

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Thursday 7<sup>th</sup> June 2018 at 6.30pm**

**Governors Present:**

Alex Hall (“AHa”) (Chair), Martin Atkinson (“MAAt”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”), Mike Cameron (“MCA”), Gary Kellett (“GKe”), Lianne Sherwood (“LSh”), Ian Johnston (“IJo”), David Lee (“DLe”), John McAlister (“JMI”), Brenda Austin (“BAu”), Simone Kilka-Green (“SKi”), Cate Davies (“CDa”), Peter Mayne (“PMa”), Andy Gray (“AGr”) and Anna Battaglia-Geymonat (“ABa”).

**In attendance:**

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

**Actions Agreed at the meeting:**

|   | <b>Action</b>   | <b>Responsibility</b> | <b>Timescale</b>       |
|---|---|-----------------------|------------------------|
| 1 | Student Voice update  | ZSh                   | Next meeting           |
| 2 | Oversight of building works and Financial Planning to be added to the PSI.  | JMo                   | Next Resources meeting |
| 3 | SKi to send comments regarding more measurable benchmarks in the PSI to MAAt.   | SKi                   | Next CTL meeting       |
| 4 | SEC2 – MAAt to discuss with the school’s advisers and AHa to contact Tracy Harvey. SKi to evaluate options for planning resubmission. | MAAt, AHa, SKi        | ASAP                   |

**1. Apologies for Absence**

Apologies for absence had been received from Torie Stewart (“VSt”). Consent was given to her 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**

One item of business was raised. As the Agenda for the upcoming meeting of the Resources Committee had been circulated to governors one day short of the required notice, AHa determined that (as there was urgent business to discuss, i.e. the approval of the 2018/19 budget), it was appropriate to allow the agenda to be circulated on shorter notice. Governors were asked to ratify that approach. Governors ratified this decision.

**4. Approval of minutes of the meetings on 22<sup>nd</sup> March 2018 (including Part 2 confidential minutes) and matters arising and the notes of the Extended Meeting on 8<sup>th</sup> March, 2018.**

The notes of the Extended Meeting on the 8<sup>th</sup> March were agreed as drafted. The minutes of the meeting on

22<sup>nd</sup> March 2018 (including Part 2 confidential minutes) were agreed as drafted. The action points from the meeting were considered as follows:

|   | Action   | Responsibility | Timescale              | Update                                   |
|---|--|----------------|------------------------|--|
| 1 | Notes of Extended Meeting to be approved at the next meeting.  | FGB            | Next Meeting           | Completed                                |
| 2 | SBA to circulate the updated Governor Code of Practice for signature at the next round of meetings.                                  | SBA            | Next round of meetings | Completed                                |
| 3 | AWa to follow up behaviour points under PHSCE with ECL.  | MAt            | ASAP                   | Completed                                |
| 4 | MAAt to confirm the insurance position if the school burned down.  | MAAt           | ASAP                   | Completed                                |
| 5 | MAAt to consider if there were ways to reinforce with staff and students the lockdown procedure within the Business Continuity Plan. | MAAt           | ASAP                   | Completed                                |
| 6 | CCTV Policy and Privacy Notices to be reviewed and re-circulated for approval by email.  | MAAt           | ASAP                   | Review at Resources Committee on 13/6/18 |
| 7 | PMA to work with the school on GDPR related policy development and implementation.   | PMA            | ASAP                   | As Above                                 |

In relation to action point 4 above, it was agreed that contingencies were in place via both the Risk Assessment and Continuity of Business Policies. Governors agreed that no further investigation was required.

In relation to action point 5 above, MAAt reported that the school had implemented a practice lockdown scenario to increase the students' awareness in the event of a future lockdown requirement. Resulting from this, the school identified the need to install an additional connection for the bells between the new building and MAAt's office to make the system more robust. Governors commended the initiative and outcome.

The Part 2 confidential minutes of the meeting on 22<sup>nd</sup> March 2018 were agreed as drafted, and it was noted that the action from that meeting had been completed.

## 5. Student and House Leadership Update

Governors were advised that ZSh was in the process of developing the student voice via a survey and a series of meetings. The students would then attend an LT meeting to feedback their findings. It was advised that an update would be ready for the next meeting. *ZSh*

## 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 were advised that the draft minutes were still in the process of being approved by the chair and would be distributed in advance of the next meeting.

## 7. FAB updates on outstanding issues

AHa reported that the FAB Group was meeting with HCC the next day to discuss sign off of the whole project and the drawdown of the remaining funds.

Governors advised that they were pleased to be able to access the school via the new road.

**8. Chair’s Update (including ratification of a National Lottery Application)**

An earlier National Lottery Application from the school for funding for the writing of a new play about e-safety (of which Governors had previously been advised by email) was ratified by the Governing Body. AHa reported that the school had not been successful with this application but would continue to look out for future opportunities.

AHa advised that the Terms of Reference for the Client Project Team on SEC2 had been recirculated and recommended by the Resources Committee for approval.

**9. Head’s Update (including approval of the Plan for School Improvement (“PSI”))**

Governors had considered the PSI which had been distributed prior to the meeting.

MAt requested that Governors advise as to which committees should consider updates in relation to the new PSI. Governors agreed that (in relation to the objectives currently set out in the PSI) they should all be reported to the CTL Committee, with the exception of the Multi Academy Trust component which would be reported to the full governing body.

Governors suggested that objectives in relation to the oversight of building works and financial planning should be added and MAt agreed. It was also agreed that updates on the section relating to building works should be reported to the Resources Committee. *JWe*

Governors questioned the 2018 target KPIs and monitoring updates. This led to discussions about success criteria and the fact that some were measurable and some were not. It was agreed that the key priority was to encourage aspirational working and making a difference rather than day to day management. JMo agreed to adjust the wording appropriately. Governors were keen to see some more measurable benchmarks for the success criteria and SKi agreed to send comments to MAt for review and comment. It was also suggested that the school carefully consider the language of PSI objectives to ensure that they accurately reflected the current position when setting objectives for the future, so as not to underestimate the school’s achievements to date. *JMo/SKi/MAt*

Governors commended the school on the quality of the content of the PSI.

It was also reported that interviews were in progress to replace the Head of Psychology who had left with short notice due to extenuating circumstances. Governors were advised that the school was also in the process of recruiting for an Examinations Administrator and Receptionist.

As part of the SEC2 update, MAt reported that Bidwells had been in over the half term break to assess employer requirements and conduct a survey of the site. He advised that the CIF project planning permission had been invalidated. This announcement led to discussion about the possible scenarios for obtaining planning approval or appropriate workarounds, so as not to delay the building of the Science Block. The challenges of two buildings vs. one building were discussed including plant room logistics. Governors recommended that MAt make contact and challenge the school’s advisers to see if an alternative planning strategy was feasible. AHa said he would also contact Tracy Harvey, Head of Planning at St Albans District Council, in the meantime in order to discuss the best way forward. It was agreed that it was important to establish a solution that was in the best interests of the school for the longer term. Governors made a suggestion of accepting the rejection of the current application, receiving a refund, and then resubmitting an application for consent for one big building – half of which planning had already received planning consent. It was agreed that further discussions would take place at the FAB Group meeting the next day. *MAt/AHa/SKi*

MA highlighted to the Governors the current fundraising initiatives in progress, including Red June which involved a number of exercise and wellbeing activities involving the staff, and that other activities like a Readathon were also in progress. He was pleased about the positive impact these initiatives had on the staff. He advised that there had also been parent involvement and support via a Facebook page. He reported to the Governors that £546 pounds had been raised to date from this latest initiative.

Governors commended the school on their proactivity with such initiatives.

MA highlighted to Governors that there was a number of events coming up in the school calendar, including Rob's Festival, CED Week, the Garden Ball Fundraiser, Sports Day and the Summer Concert. He also mentioned his delight that a member of staff involved in supporting students through their Gold Duke of Edinburgh Awards was invited to Buckingham Palace to see her students presented with their Gold Awards.

Governors commended these initiatives.

#### **10. Equality Objectives Action Plan Progress**

Governors had considered the report which had been distributed prior to the meeting.

It was noted that the school had implemented all of the initiatives on the plan, including some powerful assemblies and displays for LGBT and women's rights.

Governors commended the school on these initiatives and looked forward to the next review in the Autumn Term.

#### **11. Update on MAT discussions**

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

#### **12. Safeguarding**

There was a brief discussion about moped crime (as highlighted in the media) and enhanced student awareness as a result. AWa had met with the Head of PCHE & Citizenship regarding increasing knife crime in the broader community and the need for the school to be aware. AHa advised that the Government had updated its Security Policy and noted that the Prevent Policy remained unchanged. YPo also reported that all staff had been required to complete a safeguarding audit during the previous week and she was awaiting feedback from County.

#### **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.

##### **i) consideration and approval of the following policies:**

##### **a) Whistleblowing Policy (recommended by resources committee due May 2018)**

Governors had considered the updated policy which had been distributed prior to the meeting. The policy was agreed, but it was agreed that it would be revisited in a year's time to make it more user-friendly.

**b) CCTV Policy (new Policy)**

Governors had considered the amended policy which had been distributed prior to the meeting. The policy was approved.

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.

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

LSh advised that there were no updates.

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

**16.**

**17.** It was noted that the one item of additional business had been dealt with under agenda items 3. There was no other additional business raised.

**18. Dates of next meeting**

**FGB – Wednesday 11<sup>th</sup> July 2018 at 6.30pm**

There being no further business, AHa declared the meeting closed at 8.10pm.

Signed: .....  
Chair of Governors

Dated:.....