

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Tuesday 26<sup>th</sup> November 2019 at 6.30pm**

**Governors Present:**

Mike Cameron (“MCa”) (Chair), Martin Atkinson (“MAT”), Alex Hall (“AHa”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Gary Kellett (“GKe”), Ian Johnston (“IJo”) (items 6-19), David Lee (“DLe”), Simone Kilka-Green (“SKi”), Anna Battaglia-Geymonat (“ABa”), Brenda Austin (“BAu”), Peter Mayne (“PMa”), Michele Lloyd (“MLl”), Tim Pugh (“TPu”), Stephen Edbury (“SEd”) and Catherine Hopkin (“Cho”).

**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	MAt to discuss the structure of the BeauSandVer Consortium and whether the existence of the limited company is necessary for its continued operation.	MAt	Next meeting
2	LSh to provide an update regarding the next in-house training date.	LSh	Next meeting
3	A review to be conducted of the skills categories on the governors’ skills audit in light of feedback captured.	MCa	Next meeting
4	SKi and AHa to review the new form of ESFA Funding Agreement against the school’s current Funding Agreement to ascertain the differences between them.	AHa/SKi	ASAP
5	A full costing of boiler replacement to be conducted so that the school will be prepared in the event of an emergency.	MAt	ASAP
6	GB Self Evaluation Questionnaire – comments/thoughts to be sent to SBa for compilation.	SBa	Extended meeting
7	Devise Glossary of Terms for New Governor Induction Pack.	PMa	ASAP
8	Consider use of Google Drive for Governor access and document storage.	BAu/SBa	ASAP
9	Finalise the next steps with regards to the structure of the governing body now that the proposed Articles of Association have been approved by the Charities Commission.	MCa/AHa/SKi	ASAP
10	Update regarding the progress of the recent IT issue reported.	MAT	Next meeting
11	Governor development coordinator update.	LSh	Deferred to next meeting

**1. Apologies for Absence**

Apologies for absence had been received from Lisanne Sherwood (“LSH”), Andy Gray (“AGr”) and Alison Wallis (“AWa”). Consent was given to their absence. IJo had provided advance notice that he had been delayed. 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**

*Actions*

One additional item of business was raised.

**4. Approval of minutes of the meeting on 9<sup>th</sup> October 2019 and matters arising**

The minutes of the meeting on 9<sup>th</sup> October 2019, 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	Circulate amendments to 2019/20 PSI for approval via email.	SBa	ASAP	Complete
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	Deferred to the next meeting
3	MAt to review possibility of attending some of the meetings Dame Kate Dethridge (RSC) was attending to keep abreast of MAT developments.	MAt	Ongoing	Ongoing
4	Updates to the Admissions Procedure to be circulated via email for final approval.	JMo/SBa	ASAP	Complete
5	Child Protection updates of the school's progress against action items to be added as an agenda item for reporting at future meetings.	YPo/SBa	ASAP	On agenda
6	Changes to the Safer Recruitment Policy to be updated and circulated via email.	SKi/SBa	ASAP	Complete
7	Review of the new Governor Induction Pack to be deferred to the next meeting.	MLI/PMa	Next meeting	On agenda
8	LSh to provide an update regarding the next in-house training date.	LSh	ASAP	Deferred to the next meeting
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.	MAt/SBa	ASAP	Complete

**5. Student and House Leadership Update**

MAt reported that the Year 11 representatives had attended a recent LT meeting and raised concerns over the volume of homework they were being assigned. It was noted that, whilst it was acknowledged that they were feeling under pressure, the school advised that the work was largely linked to mock exam revision.

MAt advised that a staff working group had been formed to conduct a review of the Behaviour Diamond to see if any updates were required. Governors enquired regarding the scope of the review. It was noted that the school wanted to be sure that appropriate sanctions and warning systems were being applied consistently by all

teachers. MAt advised that all heads of year and heads of subject would be involved with a view to ensuring all staff were reminded of the process and structure and its application.

It was reported that a “Zero Poverty Day” had been held jointly with Sir John Lawes School, led by Year 8 and Year 9 students, and had been a great success.

It was also highlighted that 60 new Beaumont Leaders in Year 8 had met with ZSh to plan activities for their involvement over the course of the year ahead.

*IJo joined the meeting*

**6. Committee reports and updates:**

**A. Resources**

It was noted that the minutes of the last committee meeting were still to be circulated due to its close proximity to the FGB meeting, and that they would be circulated in due course.

**B. Community, Teaching and Learning**

It was noted that the minutes of the last committee meeting were still to be circulated due to its close proximity to the FGB meeting, and that they would be circulated in due course.

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

Governors had considered the Management Accounts for Period 1 (September) and Period 2 (October) which had been circulated prior to the meeting. There were no questions raised.

**8. SEC2 and CIF update**

MAt reported that the new Science Block was looking good, and that some staff had attended a site tour and had been very impressed.

It was noted that the scaffolding was in the process of being dismantled for phase 1, but that the project was a couple of months behind schedule with the 16<sup>th</sup> December being the revised completion date. There was a discussion about the anticipated delays with phase 2, Governors enquired regarding revised timings for phase 2. MAt advised that it was expected to be complete by February half term. It was noted that it was possible to occupy the premises as part of phase 1 without phase 2 being signed off.

JWe and LMc were commended for their continued pressure on the contractor to keep the project moving forward as quickly as possible.

**9. Chair’s Update including:**

**a) review of governors’ skills audit (and vacancies)**

Governors had considered the current reporting format for the governors’ skills audit which had been circulated before the meeting.

There was a discussion about whether the current format and skills listings adequately reflected what the governing body required going forward.

Collectively it was agreed that equality/diversity/inclusion, skills for networking and influencing externally and stakeholder management should be incorporated into the existing format. It was also noted that, should the school become a Multi-Academy Trust in the future, change management would also become an important

criterion. In addition, with the increase in mental health concerns with students in all schools, it was questioned whether a governor with experience in this area would also be an important asset. It was agreed that MCA would review the current format. *MCA*

**b) Update regarding new structure and approval of Articles submitted to the Charity Commission**

It was noted that the approval of the proposed new Articles of Association by the Charity Commission had now been received. It was advised that the next step would be to have the new Articles adopted by the Members. It was agreed that MCA and SKi would liaise to finalise the next steps. *MCA/SKi*

**c) Formal ratification of Stephen Edbury and Catherine Hopkin as Staff Governors effective 23<sup>rd</sup> October 2019**

SEd and CHo were formally welcomed to the team and their appointments as staff governors were formally ratified with effect from 23<sup>rd</sup> October 2019 for 4 year terms (subject to any changes to the structure of the governing body in light of the proposed new Articles).

**10. Head's Report including exclusion report for summer term 2019**

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

MAt reported that the deadline for the submission of the next CIF bid was 13<sup>th</sup> December 2019 which would include a bid to have the boilers replaced. Governors noted that the score allocated to the bid would be increased if the school agreed to move to the latest form of ESFA Funding Agreement. This was discussed, and it was noted that the school was currently using the form of Funding Agreement dating from when it converted to academy status in 2012 - with just one amendment in relation to insurance. It was agreed that SKi and AHa would review the new form of the agreement against the current agreement to ascertain how the school's position would be altered by the new agreement. There was a discussion about the number of boilers needing to be replaced and their cost. It was agreed that the entire cost should be summarised so that in the event of an emergency, the school would be ready to move forward. *AHa/SKi*

It was reported that the BSV Trust Information Evening had gone well, as had the repeated sessions at Sandringham and Verulam. It was highlighted that all sessions were very well attended, with standing room only at Sandringham. It was also noted that there were a large number of external students present, which was promising for next year.

With regard to staffing, it was noted that the school had received a resignation from the school's SENCo, so an advertisement was in place to source a replacement before Easter 2020.

MAt informed governors that the school had experienced some issues with its servers, which were compounded by unsatisfactory assistance from HP the supplier, as the servers were 7 years old and therefore out of warranty. It was noted that the IT team was still in the process of isolating the problem but that in the meantime the school had invested in one new server to assist. MAt would provide an update at the next meeting. *MAt*

Regarding teaching staff appraisals, it was noted that the external moderator, Kim Jones, had moderated the paperwork, and MAt reported that he was pleased with how this was working since the new appraisal system had been put in place.

It was noted that another very successful INSET day had been held which had been well received by staff.

With respect to fundraising, it was noted that the "buy an element" campaign had raised approximately £10,000 for the new science block, and that the next step was to design the display for this.

MAt reported that the school was submitting an application to be a lead school in an initiative led by the Chartered College called the CTEACH scheme (essentially leading a 15 month CPD programme). It was noted that JMo had taken the lead as part of a joint bid with Sir John Lawes School, with Beaumont as the lead school. It was noted that if the bid were successful, the programme would commence in April 2020. MAt advised that it was an excellent bid, and JMo reported that it was a significant piece of work which if successful would be great for building the school's profile.

Regarding university applications, it was noted that 92 students had already submitted applications, and that the universities were responding very quickly.

Governors had considered the summer term Fixed Term Exclusions report which had been circulated in advance of the meeting. It was noted that there were fewer Fixed Period Exclusions than last year, and that a large portion of this year's exclusions were attributed to issues that had arisen on residential trips in the Summer. It was noted that the school had seen an increase in fixed period exclusions linked to inappropriate use of social media and incidents of sexualised behaviour. In response, the school had banned phones on residential trips for Years 7 to 9 going forward.

#### **11. GB Self Evaluation**

A NGA document entitled "20 questions every governing board should ask itself" was circulated at the meeting for the Governors' review and consideration.

It was noted that the question list complimented the School Resource Management Assessment Checklist which had recently been completed by the school.

It was agreed that this would be reviewed in more detail at the extended meeting, but Governors were asked to consider the list in the meantime and email to SBa any thoughts or comments in advance of the extended meeting. *FGB/SBa*

#### **12. Safeguarding update**

YPo reported that a lot of work had been done with regard to peer on peer abuse, and that she and one of the assistant headteachers had been working with the national body with regards to internet safety and young carers.

Security onsite was raised as a safeguarding item. It was noted that there had been a couple of isolated incidents of intruders entering the site after hours. In response, the school had decided to have the Oakwood Drive entrance locked at all times, with the exception of parents' evenings, and all gates locked with the exception of the community entrance at the Austen Way main entrance. Governors expressed concern for MAt's safety following incidents where he had been the only member of staff on site when the intruders entered school grounds, and urged him to exercise caution before approaching any intruders.

Governors thanked YPo for her update.

#### **13. PSI update**

Governors had considered the PSI November monitoring report, which had been circulated in advance of the meeting. No further questions were raised.

#### **14. Proposals for setting targets for 2019-2020 – 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 in his paper.

With regard to the 2020 targets for GCSE, it was noted that the current Year 10 cohort was a little less able than the previous cohort and therefore the targets were a bit lower than those set for the previous year, but the school had still set a challenge of a slightly higher Attainment 8 target than the previous year.

It was noted that the EBAC average point score was a new target which takes into account every student's performance in EBAC subjects.

With regard to disadvantaged students, it was noted that the current cohort were less able than the previous year; however the same targets had been set as the previous year.

In addition, it was noted that the average point score target had been pushed up to 39.5 which was the highest target the school had ever set.

Governors agreed that it was important to set challenging targets.

The proposed targets were approved.

**15. Formally ratify the Lettings and Fees Agreement**

It was noted that the Lettings and Fees Agreement had been reviewed in detail at Resources Committee where it had been approved for recommendation to the FGB. Therefore the Lettings and Fees Agreement was approved.

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

As LSh was absent from the meeting, it was agreed to defer this update to the next meeting.

*LSh*

**17. Review of the new Governor Induction Process**

Governors had considered the formal induction process documents, which had been circulated in advance of the meeting.

The governors most recently appointed advised that, overall, the cover letter and associated documents were comprehensive and required no change. It was however suggested that a glossary of terms should be added and PMA agreed to complete this.

*PMA*

In addition, there was further discussion about the need for the use of Google Drive to support the FGB and its committees, and BAu agreed to champion this, assisted by SBa.

*BAu/SBa*

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

MCA advised that, due to a number of competing priorities, he would be standing down as Chair. It was proposed that (as a temporary solution) AHA would take on the role of Acting Chair effective from 1<sup>st</sup> January 2020. This was unanimously approved.

It was also noted that succession planning would be considered at the extended meeting to finalise the required future changes to the existing structure of the Governing Body now that the Articles of Association had been approved by the Charities Commission.

MAT extended a special thanks to MCA for all his hard work. AHA was thanked for his continued commitment to the Governing body and stepping up to the role of Acting Chair to assist in the transition of the Governing body to the new structure.

**19. Date of next meeting**

**Academy Trust AGM – Wednesday 11<sup>th</sup> December 2019 - 8am**  
**FGB - Thursday 6<sup>th</sup> February 2020 – 6.30pm**

MCa declared the meeting closed at 8.35pm.

Signed: .....  
Chair of Governors

Dated:.....