



BEAUMONT SCHOOL
(Company number 8104190)
Minutes of meeting of Board of Trustees
on Monday 25 March 2024 at 6.30pm
Beaumont School – Conference Room (A7)

Trustees Present:

Ian Johnston (IJo) (Chair), Martin Atkinson (MAt), David Lee (DLe), Michele Lloyd (MLI), Sahida Malik (SMA), Matt Maltz (MMA), Dominic Sedghi (DSe), Gill Shearsby-Fox (GSh), April Cowen (ACo), Ian Winter (IW), Ekaterina Sjostrand (ESj) via Google Meet, and Liz Spooner (LSp)

In attendance:

Jonathan Mountstevens (JMo) Deputy Headteacher
Rachel Stringer (RSt) Clerk to the Board of Trustees

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	Set up next Ofsted working party meeting	DLe	ASAP
2	Arrange meeting to discuss school admissions including reviewing Children of Staff wording for admission in academic year commencing September 2026	IJo/DLe/MAt/ DSe	BOT September 24
3	Amend CTL minutes from 31 Jan 24 meeting to reflect GSh as sole Safeguarding Trustee	RSt	ASAP
4	To review Safeguarding Trustee responsibilities and identify anything previously assigned to Peter Mayne	RSt	ASAP
5	Present Equality Information and Objectives at the next BOT	SMA/MAt	Next BOT
6	To check GDPR policy to ensure the most current version is on the website	RSt	ASAP
7	To investigate whether there is an update to the Prevent training	RSt	ASAP
8	To communicate to School Business Manager the decision of Item 11 (Articles of Association)	RSt	ASAP
9	To add to next BOT agenda 'IT Concerns following Audit completion'	RSt	ASAP
10	To ensure new Complaints policy is approved and on school website ready for the start of next term	Trustees/RSt	ASAP
11	Action post meeting: Dir to present a Safeguarding update to Trustees	Dir	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

All Trustees attended and the meeting was quorate. Apologies were 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 16

None were received.

5. Approval of minutes of the meeting on 18 January 2024 and matters arising

The minutes were approved and the action points were considered as follows:

	Action	Responsibility	Timescale	Update
1	Set up next Ofsted working party meeting (carried forward)	DLe	ASAP	Meeting held with Roundwood Park. Trustees will meet after Easter.
2	Prepare Safeguarding Practice Audit and Action Plan - Part 4 (carried forward)	Dlr	ASAP	On agenda
3	Confirm timings for Extended meeting and email members and trustees	RSt	ASAP	Done
4	Email NGA Skills Audit to trustees for completion in advance of Extended meeting	JWe/RSt	ASAP	Done
5	Arrange meeting to discuss school admissions	IJo/DLe/MAt	ASAP	See Admissions update and Actions Agreed
6	Review wording of Children of Staff Rule for admission in academic year commencing September 2026	MAt/DSe	Autumn 2024	Carried forward
7	Provide Dlr with details of trustee safeguarding training during the Autumn term	JWe	ASAP	RSt to check Dlr has received this.
8	Carry forward Annual Safeguarding Practice Audit and Action Plan (Plan 2) to next BOT	RSt	Next BOT	On agenda

B. Reports and Updates

1. Update from Committees

a) Resources Committee

The draft minutes of the meeting on 22 January 2024 had been circulated in advance of the meeting.

b) Community, Teaching and Learning

The draft minutes of the meeting on 31 January 2024 had been circulated in advance of the meeting. They stated that GSh would be the sole Safeguarding Trustee following the resignation of Peter Mayne. Trustees asked whether Safeguarding was too large an area of responsibility for one Trustee. It was concluded that as the Single Central Record, Wellbeing and Equality, Diversity and Inclusion were distributed responsibilities this was manageable.

2. 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 6 (February 2024) were available for review on the shared Google drive. The Period 5 and 6 reports would be discussed in detail at the next Resources meeting. MAt provided a headline summary stating that net income was higher than forecast due to increased income from investment funds but some of this will be offset by teacher pension increases and higher utility costs (although these are being challenged.) The IT Audit has revealed some areas that need urgent attention so inevitably some expenditure will be needed here.

3. Chair's Update including:

a) Update re promoting equality, diversity and inclusion

SMA and MAt have a meeting scheduled. They aim to report back to Trustees at the next BOT.

b) Ofsted preparation

Notes from the meeting with Roundwood Park were distributed in advance of the meeting. Trustees discussed the need to be prepared with case studies and examples of where Trustees have made difference.

Trustees hope to have a similar meeting with Sandringham.

MAt attended the Hertfordshire Head Teachers conference last week - he advised Trustees that HTs were told that the Disadvantaged and Pupil Premium were recent areas of focus in Ofsted inspections.

c) Feedback from the Extended Meeting 7 March 2024

Positive feedback was received from Trustees.

d) Update on Trustee Recruitment

IJo reported that we still have one vacancy on the Board. Trustees were asked to continue to give this some thought. Trustees asked if the Board had any skill gaps. IJo said that the most recent skills audit revealed no meaningful gaps. A parent election could be an option. As a first step, GSh offered to make some enquiries at Herts for Learning.

4. Headteacher's update

MAt provided a verbal update on the following:

Admissions Update

As Trustees are aware, there has been an agreement between Beaumont and HCC, approved by the DfE, for a further temporary expansion of 30 places for September 2024. The DfE has insisted that we must consult on this expansion. The consultation was published on 19th March and will close on 17th April. MAt advised that these dates have been checked with our lawyers.

MAt drew Trustees attention to a HCC statement, specifically with regard to the section where they clarified the role of the County Council in any permanent expansion of Beaumont School. It reads:

“As an Academy, Beaumont School has expressed an aspiration to expand to 8 Forms of Entry as part of the School Rebuilding Programme led by the Department for Education (DfE). Ultimately the decision as to whether the school is able to expand on a permanent basis would rest with the DfE's Regional Director. I'd like to reassure parents that the County Council will continue to work positively with Beaumont School and the DfE to understand what may be achieved through this project in terms of a permanent increase to 8FE, including what financial commitment would be required by HCC to enable this. Whilst the County Council does not govern the timelines for this project, we anticipate the outcome of that being known by early in the autumn.”

MAt advised Trustees that he would like to make a statement with regard to the progress made towards becoming a permanent 8FE before the end of the summer term if possible.

Trustees asked themselves what can we learn from the recent admissions experience? They concluded that we need to keep the pressure up and be more forthright in our position as an Academy, whilst still working collaboratively with local schools. Trustees asked how they could offer further support and a Trustee will attend the next HCC meeting.

Staffing

MAt is very sorry to report that Gary Rose, a member of the Science department, passed away yesterday. This was shared with students in an extra form time at the end of period 5. A short statement was provided to be read out by form tutors. MAt will need to address the staffing implications of this.

New teaching appointments are as follows: Charlotte Gratte (History and Politics), Aimee Hills (Psychology), Emma Jones and Jenine Tudtud (English) and Robert Welsh (Mathematics).

New ESS appointments: Muna Elhamri (after Easter start) as a Cover Supervisor.

Sixth form applications

MAt advised that 370 offers have been made, of which 220 are to external candidates. Advice and Guidance meetings took place over three very busy days and this seems to have worked well. Conditional offers are going out in writing this week.

School Rebuilding Programme (SRP)

MAt informed Trustees that the design option highlighted as the school's preferred option has been agreed. Gleeds (the architects) will be presenting further detail on Thursday 28 March 2024.

Beaumont Wood

MAt reported that the trees that were causing the most significant concern have been cut down. Another tree, which was dead, has been cut down to a size that should make it safe for 50 years. The bat boxes on this tree have been relocated. We continue to try and make progress on some of the other trees and have approached the necessary authorities.

Safeguarding update including:

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

This document was distributed for review in advance of the meeting.

- Trustees were advised that there has been very close monitoring of the recording of Safeguarding concerns on CPOMS. The transition to the new system has gone well and the ‘human interaction’ element has not been lost in the transition to a digital system.
- A question was raised about the GDPR policy and whether the most current version was not on the website. RSt to check.
- A further query was raised following the resignation of Peter Mayne and whether there are any Safeguarding actions still linked to him. RSt to check.

b) Review progress against action plan

The Designated Safeguarding Lead (DSL) Danielle Irving (Dlr) had prepared a March 24 termly update to Trustees on the Safeguarding Action Plan (update to actions) which was shared at the meeting.

- Actions arising from Audit Part 1: Trustees noted that the action relating to CPOMS embedding was now RAG rated green.
- Actions arising from Audit Part 3: MAt advised he is happy with our alternative provision.
- Actions arising from Audit Part 4: the process for managing allegations against supply teachers is still being worked on.

MAt advised that Dlr attended Prevent training last week and that Prevent was also covered at the HT Conference. He proposed that Dlr update CTL about Prevent and RSt to check whether there is a Prevent update for Trustees. Post meeting MAt advised RSt that Dlr will present a general Safeguarding update to Trustees at the next BOT and this has been identified as an action.

5. To review and adopt new Articles of Association

The following documents were shared with Trustees in advance of the meeting: 1) a summary of the main differences between the current Beaumont Articles of Association and the Model Academy Articles of Association and 2) the DFE Model Academy Articles of Association (June 2021.)

Trustees agreed to adopt the DFE Model Academy Articles of Association and therefore gave their approval for our lawyers to draft new Beaumont School Articles of Association. Once received these will be sent to the Board for their approval and then to the Members for their adoption. DSe will also contact Alex Hall (Member) and provide him with an update on this agenda item.

6. Student and House Leadership Update

MAt informed Trustees that three sixth formers had presented to the Leadership Team (LT) on ‘how to get young people into teaching.’ They identified that apprenticeship might be a key route, whereby a degree apprenticeship could take place at school. The students were impressive and LT thought this could be a viable way forward for recruitment.

7. Report on trustee visits to school

- A number of Trustees had attended the Spring music concert.
- IWi had visited the History department. He met a panel of students and Chris Batts, Head of Department (HOD).
- DLE visited Science, meeting Helen Skelton, HOD, and students in Y8 and Y10.
- MLI participated in the Media review with Elena Dunjerovic, Assistant Head.
- GSh has been involved with producing a questionnaire to be sent to parents of children with SEND. It is currently with YPo for her review and we hope it will be sent out in the summer term. Trustees are keen to receive feedback from this group of stakeholders. Trustees also noted that this is a good example of the impact Trustees have had on SEND.
- Having just returned from watching three girls football teams in the County Cup finals, MAI wants to ensure that Trustees receive information about upcoming sports fixtures.

C. Policies and Governor Development

8. 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) Business Impact Analysis and Business Continuity Plan

The policy had been distributed in advance of the meeting. Trustees were advised that there were no substantive changes. The policy was approved.

b) Review and Approve Risk Register

The Register was distributed in advance of the meeting. Trustees asked about cyber risk. MAI said that there is one area where we are currently vulnerable to cyber risk - this is a significant concern but it is being addressed. An action ‘IT Concerns’ will be added to the agenda for the next BOT.

c) Complaints Policy

A new draft policy had been distributed for review in advance of the meeting. Several Trustees had provided comments and queries which were discussed. Following this, a final draft will be presented to Trustees to approve via email with the intention that this policy is published on the school website ready for the summer term.

9. 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.

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

There were no notifications.

11. Dates of next meetings/events:

- Thursday 25 April - Resources 4, 6.30pm
- Monday 29 April - CTL 4,6.30pm
- Tuesday 14 May - BOT 5,6.30pm

There was no further business and the meeting closed at 20:31.

Signed:
Chair of Trustees

Dated:.....