

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Monday 4th November 2013 at 7.40pm

Governors Present:

Alex Hall (“AHa”) (Chair), Alison Wallis (“AWa”), Liz Hitch (“EHi”), John McAlister (“JMI”), Steve Jump (“SJU”), Mike Cameron (“MCA”), Rena Prindiville (“RPr”), Morag McCrorie (“MMc”), Martin Atkinson (“MAt”), Chris Aikman (“CAi”), Natalie Moody (“NMo”), Karen Trounson (“KTr”), Natasha Armstrong (“NAr”), Kevin Doyle (“KDo”), Lianne Sherwood (“LSh”), Hannah Henry (“HHe”), Gary Kellett (“GKe”), Josephine Chu (“JCh”) and Carolyn Morris (“CMo”) (items 1 - 13).

In attendance:

Simone Kilka-Green (“SKi”)
 Ben Hughes (“BHU”) (*not item 10*)

Clerk to the Governing Body
 Vice-Chair of Sixth Form Council

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	KTr and JCh to book onto exclusions training as soon as convenient.	KTr and JCh	ASAP
2	RPr, MCA, AWa, AHa and KDo to meet to feedback on the ‘dry-run’ Ofsted Governor meeting and prepare for the real inspection.	RPr, MCA, AWa, AHa and KDo	ASAP
3	EHi to send the list of Governor Links to the Heads of Subjects.	EHi	ASAP
4	The ‘Key points from the Heads of Subjects’ within the Examinations Results 2013 report to be discussed by the relevant Link Governors either with the Heads of Subjects or with MAAt.	All	ASAP
5	CTL Committee to discuss the English Baccalaureate and whether to make either History or Geography compulsory subjects at GCSE.	CTL	ASAP
6	AHa to send a note to all staff on behalf of the Governing Body congratulating the staff on the fantastic results.	AHa	ASAP
7	LSh to chase up the Governors who have yet to attend safeguarding training and those Governors who need to renew their exclusions training.	LSh	ASAP

1. Apologies for Absence and appointment of Community Governor

It was noted that the meeting had started at 7.40pm as the first part of the meeting was a Governor training session by HCC on Understanding Assessment Data.

Apologies for absence had been received from Catherine Hopkin. Consent was given to her absence. It was noted that the meeting was quorate.

Governors welcomed the new Community Governor HHe to her first FGB meeting.

Governors had been informed by email prior to the meeting that CMo had agreed to re-join the Governing Body as a Community Governor. CMo’s appointment as a Community Governor for a 4 year term with immediate effect was unanimously agreed and CMo was welcomed back.

2. 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- Governors 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 was declared.

3. To receive notification of any other business for item 18

Actions

No items were raised.

4. Approval of minutes of the meeting on 12th September 2013 (including Part 2 Minutes) and matters arising

The minutes and Part 2 Minutes were agreed as drafted.

The action points from the meeting on 12th September 2013 were considered as follows:

	Action	Responsibility	Timescale	Update
1	SKi to go through the Awareness and Monitoring Grid to work out which committee should monitor which questions.	SKi	ASAP	This is in hand and will be put to the next committee meetings for consideration.
2	SKi to distribute some Governor cards to each Governor for them to send to staff as appropriate.	SKi	ASAP	Completed.
3	As many Governors as possible to attend the Secondary Transfer Evening on 9 th October.	All	9 th October from 6pm	Completed.
4	Resources committee to monitor the impact of the decision to join the Herts pool for the LGPS so that in 3 years time the decision can be fully evaluated.	Resources committee	Ongoing	Ongoing.
5	Resources committee to look at what other issues were identified at the time of conversion to Academy status so that consideration can be given as to whether any other issues may arise in future.	Resources committee	ASAP	Ongoing.
6	LSh, AHa, EHi and AWa to discuss further the topic for the in-house Governor training and confirm the position to Governors.	LSh, AHa, EHi & AWa	ASAP	Completed.
7	LSh to chase up the Governor who has yet to attend safeguarding training and those Governors who need to renew their exclusions training.	LSh	ASAP	Completed.
8	NAr, KTr and JCh to book onto exclusions training as soon as convenient.	NAr, KTr & JCh	ASAP	NAr has booked this training. KTr and JCh will book asap.
9	LSh to circulate the email from Business and Economics Department to all Governors	LSh	ASAP	Completed.

KTr/JCh

5. Sixth Form Update

Governors thanked Ben for attending the meeting. Ben informed Governors of the recent activities of the Sixth Form Council including the fantastic profit made from Rob's Festival (£5,400 which has been split between the BSA £2,700 and The Prince's Trust £2,700). Governors congratulated Ben and his team for all their hard work.

Governors asked whether the Sixth Form Council have had some input into the design of the extension to the Sixth Form area. It was noted that input has been given to the choice of furniture and uses for the different areas. Ben confirmed that so far the building work has only had a small impact on the Sixth Form students as they now have to walk further to lessons.

It was noted that this will be the last meeting attended by Ben as there will be new sixth form officers from January. Governors thanked Ben and also Jamie Renfrew for their input to Governors' meetings.

6. Committee reports and updates:

A) Resources

Governors had considered the minutes of the last Resources committee meeting, which had been circulated before this meeting.

It was noted that the main business of the last meeting was the work and timescale for the preparation of the accounts (which are due to be approved by Governors at an additional FGB meeting fixed for 10th December at 7.45am) and also the progression of the work to the Sixth Form and Library areas.

B) Community

Governors had considered the minutes of the last Community committee meeting, which had been circulated before this meeting.

KDo reported that the main items of business were the various annual reviews considered by the committee.

C) Curriculum Teaching and Learning

Governors had considered the minutes of the last Curriculum, Teaching and Learning committee meeting, which had been circulated before this meeting.

AWa reported that the committee looked at the 2013 exam results and will look in detail at them again at the next meeting.

7. Approval of the amended Committee Terms of Reference

Governors had considered the amended Committee Terms of Reference, which had been circulated before the meeting. The amendments proposed by the committees were considered and approved.

8. Agreement of members of the Admissions Committee

AHa reported that under the Terms of Reference, the members of the Admissions Committee should be reviewed annually in the Autumn term. The members were agreed as MCa, RPr, AWa, SJu and either of EHi, MAt or MMc.

It was noted that the Terms of Reference give delegated powers to the Chair of Governors to vary the Admissions Committee membership where necessary.

9. Ratification of the appointment of the contractors for the Sixth Form and Library extension work

It was noted that following the receipt of the planning permission from St Albans District Council for the building works to extend the Sixth Form and Library areas, Governors had received by email prior to the meeting a comprehensive summary of the responses received to the invitation to tender for the work.

It was noted that GKe worked with the appointed advisers (Property Tectonics Limited) and Ed Jones on the project and by email recommended the appointment of Newland Construction on the terms set out in detail.

No objections were received from Governors to the recommendation and in reliance on that AHa signed off the contract and the work commenced at half term. Governors unanimously agreed to the appointment of Newland Construction and ratified the entering into of the contract on behalf of the school.

Governors thanked GKe for all his work on the project and asked for confirmation of the anticipated completion date. EHi reported that an Easter completion next year is the aim.

10. Update on FAB including discussion of the terms of the Development Agreement between the school and HCC

BHu left the meeting for this item and returned for item 11 on the agenda.

This discussion is recorded in **Part 2 Confidential Minutes**.

11. Chair's Update

AHa thanked Governors for attending Secondary Transfer Evening which was very well received and had some excellent feedback afterwards, including on Twitter.

AHa also thanked all the staff for all their hard work for the Ofsted 'dry-run'. It was agreed that the report (which is on the agenda as item 13 below) was excellent and it was noted that one of the 'inspectors' felt that he needed to stop a lesson he was observing to tell the students how lucky they were to have such an excellent teacher.

Governors were informed that Townsend School had issued an open invitation to Governors to attend their Governors meetings. It was agreed that sharing good practice would be very helpful and Governors were asked to contact AHa if they would like to attend any meetings.

AHa reported that he has now managed to get Governor access to RAISEonline (although it is currently only the 2012 data which is on the system) and asked that Governors let him know if they would like their own access code. Some Governors are already set up with access.

12. Head's Update – discussion and questions

Governors had considered the Head's Report, which had been circulated before the meeting and discussed the following:

- i. The Academy accounts are not yet available in hard copy as referred to in the Report. It was agreed that the draft will be considered by the Resources Committee at its meeting on 14th November and will be brought to the FGB meeting on 10th December for formal approval. It was noted that the

Accounts are not purely financial and are contained in a very long document (over 40 pages) and link to the Risk Management Procedure and Continuity and Business Continuity Procedure both of which will also be considered by the Resources Committee at its next meeting.

- ii. It was noted that this year there are 11 Oxbridge applicants in the Sixth Form, 2 of which left the school last year. The school is hoping that there will be at least 6 Oxbridge offers arising and 5 offers for medicine which it was agreed is excellent.
- iii. EHi reported that the Pay Policy and Appraisal system was discussed at length at the last Resources Committee meeting and the teaching staff appraisals are underway.
- iv. EHi encouraged Governors to attend the Carol Service at St Peter's Church (on Wednesday 18th December) and also the production of "A Christmas Carol" (which is on Monday 16th and Tuesday 17th December in the School Hall) and to contact her for tickets for the latter.
- v. In relation to the Plan for School Improvement, a RAGed version of which had been circulated with the Head's Report prior to the meeting, it was agreed that from now on it will be updated by the Leadership Team each term and considered initially by the FGB in overview and then by each Committee in detail.
- vi. EHi thanked the FAB Group for all their work on the FAB project including Simon Armstrong whose advice has been very helpful. Governors noted that the quality of the input and work has been excellent.

13. Discussion of Report following 'dry-run' Ofsted inspection on 18th & 19th September 2013

Governors had considered the report following the 'dry-run' inspection which had been circulated before the meeting.

EHi reported that the whole experience of the inspection was very valuable. The confirmation by the 'inspectors' of the school's judgement both overall and of lesson observations was very helpful.

It was noted that the 'inspection' focussed very heavily on data, the analysis of which was extremely detailed. MAt reported that he has looked carefully at the questions the 'inspectors' raised for discussion at the next CTL meeting but that he has had some difficulties in finding published data either nationally or within Hertfordshire on some areas for comparison to the school's data.

Governors noted the following lessons from the meeting with the 'inspectors':

- The roles of each of the Governors meeting with the inspectors should be defined more clearly so that each Governor knows which area they are intending to deal with;
- No statement should be made unless it can be backed up with firm evidence – it was noted that the 'inspectors' took certain areas as being outstanding almost without question such as behaviour and the outstanding quality of the Headteacher;
- Care should be taken to avoid language such as 'think, or 'believe';

It was noted that in order to get a grading of outstanding the Teaching and Learning in the school has to be outstanding as does the data but the focus is also on Pupil Premium and SEN students together with the more able students.

Governors queried whether more able students are the gifted and talented ("G&T") and it was noted that more able students are those who join the school at Level 5 and above which is a high proportion of all the students in the school. The G&T students will be within the more able group but are a smaller number of students defined more tightly by the school as being particularly gifted in certain subjects.

Governors noted that the staff were asked to opt in for lesson observations and questioned why. EHi explained that this was due to the current union position of action short of strike action. Almost half of teachers opted in which it was agreed was excellent. The exercise demonstrated that the school's assessments on lesson observations are accurate and all staff will continue to be observed in the normal course of events.

Governors asked about how the 'inspectors' reviewed the Pupil Premium data given the small numbers of students within the school, there are only 17. MAt stated that anonymised data was provided together with case studies. It was noted that Ofsted will be looking to ensure that the school amends the interventions used to react to what worked well and what did not work well. It was agreed that with small numbers of students this is very personal to the individuals involved.

Governors asked whether parents would be contacted by Ofsted. It was noted that ParentView is used by Ofsted. The school has been actively promoting this to parents to ask them to register and record their views.

It was agreed that the exercise was very useful and Governors congratulated the school on the fantastic report and the thorough preparation for the Ofsted inspection. It was agreed that RPr, MCA, AWa, AHa and KDo will meet to feedback on the Governor meeting and prepare for the real inspection.

*RPr,
MCA,
AWa,
AHa and
KDo*

CMo left the meeting.

14. Update on Governor Links to Departments

Governors had considered the links to Departments document which had been distributed before the meeting. It was noted that the Drama link should be stated as Zoe Shepherd.

Governors agreed that they were all happy with the links set out and it was noted that CMo had agreed to take over the PSHCE link which completed the document.

It was agreed that EHi will send the list of Governor Links to the Heads of Subject.

EHi

15. Results 2013 – Analysis including discussion and questions

MAt spoke to his extensive report and School Self-Evaluation document ("SEF") both of which had been distributed before the meeting and took governors through them detail. It was agreed that the 'Key points from the Heads of Subjects' paragraphs will be discussed by the relevant Link Governors either with the Heads of Subjects or with MAt.

All

The following areas were discussed in detail:

- a) The A2 results were excellent and show better than expected results with the average points per entry being 233 which is very close to a 'B' grade.
- b) The fact that 85% of students gained a place at their first choice of university is tremendous as is the fact that 99% of students gained a place at university.
- c) The KS4 data for 3 levels of progress (which is the minimum required) puts the school in the top 8% in the country for English and the top 2% for Maths. The data for 4 levels of progress was also statistically significant.
- d) The AS level results were also very strong and above the national average and, although attainment was not as strong as the current Year 13, the value added figure is very good, over half a grade above expected.
- e) Progress at KS5 is outstanding and the question of whether Ofsted focus on KS4 or KS5 was considered. Governors questioned whether the progress of students who leave the school at the end of KS4 is comparable to students at the end of KS5. MAt confirmed that it is comparable.
- f) Both ALIS and L3 Value Added measures were positive and statistically significant. The L3

Value Added analysis shows 6 subjects as significantly positive.

- g) At GCSE 86% A*- C (including English and Maths) was a school record with 85% making expected progress in English and 96% in Maths.
- h) Governors noted the English Baccalaureate at 59% is high but that the school may have to consider the impact on the league table of its current position of not requiring students to take either History or Geography – other local schools have made one of these subjects compulsory. This will be discussed at a CTL Committee, it was noted that choosing English Baccalaureate subjects does not impact at all on University applications. CTL
- i) Governors noted the table provided on the performance of the most able students on achieving 5A*/A passes and that +8% indicates that students achieve well above expectation.
- j) It was noted that the KS3 levels are due to end. The school will keep these for now until an appropriate replacement is identified.

The value of the extensive exams report was discussed and it was agreed that whilst the SEF sets out the data in a comprehensible manner (and in many ways is better than RAISEonline), Governors would still like to receive the more detailed report and in particular the subject analysis.

16. Proposals for setting Targets 2013 – 14 – discussion and questions

Governors had considered the paper circulated before the meeting setting out the proposed targets for KS3, KS4 and KS5.

It was noted that target setting is no longer statutory and therefore the school can set whatever targets it thinks are appropriate.

MAt informed Governors that all schools are concerned about English and the impact on the results of the removal of the speaking and listening part of the exam. It was noted that some schools are entering all their students for the November exam so that the speaking and listening part will count. The school has taken the decision that the students are not ready for November and that the best thing for the students is to prepare them properly for the exams in the summer next year.

Governors noted that the FFT target for 2014 of 86% for 5+ A* - C including English and Maths has been revised down from 89% by FFT due to changes in GCSE difficulty. The 2015 targets were set at 86% against FFT of 87% due to changes in the cohort (data on 173 of 178 students).

Governors noted that at A level the target of 825 is the same as last year which will be a challenge for this particular cohort. For KS3 the targets are generally higher than last year.

Governors approved the suggested targets whilst noting the national concerns regarding English.

Governors thanked MAt for his extensive work on the results and targets and it was agreed that a note will be sent to the staff on behalf of the Governing Body congratulating the staff on the fantastic results. AHa

17. Governor Development Co-ordinator Update

LSh confirmed that she has emailed Governors to encourage them to attend exclusions and safeguarding training and will email again to chase. LSh

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

No further business was raised.

19. Date of next meeting: Tuesday 10th December 2013 7.45am FGB Meeting plus Annual General Meeting of Members

There being no further business AHa declared the meeting closed at 21.10pm.

Signed:
Chair of Governors

Dated:.....