

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Wednesday 4th November 2015 at 7.00pm

Governors Present:

Alex Hall (“AHa”) (Chair), Liz Hitch (“EHi”), Alison Wallis (“AWa”), Martin Atkinson (“MAt”), Mike Cameron (“MCa”), Karen Trounson (“KTr”), Gary Kellett (“GKe”), John McAlister (“JMI”), Lianne Sherwood (“LSH”), Ian Johnston (“IJo”), Catherine Hopkin (“CHo”), Torie Stewart (“VSt”) (item 1 – part way through item 8) b)), Cate Davies (“CDa”), Natalie Moody (“NMo”) (items 1 - 10), Khalid Mirza (“KMi”) (items 8) a) to 15) and David Lee (“DLe”) (item 1 - part way through item 8) b), Rena Prindiville (“RPr”) and Hannah Henry (“HHe”).

In attendance:

Mark Eustace (“MEu”) (items 1 – 8) d)
 Julie Wells (“JWe”) (items 1 – 8) d)
 Simone Kilka-Green (“SKi”)

Project Management Solutions
 School Business Manager
 Clerk to the Governing Body

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	SKi to continue with the work to put the Register of Business Interests information on the school website as soon as possible and review and update the website as necessary to comply with The School Information (England) (Amendment) Regulations 2012.	SKi	ASAP
2	HHe to review and update the Governing Body’s Self-Evaluation.	HHe	ASAP
3	Governor roles and responsibilities to be reviewed at the end of the year.	FGB	Summer Term
4	EHi to check whether the school has done a risk assessment on tackling radicalisation and extremism.	EHi	ASAP
5	FAB Group to circulate a further paper in support of the proposal to increase the level of the LOI by Friday 6 th November. Governors to respond by 10am Monday 9 th November with no response being taken as an agreement to the proposed increase.	FAB Group/Governors	By Friday 6 th November 2015 – responses by 10am Monday 9 th November 2015
6	MEu to prepare a paper in support of the request to ratify the fees incurred to date by the consultants and design team and give authority to incur additional fees.	MEu	Next meeting
7	FAB Group to give an update on the discussions with Ashe at the FGB meeting prior to the AGM on 15 th December 2015.	FAB Group	FGB meeting on 15 th December 2015
8	Governor Skills Audit to be discussed at the next meeting.	FGB	Next meeting
9	The PAN for September 2016 to be discussed at the next meeting.	FGB	Next meeting
10	EHi to take forward a review of the existing off-site visits procedure to ensure that there is an adequate mechanism to enable proper feedback and recording of any incidents that occur during the visit and also how the school records sensitive medical information regarding students and how it then uses that information when compiling individual risk	EHi	ASAP

	assessments.		
11	LSh to liaise with YPo on adding into the Annual Child Protection Report the dates for Governor training on safer recruitment.	LSh	ASAP
12	MCa to liaise with the school about esafety training for Governors.	MCa	ASAP
13	KTr to fix a date for the next in-house training session on health and safety.	KTr	ASAP
14	EHi to raise at the next STASSH meeting the issue of the mis-match in the Easter holiday dates for 2017.	EHi	Next STASSH meeting

1. Apologies for Absence

Apologies for absence had been received from Natasha Armstrong (“NAr”). Consent was given to her absence. Advance apologies for leaving early had been received from VSt and DLe. It was noted that the meeting was quorate and would remain quorate when those Governors had left the meeting.

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 were declared.

Actions

3. To receive notification of any other business for item 17

One item of additional business was noted.

4. Approval of minutes of the meetings on 17th September 2015 and matters arising

The minutes of the meeting on 17th September 2015 were agreed as drafted.

The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	New Governors to review the Code of Practice for Governors before signing it at the next meeting.	CDa/VSt/KMi	Next meeting	Completed.
2	SKi to put the Register of Business Interests information on the school website as soon as possible and review and update the website as necessary to comply with The School Information (England) (Amendment) Regulations 2012.	SKi	ASAP	Ongoing, SKi will complete this task as soon as possible.
3	AHa to call Charles Church to ask them about their timescale for the FAB Project and invite them to the planned opening of the MUGA and AWP.	AHa	ASAP	See agenda item 8 for an update on the FAB project.
4	SKi to send to IJo the school’s anti-bullying procedure.	SKi	ASAP	See below.
5	AWa to speak with the Governors who were absent from the meeting to ask if one of them would be able to review and update the Governing Body’s Self-Evaluation.	AWa	ASAP	Completed, HHe has agreed to do this.

SKi

HHe

6	SKi to arrange for Governors to have school email addresses and confirm to Governors how to set them up. SKi also to investigate the possibility of Governors also having a shared calendar.	SKi	ASAP	Completed.
7	AWa to progress the amending of the paperwork following the review of Governor roles and responsibilities.	AWa	ASAP	Completed. It was agreed that this will be reviewed at the end of the academic year.
8	SKi to circulate to Governors the school's paper on Safeguarding: Tackling Radicalisation and Extremism for comments.	SKi	ASAP	Completed – see below.
9	LSh to fix a date for the next in-house training session on esafety.	LSh	ASAP	On agenda.

FGB

In relation to item 4 above, it was noted that SKi sent to IJo the anti-bullying procedure following which there was an email exchange about whether there is a need to have a nominated anti-bullying Governor as that is not referred to in the procedure. This was discussed and it was agreed that this role falls within Safeguarding for which there is a nominated Governor already, so the additional role is not necessary. It was agreed that it will be removed from the list of designated roles.

In relation to item 8 above, it was noted that Governors have attended training on tackling radicalisation and extremism and one of the matters raised was about schools carrying out a risk assessment. This was discussed and EHi agreed to confirm with the Leadership Team that an assessment had been carried out.

EHi

5. Student Leadership Update

It was noted that there was no student at the meeting. EHi confirmed that the current Vice-Chair of the Sixth Form Council was invited as the Chair has now left the school at the end of Year 12. The Vice-Chair was unable to attend this meeting and EHi confirmed that there is an election for the posts after Christmas. It was agreed that this will be a standing item on all agendas so that the students feel that they are able to attend the meetings and participate.

6. Committee reports and updates:

A. Resources

Governors had considered the minutes of the last Committee meeting which had been distributed prior to the meeting. It was noted that the Committee had amended the Committee terms of reference, and this was agreed. There were no other points arising.

B. Community, Teaching and Learning

Governors had considered the minutes of the last Committee meeting which had been distributed prior to the meeting.

LSh reported to Governors that one of the main areas of focus for the Committee is currently the A level offer for next year. It was noted that this is an operational area for the school but it is a significant issue and it was agreed that Governors need to be aware of it.

MAt confirmed that currently the school is considering offering 3 A levels for the majority of students with the opportunity to take a fourth (depending on the subject). The proposal is to keep the entry criteria for the Sixth Form at 39 points but with a blended vocational offer for those students with between 39 - 41.9 points. It was noted that this follows research across the consortium schools and that all three schools will be adopting the

same approach.

There were no other points arising.

7. To approve the Schedule of Financial Delegation as recommended by the Resources Committee

Governors had considered the amended Schedule of Financial Delegation which had been distributed prior to the meeting. A query was raised about the completion of the VAT return which is to move from the School Business Manager. It was noted that this has not yet changed and the Schedule will be further amended in due course. It was noted that EHi is the school's principal (Chief Executive) under the terms of the Academies Financial Handbook.

The Schedule of Financial Delegation was approved as drafted.

8. FAB Project

a) Update (verbal) on the progress of the FAB Project since the last FGB meeting on 17th September 2015

AHa reported that the project continues to progress. The planning application for the school's new building has not yet been granted as that is dependent on the granting of the amended outline permission which in turn is dependent on the signing of the Deed of Variation to the S106 Agreement.

The terms of that Deed have now been agreed by all the parties. The signing of it was delayed by Charles Church until they had seen the draft conditions on the amended outline permission, which have recently been released by St Albans District Council ("SADC") and should now be approved by Charles Church.

When the amended outline permission has been granted, then the school's reserved matters application will be transferred to that new outline permission and there can then be the public consultation on the school's application. It was noted that the anticipated timescale for that consultation is early December 2015.

AHa reported that practical completion of the MUGA and All Weather Pitches ("AWP") took place on 15th October 2015 (the school had already taken beneficial occupation of those areas on 4th September 2015).

Practical completion of all three of the natural pitches took place on 31st October 2015 and pitch 3 is now ready for the school's use. Pitches 1 and 2 should be ready for use by January 2016, but that is weather dependent.

It was noted that the intention is that the school will surrender its lease of the current playing fields, take the lease of the new areas and enter into the licence to continue using the existing playing fields (as approved at the last FGB meeting) as soon as possible, which should be by mid/end of November 2015.

With regard to the progress of the school's works, Governors were aware that the school had submitted an application for engineering operations to enable the ground works and piling to be carried out in advance of the full planning application. The target date for determination of that application is 18th November 2015 and it is hoped that there will be an update on that (for the FAB Group) on 16th November.

KMi arrived at the meeting.

MEu confirmed that, unless the piling can be completed before Christmas, it will not be possible to deliver the new building for September 2016.

AHa explained that things have been put in place for the work to start immediately after the target date for the planning application and the piling rig was ordered before half term, as it is on a 6-week lead time. If the planning consent is not in place by then, then that order will be cancelled, which will incur a cancellation charge of £5,000.

Governors noted that the agreement with HCC to forward-fund the works is in hand and needs to be

completed. It was also noted that everything possible is being done to keep the project on track.

b) Approval of an amendment to the Letter of Intent issued to Ashe Construction Limited on 20th July 2015

Governors had considered the paper that had been circulated in advance of the meeting. It was noted that the letter of intent was originally approved in July 2015 and was increased at the last FGB meeting. The outturn of the summer works as set out in the paper was noted. MEu explained that the reason for the increase in the costs was due to the fact that more work was completed than had been originally anticipated.

AHa explained that the intention is to enter into the JCT contract with Ashe Construction, but that cannot be signed until the full planning consent is in place (see item 8) a) above). The proposal therefore was for the ground works and piling to be carried out under an extension to the Letter of Intent (“LOI”) – with the aim of starting the piling work in the first week of December 2015.

There then followed a detailed discussion about the Letter of Intent which is commercially sensitive and is recorded in Part 2 Confidential Minutes.

VSt and DLe left part way through this item.

Governors agreed that they were confident that the FAB Group is doing everything it can to deliver this project by September 2016 and within the budget. However, Governors were not prepared to agree to the increase in the LOI proposed, at that stage, without further detailed information about the risks involved in proceeding with the ground works and piling before Christmas and the financial impact of:

- a. being able to continue the works without interruption;
- b. starting the works and having to stop them in January 2016 if the full planning consent had not been issued; and
- c. not starting the works until the full planning permission was in place.

It was agreed that a further paper setting out the financial consequences of each of these scenarios would be prepared and sent out to Governors by the end of Friday 6th November 2015. Governors would review this over the weekend and confirm their views by email by 10am on Monday 9th November 2015. It was agreed that no response by email would be taken as agreement to the proposal to increase the LOI.

*FAB
group/
Governors*

Governors asked for confirmation that the schedule of work had been considered in light of the issue of noise during the exam period at the school. MEu confirmed that this had been taken into account.

c) Update and ratification of the fees incurred to date by the consultants and design team and authority to incur additional fees

MEu confirmed that there was no written paper on this item, but that the design and consultant team appointments were all competitively tendered initially against the original budget for the school’s works. That budget then increased, as a result of which each of the consultants was asked to confirm the corresponding uplift in their fees. It had been noted that this increase had not been put back to Governors for agreement.

In addition, the delays in the planning process had resulted in the design work being re-scheduled so that some of the work that it was originally envisaged would be carried out later (after the consultants were taken on directly by Ashe Construction) had been undertaken already. Some of this related to the increased amount of work done by the planning consultant.

MEu confirmed that this was all within the overall project budget and amounted to 10.9% of the overall contract value (which, it was noted, was within the usual range of values and therefore represented good value).

Governors noted this information, but asked for it to be included in a written paper for their full consideration and approval at the next FGB meeting in January.

MEu

d) Discussion of and agreement to authorise the signature of a Building Contract between Beaumont School and Ashe Construction Limited

Governors had considered the two papers for this agenda item which had been distributed earlier that day. MEu reported that the second stage tender costs were received from Ashe two weeks earlier. He and the costs consultant had been through them in detail to interrogate the figures and also carry out some value engineering.

MEu reported that the biggest issue that was identified was that the prelims (which were originally low in Ashe's initial costings) were now felt to be on the high side.

Governors expressed concern that the overall costs had increased significantly compared to the initial costings and that the budget allowance for the science labs had been significantly reduced. MEu explained that there were several reasons for this, including that the project had increased in scope since the initial costings and also that the consultants' costs for work on planning was higher than originally anticipated (as a result of the planning issues with SADC).

Governors also expressed concerns about the level of contingency within the figures.

There then followed a detailed discussion about the financial aspects of the Building Contract which is commercially sensitive and is recorded in Part 2 Confidential Minutes.

It was noted that the JCT Contract with Ashe could not be signed until the school's reserved matters planning application had been granted by SADC, and therefore the approval of the JCT Contract could be considered at the FGB meeting on 13th January 2016. It was agreed that an update on the negotiations with Ashe would be given at the FGB meeting prior to the AGM on 15th December 2015.

*FAB
group*

MEu and JWe left the meeting.

9. Chair's Update including:

a) Update on BSV discussions on Multi Academy Trusts/Educational Trusts

AHa confirmed that there was no update on this issue since the last FGB meeting as discussions were ongoing.

b) Governor Skills Audit

It was agreed that, as the FAB item had taken longer than anticipated, this item would be carried forward to the next meeting.

*Next
meeting*

c) Update on Fundraising

Governors had all considered the slides from the presentation to stakeholders meeting on 21st October 2015. It was noted that IJo had agreed to chair a steering committee to take this forward and AHa and IJo would email those people that they would like to be on that committee. AHa suggested that Governors email them if they had any questions.

10. Head's Report discussion and questions

Governors had all considered the Head's Report which had been circulated before the meeting, together with the latest Ofsted grade descriptors and the updated Plan for School Improvement (which it was noted was for consideration at the next round of committee meetings). EHi encouraged Governors to review the grade descriptors.

NMo left the meeting.

EHi thanked Governors for attending the Secondary Transfer Evening which, it was agreed, was very successful and well attended.

11. Report from Admissions Committee

Governors had considered the notes of the meeting of the Admissions Committee on 12th October 2015 which had been circulated in advance of the meeting.

It was noted and agreed that:

- any decision to increase PAN with effect from September 2016 had to be notified to HCC by January 2016. This would be discussed further at the FGB meeting in January.
- the admissions criteria for entry in September 2017 would not change.
- the benefit of the children of staff admissions rule would be extended to two new members of staff who satisfied the requirement that there was a demonstrable skill shortage for their posts.

Next meeting

12. Confidential item – report on the outcome of a complaint and consideration of the panel’s recommendations arising

Governors had considered a confidential paper regarding a recent complaint. The decisions of the relevant panel were noted.

MCa confirmed that he had acted as the Chair of the Complaints Panel and Governors noted the recommendations set out in the separate paper which had been circulated in advance of the meeting.

The recommendations were considered and it was agreed as follows:

- The school should review the existing off-site visits procedure to ensure that there is an adequate mechanism to enable proper feedback and recording of any incidents that occur during the visit.
- The school should review how it records sensitive medical information regarding students and how it then uses that information when compiling individual risk assessments.

EHi agreed to take both items forward.

EHi

13. To receive and discuss the Annual Report on Child Protection

Governors had considered the Annual Report on Child Protection which had been distributed prior to the meeting.

Governors had considered the report and had no queries on it, apart from that it was noted that some dates need to be added for Governor training on safer recruitment – LSh agreed to liaise with Yvonne Powdrell to add those in.

LSh

It was also noted that safeguarding is to be a standing agenda item at all FGB meetings. That will be included on all agendas going forward.

14. Examination Report to Governors 2015 – discussion and questions

Governors had considered the Examination Report which had been distributed prior to the meeting. It was noted that this report was in the new format, which Governors agreed was excellent and very clear.

Governors congratulated the school on its 3rd best results ever, particularly in the context of falling results nationally. MAt reported that he had appealed the headline figure of 81% A*-C including English and Maths, as that was reduced from 82% by the inclusion of one student in the figures whom MAt has argued should not have been included.

Governors queried whether the statement that product design requires improvement was meant in the context of Ofsted gradings. MAt confirmed that the description was used deliberately because of the results and also the fact that the department’s predictions were not achieved.

It was agreed that the results for product design and computing will be considered in more detail by the CTL Committee. Link governors could also review the results and individual reports for their link departments and raise any further questions.

MAt also reported that the school was investigating the performance of Level 5 boys in English as they made less than expected progress. The results for previous years were being reviewed, as was the progress of current Years 10 and 11.

Governors queried whether the latest dashboards were available. It was noted that the inspection dashboards should be available by the end of November 2015.

The figure of 0.23 for Progress 8 was noted as being statistically positive, which is very good particularly as 30 students did not fill all 8 buckets due to curriculum choices. It was noted that the important fact is that the result and confidence intervals were over zero and, beyond that, a comparison of different schools' scores is meaningless, which will make it very difficult for stakeholders to understand and use the figures to compare schools.

15. Proposals for setting Targets 2015-16 – discussion and questions

Governors had considered the paper on targets which had been distributed prior to the meeting. EHi informed Governors that Paul Wilson from HCC was due to meet with her and MAt to go through these targets on 16th November at 9am. Governors were also invited to attend.

MAt reported that the targets had been prepared using the Aspire Software developed by the Fischer Family Trust.

It was noted that the current Year 11 is not a strong cohort and the targets will be challenging. There are no 5A*-C targets from 2017 and the new league table measures will be Attainment 8 and Progress 8, Ebacc and percentage achieving a C and above in English and Maths. Similarly, KS3 targets will change as KS2 changes work through the system.

Governors agreed with the suggested targets and it was agreed that MAt would feed back to Governors if there were any changes following the meeting with Paul Wilson.

16. Governor Development Co-ordinator Update including and update on the in-house session

The next in-house training session was discussed and LSh reported that esafety was not a topic that HfL offered as an in-house session. It was noted that MCa had agreed to attend the Annual Conference so that he could attend the esafety session. MCa would then liaise with the school about passing the training onto Governors. *MCa*

The in-house session was discussed and it was agreed that Health and Safety would be useful, given the ongoing and future building work at the school. KTr agreed to book that with HfL. *KTr*

17. To receive any other business as notified in item 3

Governors raised an issue that had arisen with regard to a difference between the holiday dates for the school compared to local primary schools for the Easter break in 2017.

EHi reported that the situation was very complex and, after liaison across STASSH, all secondary schools had fixed the same holiday dates to achieve the best position for teaching and learning and therefore the students.

The problem that had arisen was that Hertfordshire's published dates were different. Many local primary schools are community schools and are now not able to choose different dates to those announced by Hertfordshire. The school (as an academy) can fix its own dates (as can each of the STASSH schools).

It was noted that the impact of this for staff was that the school's holidays may be different to their children's schools (and also some childminders only work during term-time, which may mean that they are not able to

look after the children of some of the school's staff).

Staff Governors reported that this was causing stress to some staff and may have a significant financial impact for them (child care costs were reported to be around £500 per week).

The issue was debated at some length and it was agreed that the overriding concern was that the school prioritises the teaching and learning for the students, and it was also agreed that it would not be possible on a practical basis for the school to have different term dates to the other BSV or STASSH secondary schools. However, the impact (and stress) on staff was noted and acknowledged..

It was noted that staff have been given 18 months' notice of this issue, and it was hoped that they would be able to resolve the difficulties that were caused to them within that time. It was also noted that staff are very concerned that this issue could arise again in the future, and EHi agreed to raise this again at the next STASSH meeting to see how other schools were dealing with this issue. Staff were encouraged to take the issue up with Hertfordshire County Council either directly or through their local councillor, as it was the decision of Hertfordshire that caused the problems.

EHi

18. Date of next meetings

Governors were reminded that the next meetings were on 15th December 2015 at 8am (AGM and FGB meeting) and 13th January 2016 at 7pm.

There being no further business, AHa declared the meeting closed at 9.50pm.

Signed:
Chair of Governors

Dated:.....