



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

**Trustees Present:**

Ian Johnston (IJo) (Chair), Martin Atkinson (MAAt), David Lee (DLee), Michele Lloyd (MLL), Matt Maltz (MMA), Gill Shearsby-Fox (GSh), Ekaterina Sjostrand (ESj), Liz Spooner (LSp) 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	Follow up with ex member of staff re becoming a trustee	MAAt	ASAP
2	Contact three members of community interested in becoming trustees to arrange a meeting	JWe	ASAP
3	Confirm/update Register of Interests within Governorhub	All trustees	ASAP
4	Update designated teacher / trustee list and recirculate	JWe	ASAP
5	Update departmental links document and recirculate	JWe	ASAP
6	Arrange admissions group meeting	MAAt	ASAP
7	Schedule meeting with PMA re safeguarding	YPo	ASAP
8	Circulate annual safeguarding report to trustees	YPo	ASAP
9	Make minor updates as agreed to Child Protection Policy	JWe	ASAP
10	Distribute finalised Trustees Visits Procedure to HoS	JMo	After procedure updated
11	Get possible dates for in house trustees exclusions training	JWe	Next BOT
12	Discuss contingency plans for possible electricity supply issues with SLT	MAAt	ASAP
13	Set up project team to work on trustee preparation for Ofsted	IJo	ASAP

**A. General**

**Actions**

**1. Apologies for Absence**

Apologies had been received prior to the meeting from Peter Mayne (PMA). 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 Vice Chair and agreement as to deputising arrangements as set out below

DLe had expressed an interest in the role of Vice Chair in advance of the meeting. No other trustees had expressed an interest and the remaining trustees present at the meeting unanimously agreed to DLe's election as Vice Chair with effect from 8 September 2022.

#### Deputising Arrangements

In the event that the chair of trustees is not available to carry out necessary duties and approvals, then authority to perform these duties and approvals is delegated to the vice-chair and then to the next available person, taken in order from the chair of the Resources Committee and the chair of the Community, Teaching and Learning Committee.

### 4. To receive notification of any other business for item 18

Two items of AOB were notified:

- Energy situation
- Ofsted preparation

### 5. Approval of minutes of the meeting on 12 July 2022 and matters arising

The minutes of the meeting on 12 July 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	Add election of Vice Chair to agenda for BOT on 8 September	JWe	ASAP	Done
2	Provide update on LGPS deficit and queries	HPu	Next Resources Meeting	For next Resources meeting
3	Update PSI to use the term SRE	JMo	ASAP	Done
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	For next Resources meeting
5	Add Department links to agenda for BOT on 8 September	JWe	ASAP	Done
6	Arrange Trustee involvement in tender process for modular building	HPu	ASAP	In progress
7	Add Trustee Skills Audit review to Trustee Workplan	JWe	ASAP	Done
8	Review Trustee Visits Procedure ready for BOT on 8 September	JMo	Next BOT	On agenda
9	Prepare Safeguarding audit and action plan for BOT on 8 September	YPo	Next BOT	In progress – to be circulated by email

## **B. Reports and Updates**

### 6. Student and House Leadership Update

MAt had met with Zoe Shepherd, Assistant Headteacher to discuss plans for this year following a year of very successful student engagement last academic year. MAt has already talked to students about the possibility of Ofsted inspection this year. MAt considered that it was generally more

effective when more senior members of staff engage with the students on their views and opinions, such as a Head of Key Stage as the students perceived that this has led to more actions being taken.

## **7. Update from Committees**

### **a) Resources Committee**

A 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.

### **b) Community, Teaching and Learning**

A draft of the minutes of the meeting on 21 June had been distributed ahead of the meeting. MLI reported that there were no specific matters to raise regarding the meeting.

## **8. Acknowledgement of receipt and review of the Managements Accounts shared on Google Drive**

Trustees were reminded that the latest monthly management accounts were discussed at each Resources committee meeting and that all approved monthly management accounts were located on the Google shared drive for review by all Trustees. At the time of this meeting Period 10 (June 2022) was available for review with Period 11 (July 2022) and Period 12 (August 2022) expected to be ready for the next Resources committee meeting. There were no questions regarding these reports.

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## **9. Constitution and legal operation of the Academy for the academic year 2022-23**

### **a) Approval of Terms of Reference for committees**

The updated terms of reference had been distributed in advance of the meeting. These were approved by trustees.

### **b) Review and agree governance structure including membership of committees (with delegated power to the Chair of Trustees to vary this where necessary)**

The latest version of the Governance Structure Chart had been distributed in advance of the meeting. In discussion, it was agreed that it would be useful to increase the number trustees, aiming for between 12 and 14.

It was noted that two of the parent trustees were due to come to the end of their term in November 2022 and that an election would be needed and therefore trustees would consider whether to increase the number of parent trustees ahead of the election. It was also noted that the member of staff who had previously expressed an interest in becoming a trustee was no longer a member of staff, but was still interested and that MAt would follow this up. MAt

There was a discussion around the three members of the community that had previously expressed an interest in becoming a trustee and it was agreed that JWe would get in touch with them to arrange an initial conversation with the Chair and MAt. JWe

### **c) Approval and annual signature of the Code of Practice for School Trustees**

An updated Code of Conduct based on the NGA template had been distributed in advance of the meeting. This was approved, and all trustees present signed the document.

### **d) Completion and checking of the Trustees Register of Interests by all Trustees (to be published on the school's website as required by law)**

Trustees had been asked to use Governorhub to confirm or update and confirm their register of interests. All

### **e) Appointment of the Headteacher as Accounting Officer for the school**

Trustees confirmed the appointment of the Headteacher as Accounting Officer.

**10. Chair's Update including:**

**a) Review, allocate roles as necessary and approve the list of Designated Teachers / Trustees for 2022-23**

The updated list had been distributed in advance of the meeting. YPo identified that there was a vacancy for lead trustee for Drug Education and Drug Related Issues. LSp volunteered for this role and this was agreed by trustees. List to be updated. JWe

**b) Review the Trustee workplan for the year 2022-23**

The workplan for the academic year 2022-23 had been distributed in advance of the meeting. It was agreed that, going forward, the plan for the next academic year would be reviewed in advance of the academic year in June/July. It was noted that wellbeing needed to be included in the workplan which would be discussed at the next CTL committee meeting.

**c) Review, allocate roles as necessary and approve the links to departments for 2022-23**

The list of trustee department links had been distributed in advance of the meeting. There were quite a few vacancies identified in the list and trustees were given the opportunity to volunteer to be linked with specific departments. After some discussion most of the roles were filled and it was agreed that JWe would distribute an updated list for approval after the meeting. JWe

**d) Update regarding Trustee positions, succession planning, future election requirements to meet the requirements of the Academy Trust Handbook**

This had already been covered within agenda item 9.

**e) Update re promoting equality, diversity and inclusion**

It was hoped that one of the potential new trustees, with particular skills and experience in this area, would become the lead on this going forward.

**11. Headteacher's Update including:**

**a) Exam results update**

MAt reported that the A level and GCSE results were outstanding and that he was extremely proud of the students' achievements. He expected that these results would be one of the best set of results in Hertfordshire and possibly the country.

JMo discussed the results, noting that the data is still provisional at this stage. At KS5 all targets had been exceeded despite Ofqual having changed the grading profile nationally to reflect a midway point between 2021 and 2019 results (with the intention that 2023 grade boundaries would be fully adjusted to be in line with 2019). The KS5 results were the best ever with a B+ average grade and 115 A\* grades with some appeals still outstanding. Results were also great across individual subjects.

It was noted that universities had been particularly strict this year on requiring students to have the specified grades after having had to take too many students in the previous year. The percentage of students accepted at their first choice or insurance offer was 92% with 7 students being accepted for Oxbridge and 11 accepted on medicine courses. Whilst both girls and boys results were outstanding, it was noted that there was a gender gap, as predicted, which was in line with national data with girls attaining higher than boys. It was also noted that there were no progress scores for A level this year and therefore there would be no value added data.

Trustees asked about whether it was possible to drill down on data to identify those students on receipt of Pupil Premium (PP) and whilst it was recognised that the school did not receive PP funding for KS5 pupils, the school does monitor those that had previously been identified.

MAt added that whilst there was a gender gap in terms of attainment, it might have been the case that value added data would have shown that boys had done better.

JMo reported that at KS4, all targets had been exceeded with the best ever set of exam results. These results were significantly better than the previous years' Centre Assessed Grades (CAGs) and Teacher Assessed Grades (TAGs) which was not the case for the national picture. is not in line with National picture. 53% of grades were Grade 7 and above. SEND and Pupil Premium students also had strong results exceeding their targets. Progress scores will be issued and are expected to be very strong, including PP students.

Trustees congratulated the school on these excellent results.

#### **b) Update on Capital Projects**

MAt updated on the following:

- Work was ongoing on the new heating system with the contractor working evenings and weekends;
- The new 3G astro turf had been successfully installed and St Albans City football club were already using it for training;
- The food servery in the new dining block had been fitted out ready to provide break and lunch time service;
- Enhancements to the WiFi provision across the school had been implemented;
- A block plant room remedial works had been undertaken by Ashe construction over the summer and discussions regarding the issues with the cladding on A block were ongoing;
- The closing financial position with TJ Evers for the science build projects had been agreed;
- The refurbishment of the Food Tech teaching room in D block was expected to be ready for student use by the end of the week, with snagging works to be undertaken in October half-term;
- There had been a meeting on 16 August with DfE representatives on the School Rebuilding Program (SRP) and it was confirmed that the school would not need to make a financial contribution. A further meeting was planned for later in September. The school team will be aiming to influence the project as much as possible. The project will be carbon net zero and will have a wider scope than just a new hall. Trustees asked whether there would be trustee engagement with the SRP and DLe commented that he was just coming out of a project with DfE in his professional role. MAt hoped to have more information after the next meeting.

#### **c) Secondary Transfer Evening on Wednesday 28 September 2022**

MAt invited trustees to attend the evening and said that it was useful to have as many present as possible. He confirmed that the role was to be available to engage with parents and answer questions.

#### **d) Update regarding admissions for 2023/2024**

MAt reported that there had been an issue this year with one student where HCC had investigated the validity of an address for a Year 7 applicant to year 7. HCC had provided some information and asked the school for its opinion and the school had agreed that it looked suspicious. At a late stage, HCC took the student off the school role but the student did attend the Year 7 induction day. The parents engaged a solicitor and letters were sent to HCC and the school. HCC stated that the school had rejected the student but the school had contracted HCC to administer admissions. The school has kept the student on role.

MAt would like the admissions group to meet this term to review the wording of the admissions MAt rules and add further clarification on valid addresses and definitions in line with HCC's wording. MAt requested an extra trustee to join the admissions group and MMA volunteered for this role.

#### **e) Update on staff recruitment**

MAt reported that a new Science teacher who had been recruited in May had contacted the school the day before term started regarding a change of circumstances and offered to resign which was accepted. This was having a significant impact on the Science department with part-

time staff having already increased their contracts. Trustees were asked whether they had any Science teacher contacts that they could encourage to consider teaching at Beaumont.

There was a discussion regarding careers guidance with trustees asking about apprenticeships. It was confirmed that there was an extensive programme of careers guidance and support for students with students in Year 12 spending a week in the summer term exploring their options for next steps. There were also Parent Information evenings to inform and engage with parents. The school had invested in a package called Unifrog to support students in their decision making process.

It was identified that the majority of KS5 students did go on to university with over 40% going to Russell group destinations, but that university was not the only option presented and there were small numbers of KS5 students who didn't go straight to university and some that went into apprenticeships and employment.

MAt reported that 8 form entry had started well with a parent information evening already having taken place and a team building trip planned.

Sixth form enrolment had been a huge administrative and pastoral task with 249 students starting in year 12. MAt expressed that there was some frustration around those 45 students who came to induction, completed paperwork and been set up on the system and then have not enrolled at the start of term. There had been over 200 external applicants in February, of which 150 had attended induction and then 104 enrolled from about 40 different schools. Some students had changed their minds at the last minute after lots of time invested by senior staff and others and the opportunity cost of this needed to be considered going forward.

## **12. Safeguarding Update**

YPo stressed the importance for all trustees to read the latest Keeping Children Safe in Education guidance. There changes to Part 1 were not substantial, but there was some new information about domestic abuse and understanding that students may not always be ready to talk about this. The biggest changes relate to managing safeguarding and the very important role of trustees. In the area of safer recruitment, schools are being advised to do a Google search on applicants and the school was looking at how best to do this.

Peer on peer abuse is now referred to as Child on child abuse

All staff had a safeguarding update on the first day of term.

New year 12 students have been issued with access/id cards and lanyards from start of term.

Most of the building contractors have now left the site and their compounds removed.

The new assistant head is also DSP trained.

## **13. Child Protection Self Review Checklist and action plan**

YPo to schedule a meeting with PMA to discuss the trustees' involvement in the safeguarding audit. YPo

YPo to circulate annual safeguarding report ahead of next BOT meeting YPo

## **14. Complaints file review**

IJo reported that he had reviewed the file in June and that there had been six complaints between October 2021 and June 2022. These had all been dealt with and there was no further action required at this stage.

IJo asked if another trustee would take on the role of reviewing the complaints file.

MA reported that there has been a recent complaint about students walking through the new flats on the Hatfield Road on their way to and from school and being rude when challenged. He has spoken to the council to see if anything can be done to stop students from being able to take this route.

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

Already covered in item 6.

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

### **16. 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) Child Protection Policy (due Sept 2022)**

The updated version of the policy had been circulated for review in advance of the meeting. The policy is based on the HCC Childrens’ Services model policy which was updated at the end of the August.

Updates to the policy are highlighted in yellow and include additional requirements on the management of safeguarding, changes to terminology including peer on peer abuse changing to child on child abuse.

The policy was approved subject to the following changes:

- Page 11 – add David Lee as vice chair.
- Page 36 – change reference to peer on peer abuse to child on child abuse.

JWe

#### **b) Schedule of Financial Delegation (due Sept 2022)**

The updated document had been circulated for review in advance of the meeting. Changes were highlighted and the document was approved.

#### **c) Trustee Visits Procedure (due July 2022)**

The updated document had been circulated for review in advance of the meeting. JMo addressed the highlighted changes which included some minor editing and some more substantial changes to Annex B to bring it more in line with the current Ofsted framework. It was agreed to remove the reference to the Herts model policy.

The procedure was approved subject to this minor change and JMo agreed that he would share the final version with the Heads of Subjects.

JMo

#### **d) Safer recruitment policy (due Sept 2022)**

Updated policy not yet available. Deferred to next meeting.

#### **e) Policy on LGPS Employers Discretions (due July 2022)**

Updated policy not yet available. Deferred to next meeting.

### **17. Governor Development Co-ordinator Update**

#### **a) Consider in house training options**

The list of available training courses provided by Hertfordshire had been circulated in advance of the meeting for trustees to consider which course to select for an in house training session. It was agreed that the most appropriate course would be Exclusions training. JWe to arrange JWe

#### **b) Training record review**

The Governorhub trustee training record as at 6 September had been circulated in advance of the meeting. Trustees were reminded to record any additional training undertaken outside of HfL in their Governorhub training record.

#### **c) Review of induction process and pack**

JWe had shared the latest version of the trustee induction pack and the welcome email in a shared Google folder for all trustees to access.

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

ESj raised a question regarding the contingency plans given the possibility of interruptions to the power supply in the current energy situation. MAt responded that the Business Continuity Plan covers this sort of possibility, but that whilst the school is fully set up to use Google classroom for remote learning, interruptions to the power supply would also likely affect students and staff in their home environment. MAt to put this on SLT agenda

MAt

MAt also added that the school needs to ensure that lettings charge rates need to reflect appropriate energy costs..

IJo raised the matter of trustee preparation for Ofsted. It was agreed that a project team needed to be set up to start to create a plan. IJo

**19. Dates of next meeting(s):**

**Next BOT meeting: Wednesday 12 October 2022, 6.30pm**

Signed: .....  
Chair of Trustees

Dated: .....