

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Thursday 20<sup>th</sup> September 2018 at 6.30pm**

Governors Present:

Alex Hall (“AHa”), Martin Atkinson (“MAt”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”) (Chair for items 5-16), Torie Stewart (“VSt”), Gary Kellett (“GKe”), Lisanne Sherwood (“LSH”), Ian Johnston (“IJo”), Cate Davies (“CDa”), Anna Battaglia-Geymonat (“ABa”), David Lee (“DLe”), John McAlister (“JMI”), Brenda Austin (“BAu”), Andy Gray (“AGr”) and Simone Kilka-Green (“SKi”).

In attendance:

Sharon Banks (“SBa”) (Chair for items 1-4)

Clerk to the Governing Body

**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.	MAt	Present at next FGB meeting once Kirkland Rowell report is issued
2	Update Governance structure chart and obtain approval via email.	SBa	ASAP
3	Governing Body Register of Business Interests to be circulated at both Resources and CTL ensuring Governors update and re-sign form. Website then to be updated.	SBa	ASAP
4	Discussion of items arising from the Key Themes for 2018/19 document to be tabled at the Strategy Meeting in October.	AWa	22 October, 2018 1.30pm
5	SBa to update the reference on the Workplan for 2018/2019 from “Dashboard of Ofsted” to “Inspection Data Summary Report (IDSR)” and to reschedule when this was covered to the February CTL Meeting.	SBa	ASAP
6	Updates made to the Governor Links to departments and approval gained via email.	SBa	ASAP
7	SEC2 Tender document to be circulated and Governor approval gained via email.	SBa	ASAP
8	Governors to assist MAt with the final negotiation meeting for FAB.	AHa, SKi, GKe	ASAP
9	Child Protection Policy and Annual Safeguarding Report to be updated with the Policy placed on the website and the safeguarding report sent to HCC.	SBa	ASAP
10	Details of the Hertfordshire Governors’ Annual Conference 2018 to be circulated once available.	LSH/SBa	ASAP
11	Group exclusions training session to be organised for Governors.	LSH/SBa	Mid-January
12	Brochure developed by school for grant funding to be circulated via email and Governor feedback obtained.	SBa	ASAP
13	SEC2 Terms of reference to be circulated and governor approval gained via email.	SBa	ASAP

**1. Apologies for Absence.**

Apologies for absence had been received from Mike Cameron (“MCa”) and Peter Mayne (“PMA”). Consent was given to their absence. 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 15**

*Actions*

Three items of additional business were noted.

**4. Appointments: Election of Chair and Vice-Chair and agreement as to deputising arrangements, and Election of Community Governor**

SBa acted as Chair and invited nominations for the positions of Chair and Vice-Chair. MCa and AWa agreed to stand for the positions of Chair and Vice-Chair respectively.

It was unanimously agreed to appoint MCa as Chair and AWa as Vice-Chair in both cases for a period of one year until the first Governors meeting of the academic year 2019-20.

It was noted that Alex Hall’s position as a Community Governor was due to expire on 28<sup>th</sup> November 2018. AHa confirmed that he was willing to continue to act as a Community Governor for a further term of office, and it was unanimously agreed that he would be re-appointed with effect from 28<sup>th</sup> November 2018 for a period of four years.

Governors also unanimously agreed to the following deputising arrangements:

*“In the event that the chair of governors is not available to carry out necessary duties and approvals, then authority to perform these duties and approvals is delegated to the vice-chair and then to the next available person, taken in order from the chair of the Resources Committee and the chair of the Community, Teaching and Learning Committee.”*

It was agreed that AWa would chair the remainder of the meeting.

**5. Constitution and legal operation of the Academy:**

**a) approval of terms of reference for committees**

Governors had considered the terms of reference for committees which had been circulated before the meeting.

It was noted that there were no items to raise and the terms of reference were approved.

**b) agree membership of committees (with delegated power to the Chair of Governor to vary this where necessary)**

Governors had considered the updated governance structure chart which had been circulated before the

meeting. It was agreed that no changes were required beyond updating the responsibilities for the change in Chair and that these would be updated by SBa and circulated for approval via email. It was agreed that the Chair of Governors had a delegated power to vary membership of the committees where necessary.

SBa

**c) approval and annual signature of the Code of Practice for School Governors**

The Code of Practice for School Governors as approved on 23<sup>rd</sup> March 2017 was circulated to the meeting for signature by each governor.

AWa reminded governors that they had a duty of confidentiality in relation to confidential or sensitive matters that were discussed at governors’ meetings.

**d) completion and checking of the Governing Body Register of Business Interests by all Governors published on the school’s website**

AWa reminded governors about the regulations which provide that governing bodies have a duty to publish on their website their register of interests setting out the relevant business interests of governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and members of the school staff including spouses, partners and relatives.

It was noted that the Clerk had brought the wrong file to the meeting and agreed to circulate the forms previously completed by governors at the upcoming Resources and CTL meetings, ensuring governors update their details and re-sign the form. It was noted that, from these, the register on the website would be updated by SBa.

SBa

**6. Approval of minutes of the meeting on 11<sup>th</sup> July 2018 including Part 2 confidential minutes and matters arising**

The minutes of the meeting on 11<sup>th</sup> July 2018, including the Part 2 confidential minutes, were agreed as drafted subject to two amendments recommended by a governor. The action points from the meeting were considered as follows:

**Actions Agreed at the meeting:**

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

**7. Chair’s Update including:**

**a) themes for the academic year 2018/19**

Governors had considered the paper setting out themes for 2018/19 which had been distributed prior to the meeting.

There was a brief discussion around the need to prioritise the focus on both staff workload and disadvantaged students due to the growth of the school this year. Regarding theme 4. "Working with other Schools" it was noted that there was some sensitivity surrounding this and that the themes paper should be brought to each meeting to refer to as a framework for future FGB decisions. It was also noted that it was important to keep abreast of key changes to the external environment and that possible impacts for 2019 should be scheduled for future discussion at the strategy meeting.

*AWa*

It was agreed that the matters set out in this document were aligned with the schools strategic focus for the year ahead and it was agreed as drafted.

**b) approval of the list of Designated Teachers/Governors**

Governors had considered the list of Designated Teachers/Governors which had been distributed prior to the meeting. The list was approved.

**c) to note the Governor work plan for the year**

Governors had considered the work plan which had been distributed prior to the meeting.

*SBa/ JMo*

It was agreed that the reference to the Ofsted data dashboard should be changed to the Inspection Data Summary Report (IDSR) and that SBa would check with JMo to confirm the reschedule of this item to the February CTL meeting.

The work plan was approved with this amendment.

**d) to note and approve the links to departments**

Governors had considered the list of department links which had been distributed prior to the meeting.

*JMo/  
SBa*

It was noted that AHa would take over RE and IJo volunteered for Geography. It was agreed that the links were approved as drafted subject to these changes being made. JMo agreed to update the school element.

**8. SEC2 Tender Process Update**

Governors had considered the tender document which had been distributed prior to the meeting.

MAt informed governors that TJ Evers was the successful vendor as part of Tillyards tendering process on behalf of the school and the budget was £2.8 million.

He then addressed the points raised by one of the governors prior to the meeting specifically concerning whether the list of contractors had proven track records, how quality was being measured across the contractors and whether all contractors had made the same allowances for removal of any waste material from the site. It was agreed that a separate discussion would take place between MAt and the governor with expertise in this area prior to the Resources meeting on the 24<sup>th</sup> September to ensure all queries were addressed to then enable the Tender document to be approved by the FGB via email.

*SBa*

**9. Head's Report including:**

**a) Update on FAB and CIF**

**b) Secondary Transfer Evening on Wednesday 3<sup>rd</sup> October 2018**  
**c) Update on Multi-Academy Trust discussions**

MAt thanked all governors who attended the staff inset at the start of term and the staff drinks on the first Friday of term, and reported that the start of the new academic year had been very positive. He reported that he was very pleased with the new staff who had joined the school, and that the senior team had been popping in on lessons and had provided very positive feedback.

MAt reported that, regarding the sixth form, 44 external students had joined the school making a total of 181 students in Year 12. In addition he was pleased to report that all the high performing students had made the decision to stay on at Beaumont.

With regards to results, it was noted that there would be more detail at the CTL committee meeting on the 10<sup>th</sup> October. In summary, the A2 Results were once again record results with an average point score of 39.5 (which was the equivalent of a B grade). On last year's league tables that would have put the school in the top 1% of all comprehensive schools.

For the A level Results 70% of the grades were A\*- B which was higher than the previous year and 90% A\* - C with more than 90% of students gaining entry to their University of choice with 3 or 4 students achieving a place at Oxbridge. It was noted that 41% of students had gained entry to a Russell Group university compared to 37% last year. For the Year 12 Threshold exams 57% achieved the grade of A\*-B compared to 50% in the previous year.

On the GCSE results, the Attainment 8 score was 61.5 compared to 58.5 last year and 82% of students achieved a standard pass in both English and Maths. MAt advised that the science results were the best that the school had ever had.

Governors commended the school on these outstanding results.

In relation to FAB, MAt reported that he was pleased to report that the Austin Way gate was installed and that it was being opened and closed manually. He reported that it had been observed that many students were using the new entrance. MAt reported that the 6<sup>th</sup> Form students would be given a card to access the south gate.

MAt requested help from the governors to assist with the negotiations in the final meeting. It was agreed that AHa, SKi or GKe would provide this support.

*AHa, SKi,  
GKe*

In relation to CIF, MAt reported that a site visit had been conducted by St Albans Council planning department. This was carried out by the same person who had come to inspect the original SEC2 plans. It was a brief 10 minute inspection of the back playground where the new building is planned. No issues were raised at the inspection.

MAt reminded governors of Secondary Transfer Evening on 3rd October 2018 from 5.45pm, which governors were asked to attend if possible.

***MAt then gave some further updates which are recorded in Part 2 confidential minutes.***

It was noted that other key highlights for the year to date included fantastic fundraising results including £7,500 from Robs Festival and £3,500 from the Summer Ball.

MAt reported that the DofE results had been excellent with ten students achieving Gold of which six were new 6<sup>th</sup> formers. The external coordinator commented on the quality and enthusiasm of the Beaumont students, some of the best he has been involved with. MAt commended Ella Dickson who has been running the program commenting on her brilliant effort with the students.

Finally MAt reported that the school was looking forward to seeing the performances of this year's school

musical – Evita.

Governors thanked MAt for his reports.

**10. Safeguarding – update and consideration and approval of the updated Child Protection Policy (due Sept 18)**

YPo reported that there were no issues on safeguarding of which governors needed to be made aware.

Governors had considered the updated policy, which had been distributed prior to the meeting. YPo advised that this policy reflected the updated model policy produced by HCC and that a lot of new sections had been added this year. YPo advised that the proposed changes were highlighted in yellow and in addition that the school had worked through a process to ensure that it had two parent contact numbers for each student. She advised that all staff must sign the document annually.

It was agreed that the policy was approved as amended also incorporating a change requested by a governor at the meeting. SBa agreed to put the amended policy on the website and the school's google drive. *SBa*

It was noted that the staff had also participated in an audit conducted by the Hertfordshire Safeguarding Board. YPo reported that overall the staff had achieved 99% to 100% on most of the key questions and as a follow up she had sent an update to all staff highlighting the areas where staff had not scored as well to ensure they were clear on the correct action for these areas. She emphasised however that the school had met requirements overall.

On behalf of the governors, AWa commended YPo on an excellent job keeping the school and staff abreast of the ever changing safeguarding requirements, particularly in light of the school seeing significant growth in pupil numbers and a subsequent growth in safeguarding cases.

**11. Confidential Item report – on the outcome of a Permanent Exclusion hearing and any recommendations arising**

*The discussion of this item is recorded in Part 2 confidential minutes.*

**12. \* 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 policy:**

**a) Safer Recruitment Policy (due Sept 2018)**

Governors had considered the updated policy which had been distributed prior to the meeting. It was noted that no changes were required. The policy was agreed.

**13. Report on Governor's review of the school's complaints file and agreement on who will carry out this review from September 2018**

AWa reported that she had reviewed the complaints over an eight month period and that there had been a slightly higher number of complaints. However the school's response and all the complaints had been satisfactorily resolved to date.

Governors asked whether the school should consider keeping a praise file.

It was noted that a letter had been sent to the school from the HfL Education Lead, praising the school on their outstanding exam results on attainment and progress.

It was agreed that AWa would continue to review the complaints for the 2018/2019 period.

#### **14. Governor Development Co-ordinator Update**

- a) **Hertfordshire Governors' Annual Conference, Saturday, 17<sup>th</sup> November 2018,**
- b) **Agreement as to the subject and timing for the next annual in-house Governor training session**
- c) **\*Discuss with Governors the opportunity to attend the Governor Leadership Training session**

The date of the annual Hertfordshire Governors' Annual Conference was noted. LSh advised that she would send further information once it was received. *LSh/SBa*

As to the subject for the next in-house training, LSh recommended that because a number of governors' exclusions training was about to expire that it was prudent to run this as the group training session. It was noted that LSh would investigate possible dates around mid-January and co-ordinate. *LSh/SBa*

Regarding the additional Leadership Training opportunity circulated for the governor's review prior to the meeting, it was agreed that governors would review and self-enrol online if interested.

#### **15. To receive any other business as notified in item 4**

MAAt requested the approval of the payment of an insurance claim which was previously made against the school and discussed at the Resources Committee on the 13<sup>th</sup> June. Payment was approved.

Governors considered a draft brochure to assist the school to pursue grant funding opportunities which was circulated prior to the meeting. This was in response to an action at the last Resources meeting on 13<sup>th</sup> June where it was agreed a brochure should be drafted of the school's achievements over the past four years. This would provide a starting point in developing a strategy to explore grant funding opportunities available to support the SEC2 and CIF projects with commercial organisations and foundations with outreach missions. It was agreed that SBa would request and compile governor feedback via email. *SBa*

Governors considered the SEC2 Terms of Reference which were circulated prior to the meeting and it was agreed that the updates could be made and then governor approval gained via email. *SBa*

There was no additional business raised.

#### **16. Date of next meetings**

- Secondary Transfer Evening – Wednesday 3rd October 5.45 – 8.45pm**
- Thursday 15<sup>th</sup> November 2018 6.30pm - FGB - Results and Target Setting**
- Tuesday 13<sup>th</sup> December 2018 8am – FGB and AGM of Academy Trust**

AWa declared the meeting closed at 8.20pm.

Signed: .....  
Chair of Governors

Dated:.....