

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 6th February 2020 at 6.30pm

Governors Present:

Alex Hall (“AHa”) (Chair), Martin Atkinson (“MAAt”), Mike Cameron (“MCA”), Jonathan Mountstevens (“JMo”), Alison Wallis (“AWa”), Gary Kellett (“GKe”), Lianne Sherwood (“LSh”), Ian Johnston (“IJo”) (items 1-14), Anna Battaglia-Geymonat (“ABa”), David Lee (“DLe”), Yvonne Powdrell (“YPo”), Brenda Austin (“BAu”), Andy Gray (“AGr”), Simone Kilka-Green (“SKi”), Peter Mayne (“PMA”), Michele Lloyd (“ML”), 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:

	Action	Responsibility	Timescale
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
2	Finalise Governors’ participation in the morning session of the Extended Meeting day on 27 th February.	SBA	ASAP
3	Proposed new skills audit categories to be circulated for review.	AHa	ASAP
4	Update regarding the outcome of the review of the ESFA funding agreements.	AHa	Next meeting
5	Devise Glossary of Terms for New Governor Induction Pack.	PMA	ASAP
6	Consider use of Google Drive for Governor access and document storage.	AHa/SBA	ASAP
7	Close the BeauSandVer Trust company.	SKi/SBA	ASAP
8	Provide update regarding replacement of the old boilers vs installing a different system and whether a Tender process would proceed.	MAAt	ASAP
9	ParentView online survey to be completed by Parent Governors.	Parent Governors	Next meeting
10	Complaints Policy to be updated prior to posting to the school’s website.	SBA	ASAP
11	Confirm date for next Training session.	LSh	ASAP
12	Prepare a summary of the changes to the corrected set of accounts from the auditors to be circulated to the Governors for their final approval.	SBA	ASAP
13	Confirmation that the final accounts were lodged with the ESFA and Companies House.	MAAt	ASAP
14	Revisions to the 6 th Form Admissions Procedure to be updated and circulated to Governors for final approval.	MAAt/SBA	ASAP

1. Apologies for Absence

All governors were present at the meeting and the meeting was quorate. Ian Johnston (“IJo”) requested to leave the meeting early. Permission was granted.

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 19

Actions

Two items were raised.

4. Approval of minutes of the meetings on 26th November 2019 and 11th December 2019 and matters arising

The minutes of the meeting on 26th November 2019 were agreed as drafted. The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	MAt to discuss the structure of the BeauSandVer Consortium and whether the existence of the limited company was necessary for its continued operation.	MAt	Next meeting	On agenda
2	LSH to provide an update regarding the next in-house training date.	LSH	Next meeting	On agenda
3	A review to be conducted of the skills categories on the governors’ skills audit in light of feedback captured.	MCA	Next meeting	On agenda
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	Ongoing
5	A full costing of boiler replacement to be conducted so that the school can be prepared in the event of an emergency.	MAt	ASAP	In HT report
6	GB Self Evaluation Questionnaire – comments/thoughts to be sent to SBa for compilation.	SBa	Extended meeting	Extended meeting
7	Devise Glossary of Terms for New Governor Induction Pack.	PMA	ASAP	ASAP
8	Consider use of Google Drive for Governor access and document storage.	BAu/SBa	ASAP	In progress
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	On agenda
10	Update regarding the progress of the recent IT issue reported.	MAt	Next meeting	In HT report
11	Governor development coordinator update.	LSH	Deferred to next meeting	On agenda

With regards to item 4 above, it was noted that this was related to the CIF bid and was in progress.

The minutes of the meeting on 11th December 2019 were agreed as drafted. The action point from the meeting was considered as follows:

	Action	Responsibility	Timescale	Update
1	JWe to circulate the final version of the accounts via email.	JWe	ASAP	On agenda

5. Student Voice Update

MAt reported that plans for another Colour Run, a Year 8 student-led event, were progressing well. In addition, it was noted that the Year 8 student leaders had also organised an inter-form football tournament which had proved to be a great lunchtime activity with high participation from the Year 7 students which was pleasing to see. Special thanks were extended to Mr Wynne who had volunteered his time to assist the students in delivering such a successful event.

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 3 (November) and Period 4 (December) which had been circulated prior to the meeting. There were no questions raised.

8. SEC2 and CIF update

MAt reported that Phase 1 of SEC2 had been completed in January and all classrooms were being used. It was noted that there were some external works to finish and that the completion of the rendering was outstanding for Phase 2 of SEC2 and also that the sinks in the Science preparation room would be installed over the February half term break.

Regarding Phase 2 of SEC2, it was also noted that two further preparation rooms and a further classroom could be occupied from the following week. MAt reported that the snagging session would be held tomorrow and that the school should have occupation of all science laboratories in the week after the February half term break.

It was noted that the school was still in discussions with TJ Evers and Tillyards with regard to the cost of the dining area and final external works and that Governor involvement may be required should a satisfactory agreement not be reached.

MAt reported that the school was also working with the contractors to ensure a safe path for staff and students around the school to minimise congestion whilst the demolition of the old science buildings took place. Governors asked how long the demolition would take, and MAt advised that it was not yet on the construction plan but that a meeting was scheduled for the following week.

Governors asked if there was asbestos identified in the old buildings. MAt confirmed there was and that the appropriate disposal experts would be taking care of this component of the demolition.

Governors thanked MAt for his update.

9. Chair's Update:

Governors had considered the Chair's report which had been circulated in advance of the meeting.

The chair first thanked the school for hosting an excellent 6th Form open evening. It was noted by Governors that it had been great for the visitors to also be able to view Phase 1 of the new science building on the evening.

With regard to changing the constitution of the Governing Body, the Chair reported that now the appropriate approvals had been granted by the Charity Commission, and on the basis it had been raised as a concern in the last two audits, it was acknowledged that, with the support of the Full Governing Body, the restructure should now proceed.

It was noted that the new constitutional arrangements would involve the appointment of new Members, who would be independent from the Governing Body and that (whilst there was no maximum number of Members) the minimum number was 3. It was therefore proposed that 5 new independent Members should be appointed, following which all the current Members would resign. It was noted that the biographies of the recommended independent Members were outlined in the paper circulated in advance of the meeting.

The chair explained the process required to adopt the new Articles of Association and recommended that, on the basis of this process, the Members should appoint all of the Community Governors as Member Trustees (currently 5), and then all 7 of the Parent Trustees could be appointed (as elected parent governors), since they would still meet the requirements of the Articles. It was noted that this would then create a structure of 13 Trustees including MAt. It was also noted that, whilst the Articles did not prevent there being Staff Governors, it was considered best practice for staff not to be Trustees (other than the Headteacher) and that Staff would still attend meetings, as currently, to advise Governors.

It was noted that the proposed structure was more flexible than the current and allowed the Governing Body to appoint more people for their specific skills.

A Governor asked to understand the process by which the 5 proposed independent members had been identified. There was a discussion of the key skill sets of each of the individual proposed members and the fact that it was felt these people were connected to the school whilst still being sufficiently disconnected from the current management and Governors of the school. On that basis, the Chair sought the approval of the Governing Body of the proposed structure to move forward. Governors agreed that this should proceed. AHa agreed to move to the next stage and update the governing body accordingly.

AHa/Ski

With regards to planning for the governor's day in school and the extended meeting session on the 27th February 2020, it was proposed to conduct student tracking (as in previous years) and that Governors should liaise with SBa should they wish to attend this.

FGB/SBa

It was noted that self-evaluation, succession planning and moving documents to google drive were also suggested agenda items for this meeting.

With regards to the Skills Audit Category review, the Chair advised that examples from other schools and the National Governors Association would be circulated for their review and feedback.

AHa

In relation to the outcome of the review of the ESFA funding agreements, it was noted that this was work in progress and that an update would be provided at the next meeting.

10. Head's Update

Regarding staffing, MAt reported that the new Head of Technology appointment was going well, a new English Teacher had been appointed to start in September, and that a new Data Manager would start after Easter. A formal thank you to Sue Clarke (the previous Data Manager) for doing a fantastic job was noted. It was also reported that the appointment of a new History Teacher was in progress and the school was advertising for two Teaching Assistants.

Governors noted that the Sixth Form evening on 9th January 2020 went exceptionally well with over 50 families also attending the day tours of the school following the event.

MAt reported that the school had seen a record of 183 UCAS applications (compared with 159 last year) with 17 Oxford and 5 Cambridge offers being received (the average being 2–6 each year).

With regard to the IT issues outlined at a previous meeting, following the replacement of a fibre link between the buildings, it was noted that there had been no further issues since the start of term. It was however reported that there had been some interference with system backups and that the replacement of the storage area network later in the year was anticipated to resolve this.

Regarding the Inspection Data Summary Report (IDSR), it was noted that this was to be covered under item 12 later in the meeting, but it was also noted that the school had achieved the highest value added score for St Albans.

Regarding the BeauSandVer Consortium, it was noted that it had been agreed to close the Limited Company and revert to the old agreements and for SBa to investigate and implement the closure. *SBa*

It was noted that the SLT were in the process of reviewing the Self-Evaluation Document (SED) for 2020 and that this would be updated for review at the extended meeting.

With regard to FAB, it was noted that the school expected to collect the final money due before Easter with the previously reported parakeet damage to the field and AstroTurf floodlights being the only outstanding issue from FAB Phase 1.

It was noted that an issue remained with a couple of leaking boilers and that the school was in discussions with Ashe as to who needed to take responsibility. In addition, with regard to the old boilers in need of replacement, it was noted that the school had arranged an external assessment to understand the best way forward in terms of boiler replacement as opposed to a different system, and that a tender process might proceed dependant on available funding. *MAt*

Finally, with regard to SEC2, there remained an outstanding issue with the drains with the contractors recommending changing the system to a single flush to address this issue. In addition, it was noted there was a continuing issue with the sliding doors of A Block and that the school had arranged an independent review in order to identify a long-term solution.

In terms of upcoming events, it was reported that the annual Dance Show would take place on the 10th and 11th February, St Peter's lunchtime concert would be held on the 12th February, followed by the Easter concert on 31st March. It was noted that the school continued to excel in both football and basketball competitions, with the school progressing to national and county competitions in both sports.

MAt reported that he had been trying to attend a meeting that Dame Kate Dethridge was attending with regards to keeping abreast of Multi Academy Trust developments in the broader marketplace; however it was noted this had been difficult to gain access to.

With regard to staffing, it was noted that a new SENCo had been appointed and that they were already familiar

with the school as they had previously trained in PE at the school and had the SENCo qualification already. A special thanks to Laura Dine, the previous SENCo, was noted for her outstanding work in the role and for her assistance in staying with the school longer to ensure a thorough handover.

11. Approval of the outcome of the tender for external audit services

It was noted that 5 companies had been shortlisted as part of the tender process and had been reviewed via a quality score based matrix. It was noted that the school had selected Macintyre Hudson to replace Hillier Hopkins.

The recommendation was unanimously approved by Governors.

12. IDSR Report – Ofsted Inspection Data Summary Report

Governors had considered the Ofsted Inspection Data Summary Report which had been circulated in advance of the meeting.

It was acknowledged that overall the report was very positive and it was pleasing to view consistency over 3 years of reporting.

13. Agreement on Admissions Criteria and Sixth Form procedure for 2021

Governors had considered 4 documents which had been circulated in advance of the meeting including: the cover letter for Admissions Consultation, the schools consultation and determination guidance, the Beaumont School Scrutiny document, and the updated Admission to 6th Form Procedure.

It was noted that, following the requested application to increase PAN in January of last year, the school had been asked to submit further information with regards to their 6th Form Admissions Procedure.

After a detailed discussion, it was agreed that MAt would address each of the points of concern and email it to Governors for their review and approval in order for it to be re-submitted by the deadline of 6th March. *MAt/SBa*

14. Safeguarding - update

It was noted that, during the building works, the school was ensuring that students moved safely between buildings and classes. It was currently busier on site due to Year 11s no longer being able to leave the school at lunch break; however the school felt that this meant that they were in a better position in terms of safeguarding.

It was noted that the annual safeguarding audit had taken place and that the only item that had changed compared to the previous year was that staff had been required to provide more information.

IJo left the meeting

A Governor confirmed that the meeting with Human Resources to audit the Single Central Record had taken place and that all was in order.

15. Child Protection Self Review Checklist Update (Progress vs Action Plan)

It was noted that good progress had been made and YPo and EDu were booked to complete the online safety course and the appropriate qualification that would enable YPo to deliver in-house training to other staff in school. It was noted that training was planned to be completed by Easter.

16. Annual review of the parent feedback on ParentView

Governors had considered the feedback that was available on ParentView and it was agreed that it needed to be promoted more. Parent Governors were asked to complete the survey before the next meeting.

*Parent
Governors*

17. * 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.

Complaints Policy (due Feb 2020)

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

Governors agreed the changes to the policy subject to a couple of minor amendments which SBa agreed to complete.

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

18. Governor Development Co-ordinator Update

LSH outlined the training options available to Governors and it was agreed to proceed with the course entitled “Knowing your school and Ofsted Governance.” LSH agreed to move forward with arranging a date.

LSH

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

The first item of additional business was to review the Company Accounts due to an omission by the auditors in the first set of accounts which had been submitted to the ESFA and were now required to be resubmitted.

Governors requested that a formal email be circulated following the meeting confirming the exact changes between the original and corrected document to allow them to approve the replacement set of accounts. It was agreed that SBa would circulate this after the meeting.

SBa

The second item of additional business was to approve the Investment Policy that had been reviewed at the Resources Committee on 22 January for recommendation to the FGB for final approval. The Policy was approved.

20. Date of next meeting

Governor Day and Extended Meeting – Thursday 27th February 2020 11am – 3pm and 3pm to 6.30pm
FGB meeting – Thursday 25th March 2020 – 6.30pm

There being no further business AHa declared the meeting closed at 8.20pm.

Signed:

Chair of Governors

Dated:.....