

**BEAUMONT SCHOOL**  
**(Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Thursday 4<sup>th</sup> February 2021 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”), Jonathan Mountstevens (“JMo”) (items 8 – 22), Simone Kilka-Green (“SKi”), Peter Mayne (“PMa”), Michele Lloyd (“MLI”), Stephen Edbury (“SEd”), Catherine Hopkin (“Cho”) and Ronnie Davidson (“RDa”).

In attendance:

Sharon Banks (“SBa”)

Clerk to the Governing Body

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	SBa to circulate final Annual Accounts with signatures.	SBa/JWe	ASAP
2	Child Protection Self Review Checklist (deferred to March meeting)	YPo	Next meeting

**A. General**

**1. Apologies for Absence**

JMo had provided advance notice that he might be late joining the meeting. Apologies for absence had been received from Yvonne Powdrell (“YPo”). Consent was given to her absence. All other governors were present at the meeting and the meeting was quorate.

The Chair welcomed new Governor, RDa, and all Governors introduced themselves.

**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**

One item of additional business was raised.

*Actions*

**4. Approval of minutes of the meeting on 24<sup>th</sup> November 2020 and 9<sup>th</sup> December 2020 and matters arising**

The minutes of the meeting on 24<sup>th</sup> November 2020 and 9<sup>th</sup> December 2020 were agreed as drafted. The action points from the 24<sup>th</sup> November 2020 meeting were considered as follows:

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>
1	Audit of the Single Central Record.	AWa	Next meeting if possible (due to Covid-19)	See below
2	Circulate summary of findings from the July 2020 review of the complaints file.	AWa	Next meeting	Complete
3	Links to Departments document to be updated and recirculated to fill outstanding vacancies.	SBa	ASAP	On agenda
4	Circulate document in relation to the Admissions update.	JMo	ASAP	Complete
5	In relation to the Admissions consultation, MAt to phone HCC to gain further clarity with regards to the wording for the Fair Access Protocol and the 6 <sup>th</sup> Form Appeals process.	MAt	ASAP	See below
6	Equality Objectives Action Plan to be updated and sent to SBa	SBa	ASAP	Complete

In relation to item 1 above, it was noted that, due to the Covid-19 pandemic, AWa had still 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 the Single Central Record himself, as a result of this current situation, and had no material concerns.

In relation to item 5 above, it was noted that the changes presented to the Governing Body were accepted.

In relation to the circulation of the final signed financial statements, it was agreed that SBa would obtain the final version from JWe and circulate them to Governors.

*SBa*

## **B. Reports and Updates**

### **5. Covid-19 Update**

MAt reported that there had been 33 students and 8 staff test positive for Covid-19 since school had returned in September 2020.

It was noted that one student had tested positive before an exam and was sent home, therefore avoiding any interaction with other students.

Special thanks were noted to YPo and Sue Hicks for their excellent job setting up the Covid-19 testing facility within the school. The Governors also extended their thanks to all staff and volunteers (including parents) involved in running the Covid-19 testing facility.

MAt reported that 60 students (children of key workers and vulnerable students) had been attending school during the extended lockdown and were being tested once per week.

MAt asked for Governor views regarding the process for students returning to school on 8<sup>th</sup> March. The school proposed that, in order to minimise potential infection and ensure all students were appropriately tested prior to returning to school, a staggered return by year group commencing on the 8<sup>th</sup> March was the optimal solution. Governors agreed this was a pragmatic, sensible and safe solution.

A governor enquired about getting parental consent for student testing and school confirmed that the majority of consents had been obtained before the Christmas break.

It was also noted that the Risk Register had been updated to support mass testing and that helpful guidelines had been provided by HCC.

**6. Student and House Leadership Update**

It was noted that the plan for next term (subject to the ongoing Covid-19 situation) was to arrange an online Google Meet between a cross-section of students and Governors in order to obtain feedback from students regarding their experience throughout the Covid-19 pandemic.

**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.

**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.

*JMo joined the meeting*

**8. 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.

A Governor enquired about a DfE announcement suggesting that, if a school was paying for supply staff, they should continue to do so. It was advised that, in order to minimise the number of external people attending school and avoid increasing the risk of Covid-19 infection, there had been no supply staff in school since September 2020.

There were no further questions about the reports.

**9. SEC2 and CIF update**

MAt reported that a lot of the final snagging for the Phase 1 SEC2 section of the project had been completed over the past week with only the final settlement outstanding.

Governors thanked MAt for his update.

**10. Chair's Update including:**

**a) Update on restructuring plans**

The Chair advised that, due to the Covid-19 pandemic and the need to postpone the Governor's Extended Strategy Meeting until later in the year, the time allocated on 25<sup>th</sup> February for a meeting would be assigned to the Extraordinary General Meeting required to make the structural changes to the governance of the Academy Trust.

The Chair asked Governors for their preference in terms of the best time to hold the meeting and it was agreed that early evening would be optimal.

The Chair noted the 5 members to be appointed and provided a brief outline of their backgrounds as follows:

- **Louise Hardy** (former pupil, civil engineer, former Infrastructure Director for the Delivery Partner to the 2012 Olympic Authority);
- **Elizabeth Hitch** (former headteacher, former National Leader of Education, former Ofsted inspector);
- **John McAlister** (former governor and parent of Beaumont students, strategy consultant);
- **Lionel Wallace** (former pupil, HM Deputy Lieutenant for Hertfordshire, aeronautical engineer); and
- **Professor Matthew Weait** (Deputy Vice-Chancellor at the University of Hertfordshire, barrister and bencher of Middle Temple).

The Chair provided an outline of the required restructure process for the EGM, including the appointment of the new members; the requirement for current Members and Trustees of the Academy Trust to resign their positions as Members; and the requirement for the current staff Governors to resign from their positions as both Members and Trustees.

The Chair also provided a brief outline of the changes required at Companies House, the DfE (GIAS), HfL and the school website.

**b) \* Review Governor links to departments**

Governors had considered the updated links to departments document which had been agreed at the last meeting. It was noted that all vacancies were now filled.

**c) Equality, Diversity and Inclusion**

MAt reported that, as part of the steps to progress diversity issues within the school, a process had been implemented to track information about job applicants in order to build a better insight in relation to diversity. A Governor suggested investigating if it might be possible for a representative from the BAMEEd Network to present at a Governors meeting.

**11. Head's Report**

MAt provided a high level outline to Governors of additional staff requirements identified in preparation for September 2021.

MAt reported that the Sixth Form Virtual Open Evening had taken place on 7<sup>th</sup> January and that he was pleased with how this had been delivered by the school. However it was noted that, as the online form to record online attendance was optional, it was difficult to track the total number of students that had attended. MAt advised that no school tours had taken place due to the Covid-19 pandemic and that this was consistent across all schools in the area.

It was noted that the deadline for Sixth Form applications was the next day and that 128 external applications had been received so far.

It was noted that, due to the anticipated size of the Sixth Form, the school was evaluating appointing another Assistant Head of Sixth Form, so that there would be a Head of Year 12 and Head of Year 13, in order to better support the anticipated 460 students, particularly in light of the anticipated need for additional pastoral support as a result of the Covid-19 pandemic.

In relation to UCAS applications, it was noted that 198 applications had been submitted compared to 183 applications the previous year.

MAt reported that, with regards to Oxbridge, it had been a good year for interviews with 16 students obtaining interviews and 3 students receiving offers (2 Oxford, 1 Cambridge). It was noted that the school was still waiting on 1 application for medicine and 2 veterinary applications.

Governors asked if there had been any more developments in relation to the proposed mini tests for A level and GCSE that were anticipated to be issued by the Government. It was noted that no further information had been provided at this stage, but that staff were concerned in terms of impact to workloads.

MAt reported that a new CIF bid had been submitted to replace the boilers and radiators and that he was hopeful that the school had a good chance of this being successful.

In addition, it was noted that the school had submitted 2 bids for the Public Sector Decarbonisation Scheme.

MAt reported that a staff wellbeing survey had been conducted and some useful responses had been received that the school had been able to act on. One example was the streamlining of the communication process between staff and parents to ensure that all emails were sent via the school administration in order to shield staff privacy.

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

## **12. Admissions Update**

In relation to the Year 7 admissions update, it was noted that the school had received 1,186 applications comprised of 303 first choices, 373 second choices, 298 third choices and 192 fourth choices, which was similar to the previous year. It was noted that there were currently 207 students on the waiting list for this year compared to 141 last year.

Governors asked about the catchment radius for this year and it was confirmed as 990 metres.

## **13. Safeguarding update**

It was noted that a detailed update had been provided at the recent CTL Committee meeting and YPo had advised that the school had handled the most recent lockdown well due to processes already being in place from the previous lockdown. Therefore it was felt that a better system was in place for supporting those students that required extra care.

Governors noted their thanks to YPo for her work on this.

## **14. Audit of the Single Central Record**

MAt confirmed that he had reviewed the Single Central Record and that there had been no areas of concern identified. It was noted that only minor items needed attention/updating.

Governors thanked MAt for his update.

## **15. Child Protection Self Review Checklist**

It was agreed that this be deferred to the next meeting.

*YPo*

## **16. PSI update**

It was noted that progress had been made on the 5 key objectives for the year and that there would be a more detailed update at the next meeting.

**17. Annual review of the parent feedback on Parent View**

MAt reported that there had been 19 parent view contributions. It was noted that overall these were positive but it was difficult to draw conclusions on the basis of such a small sample.

**18. Confidential Item – Recommendations arising from review of a complaint**

Refer to Part 2 Confidential Minutes.

**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) Investment Policy (recommended by Resources Committee)**

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

It was noted that the document had been reviewed and recommended for approval by the Resources Committee. Governors agreed to adopt the policy.

**20. Governor Development Co-ordinator Update**

It was noted that the HASG Annual Conference would be held from Monday 15<sup>th</sup> March to Friday 19<sup>th</sup> March via a range of webinars. Governors were invited to sign up via GovernorHub.

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

It was noted that Gary Kellett’s (“GKe”) term as a Community Governor was due to expire and the Governing Body unanimously agreed to his reappointment for another term. GKe was formally thanked for his ongoing commitment to governance at Beaumont School.

**22. Date of next meeting**

**Extraordinary General Meeting – Thursday 25th February 2021 via Google Meet  
FGB – Wednesday 24<sup>th</sup> March 2021 at 6.30pm via Google Meet**

AHa declared the meeting closed at 8.04 pm.

Signed: .....  
Chair of Governors

Dated:.....