



**BEAUMONT SCHOOL**  
**(Company Number 8104190)**  
**MINUTES OF MEETING OF BOARD OF TRUSTEES**  
**held on Tuesday 9 June at 6.30pm**  
**in the Conference Room A7, Beaumont School and via Google Meet**

**Trustees Present:**

Alex Hall (AHa) (Chair), Martin Atkinson (MAAt), Mike Cameron (MCA), David Lee (DLe), Michele Lloyd (MLL), Matt Maltz (MMA), Ekaterina Sjostrand (ESj) and Ian Winter (IWi).

**Via Google Meet** – Ronnie Davidson (RDa), Ian Johnston (IJo)

**In attendance:**

Jonathan Mountstevens (JMo)

Deputy Headteacher

Yvonne Powdrell (YPo)

Deputy Headteacher

Julie Wells (JWe) via Google meet

Clerk to the Board of Trustees

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	Prepare a summary of premises development options and costs	MAAt/HPu	Next BOT
2	Review Complaints File	IJo	Next BOT
3	Complete skills audit if not already completed	All	Next BOT
4	Watch Cyber security video and submit Google form if not already completed	All	Next BOT
5	Add election of Chair of Trustees to next meeting	JWe	ASAP
6	Review interest from community re joining Board of Trustees	Chair	Autumn BOT
7	Review Governance Structure and roles to ensure that all responsibilities and roles are filled	All	Next BOT
8	Review meeting schedule for 22-23	All	Next BOT
9	Review wording of PSI to reflect latest Strategic Priorities and consider wording on position re MATs	JMo	Next BOT
10	Respond to Trustee queries re LGPS deficit	HPu	Next Resources Meeting
11	Arrange HfL Ofsted training	JWe	ASAP
12	Update training record on Governor Hub as necessary	All	Ongoing

**A. General**

***Actions***

**1. Apologies for Absence**

None. All Trustees were present at the meeting. 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 8 March 2022 and matters arising

The minutes of the meeting on 8 March 2022 were agreed as drafted subject to the addition of the meeting location. The action points from the meeting were considered as follows:

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

## B. Reports and Updates

### 5. Covid-19 Update

MAt reported that there were two members of staff absent due to Covid-19 as at the date of the meeting, but that it had become impossible to track student Covid-19 absence due to the lack of testing. There had been two cases of students missing exams as a result of testing positive.

Trustees had no further questions, thanked MAt for his update, and agreed that it was no longer necessary to have Covid-19 as a standing item on the agenda.

## 6. Update from Committees

- a) + Resources Committee  
Unapproved minutes of the meeting on 16 March had been distributed before the meeting.
- b) + Community, Teaching and Learning  
Unapproved minutes of the meeting on 23 March had been distributed before the meeting.

There were no questions regarding the draft minutes which were scheduled for approval at the next committee meetings.

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

The Management Accounts up to Period 7 (March 2022) had been distributed in advance of the meeting via the shared Google drive. It was noted that Management Accounts were scrutinised in detail by the Resources Committee but are also required to be shared with the full Board of Trustees. It was confirmed that the Period 8 (April 2022) report would be ready for scrutiny at the next Resources Committee meeting. There were no additional questions on these reports.

## 8. Chair's Update

AHa reminded Trustees to complete the NGA skills audit if they had not already done so and *All* also to make sure that they had watched the Cyber Security video and completed the Google form to indicate that they had done so.

- a) Trustee recruitment and succession planning update

It was reported that two new Parent Trustees had been elected on 18 May 2022: Liz Spooner and Gillian Shearsby-Fox. As their checks were not yet complete, they had not been invited to the meeting. Following the previous Board meeting, where it was agreed that PMA would be co-opted until the result of the Parent Trustee election was known, AHa proposed that (given PMA's experience as a Trustee, the fact that he would shortly cease to be a Parent at the School, and the fact that he wished to continue to serve on the Board), PMA should be co-opted to the Board, for a further term of four years. It was unanimously agreed (by those Trustees entitled to vote) that PMA would be co-opted for a full four-year term from the date of the meeting.

It was noted that there had been some interest from individuals in the local community in becoming Beaumont Trustees and it was agreed that these would be considered in September.

*Chair of Trustees*

It was recognised that lack of diversity on the Board of Trustees remained an issue, and that neither using a recruitment company to try to open up the selection of Trustees to a wider demographic, nor the recent Parent election, had significantly helped with increasing diversity.

It was agreed that the next BOT agenda would include an item to elect a new Chair of Trustees following AHa's indication that he would be standing down as a Trustee.

*JWe*

- b) Vision and Strategic Priorities update

AHa reported that the school website had been updated with the latest version of the Vision. There was a question regarding Environmental, Social and Governance (ESG) priorities and it was agreed that, whilst there is not specific reference to ESG within the Vision document, these issues are included within our priorities and the PSI.

- c) Government White Paper

Information on the Government White Paper had been circulated before the meeting. One of the targets in the paper is that all schools should be in a strong multi-academy trust or have plans to join or form one by 2030. However, it was noted that legislation is needed to implement this target.

d) Governance Structure

The governance structure diagram showing individual roles and responsibilities had been distributed before the meeting. This showed that there were still some responsibilities that had not been allocated. IWi volunteered to take on the Premises and Health and Safety role. It was agreed that the roles and responsibilities would be reviewed at the next BOT meeting when the new Parent Trustees would also be present.

e) Draft meeting schedule for 2022-23

A draft meeting schedule had been distributed before the meeting. It was suggested that it might be more useful if the fifth Board of Trustees (BOT) meeting was moved later, to the first half of the Summer term. MAt would come back to the Board with a suitable date. MAt

Trustees also discussed the combined BOT/AGM scheduled in December as there was a view that it hadn't been as effective last year. To be added to the agenda for next BOT meeting. JWe

f) Update on the admission of foreign nationals

A communication from Hertfordshire County Council had been circulated in advance of the meeting which clarified the DfE rules re the admission of foreign nationals. This stated the following:

*“schools must always apply their admission arrangements unless the fair access protocol is being applied (so, refugees from Ukraine, and migrants from Afghanistan and Hong Kong or asylum seekers from other countries receive no higher or lower priority for admission than other people living in the UK);”*

It was confirmed that the school was following these rules. YPo reported that there were currently no Ukrainian refugees on the school roll but that one was expected to join in September.

## 9. Headteacher's Report

MAt provided a verbal update which included the following:

### **Staff Recruitment/Turnover**

Six teachers were leaving at the end of term, two retiring, three relocating and one transferring into the private sector. Also, whilst there had been a higher turnover of support staff, overall the turnover was considered to be low given the total staffing position. At the time of the meeting, there was still a PE maternity cover post which had not been filled. As previously reported, there had been an increase in staffing overall as a result of increased student numbers including an expansion of the Leadership Team (by one assistant headteacher).

There was a discussion over the challenges of recruiting support staff, particularly Teaching Assistants, and concern that salary levels might be contributing to this.

Trustees asked whether staff were offered exit interviews and MAt reported that he conducted exit interviews with all departing staff and that they were also offered an exit meeting with a Trustee.

### **Exams**

The recent series of external exams had been logistically challenging in terms of venues and invigilation. Internal exams were also scheduled during this period as had happened before the pandemic, which added to the challenge. The procurement of a modular building was being considered to provide small exam venues and reduce the impact on those departments who were relocated during exams. Should this go ahead, it would also provide useful facilities for outreach workers to meet with students outside the exam season.

### **CIF update**

The recent CIF bid for the replacement hall had been approved in principle, but the school was waiting for the outcome of the bid to the School Rebuilding Program before being able to proceed.

Trustees congratulated the school on the successful bid and thanked everyone involved in the bid.

(DLe left the meeting)

Trustees asked about the next steps for the new hall and asked that sustainability requirements be included in the tender process and that the school consider total cost of ownership for new developments.

### **Other Premises matters**

The outdoor gym had been successfully relocated to the Year 7 external area.

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

## **10. Consideration of matter arising from Extended Meeting: Are we Ofsted ready?**

JMo reported that, following a hiatus during the pandemic, the Ofsted inspection handbook remained largely unchanged and that they had stated that all schools would be inspected by July 2025. The four key judgement areas were:

- quality of education,
- behaviour and attitudes,
- personal development,
- leadership and management,

with quality of education being the most significant.

The school was required to have an ambitious curriculum for all students with quality assessment (which included informal assessment). Religious Education and Relationship and Sex Education were important and there was a strong emphasis on reading. Two core subjects from English, Maths and Science would be selected for a subject deep dive with English the most likely; 50% of recent inspections had also focussed on History.

The school had done a lot of work to develop the curriculum and the new Department Review model provided evidence of this. Senior leaders had regular curriculum conversations with Heads of Subject.

There was preparation work to be done by the LT ahead of the initial phone call with Ofsted, which preceded the inspection visit. Trustees also needed to prepare. It was agreed that a data summary would be useful for Trustees as part of that preparation.

SEND had featured in many recent inspections and the school needs to evidence how it is meeting the needs of the high numbers of students with Education, Health and Care Plans (EHCPs).

It was recognised that, if Ofsted were to visit during a Personal Development Day, it would be challenging for them to carry out quality assurance of lessons.

Trustees suggested that it might be useful to set out a list of any concerns and worries regarding Ofsted inspection and then look to address them.

## **11. Capital Projects Update**

### **FAB**

MAt reported that there had been a meeting between Ashe and the M&E consultant to move forward with the remedial works on the FAB project.

### **Science Project**

There had been no progress re closing the accounts for the Science Building project.

### **Food Technology refurbishment**

A tender process had taken place, but costs had come out significantly higher than the previous quote. Negotiations were ongoing. This project would be funded from the income due to be received from Hertfordshire County Council as a result of the agreed expansion of Year 7 in Sept 2022.

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

EDu had met with students to discuss uniform and possible changes to PE tops and the rules on coats.

A panel of 20 students from Years 7 to 10 had been discussing proposed catering menus.

ZSh had been working with Year 10 students in small groups and feeding back into their assemblies. A trip was planned to Thorpe Park for this Year group given that they had missed this possibility previously, due to the pandemic.

## **13. Safeguarding Update**

The RAG rated Annual Safeguarding Action Plan for 21-22 had been distributed in advance of the meeting with all items now completed.

YPo reported that the triennial level 1 safeguarding training had taken place in April.

With lots of work taking place on the school site, it was confirmed that safeguarding was factored into the risk assessments for any building works.

Medical updates training was planned for the 22-23 academic year Inset programme.

It was reported that there were a number of high level child protection cases ongoing, some of which involved legal proceedings.

The school had been participating in a Hertfordshire County Council pilot of supervision sessions for the school safeguarding team. YPo reported that these had not been as effective as hoped and that the safeguarding team of six staff continued to meet regularly to share and discuss concerns as appropriate.

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

As reported at previous Board meetings, all items on the action plan had been completed.

#### **15. Plan for School Improvement (PSI) update**

The PSI for 2022/2023 had been distributed in advance of the meeting.

It was noted by Trustees that the Strategic Priorities needed updating to reflect the latest agreed *JMo* version.

##### Key Priority 4

There was a discussion around developing the pastoral curriculum and the role that the Key Stage Leaders play. A change to the timetable from September 2022 would allow additional pastoral time.

##### Key Priority 6

Trustees asked whether it was more appropriate for this priority to be monitored by the Resources Committee, rather than the CTL Committee, but it was agreed that it should remain with CTL.

##### Key Priority 7

There was a discussion regarding the school's position re becoming/joining a MAT and whether this needed to be updated in light of the white paper. *JMo* would review the wording of this priority.

*JMo*

There were no further questions regarding the PSI.

#### **16. Complaints file review**

*IJo* was scheduled to undertake the review in the following week. This item was carried forward *IJo* to the next meeting.

#### **17. Equality Objectives Action Plan Progress**

*YPo* gave a verbal update on progress on the Equality Objectives Action Plan. The school was working on improving the tracking of attendance at Extra Curricular clubs. Following the successful introduction of one set of gender neutral toilets, the school was looking to expand this with a further set. The curriculum was also being developed to include more diverse representation. It was noted that there would be increased diversity on the Extended LT from September and that the school was looking to introduce a male mentor.

### **C. Policies and Governor Development**

#### **18. \* 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) Investment Policy (presented at Resources in March 22)
- b) LGPS Policy on Exercise of Employer Discretions (unrevised version presented at Resources in March 22, updated version to be reviewed in September 22 following HCC policy update)

Trustees had reviewed these policies, which had been distributed in advance of the meeting and had also been reviewed at the previous Resources Committee meeting. There were no questions and the policies were both approved.

It was noted that Trustees had some concerns over the LGPS deficit and that some further *HPu* information was needed to decide whether any action was necessary.

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

- a) Dates for in-house Trustee training  
The training options available from HfL for full board training were discussed and it was agreed that a course on Ofsted was most appropriate at this stage. It was agreed to *JWe* arrange a training session before the end of term.
  
- b) Training record review  
The Governor Hub training record had been distributed in advance of the meeting and it was agreed to use Governor Hub as the centralised record for all Trustee training. Any training done through Governor Hub was automatically recorded, but any other training, including ModernGovernor online training, needed to be manually recorded by each Trustee. All Trustees were asked to keep their individual records up to date. *All*
  
- c) Feedback from HfL's Behaviour & Race Equality and Anti-Racism Briefing  
IWi fed back on the course that he had attended and the course materials were distributed in advance of the meeting.

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

None

AHa declared the meeting closed at 8:50pm

**21. Date of next meeting:**

**BOT – Tuesday 12 July 2022 – 6:30pm**

Signed: .....  
Chair of Trustees

Dated: .....