

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Thursday 15<sup>th</sup> September 2016 at 6.30pm**

**Governors Present:**

Alex Hall (“AHa”) (Chair for items 1, 2 and 4 – 19), Liz Hitch (“EHi”), Martin Atkinson (“MAAt”) (absent for items 1 – 9) b), 11 and 12), Alison Wallis (“AWa”), Torie Stewart (“VSt”), Karen Trounson (“KTr”) (absent for items 8) b) – 9) d)), Rena Prindiville (“RPr”), Mike Cameron (“MCa”), Gary Kellett (“GKe”), Lianne Sherwood (“LSH”) (absent for items 8) b) – 9) d)), Ian Johnston (“IJo”) (absent for items 8) b) – 9) c)), Catherine Hopkin (“CHo”), Cate Davies (“CDa”) (items 8) a) to 19), David Lee (“DLe”), John McAlister (“JMI”), Hannah Henry (“HHe”) and Brenda Austin (“BAu”).

**In attendance:**

Simone Kilka-Green (“SKi”) (Chair for item 3)

Clerk to the Governing Body

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
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	AHa to contact the three individuals he knows to see if they are still interested in a community governor position.	AHa	ASAP
3	RPr to contact Khalid Mirza to see if his workload would enable him to re-join the governing body.	RPr	ASAP
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
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

**1. Apologies for Absence and welcome to new Staff Governor**

No apologies for absence had been received. Apologies for anticipated late arrival had been received from CDa. All other Governors were present at the meeting.

AHa welcomed BAu, the newly appointed staff governor, to the meeting. All present introduced themselves.

It was noted that the meeting was taking place at the same time as the Welcome to Year 12 evening at the school. MAAt and several parent governors excused themselves from parts of the meeting as necessary to attend that event. It was noted that the meeting was quorate throughout, notwithstanding those absences.

**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. Election of Chair and Vice-Chair and agreement as to deputising arrangements**

SKi acted as Chair and invited nominations for the positions of Chair and Vice-Chair. AHa and AWa agreed to stand for the positions of Chair and Vice-Chair respectively.

It was unanimously agreed to appoint AHa as Chair and AWa as Vice-Chair in both cases for a period of one year until the first Governors meeting of the academic year 2017-18.

Governors also unanimously agreed to the following deputising arrangements:

*“In the event that the chair of governors is not available to carry out necessary duties and approvals, then authority to perform these duties and approvals is delegated to the vice-chair and then to the next available person, taken in order from the chair of the Resources Committee and the chair of the Community, Teaching and Learning Committee.”*

It was agreed that AHa would chair the remainder of the meeting.

**4. To receive notification of any other business for item 18**

No additional business was raised for the meeting.

**5. Constitution and legal operation of the Academy:**

**a) approval of terms of reference for committees**

Governors had considered the terms of reference for committees which had been circulated before the meeting.

It was noted that the terms of reference still include the FAB group; AHa confirmed that this was to cover the further works which were to be discussed later in the meeting.

The terms of reference were approved.

**b) agree membership of committees including membership of Admissions Committee (with delegated power to the Chair of Governor to vary this where necessary)**

Governors had considered the updated Governance Structure chart which had been circulated before the meeting. It was agreed that the Admissions Committee will remain the same as last year and that BAu will join as staff governor. It was agreed that the Chair of Governors has a delegated power to vary membership of this committee where necessary.

The structure was approved.

**c) approval and annual signature of the Code of Practice for School Governors**

The Code of Practice for School Governors as approved last year was circulated to the meeting for signature by each Governor.

AHa reminded Governors that they have a duty of confidentiality in relation to confidential or sensitive matters that are discussed at Governors meetings both in relation to school matters and also the FAB project.

**d) completion and checking of the Governing Body Register of Business Interests by all Governors published on the school’s website**

AHa reminded Governors about the regulations which provide that governing bodies have a duty to publish on their website their register of interests setting out the relevant business interests of governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and members of the school staff including spouses, partners and relatives.

The forms previously completed by Governors were distributed to the meeting and Governors were asked to update the details and re-sign the form. It was noted that, from these, the register on the website will be updated by SKi.

**6. Approval of minutes of the meeting on 13<sup>th</sup> July 2016 and matters arising**

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

The action points from the meeting were considered as follows:

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>
1	AWa and JMI to discuss the best way to put the proposal on GB self-evaluation into effect.	AWa/JMI	For the Extended Meeting in March 2017	See below.
2	EHi to ensure that a statement is put on the website that parents should contact the school if they need any additional support in accessing school events and information and also that an up to date version of the Equality Objectives Action Plan is put on the website.	AWa/JMI	By the end of the summer term	Completed.
3	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 and discuss it with the other schools.	AHa	ASAP	See below.
4	EHi to liaise with Sandringham and Verulam Schools on amending the letter to parents regarding the BeauSandVer Education Trust.	EHi	ASAP	Completed.
5	Multi-Academy Trust Working Party consisting of MCA, JMI, DLe, GKe, EHi and MAT to meet on 9 <sup>th</sup> September 2016 at 12.30 to discuss the school's options on Multi-academy Trusts and report back to the next FGB meeting on 15 <sup>th</sup> September 2016.	MAT Working Party	9 <sup>th</sup> September 2016 at 12.30pm then report to the next FGB meeting.	Completed and on agenda.

In relation to item 1 above, AHa reported that following discussions, it has been agreed that self-evaluation will be part of the Extended Meeting in March 2017. It was noted that this evaluation is not of the individual contributions that Governors make, it is a whole governing body exercise.

In relation to item 3 above, AHa reported that the amendment to the BeauSandVer Education Trust articles is in hand. All three schools were in agreement about the principle and now need to agree the formalities for

inserting it into the articles, which will be done by way of a written resolution. AHa and SKi will progress that. *AHa/SKi*

## **7. Student Leadership Update**

EHi confirmed that there is no report for this meeting.

## **8. FAB Project**

### **a) update (verbal) on the progress of the FAB Project**

AHa reported that in relation to the Phase 1 works, despite the school's best efforts, the position is disappointing. The contractor appointed by HCC has not completed the outstanding work over the summer holiday, despite promises to do so. As the end of the defects liability period (31<sup>st</sup> October 2016) is relatively soon, AHa has made a verbal complaint to HCC about the position and has said that, unless the work is completed by the end of October 2016, the school will make a formal written complaint to HCC.

EHi reported that, prior to this meeting, she learnt from HCC's appointed project manager that the contractor has given HCC assurances that the work will be completed by the end of October 2016.

It was noted that the outstanding work is sand-banding and sand-grooving works, which will improve the drainage on the natural pitches. The school is also expecting a collateral warranty from HCC's contractor for the Phase 1 works; the school has been asking for sight of that for many months and it is still awaited which means that the length of that warranty is not yet known.

The school's contract with HCC provides that the collateral warranty was to be given to the school on practical completion of the works; however HCC's contract with the contractor stated that the collateral warranty was due at the end of the one-year defects liability period. AHa confirmed that the school has not waived its rights (under the development agreement) to claim that warranty and it is expected by the end of October 2016.

*CDa arrived at the meeting.*

At the FAB meeting on 9<sup>th</sup> September 2016, HCC produced some information on the final account for the Phase 1 works which shows that there is an overall surplus due to the school which will be added to the budget for the school's Phase 2 works. The figure is subject to verification by HCC's Buildings Services department, and in addition the school has asked for more detail behind that figure so that it can assess the reasonableness of the costs.

On Phase 2, Governors were very pleased to be in the conference room of the new building and expressed their delight with the quality of the new building.

AHa reported that practical completion of the building was agreed with Ashe on 11<sup>th</sup> September 2016. The contract is now in the 12-months defect liability phase, with Ashe remaining on site for a further 4 weeks to deal with snagging and other issues, such as the stairs which the architect is unhappy with. The school is collating the snagging list and staff are contributing to that.

Governors agreed that the team has done a fantastic job within the tight timescale and all staff were thanked for their time and patience in fitting out, and then moving things into the new rooms in time for the start of term.

Governors thanked the FAB Group for all their work and especially Julie Wells and Lyndsey McCutcheon

who it was noted have worked tirelessly on the project over the summer.

**b) Consideration of the updated Project Budget**

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

*There was then a detailed discussion which was recorded in Part 2 confidential minutes which LSh and KTr left part way through.*

EHi reported that the school's project manager commented that this project has been subject to the highest level of scrutiny of any public sector project that he has ever worked on. Governors thanked Julie Wells for all her work on that.

**c) to note the arrangements for the opening ceremonies on 16<sup>th</sup> and 17<sup>th</sup> September**

EHi confirmed that the formal opening ceremony will be on Friday 16<sup>th</sup> September from 12.30pm when Andy Halliday (GB's Men's Hockey Manager) will formally open the building, followed by a whole school photo outside the new building (subject to the weather) and the burying of the time capsule.

On Saturday 17<sup>th</sup> September there will be community events including tree-planting.

*IJo left the meeting.*

**d) review of the CPT terms of reference**

AHa reported that the CPT and FAB group have not had the opportunity to review the terms of reference in preparation for this meeting. They need to be reviewed to take into account the stage of the Phase 2 build and to include the new FAB 3 project.

It was noted that there are currently no resources in school to take forward any of the necessary procurement on FAB 3. The question of whether any of the funding can be used to procure additional staffing to assist with this was discussed; it was agreed that this should be considered and discussed with HCC.

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

**a) themes for the academic year 2016/17**

Governors had considered the paper setting out themes for 2016/17 which had been distributed prior to the meeting.

It was noted that the matters set out in this document are sensible and reflect the Plan for School Improvement. It was agreed as drafted.

**b) approval of the list of Designated Teachers/Governors**

Governors had considered the list of Designated Teachers/Governors which had been distributed prior to the meeting. The list was approved as drafted.

*IJo and MAt returned to the meeting.*

### **c) update on the BeauSandVer Education Trust**

AHa reported that the company has been incorporated and the necessary administration arising is being dealt with, such as the statutory books etc. It was noted that the intention is to have one formal AGM meeting per year but that otherwise the way the consortium operates will continue unchanged.

EHi reported that information about the BSV arrangements is planned to be released to parents on Monday 19<sup>th</sup> September.

### **d) review of the governor skills spreadsheet to identify skills gaps for the parent governor election this term and the appointment of new community governors**

Governors had considered the skills spreadsheet which had been distributed prior to the meeting. The numbers of each category of governor were discussed. It was noted that for the last academic year the governing body had tried to operate with 7 parent governors, 6 staff governors and 6 community governors. It was agreed that, because at times the numbers had fallen below those, it had meant that more work had fallen to fewer governors.

It was noted that any reduction in the categories of governors below 7 should be formalised by amending the articles of association, but it was agreed that, with the current workload, the 7:7:7 should be maintained with one staff position being reserved as an ex-officio position in the event that another Deputy Headteacher is appointed in future.

It was noted that a parent governor election will be held this term for the vacancy created last term (it having been agreed previously that it would be fairer to hold the election this term to give the parents of the new Year 7 cohort the opportunity to stand for election). That election will be timed to coincide with the end of the term of office of KTr which is 29<sup>th</sup> November 2016 (so as to allow for an election for two parent governor positions).

Governors had considered the skills audit which had been distributed in advance of the meeting. It was agreed that in general terms there are no obvious skills gaps, although the two less strong areas are premises and facilities management and also health services.

The two community governor vacancies were discussed. AHa reported that he had been approached by three individuals who were interested in joining the governing body. In addition it was noted that when Khalid Mirza left the governing body, due to pressure of work, it was agreed that he would review his position at the start of this academic year.

It was agreed that AHa will contact the three individuals he has had contact with to see if they are still interested in the position and also RPr will contact Khalid Mirza to see if his workload would enable him to re-join the governing body.

*AHa*  
*RPr*

### **10. Head's Report including Secondary Transfer Evening on Wednesday 5<sup>th</sup> October 2016**

EHi thanked all governors who attended the full staff meeting last week and the staff drinks on Friday. Governors noted that the new staff appointments are looking very strong but that EHi has concerns about workload for all staff in light of the school's funding position.

On the sixth form, 43 external students have joined the school compared to offers having been made to 85. That means that the school has the biggest Year 12 in the consortium with 163 students on roll.

With regard to results, it was noted that there will be more detail at the CTL meeting on 21<sup>st</sup> September and

also the next FGB meeting. In summary, the A2 results were record results with APS per entry at 37 (which is the equivalent to a B minus), 64% A\*-B grades (compared to the target of 65%), 87% A\*-C and 35 A\* grades across 17 subjects.

University entry was also very successful with 90% obtaining a university of their choice (40% of which were Russell Group universities) including 4 Cambridge places and 2 medics.

The AS results were a superb set of results which smashed previous records. 59% A-B (no A\* grades are awarded at AS) compared to the previous highest of 56%.

On the GCSE results, this year was the start of reporting based on Attainment 8 and Progress 8, both of which had 'shadow data' in 2015. There are now four GCSE performance measures. A8 and P8 are based on 2015 national data and may change when the 2016 data is published.

1. A8 : 6.0 (5.8 2015)
2. P8: 0.5 (0.23 2015)
3. % Basics: 80% A\*-C in both English & Maths
4. Ebacc: 54 %

*LSh and KTr returned to the meeting.*

EHi reported that the school was disappointed to be below 80% on 5+A\*-C including English and Maths against a target of 82%; however progress is very strong. This was due to the fact that some students did not achieve a C grade in both English and Maths.

EHi informed Governors that the STASSH discussions regarding a new umbrella trust are continuing (only one school, Nicholas Breakspear, has declined to participate in the arrangements); the proposal is that the protocols will form the basis of the articles of association which Stone King has been instructed to draft.

Governors confirmed that the school should continue those discussions and report back on progress, it being noted that the key consideration for the Governors is that there should be no restrictions or requirements on how the school operates and in particular no fetter of the school's ability to form or join a Multi-Academy Trust.

EHi reported that 11 students have completed their Gold Duke of Edinburgh expedition and they will present on this on Tuesday 20th September at 7pm. Governors congratulated the students and thanked the staff for all their work.

Finally, EHi reminded Governors of Secondary Transfer Evening on 5<sup>th</sup> October from 5.45pm, which Governors were asked to attend if possible.

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

*MAt left the meeting.*

Governors noted that the plan to build a new science block has now been announced to parents as part of the ongoing fundraising campaign. EHi confirmed that the school has now received from HCC the draft Funding Agreement which had been distributed to all Governors prior to the meeting.

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

The consultation process was discussed at some length and Governors noted that although there are no plans to

amend the admissions criteria (which is subject to confirmation by the Admissions Committee which will meet later this term), as the consent of the EFA will be necessary to the increase in PAN under the terms of the school's existing Funding Agreement with the EFA, there are EFA Regulations in place (Making Significant Changes to an Open Academy – March 2016 (“the Regulations”)) which require that there is a public consultation.

The question of who should be consulted was discussed and it was noted that the Regulations require consultation with “with all those who could be affected by the proposed change” and that process should be for a minimum of 4 weeks. The process is therefore similar to the one carried out when the school converted to academy status and will include parents, staff, local schools etc.

Governors agreed that the consultation will be carried out as soon as possible and the responses will be reviewed at the next FGB meeting in the light of which the authority to sign the Funding Agreement will be reviewed.

*EHi  
FGB*

## **12. Update from the Multi-academy Trust Working Party**

Governors had considered the paper prepared by AHa which detailed the outcome of the discussions of the Multi-Academy Working Party meeting on 9<sup>th</sup> September 2016.

AHa reported that, following that meeting, various actions had been assigned to collate additional information.

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

It was agreed that the information gathered so far has been very useful and Governors were interested in the outcome of AHa and EHi's conversation with the RSC the following day. It was noted that this is a fast moving area and it was agreed that the governing body should aim to make a decision on how it would like to proceed by the end of the Autumn Term.

*MAt returned to the meeting.*

## **13. Update on the proposals for the Self-Evaluation of the Governors and the Governing Body**

Governors had noted under item 6 on the agenda that this will be dealt with at the Extended Meeting in March 2017.

## **14. Update on Governors workplan and links to departments**

Governors had considered the links document which had been circulated in advance of the meeting. It was noted that there are some gaps which AWA hopes to fill when the new Governors have been appointed.

## **15. Consideration and approval of the updated Child Protection Policy (due Sept 16)**

Governors had considered the updated Child Protection Policy which had been circulated in advance of the meeting. The policy was approved.

It was agreed that the policy does not have any disproportionate benefit or detriment and does not contain any discriminatory statements or adverse impacts. A statement to this effect will be included in the policy as confirmation it has undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.

## **16. Safeguarding – update**

EHi reported that there are no issues on safeguarding which Governors need to be aware of.

**17. Governor Development Co-ordinator Update including:**

**a) Hertfordshire Governors Annual Conference Hertfordshire Governors' Annual Conference Saturday, 19<sup>th</sup> November 2016, Robertson House, Stevenage - Theme: Excellent Governance Everywhere**

The date and subject of the annual conference were noted.

**b) Agreement as to the subject and timing for the next annual in-house Governor training session**

This was discussed and it was agreed that the next training session will be on exclusions. LSh agreed to fix a date with HfL for this for the end of January/February 2017.

*LSh*

**c) Update on WRAP training for all Governors**

It was noted that most Governors have now attended WRAP training.

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

SKi said that several Governors had found themselves locked out of their school email and were only aware of the fact that they did not appear to have received any papers for meetings. SKi asked Governors to be aware of that and to contact her if they have not had any emails for an extended period of time.

AHa noted that it was hoped that Governors would be able gradually to move to the use of Google Apps for governing body papers during the course of this academic year.

There was no additional business raised.

**19. Date of next meeting**

**Wednesday 5<sup>th</sup> October 2016, 5.45-8.45pm - Secondary Transfer Evening**  
**Thursday 10<sup>th</sup> November 2016, 6.30pm - FGB - Results and Target Setting**  
**Tuesday 13<sup>th</sup> December 2016, 8am – FGB and AGM of Academy Trust**

AHa declared the meeting closed at 8.25pm.

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