



**BEAUMONT SCHOOL**  
**(Company Number 8104190)**  
**MINUTES OF MEETING OF BOARD OF TRUSTEES**  
**held on Tuesday 12 July at 6.30pm**  
**via Google Meet**

**Trustees Present:**

Alex Hall (AHa) (Chair), Martin Atkinson (MAAt), Ian Johnston (IJo), David Lee (DLe), Michele Lloyd (MLI), Matt Maltz (MMa), Peter Mayne (PMa), Gill Shearsby-Fox (GSh), Ekaterina Sjostrand (ESj), Liz Spooner (LSp) and Ian Winter (IWj)

**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	Add election of Vice Chair to agenda for BOT on 8 September	JWe	ASAP
2	Provide update on LGPS deficit and queries	HPu	Next Resources Meeting
3	Update PSI to use the term SRE	JMo	ASAP
4	Consider whether Company Accounts could be available early enough to allow for a pre-meeting ahead of 7 December with Trustees	HPu	Autumn term
5	Add Department links to agenda for BOT on 8 September	JWe	ASAP
6	Arrange Trustee involvement in tender process for modular building	HPu	ASAP
7	Add Trustee Skills Audit review to Trustee Workplan	JWe	ASAP
8	Review Trustee Visits Procedure ready for BOT on 8 September	JMo	Next BOT
9	Prepare Safeguarding audit and action plan for BOT on 8 September	YPo	Next BOT

**A. General**

**Actions**

**1. Apologies for Absence**

Apologies had been received prior to the meeting from Mike Cameron. Apologies were accepted. 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 of Trustees with effect from 1 September 2022

Following the previous announcement that AHa was stepping down as a Trustee at the end of the academic year, Trustees had been asked to express an interest in the position of Chair of Trustees in advance of the meeting. IJo had expressed an interest and Trustees were provided with a personal statement from IJo in advance of the meeting. No other Trustees had expressed an interest and the remaining members of the Board unanimously agreed to IJo's election with effect from 1 September 2022.

MAt thanked AHa for the tremendous work that he had achieved in his time as Chair.

It was recognised that IJo was the current Vice Chair of the Board of Trustees and it was agreed that the task of appointing a replacement Vice Chair would be added to the agenda for the BOT meeting on 8 September 2022. *JWe*

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

AHa raised the matter of the LGPS deficit and the emails that had been circulated regarding this. It was agreed that rather than treat this as AOB at this meeting that this would be discussed in detail at the Resources meeting on 14 September 2022, including looking at the question of whether making an additional contribution from reserves towards this deficit would benefit the school. *HPu*

AHa notified that he had one further item of business.

### 5. Approval of minutes of the meeting on 9 June 2022 and matters arising

The minutes of the meeting on 9 June 2022 were agreed as drafted. The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	Prepare a summary of premises development options and costs	MAt/HPu	Next BOT	MAt reported that this had not been done due to recent developments on Capital funding which had the potential to completely change the plans.
2	Review Complaints File	IJo	Next BOT	Done
3	Complete skills audit if not already completed	All	Next BOT	On the agenda
4	Watch Cyber security video and submit Google form if not already completed	All	Next BOT	Done
5	Add election of Chair of Trustees to next meeting	JWe	ASAP	Done
6	Review interest from community re joining Board of Trustees	Chair	Autumn BOT	Autumn BOT
7	Review Governance Structure and roles to ensure that all responsibilities and roles are filled	All	Next BOT	Autumn BOT
8	Review meeting schedule for 22-23	All	Next BOT	On agenda
9	Review wording of PSI to reflect latest Strategic Priorities and consider wording on position re MATs	JMo	Next BOT	Done. MLI identified that Priority 5 needed

				to be changed from SRE to RSE.
10	Respond to Trustee queries re LGPS deficit	HPu	Next Resources Meeting	Ongoing
11	Arrange HfL Ofsted training	JWe	ASAP	Done
12	Update training record on Governor Hub as necessary	All	Ongoing	Done

## **B. Reports and Updates**

### **6. Committee reports and updates**

#### a) Resources

The initial draft of the minutes of the meeting on 15 June had been distributed ahead of the meeting. DLe reported that there were no specific matters to raise regarding the meeting other than the budget discussions, which was a separate item on the agenda.

#### b) Community, Teaching and Learning

The initial draft of the minutes of the meeting on 21 June had not yet been circulated. MLI reported that there were no specific matters to raise regarding the meeting.

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

Trustees were reminded that whilst the latest monthly management accounts were discussed at each Resources committee meeting, all approved monthly management accounts were located on the Google shared drive for review by all Trustees.

### **8. Chair's Update including:**

#### a) Governance Structure Review and Update

The Governance Structure document had been distributed and reviewed in advance of the meeting. It was identified that a small number of roles did not have an allocated Trustee. LSp expressed interest in the Wellbeing role and PMa expressed interest in the Trustee Mentor role. It was agreed to revisit the structure at the BOT meeting on 8 September 2022.

#### b) Meeting schedule for 2022-23

The revised meeting schedule had been distributed and considered in advance of the meeting. The change of date for BOT meeting 5 as 27 April 2023 was agreed. There was a discussion regarding the BOT and AGM scheduled for 7 December and whether it would be possible to have a pre-meeting, possibly online, for Trustees to approve the accounts before their presentation to Members. This needed to be referred to Helen Purple *HPu* to check if this would be possible.

#### c) Department links review and update

The Department links document had been distributed and reviewed in advance of the meeting. It was agreed that this would be fully considered at the BOT meeting on 8 *JWe* September 2022.

### **9. Headteacher's Report (incl Capital Projects Update)**

MAt provided the following update.

#### **Covid**

There were 15 teachers off due to Covid and whilst it was no longer possible to be accurate regarding student Covid related absence, there had been 150 students absent at the start of the week.

## **New Year 7 Applications**

MAt shared confidential information regarding local Year 7 application numbers with Trustees. He reported that he was very pleased with Beaumont's number of applications, which was very strong.

YPo added that the SATS results for the new Year 7 intake indicated that it was a strong cohort with the highest results of recent intakes.

## **Sixth Form Update**

The Sixth Form induction had been very well attended and successful. There was a discussion regarding the recruitment position for the next academic year when the Year 11 cohort applying would have 210 students. It was agreed that it would be important to be strict on adhering to application deadlines.

## **Personal Development Week**

This had been very successful and exceptionally well organised. MAt thanked Zoe Shepherd for leading on this. Residential trips had been successfully reintroduced and the school had received many thanks from parents and carers.

## **Exams**

The exam season had gone very well and MAt expressed his thanks to the Exams Department. There were a few incidents raised by the exam board that were being investigated with one student's lateness being accepted.

## **Capital Projects**

MAt confirmed that the CIF bid for the new school hall had been successful but there was an added complexity in that the school had also been selected for the School Rebuilding Programme (SRP), which could lead to the replacement of several school buildings including the hall, C1/C2 and the Music block. MAt hoped that the new hall would still be able to go ahead as per the existing planning permission but did not yet have detailed information regarding the SRP and what impact it could have on the CIF funding. The school had been selected as one of 61 schools in the latest tranche of the SRP.

The outcome of the appeal for the CIF windows bid was still awaited.

There had been a meeting with Ashe last week re the FAB project. Ashe construction have confirmed that the school can withhold the costs identified from the retention value but their list of planned works was still awaited.

The works on the CIF Heating project had started. The contractor had reported staffing issues due to Covid but was not expecting any delays to completion at this point. School had stressed that it was vital that the majority of rooms affected were ready for use in September.

## **MMa joined the meeting**

The outstanding matters re the Science project final account remained unresolved.

The replacement of the All-weather surface was scheduled to go ahead in the summer holidays with confirmation of extensive bookings from St Albans City football club.

The pre-start meeting re the refurbishment of the Food Tech classroom was scheduled for the start of the Summer holiday.

The fit out of the new dining block servery was scheduled for the Summer holiday, paid for by Chartwell's capital investment.

The school planned to appoint Barker Associates at a cost of £9k to specify and run a full tender process for the modular building that was being considered to provide accommodation for exams and outreach.

Trustees suggested that it would be useful to involve a trustee in this tender process.

*HPu*

Trustees asked whether there was still time if the school wanted to change the admissions rules for Sixth form for the next academic year. But it was agreed that there would not be any changes to the rules.

Trustees expressed their thanks to staff for getting trips back up and running.

Trustees asked whether there was an opportunity to share the information on the Year 7 application numbers with the wider community and MAt said that HCC publish this information in the public domain.

MAt reported that HCC were confident that the current level of student numbers were not going to hold up and that some junior schools were reducing their intake therefore he was not expecting to be requested to increase to eight form entry for the next few years. He was expecting more information regarding student number projections either by end of term or by early September.

#### **10. Review of skills audit**

The results of the Trustees' skills audit had been distributed in advance of the meeting. The results showed a high level of skill across the group and it was agreed that this should be included in the *JWe* Trustee Workplan for annual review.

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

MAt confirmed that the additional form starting in Year 7 would be called Turing.

Rob's festival had taken place in June and had been very successful, but it was recognised that it would be good to have more Sixth form students involved going forward. Large numbers of staff and parents were involved with a good community atmosphere. The event made a profit of £4,000 with £1,500 going to the Prince's Trust.

There were questions about whether the return is in line with the effort, and it was agreed that the event needed some further consideration going forward.

#### **12. Safeguarding Update**

The completed action plan had been reviewed at the previous BOT meeting.

YPo was working with the DSP's to undertake a new audit and create the action plan for the next academic year. The results of the audit and the action plan would be reviewed in the Autumn term. *YPo*

YPo reported that changes were planned to site access in the mornings with various entrances being locked at 8:25am which would mean that access after this time would either be through main reception, or using access control. A barrier was being set up in reception to stop students coming straight through without signing in.

YPo reported that the DSP's were doing a brilliant job dealing with high numbers of cases.

Trustees asked whether there had been any safeguarding issues or concerns on the residential trips and YPo replied that there had been none. MAt added that having no mobile phones on the Year 7 and 8 trips had worked really well. YPo reported that the Year 7 trip had included a student with complex medical needs and that the parents had been delighted with measures put in place and that their child had an amazing experience.

#### **13. Single Central Record (SCR) review**

IWi reported that he had spent some time with Sue Parsons in school reviewing the SCR and checking selected details. No issues were identified.

#### **14. Approve budget and BFR submission**

Following the detailed review of the budget and medium term plan at the Resources meeting, a revised version had been distributed for review in advance of the meeting which incorporated increased expenditure re energy costs and the predicted support staff pay award. It was recognised that pay awards could be significantly higher than those reflected in the budget given the current

economic situation, but the expectation was that if that was the case then there would be some additional funding to meet these costs.

The budget was approved as presented and it was agreed that this data would be used to complete the Budget Forecast Return (BFR).

#### **15. Round up report on survey results**

Two reports summarising the outcomes of the Kirkland Rowell Parent and Student surveys had been distributed in advance of the meeting for review.

MAt commented that these surveys were useful for benchmarking purposes.

Trustees were of the view that the overall slight reduction in scores identified in the reports could be explained and that there was a wider view that society in general has become more likely to criticise and complain.

Trustees asked that the school considered the concerns identified and if appropriate incorporate actions into the PSI.

Trustees asked whether there was more information regarding how the schools survey results compared with other schools and whether other schools had seen a similar increase in the level of dissatisfaction.

It was agreed that these surveys would be discussed in more detail at the CTL meeting on 19 September 2022 including more comparative data.

YPo reported that the outcomes from these surveys had been used in student assemblies allowing for discussion of concerns including bullying.

Trustees asked about the negative feedback regarding food provision. MAt said that the introduction of students being restricted to specific food outlets during Covid would have affected the feedback, but also that attempts at introducing more healthy food choices had resulted in increased waste.

It was agreed that the survey results were very good overall.

#### **16. Confirmation of approval for replacement astro surface and food tech refurbishment**

The procurement of both these items were confirmed as approved following various email exchanges.

#### **17. Update re lettings management contract with School Enterprises Limited**

It was agreed that this contract would continue for a further two year period as allowed within the terms of the existing contract.

### **C. Policies and Trustee 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) Permanent Exclusions Checklist – Operations Paper (due July 22)

It was agreed that this checklist would be reviewed following Trustee exclusions training.

- b) Trustee Visits Procedure (due July 22)

It was agreed that this Procedure would be reviewed in the Autumn term.

JMo

## **19. Trustee Development Co-ordinator Update**

### a) Feedback from Ofsted training

Trustees fed back that they had found the recent Ofsted training session useful and that it had helped to identify what Trustees needed to do to prepare for Ofsted.

Trustees asked about the impact of a judgement of Good. MAt replied that the Government target was that the percentage of schools rated Outstanding needed to reduce from 20% to 5%, therefore it would not be unlikely for a school to move from Outstanding to Good and if this happened it would need to be seen in the context of recent inspections at other local schools.

MAt was ready to challenge the inspectors and believed that the system of inspection should help to improve the school and not be considered a cause for excessive concern.

Trustees discussed the lead in time for them to get prepared and the view was that work needed to start now, pulling the team together and scheduling initial meetings. All data needed would come from the Senior Leadership Team.

It was discussed that Samuel Ryder Academy had been inspected in the previous week and whether their Trustees/Governors would be prepared to share details of their experience. MAt would like to find a, Outstanding school which had experienced a 2 day inspection as there appeared to be significant variability in different inspections. One Trustee believed that there had been a Secondary School which had recently retained Outstanding but that no Primary Schools in Herts had retained outstanding.

## **20. To receive any other business as notified in item 4.**

AHa announce that MCa had decided to step down from his role as Trustee at the end of this academic year. AHa thanked MCa who had been an exceptional trustee over many years of service and had added enormous value.

## **21. Date of next meeting**

### **BOT – Thursday 8 Sept 2022 at 18:30**

Also

Thursday 1 Sept 2022 08:30 – 09:30 - Full staff meeting – all Trustees welcome

Friday 2 Sept 2022 14:30 – 15:30 – Head's Welcome drinks in staff room – all Staff and Trustees welcome

AHa finished the meeting by expressing his view that Governance at Beaumont has been transformed over recent years and that it has also been transformational to how he works professionally. He has loved being part of the Beaumont School community and it has been an honour and privilege to have been part of the transformation of the school. He recognised the significant influence of Liz Hitch and Martin as leaders and also the SLT and all staff who have worked so hard to maintain the ethos and keep the School going throughout the pandemic. He encouraged Trustees to keep the strong relationship with SLT and the whole school community and thanked everyone for the opportunity.

Meeting closed at 20:15