

BEAUMONT SCHOOL
(Company Number 8104190)
MINUTES OF MEETING OF BOARD OF TRUSTEES
held on Thursday 9th September 2021 at 6.30pm
in the Conference Room A7, Beaumont School

Trustees Present:

Alex Hall (“AHa”)(Chair), Martin Atkinson (“MAt”), Gary Kellett (“GKe”), Ian Johnston (“IJo”), David Lee (“DLe”), Michele Lloyd (“MLl”) and Ronnie Davidson (“RDa”).

In attendance:

Jonathan Mountstevens (“JMo”)
Yvonne Powdrell (“YPo”)
Sharon Banks (“SBa”)

Deputy Headteacher
Deputy Headteacher
Clerk to the Board of Trustees

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	Investigate hybrid meeting format to support virtual BOT attendance when required.	MAt/IJo	ASAP
2	SBa to follow up with AWa regarding outcome of the review of the Single Central Record.	SBa	ASAP
3	Circulate LGPS, Health and Safety Policy and Designated Teachers and Trustees final changes for approval via email.	SBa	ASAP
4	Risk assessments to be brought to the next Resources Committee Meeting.	MAt	Next Resources Committee meeting
5	AHa and MAt to meet with the member of staff interested in being co-opted as a Trustee.	AHa/MAt	ASAP
6	IJo to be appointed as a Trustee by the Members.	AHa	Before the end of his current term
7	Committee membership structure chart to be updated and recirculated.	SBa	ASAP
8	Aim and Strategic Priorities document to be reviewed by the school/LT	MAt/JMo	ASAP
9	JMo to update Heads of Department on the ‘links to departments’ document and send to SBa.	JMo	ASAP
10	Fill outstanding roles of new Trustee mentor and possible mental health lead.	All to consider	ASAP
11	Peer on Peer Abuse model policy to be added as an addendum to the Child Protection Policy.	SBa	ASAP
12	Confirm appropriate Trustee to meet with YPo to review the Child Protection Self Review Checklist audit.	SBa/YPo	ASAP
13	New review of the school complaints file to take place before the next meeting	IJo	Next meeting

A. General

Actions

1. Apologies for Absence

Apologies for absence had been received from Mike Cameron (“MCa”) and Peter Mayne (“PMa”). Consent was given to their absence. 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. Election of Chair and Vice-Chair and agreement as to deputising arrangements – see Note below – with effect from the first Trustees’ meeting in the academic year 2021-2022

SBa acted as Chair and noted that AHa had agreed to re-stand for the position of Chair and that IJo had been nominated for the position of Vice-Chair for 2021-22.

It was unanimously agreed to appoint AHa as Chair and IJo as Vice-Chair in both cases for a period of one year until the first Board of Trustees meeting of the academic year 2022-23.

It was noted that the Trustees would like a hybrid meeting format to be arranged for future meetings to support *MAt/IJo* virtual attendance to meetings when required. MAAt and IJo agreed to investigate.

Further, it was noted that SKi had decided to step down as a Trustee and formal thanks was noted for her huge contribution to the school, both as Clerk and then a Trustee, over a period of 11 years and for her contributions particularly in relation to the FAB Project and interactions with the County Council, which had been greatly appreciated.

It was also noted that a new Chair would be required for CTL and Trustees were asked to consider whether they *All* would like to be considered for this opportunity.

Trustees also unanimously agreed to the following deputising arrangements:

“In the event that the chair of trustees is not available to carry out necessary duties and approvals, then authority to perform these duties and approvals is delegated to the vice-chair and then to the next available person, taken in order from the chair of the Resources Committee and the chair of the Community, Teaching and Learning Committee.”

It was agreed that AHa would chair the remainder of the meeting.

4. To receive notification of any other business for item 19

No additional items of business were raised.

5. Approval of minutes of the meeting on 22nd June 2021 and matters arising

The minutes of the meeting on 22nd June 2021 were agreed as drafted. The action points from the 22nd June 2021 meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	Investigate if there was any testimonial relating to the school on the Everyone’s Invited website and action.	YPo	ASAP	See below
2	Provide an update regarding the audit of the Single Central Record.	AWa	ASAP	See below
3	LGPS Policy on Exercise of Employer Discretions (due June 2021) to be circulated and reviewed via email.	JWe	ASAP	See below

4	Health and Safety Policy, update changes from Resources committee meeting and circulate for approval.	MAt/SBa	ASAP	See below
5	Investigate a course on equality, diversity and inclusion or safeguarding for the next all-Trustee in-house training session with HFL.	SBa	ASAP	In progress
6	Read Academy Trust Handbook.	All	ASAP	Complete

In relation to item 1 above, it was noted that the school had reviewed every page of the website and no reference to Beaumont School had been found.

In relation to item 2 above, it was agreed that SBa would follow up with AWa to confirm that the review had been completed. *SBa*

In relation to items 3 and 4 above, it was agreed that SBa would circulate changes for approval via email. *SBa*

B. Reports and Updates

6. Covid-19 Update

MAt reported that, whilst most Covid-19 restrictions had been removed, the school had maintained the requirement to sanitise hands and the wearing of masks had been made optional.

It was noted that the mass testing, conducted as part of Government requirements put in place for schools following the summer break, had gone well with 1,500 students tested each day over 2 days (once prior to school resuming, and then on the first Friday of term). MAAt reported that (in total) there were 6 positive tests and then a further 20 students tested positive as a consequence of attending the Reading Festival. It was noted that the school had requested that parents of students who had attended the Reading Festival take their students for an NHS PCR test rather than them attending school for the lateral flow testing. It was agreed that this had been a good decision given the high number of students infected as a consequence of attending the festival.

MAAt advised that, whilst there had been 34 cases of students with Covid-19 at the start of term, events such as assemblies and parent information evenings for years 12 and 7 had been able to proceed in person.

Trustees asked how the numbers for Covid-19 infections in the school compared to other schools. MAAt confirmed the numbers were similar to other local schools.

Trustees asked if the risk assessments had been updated before the end of term and in advance of school returning for the new academic year. MAAt confirmed that they had and it was agreed that these be brought to the next Resources Committee meeting to ensure Trustee oversight. *MAAt*

7. Student and House Leadership Update

It was noted that the gender-neutral toilets had been completed over the summer and had received positive feedback from students.

Trustees asked how the Year 7 transition had gone. MAAt reported that, due to additional Government funding, the school had been able to host a much larger summer school with 160 Year 7s attending. As a result, students were able to be put into their form groups and get to know each other, which received very positive feedback from parents, who commended the school's efforts. A special thanks to Andy Gray and Zoe Shepherd was noted. A Trustee noted feedback from a Year 7 parent whose child attended the summer school and, as a consequence, had had the confidence to join a number of extra-curricular clubs.

Trustees asked how extra-curricular clubs were going following their re-establishment this term. School reported that they were seeing tremendous involvement with 50 students joining the hockey club and 87 students joining the drama club as two examples. In addition, it was noted that a Year 7 extra-curricular fair had been held which had been received with enthusiasm by the Year 7s, and the school's next focus would be building the involvement of other year groups.

Trustees thanked MAt for his update.

8. Committee reports and updates:

A. Resources

The Resources Committee meeting was due to take place after this first BOT meeting, so it was noted that a report would follow in due course.

B. Community, Teaching and Learning

The Community, Teaching and Learning Committee meeting was due to take place after this first BOT meeting, so it was noted that a report would follow in due course.

9. Acknowledgement of receipt and review of the Management Accounts

The Trustees had considered the Management Accounts for Period 9 (May) and P10 (June) which had been circulated prior to the meeting, and it was noted that the latest Management Accounts would be considered the following week at Resources Committee.

There were no further questions from Trustees.

10. Constitution and legal operation of the Academy for the academic year 2021-22:

1. * Approval of Terms of Reference for committees

The Trustees had considered the Terms of Reference for committees which had been circulated in advance of the meeting.

It was noted that reference to the FAB Group could be removed from the Terms of Reference, and that they should be updated accordingly.

2. * Agree membership of committees including membership of Admissions Committee (with delegated power to the Chair of Trustees to vary this where necessary)

The Trustees had considered the Structure Chart for membership of committees which had been circulated in advance of the meeting.

It was noted that (given recent retirements) more Trustees needed to be appointed. It was agreed that it was important to be strategic and consider skills gaps and diversity. One option discussed was the ability for the Board of Trustees to co-opt members of staff as long as such Trustees did not form more than one third of the Board of Trustees. AHa agreed to meet with a staff member that had come forward showing a high level of interest. *AHa/MAt*

It was also noted that any parents interested in joining the BOT would need to follow the standard election process. It was agreed that a current experienced Parent Trustee, who no longer had a student at the school, could be recommended to the Members as a Member appointment to create a space for more parent involvement. AHa agreed to liaise with the Members to implement this change in due course. *AHa*

There was a discussion regarding the various options to build a diverse Board of Trustees and AHa agreed to investigate whether a search agent could source the right person to meet defined skills and diversity gaps. *AHa*

In addition, due to a retirement, it was noted that the current Community Teaching and Learning Committee was at risk of not being quorate. On this basis, RDa agreed to attend the CTL Committee in addition to Resources Committee.

In relation to the Admissions Committee, the decision was made to proceed with one less Trustee on this Committee for the year ahead (as this still met the requirements of that Committee) and SBa would update and circulate the structure chart accordingly. *SBa*

It was agreed that the Chair of Trustees had delegated power to vary membership of the committees where necessary.

3. + Approval and annual signature of the Code of Practice for School Trustees

The Code of Practice for School Trustees (as redrafted on 23rd March 2017) had been circulated in advance of the meeting for Trustees review.

AHa reminded Trustees that they had a duty of confidentiality in relation to confidential or sensitive matters that were discussed at governors' meetings and the document was signed by all Trustees.

d) * Completion and checking of the Trustees Register of Interests by all Trustees (to be published on the school's website as required by law)

Trustees had considered the Register of Business Interests which had been circulated in advance of the meeting.

AHa reminded Trustees about the rules which provide that the Board of Trustees has a duty to publish on their website their register of interests setting out the personal and business interests of Trustees. The register should also set out any potential conflicts of interest arising as a result of Trustees' personal/family relationships.

The physical register was circulated and completed and signed at the meeting by all Trustees present.

e) Appointment of the Headteacher as Accounting Officer for the school

The re-appointment of the Headteacher as Accounting Officer was approved.

11. Chair's Update including:

a) * consideration of amended Aim and Strategic Priorities

Trustees had considered the Aim and Strategic Priorities document which had been circulated in advance of the meeting.

After discussion, it was agreed that some extra work was required in terms of both the school's vision and developing priorities, which would then feed into the PSI including a stronger emphasis on disadvantaged students. Trustees requested that the LT take away the document and consider it further. *MAI*

b) * approval of the list of Designated Teachers/Trustees for 2021-22

Trustees had considered the list of Designated Teachers/Trustees for 2021/2022 which had been circulated in advance of the meeting.

It was agreed that SBa would check that PMA was happy to remain as the safeguarding link and that AHa would check if the requirement to have a drug education link was statutory. *AHa/SBa*

c) * to note the Trustee work plan for the year 2021-22

Trustees had considered the Trustee Work plan for 2021/2022 which had been circulated in advance of the meeting.

The work plan was approved.

d) * to note and approve the links to departments for 2021-22 and fill any vacancies

Trustees had considered the Trustee 'links to departments' document for 2021/2022 which had been circulated in advance of the meeting.

The following updates were noted: JMo would update the list of heads of departments; the Trustee linked to Safeguarding would also be asked to take the link for PSCHE. It was agreed that the remaining vacant links would subsist until additional Trustees had been recruited.

JMo

e) * Update regarding Trustee positions, succession planning, future election requirements to meet the requirements of the AFH

Trustees discussed the need for a Wellbeing Link Governor given the current mental health situation for students coming out of the Covid-19 pandemic. In addition, it was noted that the New Trustee Mentor role was vacant. Trustees were asked to consider this role and let the Chair know if they were interested in taking it on.

All

f) Update re promoting equality, diversity and inclusion

It was noted that, as this element was included on the PSI for 2021/2022, it would be reviewed on a regular basis moving forward.

g) ESFA letter from Eileen Milner to academy trust accounting officers; July 2021 DfE School Governance update

Trustees had considered and noted the above documents which had been circulated in advance of the meeting, and had no further questions.

12. Heads Report

MAt reported that he was pleased with the way the term had started. In particular, the Teacher Assessed Grades process had gone well with 196 students going to university, 90% of whom had received their first university of choice and 46% of whose places were with Russell Group universities.

It was noted that a successful staff inset day had been held with positive feedback received from the staff.

In relation to Sixth Form enrolments, it was noted that this had gone smoothly with 219 students joining Year 12 (of whom 70 were external students). This was the second biggest number the school had ever had. It was noted that there were 251 students in the Year 13 cohort. It was also noted that the school was pleased to see such a diverse group of external students joining the school.

MAt reported that planning permission had been submitted over the summer for an external covered area to provide additional space for the Sixth Form.

In addition, it was noted that there were updates to the Admissions rules mostly related to recognising looked after children from abroad.

In relation to the upcoming Secondary Transfer evening, it was noted this would be a live event with a request for visitors to wear masks and Trustees were invited to attend. It was agreed that attending Trustees should provide advanced notice to SBa in order for badges and packs to be arranged in advance of the evening. In addition, it was noted that one-way systems would be put in place, where possible, to keep flow of people optimal. *SBa*

In relation to finalising the outstanding balance for the Science block project, MAt reported that the school had met with the cost consultants over the summer and the final accounts were progressing. It was anticipated that there would be a sum of around £30,000 available to the school (by way of final balance), and that it was intended that this would be assigned to the purchase of furniture for the new food area and improvements to the area outside the Science block.

MAt reported that progress had been made over the summer in relation to the FAB project with remedial work completed, including some cladding being fixed and the completion of repairs to the floor of the sports hall.

It was noted that the school was pleased to advise that it had been successful in this year's CIF bid and that a submission would be made for next year's CIF bid as well in relation to the replacement of the hall. It was noted that a second bid would also be submitted to replace old crittall windows.

In relation to recruitment, it was noted that Veronica Bodell had been appointed to replace Mandy Watt, who had been in the role of personal assistant to the Headteacher for the past 15 years. In addition, MAt was pleased to report the appointment of Helen Purple (School Finance Manager) to replace Julie Wells, who had been the School Business Manager and worked at Beaumont for over 15 years.

Trustees asked how the new staff were settling in. MAt reported that he felt all was going well.

13. Update regarding Teacher Assessed Grades for A level and GCSE

It was noted that a detailed update had been provided to Trustees at the end of the summer break.

JMo advised that he had only one update to add in relation to appeals. It was noted that the school had received 16 appeals in total and that the deadline had now passed for stage 1 appeals (i.e. to the school itself).

In relation to outcomes to date, JMo reported that one appeal had led to a grade increase for this student and four others, due to an identified administration error. There had been one other grade increase. For all other appeals, there had been no case for a grade increase. In relation to escalation to stage 2 of the appeals process, it was noted that 3 students had requested the appeal be taken to stage 2 and that it was expected that the outcomes of these appeals would be known the following week.

JMo reported that he felt overall the process had gone well and asked that thanks to the staff for their hard work in relation to TAGs be formally noted.

14. Safeguarding update and approval of the updated Child Protection Policy (due Sept 21)

Trustees had considered the updated Child Protection Policy which had been circulated in advance of the meeting.

YPo reported that this was a new model policy from HCC which had then been tailored to the school's specific requirements. It was noted that there was now a focus in particular on sexual harassment and a separate policy relating to peer on peer abuse. It was noted that, on the basis that there had been 4-5 incidents in school over the last 4 years, it was a positive thing to have a separate policy to support the school and students.

There was a discussion regarding whether the peer on peer abuse policy should be a separate policy or added as an addendum to the current Child Protection Policy. Trustees unanimously agreed that it should be added as an addendum to the existing Child Protection Policy. The Policy was approved, subject to certain updates being made by SBa. *SBa*

In addition, it was noted that an inset day had been set for October to update staff training in relation to Prevent training.

15. Child Protection Self Review Checklist (school's progress vs action plan)

It was noted that a nominated Trustee needed to meet with YPo to review the audit. SBa agreed to liaise and identify an appropriate Trustee.

SBa

16. Complaints file review

It was noted that a Trustee had reviewed the file and reported that there were no particular themes and they were very happy with the way all complaints been addressed by the school. It was noted that the file would be reviewed again for the next meeting, as this review had taken place in February 2021.

IJo

C. Policies and Governor Development

17. Policies – consideration and approval of the following policies, (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. Designated Teachers and Trustees (due Sept 2021)

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

SBa

b. Health and Safety Policy (recommended by Resources Committee) due July 2021 (staff wellbeing will now be covered in a separate policy).

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.

SBa

18. Trustee Development Co-ordinator Update

SBa reported that HFL was developing a course on Equality, Diversity and Inclusion which it was hoped would be ready in time for the next all-Trustee in-house training session with HFL. As a back-up, it was agreed to investigate a Safeguarding course in addition.

19. To receive any other business as notified in item 4

No additional items of business were noted and AHa declared the meeting closed at 8.21pm

20. Date of next meeting

**Next BOT meeting: Wednesday 13th October, 6.30pm.
Secondary Transfer Evening: Wednesday 6th October, 2021, 5.45-8.45pm**

Signed:
Chair of Trustees

Dated:.....

