

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Tuesday 14th November 2017 at 6.30pm

Governors Present:

Alex Hall (“AHa”) (Chair), Martin Atkinson (“MAAt”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”), Torie Stewart (“VSt”) (items 1 - 4), Mike Cameron (“MCa”), Gary Kellett (“GKe”), Lianne Sherwood (“LSH”), Ian Johnston (“IJo”), Cate Davies (“CDa”) (items 4 – 18), Anna Battaglia-Geymonat (“ABa”), David Lee (“DLe”), John McAlister (“JMI”), Brenda Austin (“BAu”) and Andy Gray (“AGr”).

In attendance:

Simone Kilka-Green (“SKi”)

Clerk to the Governing Body

Actions Agreed at the meeting:

| | Action | Responsibility | Timescale |
|---|---|-----------------------|--|
| 1 | Chair of Governors Elect (from September 2018) to be identified and agreed at the next meeting. | FGB | Next meeting |
| 2 | The implementation of a process for reviewing the contribution of individual governors to be on the agenda for the Extended Meeting on 8 th March 2018. | FGB | Extended Meeting on 8 th March 2018 |
| 3 | Resources Committee to consider in more detail the General Data Protection Regulations (“GDPR”) and the school’s plans to ensure compliance by 25 th May 2018. | Resources Committee | Next meeting of the Resources Committee |
| 4 | SKi to circulate some information from the Information Commissioner’s Office on the GDPR to all governors. | SKi | ASAP |
| 5 | LSH to liaise with MAAt on the dates for the next in-house training session and book a session on understanding assessment data. | LSH | ASAP |

1. Apologies for Absence

Apologies for absence had been received from Alison Curran (“ACu”). Consent was given to her absence. All other governors were present at the meeting. VSt gave apologies for leaving the meeting early.

AHa welcomed AGr, the newly appointed staff governor, to 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 17

Actions

None were raised.

4. Approval of minutes of the meeting on 21st September 2017 including Part 2 confidential minutes and matters arising

The minutes of the meeting on 21st September 2017, 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 | Multi-Academy Trust Working Party to prepare draft terms of reference for approval by the FGB. | Multi-Academy Trust Working Party | ASAP | Completed and on agenda. |
| 2 | SKi to update the register of governors' interests on the school website. | SKi | ASAP | Completed. |
| 3 | SKi to amend the governor work plan to refer to the annual review and approval of the risk register. | SKi | ASAP | Completed. |
| 4 | SKi to put the amended Child Protection policy on the website and the school's internal CRL system. | SKi | ASAP | Completed. |
| 5 | LSh to liaise with AHa and MAt on the topics offered by HfL for the next in-house training session and report back to the next FGB meeting. | LSh | ASAP/ Next meeting | On agenda. |
| 6 | SKi to liaise with Sue Parsons to request references for the potential new community governor. | SKi | ASAP | Completed. |
| 7 | SKi to circulate the updated list of governor meeting dates. | SKi | ASAP | Completed. |

In relation to item 6 above, AHa reported that the potential new community governor had informed him that he had taken up a governor position with another school, and would therefore not be proceeding with Beaumont.

CDa arrived at the meeting and VSt left the meeting.

The update on the actions from the Part 2 confidential minutes are recorded in Part 2 confidential minutes.

5. Student and House Leadership Update

MA reported that he had invited some students to attend this meeting, which they had accepted. The students, however, did not appear during the meeting.

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 (verbal) on the progress of the construction of the access road by Charles Church

AHa reported that he had received an email update earlier that day, which was that the gas company would not complete all of their work until at least Friday 17th November 2017. Following this, the water company had approximately 5 days' work to carry out, and HCC had therefore changed the date on which their tarmac contractor would start to Monday 27th November. That work would take 3 weeks to complete, giving an anticipated completion date of 15th December. It was therefore suggested that all parties work towards having the road open for school traffic from the start of the new term on 4th January 2018.

On the project costs, AHa reported that there were ongoing discussions with HCC on the Project 1 costs, but that the surplus due to the school was better than originally anticipated.

8. Chair's Update including:

Prior to discussing the items on the agenda, AHa raised the question of succession-planning and it was noted that the governing body needed to recruit a new Chair of Governors from September 2018, a new Clerk to the Governors in light of SKi's resignation (reported by email prior to the meeting), and also additional Community Governors (for which there were 4 vacancies as of earlier that term).

AHa suggested that in order to ensure there was an adequate handover period for the new Chair of Governors, the new Chair should be identified and agreed at the next meeting. This was agreed. AHa encouraged all governors to consider their position and whether they could put themselves forward for the role.

Next meeting

On the recruitment of a new Clerk to the Governors, AHa reported that the position would be advertised shortly.

AHa had indicated (in an email sent in advance of the meeting) that SKi was willing to be appointed as a community governor, which was possible after she ceased to be the Clerk to the Governors. It was noted that there had been an exchange of emails about this prior to the meeting, as SKi was also a parent of students at the school and it would not normally be suggested that a current parent be appointed as a Community Governor. The emails had also dealt with the distinction between the appointment of Community Governors and Co-opted Governors.

AHa asked whether SKi should leave the meeting whilst the position be discussed further, but governors agreed that this was not necessary since, in this particular instance, there were clear overriding extenuating circumstances as (having taken on the additional roles of in-house legal advisor, project manager and contracts

officer), it was agreed that retaining SKi's knowledge and experience on the Governing Body was crucial.

It was unanimously agreed that SKi would be appointed as a Community Governor for a 4-year term with effect from the date that she ceased to be the Clerk to the Governors.

a) review of governors' skills audit

Governors had considered the spreadsheet of governors' skills which had been distributed prior to the meeting. It was agreed that there were no particularly key skills gaps that could be identified from that spreadsheet.

On the recruitment of additional Community Governors, it was noted that (following SKi's appointment) there would be 3 remaining vacancies which ideally should be filled. One possibility that was debated was inviting governors from other schools who were considering joining the school's Multi-Academy Trust (as founder schools) to join the Governing Body. It was agreed that this could be very helpful in building trust between the schools, and it was noted that any potential conflicts of interest could be managed.

It was also noted that, when any school joins the Multi-Academy Trust, the governance structure would need to change in any event.

b) discussion of the NGA's document "What governing boards should expect from school leaders and what school leaders should expect from governing boards"

Governors had considered the NGA document which had been distributed prior to the meeting. The key points in the document were noted, and it was agreed that the Governing Body was already compliant with most of the areas covered in the article. The following were identified as areas to be developed further:

- Governors from black and minority ethnic ("BAME") backgrounds were encouraged to consider joining the Governing Body; and
- The implementation of a process for reviewing the contribution of individual governors. It was noted that this had been discussed previously, and it was agreed that it would be discussed in more detail at the Extended Meeting in March 2018.

FGB

The suggestion that governing boards should consider producing an annual report for parents was discussed. It was noted that there were strategic statements within the annual accounts which were on the school website. There were also contributions from governors in each edition of Beaumont Life, and it was agreed that no additional communications to parents were necessary.

c) discussion of the General Data Protection Regulations ("GDPR") and the school's plans to ensure compliance by 25th May 2018

AHa reported that the guidance for governing bodies from HCC on the GDPR was that it should be raised by governors to ensure that the school has in-hand the work necessary to ensure compliance by 25th May 2018. It was noted that SKi and the School Business Manager had attended a school-specific training course the previous week, and that the next stage was for the school to conduct an audit of the data that it holds, from which an action plan would be created.

The recommendation to appoint a GDPR link governor was discussed, and MCa volunteered to be the link governor, which was agreed. The need to appoint a Data Protection Officer was also discussed, and it was noted that there were various options for that, including appointing one individual for the whole BeauSandVer consortium.

It was agreed that this would be discussed further at the Resources Committee meeting next week and that SKi would circulate relevant information from the Information Commissioner's Office to all governors.

*Resources
Committee
SKi*

9. Head's Report including exclusion report for summer term 2017 – discussion and questions

Governors had considered the Head's Report which had been circulated in advance of the meeting. The update on SEC2 and the latest round of CIF bids was discussed in detail. Governors supported the school's decision to submit one ambitious bid in relation to further improvements in Science provision.

Governors noted the latest position on SEC3, and queried whether the plans for the school site were coherent overall, rather than being separate projects. MAt confirmed that, although the SEC2 funds and the CIF funds had to be separated, there was a master plan for the site which was coherent, and there were also possible economies of scale which the school could benefit from if all the bids were successful.

On site security, the decision to install a perimeter fence along the front of the school was noted and supported by governors.

Governors noted the exclusion report from the summer term and queried the proportion of those who were students in Year 8 (current Year 9); YPo confirmed that the behaviour of that cohort had improved that term.

10. Approval of the Admissions Criteria for admission in September 2019

Governors had considered the updated admissions criteria for the year commencing September 2019. The criteria were adopted as drafted.

11. Update from the Multi-Academy Trust Working Party and consideration of the terms of reference for the working party

Governors had considered the terms of reference for the working party which had been distributed prior to the meeting, and noted that its remit was to advise the governing body on strategic planning; it was not a decision-making body. The terms of reference were approved as drafted.

MCA then gave a further update which was recorded in Part 2 confidential minutes.

12. To receive and discuss the Annual Report on Child Protection, the self-review checklist and any safeguarding update

Governors had considered the annual report and the self-review checklist, both of which had been distributed prior to the meeting.

AWa confirmed that as Safeguarding Governor she had been through both documents in detail with YPo. There were no comments or questions arising.

YPo reported that so far this term there had been 2 Child Protection referrals and 2 Section 17 documents completed.

13. 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.

a) Single Equality Scheme (due Nov 2017)

Governors had considered the Single Equality Scheme which had been distributed prior to the meeting. The new objectives in the action plan were noted. The scheme was approved with an amendment to page 3 to refer

to the list of protected characteristics on page 3 of the Scheme to avoid any suggestion that the obligations were limited to the matters listed.

b) Schedule of Financial Delegation (due Nov 2017) (recommended by the Resources Committee)

Governors had considered the Schedule which had been distributed prior to the meeting. It was approved as drafted.

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 Single Equality Scheme as confirmation it had undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010. This statement was not necessary for the Schedule of Financial Delegation.

14. Examinations Report to Governors 2017 – discussion and questions

Governors had considered the Examination Report which had been circulated in advance of the meeting together with the FFT School Dashboard for the school's GCSE results.

JMo explained that overall the results were excellent at all levels. He took Governors through the report in detail, and the following were noted:

- At Key Stage 5, the results were excellent for both attainment and progress. In many areas, they were the school's best A Level results to date, and for the first time the average points per entry was a B grade, with 41% achieving an A or A* grade. The value-added score of 0.3 was very strong; last year a score of 0.3 would have put the school in the top 4% of schools in the country.
- Looking at the split between genders, the girls' attainment was higher than the boys', but the boys' value-added score was higher than the girls'.
- There were many subjects whose value-added results were statistically significant and only a very small number of subjects had a negative value-added score.
- The school was particularly pleased with the results achieved by disadvantaged students. At KS5, this group was not measured specifically and students who were disadvantaged at KS4 were treated by the school as being disadvantaged at KS5. This meant that identifying students within this group was more difficult, particularly if they did not join the school until Year 12.
- The Year 12 exams were threshold exams as most subjects did not have an AS exam any longer. The results were noted. JMo informed Governors that, on paper, the current Year 13 was less able than last year's Year 13. That was reflected in the Year 12 results, and also in the targets for next year to be considered later in the meeting.
- Governors asked how the KS5 results compared to other local schools. MAt reported that the league tables were not yet published; however, based on the information that had been shared by the schools to date, there were some minor differences, but overall the results were similar to the highest achieving STASSH schools.
- At KS4, the results were also very strong, which was as expected as the cohort was very strong. It was noted that the change to 1 - 9 scores for English and Maths, and the differing points values for this year's results, made comparisons to last year difficult; however, JMo reported that in almost all areas the results were better than last year.

- JMo reported that the results in the core subjects, particularly English, were very strong, indicating that the various interventions were successful. Governors noted that the Geography results had significantly improved from last year, and that the only significantly negative figure was for Applied IT which was being reviewed by the Leadership Team. Governors were also very pleased to note the improvement in the results for Product Design.
- Governors queried the results for MFL as a lot of the school's curriculum time was devoted to MFL, but the progress figures, whilst good, were not as good as other subjects. JMo agreed and confirmed that this was also being looked at by the Leadership Team.
- JMo reported that the figure for Attainment 8 was lower than the previous year, but, in real terms, it had increased, as the points values had changed and the percentile ranking of the school on this measure had increased.
- It was noted that the school was particularly pleased with the progress scores of the lower attainment students and the SEND students in particular, which were in line with the rest of the school, which Governors agreed was excellent. The disadvantaged students achieved a positive progress score, which it was agreed was a superb result for those students, and is unlikely to be far short of the national comparator for non-disadvantaged students.
- It was also noted that the EBacc score was excellent, and that the apparent drop in the percentage EBacc figure as a headline figure was due to the fact that the threshold for EBacc was now 5+ in English and Maths for the first time, although the League Tables would also report results of 9 – 4.
- Governors raised the progress gap between disadvantaged and non-disadvantaged students which was discussed, and it was noted that it was closing according to the FFT data. JMo agreed, but pointed out that the disadvantaged students included within the FFT data were different to those included within the DfE's definition of disadvantaged students, which included Children Looked After. The key comparison was between the school's disadvantaged students and national non-disadvantaged students.
- At KS3, it was noted that the results were very strong for this cohort, which was the penultimate cohort using assessment levels. The current Year 7 would be assessed without levels, using the new system introduced that term.

Governors congratulated the school on the fantastic results and thanked the staff and students for all their hard work. It was agreed that the information that was presented was very useful and helpful for governors, but it was suggested that the report should not grow too much more in length.

15. Proposals for setting targets for 2017-8 – discussion and questions

Governors had considered the targets paper for Years 11 and 13 which had been circulated in advance of the meeting. JMo updated Governors on the proposed targets for 2019 and explained that the targets had been arrived at by looking at data from FFT and ALIS as a starting point, and then putting that into the context of the two cohorts. The only target that this did not apply to was the Progress 8 target, as the FFT had not provided that target data (based on advice not to do so), because the coefficients that create this score were only available after the national results were published and hence it would be impossible to make a reasonable prediction.

It was noted that, on paper, the current Year 11 was less able than the previous Year 11 cohort, and JMo indicated that the school was less confident of the EBacc target as it was moving from a grade 4 to a grade 5 basis. It was noted that the targets had been reviewed and approved by the school's Improvement Partner and also the Leadership Team.

The proposed targets were approved.

16. Governor Development Co-ordinator Update

LSh reported that she had discussed the subject for the next in-house training with MAt and AHa and the proposal was that it be on understanding assessment data as there had been many recent changes in that area. The proposal was agreed and LSh agreed to liaise with MAt on possible dates, and then to book the session with HfL. *LSh*

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

There was no additional business raised.

18. Date of next meeting

**Tuesday 12th December 2017 8am – FGB and AGM of Academy Trust
FGB – Tuesday 23rd January 2018 – 6.30pm**

AHa declared the meeting closed at 8.25pm.

Signed:
Chair of Governors

Dated:.....