

BEAUMONT SCHOOL
(Company Number 8104190)
MINUTES OF MEETING OF BOARD OF TRUSTEES
held on Wednesday 13th October 2021 at 6.30pm
in the Conference Room A7, Beaumont School

Trustees Present:

Alex Hall (“AHa”)(Chair), Martin Atkinson (“MA^t”), Gary Kellett (“GKe”), Ian Johnston (“IJo”), David Lee (“DLe”), Michele Lloyd (“MLl”), Ronnie Davidson (“RDa”), Mike Cameron (“MCa”) (Items 4-21) and Peter Mayne (“PMa”).

In attendance:

Sharon Banks (“SBa”)	Clerk to the Board of Trustees
Jonathan Mountstevens (“JMo”)	Deputy Headteacher
Yvonne Powdrell (“YPo”)	Deputy Headteacher

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	Review and provide input in relation to the auditors “must” list by required deadline.	All	ASAP
2	Re-word use of “appreciation” in Strategy and Vision document.	AHa	ASAP
3	Child Protection Self Review Checklist deferred to the next meeting.	YPo/ PMa	Next meeting
4	Trustee review of the School Complaints File to be circulated via email.	IJo	ASAP
5	Minor corrections to be made to the Schedule of Financial Delegation	SBa	ASAP

A. General

Actions

1. Apologies for Absence

All Trustees (save for MCa) were present at the meeting and the meeting was quorate. MCa joined the meeting at item 4.

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 19

No additional items of business were raised.

4. Approval of minutes of the meeting on 9th September 2021 and matters arising

The minutes of the meeting on 9th September 2021 were agreed as drafted. The action points from the 9th September 2021 meeting were considered as follows:

MCa joined the meeting

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

B. Reports and Updates

5. Covid-19 Update

MAt reported that, as of Monday 11th October 2021, increased measures had been put in place under the instruction of Public Health England given their outbreak thresholds of 10% of a form or 5 students in a group. These measures included students wearing masks in communal spaces and classrooms and wiping down desks between different class groups. In addition, it was noted that vulnerable staff had been diverted from teaching classes where infected clusters had occurred.

MAt reported that, on balance, the number of infected students had stayed around the 30 mark whilst the numbers at other schools had been reported as much higher.

It was also reported that the school had needed to deal with anti-vaccination protesters who appeared at the school gates on the days that the school was hosting the Covid 19 vaccinations for 12 – 15 year olds. It was noted that

the protesters were handing out flyers to the students (which was difficult to stop on the public highway) and that to deter them and protect the students, a Covid marshal had been put on the school gate for the remainder of the time. MAt noted that positive feedback had been received from the parent community regarding how swiftly the school had dealt with the incident and that a total of 550 students had been vaccinated.

Trustees asked if the school was in touch with Public Health England and it was noted that regular logs of infected students were being sent.

Trustees asked if risk assessments had been completed for vulnerable staff and students. It was confirmed that these were in place.

Trustees asked when the school expected to remove the requirement for the wearing of masks in class and in buildings, and the school advised this would not take place until a directive was received from Public Health England.

Trustees asked if the school had received any push back in relation to the requirement to wear masks. It was noted that there had been mixed feedback and that students were not being forced to do so, and that there were only about 5-6 students on the exemption list.

Trustees were satisfied that the school was following PHE guidance, had no further questions, and thanked MAt for his update.

6. Student and House Leadership Update

It was noted that the school was evaluating whether to allow the Big Bake Off House event to proceed this year, with a view to holding it outside and on the last day before the half term break.

In addition, Year 12 and Year 9 leaders had conducted an assembly to arrange a charity nappy collection for refugee families.

Trustees thanked MAt for his update.

7. Committee reports and updates:

A. Resources

It was noted that, at the last Resources Committee meeting, the Trustees had discussed and agreed the renewal of school energy contracts which, given the volatile pricing situation in the market, had meant agreeing to a considerable increase on previous years, even after holding out for a few days to see if the prices might settle.

B. Community, Teaching and Learning

It was noted that, at the last Community, Teaching and Learning Committee meeting, the Trustees had reviewed the reports relating to Pupil Premium Spend and the progress of CLA and disadvantaged students and wished to commend the school on the fantastic progress it was making with these students. It was noted that the Trustees were keen to hear more about the newly created Pupil Premium Administrator role which, it was felt, was key to achieving even more support for these students.

8. Acknowledgement of receipt and review of the Management Accounts

The Trustees had considered the Management Accounts for Period 11 (July) and P12 (August) which had been circulated prior to the meeting.

There were no further questions from Trustees.

9. Chair's Update:

It was noted that the Auditors had created a "must" list to ensure all key components of the audit were covered. It was agreed that the school would mark up an initial draft response and circulate via email for Trustee *All* consideration and input.

a) * update on Trustee recruitment

Trustees had considered the NGA "Right people around the table" paper which had been circulated in advance of the meeting.

It was noted that a number of avenues were being explored to build a more diverse Board of Trustees, including engaging a search agent, and approaching a number of other key contacts in the community who had links to the school.

b) * Update on Vision & Strategy discussions

Trustees had considered the "Vision and Strategy" document which had been circulated in advance of the meeting. In addition, it was noted that a further NGA document had been circulated for Trustee review pertaining to strategy and how it relates to the Board of Trustees.

It was noted that the school had updated the "Vision and Strategy" document and that the Trustees were generally happy with the latest version, with the exception of requiring some additional work in relation to Vision in terms *AHa* of where the school wanted to be in 5 years' time. It was agreed that *AHa* would also adjust the wording of "appreciation" towards the end of the document.

c) * Update on EDI considerations

It was noted that a number of articles relating to EDI and schools had been provided by a school member of staff and had been circulated for Trustee consideration in advance of the meeting.

It was agreed that EDI should receive full board focus as part of the regularly reviewed PSI item going forward.

10. Head's Report

In relation to the update on SEC2 and CIF, it was noted that a CIF bid had been submitted with the objective of funding the much-needed boiler replacement in B Block.

With regard to Secondary Transfer Evening on 6th October, 2021 *MA* personally thanked the Trustees who took the time to attend, and reported that it had been an extremely successful evening. It was noted that Covid measures had been put in place throughout the evening, including one-way systems, all attendees being required to wear masks for extra safety, and staff monitoring attendee numbers in rooms; the Headteacher's speech (including contributions from 3 students) had been filmed in advance of the event for viewing at home by prospective parents and their students as part of the Covid safe provisioning. In addition, following the event, it was noted that Year 11 students had conducted 6 tours of the school for prospective students and parents.

Trustees commended the school on a well-run event (noting that the parent / student traffic around the school had flowed smoothly and parent feedback that the student guides were excellent) and extended a formal thanks to all staff and students involved.

It was further noted that the Trustees wished to commend the school on such effective management of the school during such a difficult time.

In relation to updates to the Admissions Procedure, it was noted that there was only a minor change in relation to the rules regarding a student's home address and this would be reviewed by the Admissions Group and (if appropriate) ratified by the Board of Trustees.

11. Co-option of a member of staff to serve as a Trustee

Trustees were asked to consider a proposal that a member of the school staff be co-opted to serve as a Trustee. It was noted that this person was very passionate about diversity and inclusion and was genuinely keen to get more involved.

It was noted that the recent restructure of governance had required all staff Governors to stand down, with only the Deputy Headteachers now attending the meetings (and not as Trustees). It was also noted that the Academy Trust Handbook discouraged Trusts from appointing members of staff as Trustees. Trustees agreed that it was important that the Board agree a way forward that (as far as possible) complied with Academy Trust requirements, and was also transparent and clear to school staff.

It was agreed to defer co-opting staff until such an approach had been considered and agreed.

In addition, a suggestion was raised regarding the establishment of an EDI working party of staff, Trustees and students. It was agreed this was a possibility requiring further consideration.

12. Results update and target setting

Trustees had considered two reports which had been circulating in advance of the meeting for their review: "Year 11 and 13 outcomes" and "End of Key Stage Targets Oct 2021".

JMo provided an update in relation to the outcome of outstanding student appeals as part of the Year 11 and Year 13 TAG process. JMo reported that, of the 6 outstanding appeals which had gone to Stage 2 and been sent to the exam board for consideration, the outcome had been that the exam board had supported the school's review decisions for all 6 of these cases. It was noted that there were still currently 2 outstanding unresolved Stage 2 appeals.

In relation to target setting for 2022, it was noted that there had been no confirmation yet from Ofqual in relation to the setting of 2022 exams. Regarding grading, it was noted that Ofqual had made the decision to set the grading standard between 2019 pre-pandemic and 2020 post-pandemic ranges.

In addition, JMo reported that, for KS4 2022, it was the intention to maintain the same targets as the previous year on the basis that less monitoring data was available for this Year Group due to the pandemic and therefore there were no strong grounds to move one way or the other. In relation to KS5, it was noted that, as this group appeared to be a more able cohort, the targets had been increased slightly.

Trustees agreed that it made sense not to refer to 2020/2021 results and accepted the targets as presented.

13. Diversity update and Equality Objectives Action Plan Progress

Trustees had considered the Equality Objectives Action Plan Progress update which had been circulated in advance of the meeting.

MAt reported that he felt intended progress had been hindered by the Covid-19 pandemic and the school had not made as much progress as it would have liked.

It was noted however that, in terms of LGBTQ+ awareness, the school had conducted a number of activities, including Beaumont Pride, assemblies, the addition of gender neutral toilets, and progress in relation to the curriculum.

In addition, MAt reported that the school had appointed a Pupil Premium Administrator who (it anticipated) would make a significant impact in terms of providing disadvantaged students with greater support.

14. Safeguarding update

It was noted that, as the content of the safeguarding update all related to keeping students safe in the context of the pandemic, the key points had already been raised as part of the Headteacher's report.

15. Child Protection Annual Report and Self Review Checklist

Trustees had considered the report which had been circulated in advance of the meeting.

It was noted that the school was experiencing a significant increase in its safeguarding caseload which was split across an increased number of students experiencing issues as a consequence of the Covid-19 pandemic and more students having concerns or issues within families. To combat this, YPo reported that extra DSPs had been trained, and the new Head of Year 12 was also helping out more with the Sixth Form.

It was noted that the Self-Review checklist would be deferred to the next meeting.

Trustees formally noted thanks to YPo and the staff dealing with these significant cases, and acknowledged that providing support to students was taking up a large amount of staff time.

16. Report on Trustee review of the schools' complaints file

It was noted that IJo would conduct and circulate the review via email.

IJo

C. Policies and Governor Development

17. 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):

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. Schedule of Financial Delegation (previously deferred)

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

The Schedule of Financial Delegation was approved, subject to some minor changes which SBa would make.

SBa

18. Trustee Development Co-ordinator Update

It was noted that SBa would follow up with HFL regarding their development of 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.

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

Trustees were asked to note that this year's BOT meeting and AGM to approve the annual financial statements would take place in the evening for the first time to accommodate the availability of Members.

No additional items of business were noted and AHa declared the meeting closed at 8.39pm

20. Date of next meeting

BOT meeting and AGM of Academy Trust: Wednesday 8th December 2021, 6.30pm – 7.30pm
Into the Sixth Form Open Evening: Tuesday 18th January 2022, 6.00pm
Next BOT meeting: Wednesday 19th January 2022, 6.30pm

Signed:
Chair of Trustees

Dated:.....