

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 9th October 2019 at 6.30pm

Governors Present:

Mike Cameron (“MCa”) (Chair), Alex Hall (“AHa”), Martin Atkinson (“MAt”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”), Gary Kellett (“GKe”), Lianne Sherwood (“LSH”), Ian Johnston (“IJo”) (item 5 onwards), Anna Battaglia-Geymonat (“ABa”), David Lee (“DLe”), Brenda Austin (“BAu”), Andy Gray (“AGr”), Simone Kilka-Green (“SKi”), Michele Lloyd (“MLi”) and Tim Pugh (“TPu”).

In attendance:

David Guinane (“DGu”) (items 1 - 4 and item 8) and Sharon Banks (“SBa”) Clerk to the Governing Body

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	Circulate amendments to 2019/20 PSI for approval via email.	SBa	ASAP
2	MAt to discuss setting up a new agreement with the AAT for the consortium with a view to discontinuing the Trust as a company.	MAt	ASAP
3	MAt to review possibility of attending some of the meetings Dame Dethridge was attending to keep abreast of MAAt developments.	MAAt	Ongoing
4	Updates to the Admissions Procedure to be circulated via email for final approval.	JMo/SBa	ASAP
5	Child Protection updates of school’s progress against actions items to be added as an agenda item for reporting at future meetings.	YPo/SBa	ASAP
6	Changes to the Safer Recruitment Policy to be updated and circulated via email.	SKi/SBa	ASAP
7	Review of new Governor Induction Pack to be deferred to the next meeting.	MLi/PMa	Next meeting
8	LSH to provide update regarding next inhouse training date.	LSH	ASAP
9	Change of Beaumont School registered office to Austen Way to be recorded with Companies House, HCC and Get Information about Schools, and changed on all other relevant materials.	MAAt/SBa	ASAP

1. Apologies for Absence.

Ian Johnston (“IJo”) provided advance apologies that he would be delayed. Peter Mayne (“PMa”) was noted as absent. 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 20

Actions

One item of additional business was noted.

4. Approval of minutes of the meeting on 10th July 2019 and matters arising

The minutes of the meeting on 10th July 2019 were agreed as drafted. The action points from the meeting were considered as follows:

Actions Agreed at the meeting:

	Action	Responsibility	Timescale	Update
1	Finalise FAB via meeting between SKi, AHa, MAt, GKe, AWa, JWe and the relevant representatives from Charles Church.	MAt/SKi	Next Meeting	MAt to provide further update when available
2	Equality Objectives Action Plan to be updated and sent to SBa.	MAt/SBa	Next Meeting	Complete
3	Make minor updates to the Terms of Reference for Committees and recirculate to Governors for approval by email.	MAt/MCa	ASAP	Complete
4	Progress the next steps in the appointment of the new community governor.	SBa	Next Meeting	Complete
5	Updated Register of Business Interests to be put on the website.	SBa	ASAP	To be put on website
6	Update and circulate the amended 2019/20 Work Plan for approval via email.	SBa	ASAP	Complete
7	Circulate updated Links to Departments for 2019/20.	SBa	ASAP	Complete
8	The appointment of the Headteacher as Accounting Officer to be added to the Governance Structure Chart.	SBa	ASAP	Complete
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	On agenda
10	Successful bidder for the gas and electricity supply to be approved at the next meeting.	FGB	Next Meeting	On agenda
11	Review of the Strategic Direction for 2019/20.	FGB	Next Meeting	Complete
12	Discussion of Governor positions, succession planning and future election requirements.	MCa	Next Meeting	On agenda
13	Agree continuation or otherwise of the BeauSandVer Trust and future treatment of the BeauSandVer Company Accounts.	FGB	Next Meeting	On agenda
14	It was noted that the MAT working party were scheduled to meet the following Tuesday and that an update would follow at	MCa	Next Meeting	On agenda

	the next meeting.			
15	Freedom of Information Publication Scheme (May 19) deferred from June meeting.	MAt	Next Meeting	On agenda

It was agreed to bring forward Item 8 to accommodate the guest speaker DGu.

8. Presentation to Governors regarding “The Beaumont Way”

IJo joined the meeting

DGu’s presentation outlined “the Beaumont Way” as putting outstanding teaching and learning at the heart of everything the school does, allowing teachers to express themselves and take ownership of their own progression.

Further key points noted were getting involved, being passionate and trying new things to find each individual’s own path to excel.

Governors commended DGu on an excellent and insightful presentation.

5. Student and House Leadership update

It was noted that ZSh had launched the new student leadership programme to the Year 8 students via an assembly and they had received 65 applications in total which was a very high level of involvement.

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 had considered the Management Accounts for Period 10 (June) and Period 12 (August) which had been circulated prior to the meeting. There were no questions raised.

8. Presentation to Governors regarding “The Beaumont Way”

Covered after item 4 above

9. External Examination Results Report

Governors had considered the External Examination Results Report which had been circulated before the meeting.

JMo provided a high level overview of key headline results, noting that the school had achieved excellent results at both KS4 and KS5.

It was noted that provisional Progress 8 scores had been amended, following an issue with the Pearson exam board not sharing their BTEC data with the DfE, which had impacted some schools results by as much as 0.2. Beaumont's score had changed very little, due to lack of reliance on BTEC qualifications, and was confirmed as 0.61, which would be the second highest result ever for the school and a very strong result.

With regards to both SEND and disadvantaged students, it was noted that both groups had achieved positive Progress 8 scores. In the case of disadvantaged, it was noted that this was an increase from the previous year for a group identified for particular attention by the school.

Governors were asked to approve a change to the 2019/20 PSI key priority 7 to reflect the areas identified through exams analysis of recent results. Governors requested that disadvantaged students be identified as a group requiring ongoing focus in the PSI, notwithstanding the improved results in 2019. JMo agreed to add a note to this effect. It was agreed that SBa would circulate the amendments via email for final approval.

JMo/SBa

10. Chair's Update including:

a) Approve the appointment of Tim Pugh as a Governor with effect from 9th October, 2019.

Tim Pugh was formally ratified as a Community Governor with effect from 9th October, 2019.

b) Update regarding governor positions, succession planning and future election requirements

It was noted that the school was still awaiting approval of the articles of association from the Charities Commission and that once that was received governor positions and succession planning could be addressed.

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

It was noted that with the creation of the AAT Trust, which includes both Sandringham and Verulam Schools, if the BeauSandVer Education Trust were to continue as a company the articles of association of the company would have to be changed as they were drafted on the basis that the members were three separate schools.

It was noted that the schools work together very closely as a consortium, which works well for all the schools. However, that work is carried out by the schools and not through the company. The existence of the company has legal requirements, such as the need to file accounts and annual confirmation statements which Beaumont has dealt with since the company was set up.

It was agreed that if the consortium is not operating through the company it would make sense to remove that vehicle and devise an agreement between the schools that clearly sets out the relationship going forward. It was agreed that MA^t would discuss at his next meeting with the AAT and revert.

MA^t

d) Multi-Academy Trust Update

It was noted that the MAT group had met a few weeks ago and agreed that the appointment of Dame Dethridge as Interim Regional Schools Commissioner for North-West London and South-Central England

could present an opportunity for a fresh look at the school's position and it was agreed that she would be invited to visit to school.

It was noted that the response to this was that her diary was full, but it was also noted that she was attending a number of meetings and events so it was agreed that MAt would endeavour to attend some of these meetings where possible. *MAt*

It was agreed that there would be no further MAT working group meetings scheduled until an opportunity presents itself, or there were any change to the external situation.

e) Admissions Procedure (Minor updates for consultation)

Governors had considered the Admissions Procedure which had been circulated in advance of the meeting.

A couple of additional changes were noted and Governors agreed for these to be updated by JMo and for SBa to circulate for final approval via email. *JMo*

f) 6th Form Admissions Procedure (minor updates for consultation)

Governors had considered the 6th Form Admissions Procedure which had been circulated in advance of the meeting.

There was a brief discussion around the need to provide more detail in terms of the offer of a place and associated criteria. JMo agreed to update and provide to SBa to obtain final approval via email. *JMo*

11. Head's Report:

MAt thanked all governors who attended the staff drinks on the first Friday of term, and reported that the start of the new academic year had been very positive.

MAt reported that, the new Year 7 cohort had started really well and thanked AGr for a well organised bonding day at Cuffley Camp. It was noted that the day was a great success and was an initiative that the school would like to incorporate for each Year 7 cohort going forward.

With regards to staffing, it was noted that the school was in the process of recruiting for a maternity cover for the languages department.

Regarding the sixth form, MAt reported there had been a very positive start with 75 external students joining (up from 44 external students last year), making a total of 395 students across the 6th Form.

With regards to the secondary transfer evening, MAt thanked the Governors that had attended and noted that the new school entrance had proved very successful. It was noted that 120 families had returned to the school for a follow up tour and that he had received lots of positive feedback.

In relation to SEC2 and CIF, MAt reported that he had conducted an impromptu site visit and was pleased with the progress observed. It was noted that if the gas works were completed over half term then the project would be on track for 25 November completion date.

Governors thanked MAt for his report.

12. Ratification of the decision on the Gas/Electricity Supplier Tender

It was noted that the decision had received prior approval via email and then at the Resources Committee

meeting on 19th September 2019 and therefore was formally ratified by the FGB.

13. Safeguarding – update and consideration and approval of the updated Child Protection Policy (due Sept 19)

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

YPo advised that this policy reflected the updated model policy produced by HCC and that the key update was in relation to serious violence and that in addition up skirting had been included as part of the peer on peer abuse section. She reported that all staff must sign the document annually.

A Governor enquired if the school did anything different with regards to the SEND students. YPo advised that she meets with them weekly in year groups.

YPo was thanked for an excellent job keeping the school and staff abreast of the ever changing safeguarding requirements.

14. Child Protection Annual Report and Self Review Checklist

YPo confirmed that all staff were up to date with their training and that she attends every child in need meeting.

Regarding the Self Review Checklist it was noted that the county template had changed significantly from the previous year.

Governors requested that going forward it would be good to receive a report at each meeting updating on the school's progress against the action plan with dates added. It was agreed that SBa would add this as a recurring agenda item to be reported on at future FGB meetings.

YPo/SBa

AWa added that there were no further updates with regards to the audit of the single central record.

15. Confidential Item report – on the outcome of a Permanent Exclusion hearing and any recommendations arising

The discussion of this item was recorded in Part 2 confidential minutes.

16. Review of the Lettings Management Contract

There was a discussion around what Governors required to review for approval. It was agreed on the grounds that it had been reviewed by two Governors with legal backgrounds that a summary could be sent to the rest of the FGB for review and final approval.

JWe/SBa

17. * Policies – consideration and approval of the following policies and procedures (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) Freedom of Information Publication Scheme (May 19 – previously deferred)

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

Scheme was approved.

b) Safer Recruitment Policy (due Sept 2019)

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

It was noted that a Governor had a couple of changes which would be provided to SBa for circulation and approval via email. *SKi*

c) Schedule of Financial Delegation (Recommended by Resources Committee)

Governors had considered the Schedule of Financial Delegation which had been circulated in advance of the meeting.

Schedule of Financial Delegation was approved.

d) Local Government Pension Scheme (Recommended by Resources Committee)

Governors had considered the updated Local Government Pension Scheme which had been circulated in advance of the meeting.

Scheme was agreed.

18. Review of new governor Induction Pack/process

It was agreed due to the size of the exercise that this should be deferred to the next meeting.

19. Governor Development Co-ordinator Update

- a) Hertfordshire Governors' Annual Conference, Saturday, 16th November 2019,**
- b) Agreement as to the subject and timing for the next annual in-house Governor training session**

The date of the annual Hertfordshire Governors' Annual Conference was noted. LSh advised that she would send further information regarding who would be presenting.

Governors were asked to send LSh confirmation of any training completed due to changes at HFL which meant this was harder to track.

With regards to the content of the next in-house training session, LSh identified a session on effective governance for consideration. Governors agreed and it was noted that LSh would investigate possible dates around January/February and co-ordinate.

LSh

20. To receive any other business as notified in item 4

It was unanimously agreed that due to the new entrance and change in the postal address of the school the registered office of the school would be changed from Oakwood Drive to Austen Way. It was noted that it was a Companies Act requirement to ensure that all the school’s stationary (including its headed paper, letters, emails and other correspondence, all stationery, invoices and order forms, brochures and other marketing material and also the school website) refer to the new registered office. It was agreed that SBa would update the records at Companies House, with HCC and also with Get Information about Schools and the school would review and change all relevant materials.

MAt/SBa

There was no additional business raised.

21. Date of next meetings

Tuesday 26th November 2019 6.30pm - FGB - Results and Target Setting
Wednesday 11th December 2019 8am – FGB and AGM of Academy Trust

22. Advance notice of upcoming policy reviews.

No policies due for review to the end of December 2019.

MCA declared the meeting closed at 8.20pm.

Signed:
Chair of Governors

Dated:.....