

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Wednesday 10<sup>th</sup> July 2019 at 6.30pm**

**Governors Present:**

Mike Cameron (“MCa”) (Chair items 1-7 and 9-19), Alex Hall (“AHa”), Martin Atkinson (“MAAt”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”), Gary Kellett (“GKe”), Lianne Sherwood (“LSh”), Ian Johnston (“IJo”), David Lee (“DLLe”), Simone Kilka-Green (“SKi”), Torie Stewart (“VSt”), Peter Mayne (“PMa”), Cate Davies (“CDa”), Andy Gray (“AGr”), Anna Battaglia-Geymonat (“ABa”) and Michele Lloyd (“MLI”).

**In attendance:**

Sharon Banks (“SBa”) - Clerk to the Governing Body (Chair for item 8)

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	Finalise FAB via meeting between SKi, AHa, MAAt, GKe, AWa, JWe and the relevant representatives from Charles Church.	MAAt/SKi	Next Meeting
2	Equality Objectives Action Plan to be updated and sent to SBa.	MAAt/SBa	Next Meeting
3	Make minor updates to the Terms of Reference for Committees and recirculate to Governors for approval by email.	JMo/SBa	ASAP
4.	Progress the next steps in the appointment of the new community governor.	MAAt/MCa	Next Meeting
5.	Updated Register of Business Interests to be put on the website.	SBa	ASAP
6.	Update and circulate the amended 2019/20 Work Plan for approval via email.	SBa	ASAP
7.	Circulate updated Links to Departments for 2019/20.	SBa	ASAP
8.	The appointment of the Headteacher as Accounting Officer to be added to the Governance Structure Chart.	SBa	ASAP
9.	Child Protection Policy to be updated and sent to SBa for circulation and approval by email once the Hertfordshire model policy is available.	YPo	When available
10.	Successful bidder for the gas and electricity supply to be approved at the next meeting.	FGB	Next Meeting
11.	Review of the Strategic Direction for 2019/20.	FGB	Next Meeting
12.	Discussion of Governor positions, succession planning and future election requirements.	MCa	Next Meeting
13.	Agree continuation or otherwise of the BeauSandVer Trust and future treatment of the BeauSandVer Company Accounts	FGB	Next Meeting

14.	It was noted that the MAT working party were scheduled to meet the following Tuesday and that an update would follow at the next meeting	MCa	Next Meeting
15.	Freedom of Information Publication Scheme (May 19) deferred from June meeting	MAt	Next Meeting

### 1. Apologies for Absence

Apologies for absence had been received from Brenda Austin (“BAu”). Consent was given for her absence. All other governors were present at the meeting and the meeting was quorate.

### 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 18

One item was raised.

In addition the Chair advised that due to some time consuming and exceptional matters arising in the week prior to the meeting, a tremendous amount of pressure had been placed on the leadership team, and therefore it was suggested that the meeting should be shortened by deferring non urgent items to the next meeting. That was unanimously agreed.

### 4. Approval of minutes of the meetings on 6<sup>th</sup> June 2019 and matters arising.

The minutes of the meeting on 6<sup>th</sup> June 2019 were agreed as drafted.

The action points from the meeting were considered as follows:

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

**5. Student and House Leadership Update including Student Voice Update**

MAAt noted the key item to report was that students were planning a “zero plastic” Sports Day on the following Monday, which it was agreed was a great student initiative.

In addition, it was noted that the Beaumont literary magazine “The View From The ‘Mont”” was now available to read and Governors were given copies in the meeting.

**6. Committee reports and updates:**

**A. Resources**

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.

**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. Acknowledgement of receipt and review of the Management Accounts**

Governors had considered the Management Accounts for Period 7 (May), Period 8 (April) and Period 9 (May) which had been circulated prior to the meeting. There were no questions raised.

**8. Election of Chair and Vice-Chair and agreement as to deputising arrangements with effect from the first governors’ meeting in the academic year 2019/20**

SBa acted as Chair and invited nominations for the positions of Chair and Vice-Chair for 2019-20. MCa and AWa agreed to re-stand for the positions of Chair and Vice-Chair respectively.

It was unanimously agreed to appoint MCa as Chair and AWa as Vice-Chair in both cases for a period of one year until the first Governors meeting of the academic year 2020-21.

It was noted that both CDa’s and VSt’s terms as Staff Governors were due to expire on 10<sup>th</sup> September 2019. The Chair thanked them both for their commitment, re-iterated the value the Governing Body placed on having the contributions of Staff Governors and wished them well.

Governors also unanimously agreed to the following deputising arrangements:

*“In the event that the chair of governors is not available to carry out necessary duties and approvals, then authority to perform these duties and approvals is delegated to the vice-chair and then to the next available person, taken in order from the chair of the Resources Committee and the chair of the Community, Teaching and Learning Committee.”*

It was agreed that MCa would chair the remainder of the meeting.

**9. Constitution and legal operation of the Academy for the academic year 2019/20:**

**a) approval of terms of reference for committees**

Governors had considered the terms of reference for committees which had been circulated before the meeting.

JMo requested some updates to be made to some of the wording and agreed to mark these changes and send to SBA to be recirculated to Governors for approval by email. *JMo/SBa*

**b) agree membership of committees including membership of Admissions Committee (with delegated power to the Chair of Governor to vary this where necessary)**

Governors had considered the updated governance structure chart which had been circulated before the meeting.

It was agreed that no changes were required beyond updating the details of the two new staff governors to be appointed which would then be circulated by SBA for approval. *MAt/SBa*

It was also noted that a potential new community governor had been interviewed whom the interviewing representatives had been very impressed with and recommended they be appointed. On the basis of this recommendation it was agreed to proceed to the next stage of their appointment including reference checks. *MAt/MCa*

Finally the re-appointment of the Head Teacher as Accounting Officer was approved. It was agreed that SBA would add this to the Structure Chart. *SBa*

It was agreed that the Chair of Governors had delegated power to vary membership of the committees where necessary.

**c) approval and annual signature of the Code of Practice for School Governors**

The Code of Practice for School Governors as approved on 23<sup>rd</sup> March 2017 was circulated to the meeting for signature by each governor.

MCa reminded governors that they had a duty of confidentiality in relation to confidential or sensitive matters that were discussed at governors' meetings.

**d) completion and checking of the Governing Body Register of Business Interests by all Governors published on the school's website**

MCa reminded governors about the regulations which provide that governing bodies have a duty to publish on their website their register of interests setting out the relevant business interests of governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and members of the school staff including spouses, partners and relatives.

The register was circulated amongst the governors at the meeting and updated where relevant and re-signed. It was noted that, from these, SBA would update the register on the website. *SBa*

**10. Chair's Update including;**

**a) review of the Strategic Direction for 2019/20**

It was agreed to defer this to the next meeting.

**b) approval of the list of Designated Teachers/Governors 2019/20**

Governors had considered the list of Designated Teachers/Governors which had been distributed prior to the meeting. The list was approved subject to one minor change. *SBa*

**c) to note the Governor work plan for the year 2019/20**

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

JMo advised he had a few changes which he would send to SBa directly. It was agreed that SBa would then update and circulate for approval via email. *SBa*

**d) to note and approve the links to departments**

Governors had considered the list of department links which had been distributed prior to the meeting.

It was agreed that DLe would take over Maths and a new category need to be added for CLA/Disadvantaged Students which MLI volunteered to take over. It was agreed that the links were approved as drafted subject to these changes being made. SBa agreed to circulate to governors. *SBa*

**e) Discussion of Governor positions, succession planning and future election requirements**

This item was deferred to the next meeting.

**f) Agree continuation or otherwise of the BeauSandVer Trust and future treatment of the BeauSandVer Company Accounts**

This item was deferred to the next meeting.

**g) Multi Academy Trust Update**

It was noted that the MAT working party were scheduled to meet the following Tuesday and that an update would follow at the next meeting.

**11. Head's Report**

The Headteacher's report was circulated to the Governors at the meeting.

For the teaching and learning update, it was reported that the school was fully staffed in terms of teachers for September and that the new staff had been into school for a very positive and successful session. It was noted that an important interview for an Exams Officer was taking place on Friday and that the school was in the process of recruiting for a general admin role.

In terms of summer premises work, it was noted that a number of works would be completed over the summer with work on the drains being prioritised the following weekend due to Club Excel renting facilities for the first 5 weeks of the summer break.

Regarding SEC2 and CIF, it was reported that there was some concern regarding potential slippage of the timeline but that a project meeting was scheduled for later in the week to discuss the plan and understand any impact on the existing timeline. Governors asked if there were enough rooms in the meantime to accommodate all the lessons and school confirmed this had been addressed. Governors asked whether there would continue to be a member of staff monitoring the build progress over the summer. It was confirmed that a plan was in place to ensure cover throughout the summer break.

MAat reported that for admissions, the Year 7 intake was currently at 217 due to several successful appeals. It was advised that the 6<sup>th</sup> Form induction had gone well with 260 students attending. It was noted that the

school was expecting its largest ever 6<sup>th</sup> Form next year with an estimated intake of over 210 Year 12 students and 180 Year 13 students.

The Student Fixed Period Exclusion data was circulated and noted with no questions arising.

Governors commended the staff on their unwavering commitment to the school, the outstanding results, supporting the many events held this year, their care for the wellbeing of the staff and also on how well the students had participated.

Governors specifically commended MAt on an excellent second year as Headteacher.

## **12. Update on staff recruitment**

It was noted that this had already been covered in the Head's Report.

## **13. Approval of the budget for 2019/2020 as recommended by the Resources Committee**

Governors had considered the budget for 2019/20 which had been circulated prior to the meeting following its detailed consideration and recommendation for approval by the Resources Committee.

Governors were advised that due to uncertain Government funding for the following academic year, the Resources Committee had reviewed a number of scenarios prior to agreeing on the final one presented.

Governors agreed that the budget was sensibly sustainable and was approved.

## **14. Safeguarding Update – approval of updated Child Protection Policy (due Sept 19)**

Governors were advised that the updated Hertfordshire model Child Protection Policy was due to be published in August and therefore it was not yet possible to update the school's policy. It was noted that guidance on E-Safety was also expected to be published. On this basis, it was agreed that YPo would update and circulate the policy when the Hertfordshire model policy became available with a view to the governors approving it by email.

*YPo/SBa*

## **15. \* Policies – consideration and approval of the following policy (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 policy:**

#### **a) Freedom of Information Publication Scheme (May 19) deferred from June meeting**

It was agreed that this policy review be deferred to the next meeting.

## **16. Report on Governor review of the schools' complaints file and agreement on who will carry out this review from September 2019**

It was agreed that AWa would continue to carry out these responsibilities, and that the reviews would take place on the first and fourth meetings of the year. There were no further updates since the previous meeting.

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

LSh highlighted that there was a new online training resource offered by HFL called “Modern Governor”. It was noted that the way courses were charged had changed slightly, but the upside was that there were more core courses that Governors could now complete online.

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

It was noted that the supplier of the school’s gas and electricity was due for review. It was reported that brokers were currently investigating the best deal and two possible options were being explored but there was concern that when it was presented there would be a tight 24/48 hour turnaround to make a decision and proceed. It was agreed that if the timing allowed that it should be taken to the next Resources Meeting for approval or the FGB - whichever meeting is best aligned to the required timeframe. The Governors agreed however that should the timing for approval be required sooner, it would be reviewed and approved via email and then formally approved at the next meeting. It was agreed that SBa would add this as an agenda item. *SBa*

**19. Date of next meeting**

**FGB – Wednesday 9<sup>th</sup> October 2019 at 6.30pm**

There being no further business, MCa declared the meeting closed at 7.26 pm.

Signed: .....  
Chair of Governors

Dated:.....