

BEAUMONT SCHOOL
(Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Wednesday 14th October 2020 at 6.30pm
Virtual Meeting via Google Meet
(during Covid-19 pandemic situation)

Governors Present:

Alex Hall (“AHa”), Martin Atkinson (“MAt”), Yvonne Powdrell (“YPo”), Jonathan Mountstevens (“JMo”), Mike Cameron (“MCA”), Gary Kellett (“GKe”), David Lee (“DLe”), Simone Kilka-Green (“SKi”), Peter Mayne (“PMA”), Andy Gray (“AGr”), Anna Battaglia-Geymonat (“ABa”), Michele Lloyd (“MLl”), 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	Equality Objectives Action Plan to be updated and circulated to Governors.	MAt	Next meeting
2	Investigate initiatives to build greater diversity at Beaumont.	MAt/LT	Ongoing
3	Make Equality, Diversity and Inclusion a recurring agenda item.	SBa	Next meeting
4	Audit of the Single Central Record.	AWa	Next meeting (if possible)
5	Child Protection Annual Report and Self Review Checklist – update wording regarding training and provide to SBa.	YPo	ASAP
6	Email summary of the review of the school’s complaints file to be circulated to Governors.	IJo/AWa	ASAP

1. Apologies for Absence

Apologies for absence had been received from Ian Johnston (“IJo”), Lianne Sherwood (“LSH”) and Alison Wallis (“AWa”). Consent was given to their absence. 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 item of additional business was noted.

4. Approval of minutes of the meeting on 3rd September 2020 and matters arising

The minutes of the meeting on 3rd September 2020 were agreed as drafted. The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	Provide an update regarding replacement of the old boilers vs installing a different system and whether a tender process would proceed.	MAt	Autumn Term	See below
2	Consider the use of Google Drive for Governor document access and storage.	AHa/SBa	Autumn Term	Autumn Term
3	Investigate online exclusions training for Governors to complete before 24 January 2021.	SBa	Next meeting	See below
4	Review how other schools have addressed diversity via their websites to see if there is anything that might assist building the school's equality action plan.	MAt	Autumn Term	On agenda
5	In relation to the management accounts, school to provide an update of costs being incurred as a result of the Covid-19 pandemic.	MAt	Next meeting	See below
6	Academies Financial Handbook to be circulated to Governors.	JWe/SBa	ASAP	Complete
7	Covid-19 to be added as standing item for all FGB, Resources and CTL Committee meetings going forward.	SBa	Ongoing	In HT report on agenda
8	Designated Teachers' and Governors' list for 2020/2021 to be circulated to Governors for final approval via email.	YPo/SBa	ASAP	Complete
9	Department Links 2020/21 to be updated and circulated for final approval. Outstanding History department link to be filled.	JMo/SBa	ASAP	In progress
10	Recommendations for skills audit categories to support the new proposed Academies Trust structure to be circulated to Governors.	AHa	Autumn Term	In progress
11	Diversity to be added as a recurring agenda item for future meetings.	SBa	Next meeting	On agenda
12	Update PSI to ensure that the Governing Body strategic priorities are reflected in the new strategy document.	JMo/AHa	Autumn Term	See below
13	Child Protection Self Review Checklist deferred.	YPo	Next meeting	On agenda
14	Review the Schedule of Financial Delegation.	MAt/AHa	Next meeting	On agenda
15	Invitations to independent Members to join the Academy Trust to be issued.	AHa/MAt	ASAP	See below

In relation to item 1 above, it was noted that a quotation had been obtained for replacing the boilers but it had been very expensive; therefore MAt advised that the intention was to submit a CIF bid, should this be offered in the New Year, as a way to obtain funding to cover this.

In relation to item 3 above, it was noted that this was in progress, with the training likely to take place subject

to confirming Governor availability in the last week of November.

In relation to item 5 above, it was agreed that, whilst it was difficult to isolate the cost to the school of the Covid-19 pandemic, work was in progress to capture more accurately and report these costs and that an estimate would be provided in the meantime.

In relation to item 12 above, it was noted that (as a result of significant change to all strategic priorities due to the Covid-19 pandemic) this should be discussed and finalised at a future meeting.

In relation to item 15 above, it was noted that invitations had now been issued to potential independent Members and there would be an update at the next meeting.

5. Student and House Leadership update

MA reported that the usual meetings had not taken place with students due to the Covid-19 pandemic. However, it was noted that it had been agreed that there would be a review of the rules regarding Sixth Form uniform and that a group of Sixth Form students would be able to input.

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 12 (September) which had been circulated prior to the meeting. There were no questions raised.

8. Chair's Update

It was noted that Tim Pugh had reluctantly decided to resign effective 25th September 2020, due to work commitments.

With regard to the move to the new Academy Trust structure, it was noted that invitations had been extended to five potential independent Members and that four of the five people had agreed to take on the role and advised that they were keen to be involved. AHa advised that, once a fifth member had been identified and had accepted the role, the restructure would proceed.

It was noted that, if this person was identified in time, the intention would be to change the structure and adopt the new Articles of Association via an additional meeting and, if at all possible, it would be preferable for this to be achieved before the AGM.

It was noted that, on the whole, the mix of new members was positive and brought an extra level of skills and diversity to the governance of the school.

Reference was made to governance updates which had been circulated for Governor review in advance of the meeting. Of particular note was: the DfE Governance update, which included new role descriptors, a new handbook for academy governors, an outline regarding roles during the Covid-19 pandemic and a note about

cyber security for schools, suggesting that IT departments need to be vigilant due to anticipated targeted attacks on educational institutions in the future.

Another item of new guidance noted was the requirement for the school to ensure a politically neutral environment. The school had sought further clarification with regard to the scope of this and advised that an update would be provided once available.

9. Head's Report:

Governors had considered the Headteacher's Covid-19 update report which had been circulated in advance of the meeting. It was noted that, to date, the number of cases had been minimal, which was a reflection of the robust system put in place by the school. It was noted that, for any new case, the school was not only emailing HCC (which was due process), but also phoning HCC and Public Health England to ensure each case was handled effectively. Further, it was noted that the school had managed to obtain some Covid-19 tests to have on hand in the event that a staff member or student experienced a delay in getting a test through the standard system.

With regard to the building works, it was noted that the fencing surrounding the works had been removed, so now the playground could be finalised which would give the Year 8 students more space. MAt advised that currently there was a drainage issue on the playground which would be rectified during the half term break. In addition, it was noted that the school anticipated that the contractors would soon be leaving the site and were in the process of repairing the land with the porta cabins also expected to be removed soon.

It was noted that the BSA were keen to fundraise to support completing the grounds with outdoor seating/benches and all weather shelters.

In relation to the Government announcement regarding the need to ensure adequate remote learning provision, it was noted that the school was comfortable with the current strategy that was in place. MAt advised that the priority was to ensure that there was no gap in the provision of education rather than the time of the day that the work was set. Governors supported this strategy and agreed that, at this time, the psychological wellbeing of students and staff needed to be a high priority.

Governors asked about the wellbeing of the staff in general. MAt advised that, due to each year group being located in a separate part of the school, this meant that teachers had a significant area to cover in a day to deliver lessons, and therefore were both physically and mentally tired.

MAt provided an update regarding the number of students currently having been tested or awaiting a Covid-19 test and Governors asked if the school had insight into how these statistics compared to other schools. It was noted that the cases experienced at other schools were all very different with no real common theme.

In relation to SEC2 and CIF, MAt reported that the new dining area had been handed over with a few snagging issues to resolve. It was noted that this space was already proving useful in the current situation with more space for Year 8 in the event of bad weather and a potential additional exam room for the impending Year 11 mock exams.

MAt reported that this year's secondary transfer evening had been an online offering and he passed his thanks to the staff for all their hard work – in particular to Zoe Shepherd and Charles Cross for the excellent videos and virtual tour which they created to support the online evening. It was noted that the school felt it had been a strong online offering with an online FAQ section also created.

MAt thanked the Admissions Group for meeting and agreeing the new admission procedures. It was noted that the consultation would be circulated on 15th October 2020 and would be completed in 6 weeks. It was noted that contingencies were being considered in the event of a record Sixth Form intake.

With regard to running Parents Evenings during the Covid-19 pandemic, it was noted that the school had

invested in a software package and hoped this would prove to be a successful way of enabling effective virtual meetings to take place between teachers, parents and students.

Governors thanked MAt for his report and commended the school on all of their great work during a difficult time.

10. Results update and target setting

Governors had considered the paper on Year 11 and Year 13 outcomes which had been circulated in advance of the meeting.

JMo reported that with the centre assessed grades issued as a result of the Covid-19 pandemic, students were entitled to complain on the grounds of alleged bias, but it was noted that the school felt confident that any individual student decisions were sound should a complaint be raised.

It was noted that looking at the results overall, considerations would be the gender gap and SEN gaps being wider but when reviewing the independent Fisher Family Trust analysis, JMo advised that all groups came out positively, with SEN being positive, but not as positive as other groups, so advised the school was satisfied overall.

With regards to target setting, JMo advised that targets had been set in the full knowledge that with the previous 6 month lockdown and now only a 3 week extension granted before the exams, that the students have not had the same teaching/learning time as previous year's cohorts. It was noted however, that due to the school devising and delivering effective remote learning during the lockdown, the students were in a better position than peers in many other parts of the country and grade boundaries would reflect the overall attainment of the cohort, so there was no cause for concern.

With regards to KS4 targets, it was noted that the 2021 targets were set last year and school felt there were not grounds for adjustment at this point. With regards to Year 10, it was noted that tentative targets had been set and would be reviewed at the same point in 2021.

With regards to KS5 targets, the school advised that the targets represented a very strong level of attainment for the year group.

Governors had no further questions and agreed the targets presented.

11. Diversity Update and Equality Objectives Action Plan Progress

It was noted that the school was in the process of looking at what other schools were doing to achieve this and that the action plan would be updated and circulated to Governors. *MAt*

MAt reported that, as part of Black History Month, the school had run an assembly in which David Guinane had interviewed former black students about the direction their careers had taken since leaving Beaumont and shared this with the students via video. Students were then asked to reflect on their own experiences. AHA agreed to circulate the video. *AHa*

Governors were invited to share their thoughts on how to build greater diversity within the Governing Body over time and what tools might be used to encourage involvement of Governors from a more diverse background, from the application process and beyond.

After a discussion amongst Governors, who shared their own experiences of building diversity in their organisations, the school was asked to investigate possible initiatives that might be leveraged by the school, to instigate discussions with staff and senior leadership and then provide an update. *MAt*

It was agreed that there was no quick solution to achieving diversity and it could only be fostered over time. *SBa*

was agreed to add diversity as a recurring item on the agenda to ensure continued focus on this issue.

12. Safeguarding

YPo advised that access to the school premises was a key safeguarding issue at present. It was noted that at both the Oakwood Drive and A Block entrances, one gate was locked and one was not.

Governors enquired about the access gates being unlocked to support social distancing and the associated safeguarding risk. MAt advised that, whilst it was not ideal, it was a measured risk that the school had decided to take in order to support social distancing. It was noted that there was less risk with the gate near A block remaining open during the school day, as anyone entering was required to walk past Reception. It was noted that, for now, this was necessary in order to support social distancing and keep year groups separated; Governors accepted MAt's assurances, but asked that this be monitored. *MAt*

Governors made enquiries regarding current CCTV coverage of the school site, and the school confirmed that it was happy with the current coverage of the site and entrances/exits.

It was also noted that students' mental health was currently a key concern and the school had needed to assign more staff resource in order to support this issue.

13. Child Protection Annual Report and Self Review Checklist

Governors had considered the Annual Report, the Self Review Checklist and the Toolkit for Teachers, DSLs and Governors which had all been circulated in advance of the meeting.

YPo advised that there were some staff still to complete safer recruitment training.

With regard to individual casework, it was noted that, whilst there was slightly less than last year, the staff had continued to work hard during the lockdown due to a number of additional cases which arose over this period.

YPo reported that, currently, a key piece of work was keeping on top of the latest information being issued from the DfE regarding the Covid-19 pandemic, and making staff aware of what to look out for regarding how students are coping with the current situation. Other items also included regularly checking the air filters, training more DSPs (Designated Senior Persons) to support the volume of students requiring support.

It was noted that, as part of the audit, it was identified that some student records needed to be kept for life rather than 25 years, and that another staff member would be trained on the file maintenance in order to support YPo.

It was noted that the audit of the Single Central Record still needed to be completed as, due to the current Covid situation, it had not been possible for the responsible Governor to attend the school. The school agreed to investigate whether the audit could be completed virtually. *MAt/ AWa*

With regard to safeguarding training, it was confirmed that all staff had completed stage 1 of safeguarding training and all DSPs had completed stages 1 and 2. YPo agreed to update and clarify one sentence with regard to that training and then send the final form to SBa. *YPo*

14. Report on Governor review of the school's complaints file (deferred from September)

As both reviewing Governors were absent from the meeting, it was agreed that SBa would follow up and ask for Governors to receive the update via email if the information was not of a confidential nature. *SBa*

15. Review of the results of the Single Central Record (deferred from July)

The school agreed to find a way for a virtual review to take place before the next meeting. *MAt/ AWa*

16. * Policies – consideration and approval of the following schedule (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, procedures and schedules 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) Schedule of Financial Delegation (previously deferred)

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

It was noted that the main changes were in relation to meeting the audit requirements outlined in the latest AFH, and that the document was recommended for approval by the Resources Committee. Therefore, Governors agreed to adopt the schedule.

It was agreed that the document 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.

17. Governor Development Co-ordinator Update

It was noted that Governors’ exclusions training was in the process of being arranged for the week commencing 30th November 2020.

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

No further business was raised.

19. Date of next meetings

Tuesday 24th November 2020 at 6.30pm – FGB – (via Google Meet)

Wednesday 9th December 2020 at 8am – FGB and AGM of Academy Trust (via Google Meet)

20. Advance notice of upcoming policy reviews.

No policies were due for review at the November meeting.

AHa declared the meeting closed at 8.30pm.

Signed:

Chair of Governors

Dated:.....