



**BEAUMONT SCHOOL**  
**(Company number 8104190)**  
**Minutes of meeting of Board of Trustees**  
**on Tuesday 11 July 2023 at 6.30pm**  
**Beaumont School – Conference Room (A7) and via Google Meet**

**Trustees Present:**

Ian Johnston (IJo) (Chair) via Google Meet, Martin Atkinson (MAt), April Cowen (ACo), Sahida Malik (SMa), Matt Maltz (MMa), Gill Shearsby-Fox (GSh), Ekaterina Sjostrand (ESj), Liz Spooner (LSp) and Ian Winter (IWj)

**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:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	Email trustees when Period 10 management accounts available	JWe	ASAP
2	Meet with potential new trustee	MAt	ASAP
3	SMa to meet with YPo and MAt to develop plan for EDI review	SMa/YPo/MAt	Autumn term
4	Arrange for website to be updated with the latest Vision and Strategic Priorities	JWe	ASAP
5	Update Governance structure chart for review	JWe	Next BOT
6	Provide updated Child Protection Policy	YPo	Once Herts model updated
7	Provide link to KCSIE to trustees. Trustees to read and confirm on GovernorHub	JWe/All	ASAP
8	Carry forward Complaints File Review and SCR review to BOT agenda in September	JWe	Next BOT
9	Distribute the Wider Participation Survey for review at next CTL	CCr	Next CTL
10	Contact Members for approval of the appointment of Hillier Hopkins as auditors for the 22-23 financial year	JWe	ASAP

**A. General**

**Action**

**1. Welcome and reminder of trustee duty to confidentiality**

IJo welcomed all to the meeting, including new parent trustee, April Cowen, and reminded all of their duty to confidentiality.

**2. Apologies for Absence**

Apologies had been received in advance of the meeting from David Lee and Michele Lloyd. Apologies were accepted. All other trustees were present and the meeting was quorate.

**3. Election of Chair and Vice Chair of BOT for the 2023-24 academic year and noting of deputising arrangements**

IJo and DLe had expressed their willingness to continue in their roles of Chair and Vice Chair of BOT respectively for the 2023-24 academic year in advance of the meeting. No other trustees had expressed an interest and the remaining trustees unanimously agreed to the election of IJo as Chair and DLe as Vice Chair for the academic year 2023-24.

## 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. 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.

### 5. To receive notification of any other business for item 21

Three items of other business had been notified for item 21 in advance of the meeting. These were set out in the agenda that was distributed in advance of the meeting.

### 6. Approval of minutes of the meetings on 27 April 2023 and matters arising

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>
1	Provide electronic version of updated safeguarding action plan shared at meeting on 16 March	JWe	ASAP	Done
2	Notify trustees once Period 7 management accounts available	JWe	When available	Done
3	Update Vision and Strategic Priorities following discussion at Extended meeting in February	IJo	ASAP	Update on agenda
4	Create draft schedule for trustee meetings for 23-24	JWe	Next BOT	Draft schedule on agenda
5	Provide digital version of termly suspensions report handed out at meeting	YPo	ASAP	Done
6	Create a shared Suspensions and Exclusions folder containing the relevant guidance and reference documentation	JWe	ASAP	Done
7	Make minor amendments to lettings policy and recirculate	JWe	ASAP	Done
8	Ensure that all trustees have undertaken exclusions training within the last two years	All	Ongoing	Trustees who have not done the training to consider.

## B. Reports and Updates

## 7. Update from Committees

### a) Resources Committee

The draft minutes of the meeting on 14 June 2023 had been circulated in advance of the meeting. IJo reported that the most significant item discussed at the meeting was the proposed budget for 2023-24, the approval of which was an agenda item at this meeting. There were also significant discussions regarding energy contract renewal and auditor contract renewal, both of which were also due to be discussed as part of AOB.

### b) Community, Teaching and Learning

The draft minutes of the meeting on 20 June 2023 had been circulated in advance of the meeting. PMA reported that there had been a discussion on the attendance figures which were presented at the meeting. These were reported to be 3% better than national figures. There was also a discussion regarding the behaviour data which was presented and it was acknowledged that the historic data was impacted by a small number of students who were responsible for significant numbers of incidents and that the data was now showing improvement.

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

At the time of the meeting, all monthly reports up to May 2023 (Period 9) were available on the shared drive. The May 2023 (Period 9) had been discussed at the Resources meeting on 14 June 2023. It was agreed that JWe would email trustees once the June 2023 (Period 10) report was available. JWe

## 9. Chair's Update including:

### a) Update on trustee recruitment

April Cowen had been elected as a new Parent Trustee for a four-year period starting on 12 June 2023. IJo reported that he had met with a potential candidate for co-option to the board and that a meeting was to be arranged with MAt and this individual before MAt progressing this further.

### b) Update re equality, diversity and inclusion

SMA addressed the presentation that had been distributed in advance of the meeting. The presentation set out the key Equalities Requirements and the role of the trustees and the linked Equalities Trustee. SMA explained that it was the responsibility of the Board of Trustees to ensure that the school complies with the Equalities Act and that the linked trustee would visit the school termly to consider how the school is working towards the agreed Equalities Action Plan and keep the rest of the Board of Trustees informed. Trustees thanked SMA for her presentation and felt that the slides were really clear and helpful.

It was agreed that SMA would meet with YPo and MAt to develop a plan for what would be formally reviewed at each BOT. SMA /YPo

### c) Ofsted preparation

There had been no further meetings of the Ofsted working group and MAt provided an update that the latest guidance indicated that it was likely that the next inspection would be sometime after January 2025. It was agreed that both school and trustees would continue with their preparation. /MAt

### d) Vision and Strategic Priorities Update

The updated version of Vision and Strategic Priorities had been distributed in advance of the meeting. IJo informed trustees that there were only minor changes as a result of the discussions at the extended meeting back on February. There were no questions and these were agreed as drafted. JWe to forward to Charles Cross for the school website. JWe

### e) Meeting schedule for 2023-34

The draft meeting schedule had been distributed in advance of the meeting. There were no questions and the schedule was agreed.

### f) Governance Structure review

The latest version of the structure chart had been distributed in advance of the meeting. IJo commented on the vacancies for Vice Chair of Resources and HR/Appointments link. It was agreed that the vacancy for Vice Chair of Resources would be discussed at the next Resources meeting and that IJo would take on the HR/Appointments link role.

JWe to update the structure chart to include the new HR manager, Sarah Mayhew and to add GSh to the Safeguarding responsibility.

g) Annual workplan

The latest version of the annual workplan for 2023-24 had been distributed in advance of the meeting incorporating updates from JMo and Helen Purple. The workplan was noted by all and it was agreed that any issues or changes required would be noted as the year progressed.

h) Departmental Links

The 2022-23 version of the document had been distributed in advance of the meeting. It was agreed that this would be reviewed at the first BOT meeting in September.

## 10. Headteacher's update including:

a) Capital Projects update

MAt provided a verbal update which included the following:

- **Staffing**

The school was fully staffed for teaching from September, including slight overstaffing in Computer Science/IT; a senior science technician had been appointed and there was a maternity cover vacancy in the 6<sup>th</sup> form admin area.

The HR department had been working on improving the recruitment packs for candidates and standardising adverts and recruitment documentation.

- **Update on school rebuilding programme (SRP)**

The consultation on student numbers closed on 23 June and a business case had been put forward to the ESFA for changes to the Funding Agreement (turnaround expected to be about 12 weeks). The project was progressing based on a planned capacity of 500 students on the Sixth Form, 7 Form entry as standard in Years 7-11 with two bulge years of 8 Form entry. The architects will plan in a way that allows a late change should the school expand to 8 Form entry permanently. Meetings are ongoing, but the issue re student numbers in the funding agreement has caused a significant delay.

- **Update re other Capital Projects**

The FAB project had not yet been concluded with a retention still held by school. Ashe Construction had completed some remedial works in the plant room, but there were still some minor issues with some radiators in A block not working. The issue with the external wooden cladding was still outstanding. The school had had an estimate for the remedial works to the cladding which was in the region of £70k.

- **Admissions**

The school was expecting 241 students in the Year 7 intake. In the Sixth form the expected total number of students in September was expected to be in the region of 500. It was recognised that careful planning would be needed going forward to avoid having too many students in the Sixth form. An expected change to the number of BTECs that a student is allowed to study may require the school to change Sixth form entry criteria.

- **Strike action**

The strike action in the previous week had made the Personal Development Week activities challenging to resource. All day trips and residential trips had run as planned but a few in-school activities were not possible and a couple of groups were sent home. MAt was concerned about the possibility of joint strike action in the Autumn term.

There were no further questions and trustees thanked MAt for the update.

## 11. Approval of Plan for School Improvement (PSI) for 2023-24

The new PSI for 2023-24 had been distributed for review in advance of the meeting. JMo reported that the number of key priorities had been reduced to four with three being monitored by the CTL Committee and one by the Resources Committee. JMo explained that in order to make significant curriculum change there would typically be a two-year cycle with the first year being investigation and the second year being implementation.

The Key Priorities for 2023-24:

1. Implement reforms to KS3 assessment;
2. Investigate how best to use home learning to build desirable independent study habits and a strong work ethic;
3. Empower all staff to manage behaviour effectively by reviewing our procedures and reinforcing our expectations of all members of the Beaumont community;
4. Manage and deliver a successful SRP Project.

There were no questions and the PSI 2023-24 was approved.

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

YPo had provided a termly report for the Summer term by email prior to the meeting.

YPo confirmed that an annual report looking back at safeguarding activity for 22-23 would be provided in the first half of the Autumn term.

YPo advised that the 2023 version of Keeping Children Safe in Education (KCSIE) which would come in to effect on September 2023 included changes in the areas of online safety including internet filtering and monitoring, and specific responsibilities regarding the management of external lettings.

Hertfordshire were updating their Child Protection policy to reflect the latest version of KCSIE and YPo planned to circulate a draft of Beaumont's updated policy over the summer.

*YPo*

It was agreed that JWe would email the latest KCSIE and all trustees were asked to read and confirm that they had done so in GovernorHub.

*JWe  
/All*

YPo confirmed that all actions on the school's safeguarding action plan had been completed but that the Part 2 audit and action plan still had some areas that were in progress. It was expected that HCC would provide a new audit template as part of their review of the latest KSCIE guidance.

YPo notified trustees that from September 2023, Danielle Irving would become the lead Designated Senior Person (DSP).

YPo informed trustees that the school would be moving to CPOMS in 2023-24. CPOMS is a very widely used Child Protection Online Management System used by staff to raise concerns and to monitor and track safeguarding matters. Many HCC junior schools use CPOMS and Beaumont would be able to transfer data in for incoming students.

Trustees asked about internal isolation, which was listed as a sanction. YPo explained that an internal isolation meant that the student remained in school for the specified time period and were kept in an area away from other students and supervised by member of LT. The next higher level of sanction was a suspension, which would be recorded on the student's school record.

## 13. Student and House Leadership Update

The Head of KS3, Abbey Afilaka, had conducted a consultation of over 500 students in year 7, 8 and 9, the positive results of which had been summarised in an article in the June edition of Beaumont Life.

In KS4 a student panel had been focussing on exams, including areas such as preparation and stress and as a result the school planned to schedule the year 10 exams outside of Exams Week so that they could be conducted more formally in order to better prepare students for external exams in year 11.

Personal Development (PD) week had been a great success, providing lots of opportunities for students to work together. The week had included a sustainability day for a group of students

MAt advised that a more formal schedule for activities in this area would be provided which MAt would then use to feedback to trustees.

#### **14. Single Central Record review**

IWi reported that he was scheduled to review the SCR with HR on Friday 14 July and would feedback at the next BOT.

#### **15. Feedback from complaints file review**

The complaints file had been provided for MLI to review and this would be added to the agenda for *JWe* the BOT in September.

#### **16. Approve Budget and BFR submission**

The budget papers which had been discussed in depth at the Resources committee meeting in June had been distributed for review in advance of the meeting.

The budget included an estimated teachers' pay award of 4.5%, but it was understood from more recent information that the pay award could be 6.5% with potentially no additional funding. If this was the case then this would be covered either by potential reductions in utility costs or by using reserves. Trustees asked if there were any other significant headlines that the BOT needed to consider. MAt responded that the growth in student numbers had helped to protect the school's financial position and recognised that it was important to have cost-effective group sizes but without impacting on student results. Larger group sizes could be challenging. Some subjects were recognised as not being cost-effective, e.g. A level German. The new intake of 240 students in year 7 came from 45 different feeder schools but distance from school to home of up to 800 metres which indicated that significant numbers were moving in to the area.

MAt confirmed that the proposed changes to LT pay were included in the draft budget.

Trustees approved the draft budget as presented.

#### **17. Summary report on all surveys**

MAt reported that the pandemic had had an impact on the schedule for formal surveys, with both parents and students being done in the previous academic year to catch up and then none in the current academic year.

Trustees asked about the cost and benefit of these surveys and MAt explained that there was a value in surveys such as the Kirkland Rowell ones, which use standard questions with a small degree of customisation, as they provide useful benchmarking data, are useful for self-evaluation and provide useful evidence for an Ofsted inspection.

Trustees asked about the typical response rates and MAt confirmed that student response rates were very high, as they were done in school, but that response rates were not so high for the parent ones.

It was agreed that the school would do a parent survey in 23-24.

MAt reported that various other school surveys/consultations had taken place in the year including the KS3 student consultation reported earlier and a parent and tutor survey of the Tutor Review Day

that had been introduced. There had been 367 responses regarding the Tutor Review day with most parents feeling that the day had been useful. A number of parents said that they would like the tutor review day to be online in the same way as parents' evenings, but it was felt that it was important to have some in-person contact with parents and so this review day would be scheduled again in the next academic year.

Some parents expressed the view that they would like longer appointments at parents' evenings, but this needs to be balanced with staff capacity, e.g. one teacher could potentially teach two groups which would mean up to 60 consultations. It was planned to cut the time between appointments from 1 minute to 30 secs, keeping the appointments at 5 minutes and there was a question of whether there could be some training for staff to help support them with this. Trustees asked how vulnerable students are supported with the parents' evenings and it was explained that school staff contact those parents and pre-book slots for those families before slots are made available to others.

The wider participation survey, which helps to provide information on which students are getting involved in extra-curricular activity had been completed by over 600 students so far this year. This needs to be shared at a CTL meeting in the Autumn term. CCr

A staff survey had been done with a focus on behaviour and one of the areas that were identified was that communication could be improved regarding students who may have special circumstances to help staff be more consistent.

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

- IJo, DLe and LSp had attended school for a meeting of the pay review group.
- GSh had been involved in the SEND review.
- DLe, PMA and LSp had attended school to reviewed a fixed term suspension with JMo as a result of the parent's request to make representations.
- GSh had attended the Head of Department extended meeting.

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

#### **19. 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) Fixed Asset Policy (due July 2023)  
The policy had been distributed in advance of the meeting, there were no proposed updates and the policy was approved.
- b) Behaviour Principles (due July 2023)  
Updated behaviour principles had been distributed in advance of the meeting, only minor changes had been made and the principles were approved.
- c) Behaviour Policy updated appendices  
Two updated appendices to the existing policy had been distributed in advance of the meeting: Use of consequences and Norms and Routines.  
Trustees asked whether students being late to lessons was increasingly a problem given the introduction of additional sanctions. YPo confirmed that this was an area of challenge with one particular year group. YPo also confirmed that new year 7 students would have a period of grace in relation to the new sanction relating to the non-completion of home learning. The two updated appendices were approved.
- d) Schedule of Financial Delegation (approval of updates agreed at Resources committee on 16 March 23).

Minor changes to the schedule had been reviewed at the Resources committee meeting in March. These changes were approved by BOT.

## **20. Trustee Development Update**

- a) Training record review  
The Governor Hub training record had been distributed in advance of the meeting for all trustees to review.
- b) Demonstration of “the Knowledge” resources on GovernorHub  
JWe advised trustees that a subscription had been purchased to the Key for School Governors and that this provided a wide range of guidance and templates within their GovernorHub account.

## **21. To receive any other business as notified**

### **Energy Contract Renewal**

A document setting out the energy procurement options had been prepared by Helen Purple and had been distributed in advance of the meeting. MAt explained that the proposal was to continue with the broker Zenergi as the broker and go with the Green Electricity option.

This was approved by trustees with 5% allowance either way to allow for any market changes before the contract could be entered into.

### **External audit contract renewal**

A document setting out the options for external audit contract renewal had been prepared by Helen Purple and had been distributed in advance of the meeting. The current provider, MacIntyre Hudson had proposed a significant increase in their charges to £21k. Hillier Hopkins, the previous trust auditor had provided a quote for £14k. It was proposed that the school engage Hillier Hopkins for the 22-23 year end audit.

The appointment of Hillier Hopkins was approved by trustees and will be recommended to the *JWe* members.

### **Update from Pay Review Group**

The Pay Review Group, consisting of IJo, DLe and LSp had met to review LT pay bands and had created a document which had been distributed for review in advance of the meeting.

IJo explained that there had been a concern that Leadership Team pay did not reflect the increased responsibilities given the increased student numbers. There was also an awareness that LT pay bands were lower than local and similar schools.

The School Teachers’ Pay and Conditions Document (STPCD) sets out rules for calculating the Headteacher Pay range for the school and Beaumont was now Band 8. The document set out the proposed new banding along with the estimated cost of the proposed changes.

The Pay Review Group proposal to change the pay bandings for LT were approved by all trustees.

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

- All staff day – Fri 1 Sept 23 (8:30 – 9:30 full staff meeting - all trustees welcome to attend)
- Welcome meeting – Fri 8 Sept 23 (2:45 – 3:45 – all trustees welcome to attend)
- BOT Meeting - Wed 13 Sept 23



**Advance notice of upcoming policies:**

- a. Child Protection Policy (Sept 23)
- b. Designated Teachers / Trustees List (Sept 23)
- c. Terms of Reference (Sept 23)

IJo closed the meeting by thanking all trustees for their time and expertise. MAt also thanked the BOT for their valuable contributions. There was no further business and the meeting closed at 20:25

Signed: .....  
Chair of Trustees

Dated:.....