

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Tuesday 16th June 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”), Lianne Sherwood (“LSH”), 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.	Update DfE records for AWa, LSh and MCA.	SBa	ASAP
2.	Proposed new skills audit categories to be circulated for review.	AHa	Next meeting
3.	Glossary of terms for new Governor induction pack to be circulated to Governors.	SBa	ASAP
4.	Consider use of Google Drive for Governor access and document storage.	SBa/AHa	September FGB
5.	Provide update regarding replacement of the old boilers vs installing a different system and whether a Tender process would proceed.	MAAt	Next meeting
6.	Confirm date for next Training session.	LSH	September FGB
7.	Update regarding the outcome of the review of the ESFA funding agreements.	AHa	Next meeting
8.	Items for discussion at the next Extended Meeting for 2021 to be noted.	SBa	ASAP
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.	MAAt	September FGB
10.	Governor position and succession planning document to be updated and circulated	SBa	ASAP
11.	Approval of the Plan for School Improvement (“PSI”) 2020/2021)	MAAt	Deferred to next meeting
12.	Review Lettings Policy (Mar20)	MAT	Deferred to next meeting
13.	Review LGPS – Exercise of Employer Discretions (June 20)	MAAt	Next meeting

14.	Fixed Asset Policy (July 20)	MAt	Deferred to next meeting
15.	Schedule for Financial Delegation (Jul 20)	MAt	Deferred to September meeting
16.	Complaints File review and handover	AWa/IJo	September meeting
17.	Update Child protection Self Review Checklist	SBa	ASAP
18.	Strike off the BeauSandVer Company	SKi/SBa	ASAP

1. Apologies for Absence

All governors were present at the meeting 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 17

Two items of additional business were raised.

The first item related to the appointment of Governors and the second related to the approval of the 2020/2021 Budget as recommended by the Resources Committee.

It was agreed that item one would proceed at this point of the meeting and that the budget would be reviewed at item 17.

With regards to the first item of AOB, it was noted that due to Covid-19, the move to the new Articles of Association for the Academy and associated required changes to the Governing Board structure had been delayed. It was therefore noted that some housekeeping was required in order to continue to comply with the current Articles.

It was noted that, when AHa's term as Governor was reviewed and renewed in November 2018, AWa's term as Governor should also have been reviewed and renewed, but due to an administrative oversight, this had not happened. Therefore it was proposed that AWa be re-appointed for the usual 4 year term to November 2022, as of November 2018. This action was unanimously passed. It was agreed that SBa would update the DfE records accordingly.

SBa

It was also noted that two Parent Governor roles had expired during the Covid-19 lockdown period on 31 March 2020. After a discussion regarding the best way to address this, it was unanimously agreed that (whilst greater diversity needed to be built into the new structure), until the Governing Body was in a position to review this, it was appropriate to reappoint these Governors but in the capacity of Community Governors (until the new structure could be adopted), due to the valuable skill sets that they brought to the Governing Body. Therefore, it was unanimously agreed that LSh and MCa be appointed as Community Governors,

effective from 1 April 2020 for a period of 4 years to 31 March 2024, but it was also noted that these positions would be reviewed within the next 12 months as part of the Governing board restructure required when the new Articles of Association were adopted. It was noted that an item in relation to this should be included in the September 2020 Agenda. SBa

With regards to carrying forward two vacancies for Parent Governors in the short term, it was also noted that under the current Covid-19 DfE guidance, it was possible to carry forward Parent Governor vacancies until such time that these could be filled. It was agreed that, in the absence of an online voting process and as not all parents had access to the necessary technology, the parent election process would be conducted in September so that all parents had the same opportunity to apply. It was agreed that SBa would update the DfE records accordingly. If the new Articles were adopted in the meantime, the Governing Body would be restructured in accordance with those. SBa

4. Approval of minutes of the meetings on 6th February 2020 and matters arising and the notes of the extended meeting on 27th February 2020 and matters arising.

The minutes of the meeting on 6th February 2020 were agreed as drafted. The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1.	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.	AHa/SKi	ASAP	On hold pending full return to school after Covid-19
2.	Finalise Governors' participation in the morning session of the Extended Meeting day on 27 th February 2020.	SBa	ASAP	Complete
3.	Proposed new skills audit categories to be circulated for review.	AHa	ASAP	Postponed to next meeting
4.	Update regarding the outcome of the review of the ESFA funding agreements.	AHa	Next meeting	July FGB (see below)
5.	Devise Glossary of Terms for New Governor Induction Pack.	PMa	ASAP	Complete
6.	Consider use of Google Drive for Governor access and document storage.	AHa	ASAP	September FGB
7.	Close the BeauSandVer Trust company.	SKi/SBa	ASAP	On agenda
8.	Provide update regarding replacement of the old boilers vs installing a different system and whether a Tender process would proceed.	MAt	ASAP	In progress
9.	ParentView online survey to be completed by Parent Governors.	Parent Governors	Next meeting	On hold
10.	Complaints Policy to be updated prior to posting to the school's website.	SBa	ASAP	Complete
11.	Confirm date for next Training session.	LSH	ASAP	On hold
12.	Prepare and circulate a summary of the changes to the corrected set of accounts from the auditors to be circulated to the Governors for their final approval.	MAt/SBa	ASAP	Complete

13	Confirmation that the final accounts were lodged with the ESFA and Companies House.	MAt	ASAP	Complete
14	Revisions to the 6 th Form Admissions Procedure to be updated and circulated to Governors for final approval.	MAt /SBa	ASAP	On next CTL Agenda

In relation to item 4 above, it was noted that this was connected to the CIF bid and therefore the next steps would be reviewed once the outcome of that bid was known. *AHa*

In relation to item 5 above, it was requested that a copy be circulated to Governors and be included as a reference document once the Google Docs area for Governors was set up. *SBa*

With regards to the review of the meeting notes from the last Extended Meeting held on 27th February 2020, the following items were noted:

- Regarding Self-Assessment, it was agreed that in general, the school had made good progress and it made sense to add a review again to the agenda for the next Extended Meeting in 2021.
- Further it was noted that, when appointing for the new structure when the new Articles of Association were finalised, it was important to consider the best way to source trustees with skill sets and cultural backgrounds that would assist in further diversifying the current Governing body.
- Finally, it was noted that AHa was in the process of reviewing the 2020 vision statement and that (in light of Covid-19) the LT Away weekend had not proceeded, and so the vision document had not been reviewed by LT. It was therefore appropriate to delay further discussion until the next Extended Meeting. *SBa*

5. Committee reports and updates:

A. Resources

It was noted that the minutes of the last committee meeting were not yet available for review due to the close proximity of the two meetings but would be circulated in due course. There were no questions arising.

GKe noted that at the last Resources Committee Meeting on 10th June 2020 the SEC and CIF budgets had been reviewed. It was also noted that (due to Covid-19) it was now too late in the year to justify the production of a revised mid-year budget as a result of staff workloads and given that the 2020/2021 budget had just been received for approval by Governors. This was agreed.

B. Community, Teaching and Learning

It was noted that the last committee meeting had been postponed due to Covid-19 therefore there were no minutes available. The postponed meeting was due to take place on 30 June 2020. There were no questions arising.

6. Acknowledgement of receipt and review of the Management Accounts

Governors noted the monitoring reports for Period 5 (January 2020), Period 6 (February 2020), Period 7 (March 2020) and Period 8 (April 2020) which had been distributed to Governors for review prior to the meeting. There were no questions arising. It was also noted that these reports had been reviewed in detail at the Resources Committee meeting the week before.

7. Equality Objectives Action Plan Progress

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

MAt reported that the current focus had been on getting vulnerable students into school, ensuring assemblies covered diversity issues and that the school had also approved a change to the school uniform to support greater diversity.

Governors asked if an item could be added in relation to creating more diverse leadership and how these opportunities could be created both within school and the Governing Body. It was suggested that there might be value in speaking to other schools about what they are doing and looking at their websites and what they are doing. SBa was asked to add this as an item to discuss at the first meeting of the new school year. MAt
SBa

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

8. Chair's Update

Regarding Governor positions and succession planning, Governors had reviewed the updated responsibilities table which had been circulated in advance of the meeting.

One change was noted, which was to remove MCa from the Admissions group due to there being potential for a conflict of interest.

In addition, given the current circumstances, AHa agreed to continue as Chair of Governors for the time being. On this basis, the document was formally agreed with effect from September 2020. SBa agreed to update and circulate the document. SBa

With regards to formally ratifying Berkin as the new Cleaning Contractor, it was noted that a formal procedure had taken place and after careful consideration, the panel had recommended Berkin as the new Cleaning Contractor. This appointment was unanimously approved by the Governors and formally ratified.

9. Head's Update

It had been requested in advance of the meeting that the draft PSI for 2020/2021 be deferred to the next meeting due to the current workload in relation to Covid-19. SBa

MAt formally extended an enormous thanks to all the staff for their tireless efforts in relation to making it possible for Year 10 and Year 12 students to return to school that week in the capacity outlined by the Government. It was noted that the system was working really well and the school had welcomed the return of these students to the school.

It was noted that the school had accommodated as many students as they could within the guidelines stipulated by the DfE but felt frustrated that it was not possible to do more - particularly for Years 7-9. It was noted also that whilst the school was following Government guidance in respect of the numbers of students that could be in school, and arguably doing more than some other schools, the school was also hoping that new guidance would also allow some intervention at the lower levels of the school (Years 7-9).

MAt reported that Year 12 would be sitting online exams the following week and that a virtual 6th Form induction was scheduled for 23/24 June. MAt passed thanks to Sarah Hosegood for arranging the virtual induction. It was noted that it was likely that the Year 6 induction evening would follow a similar format.

With regards to planning for September, it was noted that the format for the return to school was still unclear with the unions suggesting that the school be prepared for a full start or half in and half out, but to also to be ready for a second lockdown if a second spike occurred. MAt reported that, regardless of the decision made, the Heads of Department were focussing on curriculum planning and identifying key items that were well

supported by the online format.

It was noted that the option of a summer school was not being considered as many staff had not had a break since February half term due to the Covid-19 pandemic.

Regarding staffing, MAt was pleased to report another year of low staff turnover. It was noted that 2 Maths teachers and a history teacher had been appointed. In addition MAt announced that AGr and Natalie Moody would take on the roles of Heads of KS3 and KS4 respectively in order to further supplement the pastoral team. MAt was pleased to report that Laura Dine had agreed to stay on as a German Teacher supporting the Year 11 students moving to Year 12.

It was noted that a maternity leave cover for administrative support in the 6th form was in the process of being advertised to commence from September.

Governors asked if any parents of Year 10 or Year 12 students had kept their students at home. MAt advised that 100% of the students who said they would be attending had attended. It was noted that there were 8 students not attending school due to shielding and that they were covered by their EHCPs.

Governors thanked MAt for his update.

10. Update on SEC2 and CIF Project

MAt reported that the old science block had now been fully demolished and that he had been pleased with the progress.

In addition, it was noted that the steel for the new dining area had been installed and that it was expected to be completed for September. MAt reported that this project was currently 3 weeks behind schedule.

Governors thanked MAt for his update.

11. Safeguarding

YPo reported that the school continued to have weekly or fortnightly phone calls with students not attending school where there were concerns.

YPo referenced a video made to support the Year 10 students' return to school which covered everything from their desks to the one-way (social distancing) system, washing hands and Behavior Policy in terms of expected behavior for students, in order to assist in keeping students safe from Covid-19 whilst in school.

It was noted that a similar video had also been created for staff.

Governors thanked YPo for her update.

12. Review of the Complaints File

It was noted that, due to Covid-19, the reviewing Governor had not been into school, therefore the file had not been reviewed.

MAt talked the Governors through a couple of complaints which he had received and Governors were supportive of the ways in which they had been addressed.

It was agreed that, as the responsibility for this area was transferring to another Governor from September, the current Governor would conduct a final review in July with the Governor to whom the responsibility was passing to, as part of the handover effective from September.

AWa/IJo

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

Governors reviewed the updated checklist which had been circulated for review in advance of the meeting. It was noted that the changes were minimal and it was agreed for SBa to update. *SBa*

14. Agree process to close the BeauSandVer Trust Company

It was noted that SKi was in the process of drafting the necessary documentation to strike the BeauSandVer Trust company off the Companies House register, subject to the closure being approved by the Governors. The closure was agreed by Governors, and it was noted that SBa would follow the process to strike off the company. *SKi/SBa*

15. * 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) Formal Adoption of the revised Child Protection Policy to support Covid-19 (June 20)

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

b) Business Impact Analysis and Business Continuity Plan (Mar20)

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

It was noted that a review would need to be conducted after Covid-19 but until that time the current revised policy was agreed.

c) Lettings Policy (Mar 20)

A request was made to defer the lettings policy to the next meeting. This was approved.

d) Risk Register (Mar 20)

Governors had considered the updated Register which had been distributed prior to the meeting. The Risk Register was approved, but it was suggested that it be reconsidered after the pandemic period.

e) Risk Management Policy (Mar 20)

Governors had considered the updated Risk Management Policy which had been distributed prior to the meeting. The Risk Management Policy was approved, but it was suggested that it be reconsidered after the pandemic period.

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

A request was made to defer the lettings policy to the next meeting. This was approved.

g) Fixed Asset Policy (Jul 20)

A request was made to defer the Fixed Asset Policy to the next meeting. This was approved.

h) Schedule of Financial Delegation (Jul 20)

A request was made to defer the Schedule of Financial Delegation to the September meeting. This was approved.

i) School Discipline and Pupil Behaviour – Behaviour Principles (Jul 20)

Governors had considered the updated policy which had been distributed prior to the meeting. The policy was agreed subject to some minor grammatical changes being made. *SBa*

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 that they had undergone equality impact assessments in accordance with the school’s Public Sector Equality Duty under the Equality Act 2010.

16. 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 the Governing Body was up-to-date with exclusions and safeguarding training which were the most important items with respect to training. It was agreed the next group training event would be put on hold until courses started running again post Covid-19.

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

As noted under item 3, there was one other item of additional business to raise.

Governors had considered the draft Budget for 2020/21, which had been reviewed in detail at the Resources Committee and updated following that meeting, and which had been circulated for Governor review in advance of the meeting.

Governors had no further questions and approved the draft Budget.

18. Dates of next meeting

FGB - Wednesday 8th July 2020 6.30pm

There being no further business, AHa declared the meeting closed at 8.00pm.

Signed:
Chair of Governors

Dated:.....