

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Tuesday 12<sup>th</sup> December 2017 at 8.00am**

**Governors Present:**

Alex Hall (“AHa”) (Chair), Martin Atkinson (“MAt”), Alison Wallis (“AWa”), David Lee (“DLe”), Cate Davies (“CDa”), Ian Johnston (“IJo”), Anna Battaglia-Geymonat (“ABa”), Jonathan Mountstevens (“JMo”), John McAlister (“JMI”), Yvonne Powdrell (“YPo”) and Andy Gray (“AGr”).

**In attendance:**

Julie Wells (“JWe”)

School Business Manager

Simone Kilka-Green (“SKi”)

Clerk to the Governing Body

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	JWe to circulate the final version of the accounts by email.	JWe	ASAP
2	The two recommendations in the Management Letter regarding the structure of governance to be considered at the next FGB meeting.	FGB	Next FGB meeting

**1. Apologies for Absence**

Apologies for absence had been received from Lisanne Sherwood (“LSH”), Torie Stewart (“VSt”), Gary Kellett (“GKe”), Mike Cameron (“MCA”) and Brenda Austin (“BAu”). Consent was given to their absence. No other Governors were absent from the meeting.

AHa noted that the meeting was quorate and thanked the Governors for attending the early 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. No conflict was declared.

**3. To receive notification of any other business for item 8**

*Actions*

One item was raised.

**4. Approval of Annual Report and Financial Statements for the Academy for the period 1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017**

JWe referred Governors to the draft accounts for the period 1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017 (which had been circulated before the meeting) and in particular referred Governors to the year-end position as set out on page 24 of the draft accounts, which it was noted included the funds raised towards the Beaumont Arts Centre project.

The deficit in the Local Government Pension Scheme was noted, and JWe explained that the fund was valued every three years by Hertfordshire County Council (“HCC”), and the contribution that the school was required to make was assessed and the school was informed of it. The school has no control over that and was obliged to do as it was directed by HCC.

Governors raised various questions about the accounts, which JWe responded to. The in-year position was questioned and discussed, and it was noted that, next year, the school would have to fund the 2% pay increase for teachers on the MPS pay scale, which was not within the budget that had been originally agreed.

JWe reported that there was a later version of the accounts in which some minor typographical errors had been corrected. She had also inserted a paragraph explaining the surrender of the lease and grant of the new playing fields lease as part of the FAB project, and added BAu, who had been missed off the page regarding governor remuneration.

It was noted that none of those amendments had any impact on the figures within the accounts and on that basis governors unanimously approved the accounts as amended. JWe agreed to send out the final version of the accounts by email. JWe

**5. To note the content of the Management Letter from Hillier Hopkins**

Governors had considered the Management Letter from Hillier Hopkins which had been circulated before the meeting. The items raised were noted, and JWe explained that, on the first item (relating to the review of journals by a second more senior member of the team), this related to the process of moving an entry between ledgers. It was noted that the process was the same that had been in place since the school converted to Academy status, but that this was the first time it had been raised as an issue by the auditors.

JWe confirmed that the process would be amended so that initial journal entries would be completed by Helen Purple; JWe would then review them. Governors agreed that this was a sensible approach.

On the recommendations that the Governing Body examine the constitution of the board of trustees with regard to (i) the Headteacher being a Trustee (DfE's preference being that staff are not a Trustees) and (ii) the degree of separation between the members of the governing body and the Trustees, JWe confirmed that she had sought Hillier Hopkins' advice as to whether the change in structure was a requirement. Hillier Hopkins had advised that it was not a requirement but a matter of best practice.

It was agreed that this would be considered in more detail at the next FGB meeting, but it was noted that a re-structure would be necessary in any event as part of any move to a Multi-Academy Trust structure. FGB

Governors congratulated and thanked the finance team for all their work.

**6. To agree the appointment of auditors to the Company for the financial year ended 31<sup>st</sup> August 2017**

It was noted that the Governors were required to appoint auditors for the current financial year. JWe confirmed that the school was recommending the appointment of Hillier Hopkins for a further year.

This was unanimously approved.

It was agreed that, as this was the 5<sup>th</sup> year that the same auditors had been in post, serious consideration would need to be given to changing auditors for the following year, even if Hillier Hopkins provide the best response as part of a tender process.

**7. To consider and agree the recommendation arising from the complaint panel hearing in July 17**

Governors had considered the recommendation of the complaint panel following the hearing on 11<sup>th</sup> July 2017 which had been circulated in advance of the meeting. The recommendation was unanimously approved.

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

AHa informed governors that, due to competing time pressures, Alison Curran had resigned from her position as a Parent Governor with effect from 11<sup>th</sup> December 2017. It was agreed that an election for a new Parent Governor would take place at the start of the Spring Term.

No further business was raised.

**9. Date of next meeting: Tuesday 23<sup>rd</sup> January 2018 – 6.30pm**

There being no further business, AHa declared the meeting closed at 8.20am.

Signed: .....  
Chair of Governors

Dated:.....