

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 21st September 2017 at 6.30pm

Governors Present:

Alex Hall (“AHa”) (Chair for items 1, 2 and 4 – 15), Martin Atkinson (“MAI”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”), Torie Stewart (“VSt”), Mike Cameron (“MCA”), Gary Kellett (“GKe”), Lianne Sherwood (“LSH”) Ian Johnston (“IJo”) (present by telephone for items 1 – partway through item 10, and thereafter in person), Cate Davies (“CDa”), Anna Battaglia-Geymonat (“ABa”), David Lee (“DLe”), John McAlister (“JMI”) and Brenda Austin (“BAu”).

In attendance:

Simone Kilka-Green (“SKI”) (Chair for item 3)

Clerk to the Governing Body

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	Multi-Academy Trust Working Party to prepare draft terms of reference for approval by the FGB.	Multi-Academy Trust Working Party	ASAP
2	SKi to update the register of governors’ interests on the school website.	SKi	ASAP
3	SKi to amend the governor work plan to refer to the annual review and approval of the risk register.	SKi	ASAP
4	SKi to put the amended Child Protection policy on the website and the school’s internal CRL system.	SKi	ASAP
5	LSh to liaise with AHa and MAI 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
6	SKi to liaise with Sue Parsons to request references for the potential new community governor.	SKi	ASAP
7	SKi to circulate the updated list of governor meeting dates.	SKi	ASAP

1. Apologies for Absence, welcome to new staff governors and update on staff governor elections

Apologies for absence had been received from Alison Curran (“ACu”). Consent was given to her absence. Apologies for late arrival and attendance by telephone had been received from IJo. All other governors were present at the meeting.

AHa welcomed YPo and JMo, the newly appointed staff governors, to the meeting. All present introduced themselves.

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.

Actions

3. Election of Chair and Vice-Chair and agreement as to deputising arrangements

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

It was unanimously agreed to appoint AHa 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 2018-19.

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 AHa would chair the remainder of the meeting.

4. To receive notification of any other business for item 14

Two items of additional business were noted.

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 and agreed that the terms of reference still included the FAB group, and also Client Project Team; AHa confirmed that these needed to continue in place to cover the finalising of the FAB works, which were to be discussed later in the meeting (item 8). It was noted that the terms of reference would need to be amended when the project was finally completed.

It was suggested and agreed that the terms of reference should include terms for the Multi-Academy Trust Working Party. It was agreed that the working party would be asked to prepare a draft of this for approval by the FGB.

*Academy
Trust
Working
Party*

The terms of reference were approved with one amendment to the order of the paragraphs in section 2, page 2.

b) agree membership of committees including membership of Admissions Committee (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 the Admissions Committee would remain the same as last year and that DLe would join as parent governor. It was agreed that the Chair of Governors had a delegated power to vary membership of this committee where necessary.

The structure was approved.

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

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

AHa reminded governors that they had a duty of confidentiality in relation to confidential or sensitive matters that are 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

AHa 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.

The forms previously completed by governors were distributed to the meeting and governors were asked to update the details and re-sign the form. It was noted that, from these, the register on the website would be updated by SKi

6. Approval of minutes of the meeting on 12th July 2017 including Part 2 confidential minutes and matters arising

The minutes of the meeting on 12th July 2017, including the Part 2 confidential minutes, were agreed as drafted. The action points from the meeting were considered as follows:

Actions Agreed at the meeting:

	Action	Responsibility	Timescale	Update
1	LSh to organise for a Governor who is involved with a MAT to attend an FGB meeting.	LSh	Autumn term	See below.
2	SKi to deal with the necessary paperwork associated with the following changes in governors and memberships: a) RPr’s resignation with effect from 21 st July 2017; b) HHe’s end of term of office from 12 th September 2017; c) CHO’s end of term of office from 11 th September 2017; d) EHi’s resignation with effect from 31 st August 2017; e) the appointment of Yvonne Powdrell and Jonathan Mountstevens as governors and members with effect from 1 st September 2017 at Companies House and on Edubase, and also make the necessary entries in the school’s statutory books.	SKi	As the dates arise	Completed.
3	The school to procure a review of site security and present it to the governors for consideration and agreement.	MAt	ASAP	See below.
4	As an interim measure, the school to remind the students of their need for vigilance, and to challenge anyone on the school premises without a school lanyard.	MAt	ASAP	Completed.
5	CTL Committee to consider the request for a review of how students address female and male members of staff.	CTL	Autumn term	For the CTL Committee.

In relation to item 1 above, AHa reported that he and MAt had met a potential new community governor earlier in the week who had experience of Multi-Academy Trusts. It was agreed that if he were to be appointed to the governing body – which would be discussed under agenda item 14 – then this would deal with this

particular action point.

In relation to item 3 above, MAt reported that the security of the site had been discussed at length, and in particular the possibility of using some of the surplus funds from the FAB project to erect fencing at the front of the school. This would depend on the timescale for the opening of the new access road, the latest information on which was that the road was expected to be completed by the end of October 2017. Governors agreed that there was a risk/cost balance to be considered and it was agreed that work on this would continue.

7. Student Leadership Update

MAt reported that 48 subject and house captains had been appointed in Year 12. Laura Dine and Andy Gray were launching the Beaumont Future Leaders Award scheme to Year 7 and the rest of the school. As that scheme progresses, it was hoped that students would come to FGB meetings to give feedback.

8. FAB Project

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

AHa reported that, as mentioned earlier in the meeting, Charles Church's work was progressing well on the access road, and the road had now been properly connected to the school's entrance; this was carried out by Charles Church at no cost to the school.

There was work outstanding to divert gas and water supplies which meant that the anticipated completion of the access road was due at the end of October 2017.

Governors noted that the traffic on Hatfield Road should be unrestricted for Secondary Transfer Evening.

Governors queried whether the school's address would change when the new access was complete. This was not known and it was agreed that it would be useful to find out as soon as possible as there would be an impact on the school's headed paper. There would also presumably be an impact on satellite navigation systems used by cars and deliveries to the school.

AHa informed governors that Charles Church completed the purchase of the old playing fields from Hertfordshire County Council ("HCC") the previous day (20th September 2017).

b) Consideration of the updated Project Budget

AHa informed governors that the school had received an update on the Project 1 costs from HCC which showed an improved surplus due to the school. Julie Wells was scrutinising the figures and had already identified areas of double accounting which had further improved the school's position.

On Project 2, AHa reported that a lot of snagging work was completed by Ashe Construction over the summer break, including the replacement staircases. There was still a lot of work to be done and Ashe had been informed that this must be completed by October half term and, if not, AHa and MAt would require a meeting with Ashe's directors.

c) review of the continuation of the FAB and CPT groups and their terms of reference

As discussed earlier in the meeting, it was agreed that the FAB and CPT groups needed to continue in place to cover the finalising of the FAB works. AHa explained that, in order to maintain the pressure on HCC to finalise the costings on the Project 1 works, it was necessary to continue to hold monthly meetings.

In relation to the CPT group, AHa proposed that its terms of reference should be amended for the SEC2 project, so that the group reported directly into the Resources Committee. It was noted that the terms of reference for the FAB project were tightly drafted as a result of issues experienced several years ago with the

sixth form project. It was agreed that the school now had extensive experience of large building projects and that Julie Wells had done a fabulous job of controlling the costs on the project.

This was agreed on the basis that the SEC2 project would be a standing agenda item at Resources Committee meetings.

Governors recognised the large amount of work for Julie Wells on such projects and asked if she had the appropriate support. MAAt confirmed that there was an excellent finance team in place to support her.

9. Chair's Update including:

a) themes for the academic year 2017/18

Governors had considered the paper setting out themes for 2017/18 which had been distributed prior to the meeting.

It was agreed that the matters set out in this document were sensible 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.

It was agreed that the reference to the audit of the asset register would be removed as that was carried out as part of the annual audit. Governors queried when the risk register was considered. It was noted that it was included in the list of policies and was considered by the FGB in March each year. It was agreed that it would be added to the work plan for completeness. *SKi*

The work plan was approved with those amendments.

d) to note and approved the links to departments

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

It was noted that several governors had been allocated more than one department, but as the department reviews were now to be every other year that should not be too onerous. The links were approved as drafted.

e) report on exit interview with outgoing Headteacher

Governors had considered the confidential report on the exit interview AHa had carried out with Liz Hitch which had been distributed prior to the meeting. The report was discussed and it was agreed that it was very helpful.

10. Head's Report including:

a) Secondary Transfer Evening on Wednesday 4th October 2017

b) Update on SEC2

c) Update on Multi-Academy Trust discussions

MAAt 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 the atmosphere in the school had been excellent.

Governors noted that, despite having pushed the contractors installing the new windows in B Block over the summer, it was disappointing that the work was not quite finished by the start of term, as it meant that some of the scaffolding was still on site.

MAt reported that, regarding the sixth form, 57 external students had joined the school making a total of 190 students in Year 12. This had led to some pressure on the admin support for the sixth form.

With regard to results, it was noted that there would be more detail at the CTL committee meeting on the 11th October, and also at the next FGB meeting. In summary, the A2 Results were once again record results with an average point score of 40 (which was the equivalent of a B). On last year's league tables, that would have put the school in the top 1% of all comprehensive schools and the top 10% of all schools (state and private). There were 57 A* grades achieved across 19 subjects and 90% of students obtained a place at a university of their choice (37% of which were Russell Group universities), including 4 Oxbridge candidates and 7 medics.

The AS Results were more difficult to measure as there was only a small number of external AS examination subjects plus the school's threshold exams. 50% of the grades were A*- B which was lower than the previous year. It was noted that this could be due to the way in which the exams were marked by staff. Governors questioned the position adopted by the school on UCAS applications. MAt confirmed that the school's approach was to increase by 1 level for 2 out of 3 subjects – this was a more positive position than the school had adopted previously (and was more positive than some of the other schools within the BeauSandVer consortium), and it had been clearly communicated to the students and parents. It was agreed that clear communication was important to set the expectations of the students and their parents.

On the GCSE results, this year was the start of the new gradings for English and Maths which made comparison with previous years very difficult, but the results were positive. The Attainment 8 score was 57.9. MAt reported that that was an excellent score; if the results from last year were translated to the new system, it would have produced a score of 55.7.

86% of students achieved a standard pass in both English and Maths; some English papers had been sent back for re-marking. As regards EBacc figures, MAt reported that this was 53% due to the fact that a 5 was the threshold for English and Maths (which is a high C grade), meaning that the percentage achieving EBacc had reduced slightly.

In relation to SEC2, MAt reported that there had been a pre-app meeting with St Albans District Council planning team to discuss the new building. The meeting was positive, although the fact that the site was in the green belt, and therefore the application needed to make a case for special circumstances, was stressed by the planning officer. It was agreed that the fact that the County Council had asked the school to expand to take additional students, and was funding the new building, would lend weight to the application.

With regard to the timing of the project, MAt explained that it had been hoped that some of the ground surveys from the FAB project could be used as part of the application. Unfortunately, that was not possible, so new surveys are now being commissioned. These surveys will inform the project team on whether it will be necessary to pile the foundations, which will have an impact on the project budget. The BSA has agreed to fund some of the science equipment over 2 years which will ease the budget.

On the CIF bid work, MAt reported that the new windows in B Block were now almost complete; there were still some areas to be completed such as the internal quads. The flat roofing should be complete by the end of September. It was noted that, although the work had proven challenging to manage over the summer break, it was all on budget.

MAt then gave some further updates which are recorded in Part 2 confidential minutes. IJo arrived at the meeting partway through those updates.

MAt reported that the Duke of Edinburgh Scheme was going well and thanked Ella Dickson and other staff for all their work.

Finally, MAt reminded governors of Secondary Transfer Evening on 4th October 2017 from 5.45pm, which governors were asked to attend if possible.

11. Safeguarding – update and consideration and approval of the updated Child Protection Policy (due Sept 17)

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 explained that this policy reflected the updated model policy produced by HCC. She pointed out one typo on page 16 and confirmed that staff had signed the annual declaration referred to in the policy.

The policy was approved as amended. SKi agreed to put the amended policy on the website and the school's internal CRL system. SKi

12. Confidential item – report on the outcome of a complaint hearing and any recommendations arising

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

13. Governor Development Co-ordinator Update - Hertfordshire Governors' Annual Conference, Governance and School Leadership – Working together to navigate change - Saturday, 11th November 2017, Robertson House, Stevenage, and agreement as to the subject and timing for the next annual in-house Governor training session

The date and subject of the annual HASG conference were noted. As to the subject for the next in-house training, LSh agreed to liaise with AHa and MAt on what topics were offered by Herts for Learning, and report back to the next FGB meeting. LSh

14. To receive any other business as notified in item 4

AHa reported that earlier in the week he and MAt interviewed a potential new community governor, Kevin Smith; his CV was considered by governors.

It was noted that Kevin had experience of MATs which was a skill that would complement the current governing body. It was agreed that, subject to a few queries on his CV and acceptable references being received, Kevin Smith would be appointed as a community governor for the usual four year term. SKi agreed to ask Sue Parsons to request references. SKi

AHa reported that a clash of dates had been identified for the 1st March 2018 Governor Day in school. It was agreed that this would be moved to 8th March 2018 and SKi agreed to circulate the amended list of dates to all governors. SKi

There was no additional business raised.

15. Date of next meeting

Secondary Transfer Evening – Wednesday 4th October 5.45 – 8.45pm
Tuesday 14th November 2017 6.30pm - FGB - Results and Target Setting
Tuesday 12th December 2017 8am – FGB and AGM of Academy Trust

AHa declared the meeting closed at 8.00pm.

Signed:
Chair of Governors

Dated:.....