding that there is a possibility that the school may go over PAN to 186. It was noted that this has been the subject of discussions with HCC.

EHi informed Governors that the school had submitted a bid to the Woolfson Foundation for funding for additional science labs and will hear the results of that in July 2016.

On the action from the last meeting to check whether the school had done a risk assessment on tackling radicalisation and extremism, it was noted that the school had used and adapted the risk assessment pro forma used by another school and all final ratings have been graded as low risk.

Governors noted the position set out in the update on the action from the last meeting requiring (i) a review of the existing off-site visits procedure to ensure that there is an adequate mechanism to enable proper feedback and recording of any incidents that occur during a visit, and (ii) consideration of how the school records sensitive medical information regarding students and how it then uses that information when compiling individual risk assessments. This was agreed.

Governors noted that forthcoming events are: the Wind in the Willows production on 20<sup>th</sup> and 21<sup>st</sup> January and the Gym and Dance Display on 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> February 2016.

**10. Update on Fundraising – 80 in '18 Campaign**

IJo outlined the work of the 80 in '18 Steering Committee and in particular the discussions with Zoe Jackson (founder of Living the Dream Performing Arts Company ("LTD")) at the meeting on 18<sup>th</sup> December 2015 about a possible venture which could result in a new building on the school site to contain drama and dance studios that could be used by Zoe Jackson for her performing arts school plus a new hall which the school would predominantly use and LTD would use occasionally.

AHa went through the ideas for the location of the new building on the school site which had been put forward by the architects working on the FAB project. These options had been put forward taking into consideration ease of public access, safeguarding, good use of space and overall master planning of the school site.

The principle of the venture was discussed and it was agreed that fundraising with LTD is a good idea and is likely to be more successful if done together – it is likely that in the region of £10m will need to be raised.

AHa reported that Zoe Jackson is an ambassador for Richard Branson and she is confident that she will be able to raise funds at that level.

AHa confirmed that there are hurdles to be overcome – such as: the relative legal positions of the school and LTD; Herts County Council as owner of the freehold to the school site would need to be involved; and also planning consent would be required – but it was agreed that the discussions should be pursued and the school should be ambitious in those.

It was recognised that pursuing these discussions will cost some money; for example, the architects would need to draw up more detailed plans for the building and they have already done a lot of work for free. The estimate from the FAB team is that it will need £50,000 investment to have plans drawn up and an application made for planning consent.

IJo confirmed that in addition to that project, he and HHe are working on a vision for the school's general fundraising as it is recognised that fundraising will be easier with a clear vision to get stakeholders interested. AHa reported that the clear message from the open meeting in October on fundraising was that parents were behind the school and just needed to know what to do and how to do it.

IJo reported that work is underway to prioritise the various fundraising initiatives so that effort is spent on the initiatives with the best returns and also on a communications strategy. The first initiative will be a 'Buy a Brick' campaign for the FAB project which will be launched at the Gym and Dance Displays. The signing of the JCT Contract with Ashe is also an excellent launch for that.

AHa reported that the donations to the recently launched School Fund now stood at £800 per month and in addition one-off donations amounted to £16,000 – this is, of course, separate to the BSA School Fund which has been in existence for many years. It was agreed that it was important that parents are reminded of the school's need for funding – whilst avoiding over-selling the message.

It was agreed that moving forward, the 80 in '18 Steering Committee will report to the Resources Committee rather than FGB.

## **11. Safeguarding - update**

It was noted that this is to be a standing item on FGB agendas as required under the Child Protection Annual Report. EHi confirmed that the school deals with safeguarding issues on a daily basis, the details of which are highly confidential.

It was agreed that a report will only be made to a FGB meeting if there is anything that the school is particularly concerned about.

AWa confirmed that, as Safeguarding Governor, she meets regularly with Yvonne Powdrell (the school's Designated Senior Person for Child Protection) and she checks the records twice a year.

## **12. Report on Governor's review of the school's complaints file (verbal)**

It was noted that this is an area that was reported to the Community Committee but it has passed to the FGB this academic year.

NAr reported that she attended school to review the file of complaints. She reported that there were 17 complaints since her last review of the file. 10 were from neighbours and the remaining 7 had no recurring themes or matters of significant concern to Governors.

NAr thanked Mandy Watt for maintaining the file in excellent order and Governors thanked NAr for the report.

## **13. Governor Development Co-ordinator Update including and update on the in-house session**

The next in-house training session was discussed and LSh reported that Pupil Premium training has been

booked for 1<sup>st</sup> March from 7pm in Room 35, Maths Block.

Other than individual emails that LSh had sent about renewing exclusions and safeguarding training, it was noted that training is up to date.

**14. To receive any other business as notified in item 3**

Governors had considered the detailed email sent before the meeting outlining the two changes proposed to the admissions criteria with effect from September 2016 admissions.

It was noted that:

- A) the amendment to the definition of sibling would bring the school into line with HCC’s definition which was amended following an OSA (Office of the Schools Adjudicator) decision in August 2014, and that the school has been advised that it is entitled to amend its Admissions Criteria with effect for admissions from September 2016 without the need to consult; and
- B) the amendment to the Sixth Form admissions criteria arose from a decision of the OSA, which also means that the amendment can be made without the need to consult.

Governors unanimously approved the amendments to the admissions criteria to take effect for admissions in September 2016 and be the determined admissions criteria for September 2017.

SKi asked that all Governors now switch to using their school emails and said that she will cease to use any personal email addresses.

**15. Date of next meetings**

Governors were reminded that the next meetings were:

**Governor Day and Extended Meeting – Wednesday 24<sup>th</sup> February 2016 10am to 3pm and 3pm to 6pm**

**Pupil Premium training - 1<sup>st</sup> March 7pm in Room 35, Maths Block.**

**FGB - Tuesday 15<sup>th</sup> March 2016 7pm**

There being no further business, AHa declared the meeting closed at 8.50pm.

Signed: .....  
Chair of Governors

Dated:.....