

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 8th June 2017 at 6.30pm

Governors Present:

Alex Hall (“AHa”) (Chair), Liz Hitch (“EHi”), Martin Atkinson (“MAAt”), Torie Stewart (“VSt”), Gary Kellett (“GKe”) (items 8 – 17), Hannah Henry (“HHe”), John McAlister (“JMI”), Lianne Sherwood (“LSH”), Ian Johnston (“IJo”) (items 8 – 17), Mike Cameron (“MCA”), Cate Davies (“CDa”), David Lee (“DLE”), Brenda Austin (“BAu”), Anna Battaglia-Geymonat (“ABa”), Alison Wallis (“AWa”) and Alison Curran (“ACu”).

In attendance:

Simone Kilka-Green (“SKi”)

Clerk to the Governing Body

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	LSh to organise for a Governor who is involved with a MAT to attend an FGB meeting.	LSh	Next meeting
2	MAAt to pass the comments on the PSI for 2017-18 to the new Deputy Headteacher, Jonathan Mountstevens, when he joins in September.	MAAt	Sept 2017

1. Apologies for Absence

Apologies for absence had been received from Rena Prindiville (“RPr”) and Catherine Hopkin (“CHo”). Consent was given to their absence. IJo had sent apologies for his anticipated late arrival at the meeting. All other Governors were present at the meeting.

AHa noted that the meeting was quorate.

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 was declared.

3. To receive notification of any other business for item 16

No additional business was raised.

4. Approval of minutes of the meeting on 23rd March 2017 (including Part 2 confidential minutes) and matters arising

The minutes of the meeting on 23rd March 2017, including the Part 2 confidential minutes, were approved as drafted.

The action points from the non-confidential meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	EHi to invite a representative from Year 12 to attend the next meeting.	EHi	Next meeting	Completed, none were able to attend the meeting.
2	SKi to print off the amended Code of Practice for School Governors and take it to the next round of committee meetings for signature by all governors.	SKi	ASAP	Ongoing.
3	School Business Manager/Resources Committee to review how contract risk is managed operationally by the school.	School Business Manager/Resources Committee	ASAP	On agenda for next Resources Committee meeting.
4	LSh to organise for a Governor who is involved with a MAT to attend an FGB meeting.	LSh	ASAP	This action was carried forward.

LSh

The actions from the confidential part of the meeting were discussed and **noted in Part 2 confidential minutes.**

5. Student and House Leadership Update

EHi confirmed that there were no areas on which to update governors.

6. Committee reports and updates:

A. Resources

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

B. Community, Teaching and Learning

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

7. FAB: update on the construction of the new junction and access road by Charles Church

Governors noted that work is underway on the old playing fields, which Charles Church is now occupying under licence from Hertfordshire County Council (“HCC”). AHa informed governors that there was a project meeting with HCC planned for the following morning, at which it was hoped that some further information on timescales for the access road would be provided to the school.

AHa informed governors that the new playing fields project has now been signed off, but the final costs figures are still awaited from HCC. It was hoped that they would be provided by HCC at the meeting tomorrow. One other outstanding matter that was being pursued by the FAB Group was the collateral warranty from the designer of the playing fields.

With regard to the sports hall, AHa confirmed that following an all-day snagging meeting, there was still some

snagging work to be completed. Some of that work would be carried out over the Summer break. The final costs position was also yet to be finalised, but was unlikely to be confirmed until the Autumn Term.

8. SEC 2: update

EHi reported that the architects that had been appointed for the SEC 2 project had presented their initial ideas to the school. These included a new science block consisting of 5 labs, a prep room and 7 general teaching rooms. Whether this can be achieved will depend on the budget and also planning consents.

MAt explained that the school had been looking very carefully at the play spaces around the site for the students, and also ways of relieving the long queues for food at lunchtime. The queuing issue will not be addressed by covering over the quads next to the dining space, as they would just provide additional eating spaces, with the queuing issue remaining. The proposed solution was to build a new eating area on the back playground.

A pre-app planning submission had been made to St Albans District Council at the end of Half Term, and it was hoped that some feedback would be received from that to enable the plans to be refined with some knowledge of what was likely to receive planning consent.

EHi informed governors that HCC was currently speaking to all secondary schools in St Albans about the next phase of expansion, SEC 3. HCC was approaching all the schools to ask them what additional facilities they would need in order to accept another form of entry. It would then analyse those requests in terms of feasibility and cost. HCC would also review that information against its own analysis of each schools' requirements based on BB103. This analysis might not reflect the same shortfalls that a school determined itself to have.

MAt confirmed that, prior to responding to HCC on SEC 3, he would be carrying out a detailed analysis of the impact of an additional form of entry on the school's curriculum and the impact on students.

IJo arrived at the meeting.

MAt explained that, although he was confident that the expansion to 7 forms of entry from September 2018 was in the best interests of the school and the students, he needed to be satisfied in the same way about moving to 8 forms of entry.

GKe arrived at the meeting.

9. To ratify the approval of the contracts for the replacement of the windows, flat roofing and guttering works in Block B using CIF funding

Governors had received a detailed email from SKi on 26th May 2017 setting out the position on the tender process for the works to replace the windows and carry out roofing and guttering works in Block B using CIF funding, and attaching the detailed tender reports prepared by Barkers Associates. Approval was given by governors by email on 5th June 2017 to award the roofing and guttering works to Acclaim Contracts and to award the windows work to Euro Windows.

To cater for some movement in the final prices set out in SKi's email, approval was given for the school to enter into the stated contracts, with it being noted that the final figures might vary, and giving the necessary approval, subject to the overall expenditure being within the available CIF funding. The intention was to give some flexibility to the school to negotiate the final terms of the contracts, and be able to place them (and secure the timescales for the works) without the need to come back to governors for further approval.

That approval was unanimously ratified.

EHi reported that the window company had now carried out a more detailed survey, and had confirmed that the work should take 14 weeks to complete. The work would therefore start in the last week of June 2017 so that as much as possible would be complete by September 2017. She confirmed that the school would plan how to manage the impact on timetabling.

10. Chair's Update

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

AHa reported that the Fundraising Working Party had been closed and its last meeting would be on Friday 9th June. The school was actively fundraising and this was now an operational matter for the school, which would be reported to Resource Committee meetings as a standing item.

It was noted that, in the last Beaumont Life, AHa had included an article from the governing body in which he had reiterated the fact that any parental contributions would only be used for either the Beaumont Arts Centre fundraising or teaching and learning within the school (i.e. meeting the in-year deficit).

11. Head's Report (verbal) including closing of the Plan for School Improvement ("PSI") for 2016-17 and approval of the PSI for 2017-18

Governors had received and considered the annotated Plan for School Improvement ("PSI") for 2016-17 in advance of the meeting, which it was agreed was now closed. EHi confirmed that, where relevant, areas had been rolled into the PSI for 2017-18.

Governors had also received and considered the Plan for School Improvement ("PSI") for 2017-18 in advance of the meeting. EHi explained that the PSI was now set out with 9 specific areas, which (it was agreed) do not easily split between the 2 committees for monitoring purposes.

This was discussed and governors agreed that each committee can oversee all of the areas of the PSI as there is often overlap between the areas considered by the committees in any event. It was agreed that it would be useful to include within the PSI an indication of which committee would have primary oversight of each of the areas.

Governors raised various questions and comments as follows:

- Whether the PSI is, or should be, published externally. MAt confirmed that he would like staff to have sight of it and be aware of the key areas.
- It was suggested that there should be clear phasing within the document as it was agreed that 9 areas is a lot for the school to deal with at once. Including phasing would encourage focus on certain areas at certain times.
- It was noted that the PSI document does not include Leadership Team leads. MAt confirmed that that is deliberate to promote collaborative working.
- Governors suggested that point 2 of the PSI should be amended to include staff retention and recruitment (including training teachers with the aim of them staying at the school) and point 8 should be extended to include parental engagement.
- Governors asked that the targets for A levels be translated to the new marking system.

Subject to the comments above, the draft PSI for 2017-18 was approved. MAt agreed to pass relevant comments to the new Deputy Headteacher, Jonathan Mountstevens, when he joins in September. MAt

On staffing, EHi confirmed that the school was fully staffed for September 2017 with teaching staff. Some adverts had been placed for support staff.

On fundraising, EHi reported that, so far, the school has received around £50,000 towards the 80 in '18 campaign. A detailed letter about funding was sent to parents and in response around 10 parents sent EHi copies of the letters that they had sent to their MPs and/or the DfE.

Governors had noted the Gold Award Duke of Edinburgh students and congratulated them and the school on their achievement.

EHi reminded governors about Rob's Festival on 24th June 2017 and it was noted that the week of Curriculum Enrichment Days commenced on 3rd July 2017.

Governors were reminded of various other dates including EHi's retirement party on 13th July 2017.

12. Multi-academy trusts - update

There was a detailed discussion on this agenda item which is recorded in Part 2 confidential minutes.

13. Safeguarding – update and report on the audit of the single central record

AWa reported that Sue Parsons had done an excellent job maintaining the single central record which was audited by AWA on 5th June 2017, and had been previously audited by EHi on 16th May 2017.

EHi reported that there was no other safeguarding update other than that the police had visited school after the Manchester bomb to discuss the school's lockdown procedure. EHi confirmed that she subsequently emailed all staff and AHa about that, and the students had been told to be vigilant and to 'Run, hide and tell'.

It was noted that the risk level, which was critical, had now been reduced to severe, although Hertfordshire was not considered to be at high risk. All staff were vigilant and a practice of the lockdown procedure was planned for an inset day when the students were not in school, so that they were not made worried or anxious by it.

14. Policies – consideration and approval of the following policies (bearing in mind the responsibility to carry out an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010):

- a) Policy on the exercise of employer's discretion recommended by the Resources Committee (due July 2017)**
- b) Safer Recruitment Policy as (due June 2017)**

Governors had reviewed each of the policies which had been distributed by email before the meeting.

Governors noted their responsibility as part of the review and approval of all policies and procedures to ensure that none of the policies/procedures approved had any disproportionate benefit or detriment and did not contain any discriminatory statements or have an adverse impact on any disadvantaged or vulnerable group.

Various queries were raised about the safer recruitment policy, which governors noted was a Herts for Learning model policy. It was noted that the Single Equality Scheme covered diversity on recruitment.

Each of the policies was approved as drafted. It was agreed that the policies approved at the meeting did not have any disproportionate benefit or detriment and did not contain any discriminatory statements or adverse impacts. A statement to this effect would be included in the policies as confirmation they had undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.

15. Governor Development Co-ordinator Update

LSh confirmed that training was all on course and up-to-date.

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

There was no additional business raised.

17. Dates of next meetings - FGB meeting – Wednesday 12th July 2017 at 6.30pm

AHa declared the meeting closed at 8.25pm.

Signed:
Chair of Governors

Dated:.....