



BEAUMONT SCHOOL
(Company number 8104190)
Minutes of meeting of Board of Trustees
on Wednesday 10 July, 2024 at 5.30pm
Beaumont School – Conference Room (A7)

Trustees Present:

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

In attendance:

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

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	Trustees to have completed Prevent training	All Trustees	BOT 1 10 September 2024
2	Send Trustees meeting invitations for 2024/5	RSt	ASAP
3	Add draft admissions criteria for 26/27 to BOT agenda	RSt	BOT 1 10 September 2024
4	PSI for 24/5: consider the 'Governing body strategic priorities' and associated timeframe.	All Trustees	BOT Autumn term
5	Add 'Kirkland Rowell student perceptions Monitor: March 2024' to CTL agenda and invite Charles Cross	RSt	CTL 1 2 October 2024
6	Send the Trustee visits form to GSh	RSt	ASAP
7	Add the Teaching and Learning policy to CTL agenda	RSt	CTL 1 2 October 2024

A. General

1. Welcome and reminder of trustee duty to confidentiality

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

2. Apologies for Absence

All Trustees attended and the meeting was quorate.

3. Election of Chair and Vice Chair of BOT for the academic year 2024-5

IJo and DLe had expressed their willingness to continue in their roles of Chair and Vice Chair of BOT 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 2024-25.

It was further agreed that the deputising arrangements for 2023-4 would remain in place. Namely, that 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 were declared.

5. To receive notification of any other business for item 22

None received.

6. Approval of minutes of the meeting on 14 May 2024 and matters arising

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

	Action	Responsibility	Update
1	Safeguarding Trustee and DSL to book their next meeting	GSh	Done - 28 June 2024.
2	To check all training is captured in the Trustee training record	RSt	On agenda
3	To create a specific Trustee Safeguarding training record	RSt	Done and on agenda
4	To hold an election for a parent Trustee	RSt	An expression of interest was received from an individual who had been a Trustee at another local school. RSt spoke with them. However, we have decided to go ahead with a parent election, as initially planned. The documentation is ready and the election will take place early in the Autumn term.

B. Reports and Updates

7 . Safeguarding update including:

- a) Review action plan and monitor progress
- b) Review Trustee Safeguarding training record

Danielle Irving (Dlr), Designated Safeguarding Lead (DSL), had prepared an update on the action plan which MAt presented. He highlighted the actions which had now become RAG rated green. These related to Safeguarding checks for students educated off-site (Audit Part 3) and raising awareness and responding to concerns about sexual violence and sexual harm (Audit Part 5.) With regard to the latter, an update had been provided via the Safeguarding bulletin.

There are two actions that remain orange. The first relates to Audit Part 4 and concerns whether a process for managing allegations against supply teachers and contracted staff should be clearly outlined in the Child Protection policy. Dlr has met with Sarah Mayhew, Head of HR, to discuss and they have concluded that robust agreements are in place with agencies that would cover what would happen in the event of allegations against a member of staff. The second action is for the DSL and Deputy DSL's to use monitoring lists on CPOMS. This has remained as orange, despite progress being made, because the full CPOMS functionalities are not being used yet. Further training is scheduled for the DSL's for the beginning of September.

Trustees had received the Trustee Safeguarding training record in advance of the meeting. They agreed that all Trustees will have undertaken Prevent training by the first BOT meeting in September. IJo and DLe will look into RAMAAS training (Reducing And Managing Allegations Against Staff.)

8 . Update from Committees

a) Resources Committee

The draft minutes of the meeting on 19 June 2024 had been circulated in advance of the meeting. There were no questions as it was noted that Trustees would discuss the budget in item 10.

b) Community, Teaching and Learning

The draft minutes of the meeting on 11 June 2024 had also been circulated in advance of the meeting. There were no questions.

9. 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 9 (May 2024) were available for review on the shared Google drive

10. To approve the Budget for 2024/5

All information concerning the budget for 2024/5, presented to the Resources committee on 19 June 2024, was made available to BOT in advance of this meeting. In addition, the minutes of the Resources meeting on 19 June 2024, also distributed in advance of the meeting, contained detailed information about the budget.

MAt provided a verbal summary. It has been a challenging year and we are forecasting only a very small surplus. The finance team has tried to anticipate everything they possibly can into the projections. It is very tight in terms of staffing. The 3 year projections are even more difficult to forecast as the outcome of the teacher and support staff pay settlements is not known, nor is the proportion that will be funded.

Trustees acknowledged that although this is a balanced budget things could evolve in either direction. They noted, however, that the level of reserves we have maintained means that there is a buffer should some assumptions go in the wrong direction. Notwithstanding this, they are mindful that once the £1 million that has been committed to the school hall has been spent the capital position will be greatly reduced. Whilst noting this, Trustees reaffirmed their position that now is the right time to spend the money.

Trustees approved the budget and thanked Helen Purple for her work on this challenging task.

11. To approve the cleaning and catering contract allocations

This item had also been discussed at the most recent Resources meeting.

MAt informed Trustees of the decision to remain with the incumbents, Chartwells (catering) and Birkin (cleaning). He highlighted Chartwells improved offer for the sixth form. With regard to the cleaning, MAt said that other local schools have asked him how we keep the school so clean and who our contractors are.

Trustees approved the contract allocations to Chartwells and Birkin.

12. Chair's Update

IJo covered the following:

- Trustee recruitment was considered earlier in the meeting under Actions.
- With regard to Ofsted preparation, IJo said there is a meeting scheduled for Friday 12th July.
- He would like to arrange a meeting with Sandringham to enable us to build up a more detailed picture of what other schools have been asked.
- Trustees asked, which inspection regime are we likely to fall under as the new government is proposing some differences to the current approach? JMo replied that it is not clear how ready they are to implement this. He believes that it is unlikely to change quickly and therefore it is probable that we will be inspected under the current approach.
- There were no questions raised about the meeting schedule for 2024/5 or the annual workplan.
- Departmental links - there are some gaps following the resignation of Peter Mayne. These will be reallocated after a new parent trustee has been elected.
- JMo noted that Chris Batts is now head of History and Politics so it makes sense for one Trustee to be the link to both. IWi is the link to History and he confirmed he is happy to cover Politics as well.

13. Headteacher's update

MAt provided Trustees with a verbal update:

- He thanked all staff for their considerable efforts during Personal Development week noting that these trips and visits often create memorable experiences.
- He is pleased to report that we are fully staffed for teachers in September. On the ESS front, a new support data manager was hired on Monday.
- Staff workload - staff are tired now. The cumulative nature of the year is taking its toll.
- New teaching staff were in school today for training and he spent some time with them. Trustees asked - the new government wants all teachers to have Qualified Teacher status (QTS), do all our teachers have this? YPo replied that one staff member who teaches two lessons a week does not have QTS but that is all. We do also have a Higher Level Teaching Assistant who is taking some small groups.

- With regard to the school rebuilding programme, there are two things to report. The first is that there was a HCC cabinet meeting yesterday. No details have been made available yet. Secondly, he met the project team and HCC yesterday. HCC sent two representatives. Things are moving in the right direction. The new plans do have full 8FE areas and the square meterage has increased. We have been offered 2 options. One option is a two storey building and the other is a three storey building. The upside to a three storey building is that it allows for more outside space, which is valuable given the expansion in pupil numbers. The three storey building could accommodate a floor for the sixth form. If we went ahead with this we would need two lifts; feedback from current wheelchair users tells us that one lift is insufficient and can make wheelchair users late to lessons. HCC want a quick decision but MAt has responded that we need more information. Trustees asked - what does a 'quick' decision mean? MAt thinks it means by the end of the week. He believes HCC want the 3 storey option and we are leaning towards this but we need more detail before making a decision. Trustees suggested the way forward should be to reconvene the group that has led on this (which includes 2 Trustees) once the information is received. They also asked for information to be circulated about the cabinet meeting decision. Update post meeting - RSt has circulated.
- Admissions: there will be 240 students in Y7 in September, including 18 EHCPs. YPo added that we have received KS2 data which indicates that this is a strong cohort when compared with previous years. 322 students attended the sixth form induction. We are aiming for 250 in Y12. More than 260 would be too many, less than 240 would have budget implications.
- The Admissions sub committee met to discuss definitions for the admissions criteria 25/26. A draft document has been prepared but there are still concerns. Trustees believe Headteacher discretion is important. This matter will come to BOT in September. MAt has received an email from a local resident whose child was not offered a place. They want us to change our policy on siblings and have also raised the issue of unoccupied rental addresses being used to secure a place. MAt will respond to say we will include his thoughts at that meeting. The email suggests that some applicants are renting under false pretences as they haven't sold their original property. Trustees responded that we must be careful about how we manage this. We cannot police this sort of thing. It is a matter for HCC.
- Alan Grey, HT of Sandringham school and CEO of Alban Academies Trust, was in school today. He is an Ofsted inspector and he met students as Ofsted would. These were mixed groups of KS3 and KS4 boys and girls and a mixed group of sixth formers. MAt says there are a few things to look at following this - are there enough school leadership opportunities within the school. Are the opportunities such as drama leaders and maths mentors recognised by other students? KS4 girls and some KS3 girls said that sometimes there was inappropriate talk from some boys. There were no bullying comments. In terms of homework, Sparks Reader was perceived negatively by KS3 because they said they want to read for enjoyment. JMc emphasised that the purpose of Sparks Reader is comprehension. There were a few comments about supply teachers and behaviour. JMo said there is one member of staff in Science who is a little weak - we are aware and we are dealing with this. Alan Grey fed back that he had not seen a better set of students!

14. Plan for School Improvement 2023/4 - to review progress

This document was distributed in advance of the meeting and had been reviewed in detail at committee level. No further comments.

15. To approve the Plan for School Improvement (PSI) for 2024/5

The PSI for 2024/5 had been distributed in advance of the meeting. JMo informed Trustees that there are a larger number of priorities than last year and highlighted the following:

- Key priorities 1 and 2 are curriculum and home learning focused and will be delegated down to departments who will write their own improvement plans.
- Key priority 1 is mindful of the students with significant SEND coming in to Y7 but this is also a wider issue.
- Key priority 2, home learning, is a carry forward. This is the implementation year.

- Key priority 3 - staff feedback is driving the emphasis about conduct around the school site.
- Key priority 4 is investigative in nature.
- Trustees said that they are pleased that there is an HR strategy (key priority 5). This is especially important in the current climate.

Trustees approved the PSI for 2024/5. They noted that they need to consider the 'Governing Body strategic priorities' and associated dates. RSt has noted this as an action for the Autumn term.

16. To review the Single Central Record

IWi met with Sarah Mayhew and reviewed the Single Central Record on 5 July 2024. He reported that everything was in good order, noting that some improvements had been made to the procedures for regular visitors and those on fixed term right to stay.

17. Feedback from review of the Complaints file

MLI reviewed the complaints file on 5 July 2024, having previously reviewed it on 18 January 2024. She provided verbal feedback as follows;

- There were 25 new complaints received since her last visit. 18 were from parents and 7 from external parties.
- Of the 18 from parents, 11 concerned the new assessment framework, first rolled out to Y9. She noted that the school provided detailed and thorough responses to these concerns. They were all handled in an informal way and it is clear that parents appreciated being listened to.
- Trustees asked, how many complaints took the formal route? MLI replied, two. One, which looked as if it would be taken to a Governors Disciplinary Committee, was resolved after a meeting held between the parents, MAAt and YPo where new information was made available. With regard to the other complaint, MAAt wrote a formal letter and there was no further correspondence on the matter.
- Trustees asked what was the nature of the external complaints? MLI responded: traffic, parking on Central Drive and an incident at an athletics event.

18 . Pupil survey results and summary reports on all surveys

A summary of a Kirkland Rowell Student perceptions monitor March 2024 was distributed in advance of the meeting. MAAt noted that this should have been presented and considered at CTL earlier in the year. Action - add to the CTL agenda for the first meeting in October and invite Charles Cross, Assistant Head.

19. Report on Trustee visits to school and review Trustee visits one-pager

The Trustee visits one pager was distributed in advance of the meeting. Trustees were asked to check that all their visits were recorded on it. Recent Trustee visits have been captured. GSh suggested adding a Safeguarding checklist to the Trustee visits form. She will look at this with Dlr. RSt will send the Trustee visits form to GSh.

C. Policies and Governor Development

20. 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.

CTL Trustees were informed about the new Visitors policy.

- Attendance policy
The update is to incorporate the new statutory guidance on attendance. Trustees approved the policy.
- Behaviour policy
The update is due to a change in how detentions will be run next year. Trustees approved the policy.

JMo added that he needs to make some tweaks to the Teaching and Learning policy.
Action - add to CTL agenda for the first meeting in October.

21. Trustee training record review. Confirm all training is captured

The Trustee training record was distributed in advance of the meeting.
Trustees were asked to confirm that all their training had been captured.

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

None received.

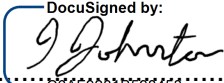
23. Dates of next meetings/events:

- Ofsted sub committee meeting, 12 July 2024, 10am
- All staff day – Monday 2nd September - 8.30-8.50 full staff meeting, all trustees welcome
- Welcome meeting – Friday 6 September - 2.45-3.45, all trustees welcome
- Secondary Transfer Evening - Wednesday 25 September - 5.45-8.45pm.

There was no further business and the meeting closed at 19.25.

Signed:
Chair of Trustees

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Dated:.....

