

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Wednesday 8th July 2020 at 6.30pm
Virtual Meeting via Google Meet
(during Covid-19 pandemic situation)

Governors Present:

Alex Hall (“AHa”) (Chair), Martin Atkinson (“MAAt”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Andy Gray (“AGr”), Alison Wallis (“AWa”), Gary Kellett (“GKe”), Mike Cameron (“MCA”), Ian Johnston (“IJo”), David Lee (“DLe”), Brenda Austin (“BAu”), Simone Kilka-Green (“SKi”), Peter Mayne (“PMA”), Michele Lloyd (“MLl”), Anna Battaglia-Geymonat (“ABa”), Catherine Hopkin (“CHo”), Stephen Edbury (“SEd”) and Tim Pugh (“TPu”).

In attendance:

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

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1.	Proposed new skills audit categories to be circulated for review.	AHa	September FGB
2.	Consider use of Google Drive for Governor access and document storage.	AHa/SBa	Autumn Term
3.	Provide update regarding replacement of the old boilers vs installing a different system and whether a Tender process would proceed.	MAAt	Autumn Term
4.	Confirm date for next Training session.	LSh	September FGB
5.	Review how other schools have addressed diversity via their websites to see if there is anything that might assist building the schools diversity plan. Insights provided by another Governor to be circulated.	MAAt AHa	September FGB ASAP
6.	Approval of the Plan for School Improvement (“PSI”) 2020/2021.	MAAt	September FGB
7.	Schedule of Financial Delegation.	MAAt	September FGB
8.	Strike off the BeauSandVer Company.	SBa	ASAP
9.	Next Steps in changing the Governance structure to meet the requirements of the AFH.	AHa	Autumn Term
10.	Safeguarding (Approval of the updated Child Protection Policy (due Sept 20)).	YPo	September FGB

1. Apologies for Absence

Apologies for absence had been received from Lisanne Sherwood (“LSh”). Consent was given for her absence. All other members of the Committee were present and the meeting was quorate. AHa thanked all Governors for making the time to attend this virtual 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 15

No items of additional business were raised.

4. Approval of minutes of the meetings on 16th June 2020 and matters arising.

The minutes of the meeting on 16th June 2020 were agreed as drafted. The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1.	Update DfE records for AWa, LSh and MCa.	SBa	ASAP	Complete
2.	Proposed new skills audit categories to be circulated for review.	AHa	July Meeting	Deferred to September meeting
3.	Glossary of terms for new Governor induction pack to be circulated to Governors.	SBa	ASAP	Complete
4.	Consider use of Google Drive for Governor access and document storage.	AHa/SBa	Autumn Term	In Progress
5.	Provide update regarding replacement of the old boilers vs installing a different system and whether a Tender process would proceed.	MAt	July Meeting	In Progress (See below)
6.	Confirm date for next Training session.	LSh	September FGB	See below
7.	Update regarding the outcome of the review of the ESFA funding agreements.	AHa	Next meeting	On hold (see below)
8.	Items for discussion at the next Extended Meeting for 2021 to be noted.	SBa	ASAP	Complete
9.	Review how other schools have addressed diversity via their websites to see if there is anything that might assist building the schools diversity plan. Discuss at September FGB.	MAt	September FGB	September FGB
10.	Governor position and succession planning document to be updated and circulated.	SBa	ASAP	Complete
11	Approval of the Plan for School Improvement (“PSI”) (2020/2021).	MAt	Next meeting	September FGB
12	Review Lettings Policy (March 20)	MAt	Next meeting	On agenda
13	Review LGPS – Exercise of Employer Discretions (June 20)	MAt	Next meeting	On agenda
14	Fixed Asset Policy (July 20)	MAt	Next meeting	On agenda

15	Schedule for Financial Delegation (Jul 20).	MAt	September FGB	September FGB
16	Complaints File review and handover.	AWa	Next meeting	On agenda
17	Update revised Child Protection Policy for Covid-19.	SBa	ASAP	Complete
18	Strike off the BeauSandVer Company.	SBa	ASAP	In progress

In relation to item 3 above, it was noted that this was ready to circulate to the Governors following the meeting.

In relation to item 5 above, it was noted that an initial diagnostic report had been completed by an external provider and the school reported that the cost of replacing both the boilers and radiators was prohibitive and that the next steps would be to obtain competitive quotes and determine the way forward.

In relation to item 6 above, it was noted that Governor training continued to remain on hold due to Covid-19 and that, whilst this year's plan was to attend a session on Ofsted, it was noted that a renewal of Governors exclusions training would be due in January; therefore, it was agreed that the training requirements would be reviewed in September.

In relation to item 7 above, it was noted that this was connected to the most recent CIF bid and therefore, as the school had not been successful in this round of allocations, it was agreed to remove this from the action items going forward.

5. Committee reports and updates:

A. Resources

It was noted that the minutes of the last committee meeting were not yet available for review but would be circulated in due course. There were no further updates.

B. Community, Teaching and Learning

It was noted that the minutes of the last committee meeting were not yet available for review but would be circulated in due course. There were no further updates.

6. Acknowledgement of receipt and review of the Management Accounts

Governors noted the monitoring report for Period 9 (May 2020), which had been distributed to Governors for review prior to the meeting. There were no questions arising. It was noted that there would be a slight change in the reporting process going forward whereby MAt would review and approve the accounts prior to them being circulated to the Governors.

7. Chair's Update

It was noted that the latest Government guidance with regard to the full opening of schools had been circulated for review in advance of the meeting. It was observed that the guidance left a lot to each individual school's interpretation and capacity; however it was acknowledged that a lot of planning had already been completed by the school in order to achieve a smooth return for students in September and that it was important for governors to consider and support the school's approach.

Further, Governors commended the school on enabling Years 7 – 9 safely to attend a session at school within

the DfE guidelines before the end of term in order to achieve closure for that year and to help reduce any potential anxiety students might have regarding their return to school in September.

It was agreed that summer school arrangements should not be a consideration on the basis that the leadership team and staff needed a break after what had been an incredibly challenging year.

With regard to work required to change the Governance structure, it was noted that this had been placed on hold during lockdown as it had not been deemed appropriate to approach potential future Members during the Covid-19 situation. It was however noted that the new AFH (Academies Financial Handbook) required there be no staff as Members by March 2021. On this basis it was agreed the next steps would be taken in the Autumn Term. *AHa*

With regard to the plan to develop greater diversity within the Governing Body, it was noted that additional input had been provided by another Governor and this would be shared amongst the governors for further online discussion. *AHa*

8. Head's Update

In relation to approval of the 2020/2021 PSI, it was noted that, due to Covid-19, its scope had been truncated to 5 key priorities to be agreed at the next leadership team meeting and then presented at the September FGB meeting. *MAAt*

It was noted that staff turnover had been low with only 1.6 members of staff moving on at the end of term. MAAt reported that the new staff induction had been completed in school today and that a successful interview had taken place for a maternity cover for a 6th form admin post. MAAt reiterated how important it was at times like this to retain quality staff.

MAAt reported that there would be some premises work completed over the summer break including upcycling a suspended ceiling from the demolished Science block to English classrooms. In addition, another office was being converted into additional space to support the larger pastoral team coming into effect from September. Furthermore, there were also plans to create an extra computer room for students by removing a wall and converting an office during this time.

It was hoped that a successful claim from late fees from phase one of SEC2 would help cover some of the works planned.

With regard to SEC2 and CIF, it was noted that the demolition of the old science block had gone well and that, whilst it was behind schedule, the dining area build was well underway. It was also noted that work was still in progress to ensure specific rooms met appropriate acoustic standards.

MAAt reported that the school was disappointed not to have been successful with the CIF bid this time around; however it was observed that only 1-2% of CIF bid funds had been allocated to new builds.

With regard to Year 7 admissions, it was reported that 212 Year 7 students would be starting at the school in September.

With regard to the virtual 6th form induction, it was noted that 286 students had attended and that the school was hopeful to have in the vicinity of 210 students join the sixth form.

In relation to the Fixed Term Exclusion report which had been circulated to Governors in advance of the meeting, it was noted that that school had managed to make an alternative arrangement for a student who was at risk of being permanently excluded, which had been a good outcome. Given that a number of the fixed period exclusions noted in the report were linked to the same incident involving that student, the school had made the decision for Year 11 students to remain in school rather than leaving the school during their lunch break.

Governors asked about students' behaviour whilst the school had been in lockdown with only certain year groups or key worker children attending the school. YPo advised that the Year 8 and 10 students' behaviour had been excellent for the sessions when they had attended school and that the school had been in contact with the parents of students whom the school thought might have issues when they return, as a pre-emptive strategy for September.

Governors asked if there was any sort of celebration ceremony planned for Years 11 and 13. The school confirmed they were keen to find a way to do something special when it was possible.

With regard to the new DfE guidance for school opening in September, MAt noted that, having just returned from a STASSH (St Albans and Harpenden Secondary School Heads) meeting, he felt the school had made good progress in terms of being prepared for the return to school in September.

There was a brief discussion about proposed groupings when school returned in September on a year group by year group basis including "class or year group bubbles" and staggered starts and breaks, and timetabling to support deep cleans overnight, where practical. Governors enquired about the ventilation strategy and the school confirmed that it would be strictly adhering to Government guidance. However, it was noted that there appeared to be no Government funding for hand sanitiser etc. to assist the school's preparedness and therefore it would be required to dip into financial reserves in order to meet these key requirements.

It was noted that, due to the social distancing requirement, the school was also looking to invest in extra benches to assist the students to be more comfortable in the outside space available to them. The school also noted a concern that it would be important for students to attend school better equipped with umbrellas and coats than they may have been in the past. A Governor also noted the importance of students and parents being aware that students should not come to school even if they are feeling only slightly unwell and that the school might need to review the way attendance was captured going forward, as a result.

Governors thanked MAt for his update and commended the school's commitment and the hard work the leadership team and staff had put in before the end of the summer term to achieve readiness for the September return.

9. Update on staff recruitment

It was noted that this had been covered in the Headteacher's update.

10. Safeguarding (Approval of the updated Child Protection Policy (due Sept 20))

It was noted that the updated guidance had only just become available and that YPo would have this ready for review at the next meeting. *YPo*

11. Child Protection – self review checklist (schools progress vs action plan)

It was noted that, due to the Covid-19 situation, this had been put on hold until September 2020. *YPo*

12. Review of the Complaints File with formal handover for IJo to review from September 2020

The reporting Governor confirmed that the records from September 2019 to February 2020 had been reviewed and reported that there had been 12 complaints during this time, but there had been no particular theme and it was felt, upon review, that each had been handled well by the school.

Governors asked the school if there was anything to be added and MAt noted his concern about potential complaints from parents following the August release of the exam results due to the unusual process put in place by the DfE as a result of Covid-19 and the absence of final exams for this year's Year 11s and Year 13s. He advised that, whilst re-sits were available, the results would come too late to be used for the current

year's GCSE and A-level process for entering the 6th form or going on to University respectively.

13. * 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):

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) Lettings Policy (Mar 20)

Governors had considered the Lettings Policy which had been circulated in advance of the meeting. There were no further questions and the policy was adopted.

b) LGPS – Exercise of Employer Discretions (June 20)

Governors had considered the LGPS - Exercise of Employer Discretions which had been circulated in advance of the meeting. There were no further questions and the policy was adopted.

c) Fixed Asset Policy (Jul 20)

Governors had considered the Fixed Asset Policy which had been circulated in advance of the meeting. There were no further questions and the policy was adopted.

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

LSh/SBa

14. Governor Development Co-ordinator Update. Governor in-house training “Knowing your school and Ofsted Governance.” Postponed from Wednesday 13th May, 2020 due to Covid-19)

It was noted that, whilst training continued to be on hold, by January 2021, all Governors would be required to update their exclusions training. It was agreed to revisit training in September and determine the best way forward at that point.

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

No additional business was raised. However Governors enquired as to how the school would manage the Year 11 and Year 13 results days in August. School reported that the current plan was for students only to attend school to collect their results. There would be 3 different collection points established and surgeries would be run similarly to previous years, but adhering to the DfE guidelines for Covid-19. It was noted that work on a contingency plan which would enable results to be emailed was also in progress.

Finally in closing, the Chair thanked GKe and LSh for their years of commitment and contributions as Chairs of the Resources and Community, Teaching and Learning Committees respectively. In addition, sincere thanks was extended to MAt, the leadership team and the staff for their tireless commitment over the many months that the Covid-19 pandemic had extended, for remaining focussed on providing the best possible education for the students, as well as keeping everyone safe under the circumstances. Governors extended their thanks and asked that all staff have a break over the summer holiday and take care of themselves.

In addition, it was noted that several staff had wanted to communicate their thanks to the leadership team for their leadership and consistent care for their wellbeing during this unprecedented crisis. It was noted that the same sentiment was expressed by parents and students via emails to school. Finally, on behalf of the Governing Body, thanks to the school was extended for all the work being done to ensure all students could return to school in September.

16. Dates of next meeting

FGB - Thursday 3rd September 2020 6.30pm

There being no further business, AHa declared the meeting closed at 7.54pm.

Signed:
Chair of Governors

Dated:.....