

**BEAUMONT SCHOOL**  
**(Company Number 8104190)**  
**MINUTES OF MEETING OF BOARD OF TRUSTEES**  
**held on Tuesday 22<sup>th</sup> June 2021 at 6.30pm**  
**Virtual Meeting via Google Meet**  
**(during Covid-19 pandemic situation)**

Trustees Present:

Alex Hall (“AHa”)(Chair), Martin Atkinson (“MAt”), Mike Cameron (“MCA”)(9 – 22), Gary Kellett (“GKe”), Ian Johnston (“IJo”), David Lee (“DLe”), Alison Wallis (“AWa”), Jonathan Mountstevens (“JMo”), Simone Kilka-Green (“SKi”), Michele Lloyd (“MLl”), Ronnie Davidson (“RDa”) and Peter Mayne (“PMa”).

In attendance:

Sharon Banks (“SBA”)

Clerk to the Board of Trustees

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	Investigate if there was a genuine testimonial relating to the school on the Everyone’s Invited website and action.	YPo	ASAP
2	Provide an update regarding the audit of the Single Central Record.	AWa	ASAP
3	LGPS Policy on Exercise of Employer Discretions (due June 2021) to be circulated and reviewed via email.	JWe	ASAP
4	Health and Safety Policy, update changes from Resources committee meeting and circulate for approval.	MAt/SBa	ASAP
5	Investigate a course on equality, diversity and inclusion or safeguarding for the next all-Trustee in-house training session with HFL.	SBa	ASAP
6.	Read Academy Trust Handbook.	ALL	ASAP

**A. General**

**1. Apologies for Absence**

Mike Cameron (“MCA”) had send advance apologies that he would be joining the meeting late. All other Trustees 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**

Trustees 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**

No additional items of business were raised.

*Actions*

#### 4. Approval of minutes of the meeting on 24<sup>th</sup> March 2021 and matters arising

The minutes of the meeting on 24<sup>th</sup> March 2021 were agreed as drafted. The action points from the 24<sup>th</sup> March 2021 meeting were considered as follows:

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>
1	Secure a date to hold the extended meeting in person in school.	SB	ASAP	Complete
2	In relation to the appointment of Tute as the school's provider to utilise the DfE allocated catch-up premium; review contract and check against spend authorisation limits in terms of required approvals and determine whether it needs to be brought to the next BOT meeting for formal review and ratification.	JMo/MAt	ASAP	Complete
3	Terminology updates in relation to use of 'Trustees' instead of 'Governors' to be made to the Business Continuity Plan.	SB	ASAP	Complete
4	Finalise Trustee training session topic with a preference for a diversity focus.	SB	ASAP	In progress – next meeting

#### **B. Reports and Updates**

##### 5. Covid-19 Update

MAt reported that there had been no further positive cases reported in school for some weeks, but that it was noted this might change in light of the local situation worsening and other local schools reporting an increase in cases.

As a consequence of the Government announcement on June 14 that the step 4 openings would be delayed until 19<sup>th</sup> July, the school reported that the Year 7 Welcome Evening had been changed to a virtual event, the Year 11 and 13 graduation ceremonies had been cancelled, and the Year 7 Transition Day had been cancelled across Hertfordshire with a view to using the summer school to help replace this.

##### 6. Student and House Leadership Update

MAt reported that Jo Tolley had been working with the 6<sup>th</sup> Form students on an initiative to review the Sixth Form dress code to update the terminology and make it non-gender specific, thereby instigating the same rules for everyone.

The Trustees agreed that it was great to have the students involved in this and that it was important that staff set an example by adhering to the rules as well.

Trustees thanked MAt for his update.

##### 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 BOT meeting, and therefore that they would be circulated in due course.

A Trustee also reported that the previous week's budgeting meeting had gone well and an update would take place under Item 9.

## **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 BOT meeting, and therefore that they would be circulated in due course.

### **8. Acknowledgement of receipt and review of the Management Accounts**

The Trustees had considered the Management Accounts for Period 8 (April) which had been circulated prior to the meeting.

It was noted that the reports had been reviewed in detail at the Resources Committee meeting. There were no further questions and the Trustees thanked MAt for his update.

### **9. Approve Budget 2021/2022**

The Trustees had considered the draft budget which had been circulated before the meeting and noted that it had also been reviewed in detail at the previous Resources Committee meeting.

MAt formally thanked Julie Wells for her hard work producing the budget and it was noted that the revisions agreed at the Resources Committee review of the budget had been incorporated into the version presented.

MAt advised that there was some caution in relation to the presentation of the numbers due to a few unknown factors, including the cessation of BTEC subject offerings (with T levels to take over); however it was also noted that this would only be relevant to a small number of students.

It was noted that there was some concern in relation to the growing reserves, which it was felt needed to be spent, rather than accrued further. Trustees noted that there were items not yet budgeted for, including a possible essential services staff pay increase and outstanding capital works, such as replacing boilers. Trustees also observed that a major capital project would provide the opportunity for reserves to be assigned, and this was part of the current strategic priorities. The Resources Committee had discussed a 'wish list' for capital spend, and so it was agreed that this would be developed into a plan for future expenditure, dependent on the reserves available.

Trustees approved the budget unanimously.

### **10. SEC2 and CIF update**

MAt reported that the school was still working toward reaching the final settlement in relation to SEC2 and CIF and was in touch with the costs consultant.

Trustees commended the school on their achievements with these projects on the basis that it was difficult to get public projects completed on budget and on time. Given that the school had achieved both, the school was now highly regarded at County Council level, which was a good reputation to have.

### **11. Chair's Update including:**

It was noted that a secondary school Chairs of Governors meeting had been held with local MP Daisy Cooper at the end of May. The Chair reported that the main discussions related to concern about budgets, SEND funding, pupil premium funding and better guidance for Teacher Assessed Grades and exam guidance.

The Chair reported that these concerns had been summarised by Daisy Cooper in a letter to Gavin Williamson and it was agreed that it was good to have a local MP showing interest, especially given that Daisy Cooper is the Liberal Democrat spokesperson on education.

The Chair also noted that he had attended a talk on the future of Multi Academy Trusts and it was noted that, whilst academisation was not going to be enforced by law, it was still very much on the DfE's agenda.

**a) Discussion regarding proposed agenda for Extended Meeting on 30<sup>th</sup> June, 2021**

It was noted that, due to the current Covid-19 restrictions, the main meeting would take place virtually via Google Meet, but that a tour of the school would also take place for available Members and Trustees.

**b) Equality, Diversity and Inclusion**

In relation to Equality, Diversity and Inclusion, it was noted that the school had completed a lot of work on this, which was reflected in the PSI for 2021/2022, with the only outstanding item being to revise the section relating to governance priorities.

**c) Formally ratify contract and expenditure for online tutoring "Catch-Up" provider Tute.**

As had been discussed in previous meetings, JMo reported that Tute had been the only tutoring provider identified at the time that met the school's requirements to support students with online "catch up" tutoring whilst avoiding the risk of Covid-19 transmission from external visitors by providing an online tutoring solution.

Trustees formally ratified the contract with Tute.

**d) Formally ratify Teacher Assessed Grades Policy 2021 exam series (already approved via email)**

This was formally ratified by Trustees.

**12. Head's Report**

MAt formally thanked the leadership team and staff for their support throughout a difficult year. Trustees agreed that the leadership team and staff had been amazing over the past 12 months and also formally thanked them for their efforts and extra care of the students during such unprecedented times.

In relation to the requirement to provide Teacher Assessed Grades for both the Year 11 and Year 13 cohorts, it was noted that the grades had been submitted and some subject sampling was anticipated for Maths or English with a 48 hour turnaround. MAt advised that, whilst he was supportive of an appeals process, he was concerned about the implications for staff needing to be around during the summer holiday.

A confidential paper was shared with the Trustees in relation to staffing changes and it was agreed that a turnover of 5 staff was a small number given the size of the team. MAt advised that, overall, he was very pleased with the recruitment process and had made some strong placements.

In addition, it was noted that an extra Head of Year and admin support had been added to support the ever-growing Sixth Form, enabling separate support systems for Year 12 and Year 13 respectively.

In relation to the CIF bid, it was noted that the announcement had been delayed beyond June and the school was still awaiting a revised date.

MAt reported that works planned for the summer break included converting a small set of male student toilets in B Block to gender neutral facilities. In addition, due to increased funding from the large increase in student

numbers for the Sixth Form intake, the school reported that quotes were being obtained to create an outdoor covered area linked to the Sixth Form Centre, which would likely commence once school resumed in September.

With regard to a pastoral update, MAt reported that he was very pleased with the work from the Heads of Year and Pastoral team in relation to an increased number of fixed period exclusions in Year 8 requiring serious interventions (including getting LINKS Academy involved).

In addition, MAt reported that it was alleged that the school understood that it had been mentioned on the "Everyone's Invited" website. It was noted that, at this point, whilst the school had been advised that it had been mentioned, staff had reviewed the testimonials on the site at length and had not located a testimonial in relation to Beaumont School. It was noted that YPo would be investigating further.

YPo

In relation to the BSA, it was noted that the annual general meeting had been cancelled twice and was now scheduled for 5<sup>th</sup> July. MAt noted concern that there was little interest from the parent community in taking up the vacant roles of Chair and Vice Chair and, whilst the school had emailed all parents inviting greater involvement, only a couple of parents had come forward and only for minor positions. On the basis that, pre-pandemic, BSA fundraising activities were contributing around £25,000 to £30,000 per year, it was noted that the drop in community involvement was a concern and raised the question of whether it was time to relaunch the parent association. Trustees suggested part of this may be a fallout from the Covid-19 pandemic in terms of people being weary and feeling a reduced sense of community. It was also agreed that events like the Christmas Fair were great for the community and for the students running stalls.

It was noted by the Trustees that community and fundraising did not necessarily need to be coordinated by one body and that the school's hosting of community events continued to be important.

Trustees had no further questions and thanked MAt for his update.

### **13. Sign off PSI 2020/2021 and review and approve PSI 2021/2022**

Trustees had considered both the PSI 2020/2021 and the PSI 2021/2022 which had both been circulated in advance of the meeting.

It was noted that the relevant sections of each PSI had already been reviewed in detail at both the Resources and Community, Teaching and Learning Committees and the actions raised had been taken to the school leadership team. It was agreed that the action in relation to establishing success criteria would need to evolve over time in light of the current climate coming out of the Covid-19 pandemic, with a number of uncertainties ahead. On this basis, both PSIs were approved.

### **14. Equality Objectives Action Plan Update**

MAt advised he would talk to the items in order based on the plan.

In terms of striving for excellent examination results, it was noted that the exam results were in and there was a piece of work that the school still needed to complete on this.

For participation and engagement, it was noted that this had been affected by the Covid-19 pandemic and there had been limited extra-curricular activities as a result.

In terms of whole school awareness of diversity and inclusion, it was noted that student led LGBT+ assemblies had been held, but not as many activities had taken place as there would have been in a full school year. From a staffing perspective, it was noted that the HR Manager had updated the monitoring data in order to look at this year's recruitment and who had applied. This should create the foundations to gain a better understanding of data in order to identify opportunities to take action over time.

In relation to the review of the Key Stage 3 curriculum, it was noted that, whilst the school was currently satisfied with its curriculum, there was still a significant piece of work to be completed which had been postponed to the new school year.

**15. Round up report of all survey results during the 2021/2021 academic year**

It was noted that, due to the Covid-19 pandemic, all surveys had been postponed to the new school year.

**16. Safeguarding update**

Trustees had considered the Safeguarding Audit update which had been circulated in advance of the meeting.

As noted earlier in the meeting, it was noted that the school had apparently been mentioned on the “Everyone’s Invited” website. YPo confirmed that she was in the process of following up to understand what the alleged testimonial relating to the school was about, in terms of culture or behaviour, inside or outside school, and would take action accordingly.

YPo reported that a letter had been sent to all parents last week in relation to the “Everyone’s Invited” website with a link to the Ofsted Report, and that the school had received just one reply which was in the process of being actioned.

It was noted that further action had been taken by the school in terms of running PSCHE sessions for Years 7-10, covering exactly what sexual harassment was. YPo reported that a follow up meeting was being held with three key members of the pastoral team to ensure PSCHE was linked to the curriculum going forward, with the intention to review this 2-3 times per year and present to students via different mediums including tutor time and assemblies.

In relation to the other key initiative – Operation Encompass (police information sharing with schools on domestic abuse) – YPo advised that more information was being sent to parents the following week. The information being received from the Police was very helpful and school was receiving about one notification per week from the scheme.

With regard to Prevent Training, YPo reported that the ‘train the trainer’ programme had been completely updated and staff would be updated via a free 45 minute session.

Trustees asked if the school anticipated a new sexual harassment policy to be developed as a result of all of the above, and YPo advised that the DSPs had been asked to complete a survey and it was anticipated that the outcome of this would dictate whether a separate policy might need to be created in response.

Trustees thanked YPo for her update.

**17. Child Protection Self Review Checklist (school’s progress v action plan)**

It was noted that the key items had been covered under item 16 above and that sexual harassment and harmful behaviour would be a key focus for the next year.

**18. Results – Audit of the Single Central Record**

It was noted that AWa planned to come into school the following week to meet with Sue Parsons to conduct the audit and would circulate an update. AWa

**C. Policies and Governor Development**

**19. \* Policies – consideration and approval of the following policies, checklist and terms of reference (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):**

Trustees 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. LGPS Policy on exercise of employer discretions (due June 2021)**

*JWe*

It was noted that this policy was still under review and would be circulated and approved via email.

**b. Permanent Exclusions Checklist (due June 2021)**

Trustees had considered the Permanent Exclusions Checklist which had been circulated in advance of the meeting.

The policy was approved.

**c. Whistle Blowing Policy (recommended by Resources Committee March 2021)**

Trustees had considered the Whistle Blowing Policy which had been circulated in advance of the meeting.

The policy was approved.

**d. Updated Terms of Reference for Committees (due to change in terminology)**

Trustees had considered the updated Terms of Reference for Committees which had been circulated in advance of the meeting.

It was noted that there were no material changes and just changes to terminology to reflect the Academy Trust Restructure.

The Terms of Reference for the Committees were approved.

**e. Health and Safety Policy (recommended by Resources Committee July 2021)**

Trustees had considered the Health and Safety Policy which had been circulated in advance of the meeting.

*SBa*

It was noted that some changes had been requested at the Resources Committee meeting that still needed to be incorporated. Therefore, the policy would be circulated and approved via email.

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

It was agreed that SBa would investigate a course on Equality, Diversity and Inclusion or Safeguarding for the next all-Trustee in-house training session with HFL.

*SBa*

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

*ALL*

The Chair reminded Trustees to read the updated Academy Trust Handbook to keep abreast of the ever-changing academy legal and financial requirements.

**22. Date of next meeting**

- **BOT/Members Extended Meeting – Monday 30<sup>th</sup> June 2021: 11am-3pm Trustee/Member School tour, followed by 3.00pm to 6.30pm BOT/Member Extended Meeting.**
- **BOT meeting: Thursday 9<sup>th</sup> September 2021, 6.30pm**

AHa declared the meeting closed at 8.04 pm.

Signed: .....  
Chair of Trustees

Dated:.....