

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Tuesday 15<sup>th</sup> March 2016 at 7.00pm**

**Governors Present:**

Alex Hall (“AHa”) (Chair), Liz Hitch (“EHi”), Alison Wallis (“AWa”), Martin Atkinson (“MAt”), Mike Cameron (“MCa”), Gary Kellett (“GKe”), John McAlister (“JMI”), Lianne Sherwood (“LSH”), Ian Johnston (“IJo”), Catherine Hopkin (“CHO”), Torie Stewart (“VSt”), Cate Davies (“CDa”), Natalie Moody (“NMo”), David Lee (“DLe”) 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	Parent Governor vacancy to be discussed at the next meeting.	FGB	Next meeting
2	The issue of whether e-safety training for Governors is needed to be reviewed at the next meeting.	FGB	Next meeting
3	SKi to send out by email the amended notes of the Extended Meeting on 24 <sup>th</sup> February 2016 to Governors for their information.	SKi	ASAP
4	JWe to be requested to include a breakdown of interest payable to HCC within the Project Budget.	SKi/JWe	ASAP
5	Governors to email any suggestions for the self-evaluation of the Governors and the Governing Body after the meeting.	All	ASAP
6	Freedom of Information Policy, Freedom of Information Publication Scheme and Privacy Notice to be reviewed at the next meeting.	FGB	Next meeting
7	CTL Committee to appoint a new SEN Governor at its next meeting.	CTL Committee	Next CTL meeting

**1. Apologies for Absence**

Apologies for absence had been received from Karen Trounson (“KTr”) and Rena Prindiville (“RPr”). 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 reported that earlier in the day Natasha Armstrong (“NAr”) had resigned as a Governor. It was noted that the timing of this resignation was unfortunate as the school is partway through the process of parent governor elections as LSh and MCa’s terms of office expire at the end of the month. The resignation was received too late to be able to add the vacancy to this process. It was agreed that the position will be reviewed at the next meeting.

*Next meeting*

AHa also confirmed that he intended to speak with Khalid Mirza about his continuing role as a Governor, and this was 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.

**3. To receive notification of any other business for item 15**

*Actions*

No business was raised.

**4. Approval of minutes of the meetings on 13<sup>th</sup> January 2016 (including Part 2 minutes) and matters arising and the notes of the Extended meeting on 24<sup>th</sup> February 2016**

The minutes of the meeting on 13<sup>th</sup> January 2016 were agreed as drafted.

The action points from the meeting were considered as follows:

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>
1	HHe to review and update the Governing Body's Self-Evaluation.	HHe	ASAP	Completed.
2	MCA to liaise with Sarah Hosegood about e-safety training for Governors.	MCA	ASAP	See below.
3	EHi to remind the CPT group of the terms of reference for the group at the next CPT meeting.	EHi	Next CPT meeting	Completed and on agenda.
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	Completed and on agenda.
5	Governors to email SKi with their requests for activities during the school day as part of the 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	Completed.

In relation to item 2 above, MCA confirmed that he had recently reviewed the school's ICT and E-safety policy and has sent detailed comments to Sarah Hosegood. The question of Governor training was discussed and it was noted that Herts for Learning do not offer e-safety training as an in-house session. The question of whether any Governor training is needed will be reviewed at the next meeting.

*Next meeting*

The Part 2 confidential minutes of the meeting on 13<sup>th</sup> January 2016 were agreed as drafted. There were no actions arising from that meeting.

The notes of the Extended Meeting on 24<sup>th</sup> February 2016 had been distributed prior to the meeting. It was noted that EHi had made some minor amendments. It was agreed that SKi will send out by email to Governors the amended version for information. The notes were approved as amended.

*SKi*

**5. Student and House Leadership Update**

EHi reported that there is no student and house leadership update for this meeting.

**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 13<sup>th</sup> January 2016 and the position on the planning consent and the signature of the JCT contract with ASHE Construction

AHa reported that, on Phase 1 of the project, the playing fields, MUGA and all weather pitch, the project is in the defects liability period and snagging period. The school is trying to obtain a copy of HCC's contractor's snagging list to cross check the items on it against the school's own list. AHa confirmed that the school is updating HCC on issues as they arise.

It was noted that the final quantification of the Phase 1 contract value has still not been confirmed and HCC has now indicated that it will not be finalised until the end of the defects liability period, which is 12 months after practical completion (which was on 31<sup>st</sup> October 2015). HCC has given a strong indication that there is likely to be an additional £200,000 to be added to the budget for Phase 2.

AHa reported that HCC is dealing with some flooding issues from the playing fields onto Oaklands College site. This is HCC's responsibility as it owns the playing fields land; it was noted that the school has not yet surrendered its lease of the old playing fields nor taken the lease of the new areas. The school is currently occupying the new areas under an occupational licence.

On Phase 2, AHa reported that the update boards have now been installed on Hatfield Road and the School Hall, and work is progressing quickly. The steel frame has now been completed, and Governors were aware of the bolt tightening ceremony held on 4<sup>th</sup> March 2016, which was reported in the Herts Advertiser.

Governors queried the impact on the students of noise on the site and in particular whether the school has put in place any contingencies for the exam period. EHi confirmed that the school liaises closely with Ashe, whose site manager is very experienced at working on school sites. The dates of the exam period have been provided to Ashe, but the expectation is that by the exam period the work will be internal and mostly quiet.

AHa reported that the current timetable provides that the school will have beneficial occupation of the new classrooms on 15<sup>th</sup> August 2016. This will enable the set up work to be carried out ready for the start of September. Ashe will remain on site during the latter part of August.

With regard to Charles Church, AHa reported that there has been no movement since the last FGB meeting. There are ongoing discussions between Charles Church and HCC about HCC's access to the South Field for purposes other than education. This is delaying the completion of the sale and also the S106 Agreement which continues to impact on the school's planning position.

It was agreed that it was the right decision to proceed with the school's reserved matters application, and it was noted that all relevant parties are well aware of the need to progress the S106 Agreement, which then releases the S73 planning application and will enable the school to take steps to regularise its reserved matters planning consent. All relevant parties (including HCC) agree that this is the most appropriate way to finalise the planning consents; however, if enforcement action is taken, then the school will respond by making a S96a application which would also regularise the position.

Governors queried the school's risk during this period of protracted negotiations between HCC and Charles Church, and it was noted that the risk to the school is that interest accrues on amounts that have been forward funded by HCC. The project budget includes a figure for interest which is anticipated to be far greater than the interest that will actually be required. AHa also reported that HCC has recognised the impact on the school of these negotiations and, although no promises have been made, the indication is that HCC will ensure that the school's position is not unduly prejudiced.

Finally, it was noted that the JCT contract was completed on 26<sup>th</sup> January 2016 as soon as the reserved matters planning consent was issued.

**b) Update on the Rolling Account and the Project Budget and discussion as to the availability of those documents plus the notes of the CPT meetings to Governors**

Governors had considered the Project Budget spreadsheet which had been distributed prior to the meeting.

AHa reported that the CPT group is scrutinising all the costs on the project, and that Julie Wells, the School Business Manager, (“JWe”) is now managing the Project Budget which is reviewed both by the CPT group (which meets weekly) and also the FAB Group (which meets monthly). AHa confirmed that the CPT group is working in accordance with the provisions of its terms of reference, and does not agree to any variation on the project until the financial implications of that are known. In addition, the final figures for all the provisional sums that were within the original contract are all being challenged.

It was noted that the Project Budget represents a pessimistic snapshot of the financial position. Worst case scenarios have been included where there are possible options, for example on planning and legal fees.

The use of the contingency was discussed and it was noted that more of the contingency has been used than is ideal; but on the positive side it was noted that the build is now out of the riskiest phase (which is the ground works) and also there are some positive figures which are not yet included in the Project Budget, such as:

- the costs reductions of some of the value engineering works (which are not yet agreed with Ashe); and
- there is a possible additional £40,000 rebate from making payments to Ashe within 14 days of the site meetings. The ability to achieve that timescale depends upon HCC making prompt payments to the school, which it is endeavouring to do and is working with the school to meet.

Governors had raised some queries on the information prior to the meeting and some had requested sight of the notes of the recent CPT meetings to satisfy themselves about the control processes that are being exercised on the project. The following queries were raised and discussed in the meeting:

- i) Whether it is possible to provide a breakdown of the amount that has been included within the Project Budget for interest payable to HCC and an indication of what the accrued interest will be at stated points in the build programme. It was agreed that this would be useful and JWe will be asked to include it in the Project Budget. *SKi/JWe*
- ii) Whether an assessment can be made of the likelihood of the worst case scenarios that have been factored into the Project Budget. Governors’ concern was that decisions may be being made about the project in the light of a pessimistic budget and that those decisions might be different, and therefore potentially lead to a better final outcome, if the budget were not so pessimistic.

EHi confirmed that she is satisfied that this is not a significant concern and that the final outcomes will be of the appropriate quality. It was agreed that until there is progress with Charles Church the pessimistic scenarios on budget items such as planning costs and interest payments have to be maintained.

Governors questioned why JWe has produced the Project Budget instead of the Project Manager. EHi explained the Project Manager’s role in terms of the detailed analysis of the monthly invoices received from Ashe, which he scrutinises in detail with the appointed cost consultants. She confirmed that it was decided that it was more sensible that the Project Manager concentrate on that work and that JWe take on the responsibility for the Project Budget as she is then able to keep a tight control of it.

Governors queried the current percentage of the overall work that has been done. It was noted that it is currently at approximately one third.

Governors noted the fee variations set out in the Project Budget as follows:

- Faithful & Gould - £5,175
- Anticipated fee variation for NTR Planning - £19,000 – which is dependent upon the final planning route as discussed in the meeting
- Anticipated fee variation for Hewitsons legal fees - £18,000 – which it was noted is being negotiated

as a proposed variation to a capped fee rate

It was agreed that authority is given to the school for each of these items to the amount set out above.

**c) Update on the review of the CPT terms of reference by the CPT Group and the FAB Group and approval of the amendments arising**

The proposed amended CPT terms of reference had been distributed prior to the meeting. AHa took Governors through the proposed amendments and the reasons for them. It was noted that:

- the CPT group continues to meet weekly and review all progress and potential variations;
- in addition to the Project Budget an additional running spreadsheet of all potential variations, options, costs savings etc. is maintained and reviewed by the CPT group and is a key focus of the CPT meetings. This enables the CPT group to make informed decisions on the Project and is used to track the status of all variations. It will be appended to all CPT minutes; and
- a weekly Project Budget would probably be meaningless, given that it would depend on snapshots/estimates, and so a monthly update is more accurate.

The terms of reference were approved as amended.

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

AHa reported that the school has received a letter again this year from the Minister of State for Schools, Nick Gibb MP, congratulating the school on being one of the top 100 non-selective state-funded schools in England for GCSE performance for 5A\* - C including English and mathematics in 2015 and also being in the top 100 non-selective state-funded schools in England for EBACC performance.

Governors congratulated the school on that achievement.

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

AHa confirmed that discussions within the BeauSandVer consortium for a BSV Trust (as outlined at previous FGB meetings and in more detail at the Extended Meeting on the 24<sup>th</sup> February 2016) continue. A solicitor has now been appointed by the 3 schools at a shared cost of £2,000.

AHa reported that all the St Albans and Harpenden secondary schools (STASSH schools) are still keen on setting up a St Albans Trust, and there is a meeting of Heads and Chairs of Governors in May to discuss this further. EHi also reported that the proposals have been discussed with the Regional Schools Commissioner for South-Central England and North West London, and he indicated that he felt that it was a good idea. It was noted that, at the last FGB meeting, Governors agreed that these discussions should be pursued and that authority was re-confirmed on the basis that the key purpose of any trust would be to work collaboratively, without the individual schools losing any of their autonomy. It was noted that the tension within a Trust could come from the competition for students between neighbouring schools.

It was noted that the Government is about to announce as part of the Budget tomorrow that all schools are to become academies. It was agreed that the biggest impact of that will be on primary schools, the vast majority of which are currently maintained schools; however, this leads to the bigger question of Multi Academy Trusts ("MATs") and might lead to the discussions about a STASSH trust being concluded more quickly.

The impact of this announcement was discussed and Governors expressed their opinions on how this will change the set up and management of schools by the DfE. It was noted that the changes to the funding formula for schools are yet to be finalised, and that it is very difficult for schools to make any decisions about their status and future without certainty on funding. This was discussed at length and it was concluded that the school should not restrict itself nor rule anything out at this stage, and should consider looking proactively at MATs and how the school envisages that it could operate within a MAT if that were to be required in future by the Government, what schools could be within a MAT from the public and private sectors and also the possible timescale for that.

It was agreed that this would be re-visited under item 8) c) on the agenda.

### **b) Governor Skills Audit and Parent Governor Election process**

Governors had considered the updated skills audit which had been distributed prior to the meeting and noted that it had been used to inform the parent governor election process which is underway. The voting is due to end on Friday 18<sup>th</sup> March at 9am.

It was agreed that there are no obvious skills gaps.

### **c) Feedback from Extended Meeting on 24<sup>th</sup> February 2016 and actions to be taken forward**

Governors had considered the Strategic Priorities 2016-20 document which had been distributed in advance of the meeting, together with the outcomes from the session on the vision for 2010, and agreed that it captured the areas arising from the extended meeting. Governors asked that, although the bullet points are not in order of priority, the point about maintaining the ethos of the school be the first point, as that is seen as the most important.

It was noted that most of the areas set out are being worked on already. There is also some cross over with the Plan for School Improvement (“PSI”).

Governors queried whether staff retention and recruitment should be included in the priorities document and it was noted that it is already part of the PSI.

The points that needed to be addressed further were:

- Working with other schools – this is subject to the school having the resources to do so
- Self-evaluation of the Governors and the Governing Body

It was agreed that Governors will review these two areas with a view to deciding how to proceed; these areas will be included within the strategic priorities section of the new PSI. AHA asked Governors to email any suggestions for the self-evaluation of the GB after the meeting.

*All*

## **9. Head’s Report**

Governors had considered the Head’s Report which had been circulated before the meeting. EHi reported that the Leadership Team (“LT”) working weekend had been very useful as the LT had time to discuss future developments.

*There was then a discussion which was recorded in Part 2 confidential minutes.*

EHi informed Governors of Jessica Hynes’ visit to the school that day and also of a number of sports events at which school teams had performed exceptionally well at various levels including County level. Governors congratulated the PE Department on these achievements.

## **10. Update on Fundraising – 80 in ’18 Campaign**

It was noted that the work of the 80 in ’18 Steering Committee had been discussed in detail at the Extended Meeting on 24<sup>th</sup> February 2016. It was noted that AHA has drafted a letter to be sent to parents with the fundraising vision in which he has dealt with the concerns expressed by Governors at the Extended Meeting about the message to be delivered.

It was noted that the plan is to use all opportunities to speak to stakeholders about fundraising, with the aim of increasing stakeholder engagement.

IJo explained that, at the last Steering Committee meeting, there was a productive discussion about the set up of the BSA, with all parties being mindful of the huge contribution that the BSA, through the hard work of its members, has made to the school over the years. The outcome of that discussion was that it is important that

any changes to the fundraising structure are in place for September so that all new Year 7 parents see that as the way the school operates.

**11. Safeguarding – update and approval of the amendments to the Child Protection Policy (as recommended by HCC)**

Governors had considered the amended Child Protection Policy which had been distributed just prior to the meeting. Governors confirmed that they had had adequate time to consider the amendments and the amended policy was approved.

Governors queried how staff are informed of the amendments and it was noted that SKi notifies all staff of the fact that policies are amended or adopted, and the policies are available on the central resources library if any member of staff wants to read the policy.

The yearly review of the policy was noted and it was agreed that e-safety comes within the remit of this policy. It was agreed that annual review is appropriate.

AWa confirmed that, as Safeguarding Governor, she met with Yvonne Powdrell (the school's Designated Senior Person for Child Protection) and confirmed the Child Protection Checklist is accurate and up to date. She also reported that she has met with the school's HR Officer, Sue Parsons, and has verified that the school's Single Central Record is up to date and also with Laura Hawkins to discuss Children Looked After, for whom Laura is adopting a personally tailored approach. It was agreed that this is all very positive.

**12. Review of parent feedback on ParentView**

Governors had considered the data from ParentView for the last 365 days, which had been distributed prior to the meeting. It was noted that there was no data on ParentView for the current academic year as there are not enough responses recorded for the year, and that there were only 34 responses in the last 365 days, the vast majority of which were very positive.

The question of the reason for the low numbers of responses was debated and it was agreed that it is disappointing that there are such low numbers as the school does what it can to persuade parents to register their views. EHi explained that the school is also carrying out parent surveys at parents evenings for Years 7 to 11. It was agreed that, provided feedback is being sought from parents, then that is acceptable.

**13. Policies – consideration and approval of the following policies:**

- a) Freedom of Information Policy (due March 2016)**
- b) Freedom of Information Publication Scheme (due March 2016)**
- c) Privacy Notice (due March 2016)**

EHi reported that these policies are not ready for approval and it was agreed that they will be reviewed at the next meeting.

*Next meeting*

**d) Investment Policy as recommended by the Resources Committee (due March 2016)**

Governors had considered the Investment Policy, which had been recommended for approval by the Resources Committee, and had been distributed prior to the meeting. The policy was approved as drafted.

**14. Governor Development Co-ordinator Update**

The in-house training session on Pupil Premium was discussed and it was agreed that it was a useful session.

LSh reported that exclusions and safeguarding training is mostly up to date.

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

It was noted that the resignation of NAr means that it will be necessary to appoint a new SEN Governor. It was

agreed that this will be discussed at the next CTL meeting.

**16. Date of next meeting**

**FGB - Thursday 26<sup>th</sup> May 2016 7pm**

There being no further business, AHa declared the meeting closed at 9pm.

Signed: .....  
Chair of Governors

Dated:.....