



**BEAUMONT SCHOOL**  
**(Company number 8104190)**  
**Minutes of meeting of Board of Trustees**  
**on Tuesday 7 November 2023 at 6.30pm**  
**Beaumont School – Conference Room (A7)**

**Trustees Present:**

Ian Johnston (IJo) (Chair), Martin Atkinson (MAt), April Cowen (ACo), David Lee (DLe), Michele Lloyd (MLI), Sahida Malik (SMa), Matt Maltz (MMA), Peter Mayne (PMa), Dominic Sedghi (DSe), Gill Shearsby-Fox (GSh), Ekaterina Sjostrand (ESj), 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:**

|    | <b>Action</b>  | <b>Responsibility</b> | <b>Timescale</b> |
|----|--|-----------------------|------------------|
| 1  | Present Equality Information and Objectives                                    | MAt / SMa             | Next BOT         |
| 2  | Set up next Ofsted working party meeting                                       | DLe                   | ASAP             |
| 3  | Prepare Safeguarding Practice Audit and Action Plan – Part 4                   | Dir                   | Next BOT         |
| 4  | Review Safeguarding Practice Audit and Action Plan – Part 2                    | GSh                   | Next BOT         |
| 5  | Review school uniform information on school website                            | MAt                   | ASAP             |
| 6  | Provide trustees with the date of the next culture day                         | MAt                   | ASAP             |
| 7  | Reschedule trustee skill audit to March's extended meeting and update workplan | JWe                   | ASAP             |
| 8  | Provide updated targets document with adjusted results for 2023                | JMo                   | ASAP             |
| 9  | Provide alternative Complaints Policies for consideration                      | MAt                   | ASAP             |
| 10 | Carry forward Complaints Policy to next BOT                                    | JWe                   | Next BOT         |

**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 21**

There were no notifications of any other business.

**5. Approval of minutes of the meeting on 13 September 2023 and matters arising**

IJo

The minutes of the meeting on 13 September 2023 were agreed as drafted. The action points from the meeting on 13 September 2023 were considered as follows:

|    | <b>Action</b>  | <b>Responsibility</b> | <b>Timescale</b> | <b>Update</b>  |
|----|--|-----------------------|------------------|--|
| 1  | SMA to meet with YPo and MAt to develop plan for EDI review (carried forward)  | SMA/YPo/MAt           | Autumn term      | Meeting took place on 6/11/23 - plan being developed.  |
| 2  | Update Terms of Reference as agreed and review at next BOT meeting             | JWe                   | Next BOT meeting | Updated and on agenda  |
| 3  | Update Governance Structure chart and distribute by email                      | JWe                   | ASAP             | Updated and in meeting folder  |
| 4  | Trustees to update/confirm their register of Business Interests on GovernorHub | All                   | ASAP             | Done. Trustees were notified of the new Child Protection declaration to be completed in GovernorHub. |
| 5  | Update Designated Teacher / Trustee List as agreed                             | JWe                   | ASAP             | Updated version in meeting folder  |
| 6  | Update Department Links as agreed  | JWe                   | ASAP             | Updated version in meeting folder  |
| 7  | Investigate possible escalation routes for SRP/Significant Change              | DLe                   | ASAP             | No longer relevant   |
| 8  | Notify Mandy Collingridge if attending Secondary Transfer Evening              | All                   | ASAP             | Done   |
| 9  | Distribute Annual Safeguarding Report  | YPo                   | ASAP             | On agenda  |
| 10 | Undertake detailed complaints file review                                      | MLI                   | ASAP             | Carry forward to next BOT  |
| 11 | Update Child Protection Policy to remove signature section                     | JWe                   | ASAP             | Done   |
| 12 | Update Lettings Policy to indicate BOT review rather than Resources            | JWe                   | ASAP             | Lettings Policy to be carried forward to next BOT  |

|    |  |     |         |             |
|----|--|-----|---------|-------------|
| 13 | Make arrangements for trustee in-house complaints training | JWe | ASAP    | In progress |
| 14 | Ensure individual training records are up to date          | All | Ongoing | Ongoing     |

## **B. Reports and Updates**

### **6. Update from Committees**

#### a) Resources Committee

The draft minutes of the meeting on 19 September 2023 had been circulated in advance of the meeting.

#### b) Community, Teaching and Learning Committee

The draft minutes of the meeting on 5 October 2023 had been circulated in advance of the meeting. MLI reported that there had been an update on attendance which was improving and was significantly better than national figures. A new category had been introduced called severe absence for those students under 50% attendance.

### **7. Approval of Terms of Reference for committees (revised)**

The revised Terms of Reference had been distributed in advance of the meeting incorporating change discussed at the previous BOT and CTL meetings. These were approved.

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

It was acknowledged that the management accounts for Period 12 ( August 2023) and Period 1 (September 2023) were available for review on the shared Google drive. These would be discussed in detail at the next Resources meeting.

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

#### **a) Update on trustee recruitment**

IJo reported that DSe's appointment as a co-opted trustee was confirmed with a term start date of 2/11/2023 and a four year term.

IJo also reported that recruitment checks were in progress for Alex Hall, who had previously been Chair of Trustees, to be appointed as a member bringing the number of members back up to five.

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

It was reported that SMa had met with YPo and MAt and the meeting had focussed on developing the Equality Information and Objectives which would replace the previous Single Equality Scheme. This would be presented at the next BOT meeting.

*MAt/  
SMa*

#### **c) Ofsted preparation**

DLe reported that a meeting would be set up to progress this. It was noted that an inspection was likely to be January to March 2025, but that some schools have been visited earlier than anticipated. GSh reported that there did seem to be a logical pattern to recent Hertfordshire schools inspections. It was noted that there should now be more experience of recent inspections of Outstanding schools that could be useful to learn from, including Sir John Lawes who had maintained their outstanding status recently.

DLe to set up next Ofsted working party meeting.

*DLe*

## **10. Headteacher's update including:**

### **a) Update on Capital Projects**

School Rebuilding Programme (SRP)

The significant change request had been accepted and therefore the school's student numbers for the SRP includes 500 in the sixth form and 7 form entry as the standard intake.

MA reported that he anticipated that the SRP works would begin within a year.

### **b) Other updates**

Tutor review day had just taken place and there had been 96 - 97% uptake in appointments, often with both parents attending. The school was planning to ask parents for feedback.

The recent admissions appeal that the school had been concerned about was rejected, however the student remained on the in-year admissions continued interest list.

Two permanent teaching appointments had been made starting in January 2024.

The KS4 School league tables had been published and these were very positive in terms of progress and attainment with Beaumont at the top in St Albans for attainment. The Progress 8 scores for St Albans schools were very closely grouped.

Trustees were made aware of the following upcoming events: GCSE and Sixth form certificate presentation evenings, Autumn term music concerts and the Carol Concert at St Stephens church.

## **11. Safeguarding update including:**

### **a) Annual safeguarding report to trustees**

The annual safeguarding report for 2022/23 had been distributed in advance of the meeting. The report provides a summary of safeguarding practice across the year with details of training undertaken and specific statistics.

YPo reported that there were currently no Child Protection Plans (CPP) in place for Beaumont students, but advised that there was now a higher threshold for CPP or Child in Need (CIN) plan, which meant that the school was having to deal with more students who did not meet these thresholds.

YPo added that Family Support Worker funding provided by HCC was likely to be removed in the next few years.

### **b) \* Annual safeguarding practice audit and action plan**

The existing audit documentation and action plans had been reviewed and were distributed in advance of the meeting. A number of actions had been identified across the various sections including:

- Part one action - implementation of CPOMS.
- Part three action – DSL to check safeguarding procedures for alternative provision via ESMA. *Dir*
- Part four audit and action plan still work in progress.
- Part five
  - Action 1 - to use the safeguarding bulletin to remind staff how to respond to Sexual Violence or Sexual Harrassment
  - Action 2 – to review at SLT, screening, searching and confiscating processes.

Trustees were advised that they needed to revisit the Part two audit and action plan that was created GSh last year. GSh agreed to review this.

It was agreed that the safeguarding action plans would be reviewed across the year.

### **c) Review progress against action plan**

Not relevant at this point in the year.

## **12. External exam results update**

JMo reported that school was very pleased with the exam results. As there were issues with year on year equivalences due the different assessment methods and grading systems used across recent years due to Covid, the report compared 2023 against 2019 and 2018 which were normal years.

JMo advised that the GCSE attainment score for current Year 11 was not expected to be as strong as the 2023 results as the students had lower prior attainment. However, the aim was for progress scores to be just as strong.

Trustees agreed that the results were very good and there was a discussion about the differences between certain student categories, including gender, which showed a very small difference. Results for disadvantaged students were strong with a Progress 8 score of 0.3. JMo reported that the results placed the school ninth overall in Hertfordshire and sixth in Hertfordshire for disadvantaged students.

GSh commented that there had been a downward trend in Hertfordshire for disadvantaged students with an increasing gap between disadvantaged and non-disadvantaged and that Hertfordshire performed badly compared to national results in this area.

JMo commented that the school had had a focus for certain students of getting a grade 4 at GCSE as this was considered key in terms of improving life choices.

MAAt added that the start point for the 25 disadvantaged students was much lower and included some with very low scores at KS2.

JMo added that Progress 8 and 9-4 are key scores for allowing students to move to the next stage.

There would be meetings with departments to look at targets.

YPo reported that after the Year 10 students had done their mock exams, between 40 and 50 students had been invited for meetings with their parents to review the results. At this stage it was agreed that some students would reduce the number of GCSE qualifications undertaken and an individualised programme created including extra study sessions.

JMo recognised that it was difficult to analyse and compare on a subject basis because of all the changes over the last few years.

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

The updated Equality Objectives Action Plan, looking back over the previous year, had been distributed for review in advance of the meeting (with updates in green).

MAAt commented on the following areas:

- The admin team had worked hard to increase student participation in extra-curricular activities and trips.

Trustees asked whether there was funding available to help students participate and MAi confirmed that there was.

- Unfortunately, no Sixth form students had come forward to lead on the Pride group.
- Report to be prepared on staffing in terms of equality indicators.  
Trustees asked whether it was possible for the school to get someone to review recruitment wording. MAi reported that he was very confident of the current recruitment processes as there had been a significant overhaul of processes and documentation. He did recognise that the pool was limited as it was an expensive area and that London weighting was higher than the fringe weighting available. He felt that training our own teachers, including ex-students was the best route. MAi was working on a new paper on recruitment statistics.
- Curriculum review had been undertaken. There had been some changes to the core content. *MAi*

Trustees asked about the student uniform list on the school's website, which appeared to be out of date in terms of gender information. MAi to investigate.

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

MAi reported that the recent "Beaumont Bake Off" had been very successful and had raised £750. The Equality group were organising the second culture day and MAi would provide trustees with the *MAi* date.

#### **15. Trustee skills audit review**

It was agreed that the trustee skills audit review would take place in February in advance of the Extended meeting and that JWe would update the Annual Workplan to reflect this. *JWe*

#### **16. Update from admissions group on its review of the admissions rules and consider whether consultation is required**

MAi reported that the school was not planning any changes to the admissions rules, but that there was a slight wording change for the September 2023 entry which Hertfordshire were consulting on.

#### **17. Review and Approve attainment targets**

A document setting out the results for 2023 and the targets for both KS4 and KS5 had been distributed in advance of the meeting for review. JMo identified that the 2023 figures needed an adjustment and that he would provide an updated version. *JMo*

JMo explained that the targets were created using Fisher Family Trust data and that there would be a problem with setting targets for the current Year 10 as they did not do the KS2 tests.

The school had decided to do target setting for current Year 10 when they are finishing this academic year.

The proposed KS4 targets were:

- Attainment 8 – 60
- 5+ in English and Maths – 68%
- Ebacc APS – 5.5

The proposed KS5 targets were:

- A\* - B – 70%
- APS - 41

JMo commented that the APS of 41 was an aspirational target which would be very challenging, but recognised that it was important to aim for the best with a cohort that had the best GCSE results when in Year 11.

The targets were approved.

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

Trustees reported on recent visits to school:

- IJo/DLe/MLI met to undertake MAT's appraisal
- LSp attended Year 11 Blood Brothers drama and the tea-time music concert
- DLe attended the tea-time music concert and commented on how he was always impressed with the courtesy of school community
- GSh attended Year 13 assessment centre activity
- DSe attended the drama production of red shoes which was brilliant
- PMA attended the Enterprise and Marketing student presentations

### **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) Complaints Procedure

A new version, which was based on another local trust's policy had been distributed for review in advance of the meeting.

Trustees wanted to have more time to consider the policy and also asked for details of the various versions that had been considered.

MAT to provide alternative policies that had been considered.  
JWe to add this to the next BOT agenda.

*MAt*  
*JWe*

#### **20. Governor Development Co-ordinator Update**

##### a) Update re in house training

JWe reported that she would arrange for the Complaints training on the basis of the most popular dates identified by trustees and asked that of any had not responded to the poll to do so as soon as possible.

##### b) Training record review

The up to date training record from GovernorHub had been distributed for review in advance of the meeting.

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

None notified

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

**BOT / AGM - Wednesday 6 December 2023**  
**Into the Sixth form open evening – Tuesday 9 January 2024**  
**BOT Meeting – Thursday 18 January 2024**

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

Signed: .....  
Chair of Trustees

Dated:.....