



BEAUMONT SCHOOL
(Company number 8104190)
Minutes of meeting of Board of Trustees
on Thursday 18 January 2024 at 6.30pm
Beaumont School – Conference Room (A7)

Trustees Present:

Ian Johnston (IJo) (Chair), Martin Atkinson (MAAt), David Lee (DLe), Michele Lloyd (MLI), Sahida Malik (SMA), Matt Maltz (MMA) via Google Meet, Peter Mayne (PMA), Dominic Sedghi (DSe), Gill Shearsby-Fox (GSh), Ekaterina Sjostrand (ESj) via Google Meet, and Liz Spooner (LSp)

In attendance:

Jonathan Mountstevens (JMo) Deputy Headteacher
Julie Wells (JWe) Clerk to the Board of Trustees

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	Set up next Ofsted working party meeting (carried forward)	DLe	ASAP
2	Prepare Safeguarding Practice Audit and Action Plan – Part 4 (carried forward)	Dlr	ASAP
3	Confirm timings for Extended meeting and email members and trustees	RSt	ASAP
4	Email NGA Skills Audit to trustees for completion in advance of Extended meeting	JWe	ASAP
5	Arrange meeting to discuss school admissions	IJo/DLe/MAAt	ASAP
6	Review wording of Children of Staff Rule for admission in academic year commencing September 2026	MAAt/DSe	Autumn 2024
7	Provide Dlr with details of trustee safeguarding training during the Autumn term	JWe	ASAP
8	Carry forward Annual Safeguarding Practice Audit and Action Plan (Plan 2) to next BOT	RSt	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

Apologies had been received in advance of the meeting from trustees April Cowen (ACo) and Ian Winter (IW). All other trustees attended and the meeting was quorate. Apologies were also received from Yvonne Powdrell (YPo) Deputy Headteacher.

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 18

Notification of an item on the review of the complaints file had been received from MLI.

5. Approval of minutes of the meetings on 7 November 2023 and 6 December 2023 and matters arising

Both sets of minutes were approved and the action points from the meeting on 7 November 2023 were considered as follows:

	Action	Responsibility	Timescale	Update	
1	Present Equality Information and Objectives	MAt / SMa	Next BOT	On agenda	
2	Set up next Ofsted working party meeting	DLe	ASAP	To be arranged	DLe
3	Prepare Safeguarding Practice Audit and Action Plan – Part 4	Dir	Next BOT	JWe to check with Dir	JWe
4	Review Safeguarding Practice Audit and Action Plan – Part 2	GSh	Next BOT	Carry forward to next BOT	
5	Review school uniform information on school website	MAt	ASAP	Done	
6	Provide trustees with the date of the next culture day	MAt	ASAP	Confirmed as Tuesday 13 Feb	
7	Reschedule trustee skill audit to March's extended meeting and update workplan	JWe	ASAP	Done	
8	Provide updated targets document with adjusted results for 2023	JMo	ASAP	Updated document emailed immediately after the meeting	
9	Provide alternative Complaints Policies for consideration	MAt	ASAP	Circulated	
10	Carry forward Complaints Policy to next BOT	JWe	Next BOT	On agenda	

B. Reports and Updates

6. Update from Committees

a) * Resources Committee

The draft minutes of the meeting on 21 November 2023 had been circulated in advance of the meeting.

b) * Community, Teaching and Learning

The draft minutes of the meeting on 15 November 2023 had been circulated in advance of the meeting.

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

It was acknowledged that the management accounts for all periods up to Period 4 (December 2023) were available for review on the shared Google drive. The Period 4 report would be discussed in detail at the next Resources meeting.

8. Chair's Update including:

a) Update re promoting equality, diversity and inclusion

IJo reported that there had been an initial meeting with SMa in November and a further meeting was scheduled for Monday 22 January. A draft Equalities Information and Objectives document had been drafted for review at this meeting.

b) Ofsted preparation

IJo reported that there was no further update at this time.

c) Planning for extended meeting

IJo and MAt were working on plans for the meeting and it was expected to include, Student Voice, Self-evaluation Form (SEF), trustee skills audit, School Rebuilding Programme (SRP) and strategic objectives.

Trustees discussed the main purpose of the extended meeting and whether it was information sharing, to explore key questions, or to look at an area with a critical lens. Trustees recognised that timing had been a challenge at previous meetings and IJo recognised the need to prioritise certain aspects of the SEF and to be more concise. There was a question regarding what the leadership team needed from trustees and whether there was aspects of the SEF that needed challenging by trustees. It was recognised that the SEF is important and that trustees needed to ask hard questions. There was a question as to whether the SEF should be reviewed in detail at CTL, JMo advised that the SEF would not be ready before the next CTL but could be considered in detail following the extended meeting. MAt to identify Student Voice topic and time allocation.

Rachel Stringer (RSt), the new Clerk, to confirm timings with MAt and IJo and invite members and trustees. RSt

d) Skills Audit

JWe to email skills audit template to trustees for completion in advance of the extended meeting. JWe

9. Headteacher's update

MAt had provided a written update, which had been distributed in advance of the meeting. MAt commented on the following:

Staffing

MAT reported that YPo had had a knee operation on 27 December, which meant that she was currently not in school. Jo Tolley (JTo) had been made acting Assistant Headteacher for the first half of the Spring term. MAt acknowledged that it had been a very busy term so far.

Two new teachers had started in January, Liz Mills in the English department and Clare McGee in the MFL department. Robert Jordan had joined the caretaking team with two more new joiners expected to start on short term contracts. There had been some changes internally with Kelly Mercer moving to the SEN department and Jackie Hughes becoming the trips and visits administrator and there was an increase to resources in the sixth form office.

Sixth form

The Sixth Form open evening had been very busy with the Headteacher talks at capacity. External applications were being received and all external applicants would be offered a guidance meeting. This was recognised as a significant undertaking, which the school was trying to manage more efficiently. Trustees asked whether these meetings were available as a virtual meeting, but MAt responded that the school preference is for these to be in person.

220 UCAS applications had been completed and UCAS had extended the deadline to 31 January which had caused more work for staff.

Trustees asked whether Sixth Form applications could be processed online to reduce the work involved and MAt confirmed that the school was considering developments in this area and had already made the application form an editable PDF.

In the current cohort there were already six offers from Oxford (Cambridge offers were not out yet). There had been seven Oxbridge entries from the previous academic year. Trustees asked whether the school tracks entrance to Russell Group universities and JMo confirmed this and reported that this was typically in the high 40's as a percentage. He added that the school also monitors the number of medics and vets.

Trustees asked whether the school had KPI's in this area and MAt responded that school did not have specific targets and encourages all options as the Sixth form has a wide ability intake.

JMo added that the school did monitor entries to Oxbridge, Russell Group universities, University of choice and medics and vets. The DfE provided sustained destinations data, which was captured two terms after the start point, but that this was not up to date.

There was a discussion about degree apprenticeships with trustees recognising that they were a good option for some students. MAt advised that there was sometimes an issue regarding timelines for applications as they could be very close to the main exam period making it hard to target and support students. It was also difficult to pull information together for students as only some were handled through UCAS.

DLe and LSp said that they were happy to get involved with supporting students to prepare for apprenticeship assessment centres.

OFSTED

MAt reported that Roundwood Park School (RPS) and Nicholas Breakspear School (NBS) had both been rated Outstanding by Ofsted in recent inspections.

The Headteacher at RPS had said that he had felt that Sir John Lawes sharing details of their experience had helped the school to be well prepared and that he was happy to share information to support Beaumont staff and its trustees in their preparations.

JMo added that there was a new His Majesty's Chief Inspector (HMCI) in post and that they were making positive noises, which was promising, but that it was not likely that there would be radical changes to the framework at this stage.

School Rebuilding Programme (SRP)

MAt reported that he was feeling frustrated by the situation regarding HCC and any potential expansion and the impact on the SRP. MAt was due to meet with HCC on Monday 22 January, but their position was that they would not provide additional funding to the SRP to incorporate an increase in capacity to 8 form entry. Trustees expressed their concern that local children would not get a place at their local school. MAt added that HCC were predicting significant financial challenge as a local authority, which was likely to be impacting on decisions. It was expected that Key Stage 4 student funding could reduce to match more closely with the National Funding Formula.

IJo suggested a meeting with MAt and DLe to discuss the options around the Year 7 student intake.

*IJo/
DLe/
MAt*

MAt reported that a further meeting was scheduled to discuss the issues with Beaumont Wood, but that he felt it unlikely that the school would lose responsibility for it as it was added to the school's lease as part of the land swap deal. There had been an initial quote for £65k to do remedial works to reduce the risk to nearby properties, students and staff, but this cost was likely to increase. The school was considering the option to increase the size of the fenced area but it was not possible to do this on the housing side.

10. Update re admissions rules for 2025/26 academic year

A set of documents had been distributed for review in advance of the meeting setting out the requirements and timeline for changes to admissions rules, which included the letter from HCC, the draft admissions criteria for the academic year commencing September 2025 and the BeauSandVer Sixth form application for September 2024. Trustees had raised queries and made some comments

within the documents, particularly in the wording of the Children of Staff Rule. The draft admissions criteria were approved as presented.

It was agreed that these would be reviewed again in Autumn 2024 ready for the 2026/27 academic year and DSe volunteered to support the school with this.

*MAt/
DSe*

Trustees queried the use of the term "Gender" on the Sixth Form application form and it was agreed that this shared form would be reviewed for next year's application process.

11. Safeguarding update including:

a) Termly safeguarding report to trustees

The Designated Safeguarding Lead (DSL) Danielle Irving (Dlr) had provided the report for the Autumn term which had been distributed for review in advance of the meeting. Trustees identified that the report did not reflect recent trustee training in the area of safeguarding. JWe to provide Dlr with information on trustees safeguarding training. *JWe*

Trustee asked about what happened with issues that had happened outside of school. School advice to parents is to report the matter to the police. Trustees also asked whether, when an allegation is made against a student, did the student get barred from school grounds. This has not happened and MAt would talk to parents/students and get their agreement regarding how the situation was handled. This could include a Risk Assessment Management Plan if appropriate.

b) Annual safeguarding practice audit and action plan – Part two

GSh reported that this was in progress and that she had met with Dlr recently to discuss. To be carried forward to the next BOT. *RSt*

c) Review progress against action plan

The updated action plan had been distributed for review in advance of the meeting.

MAt reported that the implementation of the new CPOMS system had been very successful and that there had only been one occasion where a member of staff had used the previous process.

The action re students having ESMA provision was ongoing.

Consideration was being given to whether additional details were needed in the CP Policy in relation to managing allegations against supply teachers and contracted staff.

Work was in progress on reviewing the handling of low level concerns.

MAt added that he would refer any concerns to the Local Authority Designated Officer (LADO).

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

IWi had attended school to review the SCR with the HR Manager and had summarised the outcome of the review by email which had been forwarded to trustees in advance of the meeting. There were no issues of any significance to report.

12. Exams update including Ofsted Inspection Data Summary Report (IDSR)

The IDSR had been distributed for review in advance of the meeting. JMo stressed that it was an important document as it contained a summary of all the data that Ofsted would have in advance of an inspection and that the data would have a significant influence on the inspection. School staff and trustees needed to be familiar with the document.

The IDSR detailed student progress and attainment and could be used to defend the school against challenge. However, the use of quintiles was frustrating as it didn't highlight the exceptional performance in certain areas.

The IDSR had been reviewed by the leadership team, but found that internal data was a more useful tool.

Trustees asked about the ethnicity breakdown which reported that 73% of the student population was white and how this compared with the ethnicity of the surrounding areas. JMo was not aware of ethnicity data being available specific to the surrounding area and MAt added that the cohort was changing and that the Year 7 and Year 8 cohorts had more ethnic diversity than other year groups. Individual specific non-white groups were very small.

Trustees commented on the reducing number of entries in modern languages at KS5 and this was recognised as a national trend. MAt added that languages could be considered a more challenging subject. The school does everything it can to encourage studying languages including offering the flexibility of doing an AS only. The school also recognised that teaching A level languages helps recruit the best languages staff.

13. Review and approval of the Equalities Information and Objectives

The draft of the new Equalities information and objectives had been distributed for review in advance of the meeting. This document replaces the Single Equality Scheme. Some minor changes were identified, including that sections 4 – 8, would be reviewed annually at BOT and the document was approved subject to the agreed changes.

14. Student and House Leadership Update

MAt reported that Sixth form captains had been appointed and a shared calendar of events created. Year 7 were focussing on transition.

Students to prepare something for the Extended meeting in March.

15. Report on trustee visits to school

A number of trustees had attended the Sixth form open evening.

IJo had participated in the Geography departmental review before Christmas.

DSe and GSh had attended the winter music concert. (There was some feedback regarding the challenge of getting tickets given the increased involvement of Year 7 students, but it was confirmed that every parent had a chance to get one ticket with the school performing two concerts rather than one.)

GSh had visited the student support team to look at first aid and medical processes.

DSe came in to meet with James Goddard, Head of IT.

MLI had visited to review of complaints file.

SMa had attended meetings on Equality, Diversity and Inclusion.

C. Policies and Governor Development

16. 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) Policy on LGPS Employers Discretions (due Jan 2024)

The policy had been distributed in advance of the meeting. No changes were required other than the review date. The policy was approved.

b) Complaints Policy

The policy and supporting documentation had been shared with trustees following the BOT meeting in November. Several comments and queries had been raised. A discussion took place regarding the policy and the need for it to be legally compliant but also protect the school from potentially

vexatious complaints. It was agreed that a working party would be set up to work on the policy after the HfL complaints training had taken place in February.

c) Lettings Policy

The policy had been distributed for review in advance of the meeting. A minor correction was identified and the policy was approved subject to this correction.

17. Trustee Development Co-ordinator Update

a) Training record review

The GovernorHub training record had been distributed for review in advance of the meeting. Trustees were asked to ensure that their individual training record was accurate.

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

MLI had reviewed the complaints file and provided the following summary:

- Between 9/11/2022 and 10/1/2024 there had been 42 complaints, 37 from parents, 4 from local residents and 1 from a local shopkeeper.
- 15 of the complaints related to school uniform and the warm period in September when students were required to remain in their winter uniform. There had been detailed communication from the school and MAt added that adjustments had been made regarding when blazers were required in school.
- All complaints communications were detailed and comprehensive.
- A small number of complaints were ongoing.

Trustees asked whether there were specific complaints around SEND provision and MLI advised that a very small number related to this.

19. Dates of next meetings/events:

- Handling Complaints training online – Tuesday 13 February 2024
- Trustee / Member Extended Strategy Day – Thursday 7 March 2024
- BOT Meeting - Tuesday 25 March 2024

Trustees were advised that Rachel Stringer had been appointed as new Clerk to the Board with a start date of 1 Feb 2024. She would also become the Company Secretary from that date.

There was no further business and the meeting closed at 20:45.

Signed:
Chair of Trustees

Dated:.....