

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 6th June 2019 at 6.30pm

Governors Present:

Mike Cameron (“MCa”) (Chair), Martin Atkinson (“MAAt”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”), Alex Hall (“AHa”), Gary Kellett (“GKe”), Lisanne Sherwood (“LSh”), Ian Johnston (“IJo”) (Items 10-21), David Lee (“DLLe”), Torie Stewart (“VSt”) (Items 1-10), Brenda Austin (“BAu”), Simone Kilka-Green (“SKi”), Cate Davies (“CDa”), Peter Mayne (“PMa”) (Items 8-21), Michele Lloyd (“MLL”) and Anna Battaglia-Geymonat (“ABa”).

In attendance:

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

Actions Agreed at the meeting:

| | Action | Responsibility | Timescale |
|----|--|-----------------------|---------------------|
| 1. | Meeting to be arranged to determine the structure of the MAT working group going forward. | SBa | ASAP |
| 2. | Finalise FAB via meeting between SKi, AHa, MAAt, GKe, AWa, JWe and the relevant representatives from Charles Church. | MAAt/SKi | Before end of term. |
| 3. | Governor succession planning – provide any comments to MCa where relevant. | FGB | ASAP |
| 4. | Management Accounts due to be presented at the next Resources meeting to be circulated to FGB for review. | JWe | ASAP |
| 5. | Equality Objectives Action Plan to be updated and sent to SBa. | MAAt/SBa | ASAP |
| 6. | SBa to update Governor’s sign in sheet at reception and circulate for approval. | SBa | ASAP |
| 7. | Updated exclusions checklist be sent to SBa for adding to policy index and 2 year review cycle. | AWa/SBa | ASAP |

1. Apologies for Absence

Apologies for absence had been received from Andy Gray (“AGr”). Consent was given to his absence. Advance apologies for arriving later due to transport issues were received from Peter Mayne (“PMa”) and Ian Johnson (“IJo”). All other governors were present at the meeting and the meeting was quorate. Torie Stewart (“VSt”) had given advance apologies 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 20

There were no items of additional business.

4. Approval of minutes of the meetings on 14th March 2019 and matters arising

The minutes of the meeting on 14th March 2019 were agreed as drafted. The action points from the meeting were considered as follows:

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

MAt/SKi

In relation to item 7 above, it was agreed for a meeting to be set before the end of term and for MAt and SKi to liaise.

In relation to action point 9 above, it was reported that it was a requirement for all Governors to complete exclusions training every two years. It was noted that IRP trained staff must also refresh their training every two years.

5. Student and House Leadership Update

It was reported that the school had been pleased to see good engagement from the students particularly by them having submitted proposed changes to the school for consideration. MAt reported that whilst the dark coat rule remained in force, the school had agreed to make an adjustment with regards to haircuts thus ensuring the students felt their input and recommendations were making a difference going forward.

Governors were advised that the Year 8 students were running a Colour Run fundraising initiative the following Saturday. It was noted that the students had demonstrated great initiative in implementing this event including sourcing charity water bottles from local supermarkets, and an inflatable start line from Runners World.

It was noted that another group of students had been working with the Geography department lead and would be running an assembly later in the term about plastic reduction.

Governors thanked MAt for his report and commended the school and students on the progress made to date.

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.

7. Acknowledgement of receipt and review of the Management Accounts

Governors noted the monitoring report for Period 6 which had been distributed prior to the meeting and had no questions arising. Governors asked whether a more recent set of accounts could have been provided to the FGB, and it was noted that because of the meeting cycle this academic year there had been several weeks delay between the last Resources meeting and this FGB.

It was agreed that the more recent report prepared for review at the next Resources meeting taking place the following week would be distributed via email in the meantime for Governors' review, and it was noted that the new meeting dates and order of meetings to be implemented from September should address any timing lags going forward. *JWe*

8. Equality Objectives Action Plan Progress

Governors had considered the Equality Objectives Action Plan Progress report which had been circulated prior to the meeting.

Governors advised they were pleased with the overall plan, requesting a couple of enhancements with regards to wording and formatting. *MAt*

PMa joined the meeting

Governors asked if there was a more active way of monitoring in terms of identifying specific groups. There was a general discussion about the difficulty in obtaining accurate figures and there being different thresholds for different groups. The school advised that notwithstanding the areas highlighted within the action plan, there was no observed problem with exam results for minority groups.

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

9. Chair's Update

It was reported that the proposed amendments to the new Articles of Association were still in the process of being reviewed by the ESFA which had required that certain amendments be considered and approved by the Charity Commission, which was in progress. It was agreed that a MAT meeting would still be held later in the month to determine the way forward which SBa would arrange.

SBa

Regarding Governor positions and succession planning, Governors were asked to pass any comments to the Chair as soon as possible.

All

Regarding Governor visits, there was a discussion about the most effective process to record visits going forward. It was agreed that given the very clear high level of Governor commitment a formal visit report was not necessary and instead the sign in sheet held in school reception for Governors would be amended to capture more detail about who the Governor was visiting, the purpose of the visit and whether it was a subject specific link visit. SBa to update and circulate for approval.

SBa

In closing, the Chair updated the Governors on the key changes in the new edition of the Governance Handbook. It was reported that there was a stronger emphasis on parental engagement, a new subsection on work load considerations, further clarification regarding criminal records checks and safeguarding and that it was proposed that there would legislation put in place regarding sexual relationships in education in the future.

10. Head's Update (including approval of the Plan for School Improvement ("PSI") 2019/2020)

Governors had considered the draft PSI for 2019/2020 which had been distributed prior to the meeting.

A Governor asked why the objective of becoming a MAT was not listed on the new plan. After a detailed discussion it was agreed that given the PSI was a one year plan and as there was no straightforward route to becoming a MAT, and it was clear that the overarching focus of the 2019/2020 plan was working with other schools, the plan was approved by the Governors as drafted.

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

IJo joined the meeting

Regarding staffing, MAt was pleased to report a low turnover of staff of only 4.

Regarding recruitment, it was noted that the school was still seeking to fill a DT/Product Design Teacher and Caretaker position.

It was reported that due to seven successful appeals, next year's Year 7 cohort would have forms of thirty one students.

MAt was reported to Governors that there had been an error made in papers distributed for the Year 11 GCSE English exam. It was noted this had been reported immediately to the exam board, that school had implemented the necessary measures to avoid any repeat going forward, and were awaiting a response from the exam board as to the outcome.

As part of the SEC2 (Science Block Build) update, MAt was pleased to report that the steels had been put in place and the target completion date was October half term. It was noted that current items of focus were finalising the sources for the gas and water supply.

VSt left the meeting

Regarding CIF, Governors noted that although the school's bid for a new hall was not successful this year the school planned to resubmit it again next year. MAt advised Governors that having identified the best location on the school site for a new hall this would conflict with the plans as part of the SEC 2 project to build a pavilion for dining purposes. Governors agreed that it would be a waste of money to proceed with a pavilion in the wrong place, and it supported the school's decision to reserve those funds to use when appropriate.

MAt reported that good progress had been made with regards to the snagging works for FAB, advising that the door locks in A block had been replaced, both the boys and girls changing rooms had been put on a mag lock system lockable by a timer and the delivery of a new door that meets fire standards was awaited. It was noted that a final meeting would be held on the 13th June to resolve outstanding issues with drains. Governors recommended the school close off any outstanding items after that meeting.

Regarding fundraising, it was reported that £26,840 one off donations had been received.

It was reported that the staff appraisal process was being updated to incorporate knowledge based targets to assist in the focus on developing professional knowledge.

In terms of upcoming events, MAt highlighted to the Governors that as mentioned earlier in the meeting, the Year 8 cohort were running the Colour Run charity event on the coming Saturday.

Governors thanked MAt for his report and commended the staff and students on these initiatives.

11. Update on Phase Two: CIF Project

It was agreed that this had been covered in the Head's update in the previous item.

12. Report on results of the stakeholder surveys carried out during 2018/2019 academic year (Kirkland Rowell Report)

MAt reported that the school was pleased with the 91% response rate to the recent student survey, with 62.8% of students giving an overall "excellent" performance score. It was agreed that on the basis that 300 schools participate in the survey overall it was worth reviewing and proved useful for benchmarking.

Governors had no further questions and thanked MAt for his report.

13. Update on MAT discussions

It was agreed this was covered in the Chair's update.

14. Safeguarding

A Governor advised that they had visited school to review the single central record in April and there had been no issues arising. It was noted that there were no further safeguarding updates since the last meeting.

15. Review of draft checklist for Permanent Exclusions

Governors had considered the draft checklist which had been distributed prior to the meeting.

The reporting Governor asked for feedback. It was suggested that the home school agreement be added to the list. It was agreed this would be added and sent to SBa for the policy index. Governors advised that the document was concise and a very useful for future reference with all the key checks listed in one document. It was agreed that in order to keep it up to date the checklist should be added to the policy index and put on a two year review cycle. To be actioned by SBa once the updated document has been forwarded.

AWa/SBa

16. Ratification of the decision on the Catering Tender

MA reported that four companies had presented as part of the tender process. The Governors were provided with a detailed outline of process conducted and the areas upon which these companies were assessed. As the outcome of this process, the school recommended that the Governors agree to renew the contract with Chartwells. Governors requested that a minimum return be guaranteed and approved the school's recommendation.

17. Agree continuation or otherwise of the BeauSandVer Trust and future treatment of the BeauSandVer Company Accounts

It was agreed to carry this over to the next meeting for discussion.

18. * 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):

SBa

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 2019)

Governors had considered the updated policy which had been distributed prior to the meeting. The policy was agreed.

It was agreed that the document 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 document as confirmation ~~it~~they had undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.

19. Governor Development Co-ordinator Update

LSh advised that HFL were offering 12 online courses and requested that Governors ensure they had received their login in order to utilise this benefit. Governors were reminded that the Hertfordshire Governors Annual Conference would be held on Saturday 16th November 2019.

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

No other additional business was raised.

21. Dates of next meeting

FGB – Wednesday 10th July 2019 at 6.30pm

There being no further business, MCA declared the meeting closed at 8.23pm.

Signed:
Chair of Governors

Dated:.....