

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Tuesday 24th November 2020 at 6.30pm
Virtual Meeting via Google Meet
(during Covid-19 pandemic situation)

Governors Present:

Alex Hall (“AHa”)(Chair), Martin Atkinson (“MAt”), Mike Cameron (“MCa”), Gary Kellett (“GKe”), Ian Johnston (“IJo”), David Lee (“DLe”), Andy Gray (“AGr”), Alison Wallis (“AWa”), Simone Kilka-Green (“SKi”), Anna Battaglia-Geymonat (“ABa”), Peter Mayne (“PMa”), 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	Audit of the Single Central Record.	AWa	Next meeting (if possible re: Covid 19)
2	Circulate summary of findings from the July 2020 review of the complaints file.	AWa	Next meeting
3	Links to Departments document to be updated and recirculated to fill outstanding vacancies.	SBa	ASAP
4	Circulate document relation to the Admissions update.	JMo	ASAP
5	In relation to the Admissions consultation, MAAt to phone HCC to gain further clarity with regards to the wording for the Fair Access Protocol and the 6 th Form Appeals process.	MAAt	ASAP
6	Equality Objectives Action Plan to be updated and sent to SBa.	SBa	ASAP

A. General

1. Apologies for Absence

Apologies for absence had been received from Jonathan Mountstevens (“JMo”) and Yvonne Powdrell (“YPo”). 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 21

Three additional items of business were raised.

Actions

4. Approval of minutes of the meeting on 14th October 2020 and matters arising

The minutes of the meeting on 14th October 2020 were agreed as drafted. The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	Equality Objectives Action Plan to be updated and circulated to Governors.	MAt	Next meeting	On agenda
2	Investigate initiatives to build greater diversity at Beaumont.	MAt	LT/ongoing	Ongoing action
3	Make Equality, Diversity and Inclusion a recurring agenda item.	SBa	Next meeting	Ongoing action
4	Audit of the Single Central Record.	AWa	Next meeting (if possible)	Next meeting
5	Child Protection Annual Report and Self Review Checklist – update wording regarding training and provide to SBa.	YPo	ASAP	YPo to revert to SBa
6	Email summary of the review of the school’s complaints file to be circulated to Governors.	IJo/AWa	ASAP	See below.

In relation to item 2 above, it was noted that this would be an ongoing action. MAt advised that the school was reviewing its processes in order to capture greater detail with regards to applicants and interviewees in order to build a greater understanding in relation to equality, diversity and inclusion going forward.

In relation to item 4 above, it was noted that due to the Covid-19 pandemic AWa had been unable to attend the school to conduct the audit and, if possible, would complete the Single Central Record audit before the next meeting. MAt advised that he had checked it as a result of this current situation. *AWa*

In relation to item 6 above, it was noted that a review of the complaints file had been conducted in July and that AWa would circulate a summary of the findings for Governors. It was noted that IJo would continue with this responsibility and conduct the next review when possible with twice a year being the usual cycle. *AWa*

B. Reports and Updates

5. Covid-19 Update

It was noted that, whilst there had been 8 cases at the school to date, these were all a result of infection from outside of the school and there had been no further cases resulting from these. MAt reported that there were currently 4 students waiting on Covid-19 test results and that a daily update was required to be reported to the DfE.

It was noted that other local schools had experienced much larger isolations requiring either whole year group closures or large numbers of staff isolating.

MAt reported that the school had commissioned a third party to check the new buildings air conditioning and heating to ensure they met the recommended ventilation requirements for minimising the risk of spreading Covid-19 infection.

It was also noted that the school’s Covid-19 Risk Assessment had been reviewed and that the school had met with Teachers’ Union representatives the previous week.

Governors asked if the school was still seeing a greater level of Covid-19 infection in the 6th Form. MAt advised that, whilst the current students infected were mostly 6th Form students, there had not been any

additional infections reported. Further, in relation to students travelling between the BeauSandVer Consortium schools, it was noted that the bus transporting students between the schools had a protective shield for the bus driver and that all students were required to wear face masks.

6. Student and House Leadership Update

It was noted that the plan for next term (subject to the developing Covid-19 situation) was to ask the 6th Form students working on dress code for the 6th Form to make their recommendations.

7. 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.

Further, it was noted that a representative from the new external audit firm would present the accounts at the next FGB and that the format of the Agenda for both Resources Committee and FGB meetings had been updated with clearly marked sections to meet internal audit requirements.

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.

It was noted that the school was investigating how to facilitate Governors having a virtual feedback session with a cross-section of students to ensure Governors still received student feedback while the formal Department Reviews were not taking place.

8. Acknowledgement of receipt and review of the Management Accounts

Governors had considered the Management Accounts for Period 1 (September) which had been circulated prior to the meeting.

It was noted that these had been reviewed in detail at the last Resources Committee meeting and there were no questions raised.

9. SEC2 and CIF update

MA reported that a positive meeting had been held with Evers and the Site Manager in relation to the remaining snagging items and that it was expected that the outstanding claims would be finalised shortly. It was noted that the school was very pleased with the Science Block and dining area.

Governors commended the school for completing such a large project on budget. Formal thanks were also extended to Julie Wells and Lyndsey McCutcheon for their exceptional commitment to the effective management of these projects.

It was noted that it was the school's intention to host a grand opening of the new facilities for the school community when it was possible.

10. Chair's Update including:

It was noted that LSh had decided to stand down as a governor due to family issues. AHa noted special thanks to LSh who had given 8 years of tremendous support to the school and was very welcome to return in the future, should she wish to stand as a governor again.

The Chair reported that expressions of interest had been received from an experienced HR Director who, under the current Articles of Association, could be a Community Governor for the school. It was agreed that such a skill set would be a beneficial addition to the Governing Board. Governors agreed for a formal proposal to be made once AHa and MAt had met with the proposed new Governor.

a) Update on restructuring plans

The Chair reported that a possible fifth independent member had been identified to join the Academy Trust but this was yet to be confirmed formally. It was noted that they had good Governing Board experience, were active locally and had a close relationship with the school. It was recommended that, due to current timings, the current AGM should proceed as planned in order to get the end of year accounts signed off and that the restructure would take place in the new calendar year.

b) Review of Governors' skills audit (and vacancies) – on hold pending restructure

It was noted that the skills audit would be reviewed as part of the restructure in the new calendar year. This would likely take place in February as part of the Governors extended meeting day.

c) Review links to departments

Governors had considered the links to departments' document which had been circulated in advance of the meeting. The following changes were noted.

- Drama and SEN were now vacant due to LSh stepping down.
- English and languages were now vacant due to ABa's Governor term ending.
- Media and Library were noted as also outstanding vacancies.
- MLI agreed to take on SEN and Media.
- PMa agreed to take on Economics and Business from IJo and to also continue with Sociology.
- IJo agreed to take on Geography, English and Drama.
- It was agreed that SBa would update the document and circulate via email to request for volunteers to commit to fill the gaps for the outstanding departments.

SBa

d) Equality, Diversity and Inclusion

After a detailed discussion, during which Governors shared various insights based on experience from their own organisations, it was agreed that a key starting point was to capture more information in relation to school job applicants and interviewees. This would then enable a greater understanding of who was applying for the jobs as opposed to who was getting the interviews/getting appointed.

The Chair asked if anyone else with experiences to share would email the group to help generate ideas regarding the best way forward.

11. Head's Report

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

MAt reported that the school was in the process of submitting a CIF bid with the proposal to cover the much-needed replacement of the school boilers.

With regard to the 6th Form information evening, as a consequence of the Covid-19 pandemic, it was noted that the school was in the process of developing a high quality Virtual Open Evening, incorporating visual virtual tours complemented by teacher and student video presentations. Governors agreed it was critical to incorporate presentations from students sharing their experiences. There was a discussion about how physical tours of the

school might be safely facilitated for new students considering applying to the school with a suggestion that the February half term break might be a possibility. It was agreed that, for now, the priority was to ensure a high quality virtual presentation of the school, as the half term fell after the application submission deadline.

In relation to staffing, it was noted that there were two maternity leave positions that needed to be filled.

With regard to the fixed period exclusion report for the summer term, it was noted that a result of the extended lockdown, with students learning remotely, was that there had been no exclusions.

In relation to outstanding plans to fund the replacement of the current hall, a Governor suggested that perhaps it was time to revisit acquiring funding from alternative funding sources such as a large Trust.

Governors thanked MAt for his report.

12. Admissions Update

JMo advised that an updated document would be circulated to Governors after the meeting.

JMo

It was noted that correspondence relating to the school's proposed changes to the Admissions arrangements had been received from HCC the previous day.

It was noted that the school had two main concerns with the consultation document. The first being the wording regarding the Fair Access Protocol and the second being around the 6th Form Appeals Process.

In relation to the Fair Access Protocol wording, it was noted that in some year groups, where for example the school had two students in wheelchairs, the school was not in a position to take any additional students under the Fair Access Protocol into that year group. YPo advised realistically the school could only review its position on a year group by year group basis which was not a situation currently covered in the wording.

In relation to the 6th Form admission arrangements, it was agreed that more clarity was required in terms of the school's noted PAN and in relation to the appeals process.

On the basis that the consultation suggested there were no grounds to submit a response for further consultation, it was agreed that MAt would phone HCC to gain clarity. It was noted that the deadline to finalise the arrangements was 28th February 2021.

MAt

13. Receive and discuss the annual report on the food standard checklist prepared by Chartwells (recommended by Resources Committee).

Governors had considered both the Annual Report and the Catering Checklist documents prepared by Chartwells which had been circulated in advance of the meeting.

It was noted that this report had been reviewed at the Resources Committee meeting and that the only area the school was not currently meeting was provision of oily fish.

It was noted that, due to the way the student year groups had been relocated across the school to maintain bubbles as a result of the Covid-19 pandemic, the school was trying to provide a wider range of options for students at the smaller food venues around school as a lot of students no longer had access to the main dining hall.

With regard to food standards, it was noted that the school was continuing to follow all the standards with a particular focus on healthy meal and snack options.

Governors had no further questions and thanked MAt for his report.

14. Safeguarding update

YPo reported that student mental health during the Covid-19 pandemic continued to be the school's key focus. A high-level update of this situation by year group was provided to the Governors and it was noted that the external resource CAMHS (Child and Adolescent Mental Health Services) was also under-resourced, meaning it was taking a long time for a student to be seen by them.

Governors asked what might be done to improve the situation. MAt advised that YPo had reshuffled some of the provision in order to better support the 6th Form which had seen the highest increase in mental health issues.

Governors thanked YPo for her update.

15. Audit of the Single Central Record

It was noted that this had already been covered earlier in the meeting under action items from the last meeting.

16. Child Protection Self Review Checklist

It was noted that all actions on the plan were either completed or in the process of being completed. YPo advised that NMo and AGr were being trained as DSPs and PBa was in the process of completing STEPS training which would be followed by DSP training.

In relation to records management, it was noted that YPo had now trained EDu to be her cover in the event that YPo was absent from school.

Governors thanked YPo for her update.

17. PSI update

Governors had considered the PSI November monitoring report, which had been circulated in advance of the meeting.

It was noted that the PSI update had already been reviewed at both the Resources and Community, Teaching and Learning Committees and that there were no further questions.

18. Inspection Data Summary Report (Ofsted)

It was noted that, with the suspension of performance tables, this report would not be issued this year.

C. Policies and Governor Development

19. * Policies – consideration and approval of the following policy and plan (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) Relationships and Sex Education Policy

Governors had considered the Relationships and Sex Education Policy which had been circulated in advance of the meeting.

It was noted that the document had been reviewed by the unions as part of a consultation process and had also been reviewed and was recommended for approval by the CTL Committee. Therefore, Governors agreed to adopt the policy.

b) Equality Objectives Action Plan (approved by Resources Committee)

Governors had considered the Equality Objectives Action Plan which had been recommended by the Resources Committee. It was noted that the Plan was approved subject to one amendment. *MA*

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.

20. Governor Development Co-ordinator Update

It was noted that the next Governor Exclusions Training would be run by Malcolm Leigh on Monday 30th November 2020 at 6.30pm via Google Meet.

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

The first item of additional business pertained to the draft Terms of Reference which had been updated to meet the requirements of the Academies Financial Handbook. It was noted that it was agreed that this would be circulated via email for Governor feedback with a deadline by which to respond or would be taken as approved.

The second item related to the school's procurement process and an observed recent increase in the need for urgent procurement approvals by the Chair (due to the relevant amount exceeding internal school approval authorities and therefore needing approval from the Chair under the terms of the Schedule of Financial Delegation). After a group discussion regarding different scenarios, it was agreed that, on balance, the Governing Body felt confident that the procurement process was sound in terms of following the appropriate process and looking for best value for money. However, where possible, it would be helpful for more advance notice with supporting evidence (where practical) to be provided when the school was seeking approval of spend. In instances such as the recent urgent gas pipe repair, there was unanimous agreement from the Governors that the Chair could approve at his discretion, with retrospective formal reporting to the relevant bodies following the event.

Finally, it was noted that it was ABa's last meeting due to her 4-year term as Parent Governor expiring. A formal thank you from both the Governors and the school was extended to ABa for her contribution over this time particularly in regard to raising issues and being actively involved in Governing Body discussion.

22. Date of next meeting

Academy Trust AGM – Wednesday 9th December 2020 - 8am
FGB - Thursday 4th February 2021– 6.30pm via Google Meet

AHa declared the meeting closed at 8.03pm.

Signed:
Chair of Governors

Dated:.....