

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Tuesday 17th January 2017 at 6.30pm

Governors Present:

Alex Hall (“AHa”) (Chair), Liz Hitch (“EHi”), Martin Atkinson (“MAt”) (except item 8 a)), Alison Wallis (“AWa”), Torie Stewart (“VSt”) (items 7a – 16), Gary Kellett (“GKe”), Hannah Henry (“HHe”), John McAlister (“JML”), Lisanne Sherwood (“LSh”), Ian Johnston (“IJo”), Catherine Hopkin (“CHo”), Cate Davies (“CDA”), David Lee (“DLe”), Brenda Austin (“BAu”), Anna Battaglia-Geymonat (“ABa”) and Alison Curran (“ACu”).

In attendance:

Simone Kilka-Green (“SKi”)

Clerk to the Governing Body

Actions Agreed at the meeting:

| | Action | Responsibility | Timescale |
|----|--|------------------|------------------------------|
| 1 | The minutes of the FGB meeting on 13 th December 2016 to be reviewed at the next meeting. | FGB | Next meeting |
| 2 | MAt to amend the targets paper to include a target for grade 4+ at KS4. | MAt | ASAP |
| 3 | FAB Group to pursue discussions with HCC to seek to extend the defects liability period for the playing fields work to a year from actual completion. | FAB Group | ASAP |
| 4 | AHa to circulate the names of the shortlisted candidates for the Headteacher position when they are announced to staff. | AHa | ASAP |
| 5 | EHi to circulate the plan for the Headteacher interview days when it is finalised. | EHi | ASAP |
| 6 | One Stop Shop and Inspiring Governance to be approached to see if they have any suitable candidates for the community governor vacancies, particularly architects, surveyors and/or mental health practitioners. | AHa/SKi | ASAP |
| 7 | Governors to email SKi by 10 th February with details of when they are available during the governor day/extended meeting on 2 nd March and what they would like to do. | All | By 10 th February |
| 8 | SKi to circulate by email the suggested amendments to the updated version of the Code of Practice. | SKi | ASAP |
| 9 | Parent governors (and their spouses/partners) complete the ParentView questionnaire on the school. | Parent Governors | ASAP |
| 10 | DLe to book an exclusions course. | DLe | ASAP |

1. Apologies for Absence and formal welcome to new parent governors

Apologies for absence had been received from Rena Prindiville (“RPr”). Consent was given to her absence. Mike Cameron (“MCa”) was also absent from the meeting. VSt had sent apologies for her anticipated late arrival at the meeting. All other Governors were present at the meeting.

AHa noted that the meeting was quorate and welcomed ABa and ACu to their first FGB meeting. It was noted and agreed that ABa will join the CTL committee and ACu will join the Resources committee.

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. MAt declared an interest in item 8) a) on the agenda and it was agreed that he would withdraw from the meeting for that item. No other conflict was declared

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

No additional business was raised.

4. Approval of minutes of the meeting on 10th November 2016 (including Part 2 confidential minutes) and 13th December 2016 and matters arising

The minutes of the meeting on 10th November 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 | Completed, the amendment has been drafted and will be distributed to the other schools for agreement. |
| 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 | On agenda, item 8) b). |
| 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 | Completed and on agenda. |

| | | | | |
|---|--|-----|------|---|
| 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 | Completed. |
| 5 | SKi to find out and confirm when the school risk register was last reviewed by the Governors. | SKi | ASAP | Completed and set out in the minutes of the previous meeting. |
| 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 | Completed. |
| 7 | MAT to include the data for KS5 APS in the exams report and re-circulate it to Governors. | MAT | ASAP | Completed. |
| 8 | MAT to amend the targets paper to include a target for grade 4+ at KS4. | MAT | ASAP | MAT to progress. MAT |

AHa explained that work is ongoing to finalise the minutes of the meeting on 13th December 2016 and it was agreed that these will be reviewed at the next meeting.

Next meeting

5. Student Voice Update

EHi confirmed that there is no formal report for this meeting. It was noted that there is no Sixth Form Council this year, there are two House Captains for each class and these are rotated on a termly basis to give the students a wider opportunity. Ed Panting is head of Houses and he organises lots of competitions to motive the students.

There is also an active charities group headed by Nick Woolley. That group is doing lots of work raising money for charities and last term it raised over £5,300.

EHi invited governors to the Beaumont Bake Off on 10th February and also the staff house quiz on 31st March.

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 on the progress of the FAB Project, including discussion and agreement on the

proposed settlement offer from Ashe Construction Limited

On the new playing fields, AHa reported that he sent a letter of complaint to Hertfordshire County Council (“HCC”) at the end of last term regarding the delays in completing the works – they should have been completed by September 2015. In response HCC has assured the school that the works will all be completed by 25th January 2017, all that remains to be done now is some sand grooving.

The school is still awaiting the detailed final account for the works, and therefore the final figure for the amount that will be added to the school’s FAB budget. AHa confirmed, in response to a governor’s question, that the minimum amount expected from HCC will cover what the school has already committed to spend as part of its works.

It was noted that the school has been able to use the playing fields notwithstanding the failure by HCC’s contractor to complete the works, however governors expressed concern that the position as presented by HCC to the school is that the works which are currently being completed will not have the benefit of any defects liability period under HCC’s contract for those works. That is on the basis that HCC has informed the school that there is no provision in its contract to extend the defects liability period beyond a year after practical completion, which was on 31st October 2015.

Governors expressed serious dissatisfaction at HCC’s position and asked that the FAB group pursue that point with HCC so that the contractor agrees to cover all the work that it has done for a full year post-completion.

FAB
Group

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.

VSt arrived at the meeting partway through the confidential discussion.

On the school’s works, governors had considered the detailed spreadsheet setting out the position on the offer of settlement from Ashe and the budget update note. The terms of the offer were discussed and governors raised various questions, including asking for clarity on the impact of the fees error which had been discussed at previous meetings.

After some debate about the pros and cons of the position, governors approved the terms of the offer on the basis that Ashe complete the work outlined as outstanding in the papers presented, including remedial work to the staircases and completion of the main school gates, and the school maintains a retention against final completion until the end of the defects liability period.

b) To note and ratify the signing of, and confirm the authority to complete:

- I. Deed of Surrender of the old playing fields lease;**
- II. Lease of the new playing fields;**
- III. Deed of Variation to the lease of the building to take account of the insurance arrangements through the EFA’s Risk Protection Arrangements; and**
- IV. Licence from HCC for Drainage Improvement Works.**

The Deed of Surrender and the Lease of the new playing fields had been discussed under agenda item 7) a) above which is recorded in Part 2 confidential minutes. It was noted that both documents have been signed and are held by SA Law (HCC’s appointed solicitors) to the school’s order. That was unanimously ratified and approved. The terms on which those documents can be released from the school’s order is recorded in the Part 2 confidential minutes.

Governors unanimously agreed that the Deed of Variation to the lease of the buildings to take account of the EFA's Risk Protection Arrangements and the Licence from HCC for the drainage improvement works should both be entered into, and any two Directors, or one Director and the Secretary, were duly authorised to execute both documents.

8. Chair's Update including:

a) Update on the Headteacher recruitment process

MAt left the meeting for this agenda item.

AHa reported that the recruitment panel met on 10th January 2017 with the Hertfordshire Improvement Partner ("HIP") to review the 14 applications that had been received for the Headteacher position. The panel and the HIP agreed on 6 candidates who have been invited to the first day of interviews on Wednesday 25th January 2017. From those 6, it was anticipated that 3 would be invited to attend the second day of interview. AHa confirmed that the panel was very pleased with the applications that it received.

AHa reported that the panel has planned some robust and challenging activities for the interview days, which include various panels involving staff and students as well as governors. AHa encouraged governors to contact him if they would like to be involved on either of the interview days.

It was agreed that the names of the shortlisted candidates will be circulated to governors when they are announced to staff. EHi agreed to circulate the plan for the interview days when it is finalised.

AHa
EHi

MAt returned to the meeting.

b) Outcome of Governor Skills Audit and recruitment of Community Governors

Governors had considered the updated skills data which had been distributed prior to the meeting.

AHa suggested that the skills gaps are for an architect/surveyor and also an individual with mental health services experience. These were agreed. AHa and SKi agreed to approach One Stop Shop and Inspiring Governance to see if they have any suitable candidates for the community governor vacancies.

AHa/SKi

c) Re-appointment of Gary Kellett as a Community Governor at the end of his current term

It was noted that GKe's term of office as a community governor ends on 5th February 2017. GKe confirmed his willingness to be re-appointed for a further term of office. GKe was unanimously re-appointed as a community governor for a further term of 4 years with effect from the end of his current term.

d) Feedback from new Governors on the induction process

New governors confirmed that the induction process has been efficient and they were provided with the necessary information.

e) Plans for the Extended Meeting on 2nd March 2017

AHa confirmed that the Headteacher recruitment process has been taking up most of his time since the start of term and that he will focus on the Extended Meeting when that is complete. The areas that he plans to cover at the meeting are Multi-Academy Trusts (as the main focus) and also self-evaluation, in light of the recently published DfE framework for governor competencies.

With regard to the activities during the school day, AHa confirmed that if governors are available and would like to spend time in school, then they would be most welcome. Activities could include tracking a student or spending time in a link department. It was agreed that Governors will email SKi with details of when they are available and what they would like to do on the day by 10th February.

All

f) Approval and signature of the amended Governors' Code of Practice

AHa reported that there are some suggested amendments to the updated version of the Code of Practice which had recently been circulated for comments by email. These will be re-circulated for comments by email after the meeting.

SKi

g) Update on BeauSandVer Education Trust and authority to act as a member of the company

AHa reminded governors that the school is a member of the BeauSandVer Education Trust (the "Trust") and that the amendment of the articles as discussed at previous meetings (see action point 1 from the minutes of the FGB meeting on 10th November 2016) will require the signature of Beaumont School as a member of the Trust.

Governors also noted that the Chair of Governors and the Headteacher are the directors of the Trust and it was agreed that it would be sensible and more convenient to give an ongoing authority to the Headteacher and Chair of Governors to act on behalf of the school as a member of the Trust. The ongoing authority was unanimously agreed.

EHi reported that, with regard to the operation of the Trust, the consortium has a new logo and work will be done to update the consortium website. In all other respects the consortium is operating as usual.

9. Head's Update including Sixth Form Open Evening (12th January 2017)

EHi informed Governors of the position on staff recruitment this term and reported that she is very pleased with the new teaching staff who have joined the school.

EHi thanked those governors who were able to attend the Sixth Form Evening. The event was well-attended with a large number of external students, which it was agreed probably reflects the fact that Year 11 students are becoming more aware of their ability to change schools for Sixth Form. It was also noted that schools are becoming more assertive in the marketing of their Sixth Forms.,

EHi reported that the school is due to change its management information system with effect from the start of the Summer Term. This should not impact unduly on teaching staff.

EHi confirmed that she would provide some information on the impact of the proposals on the National Funding Formula to the Resources Committee meeting next week. The expectation is that, despite an anticipated net overall gain to Hertfordshire of £3m, the school will lose out on some of the criteria (along with all secondary schools). It is proposed that there will be some degree of protection in the formula to limit losses to 1.5% in the first year. The consultation ends on 22nd March 2017.

On fundraising, EHi informed governors that the school now has a thermometer to represent the funds raised to date. So far, £32,132 has been raised and will be represented on the thermometer; this includes a £10,000 donation from the BSA. AHa will thank BSA on behalf of the school.

AHa

10. SEC2 – to note the position on the signature of the Funding Agreement with HCC and approve the appointment of the Architect

Governors had noted at the last FGB meeting 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. SKi reported that the proposed final version has now been received and the only amendment of note is that the school now will have 2 years from the date that it is signed to obtain planning consent and start the building works, which is an improved position.

AHa reported that, as part of the tender process, the project group consisting of EHi, GKe, SKi, Lyndsey McCutcheon (Facilities Manager) and Julie Wells (School Business Manager) met three firms of architects on 17th January. Subject to receiving satisfactory responses to some additional queries, the group was unanimous in its decision on which firm to appoint.

It was noted that the initial appointment would cover RIBA 2013 stages 2 and 3 which takes the project to the grant of planning consent. The costs quoted (which are on a fixed costs basis) are within the Headteacher's remit under the Schedule of Financial Delegation, which means that the approval of Governors is not necessary. It was agreed that the school should proceed as appropriate.

11. Update on MAT working group discussions

AHa reported that since the last FGB meeting the MAT working party has met and discussed how to progress the decision to become an Academy Sponsor.

That discussion is recorded in Part 2 confidential minutes.

12. Safeguarding - update

AWa reported that she has audited the school's single central record and found that it was all satisfactory. There was no other safeguarding update.

13. Review of the parent feedback on ParentView

Governors had considered the ParentView website at the link provided and noted that there are insufficient responses for any data to appear both for this year and the previous year. It was agreed that it would be useful if parent governors (and their spouses/partners) were asked to complete the questionnaire.

Parent
Governors

14. Governor Development Co-ordinator Update including reminder of the in-house session on exclusions 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.

DLe confirmed that he is unable to attend the session and he agreed to book a separate exclusions course.

DLe

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

There was no additional business raised.

16. Dates of next meetings

**Additional FGB Thursday 26th January 2017 – 6.30pm – Headteacher appointment
Governor Day and Extended Meeting – Wednesday 2nd March 2017 11am to 3pm and 3pm to
6.30pm
FGB meeting – Thursday 23rd March 2017 at 7pm**

AHa declared the meeting closed at 8.15pm.

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