



**BEAUMONT SCHOOL**  
**(Company Number 8104190)**  
**MINUTES OF MEETING OF BOARD OF TRUSTEES**  
**held on Tuesday 8 March at 6.30pm**  
**in the Conference Room A7, Beaumont School**

**Trustees Present:**

Alex Hall (AHa) (Chair), Martin Atkinson (MAt), Ian Johnston (IJo), David Lee (DLe), Michele Lloyd (MLI), Matt Maltz (MMA) and Ian Winter (IWl).

**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:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	Include a Positive Action statement in Parent Trustee recruitment paperwork	MAt	ASAP
2	Consider how to incorporate Sustainability goals in the PSI for 22-23	MAt	ASAP
3	Prepare a summary of premises development options and costs	MAt/HPu	Next meeting
4	Prepare an annual analysis of recruitment diversity information	MAt	Autumn term
5	Provide analysis of student ethnicity	MAt	Next meeting
6	Review Complaints File	IJo	Next meeting
7	Consider adding ESG related risks to the Risk Register	HPu/LMc	Next Resources meeting
8	Create a log of Trustee training	JWe	Next meeting
9	Seek advice re Exam certificate situation	IWi	ASAP
10	Add 'Ofsted Readiness' as an agenda item for next BOT meeting	JWe	Next meeting
11	Complete skills audit if not already completed	All	Next meeting

**A. General**

**Actions**

**1. Apologies for Absence**

Apologies for absence had been received from Mike Cameron (MCa), Ronnie Davidson (RDa), Peter Mayne (PMA) and Ekaterina Sjostrand (ESj). 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. 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 19 January 2022 and matters arising

The minutes of the meeting on 19 January 2022 were agreed as drafted. The action points from the meeting were considered as follows:

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>
1	Review process/timeline for presenting Annual Accounts to Members	AHa/DLe	Autumn term	For Autumn term
2	Correct variance issue in Period 3 management accounts	HPu	ASAP	Done
3	Trustee contact list to be shared for review by all Trustees	JWe/All	ASAP	Done
4	Review functionality of Governor Hub	JWe	ASAP	Done
5	Agree which Trustee will take responsibility for reviewing the Single Central Record (SCR)	All	ASAP	IWi volunteered for this role at the meeting
6	Consider creating a positive action statement for job adverts	MAt	ASAP	Positive action statement implemented and used on Assistant Head post advert
7	Follow up with HfL the request for a Trustee training course focussing on EDI issues.	JWe	ASAP	New Trustee briefing advertised by HfL. All Trustees invited to attend.

## **B. Reports and Updates**

### 5. Covid-19 Update

MAt reported that the Covid-19 situation had recently become more difficult from a staffing perspective, since he had written the Headteacher's report which had been circulated in advance of the meeting. As at the date of the meeting, the numbers absent due to Covid-19 were seven teaching staff, two non-teaching staff and approximately thirty students. One department had five members of staff absent. Most cases were typically taking 8-9 days before negative test results were received.

Trustees asked about the impact on teaching and it was acknowledged that there had been quite a lot of cover lessons with external supply teachers in school.

The Year 10 Parent Consultation Evening (PCE) which was scheduled to take place in school later in the week had been rearranged to be online due to Covid numbers increasing in the St Albans area. It was acknowledged that some parents prefer PCEs online, but that there was also a concern over disadvantaged students and whether online PCEs had a negative impact for these families.

The use of online PCEs needed to be reassessed as a potential downside was that some parents might not ever come into school. Surveying parents for their opinion on online PCEs carried the risk that there might be a fairly balanced split of opinion.

Trustees asked whether PCEs were the most valuable form of engagement in school for parents. MAt reported that the changing rules around Covid-19 had made engagement more difficult.

MAt reported that about 250 students had had the second Covid-19 vaccination in school and that the numbers were lower than at the first vaccination as a number of families had already arranged for their child/children to have the second vaccination outside of school in advance of the scheduled school date. He confirmed that the vast majority of the school community was now double vaccinated.

YPo reported that it was now more typically the older students who had been testing positive and suggested that this could be because they had not yet had booster vaccinations.

It was reported that the school had kept its remote learning policy in place as students were being asked to self-isolate on a positive test result. JMo reported that teachers had normally either set up a live Google Meet during the lesson – or set work separately.

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

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## **6. Feedback on Extended Trustees' Meeting**

Those Trustees who had participated in the student tracking activity reported that they had found it a very useful exercise. Trustees also commented that the sustainability presentation by the students was excellent. AHa had registered with the NGA Greener Governance pledge via Twitter as there was no other obvious way to sign up. MMA reported that he had a meeting set up with the school sustainability group. MAt reported that the LT working weekend would be looking at setting an ambitious agenda for sustainable development.

The skills audit, which had been discussed at the meeting, had been followed up by distributing a template for Trustees to complete. A few Trustees had yet to respond.

On the subject of diversity, DLe reported that he was making contact with a school in London with a very different demographic with a view to setting up a conversation on diversity and how they support inclusivity. AHa had also emailed Trustees before the meeting some thoughts from MLI, reflecting on a webinar on Race Inequality in Education which she had previously attended. Trustees discussed the importance of understanding the schools existing statistics when considering diversity and how to develop further strategies.

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## **7. Update from Committees**

- a) + Resources Committee  
Unapproved minutes of the meeting on 26 January had been distributed before the meeting.
- b) + Community, Teaching and Learning  
Unapproved minutes of the meeting on 3 February had been distributed before the meeting.

Following on from the Community, Teaching and Learning update, JMo reported that, as reported in Beaumont Life, the exam boards had published details of topics ready for the summer exam season. Trustees asked whether this was helpful and JMo responded that the information was helpful but also that exams should be challenging to allow Beaumont students to show what they are capable of. Trustees asked whether there could be an issue at A level if topics have not been covered at GCSE. JMo responded that there was variance between subjects, but that most topics would already have been taught as delivery of most courses was completed by Easter and the exam board guidance allowed for more focused revision. JMo also reported that the impact of Covid is still a cause for concern as a student having five or more days out at the wrong time could have a big impact.

## **8. \* Acknowledgement of receipt and review of the Managements Accounts**

The Management Accounts for Period 4 (December 2021) and Period 5 (January 2022) had been distributed in advance of the meeting. The Management Accounts reports had been

scrutinised in detail by the Resources Committee but were also required to be shared with the full Board of Trustees. There were no additional questions on these reports.

## 9. Chair's Update

### a) Trustee recruitment update

PMA's term as a Parent Trustee ended on 7 March 2022. It was agreed to hold a Parent Trustee election with the plan to elect two Parent Trustees, given that IJo was no longer a Parent Trustee, with Peter standing for re-election. It was unanimously agreed that PMA become a Co-opted Trustee as of the date of the meeting, pending the outcome of the Parent Trustee election. It was agreed that the communication that would go out to Parents regarding the Parent Trustee role needed to include a Positive Action statement to encourage applicants from diverse backgrounds.

*MAt*

The issue regarding the possible recruitment of an existing member of staff as a Trustee remained unresolved. The Board discussed whether undertaking an Equality Impact Assessment with regard to this potential appointment would be useful as it should clearly demonstrate the benefit.

It was recognised that lack of diversity on the Board of Trustees remained an issue, and that using a recruitment company to try to open the position up to a wider audience had not significantly helped with increasing diversity. It was agreed that the Board would review the position once the outcome of the Parent Trustee election process was known. It might then be decided to approach staff and recruit on the basis of the skills and experience that members of staff could bring.

It was also agreed that there was a need to understand data about the student body better in order better to understand which specific protected characteristics needed to be addressed.

### b) Greener Governance update

The school had publicised that it had signed up to the NGA Greener Governance pledge. There was a discussion about whether sustainability should be a standing item on the agenda, but there was a view that, if Greener Governance was to be fully embedded, then it should not be something that came up on an agenda as a specific item.

Trustees suggested that sustainability should be included in the Plan for School Improvement (PSI) for next year. It would then be discussed as part of the PSI review at BOT meetings going forward.

*MAt*

### c) Vision and Strategic Priorities update

AHa reported that the amended School Vision information was ready to be loaded to the school website. With regard to the Strategic Priorities discussed at the Extended meeting, there still needed to be a discussion regarding 'Ofsted Readiness' and this would be tabled at the next BOT meeting. MAt reported that the LT planned to discuss the Strategic Priorities, and the questions considered at the Extended Meeting, at the upcoming working weekend.

Trustees asked about the decision-making process regarding development of the premises and specifically the plans for the new hall. MAt reported that the school was currently considering alternative plans for refurbishing the existing hall and was working towards getting costings for the various options. This would allow the school to consider the most pragmatic and affordable solution. Trustees questioned whether the hall was the main building priority and this was confirmed, although other smaller, priority options were also being considered.

Trustees noted that Environmental, Social and Governance (ESG) factors must be considered in any construction projects.

Trustees discussed the need to understand how much of the school's reserves would be available for building based on what minimum level of reserves would be acceptable. MAt reported that there would also be some additional capital funding coming from the County Council.

Trustees requested that any premises development options be set out with approximate *MAt/HPu* costs for evaluation.

## **10. \* Headteacher's Report**

The Trustees had reviewed the Headteacher's report, which had been circulated in advance of the meeting.

### **Year 7 admissions**

MAt reported that the school was increasing Year 7 admissions by one form in 2022/23 after discussion with Hertfordshire County Council, and that at least three other schools in the local areas had also been asked to increase their intake which indicated that the demand for places had been significantly underestimated by the County Council. The school would receive forward funding for the extra students plus a level of capital investment.

### **Staff Recruitment**

Two Assistant Headteachers had been appointed for a September 2022 start, one internal and one external. The school was also currently interviewing for a Head of Key Stage 3 with applications from one internal and three external candidates.

### **Sixth Form Recruitment**

MAt reported that, at the time of the meeting, there had been 212 external applications to the Sixth Form and 160 internal applications, and that advice and guidance meetings were in progress. The maximum capacity across both Sixth Form year groups was considered to be 500 with the key factor being getting the average class size right (about 15-16). YPo commented that some subjects (such as Sociology, Psychology and History) had average class sizes over twenty whilst some other subjects such as Music and German were often under ten and that sometimes staff work patterns had an impact on class sizes. JMo commented that the evidence around impact of class size did not suggest that larger group sizes was a problem for academic achievement, but that it did have an impact on staff workload.

A change was planned to the Sixth Form funding formula which required increased hours per student in order for a student to be considered full-time and receive full funding. The school already delivered 540 hours and this would need to increase to 580.

### **GCSE options**

Year 9 GCSE option blocks had been created by YPo, which had worked well. A core support option had been introduced for those students who would have found 10 GCSEs challenging. This core support option would allow for small group extra lessons in Maths, English and Science. Only nine students in the year group would not be studying a language, and would instead receive targeted support.

### **Condition Improvement Fund (CIF) projects**

The outcome of the current 2022 CIF bid for the hall was expected in April. The 2021 CIF funded heating works were scheduled to start in the Summer term and the scheduling of the works was

expected to be quite challenging and would have an impact on various teaching spaces, particularly Drama spaces.

### **Other Capital Projects**

With regard to the Science build project funded by SEC2, the issue of the financial adjustment in relation to access control was still unresolved.

With regard to the outstanding matters on the FAB project, there had been a meeting with ASHE Construction in the previous week to try to bring matters to a mutually agreeable conclusion. ASHE was keen to be given the opportunity to resolve the key outstanding issues.

There were no further questions and Trustees thanked MAt for his report.

### **11. Capital Projects Update**

The Headteacher's report had provided an update on most Capital Projects as detailed above. MAt reported that the School was currently investigating an upgrade to the Food Technology teaching facilities as student numbers were increasing in this subject area. The aim would be to schedule works over the Summer holidays, with the cost expected to be in the region of £100,000.

### **12. Student and House Leadership Update**

The new sustainability group was moving forward to develop plans following their presentation at the Extended Meeting. It was reported that the "Meat Free Monday" trial was being reviewed, with students getting involved in dialogue with the school's catering company. Trustees asked what the plans were for the House system in the context of the extra form in Year 7. An extra house was planned with the details still needing to be finalised.

### **13. Safeguarding Update**

YPo reported that she had met with PMa as the lead Safeguarding Trustee to update him. Weekly meetings continued to take place with all DSLs. Regular questionnaires were going out to staff, which was working well. The triennial Safeguarding training for all staff was scheduled for the Inset day in April.

### **14. Child Protection Self Review Checklist (school's progress against action plan)**

YPo reported that all items on the action plan had now been completed.

### **15. Plan for School Improvement progress update**

MAt reported in relation to Key Priority 3 - Promote equality, diversity and inclusion within the school community. A data sheet was distributed at the meeting with data relating to all recruitment activity since September 2021, using Herts for Learning ethnicity groupings. Going forward an annual summary of this data would be presented to Trustees. *MAt*

Trustees asked whether the school had an analysis of the ethnicity of the student body. MAt reported that the data for Year 7 – 11 showed that 720 students had been categorised as White British. MAt agreed to distribute further student data after the meeting. *MAt*

JMo reported that he had recently presented to Heads of Subject on Diversity and Representation in the curriculum and that, although this was already being considered, there was still more to be done. This was due to be followed up in the Summer term using the extended departmental planning meetings. Departments were already reviewing and making changes including:

- Science – a trainee was producing resources on diversity of Scientists; and

- History – the new HOD was reviewing the curriculum looking at existing content from a different perspective, e.g. medieval Islamic societies, Black Tudors, migration.

Trustees stressed the importance of knowing more about the school’s student data as strategies needed to be data-driven and it was important to consider what data was useful.

**16. Complaints file review**

This item was carried forward to the next meeting.

*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)**

- a) Business Impact Analysis and Business Continuity Plan (due March 2022)

Trustees had reviewed these documents, which had been distributed in advance of the meeting. There were no questions or concerns and the documents were approved.

- b) Review and approve the Risk Register (due March 2021)

Trustees had reviewed this document, which had been distributed in advance of the meeting. Trustees queried whether there should be something added to the register to consider ESG related risks. This would be reviewed at next Resources Committee meeting.

*HPu/LMc*

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

JWe reported that Herts for Learning had not yet confirmed whether an on-site Trustee training course for EDI would be available, but identified that there was a Modern Governor online short course called Equalities for Governors, which would be a good starting point for Trustees.

It was agreed that JWe would create a log of training for all current Trustees.

*JWe*

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

MAt notified the Trustees that a box of exam certificates had gone missing somewhere within the school and that there could be a significant cost implication, potentially in the region of £14,000, to have these certificates reprinted. The school would continue to try to locate these and discuss the position with the exam board, AQA. Trustees questioned whether there could be a GDPR issue and IWi agreed to seek informal advice from a Data Protection specialist and report back.

*IWi*

AHa declared the meeting closed at 8:25pm

**20. Date of next meeting:**

**BOT – Thursday 9 June 2022 – 6:30pm**

Signed: .....  
Chair of Trustees

Dated: .....