



**BEAUMONT SCHOOL**  
**(Company Number 8104190)**  
**MINUTES OF MEETING OF BOARD OF TRUSTEES**  
**held on Wednesday 18 January 2023 at 6.30pm**  
**in the Conference Room A7, Beaumont School and via Google Meet**

**Trustees Present:**

Ian Johnston (IJo) (Chair) via Google Meet, Martin Atkinson (MAAt), David Lee (DLe), Michele Lloyd (MLI), Sahida Malik (SMa), Matt Maltz (MMA) via Google Meet, Gill Shearsby-Fox (GSh), Liz Spooner (LSp) and Ian Winter (IW) via Google Meet

**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	Consider Equality, Diversity and Inclusion for Extended meeting agenda	IJo	Extended Meeting
2	Familiarise with content of school website	All trustees	ASAP
3	Confirm statutory content for school website with Charles Cross	GSh	ASAP
4	Email Ofsted working party information to MLI	JWe	ASAP
5	Clarify safeguarding processes for lettings/community use with Helen Purple for Part Two annual safeguarding audit	GSh	ASAP
6	Add IW as trustee lead on data protection to Governance Structure chart	JWe	ASAP
7	Review RAG rating on Part Two Annual Safeguarding Audit	GSh	ASAP
8	Review progress on Equality Objectives Action Plan	MAAt	Next BOT
9	Send communication to parents/carers encouraging use of Parent View	MAAt	ASAP
10	Update PSI to remove reference to BAME	JMo	ASAP
11	Review Complaints Policy and distribute to trustees for approval	MAAt	ASAP
12	Email current Permanent Exclusion Checklist to trustees for review at next BOT	JWe	Next BOT
13	Set permissions to allow trustee to comment on policies and procedures being reviewed	JWe	ASAP

**A. General**

**1. Apologies for Absence**

Apologies had been received prior to the meeting from Peter Mayne (PMa) and Ekaterina Sjostrand (ESj). 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 19**

No items of other business were notified.

**4. Approval of minutes of the meetings on 12 October 2022 and 7 December 2022 and matters arising**

The minutes of the meeting on 12 October 2022 and 7 December 2022 were agreed as drafted. The action points from the meeting on 12 October were considered as follows:

	Action	Responsibility	Timescale	Update
1	Arrange meeting with SLT and Ofsted working group	JWe	ASAP	Initial meeting had taken place and next meeting to be scheduled for after Feb half-term.
2	Arrange trustee access to Confederation of School Trusts (CST) resources	JWe	ASAP	Login details emailed to trustees
3	Update details of vice chair in annual safeguarding report	YPo	ASAP	Outstanding. Vice chair is David Lee
4	Share trustee safeguarding audit progress with YPo	PMa / GSh	ASAP	Done and on agenda
5	Prepare update on Equality Objectives Action Plan	MAt	Next BOT	Carry forward to next BOT
6	Redo trustee skills audit	JWe	Once new trustees appointed	To be done as part of extended meeting
7	Email trustee visits form to all trustees	JWe	ASAP	To be done after meeting
8	Review and confirm acceptance of Safer Recruitment Policy updates	All	ASAP	Confirmed by email

9	Review and confirm acceptance of Freedom of Information Publication Scheme updates	All	ASAP	Confirmed by email
10	Provide availability for exclusions training	All	ASAP	Training undertaken
11	Investigate availability for external support for exclusions process	JWe	Next BOT	Support available through HfL

## **B. Reports and Updates**

### **5. Update from Committees**

a) \* Resources Committee

A draft of the minutes of the meeting on 10 November 2022 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

A draft of the minutes of the meeting on 16 November 2022 had been distributed in advance of the meeting. MLI reported that there were no 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 1 (September 2022), Period 2 (October 2022) and Period 3 (November 2022) were available for review. There were no questions regarding these reports.

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

a) Update on trustee recruitment

IJo formally welcomed Sahida Malik as a co-opted trustee. It was noted that Sahida's official term start date was 7 December 2022. It was discussed whether the number of trustees needed to increase further and what the route should be for this. The view was, that whilst there was not a particular skills gap that needed to be addressed, it did seem that it would be useful to increase the number of trustees in order to increase capacity. All trustees were asked to consider whether they might know anyone who might potentially be interested.

b) Update re promoting equality, diversity and inclusion

IJo noted that SMA has a very strong interest in this area which will be very useful, but that it was important to understand what the Board of Trustees and the School wanted to achieve. This could potentially be a topic for the extended meeting in February.

IJo

c) Ofsted preparation

An initial meeting of the Ofsted working party had taken place on Friday 13 January to identify how to prepare trustees for an Ofsted inspection. MAt reported that a school in Hatfield, which had previously been inspected in 2016, had recently been inspected and had maintained their grading of 'Outstanding' and that this school could be useful to contact. The next meeting of the working party was to be scheduled after half-term with DLe chairing. DLe informed trustees that another school who had recently been inspected

had stressed the importance of the school website as the starting point for information gathering by Ofsted ahead of an inspection and asked trustees to spend time reviewing the website in order to familiarise themselves with what is there before the next meeting. All GSh had volunteered to investigate the creation of a trustee booklet setting out the key things that trustees need to be aware including areas such as Safeguarding. GSh planned to email Charles Cross (Assistant Head) who is responsible for the school website, to find out about the statutory requirements for the website. JWe was asked to forward MAT's Ofsted prep email to MLI in advance of the next meeting of the working party.

d) Planning for extended meeting

IJo reported that a planning meeting had been scheduled and stressed the importance of focussing on strategy at this year's meeting.

## 8. Headteacher's update

### Capital Projects update

MAt reported that the A block plant room works, planned by Ashe construction over the Christmas break, had been cancelled. The school continues to hold retention monies re the ongoing issues including the cladding issues.

School Rebuilding Program (SRP) – surveys had taken place as part of the feasibility study. A meeting had recently taken place and the school expected to receive details of the proposed scope of the project by 26 January.

Trustees asked whether MAt felt that the schools views were being taken into account. MAt reported that he was still uncertain about how well the school's views were being considered, and that the whole process would not be quick.

CIF funded heating works project – the works were complete but there had been some water damage to IT servers which could cost in excess of £100k to rectify. The contractor has accepted liability and a loss adjuster has been to site to evaluate the damage.

### Other Updates

A cultural day was planned in school on the same day as the members and trustees extended meeting. Students would do a presentation to members and trustees on the day.

### Staffing

Two new Science teachers started in January.

A new administrator had started.

A new HR Manager was due to start in April following Sue Parsons' retirement and a new HR and Payroll package was due to go live in April.

An appointment had been made to the pastoral admin team.

Two computer science teachers would be appointed from September.

Two additional science teachers would be appointed from September.

Currently advertising for a Headteacher's PA with interviews planned for the end of January.

Appointed a Science technician.

The Sixth form open evening was scheduled for the following evening and an intake of 250 Year 12 students was considered the ideal number. All current year 11 students had had their guidance meetings. Trustees had been invited to attend the open evening.

Over 200 UCAS applications had been submitted which had involved a huge amount of work for the Sixth form team. At the time of the meeting there had been 14 Oxbridge interviews with 4 Oxford offers. There were still some issues with parents/students expectations with the UCAS process and UCAS are proposing some changes in the future, which should make things easier.

NEU strike days had been announced as 1 February, 1 March, 15 March and 16 March. MAt had met with NEU rep and was contacting staff to ask if they are prepared to let him know if they intended

to strike to aid planning. MAt believed that staff would let him know and estimated that there were circa 60 NEU members. Guidance stated that the school was allowed to ask teachers to cover striking teachers but that they could refuse and that supply teachers could be brought in. The aim was not to close the school on these dates, but to prioritise certain students being able to come in. There was a Personal Development day scheduled for 16 March which would definitely be an issue with year 10 students due to visit University of Hertfordshire and year 8 students due to go to the theatre in London. JMo added that the NASUWT may also be planning to re-ballot their members about strike action.

The upcoming BSA quiz night had sold out and other events coming up included the dance show, the Easter concert and a BSA comedy night.

#### **9. Update re admissions rules for 2024/25 academic year**

MAt reported that changes were being made to tighten up the rules and that there had been one negative response to the consultation. The Admissions group recommended the changes for approval and they were approved by the BOT.

#### **10. Safeguarding update including:**

a) Termly safeguarding report to trustees

The report had been distributed for trustee review in advance of the meeting. YPo explained that the report was based on a Hertfordshire template and detailed actions that had been taken so far and actions planned. YPo reported that Danielle Irving (Assistant Headteacher) had been doing assemblies focussing on misogyny and that the sixth form had been discussing consent. Police had been in school in the previous term to talk about cyber crime. Elena Dundjerovic (Assistant Headteacher) had undertaken Safer Recruitment training and there was now an additional Designated Senior Person in school.

MAt added that the low level allegation which was referred to in the report had not yet become a formal complaint.

YPo added that the next report would be presented to BOT in the Summer term.

b) Annual safeguarding practice audit and action plan – Part two

The audit document and action plan had been distributed for trustee review in advance of the meeting. Trustees had some questions regarding lettings and the policies and procedures needed to ensure that safeguarding requirements were met. GSh to contact GSh Helen Purple (Business Manager)

Trustees asked whether there was a trustee leading on the area of Data Protection and IWi volunteered to be responsible for this. JWe to update the governance structure chart. JWe

It was recognised that mental health services were very stretched and did cause a level of risk, but that the school's procedures were robust.

GSh recognised that some of the use of colours for rating areas in the audit were not GSh correct and that she would revisit this.

Trustees expressed their thanks to GSh for her work on this.

c) Review progress against action plan

The main safeguarding action plan had been distributed for review in advance of the meeting. Where specific actions had been identified, these had been RAG rated to indicate progress.

d) Review/audit of Single Central Record (SCR)

JWe reported that the SCR had been submitted to Hertfordshire County Council to be audited. An audit report would be shared with trustees when the audit was completed. It was agreed to review the scheduling of this item on the annual trustee workplan.

## 11. Exams update including Ofsted Inspection Data Summary Report

The school's Inspection Data Summary Report (IDSR) had been distributed for review in advance of the meeting. JMo reported that this document is auto-generated and is used by Ofsted inspectors as part of the inspection process.

The IDSR compares the school with national data across various areas including attainment, progress and attendance and identifies the school as being in the top quintile across various measures of attainment and progress.

Trustees need to be aware of the content of the IDSR.

The latest Fischer Family Trust ((FFT) KS4 dashboard had also been distributed for review in advance of the meeting.

JMo reported that the dashboard provided a very positive analysis and showed that Value Added per Subject was positive in every subject, and in many subjects, that this was statistically significant.

This report could be used as further evidence of the school's achievements at an Ofsted inspection, and was useful for the school self-evaluation and improvement as it provides subject specific analysis and student group analysis.

Trustees commented that the report appeared to indicate that the more practical subjects had the lowest progress. JMo said that the school recognised this and was working to identify ways to improve in those subjects. MAt commented that the format of the curriculum, with 45 minute lessons had a less positive impact on practical subjects.

Trustees queried the SEN percentage in the context data which showed Beaumont as 24% whilst nationally the figure was 12%. JMo reported that this was the percentage of students categorised with an SEN status of K, which is self-defined and indicates some level of support, and that Beaumont may include students which other schools may not, e.g. those with exam access arrangements. The figure is not related to the number of students with an Education Health Care Plan (EHCP).

There were no further questions and trustees thanked JMo for his update.

## 12. Target setting

Proposed targets for Key Stage 4 and 5 had been distributed for review in advance of the meeting. JMo reported that the school aimed for targets that were both ambitious and achievable. It was recognised that there would be no (Covid related) national grade inflation this year and therefore the school did not expect the 2023 results to match the 2022 results and that it would be more appropriate to compare 2023 with 2019.

### Current year 11 cohort

The targets were set last year when the students were in year 10 and, whilst it was recognised that the latest monitoring suggested that these would be challenging to meet, the school was not proposing to change them at this stage.

### Current year 10 cohort

The targets were in the process of being set and it was recognised that this cohort had noticeably lower prior attainment than the year 11 cohort and were not significantly above the national average. This cohort also had a higher percentage of disadvantaged students with low prior attainment. FFT data had been used to predict what scores would need to be achieved to keep the school in the highest groups and targets had been set that were aspirational.

Current year 13 cohort

It was recognised that it was difficult to use prior attainment for these students as they had Teacher Assessed Grades (TAGS) at GCSE, but that ambitious targets were proposed.

Trustees recognised that the targets for the current year 10 cohort were really aspirational given their lower prior attainment. YPo commented that this particular year group were recognised as challenging across St Albans schools

Trustees agreed that targets should be aspirational and recognised that 2022 actual results were significantly better than the target and it was agreed that as the year 10 cohort progressed that targets could be reviewed.

The targets presented were unanimously approved.

### **13. Review progress on Equality Objectives Action Plan (within Single Equality Scheme)**

To be carried forward to the next BOT meeting.

MAt

### **14. Annual review of parent feedback on ParentView**

MAt reported that the number of responses submitted on the government's website was up to 16, which meant that responses were now visible and showed a 100% satisfaction rate currently.

MAt to send out an email to parents to encourage them to provide feedback.

MAt

Trustees were asked to review the data again once more responses were received.

<https://parentview.ofsted.gov.uk/parent-view-results/survey/result/25084/13>

### **15. Plan for School Improvement (PSI) - review progress**

The latest version of the PSI had been distributed for review in advance of the meeting. MAt reported that the SLT had updated the plan recently to reflect progress.

Trustees noted that there were a few action points which were rated as "Not yet started" and MAt reported that the setting up of the Beaumont badge as part of key priority 5 had been delayed as it had proved challenging to get the software systems in place. It was also noted by trustees that the plan still used the term BAME within key priority 3 and JMo agreed to update this.

JMo

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

MAt reported that an Equality Group had been set up by the Head of KS3, and that this would enable student feedback.

The Cultural Day which was planned for 23 February was currently the main focus for student leadership and there would be a student presentation on the day to trustees and members attending the extended meeting.

### **17. Report on trustee visits to school**

Trustees were asked to report on any recent visits to school.

GSh reported that she had been involved in the Maths department review and as part of this had met with year 8 and year 10 students.

LSp had attended a wellbeing group meeting.

## **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)**

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

The updated policy had been distributed for review in advance of the meeting but it was agreed that it would be more appropriate for the policy to be considered in detail at the Resources meeting on 25 January.

#### **b) Complaints Policy (due Feb 2023)**

An updated policy had been distributed for review in advance of the meeting, but MAt was concerned that the updated policy was based on a Maintained school template provided by HCC and requested time to review against the Academy template provided by the DfE.

#### **c) Permanent Exclusions Checklist – operational paper (due for review following MAT exclusions training)**

IJo requested that the existing version of the checklist be sent to all trustees and that this would then be reviewed at the next BOT meeting.

JWe

Trustees requested that they be given comment permission in Google for policies and procedures being presented at meetings.

JWe

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

#### **a) Training record review**

A report was provided in advance of the meeting showing any training that trustees had attended or were scheduled to attend via GovernorHub. Trustees were encouraged to engage with the various training portals and to update their GovernorHub record with details of any training undertaken.

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

None

### **21. Dates of next meeting(s):**

- Into the Sixth form Open Evening – Thursday 19 January 2023
- Trustee / Member Extended Strategy Day – Thursday 23 Feb 2023
- BOT Meeting - Tuesday 7 March 2023

There was no further business and the meeting closed at 20:25

Signed: .....  
Chair of Trustees

Dated:.....



