

**BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 22nd March 2018 at 6.30pm**

Governors Present:

Alex Hall (“AHa”) (Chair), Martin Atkinson (“MAt”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”), Mike Cameron (“MCa”), Gary Kellett (“GKe”), Lisanne Sherwood (“LSH”), Ian Johnston (“IJo”), David Lee (“DLe”), John McAlister (“JMI”), Brenda Austin (“BAu”) (items 5 – 21), Simone Kilka-Green (“SKi”), Cate Davies (“CDa”), Torie Stewart (“VSt”) and Peter Mayne (“PMa”).

In attendance:

Sharon Banks (“SBa”) - Clerk to the Governing Body

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	Notes of Extended Meeting to be approved at the next meeting.	FGB	Next meeting
2	SBa to circulate the updated Governor Code of Practice for signature at the next round of meetings.	SBa	Next round of meetings
3	AWa to follow up behaviour points under PHSCE with ECl.	AWa	ASAP
4	MAt to confirm the insurance position if the school burned down.	MAt	ASAP
5	MAt to consider if there were ways to reinforce with staff and students the lock-down procedure within the Business Continuity Plan.	MAt	ASAP
6	CCTV Policy and Privacy Notices to be reviewed and re-circulated for approval by email.	MAt	ASAP
7	PMa to work with the school on GDPR related policy development and implementation.	PMa	ASAP

1. Apologies for Absence

Apologies for absence had been received from Andy Gray (“AGr”) and Anna Battaglia-Geymonat (“ABa”). 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 16

Two items were raised and accepted.

4. Approval of minutes of the meetings on 23rd January 2018 (including Part 2 confidential minutes) and matters arising

The minutes of the meeting on 23rd January 2018 were agreed as drafted. The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	AHa to consider further inviting students to attend the Extended Meeting.	AHa	For the Extended Meeting on 8 th March 2018	Completed
2	Governors to email to SKi any particular requests for the daytime session of the Extended Meeting by Friday 2 nd February 2018.	All	By Friday 2 nd February 2018	Completed
3	SKi to email the updated Inspection Data Summary Report to all governors.	SKi	ASAP	Completed
4	SKi to check with the School Business Manager whether the Schedule of Financial Delegation permitted the proposed extension to the cleaning contract without any alternative quotes being obtained.	SKi	ASAP	See below
5	The structure of the GB to be discussed in detail at the Extended Meeting on 8 th March and the Chair of Governors Elect (from September 2018) to be identified and agreed at the next meeting.	FGB	Extended Meeting on 8 th March 2018 the FGB meeting 22 nd March 2018	Completed
6	SKi to liaise with the school to progress the election of the new parent governor.	SKi	ASAP	Completed
7	LSh to confirm the date for the next in-house training session on understanding assessment data.	LSh	ASAP	Completed

In relation to action point 4 above, it was noted that after the meeting SKi had confirmed by email that when the cleaning contract was originally tendered, the tender was an OJEU compliant tender for a 3 year contract with the option to extend for a further 2 years. The extension for an additional 2 years was therefore compliant with OJEU principles.

The Part 2 confidential minutes of the meeting on 23 January, 2018 were agreed as drafted, and it was noted that the action from that meeting had been completed.

It was noted that the minutes of the Extended Meeting on 8th March, 2018 were not ready to be approved. It was agreed that they would be reviewed at the next meeting.

5. Formal ratification of the appointment of Sharon Banks as Clerk and Secretary and Simone Kilkka-Green as a Community Governor both with effect from 8th March 2018

It was noted that at the Extended Meeting on 8th March 2018 the appointment of SBa as Clerk to the Governors and Company Secretary was approved and SKi was appointed as a Community Governor – both with effect from 8th March 2018. Both appointments were ratified.

6. Student and House Leadership Update

Governors discussed the positive feedback from the session with the students at the Extended Meeting. Governors agreed that the short rotational question/answer session was very interesting and shared specific examples of feedback they had received. Governors commended the school on the positive experience and feedback from the students.

7. 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.

8. FAB updates on the outstanding issues

AHa reported that the main update on the FAB project was on the progress of the construction of the access road by Charles Church which Hertfordshire County Council (“HCC”) was pursuing. The latest update from HCC was that, subject to the completion of some work by Affinity Water, the access road was expected to be open after the Easter break. AHa advised that the school gates were booked to be installed in the week commencing 16th April 2018 and should take 3 days to complete.

With regard to the finalising of the contractual relationship between HCC and the school, AHa reported that discussions were ongoing to document the final position under the Development Agreement under which HCC had agreed that the school could put the balance of the funds due to it towards the SEC2 building works.

9. Chair’s Update including:

a) Feedback from the Extended Meeting on 8th March and actions to be taken forward

It was agreed that the discussions at the Extended Meeting about the Multi-Academy Trust (“MAT”) position would be discussed further under agenda item 11.

b) Approval of the update of the Governors Code of Practice

Governors had considered the amended Governor Code of Practice, which had been distributed prior to the meeting, and noted that it had been amended to reflect changes to the NGA model Code of Practice.

AHa suggested that the document would benefit from being further amended to take into account changes to the Data Protection legislation under the General Data Protection Regulations (“GDPR”), that were due to come into effect in May 2018.

Governors confirmed that they were happy with the amendments proposed, and it was agreed that the Code would be signed as drafted as an interim position whilst the impact of the GDPR, and the question of how the Code of Practice should be amended, was reviewed. SBa agreed to circulate the Code for signature at the next round of meetings.

10. Head’s Update

Governors had considered the Head’s Report which had been distributed prior to the meeting. MAt took governors through the various areas of the report.

Governors noted that on admissions the number of first choices for admission in September 2018 had risen by 43% to 358, which was the highest of all the St Albans and Harpenden schools. It was also noted that, on the first allocation for September 2018 Year 7 (released on 1st March 2018), the longest distance from the school had reduced significantly to 962m from 987.98 metres in 2017 and 1129m in 2016 – that was despite the increase to 7 forms of entry from 2018.

Governors expressed concern that the distance would reduce further when the new housing being built by

Charles Church on the playing fields was completed and occupied. It was agreed that in the light of that the recent decision by HCC not to support the school as part of the SEC3 expansion project was disappointing.

Governors congratulated the Year 13 students and the school on the excellent university offers received. Concern was expressed at the number of unconditional offers that had been received from universities. It was agreed that it was hoped that would not impact significantly on the students' final outcomes.

Governors were delighted to note that full planning permission had been granted (with minor conditions) on the SEC2 project. It was noted that the school was progressing the development of the design, and the next stage was the appointments of the Mechanical and Electrical Consultant and the Cost Consultant.

AHa suggested that the additional item of business relating to SEC2 be dealt with at this point in the meeting, and that was agreed.

Governors had considered the paper from Julie Wells, which had been circulated in advance of the meeting, in which the appointment of Lyster Grillet and Harding for RIBA Stage 4 (Technical Design), Stage 5 (Construction) and Stages 6 and 7 (Handover and Close Out) was recommended. Governors discussed the tender process for the appointment of the architect on the project, and it was noted that whilst the tender process carried out at the start of 2017 was only for these initial stages (Stages 1 – 3), all the companies were asked to provide a full fee quote for the whole project.

Governors sought assurance that the Schedule of Financial Delegation did not require that a further tender exercise be carried out, and on that basis the appointment of Lyster Grillet and Harding was approved up to and including RIBA Stage 7, it being noted that the intention was that for RIBA Stages 5 to 7 (Construction through to Handover and Close Out) Lyster Grillet and Harding would be novated to the contractor.

Governors noted that, in connection with the SEC2 project, the outcome of the CIF bid for the replacement Science block was expected by the end of March. MAt confirmed that the application for planning permission was ready to be submitted if the bid were successful.

On staffing, MAt reported that he was very pleased with recent appointments; it was noted that the last day by which teachers had to resign in order to leave at the end of the academic year was 31st May 2018, and until then it was not possible to predict the impact of the new Harpenden School which was advertising various positions.

Governors had considered the letter which had been sent out to parents of the students that were involved in the coach accident on Sunday 11th March 2018. MAt advised that he was very proud of the way that staff handled a difficult situation with the utmost care and composure.

Governors had reviewed the exclusions data for the autumn term 2017. It was noted that the data was significantly higher than usual in terms of number of days of exclusions. MAt explained that it was due to a permanent exclusion, a managed move and a significant theft involving three Year 11 students.

Governors asked about the reasons for the increase in fixed period exclusions and MAt advised that one area of concern was students bringing weapons to school. It was noted that this was an issue in the whole area, and was not specific to the school.

Governors noted the significant number of sporting successes enjoyed by the students, and passed on congratulations to the various teams and the school.

11. Update on MAT discussions

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

12. Election of Chair of Governors with effect from 1st September 2018

Two governors had put themselves forward for the position of Chair of Governors.

SBa facilitated an election by secret ballot. MCa was elected with effect from 1st September 2018.

AHa thanked both candidates.

13. Safeguarding

AWa reported that she met with YPo, Elena Dundjerovic and LSh to discuss the safeguarding issues raised in the recent Verulam Ofsted Report. Governors noted that the report was considered in detail at the meeting, and AWa confirmed that she was very comfortable that the school was proactive on safeguarding, kept abreast of anything new from county, and had processes for offsite provision which were robust and correctly followed.

AWa also complimented the school for organising an excellent LGBT assembly that they ran to raise awareness for all students.

AWa reported she had raised safeguarding with the 4 student groups she met at the recent Extended Meeting. All of them said they felt safe in school and they would know who to go to if they had a problem.

AWa reported that she would be following up the behaviour points under PHSCE with the subject head, Liz Cleverley, early next term to confirm the school's approach to proactively educating students about bullying etc.

14. * 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) Business Impact Analysis and Business Continuity Plan (due March 2018)

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

Governors asked various questions including what sort of insurance policy was in place if the school burned down. MAt agreed to investigate and confirm the position.

Governors asked whether the lock-down procedure was practised in the same way that fire evacuation procedures were practised. MAt confirmed that it was not the school's procedure to practise lock-down as it was felt that it could cause anxiety and possibly panic amongst students. It was agreed that there were pros and cons of that approach, and it was agreed that MAt would consider if there were ways to reinforce the lock-down procedure with staff and students.

Governors also asked what procedure was in place in the event of a bomb scare in the light of recent hoax calls made to other schools in Hertfordshire (not the school) during the course of that week. There was a general discussion around how the school would address this. The Plan was approved as drafted.

b) Risk Register (due March 2018)

Governors had considered the updated Register which had been distributed prior to the meeting. The Register was approved as drafted.

c) Investment Policy as recommended by the Resources Committee (due March 2018)

Governors had considered the Policy which had been distributed prior to the meeting. It was noted that the Policy was recommended for approval by the Resources Committee and it was approved as drafted.

d) CCTV Policy (new Policy)

e) Privacy Notices for parents/carers and students

Governors had considered the Policy and Notices which had been distributed prior to the meeting.

Concerns were expressed by governors around the content of the Policy and the Notices and in particular references in the CCTV Policy to covert operations.

It was agreed that further work was required to the documents, as well as consideration to be given to whether additional privacy notices were required. It was agreed that the school would work on the documents and then the amended documents would be circulated for approval by governors by email.

It was noted that this linked to an item of additional business to be raised at the meeting which was that the school proposed to appoint Kate Tym (the Attendance and Student Records Administrator) as Data Protection Officer (“DPO”) and had requested that a governor be appointed as the GDPR link governor.

Governors discussed the DPO position, and although it was noted that ideally the DPO would not have a role in the school involving data, it was agreed that that would be very difficult to achieve. Kate Tym’s appointment as DPO was therefore approved.

PMa volunteered to oversee GDPR as he had experience of GDPR in his role at work. PMa’s appointment as GDPR Governor was approved and he agreed to work with the school on GDPR related policy development and implementation.

ii) note approval by email of the statement on progression from Year 12 to Year 13

It was noted that the statement had been approved by governors by email.

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.

15. Governor Development Co-ordinator Update. Hertfordshire Governors’ Annual Conference 2018 – Saturday 17th November 2018

LSh reported that training was up to date.

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

It was noted that the two items of additional business had been dealt with under agenda items 10 and 14) i) d). There was no additional business raised.

17. Dates of next meeting

FGB - Thursday 7th June 2018 6.30pm

There being no further business AHa declared the meeting closed at 8.35pm.

Signed:
Chair of Governors

Dated:.....

