

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Thursday 15<sup>th</sup> November 2018 at 6.30pm**

**Governors Present:**

Mike Cameron (“MCa”) (Chair), Martin Atkinson (“MAt”), Alex Hall (“AHa”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Torie Stewart (“VSt”), Gary Kellett (“GKe”), Lianne Sherwood (“LSH”), Ian Johnston (“IJo”), Cate Davies (“CDa”), David Lee (“DLe”), Simone Kilka-Green (“SKi”), Brenda Austin (“BAu”), Andy Gray (“AGr”) and Peter Mayne (“PMa”) (items 1 – 7).

**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	Governors to assist MAt with the final negotiation meeting for FAB.	AHa, SKi, GKe	FGB 23 Jan 2019
2	Stakeholder student survey report diarised.	SBa	FGB 6 <sup>th</sup> June 2019
3	Staff pay increase to be implemented after approval at the last meeting.	JWe	ASAP
4	Final FAB meeting to be held to address outstanding items.	MAt, GKe, JWe, AHa, SKi	ASAP after 19 <sup>th</sup> November when street lights go on.
5	Governor’s skills audit to be updated and circulated via email.	SBa	ASAP
6	Significant Change Approval – to enter into a Deed of Variation to the Funding Agreement to put the increase in PAN into effect.	MAt/JWe	Update at next meeting
7	PE/GDC/IRP process to be reviewed and learnings documented for future reference.	AWa, SBa	January
8	A note to be included in the reports about the planned change of structure.	MAt/JWe/MCa	ASAP
9	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	ASAP
10	Admissions criteria to be updated on staff drive and internet.	SBa	ASAP
11	Schedule of Financial Delegation to be updated on staff drive.	SBa	ASAP

**1. Apologies for Absence**

Apologies for absence had been received from Anna Battaglia-Geymonat (“ABa”) and Alison Wallis (“AWa”). Consent was given to her absence. All other governors were present at the meeting. Peter Mayne (“PMa”) gave apologies for leaving 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 19**

None were raised.

*Actions*

**4. Approval of minutes of the meeting on 20<sup>th</sup> September 2018 including Part 2 confidential minutes and matters arising**

The minutes of the meeting on 20<sup>th</sup> September 2018, including the Part 2 confidential minutes, were agreed as drafted. The action points from the meeting were considered as follows:

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>
1	Report on the results of the stakeholder surveys carried out during 2018/19 academic year.	MAAt	Present at next FGB meeting once Kirkland Rowell report is issued	On agenda – the survey will take place in March 2019. Results available 6 <sup>th</sup> June FGB
2	Update Governance structure chart and obtain approval via email.	SBa	ASAP	Complete
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	Complete
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 1.20pm	Complete
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	Complete
6	Updates made to the Governor Links to departments and approval gained via email.	SBa	ASAP	Complete
7	SEC2 Tender document to be circulated and Governor approval gained via email.	SBa	ASAP	Complete
8	Governors to assist MAAt with the final negotiation meeting for FAB.	AHa, SKi, GKe	ASAP	Next Meeting
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	Complete

10	Details of the Hertfordshire Governors' Annual Conference 2018 to be circulated once available.	LSh/SBa	ASAP	Complete
11	Group exclusions training session to be organised for Governors.	LSh/SBa	Mid-January	Mid-January
12	Brochure developed by school for grant funding to be circulated via email and Governor feedback obtained.	SBa	ASAP	Complete
13	SEC2 Terms of reference to be circulated and governor approval gained via email.	SBa	ASAP	Complete

*The update on the actions from the Part 2 confidential minutes were recorded in Part 2 confidential minutes.*

## **5. Student and House Leadership Update**

MAt reported that some Year 8 students took part in the department reviews and staff interviews, would run a Year 7 assembly later in the year and also attended a SLT meeting. He advised he was pleased with the increased involvement of the students allowing them to have a contribution to the running of the school.

## **6. Report on results of the stakeholder surveys carried out during the 2018/2019 academic year**

MAt reported that the student survey would be conducted on the 21<sup>st</sup> March 2019 and that the results would be available by 6<sup>th</sup> June FGB. SBa to diarise for the relevant upcoming meeting.

*SBa*

## **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.

It was noted that the management accounts were reviewed by the Resources committee and no further queries were raised.

It was noted that the staff pay increase recommended by Resources committee was approved.

*JWe*

### **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 and CIF update: including verbal update on the outcome of the final negotiation meeting for FAB**

Regarding FAB, MAt reported another meeting would be required to address outstanding issues and recommended an internal meeting should be held first followed by the final negotiation meeting with all relevant stakeholders.

Outstanding concerns included the required building standards for acoustics not currently being met and the sliding security gate not working properly. MAt reported that once the street lights go on around the 19<sup>th</sup> November that the school would be in a position to address and resolve the above concerns and commence finalising the Community Use Agreement.

Governors recommended the school compile a list of what the school wanted to achieve and what they were prepared to sacrifice as preparation for the final negotiation meeting. It was agreed that a list of items to be completed and an associated timeline would then need to be agreed as part of this final meeting.

*MAt,  
GKe, JWe  
AHa, SKi*

MAt agreed to arrange an extra FAB meeting. GKe and JWe to provide a figure for the cost to address the outstanding items. AHa and SKi to also be involved in this final meeting.

Regarding CIF, MAt reported that the new bid was due on the 13<sup>th</sup> December. He reported that he had worked with the architects to devise the best possible submission within the size constraints imposed.

## **9. SEC2 Update**

MAt reported that the contract was signed and that he was happy with the performance of the SEC2 project management team so far. It was noted that JWe had visited Hitchin Girls School whose new buildings had been managed by the same people and it was reported that they are delighted with the final result.

It was noted that the builders should be onsite within the next three weeks. Governors asked when it was expected to be completed. MAt advised that the project should be completed by the end of August 2019.

## **10. Chair's Update including:**

### **a) review of governors' skills audit (and vacancies)**

As a new Governor had just been appointed on the day of the meeting it was agreed that the skills audit would be updated and circulated via email for approval including this new Governor's details by SBa.

*SBa*

### **b) Update regarding parent governor elections**

IJo and DLe were congratulated on their re-election as parent governors for a further term of 4 years. It was noted that Michele Lloyd had been elected as a parent governor replacing the position held by John McAlister.

At this point MCa took the opportunity to formally minute the FGB's thanks to John McAlister for his commitment over the last 8 years as a parent governor acknowledging his input had been helpful and that he had been a calming influence on all discussions during his term.

### **c) Update of key decisions/outcomes from the strategy meeting on 22 October 2018**

MCa emphasised the importance of continuing to refer back to the key themes document throughout the year to ensure every report produced was in line with the agreed priorities of focus outlined in this document and that the ethos is considered as part of the PSI.

*There was a confidential discussion which is recorded in Part 2 confidential minutes.*

### **d) Significant Change Approval – to enter into a Deed of Variation to the Funding Agreement to put the increase in PAN into effect**

MAt advised the school were waiting to hear back and would provide an update at the next meeting.

*MAt/JWe*

### **e) Confidential item: IRP outcome and next steps**

*AWa/SBa*

*There was a confidential discussion which is recorded in Part 2 confidential minutes.*

### **f) Proposed new articles developed by MCa and SKi**

Governors had considered the draft revised articles of association and accompanying notes which had been circulated in advance of the meeting.

MCa noted as discussed previously, that it was important to properly address the required changes to the governance structure in order to comply with the requirements of the AFH and that whilst the changes could not be made in time for the company accounts, a note would be included outlining the changes to occur. *MCa/JWe*

It was noted that the document circulated prior to the meeting compared the current articles with the DfE model. MCa highlighted that key changes were that the majority should be non-trustees and that staff should not be trustees with the exception of the Headteacher at the discretion of the Trust. It was highlighted that the requirements meant that staff could no longer vote but it was emphasised as whilst this was the case, the view was that it was important to continue to have the strong contribution from staff. It was agreed that this could be addressed under the committees' terms of reference. SKi to review. *SKi*

There was further discussion around the need to ensure a continued strong contribution by the staff and BAu advised that in her experience other schools had a smaller representation of staff by comparison to Beaumont and felt the required change should not be anticipated as a concern due to the schools proven consultative approach regarding staff to date. BAu advised that if staff understood these changes were necessary as part of best practice and that the importance of staff input remained paramount; the key then was how these changes were communicated.

MAt asked about the process for voting on committees. It was confirmed that staff could vote at a committee level and there would be guidance outlined in the articles regarding the number of trustees required at a committee and subsequent voting rights.

A Governor also highlighted the importance of ensuring the parent trustee representation didn't decline. There was discussion around using guidelines such as 50% of trustees must be parents (articles currently say a minimum of two), or explore another option where parents were co-opted in.

There was a discussion about the impact to the articles if the school moved to a MAT structure. It was agreed that if this should occur that an extraordinary meeting would be called.

A vote took place on whether the Governors agreed for these articles to be submitted to the ESFA for approval. It was a unanimous decision. *MCa/SKi*

## **11. Head's Report including exclusion report for summer term 2018 – discussion and questions**

Governors had considered the Head's Report which had been circulated in advance of the meeting.

MAt reported that the PSI had been reviewed and updated and would go to the committees' for review in the next two weeks.

Key items highlighted by MAt were that there was a staff issue for the Drama department for January due to a resignation, that staff appraisals were in the process of being completed and that the teaching and learning inset had been excellent and had received positive feedback from staff.

It was also noted that the Year 7 BBQ and Quiz night had also been very successful.

Governors noted the exclusion report from the summer term which had been circulated in advance of the meeting and there was a discussion about the current Year 10 cohort. YPo confirmed that school was aware of the key perpetrators and that measures had been put in place to encourage appropriate behaviour and were monitoring this closely.

School reported that a number of initiatives were being considered in order to keep Year 11 students busy on their last day of school, including a graduation ceremony with parents and a possible day trip to a theme park

or similar to avoid any issues on their final day.

MAt reported that he was very impressed with the Head of Drama's submission for national lottery funding and was hopeful that this would be successful.

Governors thanked MAt for his report and commended the school on an excellent production of the musical Evita.

#### **12. Approval of the Admissions Criteria for admission in September 2020**

Governors had considered the updated admissions criteria for the year commencing September 2020. There was a brief discussion about some minor changes at county in terms of some of the definitions and that this would make sense to address next year. The criteria were adopted as drafted. *SBa*

#### **13. Update from the Multi-Academy Trust Working Party**

An update was provided under item 10 and it was agreed to continue with the working party.

#### **14. Safeguarding update**

YPo advised there was no update beyond the fact that she was pleased with the increased security around the school, including the far gate being permanently locked and the second gate on Oakwood Drive being locked during the day with students requiring a swipe card or pin to obtain access. YPo added that a sign had also been erected stating that only staff and students were to access the school via this gate and that all parents and other visitors needed to access the school via the main entrance on Hatfield Road. YPo confirmed that a parent mail was being sent to all parents to ensure they were aware of the new security requirements.

YPo reported that once the building work started that a risk assessment would be put in place.

Governors thanked YPo for her update.

#### **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.

##### **a) Schedule of Financial Delegation (due Nov 2018) (recommended by the Resources Committee)**

Governors had considered the Schedule which had been distributed prior to the meeting. It was approved as drafted. *SBa*

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 Single Equality Scheme as confirmation it had undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010. This statement was not necessary for the Schedule of Financial Delegation.

#### **16. Examinations Report to Governors 2018 – discussion and questions**

Governors had considered the Examination Report which had been circulated in advance of the meeting.

JMo explained that overall the results were excellent at all levels. As the report had already been reviewed by the Governors in detail, the following key points were noted:

- At Key Stage 4 and 5 the results were excellent with most of the high standards for 2017 maintained or exceeded.
- A Level students achieved the school's best ever average points score, even though they weren't as strong on paper as the 2018 cohort this put them in the top 5% of schools nationally.
- Record numbers of students attained the top grades and outcomes were strong across the headline measures. As a result the school had an excellent Progress 8 score.
- Looking at the split between genders, the girls at Beaumont made significantly more progress than either of the state girls' schools locally. It was also noted that value added for boys had significantly increased.

Governors asked JMo if he had any concerns. He advised that he didn't as this year the school had received the results earlier via the new SISRA system which the school had invested in. As a consequence, the school had received the Progress 8 score by early September that was confirmed (unvalidated) by mid-October.

Governors asked if the school if SISRA was giving the school all the data they required. JMo confirmed that it was.

Governors congratulated the school on the exceptional results and thanked the staff and students for all their hard work.

#### **17. Proposals for setting targets for 2018-2019 – discussion and questions**

Governors had considered the paper outlining the targets set for Years 11 and 13 which had been circulated in advance of the meeting.

JMo updated Governors on the proposed targets outlined his paper. He highlighted that the official advice was not to set a Progress 8 target and that instead the school look at the ability profile for each cohort and make a projection from there with a view to generally setting high attainment targets to get a good Progress 8 score at the end.

It was noted that the current Year 11 cohort was a bright year group and that the current Year 10 cohort was relatively less able and the school acknowledged they would need to work closely with them.

JMo asked if the Governors had any questions. Governors agreed that it was important to set challenging targets.

A Governor asked about the targets for the disadvantaged students. JMo agreed that the school should be achieving better progress with them but highlighted that the schools target was in line with the national targets for disadvantaged students.

The proposed targets were approved.

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

LSh confirmed that the group exclusions training would take place on 24<sup>th</sup> January 7-9pm with Malcolm Lee as the facilitator.

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

There was no additional business raised.

**20. Date of next meeting**

**Thursday 13<sup>th</sup> December 2018 8am – FGB and AGM of Academy Trust**  
**FGB – Wednesday 23<sup>rd</sup> January 2019 – 6.30pm**

MCa declared the meeting closed at 8.28pm.

Signed: .....  
Chair of Governors

Dated:.....