



BEAUMONT SCHOOL
(Company number 8104190)
Minutes of meeting of Board of Trustees
on Tuesday 14 May 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), Dominic Sedghi (DSe), Gill Shearsby-Fox (GSh), April Cowen (ACo), Liz Spooner (LSp), Ekaterina Sjostrand (ESj), Ian Winter (IWj) and Matt Maltz (MMa) via Google Meet.

In attendance:

| | |
|-----------------------------|--------------------------------|
| Jonathan Mountstevens (JMo) | Deputy Headteacher |
| Yvonne Powdrell (YPo) | Deputy Headteacher |
| Danielle Irving (Dlr) | Assistant Headteacher |
| Rachel Stringer (RSt) | Clerk to the Board of Trustees |

Actions Agreed at the meeting:

| | Action | Responsibility | Timescale |
|---|--|-----------------------|---------------------|
| 1 | Safeguarding Trustee and DSL to book their next meeting | GSh | ASAP |
| 2 | To check all training is captured in the Trustee training record | RSt | ASAP |
| 3 | To create a specific Trustee Safeguarding training record | Rst/GSh | ASAP |
| 4 | To hold an election for a parent Trustee | RSt | After May half term |

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.

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 20

One item was received - Well Being update.

5. Approval of minutes of the meeting on 25 March 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 | DLe | ASAP | Meeting 17/5/24 |
| 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 Sept 24 | Carried forward. |
| 3 | Amend CTL minutes from 31/1/24 meeting to reflect GSh as sole Safeguarding Trustee | RSt | ASAP | Done. |
| 4 | To review Safeguarding Trustee responsibilities and identify anything previously assigned to Peter Mayne | RSt | ASAP | Done. |
| 5 | Present Equality Information and Objectives at the next BOT | SMA/MAt | Next BOT | On agenda |
| 6 | To check GDPR policy to ensure the most current version is on the website | RSt | ASAP | Done. |
| 7 | To investigate whether there is an update to the Prevent training | RSt | ASAP | On agenda. |
| 8 | To communicate to School Business Manager the decision of Item 11 (Articles of Association) | RSt | ASAP | Done. |
| 9 | To add to next BOT agenda 'IT Concerns following Audit completion' | RSt | ASAP | On agenda. |
| 10 | To ensure new Complaints policy is approved and on school website ready for the start of next term | Trustees/RSt | ASAP | Done. |
| 11 | Action post meeting: Dlr to present a Safeguarding update to Trustees | Dlr | Next BOT | On agenda. |

B. Reports and Updates

6. Safeguarding Update

a) Safeguarding update to Trustees from Designated Safeguarding Lead

Dlr, Designated Safeguarding Lead, shared the following presentation: 'Safeguarding Update for Trustees 14 May 2024.' She highlighted some changes that had been made to Safeguarding procedures this year:

- Students now have a list of trusted adults, their 'go to' people.

- Introduction of a Safeguarding hub on the staff intranet. Dlr gave a demonstration. The hub contains a whistle blowing section. It also contains the timetable of the Designated Safeguarding Lead (DSL) and Deputy DSL's to make it easier for staff to be able to find them. It also contains a Safeguarding Flow Chart to make it explicitly clear to staff the process they must follow if they have a concern. Dlr explained to Trustees that there is a second part of the flow chart which is just for the DSLs - it enables them to add conversations to their planner which will generate an email reminder to, for example, make a call. Dlr says the DSLs are finding this very useful.

Dlr explained how the PSHE curriculum is used to highlight key issues and that these issues are often revisited as students move through the year groups. Staff receive Safeguarding refresher training at the start of the year and there are additional sessions/training throughout the year - for example there was an Online Safety refresher course in February. In terms of Prevent, Dlr reported that Hertfordshire provides updates every few months and she wants to discuss how these can be incorporated in staff meetings. Parent information evenings are held to highlight key issues. Dlr said that there have been two occasions so far this year where letters to parents have been sent highlighting a Safeguarding concern.

Trustees received a demonstration of the CPOMS system. Dlr emphasised that she was adamant that face to face conversations must be maintained while the school transitioned to CPOMS. Going forward she would like to use the DSL functions of CPOMS more fully.

The next steps for Safeguarding include i) enhancing the policies and procedures for visitors ii) mobile phone usage by students - this is under consideration and there is a consultation period currently underway. Dlr had prepared a list of Safeguarding questions that Trustees should be able to answer. She asked Trustees to review them and identify any they are not sure about. This can then be revisited in the autumn term.

Dlr added that mental health and well being were the most prevalent issues the Safeguarding team were dealing with

b) To receive the Safeguarding Termly report

The report had been circulated to Trustees in advance of the meeting.

Trustees noted that the new Head of Year 12, Liz Mills, will be a deputy DSL and that she was receiving the necessary training. DLe said that he has completed online Safeguarding training and asked how it can be added to the training records. RSt to investigate.

c) Review action plan and monitor progress

Dlr reported that the main 'on-going' action is working with Sarah Mayhew (Head of HR) on the staff aspect of things such as managing exits.

The Safeguarding Trustee needs to book in the next meeting with Dlr and this has been actioned.

7. Update from Committees

a) Resources Committee

The draft minutes of the meeting on 25 April 2024 had been circulated in advance of the meeting. There were no questions.

b) Community, Teaching and Learning

The draft minutes of the meeting on 29 April 2024 had been circulated in advance of the meeting. There were no questions.

8. 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 7 (March 2024) were available for review on the shared Google drive.

9. Chair's Update

IJo reported that an Ofsted sub-committee meeting is scheduled for Friday 17th May. The intention is to hold a further meeting before the summer holidays and then monthly meetings thereafter. He hopes a meeting can be arranged with the Sandringham Trustees to discuss their Ofsted experience.

In terms of Trustee recruitment, IJo informed Trustees that he had made contact with Nurole, who specialise in non executive positions and who we have used with success in the past. However, their cost has gone up substantially, to approx. £4.500. Trustees were in agreement that this was too expensive and a parent election should be held instead. Given the SRP, it was agreed that the parent election documentation could indicate that a particularly desirable skill set would be experience of major capital projects.

10. Headteacher's update

MAt provided a written update and the following was discussed:

- Staffing - interviews for Heads of House tomorrow. There is a candidate for the maternity leave Head of Year 8 vacancy. Turnover is currently very low. We are looking carefully at the budget and will try to absorb some staff changes where we can.
- St Albans Association of Secondary School Headteachers (STASSH) - MAt is taking over as Chair having previously been deputy. Although this is some additional work it is a good thing for the school.
- The Admissions Consultation was positive. MAt feels more confident that the permanent expansion will happen. The tension that still exists is because HCC needs a number, but this should be resolved this week. MAt is aware that HCC have compared what they think we need for 8FE and the fact that these discussions have been had is positive. Trustees asked: when do you think we will get a number? MAt replied, hopefully by the end of this week as there are meetings taking place today. Trustees then discussed the proposed spending of £1 million and whether we need to spend all of it. MAt thinks we will have to spend it and hopes this means that we can get what we want. MAt has asked to be informed once the number is confirmed and he then would like a pre-meeting with IJo and DLe before having a 3 way meeting with HCC and DFE.
- The Beaumont School Association (BSA) AGM is this Thursday. There will not be a Rob's Festival this year for a variety of reasons; the shortage of BSA committee members being a significant one. However, MAt still wanted to hold a community event which will be a colour run and BBQ. Trustees asked if it is time to take the opportunity to review how the BSA is run. MAt

replied that it is challenging to get people to volunteer. Trustees asked, what would be optimal? Do we need a Trustee on the BSA (or equivalent)? LSp said she would be prepared to join and is happy to look at ways of making the BSA work. It was agreed that there needs to be Trustee involvement. In terms of the parent election, Trustees agreed that fundraising experience could also be added as a desirable skill.

- Student Leadership - some students were involved with the catering tender process. DLe also attended and reported that the students did well and had good questions. MAt added that a group of Y9s were coming to the Leadership Team meeting this week to report on the rewards system.

11. To adopt new Articles of Association

The following documents were shared with Trustees in advance of the meeting:

- Draft (clean) Articles of Association
- Draft Tracked Articles of Association 24 April 2024
- Email from VWV (solicitors) 14 May 2024

DSe provided a summary of the current position to Trustees. The Trust needs to adopt new Articles of Association as part of the DfE funding agreement. The DfE would like us to adopt their Model Articles for a Single Academy Trust.

The Trust's lawyers have suggested two variations from the DfE's Model Articles, in article 6.3 and article 9. This is on the basis that to adopt the DfE Model Article wording in these places would precipitate Charity Commission consent. The DfE has, however, asked the Trust to adopt the model wording in these articles.

The Trustees confirmed that they have no clear preference for either variation of these two articles but noted that to adopt the DfE model wording in these instances would require Charity Commission approval, which could, in turn, take time to obtain.

The Trust's lawyers have proposed to ask the DfE again to consent to these deviations. If the DfE does not consent, the Trust will need to seek Charity Commission consent. MAt expressed some concern over the impact of obtaining Charity Commission consent in terms of timeframe. IJo noted that he had sent the tabled documents to Alex Hall (a member of the Trust), who indicated that Charity Commission consent is now quicker than it used to be.

The Trustees agreed that this was a procedural bottleneck, that it is clear the Trust is doing what it can to move forward on this issue and that, in light of continuing discussions with the DfE over the funding agreement, the Trust should adopt the most streamlined course of action.

With that in mind, the Trustees approved the proposed new Articles with both variations of article 6.3 and article 9, namely the version circulated by the Trust's lawyers (which would require DfE approval) and the version mirroring the DfE model wording (which would require Charity Commission consent) and approved the Trust's lawyers approaching the DfE again for approval. The Trustees acknowledged that, in effect, the DfE will dictate which Articles we use.

The Trustees approved circulating the proposed Articles to the Members once the DfE or the Charity Commission (as applicable) provides consent.

Update Post Meeting

On 16th May 2024, confirmation was received that the DfE will accept the Articles of Association as proposed by the Trust's lawyers. Therefore, the version provided to Trustees for the meeting will be the approved version and circulated to the Members for adoption.

12. To approve the Written Resolution for Adoption of new Articles of Association

to be sent to Members

Trustees received the following document in advance of the meeting:

- Draft written special resolution to adopt Articles of Association

Trustees were informed that this has been provided by the lawyers as an FYI at this stage.

Update Post Meeting

Following confirmation that the DfE had accepted the Articles as proposed by the Trust's lawyers, the lawyers provided a written resolution to be sent to Members. This was sent to Members on 20th May 2024.

13. To present Equality Information and Objectives

Trustees were provided with a written update from SMA in advance of the meeting. SMA reported:

- The Leadership Team (LT) is really involved in efforts to make the school an even more inclusive environment.
- In terms of recruitment, the LT is looking at ways to promote a teaching career with equality and the 9 protected characteristics in mind, being mindful that the composition of the staff body doesn't represent the composition of the student population. Trustees commented that we should look at the language used and the information provided in our recruitment documentation and consider what would actively encourage applicants. Consideration is being given to teaching apprenticeships. MA said he thinks schools might need to start going down this route given that the government is significantly missing its targets for graduate training recruitment.
- A prayer room has been provided for students and staff who wish to pray. It is currently being used by Muslim students and is chaired by two teachers of Muslim origin, (one male and one female) every Friday lunchtime. SMA emphasised that the prayer room is inclusive and open to all religions. Trustees asked: to make it even more inclusive should it be called a prayer and contemplation room? MA responded that this could be thought about as part of the SRP and that it was important to get the terminology correct from the outset.
- A staff member had asked if a bathroom area could be made available for female students wishing to prepare for their Friday lunchtime prayers. The students did not feel comfortable preparing in the toilet facilities that are available to all students. MA added that provision of cubicles with a sink will be addressed as part of the SRP but a temporary solution has been provided. Trustees asked: is this just for female students? SMA replied that this particular issue was for female students only.
- Trustees asked what is the current status concerning the non statutory guidance for gender questioning children? MA answered that lawyers have said that if a school follows this guidance they could face legal challenges, therefore we are holding off for now. SMA added that we want to be focusing on the individual and the generic guidance often doesn't cover the individual's particular circumstances. MA said that the most challenging issue for schools is the changing rooms.
- Finally, SMA highlighted that a member of the LT had identified a lack of interest in reading from male pupil premium students who say they were not encouraged to read in primary school. Trustees asked for clarification as they were surprised to hear this. SMA responded that the students felt they were not pushed in primary school. She intends to make a visit to the library to see what is currently available and to discuss how we could generate more interest in reading amongst this group of students.

14. Plan for School Improvement - to review progress

The updated PSI was distributed in advance of the meeting. Both committees had recently reviewed progress on the PSI targets and there was nothing further to add.

15 .To discuss IT Concerns following Audit completion

An update was provided to the Trustees who do not attend the Resources committee. MAt has received an update from Rob Lee, IT Manager, as to progress on the two main findings identified in the IT audit

- 3 virtual servers have had their operating systems upgraded. There are 5 left to do. These require replacement rather than upgrade.
- The team are currently researching the best options for cloud storage, with a view to testing backing up data from onsite to a cloud repository after Half Term.
- Rooms A1 and A2 were upgraded with new PCs and from Windows 7 to Windows 10 during the Easter holidays. Room D10 is scheduled for RAM/SSD upgrades and migration to Windows 10 over Half Term. Room B8 is scheduled for RAM/SSD upgrades and migration to Windows 10 during the week after Half Term. The library, SEN and sixth form PCs are being migrated on a rolling basis, with the Library already completed. SEN should be completed today (14th May) and the sixth form will hopefully be completed before Half Term. MAt had asked for the sixth form to be escalated.
- A Wifi site survey to be undertaken during Half Term.
- MAt added that with regard to IT and the SRP - we had been told that anything more than 5 years old could be replaced. However, it transpires that this does not include PCs.

16 .Student and House Leadership Update

Covered in Item 10.

17. Report on trustee visits to school

The following visits were reported:

- ACo - attended cleaning contract bidder presentation day, 13 May 2024.
- DLe - attended catering contract bidder presentation day, 14 May 2024.
- LSp - attended a presentation on Vaping, 7 February 2024

C. Policies and Governor Development

18. 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) Investment Policy

The policy, approved by Resources, was approved by BOT.

b) Health and Safety policy

The policy, approved by Resources, was approved by BOT.

19. 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.

Trustees noted that they are due to attend Exclusions training again. This should be our group in person training session.

Trustees asked:

- Does Trustee Safeguarding training need to be aligned?
- Can we confirm which Safeguarding training Trustees need to do?
- What about Prevent training?

It was agreed that Trustees should have a specific Safeguarding training record. RSt and GSh to create this.

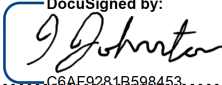
20. To receive any other business as notified in item 4

Trustees had received the February 2024 Staff Wellbeing newsletter in advance of the meeting LSp provided a wellbeing update. She is attending the staff wellbeing meeting on 15th May and will brief Trustees after this.

21. Dates of next meetings/events:

- CTL 5 - Tuesday 11 June, 6.30pm
- Resources 5 - Wednesday 19 June, 4.30pm (budget setting meeting)
- BOT 6 - Wednesday 10 July, 6.30pm

There was no further business and the meeting closed at 20.27.

DocuSigned by:


Signed:
Chair of Trustees

Dated:.....

