

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Tuesday 4<sup>th</sup> November 2014 at 7.00pm**

**Governors Present:**

Alex Hall (“AHa”) (Chair), Alison Wallis (“AWa”), Liz Hitch (“EHi”), Martin Atkinson (“MAAt”), Morag McCrorie (“MMc”), Steve Jump (“SJu”), Chris Aikman (“CAi”), Natalie Moody (“NMo”), Mike Cameron (“MCA”), Karen Trounson (“KTr”), Kevin Doyle (“KDo”), Rena Prindiville (“RPr”), Lianne Sherwood (“LSh”), Gary Kellett (“GKe”), John McAlister (“JMP”) and Carolyn Morris (“CMo”).

**In attendance:**

Simone Kilka-Green (“SKi”)  
 Cerys Falvey (“CFa”) (items 1 – 11)

Clerk to the Governing Body  
 Chair of the Sixth Form Council

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	EHi to arrange for Claire Robins of Sir John Lawes to attend an FGB meeting and speak about their experience of sponsoring Samuel Ryder.	EHi	For a future FGB meeting
2	MCA to send out links to some useful background reading for Governors on becoming an Academy Sponsor.	MCA	ASAP
3	Governors to circulate any further comments on the paper on Governor roles and responsibilities by email.	All	ASAP
4	Paper on Governor roles and responsibilities and agreement on allocation of roles to be discussed further at the next meeting.	FGB	Next meeting
5	LSh to email those Governors whose exclusions training is due to expire.	LSh	ASAP
6	MMc to give a short training session on the new SEN Code of Practice.	MMc	Date to be fixed
7	LSh to liaise with the new parent Governors when they are appointed on a date and subject for the in-house training session.	LSh	When the new parent Governors are elected.

**1. Apologies for Absence**

Apologies for absence had been received from Catherine Hopkin, Hannah Henry and Natasha Armstrong. Consent was given to their absence. Josephine Chu was also absent from the meeting. It was noted that the meeting was quorate.

It was noted that AHa’s term of office as a Community Governor ends on 28<sup>th</sup> November, it was unanimously agreed to appoint him as a Community Governor with effect from the end of his term of office for a further 4 year term.

**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 17**

*Actions*

One item was raised.

#### 4. Approval of minutes of the meeting on 11<sup>th</sup> September and matters arising

The minutes were agreed as drafted.

The action points from the meeting were considered as follows:

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>
1	AHa/SKi to review the wording of the finances remit of the Resources Committee and circulate amended wording for approval by email.	AHa/SKi	ASAP	Completed and approved by email.
2	Admissions Group to meet this term to consider the HCC modelling of the impact on Beaumont of the changes to Sandringham School's admissions rules and also the school's admissions rules.	Admissions Group	Autumn Term	On agenda at item 12.
3	SKi to amend the listed policies to remove reference to named members of staff and Governors and a reference inserted instead to the List of Designated Teachers/Governors.	SKi	ASAP	Completed.
4	SKi to ask HCC for the detail on the timing of the obligation on the housing developer to construct the access road to the school.	SKi	ASAP	See below.
5	AHa to liaise with Julie Wells and make a formal request for the payment of the contractors' invoices by HCC pursuant to the Development Agreement.	AHa	ASAP	Completed, the invoices have been paid by HCC.
6	AHa to ask JMI to chair the Ethos/Philosophy Working Party.	AHa	ASAP	Completed and agreed.
7	SKi to set up the first meeting of the Ethos/Philosophy Working Party.	SKi	ASAP	Completed, the first meeting is fixed for 7 <sup>th</sup> November.
8	As many Governors as possible to attend the Secondary Transfer evening on 8 <sup>th</sup> October.	All	8 <sup>th</sup> October 2014	Completed.
9	KDo and AWa to work on the defining of each of the Governor roles identified and liaise with individual Governors about roles they may be willing to take on/continue to have.	KDo/AWa	Next meeting	On agenda at item 13.
10	LSh to circulate by email details of the seminars at the Hertfordshire Annual Conference.	LSh	ASAP	Completed.
11	LSh to send out a list of possible subjects for the in-house training session Governors to review for the next meeting.	LSh	ASAP	Completed.

In relation to item 4 above, SKi reported that the terms of the contract that HCC are negotiating for the sale of the playing fields require the developer to build the access road within 6 months of completion of the sale. It was noted that as the developer will need to use the road to build the housing it is anticipated that they will build it as soon as possible.

#### 5. Sixth Form Update

CFa reported that the Sixth Form students are very happy with the new facilities; there is one room which is not yet in use following the flooding over the summer holiday. EHi confirmed that this should be opened by the end

of November. Governors agreed that it was nice to be able to use the new facilities at the recent secondary transfer evening and it would be good to be able to make more use of them.

CFa had been asked to raise the question of who had made the decision to ban extreme hair colour in the Sixth Form. MMc confirmed that this was a school/operational decision.

Governors thanked CFa for attending the meeting and invited her to stay for as much of the meeting as she wanted.

**6. Committee reports and updates:**

**a) Resources**

Governors had considered the minutes of the last meeting which had been circulated in advance of the meeting. RPr gave an overview of the matters discussed at the meeting.

Governors asked whether the fees for the consultants on the FAB project go through the school's accounts. RPr confirmed that the invoices are addressed to the school and go through its accounts but the funding comes from HCC.

**b) Community**

Governors had considered the minutes of the last meeting which had been circulated in advance of the meeting. KDo gave an overview of the matters discussed at the meeting and it was noted in particular that the parent survey results were very positive.

**c) Curriculum Teaching and Learning**

Governors had considered the minutes of the last meeting which had been circulated in advance of the meeting. AWa gave an overview of the matters discussed at the meeting and it was noted that the Committee had looked at the headlines of the results which were to be considered in greater detail in this meeting.

Governors noted the school's frustration about the future uncertainty around AS and A2 exams. EHi reported that a letter is being sent to the Year 11 students explaining the situation which is based on a letter agreed by the STASSH Headteachers. The school will keep students and parents informed as the position becomes clearer.

**7. To note the approval of the amended Committee Terms of Reference**

Governors noted that the amended Committee Terms of Reference had been adopted by email following amendments discussed at the last meeting which had been subsequently recommended by the Resources Committee for adoption.

**8. To approve the following policies as recommended by the Resources Committee**

**- Schedule of Financial Delegation**

Governors had considered the amended Schedule of Financial Delegation which had been circulated in advance of the meeting. It was noted that the amendments had been recommended for approval by the Resources Committee and that many of the changes were recommended to make the Schedule fit for purpose for the FAB Project.

The Schedule was approved as drafted.<sup>1</sup>

**- Pay Policy (including feedback on staff consultation)**

Governors had considered the Pay Policy which had been circulated in advance of the meeting. It was noted that

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<sup>1</sup> It was agreed by email after the meeting that the Schedule of Financial Delegation would be adopted with effect from 1<sup>st</sup> September 2014 so that it relates to the whole financial year.

the amendments had been recommended for approval by the Resources Committee.

EHi reported that the draft policy had been shared with all staff by way of a consultation which ended on 17<sup>th</sup> October. It was noted that the proposed amendments only impact upon the Leadership Team and bring the LT in line with other teaching staff. EHi informed Governors that there had been no responses to the consultation and the policy was approved as drafted.

It was noted that the Performance Management policy will require amending to bring it in line with this policy.

## **9. Update on FAB**

Governors had considered the updated milestones paper which had been circulated in advance of the meeting. It was noted that work on the new playing fields (including the MUGA) started on Monday 27<sup>th</sup> October which it was agreed is excellent news. The work is being carried out by Blakedown Ltd and project managed by Peter Jones Associates both of whom have been engaged by HCC.

Governors queried HCC's decision to turf the new playing fields rather than seed them, which will increase the overall costs. It was agreed that this is frustrating but it is the only option to speed up the delivery of the playing fields (which it is hoped will be delivered by 17<sup>th</sup> July 2015) to enable the school to start Project 2 as quickly as possible. It was noted that the delays were the result of the protracted nature of the negotiations for the sale of the playing fields, and that as the contracts for the sale have not yet been exchanged, HCC has procured the commencement of the work on the new playing fields 'at risk'.

EHi reported that she has spoken to the school's project manager, Mark Eustace, about the haul road (the construction of which had been expected over the existing playing fields prior to the work starting on the new playing fields). There was some uncertainty about whether that would be required, as access for Blakedown had been agreed across Oaklands College's site. It was noted that this will impact on how PE is delivered in the school and it was agreed that it would be sensible to assume that it will be built during the course of this academic year and for the PE Department to plan to work around it.

EHi also reported that Blakedown has not erected any health and safety signage, so the school has ordered some with generic wording so that they can be re-used as part of Project 2. It was noted that there are some concerns regarding potential access for curious students onto the work site. The school is dealing with these to ensure that there are no health & safety issues.

It was noted that HCC controls Project 1 and ,whilst the school is doing all it can to ensure that the work progresses, ultimately it is for HCC to move the project forward.

In relation to Project 2, EHi informed Governors that the architects have produced the latest plans for the site. These will be reviewed in detail at the next FAB meeting on Friday 7<sup>th</sup> November. Currently the cost of the work exceeds the budget, so that is being addressed.

## **10. Chair's Update including Community Governor appointments of AHa and AWa**

It was noted that AWa's term of office as a Parent Governor is due to end on 21<sup>st</sup> November; it was unanimously agreed to appoint her as a Community Governor with effect from the end of her term of office, so that there is no gap in the continuity of her appointment.

It was noted that the procedure for the election of new parent Governors is underway. The deadline for nominations is Monday 10<sup>th</sup> November and if there is an election required that will be on Thursday 20<sup>th</sup> November.

AHa thanked those Governors who were able to attend Secondary Transfer Evening which, it was agreed, was a great success.

AHa informed Governors of a number of awards that the school had won including:

- PE Department of the Year

- The under 25 Young Persons category of the Herts Creative Flame awards plus a judges' commendation for an outstanding school contribution
- Year 9 came 1<sup>st</sup> and 2<sup>nd</sup> in the Geography Worldwide Quiz in St Albans and Harpenden

Governors congratulated the school on all of these awards.

AHa said that several Governors had asked him about the strategic direction of the Governing Body and how that is being taken forward. AHa stated that, in addition to the Committees reviewing the Plan for School Improvement ("PSI"), there are also the Ethos and Philosophy Working Party (the first meeting of which is on Friday 7<sup>th</sup> November) which is chaired by JMI, and the Budgeting and Finance Working Party, which is chaired by MCa. These working parties will report back to the February Extended Meeting and that will also feed into the PSI for next year.

AHa encouraged Governors to join either or both of these working parties.

Finally, AHa invited Governors to attend the staff inter-house quiz on Friday 14<sup>th</sup> November. The deadline for tickets is Friday 7<sup>th</sup> November.

## 11. Head's update – discussion and questions

Governors had considered the Head's Report which had been circulated in advance of the meeting.

The following were noted:

- The Ofsted Framework has been amended and there is now a grade for the Sixth Form which means that the School Self-Evaluation Document ("SED") will have to be updated.
- Governors thanked Julie Wells and Lyndsey McCutcheon for all their hard work following the flooding. The drains issue has now been resolved and the costs are covered by insurance.
- There is a lot going on in Teaching and Learning and EHi encouraged Governors to look at the T&L blog on the school website.
- On staffing there are 2 members of staff leaving at the end of the year, but excellent replacements have been appointed.
- EHi has applied for the role of National Leader of Education; the decision will be communicated in February. It was agreed that this is very positive.
- The idea of becoming an Academy Sponsor was discussed at length. It was noted that the financial reward for the school is not significant (in view of the amount of time required), but it was also noted that this is anticipated to be the way forward for schools in the medium term and is something that the DfE is very keen to promote. Governors agreed that this is something to be considered in greater detail and it was agreed that:
  - EHi will arrange for Claire Robins of Sir John Lawes to attend an FGB meeting and speak about their experience of sponsoring Samuel Ryder; and
  - MCa will send out links to some useful background reading for Governors.

*EHi*

*MCa*

*CFa left the meeting.*

## 12. Update from the Admissions Committee on its meeting on 16<sup>th</sup> October

MCa reported that, at its meeting on 16<sup>th</sup> October, the Admissions Committee reviewed HCC's forecasts for school places which is not showing an aggregated deficit until 2018/19. The issue that the figures does not address however is that the school places are not at the schools which match demand.

The Committee considered increasing the PAN by an additional 6 students to 186 on the basis that one additional student per class would not have a significant impact on either the staff or the room allocations (Staff Governors agreed with this assumption). It was noted that HCC are likely to ask the school to take 6 students over PAN in which case it would be more prudent to agree to such a request rather than increase the PAN for all subsequent years. Governors agreed with this proposal.

MCa reported that the Committee had considered increasing the PAN by an additional 30 students but had agreed that there needs to be more certainty on the facilities to be built as part of the FAB project before that would be viable.

On the issue of HCC's modelling of the impact on Beaumont of the changes to Sandringham School's admissions rules, EHi reported that this has been requested from HCC and is still awaited.

**13. Consideration and discussion of paper on Governor roles and responsibilities and agreement on allocation of roles including appointment of a chair for the Community Committee**

Governors had considered the detailed papers prepared by KDo and AWa and circulated before the meeting.

Governors thanked KDo and AWa for all of their hard work on these papers.

KDo recapped on the rationale behind the papers which contain the detail following on from the principles outlined and discussed at the last FGB meeting.

The principles behind the papers, the impact and pros and cons of the proposals were debated at length.

The following points were made:

- As the workload of the Governing Body increases, the volume of papers increases and it is not possible for every Governor to be an expert on every area of the school therefore developing specialisms is sensible, whilst retaining collective responsibility.
- The debate on agenda items at meetings is valuable and would be missed, although meetings are still necessary as decisions would be taken at meetings.
- The workload of members of the Leadership Team would increase if they have to meet several different Governors and also attend the meetings at which those Governors are reporting on the outcomes of those meetings.
- There is a tension between being operational and strategic and individual Governors would have to decide how to operate at a strategic level whilst seeking the evidence they are comfortable with to support the school's response to their challenge. There could be a danger that rather than holding the Headteacher to account, the Governing Body will start to hold Governors to account.
- Having only one Governor specialising in each area leads to a risk of personal bias or individual focus.
- Feedback from new Governors is often that they are unsure about how to make a contribution to the work of the Governing Body and having a role allocated straightaway alleviates that and enables new Governors to find their way much more quickly.

It was clear from the debate that Governors were not comfortable in adopting the proposal at this stage and it is a matter which requires further consideration. It was agreed that Governors would send out any further comments by email and the discussion would be picked up at the next FGB meeting and also (depending on the outcome of that meeting) at the extended meeting in February.

*All  
Next  
meeting*

**14. Results 2014 – Analysis including discussion and questions**

MA spoke to his extensive report to Governors which had been distributed before the meeting and took Governors through it in detail. It was agreed that the 'Key points from the Heads of Subjects' paragraphs will be discussed by the relevant Link Governors with the Heads of Subjects or taken to the next CTL meeting.

It was noted that the school is very pleased with the results overall. The following areas were discussed:

- a) The number of students in Year 13 - 2013/2014 was slightly lower than in previous years (134 compared to the current Year 13 which is 151 students).
- b) The average point score per student was higher than the average BSV score.
- c) There was a dip in the percentage of students with 5+ A\*- C which was due to a change in the BTEC/OCR qualifications, which only count once in the league tables this year. It was noted that this may lead to some schools publishing data which does not match with the published league tables.

- d) At KS5 a key indicator is the number of A\* - B which is not a league table published figure. This was 60.2%, which is lower than anticipated (63-65% was expected). This has been looked at by Heads of Subject in detail and no themes have been identified. One thing that could have affected this is that there were no January re-sits.
- e) The results for the individual subjects were considered.
- f) The ALIS data for A and AS levels was considered and, although it does dip, it was noted that it is strong and is way above statistical significance. The 3 year trend for AS levels is excellent.
- g) At KS4, the 5A\* - C including English and Maths figure is 83% compared to the National figure of 52.6%.
- h) At KS4 it was noted that in English Literature there have been 35 grade changes as a result of the remarking. These now include 8A\* grades, where initially there was none. It was clear that there was a problem with the marking and the school has received a letter of apology but it was noted that it is possible that the new marks will not be included in the league table results. There will not be a big impact on the league tables but there is some impact.
- i) The expected progress figures are very good for both the whole school as a whole and pupil premium students.
- j) At KS3, it was noted that the removal of levels has made achievement and progress more difficult to measure and compare year on year.

Governors thanked MAt for his extensive report.

### **15. Proposals for setting Targets 2014-15 – 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 not statutory and therefore the school can set whatever targets it thinks are appropriate.

MAt reported that the Year 10 results are the school's best so far, and it was noted that often there is a dip in the results of the mocks, as the students are doing controlled assessments at the same time which they often focus on.

Governors queried why the targets are lower than the FFT targets. MAt explained that, when he analysed the FFT targets, he found that the school actually has 6 students whose data are different to those within the FFT data. This has an impact on the targets.

It was noted that historically the school has been extremely accurate in predicting targets at KS4, usually within 1%.

MAt confirmed that the 82% target for 3 levels of progress from KS2 to KS4 will be a challenge.

In relation to the Sixth Form, it was noted that whilst it is a very useful measure, it is difficult to set targets for the average point score per student as it depends on the numbers of A levels they each take and at this stage not all the information on that is available. MAt reported that the target for this is 815 and not the 810 set out in the paper distributed. This would make the average grade a B.

Governors approved the suggested targets.

EHi informed Governors that Paul Wilson from HCC is meeting with the Leadership Team to go through the school's data in detail on Monday 17<sup>th</sup> November from 9am. She invited Governors to attend.

### **16. Governor Development Co-ordinator Update including agreement on subject and date for the annual in-house Governor training session**

LSh reported that AWa and RPr are booked onto safeguarding training. On exclusions LSh agreed to email those Governors whose training is due to expire. *LSh*

It was noted that LSh and KTr recently attended training on pay appeals and they are planning to attend the next Resources Committee meeting to feed back on that.

Governors discussed the choice of subject for the in-house training session which has to take place by 31<sup>st</sup> March. After the last meeting LSh had send out a list of possible subjects for Governors and some Governors had responded with comments.

It was agreed that Pupil Premium is interesting but that Governors who would like that training should attend that separately. It was also agreed that the new SEN Code of Practice is an area that Governors need to know about but HCC are not offering it as an in-house session. MMc agreed to give a short training session on that. *MMc*

After some debate, it was agreed that the in-house training session will be set up on a subject that will be of interest to the new parent Governors that are due to be elected later this month. LSh will liaise with them when they are appointed. *LSh*

**17. To receive any other business as notified in item 4**

AHa informed Governor that this was KDo's last meeting as a parent Governor. Governors thanked KDo for his outstanding contribution to the school and the Governing Body over the last 8 years.

**18. Date of next meeting: AGM Tuesday 16<sup>th</sup> December 8am, FGB meeting Thursday 15<sup>th</sup> January 2015 7pm**

There being no further business AHa declared the meeting closed at 9.25pm.

Signed: .....  
Chair of Governors

Dated:.....