

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 14th March 2019 at 6.30pm

Governors Present:

Mike Cameron (“MCa”) (Chair), Martin Atkinson (“MAt”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”), Gary Kellett (“GKe”), Ian Johnston (“IJo”), David Lee (“DLe”) (Items 1 - 9), Simone Kilka-Green (“SKi”), Cate Davies (“CDa”), Lianne Sherwood (“LSh”), Andy Gray (“AGr”), Anna Battaglia-Geymonat (“ABa”), Peter Mayne (“PMA”) and Michele Lloyd (MLl).

In attendance:

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

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	SKi to send MAAt information about requiring Charity Commission consent to determine next steps.	SKi/MAAt	ASAP
2	Investigate possible link for students with London School of Hygiene and Tropical Medicine.	DLe	Update at next meeting: 6 th June
3	Meeting to be arranged to determine the structure of the MAT working group going forward.	MCa	Update at next meeting: 6 th June
4	When developing the schedule for next year’s meetings ensure the FGB meeting occurs last.	MAAt	ASAP
5	Present draft communications plan at next FGB.	MAAt/CCr/Governor representatives	Next meeting: 6 th June
6	EEF new tool kit for Governors to be added as agenda item for the next CTL committee agenda.	SBa	ASAP
7	Finalise FAB via meeting between SKi, AHa, MAAt, GKe, AWa, JWe and the relevant representatives from Charles Church.	MAAt/JWe	ASAP
8	Develop and share checklists for future PE process following IRP training.	AWa	Next FGB
9	Check frequency required for IRP and exclusion training.	LSh	Next FGB
10	Risk Register to be uploaded once updates submitted to SBa	MAAt/SBa	ASAP

1. Apologies for Absence

Apologies for absence had been received from Alex Hall (“AHa”), Brenda Austin (“BAu”) and Torie Stewart (“VSt”). Consent was given to their absence. All other governors were present at the meeting. David Lee (“DLe”) apologised for needing to leave the meeting early.

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

One item of additional business was raised.

4. Approval of minutes of the meetings on 23rd January 2019 and matters arising and the notes from the Extended Meeting on 28th February 2019.

The minutes of the meeting on 23rd January 2019 were agreed as drafted. The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale
1	Governors to assist MAt with the final negotiation meeting for FAB.	AHa, SKi, GKe, JWe,	On agenda
2	PE/GDC/IRP process to be reviewed and learning points documented for future reference.	AWa, SBa	On agenda
3	Committees proposed articles to be reviewed to incorporate the importance of ongoing staff governor input whilst acknowledging they can no longer vote, and submit to the ESFA for approval.	MCa/SKi	Submitted - awaiting response from ESFA
4	MAt to investigate if the contractor is covered should a subcontractor go into administration during the project to ensure the project timeline will not be at risk. MAt to investigate what due diligence Evers have completed on the sub-contractors that they employ in order to minimise any risk involved.	MAt	Complete
5	MAt to submit the signed Deed of Variation of the Funding Agreement to the ESFA once it had been signed.	MAt	Complete
6	Agreed Agenda items for Governors Day 28 th February a. SHo to coordinate the first part of the Governors Day b. ZSh to coordinate the sessions where Governors have the opportunity to chat with the students in small groups. c. Simplified summary of the Ofsted changes d. Review of governors' skills audit e. Self Evaluation Document (SED) f. Blue sky discussion to challenge status quo	SHo ZSh JMo/AHa FGB FGB FGB	Complete
7	Investigate possible link for students with London School of Hygiene and Tropical Medicine.	DLe	Update next meeting
8	Governors' skills audit to be updated and circulated via email.	SBa	Complete
9	Meeting to be arranged to determine the structure of the MAT working group going forward.	MCa	Update next meeting
10	Review of the School Complaints File	AWa	On agenda

11	Debrief to be conducted to compile all learnings from the last permanent exclusion process and produce a working document for future reference	AWa/SBa	On agenda
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In relation to action point 3 above, it was noted that whilst Governors were still waiting for a response from the ESFA, the school was required to get Charity Commission consent. SKi agreed to forward the information to MAt to review. *SKi*

The notes from the Extended meeting on 28th February 2019 were approved as drafted.

5. Student and House Leadership Update

MAt reported that a selection of students had been involved with the Chartwells food tasting as part of the tender process. It was noted that the response from the students to this experience was very positive.

It was highlighted that the school felt that there had been a better quality of discussion with the students at this year's Governors day in school session compared to last year.

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.

One general request was noted which was that next year's meetings should be ordered to ensure that the FGB meeting takes place last for each cycle of meetings. *MAt*

7. Acknowledgement of receipt and review of the Management Accounts

Governors had considered the Management Accounts which had been circulated via email in advance of the meeting and had no further comments.

8. Chair's Update including:

a) Feedback from the Extended Meeting on 28th February 2019 and actions to be taken forward

Regarding the Extended meeting, the chair asked to note a formal thank you to the students who participated in the open discussion session with the Governors. The Governors were pleased that the students were very clear about what they want from the school, and also with the positive feedback from the 6th form students who had joined Beaumont from other schools.

In addition, the chair wished to note a special thanks to AHa and JMo for their inputs on the day with both presentations being both informative and assisted in a good discussion regarding the key challenges raised.

The chair advised that the other key initiative identified during the course of the day was for the school to develop a communications plan. It was agreed that MAt would work with CCr and include some Governors to meet, develop and finalise a draft plan to be shared at the next FGB.

MAt/CCr

The chair then facilitated a discussion regarding the Education Endowment Foundation's (EEF) new tool kit to assist Governors to be evidence informed. It was noted that the document produced by the EEF addressed how Governors can be asking the right questions in a school. Governors recommended there be a discussion item added to the next CTL committee agenda due to its importance and that all Governors familiarise themselves with the EEF tool kit in the meantime.

SBa

JMo added that school had already engaged with the EEF as they sponsor a lot within schools. It was noted that at present the Science Department was participating in a space learning intervention run by the EEF with other schools as the control group. He advised it was good to see more of these initiatives taking place in school.

Due to the observed tool kit links with the changes in the Ofsted framework, Governors asked whether the school was comfortable with regards to the external view within the school, suggesting that whilst what the school was already doing was outstanding, the Governors were curious to understand how school might leverage external people to validate this. MAt advised that the BSV process at 6th Form provided a degree of external validation. JMo added that to do something more substantial would require a significant amount of work and have a resource implication, and that it would have to be a strategic decision to devote time and money to.

A further option was discussed whereby the objective might be achieved via the departmental review process with (for example) both an excellent department selected and one requiring improvement and develop a reciprocal arrangement with another school to establish an external review process with a more feasible scale.

9. Head's Update

Governors had considered both the Head's Report and the summary of ten key priorities resulting from the LT working weekend away which had been distributed prior to the meeting.

MAt highlighted that the LT working weekend away had gone extremely well, advising the Governors that they would be updated in more detail at the next meeting. It was noted that the PSI would also be updated accordingly from these outcomes.

It was reported that the school was one of four schools participating in a program called Herts Trailblazers and that EDu was the lead for school. The initiative's intention being to support students experiencing mental health difficulties enabling them to benefit from early intervention from a special support worker as part of this special trailblazing initiative. It was noted that the school will get external support on top of what they already do for two days per week between December 2019 and 2021 as a result.

Regarding FAB, MAt reported his observation that people have moved into some of the houses lining the entrance to school. It was recommended that as a result that the final meeting should be set up between SKi, AHa, MAt, GKe, AWa, JWe and the relevant representatives from Charles Church.

*MAt
JWe*

Governors asked if the new entrance was being utilised more by the students. MAt suggested the split was still probably 70% via the old entrance and 30% via the new but that there were also more parents driving and dropping the students via the new entrance as it was easier to access than Oakwood Drive.

Regarding FAB, MAt raised a further outstanding concern with regards to the contractor Ashe Construction. It was noted that the meeting that had been set to finalise outstanding issues had been cancelled by Ashe. There was a discussion regarding the current stalemate and next steps. Governors asked if Ashe could be put on notice and work out another solution to finalise the outstanding issues. Governors recommended that the

school's focus should now shift to the new building and that FAB needed to be closed off.

Regarding Year 7 admissions, it was noted that Beaumont received 1332 applications for the 210 places on offer compared to 1280 in 2018. It was noted that this was the highest number of applications in the district. MAt advised he was pleased that the distance had gone out to 1156m this year from 962m last year.

It was reported that the school had received a record number of 163 external applications for the 6th Form therefore was keen to achieve a Sixth Form of between 380-400 students for September (currently 370). It was noted that whilst this was encouraging, more pressure would be placed on the 6th Form facilities and the school acknowledged that it may need to invest in assigning some additional space for the 6th Form students.

MAt advised the school had been very pleased with the positive feedback received from external students who attended the 6th Form open evening. Some said they were applying to join in the 6th Form as they didn't get in from Year 7, and others advised they wished to join Beaumont because the staff seemed happy and it had good facilities.

Governors enquired about 6th Form applications from the private sector. MAt advised there were a few from Abbot's Hill School and an increase in applications from St Columba's College.

It was noted that with the increased intake, the school had assigned additional resources to develop and manage the timetabling and YPo was in the process of training these staff members.

In terms of the SEC2 update, MAt advised that whilst the foundations were in the process of being laid, there had been some delay due to bad weather, however it was understood that the project plan was still on target for Phase 1 to be completed by August 2019 and Phase 2 by January 2020.

It was advised that the school would learn the outcome of this year's CIF bid for the new Hall by the end of March/early April.

On staffing, MAt reported that he was very pleased with recent appointments across Maths, Science and Drama, but was still recruiting for an evening caretaker.

Governors had reviewed the exclusions data for the autumn term 2018. It was noted that there had been fewer fixed period exclusion days compared to last year and about the same number of students as last year. It was also observed that of those students, none had been assigned a further fixed period exclusion this term evidencing that the support that had been put in place afterwards had been effective.

DLe left

Governors enquired if there were any of these students at risk of being permanently excluded. MAt advised he hoped this would not be the case based on the current behaviour of these students following the fixed period exclusion sanction.

Governors noted the success of the Paris Music tour over half term, the successful preparations for Grimm's Tales and the significant number of sporting successes enjoyed by the students, particularly in basketball this term and passed on their congratulations to the various teams and the school.

Governors thanked MAt for a comprehensive report.

10. Update on Phase Two: Negotiated Tender for CIF Project

Governors had considered the Report on The Negotiated Tender for Phase 2 Science block by Tillyards which had been circulated via email in advance of the meeting.

MAt reported that the school felt that it was a well written document with completion planned for January 2020. Governors agreed that the work carried out by Tillyards in examining the priced bill of quantities was very thorough, and noted that the price being quoted by TJ Evers Ltd was recommended by Tillyards as being a fair price.

It was noted that there were some savings identified at present including £10,000 provision for asbestos removal from the huts which had not been required as no asbestos was found.

School requested agreement from the Governors to proceed with TG Evers as the preferred contractor for Phase 2. Governors formally agreed to appoint TJ Evers as the contractor on Phase 2 of the CIF Project.

11. Review of the Complaints File

The reporting Governor advised that there had been seven complaints in six months. It was noted that three of these were housekeeping type cases which were effectively dealt with and the reviewing Governor reported that they were very impressed with the conciliatory tone of the schools response. Another of the complaints presented as more difficult, but it was noted by the reporting Governor that the school had dealt with it effectively.

12. Update from IRP Training Session

Following their attendance at a recent training session the reporting Governor advised that they would be leveraging both what they had learnt in the training session and from the experiences of recent permanent exclusion processes to draw up a series of checklists. One for the school, one for the clerk and one for the Governors.

AWa

Governors asked how often the training was required and it was noted that it was thought to be once every two years but the Governor with the training link agreed to check and revert.

LSH

13. Update on MAT discussions

It was noted that a meeting was in the process of being arranged to determine the structure of the MAT working group going forward.

14. Safeguarding Update

It was noted that there were no further updates for this meeting, with the exception of a minor issue related to the gates accessing Oakwood Drive which were locked during the school day. Whilst the 6th Form students had been allocated an identity card and told not to allow anyone in – it was acknowledged that this was difficult for them to enforce if a non-threatening parent or member of the public was asking to be let through.

School advised they would be highlighting this security requirement to parents via Beaumont Life again to reiterate the need for these gates to remain locked during the school day with the only access point for parents being from the Hatfield Road entrance solely for the safety of the students.

It was noted that with the escalation of safeguarding cases and the importance for all staff to have fresh training, school had made the decision to bring forward the staff three-yearly training from September back to April this year and thus change the training cycle going forward.

The Governor with the Safeguarding link advised they had reviewed some anonymised cases to gain a better

understanding of the complexity of what the school were becoming accustomed to dealing with in order to better support staff as the frequency of such cases appeared to be on the increase.

15. * 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 2019)

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

Governors had no further comments and the plan was approved.

b) Risk Register (due March 2019)

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

A number of minor updates were requested and the Risk Register was approved subject to these changes being submitted. *MAt*

c) Investment Policy as recommended by the Resources Committee (due March 2019)

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.

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.

16. Governor Development Co-ordinator Update. Hertfordshire Governors’ Annual Conference 2019 – Saturday 19th November 2019

LSH reported that the exclusion training for all non-staff Governors had taken place and had been an informative session. There were no further updates.

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

The item of additional business pertained to the recommended change to the order of the meetings for the next academic year. Governors sought agreement to switch the meeting order to Resources followed by CTL followed by FGB. The suggestion was made that the Committee Terms of Reference and election of chair to be conducted in the last meeting of this academic year. Governors agreed and it was noted that it was important to check that the accounts were still reviewed at the right point in time. MAt agreed to send Governors draft dates for the year ahead. *MAt*

There was no additional business raised.

18. Dates of next meeting

FGB - Thursday 6th June 2019 6.30pm

There being no further business MCa declared the meeting closed at 8.20pm.

Signed:
Chair of Governors

Dated:.....

