



BEAUMONT SCHOOL
(Company number 8104190)
Minutes of meeting of Board of Trustees
on Thursday 27 April 2023 at 6.30pm
Beaumont School – Conference Room (A7) and via Google Meet

Trustees Present:

Ian Johnston (IJo) (Chair), Martin Atkinson (MAt), David Lee (DLe), Michele Lloyd (MLl), Sahida Malik (SMa), Matt Maltz (MMa) via Google Meet, 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:

	Action	Responsibility	Timescale
1	Provide electronic version of updated safeguarding action plan shared at meeting on 16 March	JWe	ASAP
2	Notify trustees once Period 7 management accounts available	JWe	When available
3	Update Vision and Strategic Priorities following discussion at Extended meeting in February	IJo	ASAP
4	Create draft schedule for trustee meetings for 23-24	JWe	Next BOT
5	Provide digital version of termly suspensions report handed out at meeting	YPo	ASAP
6	Create a shared Suspensions and Exclusions folder containing the relevant guidance and reference documentation	JWe	ASAP
7	Make minor amendments to lettings policy and recirculate	JWe	ASAP
8	Ensure that all trustees have undertaken exclusions training within the last two years	All	Ongoing

A. General

Action

1. Welcome and reminder of trustee duty to confidentiality

IJo welcomed all to the meeting and reminded everyone of their duty to confidentiality.

2. Apologies for Absence

Apologies had been received in advance of the meeting from Peter Mayne. Apologies were accepted. All other trustees were present and the meeting was quorate.

3. 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.

4. To receive notification of any other business for item 15

No items of other business were notified.

5. Approval of minutes of the meetings on 7 March 2023 and matters arising

The minutes of the meeting on 7 March 2023 were agreed as drafted. The action points from the meeting on 7 March 2023 were considered as follows:

	Action	Responsibility	Timescale	Update
1	Add Part Two Annual Safeguarding Audit and Action Plan to next Resources meeting agenda	JWe	ASAP	Done. Updated audit and action plan in this meeting document folder.
2	Arrange a further meeting with potential trustee	IJo/DLe	ASAP	On hold as candidate currently changing roles.
3	Agree timing for Parent trustee election	MAt/IJo	ASAP	Planned for the summer term.
4	Provide visuals of new modular building	MAt	Next BOT	Building now complete and in use. MAt reported that he was very pleased with the new, air-conditioned facilities.
5	Provide electronic version of updated safeguarding action plan	YPo	ASAP	JWe to action
6	Provide recruitment data analysis including gender and ethnicity for internal and external appointments	MAt	Next annual analysis of appointments	End of year
7	Review the permanent exclusion checklist	JWe	ASAP	On agenda
8	Inform Lyndsey McCutcheon of minor changes needed to BIA and BCP	JWe	ASAP	Done
9	Review red risks in the risk register and consider emerging risks	MAt	Next BOT	Updated version distributed
10	Consider stress tests for risk register	All	ASAP	Done
11	Review lettings policy	HPu	Next BOT	On agenda

JWe

B. Reports and Updates

6. Update from Committees

a) * Resources Committee

The draft minutes of the meeting on 16 March 2023 had been distributed in advance of the meeting. DLe raised the matter of the cleaning contract extension which had been discussed at the Resources meeting and for which a summary document had been distributed in advance of this meeting. The original contract started in April 2020 and was for an initial three year period with the option to extend for up to two years. Trustees approved a one year contract extension from April 2023.

b) * Community, Teaching and Learning

The draft minutes of the meeting on 22 March 2023 had been distributed in advance of the meeting. MLI reported that there were no specific matters to raise regarding the meeting

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

At the time of the meeting, the report for February 2023 (Period 6) was available on the shared drive. MAt reported that the Finance and HR teams had been very busy with the implementation of the new payroll system which had delayed the preparation of the March (Period 7) report. It was agreed that JWe JWe would email trustees once this report was available.

8. Chair's Update including:

- a) Update on trustee recruitment
An update had already been provided within agenda item 5 – Matters Arising
- b) Update re equality, diversity and inclusion
JWe had provided a guidance document on responsibility of the EDI trustee which had been shared with SMa. SMa had agreed to take trustee responsibility for this area.
- c) Ofsted preparation
A further meeting of the working party was scheduled for the next day (Friday 28 April). A reference pack was being developed which would identify the lead trustees on certain areas. Trustees need to be knowledgeable and be able to demonstrate scrutiny and challenge.
- d) Vision and Strategic Priorities Update
IJo to update for next BOT meeting. IJo
- e) Discuss meeting schedule for 2023-34
JWe had distributed the meeting schedule for the current year and it was agreed that it would be useful to make some changes. JWe to create a revised schedule for discussion at next JWe BOT meeting

9. Headteacher's update

MAt updated trustees on the following:

- Appointments:
Head of Sociology – Amy Lesik (internal)
Maternity cover Head of Houses – Mohsin Gulsher (internal)
Part time English teacher (0.8) - Katherine Sunderland (external)
Full time PE teacher - Aimee Russell (external)
Head of History – currently being advertised with interviews scheduled for 9 May.
- Strike Days
27 April had been a strike day and the school had been open for years 11, 12 and 13. This day had had the most significant impact yet due to exam related activities e.g. orals, moderation, etc. being scheduled. These activities had meant that cover was already needed before strike numbers added.
Only LT staff and cover supervisors had been asked to cover lessons for striking colleagues.
The next strike day was scheduled for Tuesday 2 May.
- School Rebuilding Programme (SRP)
A meeting took place on 17 April. Progress had stalled due to the funding agreement issue discussed previously but MAt was hopeful that there would be a positive outcome despite further delays. HCC placement team had met with MAtI on 24 April and is broadly supportive of Beaumont becoming 8 form entry as they are concerned about future capacity. HCC have also met with the DFE to discuss Beaumont's student numbers for the funding agreement. There are the options of changing to 8 form entry with a sixth form circa 500 or staying at 7 form entry with a sixth form of 450-500. Both scenarios need a business case as part of a significant change process which needs doing asap but a decision from HCC is needed. If

school stays at 7 form entry, there might be a bit of challenge with regard to the redevelopment of D block which would impact on the whole project. The best case scenario for processing a business case is 8-12 weeks, but DfE is reportedly backed up.

Trustees asked whether there had been direct communication between HCC (Dan Hardy) and the ESFA (Joe Farrell). MAt reported that there had been but that the school was not party to these discussions. The school will push for a meeting with all parties present.

- **Permanent Exclusions**

Two permanent exclusions had been issued to year 9 students for related incidents, GDC to be held on 5 May 2023 to review these exclusions.

YPo provided a report at the meeting detailing all suspensions during the Spring term. YPo commented that nationally, suspensions have increased by 25%. YPo to provide digital copy for distribution.

YPo

- **Student Leadership**

Eleven sixth form students are currently involved with the organisation of Rob's Festival. One student had attended the BSA committee meeting to provide an update on progress.

- **External Auditor**

MAt was concerned that there could be a significant price increase but that there would not be enough time to re-tender for the 2022-2023 year.

Trustees thanked MAt for his update.

10. Safeguarding update including a review of progress against the action plan

The confidential safeguarding update for the Spring term had been distributed for review in advance of the meeting. This update sets out any activity in the area of safeguarding during the term. YPo commented on the following:

- Six child protection contacts had been made to Children's Services, of which three had been linked to drugs and alcohol.
- Staff had participated in an HCC audit.

Trustees noticed that the question regarding whether any trustees had had safeguarding training during the term had not been completed and it was confirmed that SMa had undertaken Herts Safeguarding training on 9 February 2023.

There was no update against the safeguarding audit action plan at this meeting.

11. Student and House Leadership Update

MAt reported that sixth form students were working on the planning and organisation of Rob's festival. Unfortunately, the festival is scheduled near to the threshold exams for Year 12, which is a challenge. MAt would like to see more students involved.

MAt commented that he was still concern about the future of the BSA with some of the current committee members having students who were due to leave the school in the near future. The BSA AGM was planned to be online and needed 25 attendees to be quorate. It was planned to reduce this number as part of the AGM business.

12. Report on trustee visits to school

IWi had spent time with Sue Parsons (HR) scrutinising the Single Central Record before the end of the Spring term.

IJo had visited the Drama department.

GSh had attended the music concert.

IJo, DLe, MLI, GSh and LSp had attended school for the Ofsted working party meeting.

PMA had attended for a readmission meeting.

C. Policies and Governor Development

13. * 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) Permanent Exclusions Checklist – operational paper (due for review following exclusions training)
The updated checklist had been distributed for review in advance of the meeting. It was agreed that JWe would create a shared folder of reference documents and guidance JWe relating to suspensions and exclusions. The checklist was agreed.
- b) Lettings Policy (due March 2023)
The revised policy had been distributed for review in advance of the meeting. It was agreed to make minor changes to the wording in the section on safeguarding to say that JWe the school has the right to review any hirers' safeguarding documentation. The policy was approved subject to this minor change.
- c) Investment Policy (reviewed by Resources March 2023)
The updated policy was distributed for review in advance of the meeting and had been reviewed and agreed at the Resources committee meeting on 16 March. The policy was approved.
- d) Whistle-blowing Policy (reviewed by Resources March 2023)
The updated policy was distributed for review in advance of the meeting and had been reviewed and agreed at the Resources committee meeting on 16 March. The policy was approved.

14. Trustee Development Update

- a) * Training record review
The GovernorHub training record had been distributed in advance of the meeting for review.
- b) Exclusions training
It was recognised that it was useful for all trustees to be trained in exclusions within the last two years, in order to be ready to set up a disciplinary committee when needed. All

15. To receive any other business as notified in item 4

None

16. Dates of next meeting(s):

- BOT Meeting - Tuesday 11 July 2023

Advance notice of upcoming policies:

- a. Fixed Asset Policy (due July 2023)
- b. Behaviour Principles (due July 2023)

There was no further business and the meeting closed at 19:45

Signed:
Chair of Trustees

Dated:.....