



BEAUMONT SCHOOL
(Company Number 8104190)
MINUTES OF MEETING OF BOARD OF TRUSTEES
held on Wednesday 12 October at 6.30pm
in the Conference Room A7, Beaumont School

Trustees Present:

Ian Johnston (IJo) (Chair), Martin Atkinson (MAt), David Lee (DLe), Michele Lloyd (MLI), Matt Maltz (MMA), Peter Mayne (PMA), Gill Shearsby-Fox (GSh), Ekaterina Sjostrand (ESj) and Liz Spooner (LSp)

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	Arrange meeting with SLT and Ofsted working group	JWe	ASAP
2	Arrange trustee access to Confederation of School Trusts (CST) resources	JWe	ASAP
3	Update details of vice chair in annual safeguarding report	YPo	ASAP
4	Share trustee safeguarding audit progress with YPo	PMA / GSh	ASAP
5	Prepare update on Equality Objectives Action Plan	MAt	Next BOT
6	Redo trustee skills audit	JWe	Once new trustees appointed
7	Email trustee visits form to all trustees	JWe	ASAP
8	Review and confirm acceptance of Safer Recruitment Policy updates	All	ASAP
9	Review and confirm acceptance of Freedom of Information Publication Scheme updates	All	ASAP
10	Provide availability for exclusions training	All	ASAP
11	Investigate availability for external support for exclusions process	JWe	Next BOT

A. General

1. Apologies for Absence

Apologies had been received prior to the meeting from Ian Winter (IWj). 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. To receive notification of any other business for item 18

No items of other business were notified.

4. Approval of minutes of the meeting on 8 September 2022 and matters arising

The minutes of the meeting on 8 September 2022 were agreed as drafted. The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	Follow up with ex member of staff re becoming a trustee	MAt	ASAP	Done and to be discussed later in meeting
2	Contact three members of community interested in becoming trustees to arrange a meeting	JWe	ASAP	Outstanding
3	Confirm/update Register of Interests within Governorhub	All trustees	ASAP	Confirmed by trustees
4	Update designated teacher / trustee list and recirculate	JWe	ASAP	Done
5	Update departmental links document and recirculate	JWe	ASAP	Done
6	Arrange admissions group meeting	MAt	ASAP	Done and to be discussed later in meeting
7	Schedule meeting with PMA re safeguarding	YPo	ASAP	Done
8	Circulate annual safeguarding report to trustees	YPo	ASAP	Circulated by email on 28 Sept 2022
9	Make minor updates as agreed to Child Protection Policy	JWe	ASAP	Done
10	Distribute finalised Trustees Visits Procedure to HoS	JMo	After procedure updated	Outstanding
11	Get possible dates for in house trustees exclusions training	JWe	Next BOT	Trustee availability requested
12	Discuss contingency plans for possible electricity supply issues with SLT	MAt	ASAP	Discussed at SLT but hard to put contingency in place
13	Set up project team to work on trustee preparation for Ofsted	IJo	ASAP	Done and to be discussed later in meeting

B. Reports and Updates

5. Update from Committees

a) Resources Committee

A draft of the minutes of the meeting on 14 September had been distributed in advance of the meeting. DLe reported that there were no specific matters to raise regarding the meeting.

b) Community, Teaching and Learning (including suggested updates to Terms of Reference for CTL)

A draft of the minutes of the meeting on 21 September had been distributed in advance of the meeting. MLI reported that updates to the terms of reference for the CTL committee were discussed at the meeting and a revised version had been distributed in advance of the meeting. The updated terms of reference were approved. There were no further specific matters to raise regarding the meeting.

6. Acknowledgement of receipt and review of the Managements Accounts shared on Google Drive

Trustees were reminded that the latest monthly management accounts were discussed in detail at each Resources committee meeting; and that all approved monthly management accounts were available for review on the trustees' shared drive. At the time of this meeting Period 11 (July 2022) and Period 12 (August 2022) were available for review. There were no questions regarding these reports.

7. Chair's Update including:

a) Update on trustee recruitment

IJo confirmed that he had been in communication with the members and had provided an update on various matters, including a summary of recent exam results, an update on student intake, information about the Ofsted working party that trustees had set up and that DLe had been appointed as vice chair. He also asked for members approval for DLe, MLI, MMa, ESj and IWi to become member appointed trustees, bringing the number of member appointed trustees up to six, including IJo. Responses were received from four members who confirmed their approval. Therefore from 12 October 2022 these five trustees have been recategorised as member appointed trustees with a new four year term starting on that date. It was agreed that another parent election was needed this term, as following the re-categorisation of MLI and DLe to member appointed trustees, there were only two parent trustees remaining on the board (two is the minimum required by the Articles of Association). This would be progressed in the second half of the Autumn term.

MAt has reached out to the former member of staff, Sahida Malik, who had expressed an interest in becoming a trustee and Sahida confirmed that she was still very keen to take on the role. Sahida would bring expertise in the area of EDI and would also bring diversity to the board of trustees.

Trustees agreed unanimously that Sahida Malik should be co-opted to the board from the date of the meeting.

IJo had also reached out to a previous governor to discuss whether they would be interested in returning.

b) Update re promoting equality, diversity and inclusion

No further update.

c) Ofsted preparation

IJo reported that a working party had been set up including the following trustees, IJo, DLe, MLI, GSh and LSp. IJo agreed to draw up an agenda for a working party meeting with MAt and Jon Mountstevens (Deputy Headteacher) and Yvonne Powdrell (Deputy Headteacher). JWe to contact the Head's PA to get this meeting set up after half-term.

JWe

MAt added that he had met to discuss Ofsted preparation with JMo and YPo in the previous week and that he was also due to attend the ASCL conference the next day which would include a session on Ofsted.

It was noted that crib sheets used by Ofsted for training inspectors had been leaked recently and that these were being reviewed. JMo added that the school has recently signed up to the Confederation of School Trusts (CST) which provides a wealth of supportive information, useful courses and access to a professional community which would be of value to trustees. JWe to check with HPu re trustee sign up.

JWe

GSh had spoken to colleagues at Herts for Learning to try to find another secondary school that had recently been inspected which was in the same category as Beaumont, but had not been successful.

DLe had also tried to identify a school through his professional links and had a colleague who was a trustee at Drapers Academy which had been recently inspected and had moved from RI to Good. DLe's contact was happy to talk to trustees if this was considered helpful.

8. Headteacher's update

MAt had prepared a written report, which had been circulated in advance of the meeting.

Secondary Transfer Evening

MAt reported that Secondary Transfer Evening STE had been very successful and thanked those trustees who had attended on the evening. There were a number of families looking to have conversations about SEND provision on the evening. Three days of morning tours had taken place following the evening, with the numbers attending lower than previous years with the later morning tours not as well attended as the earlier ones and so next year the plan is to only run with the first tours on each of the three days.

Admissions update for Sept 2024

The proposed admissions rules for September 2024 had been reviewed and agreed by the Admissions group before being circulated in advance of the meeting. The school was consulting on minor changes to the admissions rules for September 2024 to bring address definitions in line with HCC's rules. The proposed rules also refer to those children born in July or August who have been held back a year when starting school and confirms that they will be accepted out of the normal admission age. This does have a potential impact in Sixth form as, under the current rules, these students would not be funded for a three year period of sixth form study, which does happen very occasionally where something has hindered a student completing their KS5 study in 2 years.

Tutor review day

A tutor review day had been introduced this academic year and was scheduled for 3 November. Parents and students would come to school to meet with their form tutor, or other member of staff for pastoral feedback whilst maintaining the normal consultation evenings as online activities. This would be reviewed after the event. It was recognised that it would have been useful if the day allowed for both remote meetings and in person meetings, but the software used for consultation evenings did not yet have this capability.

Future 8 form entry

MAt had met with HCC last week regarding student numbers for September 2023. There was the possibility that one extra form would be needed in the area for that year and that there would be capital funding available for the chosen school.

Staffing

JMo reported that two short-term appointments had been made from January to address the staffing issue in Science and that this included a teacher of A level physics.

Year 7 bonding trip

These trips had worked really well and it was the intention that the school would continue with these Autumn term trips going forward.

Capital

FAB project negotiations were still ongoing with some works completed and some still outstanding, including any rectification of the cladding and some works in the boiler room.

The refurbished food technology teaching room was in use with snagging scheduled for half-term.

IJo commented that the room was greatly improved.

Heating

Works were ongoing with areas having been tested and the heating was due to be fully functional next half term.

3G astro turf

The new surface was going well and the facility was being hired every evening and being used for after school football fixtures and St Albans first team and Academy have taken up the agreed bookings.

Modular building

The proposed new building was out for tender and planning permission had been applied for.

School Rebuilding Programme (SRP)

MAt had attended a meeting with the SRP team and reported that the process would probably take longer than previous build programmes with a proposed 31 week feasibility study period. Areas being considered included the hall and the music and drama blocks, with the technology block also a possibility. MAt acknowledged that he did not feel that he would be in charge of the process but that he would prioritise school resources in order to influence and help the project to progress.

Trustees commented that it was useful to understand overall cash flow and timings and to ensure that the school's projects are expedited and that it would be important to develop strong working relationships with the DfE project lead. MAt added that the SRP does not fund furniture and IT equipment, but does include IT infrastructure and acknowledged that it was really helpful to have the DfE expertise with regards to sustainability on the project.

Upcoming events

The update report listed a number of future events in the school calendar and MAt stressed that all trustees were welcome to attend.

9. Safeguarding update including:

a) Annual safeguarding report to trustees re 21-22

The annual report for 21-22 had been circulated in advance of the meeting for trustees to review. Trustees commented that the report needed an update regarding the vice chair of trustees.

YPo reported that all necessary training was up to date and the report showed data re case loads. There were no further questions and trustees thanked YPo for the report.

YPo

b) Annual safeguarding practice audit and action plan

YPo had met with PMa to discuss the updated advice and templates provided by HCC. There were multiple audit templates relating to the different sections of KCSIE (Sept 2022).

The audits had been completed for Part 1, Part 3, Part 5 and Annex C and an action plan created and distributed in advance of the meeting. The audit and action plan for Annex B were in progress but it was acknowledged that it was not always possible for the school to identify students who have historically been under a social worker but are no longer. This question had been raised with Herts Virtual School.

A group of trustees were working on the Part 2 audit and it was agreed that the work done so far would be shared with YPo.

PMa /
GSh

c) Review progress against action plan
Awaiting final action plan for the year.

10. External exam results update

Two versions of the exam results report had been distributed in advance of the meeting. The later version had been updated to include value added data, which the school had received that day.

JMo commented that due to the lack of data for 2020 and 2021, and the fact that the data was also not directly comparable with 2018 and 2019 the report had been written with a degree of caution.

JMo identified the key headlines:

- KS5 results were excellent and probably the strongest ever. Attainment was outstanding but the school was most pleased with destinations as it had been a particularly challenging year for University places. The gender gap had opened up slightly, as internal data had predicted, but boys' results were still very strong. MAt added that without value added or progress data for this cohort it was impossible to tell what the gap was when they started the key stage.
- KS4 results were amazing with a Progress 8 score of 1.1, which means that, on average, for every subject, students have made more than a grade more progress than students at other schools nationally. The league tables were due to be published the following week. Attainment with exams was noticeably higher than the previous 2 years of Centre Assessed Grades and Teacher Assessed Grades, which validates the school's approach to teaching through the pandemic and reflects the hard work and effort of both students and staff. The update included a breakdown of student groups with students banded based on key stage 2 results into high, medium and low and was strong for all groups. The breakdown between female and male students was shown in italics as it was provisional data from SISRA. The results for the 46 students with SEND showed exceptional outcomes. Disadvantaged students had a Progress 8 score of 0.6, which, whilst lower than the whole school score, is still higher than many schools' whole cohort. JMo commented that it was really useful to have this data should Ofsted arrive this year.

Trustees asked about the Progress 8 score of 0.6 for disadvantaged students. MAt confirmed that this result related to 13 students and that previously the score had been 0.1 and therefore there had been a significant improvement. In 2019 the national score for disadvantaged students was -0.45. The school's PP results were compared with the national score for non PP students which centres on 0 so this is a very strong result indeed.

Trustees asked about whether there would be a press release once the league tables were published but MAt said that this would be against STASSH protocols.

Trustees congratulated the school on these excellent results.

11. Review progress on Equality Objectives Action Plan (within Single Equality Scheme)

It was agreed to defer this to the next BOT meeting and that MAt would be responsible.

MAt

12. Student and House Leadership Update

MA confirmed that a new Head of Houses had been appointed and that the next major house event, the Beaumont Bake Off was happening this half-term. This event counts towards house points along with many other activities. Plans for engaging the student voice were in progress.

13. Trustee skills audit review

It was agreed that this would be revisited once new trustees were in place.

JWe

14. Update from admissions group on its review of the admissions rules and consider whether consultation is required

This had already been discussed within the Headteacher's update and a consultation process is required and will follow the required timeline.

15. Report on any trustee visits to school

LSp reported that she had attended the GCSE drama production and had met with Helen Purple to discuss wellbeing.

GSh reported that she had attended the Secondary Transfer Evening STE as a parent and gave very positive feedback.

The trustee visits form would be emailed to all trustees and should be used for meetings and subject visits. JWe

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)

Before reviewing the individual policies, trustees noted their responsibility as part of the review and approval of all policies and procedures to ensure that none of the policies/procedures approved have any disproportionate benefit or detriment and do not contain any discriminatory statements or have an adverse impact on any disadvantaged or vulnerable group.

a) Safer recruitment policy (due Sept 2022)

The updated policy had been made available earlier on the day of the meeting and included changes to keep in line with the HfL template policy reflecting the latest KCSIE. Trustees were asked to email their approval of the policy.

All

b) Policy on LGPS Employers Discretions (due July 2022)

Deferred

c) Freedom of information publications scheme (due Nov 2022)

The updated scheme had been made available earlier on the day of the meeting with minimal changes. Trustees were asked to email their approval of the scheme.

All

17. Governor Development Co-ordinator Update

a) Update re in house training

A poll had been emailed to trustees to request their availability for Exclusions training.

All

It was agreed that JWe would investigate the availability of external support for exclusions. JWe

b) Training record review

The latest training record had been shared in advance of the meeting and trustees were reminded to keep their own records up to date/

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

None were notified.

19. Dates of next meeting(s):

BOT / AGM - Wednesday 7 December 2022

(All to attend BOT, but available over Google meet.)

BOT Meeting - Wednesday 18 January 2023

Into the Sixth form open evening – Thursday 19 January 2023

There was no further business and the meeting closed at 20:30

Signed:
Chair of Trustees

Dated:.....