

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Wednesday 11<sup>th</sup> July 2018 at 5.00pm**

**Governors Present:**

Alex Hall (“AHa”) (Chair for items 1 to 7), Martin Atkinson (“MAAt”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”) (Chair for items 8 to 21), Mike Cameron (“MCa”), Gary Kellett (“GKe”), Lianne Sherwood (“LSh”), Ian Johnston (“IJo”), David Lee (“DLe”), John McAlister (“JMI”), Brenda Austin (“BAu”), Simone Kilka-Green (“SKi”), Torie Stewart (“VSt”), Cate Davies (“CDa”), Andy Gray (“AGr”) and Anna Battaglia-Geymonat (“ABa”).

**In attendance:**

Sharon Banks (“SBA”) - Clerk to the Governing Body  
 Zoe Shepherd (“ZSh”)

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	Report on results of the stakeholder surveys carried out during 2018/19 academic year	MAAt	Present once Kirkland Rowell report is issued
2	Close FAB as standing item on meeting agendas	SBA	ASAP
3	Update approved changes to new governor induction pack	SBA	ASAP
4.	SEC2 Terms of Reference to be circulated to Governors via email for approval.	SBA	ASAP
5	Health and Safety Policy – file note on policy index to ensure staff wellbeing is considered at the next review	SBA	ASAP

**1. Apologies for Absence**

Apologies for absence had been received from Peter Mayne (“PMA”). Consent was given for his absence. CDa and AHa had advised that they would be late. All other governors were present at the meeting.

**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 20**

No items were raised.

**4. Approval of minutes of the meetings on 7<sup>th</sup> June 2018 (including Part 2 confidential minutes) and matters arising.**

The minutes of the meeting on 7<sup>th</sup> July 2018 (including Part 2 confidential minutes) 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.	Student Voice update	ZSh	Next meeting	Completed
2.	Oversight of building works and Financial Planning to be added to the PSI.	JMo	Next Resources Meeting	Completed
3.	SKi to send comments regarding more measurable benchmarks in the PSI to MAT.	SKi	Next CTL	Completed
4.	SEC2 – MAT to discuss with the school’s advisers and AHa to contact Tracy Harvey. SKi to evaluate options for planning resubmission.	MAt, AHa, SKi	ASAP	Completed

**5. Student and House Leadership Update**

ZSh reported that a number of discussions had been led at a form group level which had provided valuable feedback for areas needing improvement, including the lunch queues (which, as a consequence, had led to the duty roster being reviewed), security concerns (which had resulted in one of the main gates being locked during school time), and the standard of the old toilet block (regarding which students were advised that they will have new toilets when the science block is built). Other feedback included requests for more recycling bins and themed food days, such as a Mexican theme at the cafeteria. Hygiene was queried and the school was able to alleviate concerns and advise students that the cafeteria had recently been awarded the highest five star rating.

Governors asked what the staff thought of this initiative. JMo advised that they were very pleased as it put the school in a position to make some easy fixes and establish a process of positive dialogue and feedback between the school and its students.

Governors commended the school on the good progress with this initiative.

**6. Consideration of the report on the results of the stakeholder surveys carried out during the academic year**

School advised that putting a format in place had been postponed until September 2018 as Kirkland Rowell was booked then to benchmark the school against other results. The school advised that they would utilise parents evenings to survey parents and that they were also in the process of setting up a staff survey.

*MAt*

**7. Committee reports and updates:**

**A. Resources**

Governors were advised that the draft minutes were still in the process of being approved by the chair and would be distributed in advance of the next meeting.

**B. Community, Teaching and Learning**

Governors were advised that the draft minutes were still in the process of being approved by the chair and would be distributed in advance of the next meeting.

**8. FAB updates**

AHa reported that he was in the process of achieving sign-off with HCC and arranging for the transfer of the balance of funds. It was also advised that it would be preferable to ensure the safety of the entrance road by September and that any compensation for the delays was still to be negotiated. It was agreed that FAB could be closed as a standing item and could be removed from the agenda going forward.

*SBa*

## **9. SEC2 Update**

AHa advised that the Terms of Reference for the Client Project Team on SEC2 had been recommended by the Resources Committee for approval. It was agreed that the Terms of Reference would be circulated via email for Governors approval. *SBa*

## **10. Chair's Update including;**

### **Review of the new Governor induction pack**

Governors had considered the new Governor induction pack which had been distributed prior to the meeting. It was agreed that it remained comprehensive and was approved subject to marked changes being incorporated. *SBa*

### **Discussion of Governor positions and succession planning**

AHa advised this was the last meeting where he would be in the position of chair and that he was happy to stay on as a Governor from September, but would need to be re-elected from October 2018. He confirmed that he would continue to be responsible for any items that arose over the summer break.

Governors reported that there were no other Governor changes anticipated at this stage and went on to commend MAt for the great team and spirit he had built in the last year. Governors commended MAt on the well aligned team he had built (and also YPo and JMo for their work as Deputies) and expressed their pleasure about how the governor team continued to hold the school to account but in a collaborative and supportive way. Formal thanks were also passed to AWa who had done a brilliant job in the role of vice chair. Special thanks were also passed to SKi who had played a large role in moving governance forward in the school. Lastly, Governors requested that their best wishes be passed on to students awaiting exam results over the summer.

## **11. Head's Update (including approval of the Plan for School Improvement ("PSI"))**

Governors had considered the Headteacher's Report and the PSI which had been distributed prior to the meeting.

Regarding the PSI, MAt thanked the Governors for the additional suggestions that had been incorporated. The PSI was approved.

For the teaching and learning update, it was reported that there had been some new appointments, including three staff being promoted to associates within the leadership team from September. MAt observed that they were ready for the challenge and was very pleased to be able to support them. In addition, MAt advised that the school expected to be fully staffed for September, having filled the Head of Psychology and receptionist roles.

Regarding staff wellbeing, Governors were advised that the school was looking at a cost-effective solution for the management of staff entering and leaving the school via the south gate, perhaps through swiping staff ID cards.

Regarding SEC2, it was reported that the school was endeavouring to get the tenders back for the original expansion bid and that this would be ready by the end of term in order to avoid delays. In addition, Governors were advised that the second planning application to the District Council, relating to the CIF bid, would be submitted for the combined building option.

MAt reported that for admissions it was the school's intention to keep the intake for Year 7 at 210 students and no higher; ideally with forms of thirty rather than one or two over. In addition, for Years 8 to 11, it was reported that these were all at 186, which was 6 over PAN. Finally, it was advised that the 6<sup>th</sup> form induction had gone well. Whilst 223 students had attended, it was reported that the school would be happy with more than 160 students, but a higher take up than this would be ideal.

MAt reported to the Governors that permanent exclusions had been the hardest part of the job this year. He acknowledged that, whilst these had had an impact on the school's reporting, the school stood by the decisions made.

Governors commended the staff on their unwavering commitment to the school, supporting the many events held this year, and also on how well the students had participated.

Governors commended MAt on a fantastic first year as Headteacher.

## **12. Result of audit of single central record**

Governors advised that they were pleased to see the school had achieved a successful and satisfactory audit.

## **13. Update on staff recruitment**

Governors agreed that recruitment for the following year had been satisfactorily covered in the Headteacher's report.

## **14. Update on MAT discussions**

*JMI gave an update which was recorded in Part 2 confidential minutes.*

## **15. Approval of the budget for 2018/2019 as recommended by the Resources Committee**

Governors reiterated the need to be sure that the school managed the balance between having a projected deficit (which would encourage staff to be prudent) whilst also monitoring funds that might become available during the financial year and therefore used for the benefit of the school.

The budget was approved.

## **16. Safeguarding Update**

Governors were advised that there was nothing to report for this meeting.

## **17. \* 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):**

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.

### **i) consideration and approval of the following policies:**

#### **a) Local Government Pension Scheme (June 2018 recommended by the Resources Committee)**

Governors had considered the updated policy which had been distributed prior to the meeting and

recommended by the Resources Committee. The policy was agreed.

**b) Health and Safety Policy (July 2018, postponed from June 2018 Agenda)**

*SBa*

Governors had considered the amended policy which had been distributed prior to the meeting. There was a question about adding content to cover staff wellbeing and there was a brief discussion as to whether wellbeing was already covered off in the Staff Code of Conduct. The policy was agreed on basis that, if it was identified that additional content in relation to wellbeing needed to be incorporated, then this would be done at the next review.

It was agreed that the documents 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 documents as confirmation they had undergone an equality impact assessment in accordance with the school’s Public Sector Equality Duty under the Equality Act 2010.

**18. Report on Governor review of the schools’ complaints file and agreement on who will carry out this review from September 2018**

There was no update regarding the complaints file, and it was agreed that this would be further considered at a future meeting.

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

LSH proposed that exclusions training be the training priority for the December 2018/January 2019 period. This was agreed.

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

There was no other additional business raised.

**21. Date of next meeting**

**FGB – Thursday 20<sup>th</sup> September 2018 at 6.30pm**

There being no further business, AHa declared the meeting closed at 6.20pm.

Signed: .....  
Chair of Governors

Dated:.....