



BEAUMONT SCHOOL
(Company number 8104190)
Minutes of meeting of Board of Trustees
on Tuesday 7 March 2023 at 6.30pm
in the Conference Room A7, Beaumont School and via Google Meet

Trustees Present:

Ian Johnston (IJo) (Chair), Martin Atkinson (MAt), David Lee (DLe), Michele Lloyd (MLI), Sahida Malik (SMa), Matt Maltz (MMa) via Google Meet, Peter Mayne (PMa). Gill Shearsby-Fox (GSh), Ekaterina Sjostrand (ESj) via Google Meet, Liz Spooner (LSp) and Ian Winter (IWi)

In attendance:

Jonathan Mountstevens (JMo) via Google Meet	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	Add Part Two Annual Safeguarding Audit and Action Plan to next Resources meeting agenda	JWe	ASAP
2	Arrange a further meeting with potential trustee	IJo/DLe	ASAP
3	Agree timing for Parent trustee election	MAt/IJo	ASAP
4	Provide visuals of new modular building	MAt	Next BOT
5	Provide electronic version of updated safeguarding action plan	YPo	ASAP
6	Provide recruitment data analysis including gender and ethnicity for internal and external appointments	MAt	Next annual analysis of appointments
7	Review the permanent exclusion checklist	JWe	ASAP
8	Inform Lyndsey McCutcheon of minor changes needed to BIA and BCP	JWe	ASAP
9	Review red risks in the risk register and consider emerging risks	MAt	Next BOT
10	Consider stress tests for risk register	All	ASAP
11	Review lettings policy	HPu	Next BOT

A. General

1. Apologies for Absence

None had been received 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 16

No items of other business were notified.

4. Approval of minutes of the meetings on 18 January 2023 and matters arising

The minutes of the meeting on 18 January 2023 were agreed as drafted subject to a minor correction to agenda item 16 to change “Quality” to “Equality”. The action points from the meeting on 18 January 2023 were considered as follows:

	Action	Responsibility	Timescale	Update
1	Consider Equality, Diversity and Inclusion for Extended meeting agenda	IJo	Extended Meeting	Done
2	Familiarise with content of school website	All trustees	ASAP	All trustees confirmed. GSh looking at creating a compliance mapping.
3	Confirm statutory content for school website with Charles Cross	GSh	ASAP	Done
4	Email Ofsted working party information to MLI	JWe	ASAP	Done
5	Clarify safeguarding processes for lettings/community use with Helen Purple for Part Two annual safeguarding audit	GSh	ASAP	GSh / HPU have been liaising. Letting policy on agenda for approval.
6	Add IWi as trustee lead on data protection to Governance Structure chart	JWe	ASAP	Done
7	Review RAG rating on Part Two Annual Safeguarding Audit	GSh	ASAP	Some items to be reviewed by Resources Committee. Add to next Resources Committee agenda
8	Review progress on Equality Objectives Action Plan	MAt	Next BOT	On agenda
9	Send communication to parents/carers encouraging use of Parent View	MAt	ASAP	Delayed during ongoing industrial action
10	Update PSI to remove reference to BAME	JMo	ASAP	Done
11	Review Complaints Policy and distribute to trustees for approval	MAt	ASAP	On agenda for approval
12	Email current Permanent Exclusion Checklist to trustees for review at next BOT	JWe	Next BOT	Done and on agenda for discussion

JWe

13	Set permissions to allow trustee to comment on policies and procedures being reviewed	JWe	ASAP	Ongoing
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B. Reports and Updates

5. Update from Committees

a) Resources Committee

A draft of the minutes of the meeting on 25 January 2023 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 2 February 2023 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 the meeting Period 5 (January 2023) was the most recent report available for review. There were no questions regarding these reports.

7. Chair's Update including:

a) Update on trustee recruitment

IJo and MAt had met with a person who was interested in becoming a Beaumont School trustee. It was planned to arrange a further meeting between the candidate and IJo and DLe to progress this. *IJo/
DLe*

IJo reported that it would be useful to arrange a parent election as soon as possible to increase the number of parent trustees. It was agreed that this would be discussed further the next time MAt and IJo met. Trustees discussed whether there were any particular skill sets or criteria and it was agreed that broader representation would be useful and potentially legal skills. *MAt/
IJo*

b) Update re promoting equality, diversity and inclusion

MAt was in discussion with IJo and DLe to decide how to move this forward.

c) Ofsted preparation

A further meeting of the working party was scheduled for Friday 10 March. GSh had started preparing a trustee booklet. Trustees agreed that they would find it useful to meet with trustees of other schools that had recently been inspected.

d) Feedback from extended meeting

Trustees agreed that the strategy document presented by MAt was very useful and allowed trustees to clearly identify priorities.

Trustees asked about the School Rebuilding Programme (SRP) information that was presented at the meeting and what the process would be for evaluating the different options. MAt reported that he had started putting together a key list for evaluating the SRP options in SRP. Louise Hardy, one of the trust's members was also happy to get involved.

Trustees discussed whether the BOT was making sufficient progress with regards to EDI. It was agreed that it was important that any work done in this area met the school's needs and that trustees needed more data to understand the current position.

YPo suggested that there should be a specific linked trustee responsible for EDI covering areas including SEND, LGBTQ, race and culture, which trustees agreed with.

Trustees felt that they did not know enough about what the school was doing on the EDI agenda and also that it would be difficult to evaluate which actions had impact and which didn't have impact. One trustee suggested that an audit similar to the recent mental health audit that had been presented to trustees could be a useful start point.

One trustee reported that it was very powerful to be in school on the day talking to students and meeting with the SEN team. They had a much better understanding of how the school runs and works as a result.

e) Review of updated Governance structure chart

The updated structure chart had been distributed for information in advance of the meeting. There were no comments or updates required.

8. Headteacher's update including:

A written report by MAt and had been distributed in advance of the meeting.

MAt commented on the following:

- Admissions data for the year 7 September intake was very strong with 235 first choices. There were nine students in the intake with Education Health and Care Plans (EHCP). The maximum distance from school was 873m with 8 form entry (240 students) and the students were coming from 45 different primary schools.
- Changes to SEN funding were expected which could affect school income negatively.
- Appointments
There had been an internal appointment to the new role of Head of Year 7, which had then resulted in a vacancy for Head of Sociology.
Mandy Collingridge was now in post as MAt's PA.
There had been some movement in the administration teams including the appointment of a new HR Manager following the retirement of Sue Parsons.
A new Head of PE had been appointed internally, which had then resulted in a vacancy for Head of Year 8.
- Sixth form application numbers were between 240-250 which was really positive, but challenging to plan for. There was a need to think about the future when there would be 240 students in Year 11.
- Year 9 into year 10 options had gone well with only 12 out of 216 students not getting their exact choices, either due to group size or blocking restrictions.
- There had been an SRP meeting in the previous week, and work was being done to synthesize the options. The school had two preferred options, but would probably progress with three at this stage. An issue had been identified with the school's funding agreement, which specified a number of students in the sixth form which was significantly less than the actual number and the SRP options were based on the numbers in the funding agreement. MAt needs to make a change to the funding agreement using a fast track change procedure so that SRP can use the correct number.
- There had been very little parental contact re the Teachers' strike days. There had been one complaint about the Year 10 Personal Development Day (PDD) where a student had no live lessons. This year group was scheduled to be in school on the next strike day.
- Capital Projects Update – the new modular building was on schedule for completion at the end of March and would be ready for the main exam season. MAt to provide visuals. *MAt*

9. Safeguarding update including:

- a) Annual safeguarding practice audit and action plan – Part two

GSh reported that this was ongoing with some elements to be considered by the Resources Committee.

b) Review progress against action plan

YPo provided updated hard copies of the action plan to the meeting. YPo to email out for YPo distribution.

YPo explained that where a student was attending another school on a “dual role” basis, e.g. Links and Roman Fields, that the school contacts these institutions every day to check on attendance and has weekly meetings with the institutions. There had been positive progress with the student attending Roman Fields when they had not been attending at Beaumont.

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

IWi reported that he was scheduled to meet with Sue Parsons on 27 March to review the SCR.

It was reported that the recent HCC audit of the SCR had identified a potential issue with invigilators not doing health checks as part of the recruitment process. This was not considered to be a significant issue.

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

MAt commented that the school’s action plan was very specific, which was not the case for other schools that he had reviewed.

Green text had been used for recent progress updates against individual objectives:

Strive for excellent examination results for all protected characteristic groups of students

It was reported that the current year 11 disadvantaged group of students was less academically able, which was challenging. The school was working hard and putting various measures in place with this group of students.

Encourage participation and engagement

A further data collection was planned for the summer term.

Increase awareness of issues faced by LGBT+ across the school community

Zoe Shepherd was setting up a Pride Month working group.

Raise whole school awareness of diversity and equality issues

The recent culture day had been very successful and an Equality Group had been set up.

There was a discussion regarding recruitment data and it was agreed that it would be useful for trustees to monitor gender and ethnicity data, including for internal moves to responsibility roles. *MAt*

11. Student and House Leadership Update

MAt reported that the Culture Day had been a big success and that students had led this day.

Year 11 students were providing feedback on the mock exams and how they prepared, in order to help the current year 10 students next year.

The Key Stage 5 quality assurance programme across Beaumont, Sandringham and Verulam (BSV) was due to take place with the Head of Sixth form focussing on those students who consort across the schools for A level subjects. Beaumont is responsible for the quality of provision for Beaumont students whether they are taught at Beaumont or at one of the other two schools.

12. Complaints file review

MLI reported that she had reviewed the file in the previous week. There had been eleven complaints logged since the previous review on 17 June 2022. The complaints were from parents/carers and local residents and the school had responded thoroughly and professionally to these complaints.

13. Report on trustee visits to school

IJo had met with the Head of English on the Extended Meeting day, which had been very positive. GSh had met with the Head of Maths as a follow up to her involvement in the departmental review process and to discuss the “White Rose” scheme used.

PMa had attended the recent Personal Development Day (PDD) and been inspired by the year 7 activities.

MMA had met with the Economics department on the Extended Meeting day.

GSh had met with the SEND team and talked about challenges around parental expectations. She asked whether trustees could do anything to provide further support.

C. Policies and Governor Development

14. 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) **Complaints Procedure** (due Feb 2023)

The updated procedure had been circulated by email on 15 February for approval. It was noted the procedure was in line with the HfL template. The procedure was approved.

b) **Review of the Permanent Exclusions Checklist** – operational paper (due for review following exclusions training)

MLI had reviewed and updated the checklist which was distributed in advance of the meeting. There were some questions raised about the checklist and the possible outcomes of a Governors’ Disciplinary Committee and it was agreed that JWe would review the document against the latest Government and HCC guidance and recirculate at the next BOT meeting. JWe

c) **Review of the Business Impact Analysis and Business Continuity Plan** (due March 2023)

The documents had been distributed for review in advance of the meeting. MAI commented that the procedure around the notification of school closures had changed, but that he continued to inform HCC of open/close status.

It was noted that a correction was needed to IJo’s name in the BCP and that the school address was incorrect on the BIA. JWe to inform Lyndsey McCutcheon. JWe

IWi commented that he was impressed with these documents and that they were better than those he sees in a commercial environment.

Trustees asked about how the documents were accessed in the case of an emergency and it was explained that all key personnel were issued with hard copies to keep with them.

d) **Review of the Risk Register** (due March 2023)

The latest version of the risk register, which had been reviewed in March had been distributed for review in advance of the meeting. Trustees asked about the two risks that were identified as red after action and controls had been applied, as the Risk Management Policy states that this is unacceptable and that immediate action needs to be taken to manage the risk. MAI agreed to review these two, and also to review the register in the light of the emerging risks relating to the major capital projects. MAI

Trustees asked about plans for further stress testing and were asked to propose an area to be stress tested. It was noted that the ongoing industrial action could be considered a stress test. *AI*

e) **Risk Management Policy** (due March 2023)

The updated policy had been distributed in advance of the meeting. The updates were minor and the policy was approved.

f) **Lettings Policy** (due March 2023)

An updated policy had been distributed in advance of the meeting, however, it was identified that the policy needed some further updating re safeguarding. Revised policy to be distributed and considered at the next BOT meeting. *HPu*

15. Trustee Development Update

a) Training record review

The GovernorHub training record had been distributed in advance of the meeting for review.

b) Identify trustee development priorities

Trustees had reviewed the recent skills audit and training record and considered that there were no overall gaps. It was agreed to proceed with membership of the NGA.

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

None

17. Dates of next meeting(s):

- BOT Meeting - Thursday 27 April 2023

Advance notice of upcoming policies:

- Investment Policy (review by Resources March 2023 and approval at BOT April 2023)
- Whistle-blowing Policy (review by Resources March 2023 and approval at BOT April 2023)
- Fixed Asset Policy (due July 2023)
- Behaviour Principles (due July 2023)

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

Signed:
Chair of Trustees

Dated:.....