

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Wednesday 23<sup>rd</sup> January 2019 at 6.30pm**

Governors Present:

Mike Cameron (“MCa”) (Chair), Martin Atkinson (“MAt”), Alex Hall (“AHa”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”), Gary Kellett (“GKe”), Lianne Sherwood (“LSH”), Ian Johnston (“IJo”), Anna Battaglia-Geymonat (“ABa”), Torie Stewart (“VSt”), David Lee (“DLe”), Brenda Austin (“BAu”), Andy Gray (“AGr”) and Simone Kilka-Green (“SKi”).

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, JWe,	Ongoing
2	PE/GDC/IRP process to be reviewed and learning points documented for future reference.	AWa, SBa	Date to be set after Exclusion Training on 24 <sup>th</sup> Jan
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	ASAP
5	MAt to submit the signed Deed of Variation of the Funding Agreement to the ESFA once it had been signed.	MAt	ASAP
6	Agreed Agenda items for Governors Day 28 <sup>th</sup> February <ul style="list-style-type: none"> <li>a. SHo to coordinate the first part of the Governors Day</li> <li>b. ZSh to coordinate the sessions where Governors have the opportunity to chat with the students in small groups.</li> <li>c. Simplified summary of the Ofsted changes</li> <li>d. Review of governors’ skills audit</li> <li>e. Self Evaluation Document (SED)</li> <li>f. Blue sky discussion to challenge status quo</li> </ul>	SHo ZSh JMo/AHa FGB FGB FGB	For Governors Day on 28 <sup>th</sup> February
7	Investigate possible link for students with London School of Hygiene and Tropical Medicine.	DLe	ASAP
8	Governors’ skills audit to be updated and circulated via email.	SBa	ASAP
9	Meeting to be arranged determine the structure of the MAT working group going forward.	MCa	ASAP

10	Review of the School Complaints File	AWa	Next meeting
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	ASAP

### 1. Apologies for Absence

Apologies for absence had been received from Cate Davies (“CDa”) and Yvonne Powdrell (“YPo”). Consent was given to their absence. Peter Mayne wasn’t present and sent a post meeting apology. 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

*Actions*

None were raised.

### 4. Approval of minutes of the meetings on 15<sup>th</sup> November 2018 (including Part 2 confidential minutes) and 13<sup>th</sup> December 2018 and matters arising

The minutes of the meeting on 15<sup>th</sup> November 2018 were agreed as drafted. The action points from the meeting were considered as follows:

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	Governors to assist MAt with the final negotiation meeting for FAB.	AHa, SKi, GKe	Ongoing
2	Stakeholder student survey report diarised.	SBa	Complete
3	Staff pay increase to be implemented after approval at the last meeting.	JWe	Complete
4	Final FAB meeting to be held to address outstanding items.	MAt, GKe, JWe, AHa, SKi	Complete
5	Significant Change Approval – to enter into a Deed of Variation to the Funding Agreement to put the increase in PAN into effect.	MAt/JWe	Complete
6	PE/GDC/IRP process to be reviewed and learning points documented for future reference.	AWa, SBa	After 24 <sup>th</sup> January training session
7	A note to be included in the reports about the planned change of structure.	MAt/JWe/MCa	Complete
8	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	Complete – awaiting response from ESFA
9	Admissions criteria to be updated on staff drive and internet.	SBa	Complete

10	Schedule of Financial Delegation to be updated on staff drive.	SBa	Complete
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The Part 2 confidential minutes of the meeting on 15<sup>th</sup> November 2018 were agreed as drafted, and it was noted that the action from that meeting would be addressed following the Exclusions Training.

*AWa*

The minutes of the meeting on 13<sup>th</sup> December 2018 were agreed as drafted. The action point from the meeting was considered as follows:

	Action	Responsibility	Timescale
1	JWe to circulate the final version of the accounts by email.	JWe	Complete

## 5. Student Voice Update

MAt reported that thirty Year 8 student leaders had been appointed and asked to recommend initiatives to improve the school. Key initiatives included reduction of single use plastic, a colour run and a “Freshers’ Fair” event for Year 7. MAt highlighted that good discussions had taken place regarding the initiative to reduce single use plastic with a student survey completed and the next steps were in the process of being explored.

## 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.

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

### 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.

## 7. FAB and CIF updates:

MAt reported that over the Christmas break the electronic gates situated at the Hatfield Road entrance to the school had been fixed at Charles Church’s expense. In addition, ASHE had agreed to repaint a section of the Sports Hall up to a height of 2.5m.

MAt advised there was still an outstanding issue with the A Block door handles, and that school was requesting a more robust solution be found as there was a concern that replacing with the same product would lead to the same issues currently being experienced. It was noted that there was also an outstanding issue with the sliding doors in A Block and he advised that it was anticipated this would be resolved by early April.

MAt advised that permission had been granted for the new traffic lights at the school entrance on Hatfield Road to be activated and it was hoped this would be completed within a couple of weeks.

It was agreed that the final settlement meeting with Charles Church would occur once the traffic lights on Hatfield Road were operational.

It was noted that the CIF bid had been submitted and that the school would find out if it was successful at the

end of March or early April.

**8. SEC2 Update:**

MAt reported that following some adjustments required to the foundation layout due to some issues with tree roots, the project was on track to be completed for the start of the next school year.

Governors asked if the school would be covered if a sub-contractor was to go into administration before the project was completed. MAt agreed to investigate and advise. *MAt*

**9. Chair's Update:**

It was noted that the draft articles for the Academy Trust had been submitted to the ESFA and that a response had not yet been received.

Governors commended the school on a very professionally run 6<sup>th</sup> Form Open Evening, advising that positive feedback had been received from parents visiting with their students from other schools, particularly in relation to the new science block.

**10. Head's Update**

MAt reported that following the increase in Pupil Admission Number (PAN) to 210 with effect from 1<sup>st</sup> September 2018, a Deed of Variation to the school's Funding Agreement with the Secretary of State for Education had been drafted and agreed with the ESFA. The Deed would amend the Funding Agreement to refer to the planned capacity of the school being 1,450 in the age range 11 to 18 years, including a sixth form of 350 places. Governors approved the entering into of the Deed of Variation, and any two directors or one director and the secretary were authorised to sign the Deed of Variation on behalf of the school. MAt agreed to submit the signed Deed of Variation to the ESFA once it had been signed. *MAt*

Regarding staffing, MAt reported that two new members of staff had been recruited including 0.6 of a Drama teacher (who was also an experienced examiner) and 0.4 of a receptionist to cover reception on Thursdays and Fridays.

MAt informed governors that he had two posts to fill, being a member of the Maths team and a part time D&T Technician.

Governors noted that the Sixth Form evening on 17<sup>th</sup> January 2019 went exceptionally well with 212 external students who signed in, compared to 128 last year. It was noted that the deadline for applications was the 8<sup>th</sup> February 2019.

MAt reported that the school had seen a record of 159 UCAS applications with 3 Oxbridge offers being received (the average being 2–6 each year).

It was noted that the school was in the top quintile of the Inspection Data Summary Report (IDSR) with Science being in the top quintile in 2018 for the first time. It was observed that disadvantaged students had remained in the second quintile for the past two years which enabled the school to be more satisfied with the current performance of this group.

MAt reported that cluster meetings had been conducted for the BeauSandVer consortium across departments and felt that the good practice discussed and shared across Key Stage 4 and 5 was a beneficial activity.

It was noted that the SLT were in the process of reviewing the Self-Evaluation Document (SED) and that this would be updated for 2019.

Upcoming events highlighted included the annual Dance Show (4<sup>th</sup> – 5<sup>th</sup> February), Choral Concert (13<sup>th</sup> February), Whole School Play – Grimm’s tales (7<sup>th</sup>, 8<sup>th</sup> & 9<sup>th</sup> March), Jazz Evening (16<sup>th</sup> March), and a lottery funded drama performance which would be held later in the year at the Trestle Arts Base which the governors commended the school as a great initiative and a great experience for the students.

**11. Update on MAT working group discussions**

MCa advised that a meeting would be scheduled after half term to agree how this would be structured going forward. *MCa*

**12. Safeguarding - update**

MAt reported there was no further update for this meeting.

Governors acknowledged that safeguarding had become a significant responsibility for staff and YPo and EDu were dealing with significant cases which were tending to be of a more varied nature. It was agreed that it was key to maintain a paper trail and ensure the school demonstrates reasonableness and consistency at all times with these cases.

**13. Annual review of the parent feedback on ParentView**

Governors had considered the feedback that was available on ParentView and noted that whilst there were only 17 responses, many other schools had even less feedback. It was agreed it needed to be promoted more.

**14. Planning for Governors Day and extended meeting on 28<sup>th</sup> February**

It was agreed that the day would follow a similar format to last year. SHo would be asked to coordinate the arrangements for the early part of the day for governors to follow a student or teacher. *SHo*

It was agreed that a longer session with the students would be scheduled enabling governors to be split into groups with a time slot that allowed a longer conversation with a smaller group of students. *ZSh*

Governors asked JMo to send out a simplified guide to the Ofsted changes. AHa agreed to circulate the guide he had received. *JMo/AHa*

It was agreed that the skills audit would be reviewed to ensure no skill gaps exist and that the current skill set available was being leveraged. *FGB*

In addition, it was agreed that the SED (Self Evaluation Document) would be reviewed. *FGB*

A Governor also requested that a “blue sky” discussion take place to review if there was anything the school could be doing differently/better. *FGB*

There was a broad discussion about the fact that some schools were being viewed as outstanding leaders and that it was important to discuss and agree a strategy that would ensure this greater profile is achieved for Beaumont. World class schools accreditation was also mentioned as an opportunity for exploration.

**15. Report on Governor’s review of the school’s complaints file**

AWa reported that the school complaints file would be reviewed in September and March this year and therefore an update would be provided at the next meeting. *AWa*

**16. Governor Development Co-ordinator Update including reminder of the in-house training session on Exclusions Training and to note the date for the Hertfordshire Governors’ Annual Conference 2019 – Saturday 16<sup>th</sup> November 2019**

LSH reminded the Governors that the Exclusions Training course was running Thursday evening 24<sup>th</sup> January.

A brief discussion followed of the need to review the services and network provided by the HFL subscription vs. understanding other services that might be available for the Governors.

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

A governor brought to the school's attention a development opportunity for students to have a link with the London School of Hygiene and Tropical Medicine. It was agreed that DLe would investigate further and advise. *DLe*

**18. Date of next meeting**

**Governor Day and Extended Meeting – Thursday 28<sup>th</sup> February 2019 11am – 3pm and 3pm to 6.30pm**  
**FGB meeting – Thursday 14<sup>th</sup> March 2018 – 6.30pm**

There being no further business MCA declared the meeting closed at 7.50 pm.

Signed: .....  
Chair of Governors

Dated:.....