



BEAUMONT SCHOOL
(Company number 8104190)
Minutes of meeting of Board of Trustees
on Wednesday 13 September 2023 at 6.30pm
Beaumont School – Conference Room (A7) and via Google Meet

Trustees Present:

Ian Johnston (IJo) (Chair), Martin Atkinson (MAAt), April Cowen (ACo), David Lee (DLe), Michele Lloyd (MLI), Sahida Malik (SMa), Matt Maltz (MMA), Peter Mayne (PMA), Gill Shearsby-Fox (GSh), Ekaterina Sjostrand (ESj) via Google Meet, Liz Spooner (LSp) and Ian Winter (IWj)

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	SMa to meet with YPo and MAAt to develop plan for EDI review (carried forward)	SMa/YPo/MAAt	Autumn term
2	Update Terms of Reference as agreed and review at next BOT meeting	JWe	Next BOT meeting
3	Update Governance Structure chart and distribute by email	JWe	ASAP
4	Trustees to update/confirm their register of Business Interests on GovernorHub	All	ASAP
5	Update Designated Teacher / Trustee List as agreed	JWe	ASAP
6	Update Department Links as agreed	JWe	ASAP
7	Investigate possible escalation routes for SRP/Significant Change	DLe	ASAP
8	Notify Mandy Collingridge if attending Secondary Transfer Evening	All	ASAP
9	Distribute Annual Safeguarding Report	YPo	ASAP
10	Undertake detailed complaints file review	MLI	ASAP
11	Update Child Protection Policy to remove signature section	JWe	ASAP
12	Update Lettings Policy to indicate BOT review rather than Resources	JWe	ASAP
13	Make arrangements for trustee in-house complaints training	JWe	ASAP
14	Ensure individual training records are up to date	All	Ongoing

A. General

1. Welcome and reminder of trustee duty to confidentiality

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

2. Apologies for Absence

No apologies had been received in advance of the meeting. All 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 were declared.

4. To receive notification of any other business for item 17

IJo notified that he would like to provide an update regarding the appointment of a new trustee.

5. Approval of minutes of the meeting on 11 July 2023 and matters arising

The minutes of the meeting on 11 July 2023 were agreed as drafted. The action points from the meeting on 11 July 2023 were considered as follows:

	Action	Responsibility	Timescale	Update
1	Email trustees when Period 10 management accounts available	JWe	ASAP	Completed
2	Meet with potential new trustee	MAt	ASAP	Completed
3	SMa to meet with YPo and MAAt to develop plan for EDI review	SMa/YPo/MAAt	Autumn term	Carry Forward to next BOT
4	Arrange for website to be updated with the latest Vision and Strategic Priorities	JWe	ASAP	Completed
5	Update Governance structure chart for review	JWe	Next BOT	Updated version on agenda
6	Provide updated Child Protection Policy	YPo	Once Herts model updated	On agenda
7	Provide link to KCSIE to trustees. Trustees to read and confirm on GovernorHub	JWe/All	ASAP	Completed
8	Carry forward Complaints File Review and SCR review to BOT agenda in September	JWe	Next BOT	On agenda

9	Distribute the Wider Participation Survey for review at next CTL	CCr	Next CTL	On next CTL agenda
10	Contact Members for approval of the appointment of Hillier Hopkins as auditors for the 22-23 financial year	JWe	ASAP	Email sent

B. Reports and Updates

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

At the time of the meeting, all monthly reports up to July 2023 (Period 11) were available for review on the shared drive. The Period 11 report would be reviewed in detail at the Resources meeting on 19 September 2023.

7. Constitution and legal operation of the Academy for the academic year 2023-24

- a) * Approval of Terms of Reference for committees
The updated terms of reference had been distributed for review in advance of the meeting with a number of areas highlighted for discussion. Various further changes were suggested including changing the heading "Personnel Remit" to "Human Resources Remit" and including wellbeing to the CTL committee remit. It was agreed that a revised *JWe* version would be presented for approval at the next BOT meeting on 7 November.
- b) * Review and agree Governance structure including membership of committees (with delegated power to the Chair of Trustees to vary this where necessary)

The latest Governance structure chart had been distributed for review in advance of the meeting. Some minor updates were identified and it was agreed that the revised version *JWe* would be shared with trustees by email.
- c) * Approval and annual signature of the Code of Conduct for School Trustees

The Code of Conduct for School Trustees had been updated based on the latest NGA template and distributed for review. This code was approved and all trustees present signed the hard copy at the meeting.
- d) * Completion and checking of the Trustees Register of Interests by all Trustees (to be published on the school's website as required by law)

Trustees were reminded that they must update and/or confirm their register of interests *All* via their Governorhub login.
- e) Appointment of the Headteacher as Accounting Officer for the school

The appointment of Martin Atkinson, Headteacher as Accounting Officer for the trust, was approved.

8. Chair's Update including:

- a) * Review, allocate roles as necessary and approve the list of Designated Teachers/Trustees for 2023-24

The latest version of the list of Designated Teachers/Trustees was distributed for review in advance of the meeting. It was identified that a minor change was required to add Mrs S Foce as an additional Pupil Records Co-ordinator (Years 7 – 11). The document was approved subject to this change. JWe

- b) * Review, allocate roles as necessary and approve the links to departments for 2023-24
An updated document setting out trustee links to departments had been distributed in advance of the meeting. It was agreed that ACo would become the link for Design and Technology and PE and that Sahida Malik would become the link for Politics. LSp asked whether another trustee would consider becoming the link for Computer/Science/IT. JWe JWe to update the document.
- c) Update regarding Trustee positions, succession planning, future election requirements to meet the requirements of the Academy Trust Handbook
IJo reported that at the last parent trustee election one position was advertised and ACo was elected. One of the candidates, Dominic Sedghi, had been identified as a possible candidate for co-opting to the board given their legal background and skillset. IJo and MAt had both met with Dominic and considered him a good fit for the board and therefore IJo proposed that he be appointed as a co-opted trustee. All trustees unanimously agreed this appointment.
- d) Update re promoting equality, diversity and inclusion
A meeting was planned for the Autumn term with SMa/MAt/YPo.

9. Headteacher's Update including:

- a) Exam results update
MAt reported that, the whilst exam results data was not yet finalised, the headlines were as follows:
- A level results were one of the school's strongest years with an Average Point Score (APS) of 39.7 (B grade average). A* and A grades were 37% compared with the national figure of 28%, 77 A* grades. Of those students choosing to go to University, 91% were going to a University of their choice, with 47% going to Russell Group universities and 7 students going to Oxbridge.
 - GCSE attainment 8 score of 61.5. The percentage at Grade 9-4 was 92%, which matched the previous year and the percentage at grade 9-5 was 71%. The Progress 8 score, which was not yet available, was expected to be very strong. It was also expected that the Progress 8 score for disadvantaged students would be good.

On behalf of the trustees, IJo congratulated the school staff and students on the results.

Trustees asked how many of the Sixth form students go on to university and MAt advised that the vast majority of Beaumont students do apply to go to university but that there would also be some students who plan a gap year and delay their application. Trustees also asked whether any students went to non-UK universities and MAt was not aware that any had done this in the current cohort. JMo added that an anonymised list of student destinations would be shared at a CTL meeting later in the Autumn term.

GSh reported that the disadvantaged gap was increasing at all stages across Hertfordshire.

Trustees asked for more information about apprenticeships and how easily available information on these was. DLe reported that the assessment centre selection processes for apprenticeships were very challenging and that he might be in a position to provide some support.

- b) Update on Capital Projects
MAt reported that the outstanding matters with Ashe Construction on the FAB project had been finalised and that an agreement regarding a reduced retention payment had been reached.

There had been a recent meeting for the School Rebuilding Programme (SRP) project. The project remained delayed by the significant change request updating student numbers. The school's business case had been submitted but the DfE had asked for a response to the consultation from Oaklands College. Once student numbers are agreed a 12-14 week feasibility study will be undertaken. Trustees asked whether the school had an escalation route regarding the significant change request and DLe said that he would investigate this. *DLe*

- c) Secondary Transfer Evening on Wednesday 27 September 2023
MAAt reminded trustees that they were all welcome to attend the evening and that trustees should email Mandy Collingridge if they were planning to attend. *All*
- d) Update regarding admissions for 2024/2025
The school was not planning to consult for 2024/2025. There would be some minor rewording as specified by Hertfordshire which did not require consultation.
MAAt recognised that there could potentially be a need to make changes in the future for sixth form admissions if the planned changes regarding BTEC's and CTEC's are implemented.
- e) Update on staff recruitment
A MFL teacher was needed for January.

Other Updates

- MAAt reported that the whole school inset day at the start of term had gone very well with a really positive atmosphere.
- MAAt confirmed that there was no Reinforced Autoclaved Aerated Concrete (RAAC) in any of the school buildings.
- MAAt reported that sixth form admission numbers for year 12 were 251, with 99 students coming from outside Beaumont. This meant that student numbers were 493 across years 12 and 13.

10. Safeguarding Update including:

- a) Safeguarding Annual report
YPo reported that Danielle Irving had become the Designated Safeguarding Lead from September. The Safeguarding annual report was not available for the meeting and it was agreed that YPo would distribute this by email. *YPo*
- b) Annual Safeguarding Practice Audit update
YPo advised that the school was waiting for an update from Hertfordshire CC regarding the content of the audit based on the latest KCSIE guidance. YPo expected that this would be available for the next BOT meeting. Trustees asked whether there was likely to be a need to redo the Part two audit. Until the Herts update was available the position wasn't clear.

YPo reported that the Child protection policy school template had not been issued by Herts until the end of August and that was why the school's updated policy had not been distributed to trustees during the holidays.

Premises changes had been implemented to improve safeguarding including adding maglocks to the internal double doors near reception to stop visitors having access to the rest of the school.

11. Complaints file review

MLI reported that she had reviewed the summary information relating to the seven complaints that had been received since the previous review in March. From this summary information, MLI reported that the school had responded in an appropriate manner to these complaints and would review in more details during the Autumn term.

MLI

12. Single Central Record Review

IWi reported that he had met with Sarah Mayhew to review the Single Central Record on 14 July and that no issues or concerns had been identified.

13. Student and House Leadership Update

MAI had provided a Student Voice Calendar for the year, which had been distributed in advance of the meeting. This set out the plan for the year in terms of activities and panels.

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) Child Protection Policy (due Sept 2023)

An updated policy, based on the latest Hertfordshire template had been distributed for review in advance of the meeting. It was agreed that the signature section at the front of the template policy would be removed and the policy was approved subject to this change. YPo added that the school had started using a system called CPOMS for the logging of concerns and management of safeguarding and child protection data. *JWe*

b) Schedule of Financial Delegation (SoFD) (due Sept 2023)

An updated SoFD had been distributed for review in advance of the meeting with minor changes. The updated SoFD was approved.

c) Lettings Policy (further updates)

An updated lettings policy had been distributed for review in advance of the meeting. It was noted that the policy needed to be updated to reflect that it is reviewed by BOT rather than Resources Committee. The policy was approved subject to this minor change. *JWe*

15. Governor Development Co-ordinator Update

a) Consider in house training options

A document had been provided which detailed the training courses offered by Hertfordshire for in-house trustee training. There was a discussion around the various options and it was agreed that the best option was the “Handling Academy Complaints” course. *JWe* to consult with trustees regarding their availability and arrange the training. *JWe*

b) * Training record review

The latest GovernorHub training record had been for review in advance of the meeting. Trustees were reminded to check their own training records and update on Governorhub if any records were missing. *All*

c) * Review of induction process and pack

JWe identified that induction materials were stored in a shared Google folder which all trustees had access to. Recently appointed trustees commented that the material was very comprehensive.

16. Update re trustee visits to school

GSh reported that she was scheduled to come in to school on Friday.
MLI reported that she had supported Rob's Festival
MAt identified that he would like a trustee to attend a readmission meeting on Monday 18 September and LSp confirmed that she was available to attend this meeting.

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

The item notified by IJo had already been discussed within his Chair's Update

18. Dates of next meeting(s):

Next BOT meeting: Tuesday 7 November 2023, 6.30pm

Advance Notice of upcoming policies:

- LGPS Policy on exercise of employer discretions (Jan 24)

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

Signed:
Chair of Trustees

Dated:.....