



BEAUMONT SCHOOL
(Company Number 8104190)
MINUTES OF MEETING OF BOARD OF TRUSTEES
held on Wednesday 19 January 2022 at 6.30pm
Virtual Meeting via Google Meet
(during Covid-19 pandemic situation)

Trustees Present:

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

In attendance:

Jonathan Mountstevens (“JMo”)	Deputy Headteacher
Yvonne Powdrell (“YPo”)	Deputy Headteacher
Julie Wells (“JWe”)	Clerk to the Board of Trustees

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	Review process/timeline for presenting Annual Accounts to Members	AHa/DLe	Autumn term
2	Correct variance issue in Period 3 management accounts	HPu	ASAP
3	Trustee contact list to be shared for review by all trustees	JWe/All	ASAP
4	Review functionality of Governor Hub	JWe	ASAP
5	Agree which Trustee will take responsibility for reviewing the Single Central Record (SCR)	All	ASAP
6	Consider creating a positive action statement for job adverts	MAt	ASAP
7	Follow up with HfL the request for a Trustee training course focussing on EDI issues.	JWe	ASAP

A. General

Actions

1. Apologies for Absence

All 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

No additional items of business were raised.

4. Approval of minutes of the meeting on 13 October 2021 and 8 December 2021 and matters arising

The minutes of the meeting on 13 October 2021 were agreed as drafted. The action points from the 13 October 2021 meeting were considered as follows:

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

The minutes of the meeting on 8 December 2021 were agreed as drafted. The action points from the 8 December 2021 meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	HPu to circulate the final version of the accounts incorporating minor changes by email.	HPu	ASAP	To be circulated after the meeting

B. Reports and Updates

5. Covid-19 Update

MAt reported that the Covid testing at the start of term had gone well with 1,327 students tested and only 2 positive test results in school which was much lower than anticipated. He also reported that there were no teaching staff absent due to Covid and around 20 students isolating at the time of the meeting. There had been quite a few Year 13 students off in the previous week whilst their mock exams were taking place.

The 6th Form Open Evening had run successfully the previous night with some changes to the format and the Year 9 Options information evening was still scheduled to go ahead. MAt thanked Trustees for attending the 6th Form Open Evening. Parent Consultation Evenings were still being planned as online events at this stage.

MAt reported that the school had been given the date of 1 February as the second vaccination date for students with an expectation of a maximum of 400 students participating. MAt reported that there had been a DfE announcement earlier that day regarding the use of masks and that they were no longer required in classrooms from the next day, but the school would keep them in use in communal areas until the following week.

Trustees queried what proportion of staff were fully vaccinated and MAt responded that nearly the entire staff were double vaccinated. Trustees asked whether the school needed marshals in place for the

vaccination programme and MAt responded that this was under consideration in terms of which day made most sense and also what other schools had experienced in this round of vaccinations.

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

6. Student and House Leadership Update

MAt reported that Student Voice was an area that was developing in order that the school could gather more student opinion. In the Sixth Form, subject specific student panels had been set up by Jo Tolley, Head of Sixth Form and these had been going well. Year 8, 9 and 10 student panels had also met in the previous week.

The Sustainability Group was scheduled to meet with LT the next day and it was agreed that it would be useful to share information from this Group with Trustees on the Extended Strategy Day in February. A student group had been set up by Zoe Shepherd to get feedback on catering provision and the school had emailed parents to announce the trial of "Meat free Mondays" this term, which had predominantly had positive feedback from parents.

Trustees thanked MAt for his update.

7. Committee reports and updates:

A. Resources

It was noted that the minutes from the Resources Committee meeting on 11 November 2021 had recently been circulated to the Resources Committee.

Trustees raised a question as to whether the process and timeline for presenting and approving the Company Financial Statements with Members could be reviewed, as this was the first full academic year in which the School had separated the roles of Members and Trustees, and it was felt that more time was accordingly needed for the process.

AHa/DLe

B. Community, Teaching and Learning

It was noted that, at the last Community, Teaching and Learning Committee meeting, it was confirmed that summer exams are expected to take place and that Ofqual has published some contingency arrangements in case there was any disruption. The School was keeping parents updated.

8. Acknowledgement of receipt and review of the Management Accounts

The Trustees had considered the Management Accounts for Period 2 (October) and Period 3 (November) which had been circulated prior to the meeting. These reports were also due to be reviewed in detail at the next Resources Committee meeting. Trustees queried the variance against DfE revenue income in Period 3 as it looked like figures were not showing correctly. It was agreed that these would be checked before review at the Resources Committee meeting.

HPu

There were no further questions from Trustees.

9. Capital Projects Update

- **FAB Project**

MAt reported that a communication had been sent to Ashe Construction making a proposal regarding the outstanding retention monies being used by the school to rectify specific issues. Ashe had responded to say that they were considering the proposal.

- **Science Project**

The Science Block had one financial matter outstanding relating to access control. The school had made an offer to share the cost, but TJ Evers had rejected this offer and therefore the final payment was still outstanding.

- **CIF bid**

A bid in relation to replacement of the hall and replacement windows had been submitted to the CIF 2022/23 round, with the outcome expected in April.

MAt reported that the school had met with Saunders Architects who had an ex-student doing a degree apprenticeship with them and was in discussion with them regarding the existing hall and what might be done to redevelop this facility.

Trustees thanked MAt for his update.

10. Chair's Update:

It was noted that the Trustee Contacts list needed to be reviewed and updated by all Trustees and that, if any Trustee were not happy for this information to be shared, they should confirm this.

JWe/All

Trustees expressed a preference for document sharing to be undertaken electronically on a file sharing platform rather than by email. JWe agreed to review the functionality of Governor Hub and Google Drive with a view to adopting one of these. Trustees expressed the view that Google Drive should be able to meet the requirements.

JWe

a) Update on Trustee recruitment plans

AHa reported that the services of a recruitment company had been used to help with recruiting new Trustees. Three candidates had been interviewed by AHa, IJo and MAt and all three candidates were recommended for co-option to the Board. It was proposed that all three be co-opted (summary details of the individuals' CVs had been distributed to Trustees).

The question of diversity of the existing Board was discussed and whether co-opting these three candidates addressed this and, if not, whether co-opting all three might limit opportunities going forward. Trustees also queried whether there had been any BAME candidates considered for these appointments and whether this was something that the recruiter could provide any more information on. It was agreed that using a recruiter had been useful in terms of advertising more widely and therefore the candidates were from a wider geographical area and more diverse background than had been the case in the past. Trustees also raised a question as to whether other local schools had managed to introduce more diversity into their governance structures and whether there was a perception of Beaumont which potentially affected the diversity of Trustee candidates coming forward.

There was also a discussion regarding an existing member of staff who had expressed an interest in becoming a Trustee and who would bring more diversity to the board. Trustees expressed the view that, if members of staff were being proposed as Trustees, then there needed to be an open and robust selection process. It was noted that the Governance structure had recently been changed to align with the Academy Trust Handbook (ATH) which expresses a strong preference that no employee (other than the Headteacher) should be a Trustee. MAt queried whether addressing the lack of diversity would be sufficient justification for not meeting that strong preference. It was agreed that, if the Trust was going to allow staff to become Trustees, then any recruitment process needed to be fair, but also not be seen as specifically recruiting staff as Trustees by virtue of their roles, but by virtue of the experience and contribution which they would bring to the board.

All Trustees were encouraged to use their networks and consider how to reach out and find more diverse candidates for Trustees.

It was unanimously agreed that the three proposed candidates be co-opted as of the meeting date and that they would be invited to attend the Extended Strategy Meeting.

b) Planning for the Extended Strategy Meeting

The plan for the Extended Strategy Meeting in February was discussed and the following items were proposed:

- Review of the Self Evaluation Document (SED);
- Considering the NGA's "Greener Governance" campaign and whether to sign up to their mission statement;
- Meeting with the Student Sustainability Group;
- Considering the Estate Management Plan and future capital projects;
- Trustee Skills audit; and
- Spending time in school shadowing students (Trustees to confirm whether they were able to attend from 11 am on the day).

c) * Review links to departments

The list of departmental links had been distributed before the meeting. Three vacancies were currently showing but this would be revisited once the three new Trustees were on board. JMo confirmed that all departments scheduled for review this year had a link Trustee.

d) Equality, Diversity and Inclusion

EDI elements had already been discussed under Update on Trustee Recruitment, above.

11. Head's Report

MAt verbally reported on the following:

• Staffing update

A number of new staff had been appointed including a Spanish teacher, TA autism specialists and admin support, and additional part-time caretaking staff. There were vacancies for an Assistant Headteacher, a teacher of English with Head of Year responsibility, TAs, and a PE maternity cover.

• Sixth Form Open Evening

The Sixth Form Open Evening had taken place the previous evening with some presentations online to avoid large numbers congregating. MAt thanked Trustees for attending on the evening. Over 150 external students attended the evening. 20 families had signed up on the evening for daytime tours.

Sixth Form funding was set to increase by £350 per student in the next academic year and external students were needed to maintain the high Sixth Form student numbers as the current Year 11 was the last year with six forms rather than seven.

Trustees fed back on the Sixth Form Evening commenting that it was well attended, vibrant, positive and busy, with lots of positive feedback from visitors.

• UCAS update

It was a record year for UCAS applications with 220 applications nearly completed ahead of the deadline of 26 January. At the date of the meeting there had been three Oxford offers with 16 students interviewed, and the school was waiting for outcomes for nine students interviewed by Cambridge.

- **Ofsted ParentView**

The link to the ParentView website had been shared in advance of the meeting. At the time of the meeting, 20 parents had completed the online questionnaire and the current results were discussed. Overall, the survey results looked very positive with 100% of respondents saying that they would recommend the school.

MAT's update re possible expansion is recorded in Part 2 confidential minutes.

There were no further questions and Trustees thanked MAT for his update.

12. Review of the Secondary Schools Effectiveness Advisor Report

Trustees had considered the report which had been circulated in advance of the meeting for their review. MAT reported that the School Effectiveness Advisor from HfL has been in school on two occasions and he felt that the adviser was a very experienced colleague and that there had been good conversations with the Head of Maths regarding the Maths curriculum.

AHa had met with the advisor as part of MAT's performance appraisal process and felt that it had been a positive experience with the advisor showing a very high level of understanding of the school.

Trustees queried the section on Key Staff Wellbeing Issues (which was blank) and MAT responded that staff wellbeing had been discussed, but it was not considered an issue that needed addressing.

Overall, it was a good report and the Advisor's view was that the school was likely to maintain its Outstanding rating. It was noted that Quality of Education would be considered in more detail during a further visit.

13. Admissions update (ratify recent changes for website at end February)

Trustees had considered the updated admissions criteria which had been circulated in advance of the meeting for their review.

The revised criteria were agreed.

14. Safeguarding Update

It was noted that the key safeguarding points relating to keeping students safe in the context of Covid had already been discussed as part of the Headteacher's Report. It was reported that the school now had six trained Designated Senior Persons (DSPs), including the Head of Year 12, to deal with the number of cases. The DSPs met weekly to review the students on the watchlist. Mental health issues continued to be a challenge with the number of students with eating disorders increasing throughout the school and (in severe cases) resulting in hospitalisation.

15. Child Protection Self Review Checklist (school's progress vs action plan – deferred from October 21)

YPo reported that the team of DSPs had gone through the self-review checklist and that PM (as the Trustee with responsibility for Safeguarding) had met with YPo to consider the checklist and review the action plan. Initial actions have been completed including the introduction of a regular staff bulletin, regular staff quizzes, and the creation of an "Action and Info" card to be carried by all staff. Trustees asked

whether the Squid Games TV programme was having any impact, but the school did not believe this to be an issue. It was noted that the next staff quiz would cover the area of peer-on-peer abuse.

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. Audit of the Single Central Record (SCR)

It was noted that a new Trustee needed to be identified to take on responsibility for this regular audit. *All*

17. PSI Update (including priorities overseen by the BOT)

There was a discussion about the EDI objective in the PSI with MAt reporting that the PSI had been RAG rated and that little progress had been made at this stage on this item. He reported that data was being captured for applicants and that applications were being reviewed without names to avoid unconscious bias. Trustees asked whether there was value in using positive action statements in job adverts, whilst noting that they had had some mixed experience of the usefulness of these. MAt agreed to consider adding positive action statements to adverts, but it was acknowledged that the actual wording would be key. It was noted that EDI needed to be considered holistically across the recruitment process, including for interview questions, diversity of panel members, etc. *MAt*

18. Annual review of the parent feedback on ParentView

This had already been covered in the Headteacher's Report.

C. Policies and Trustee Development

19. Trustee Development Co-ordinator update

- a) Annual Training Options Update

It was noted that JWe would follow up with HFL regarding their development of a course on Equality, Diversity and Inclusion (EDI), 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. *JWe*

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

No additional items of business had been noted and AHa declared the meeting closed at 8.30pm.

21. Dates of next meetings

Trustee/Member Extended Strategy Day - Thursday 24 February 2022
BOT - Tuesday 8 March 2022 at 6.30pm

Signed:
Chair of Trustees

Dated:.....