

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Monday 5<sup>th</sup> November 2012 at 7pm**

Governors Present:

Rena Prindiville (“RPr”) (Chair), Kevin Doyle (“KDo”), John Ingamells (“JIn”), Josephine Chu (“JCh”), Andrew Brenton (“ABr”) (items 1 – 12), Alison Wallis (“AWa”), Alex Hall (“AHa”), John McAlister (“JMI”), Judy Fingland (“JFi”), Steve Jump (“SJU”), Lianne Sherwood (“LSh”), Mike Cameron (“MCA”), Martin Atkinson (“MAT”), Morag McCrorie (“MMc”), Chris Aikman (“CAi”), Natalie Moody (“NMo”) and Lucy Sidney (“LSi”).

In attendance:

Simone Kilka-Green (“SKi”)

Clerk to the Governing Body

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	The workload allocated to the resources committee in the Terms of Reference to be reviewed at the next meeting.	FGB	Next Meeting
2	The appropriate committee structure to be reviewed at the next meeting.	FGB	Next Meeting
3	KDo to finalise the Freedom of Information Publication Scheme for approval by the FGB in January.	KDo	Next Meeting
4	All governors to complete the skills questionnaire distributed at the meeting and by email.	All	ASAP
5	JCh to email SKi with details of what documents she found most useful in the new governor induction pack.	JCh	ASAP
6	EHi to inform parents that the school has joined the legal challenge of the GCSE English Language results.	EHi	ASAP
7	MCA, LSi, RPr, AWa and a combination of MAT, MMc and/or EHi to consider the admissions consultation position and report back in a Part 2 confidential section of the meeting to the FGB.	MCA, LSi, RPr, AWa and either of MMc, MAT or EHi.	ASAP
8	AHa to prepare an amended School Visits by Governors policy for approval at the next meeting.	AHa	Next meeting
9	CTL Committee to review targets after mock exams in January.	CTL	January meeting
10	MAT to produce historic data for CTL meeting in January comparing grades achieved in November last year compared to target grades.	MAT	January CTL Meeting

- 1. Apologies for Absence** had been received from Liz Hitch and Hakim Kadodia. Consent was given to their absence. Andy Mallett was also absent from the meeting.

RPr as Chair declared that the meeting was quorate and open for business.

- 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 15**

*Actions*

No items were raised.

**4. Approval of minutes of on 13<sup>th</sup> September 2012 and matters arising**

The minutes were agreed as drafted.

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>	
1	SKi to complete and return Forms AP01 to Companies House, update the Registers of Directors and Members and the Hertfordshire County Council database of governors and issue Membership Certificates.	SKi	ASAP	Completed.	
2	Resources Committee to review the workload allocated to it in the terms of reference.	Resources Committee	Next Meeting	This is ongoing and will be brought back to the next FGB meeting in January.	<i>Next meeting</i>
3	The appropriate committee structure to be reviewed at the next meeting.	FGB	Next Meeting	It was agreed that this will also be looked at in January.	<i>Next meeting</i>
4	SKi to set up and maintain a register of directorships and trustee positions held by Governors.	SKi	ASAP	Completed, all governors with directorships or trusteeships have notified SKi.	
5	SKi to complete Form AA01 and send it to Companies House as soon as possible.	SKi	ASAP	Completed.	
6	Resources Committee to approve the appointment of external auditors.	Resources Committee	Autumn Term	Completed.	
7	Resources Committee to appoint Responsible Officer.	Resources Committee	Autumn Term	Completed.	
8	KDo to finalise the Freedom of Information Publication Scheme for approval by the FGB.	KDo	Next meeting	To be approved in January.	
9	Governors Visits Procedure to be reviewed next FGB meeting.	FGB	Next FGB meeting.	On agenda.	<i>KDo</i>
10	AWa and SKi to identify and distribute an appropriate skills questionnaire to all Governors.	AWa/SKi	ASAP	Completed, all Governors were asked to either complete the hard copy distributed at the meeting or to complete the emailed	<i>All</i>

				version.
11	AHa to review the Governing Body's role within the school's self-evaluation.	AHa	ASAP	It was agreed that this be done as part of the Away Day in February.
12	As many Governors as possible to attend the Secondary Transfer Evening from 5.45pm.	All	10 <sup>th</sup> October 2012 5.45pm	Completed.
13	CTL Committee to review the question of Specialisms after the budget is known in January.	CTL	Post Budget in 2013.	For January.
14	JCh to email SKi with details of what documents she found most useful in the new governor induction pack.	JCh	ASAP	To be carried forward.
15	SKi to contact Andy Goodwin about an electronic link to the new governor induction documents perhaps through the website rather than sending them out as email attachments.	SKi	ASAP	See below.
16	CMo to confirm the date for the Preparing for Ofsted training asap.	CMo	ASAP	This has been fixed for 9 <sup>th</sup> January 2013.
17	JMI to draft a suitable letter for Governors to consider sending to MPs regarding the English GCSE results.	JMI	ASAP	Completed.
18	SKi to amend the Designated Teacher/Governor List and circulate for approval by email.	SKi	ASAP	Completed.
19	CAi, NMo and LSi to consider additional Governor/Staff events and report back on their ideas.	CAi/NMo/LSi	ASAP	See below.

*JCh*

In relation to item 15 above, SKi reported that she has discussed the possibility of an electronic link to the new governor induction documents through the website but there is an issue with maintaining secure access to those documents. Having considered the matter further SKi stated that she would prefer to continue to send them out as email attachments. This was agreed.

In relation to item 19 above, staff governors reported that they had considered additional Governor/Staff events and spoken to other staff. Two suggestions were made regarding staff/governor interaction:

- A pre-Christmas mulled wine and mince pie social event
- The governors' board in the staffroom could be updated with biographies and pictures of governors.

## 5. Chair's Update

RPr stated that there is a lot going on at the school at the moment but that she specifically wanted to note that the transition to academy status has gone very well and has been seamless for the students and staff. In relation to future work for the governing body, there are 3 outstanding areas at present:

- 1) The review of the committee structure which it has already been agreed will be looked at in the January FGB meeting;
- 2) A self-evaluation of the role of the governing body;

3) The future strategy for the governing body.

It was agreed that 2) and 3) above will be looked at in detail at the Governors' Away Day on 13<sup>th</sup> February 2013.

## 6. Head's Update

Governors had considered the Head's report, which had been circulated before the meeting.

The legal challenge to the GCSE English Language exam results was discussed. Governors have been kept fully informed of the position by emailed updates, including the latest position notified by email today. The school has joined the proceedings as a claimant. Given the very short time available, this decision was taken by EHi, RPr, MAt, MMc and AHa, in consultation with the lead claimant, Lewisham Council. The governors approved the school's participation in this litigation, given the impact of the GCSE English Language exam results on the school's students. It was agreed that parents should be informed that the school has joined the legal challenge (after carefully investigating its potential costs exposure) as that is now a matter of public record.

*EHi*

Governors noted that the safeguarding audit has been carried out and will be considered in detail by the community committee. MAt reported that the audit was very useful as the school was concerned about the open nature of the school site particularly given Ofsted had been very keen to examine this area at another local school.

The fact that Sixth Form students enter and leave school at will was discussed. All Sixth Form students have been issued with identity cards so that their presence on site can be verified. Governors questioned how this impacts on fire evacuations. It was noted that during fire evacuations checks are carried out to ensure that all buildings are empty rather than a register being taken of all students.

In relation to the Union "Action short of strike action", MAt reported that he and EHi have met with union representatives and it was agreed that the school operates within the 'rarely cover' guidelines but it was also agreed that there will be no 'mock Ofsted' this term. The Union representatives have agreed to look at the school's proposals for an exam week for Years 7 to 10.

With regard to forthcoming events, it was noted that there is an error in the report as it refers to the Ofsted training being on 7<sup>th</sup> January, it is **on 9<sup>th</sup> January**.

The BSA Xmas Fair is on 1<sup>st</sup> December 11am to 2pm and governors were asked to come along and help if possible.

It was noted that 50 students today went to sing with the London Philharmonic Orchestra at the Royal Festival Hall. Governors congratulated the group on that great achievement.

## 7. Admissions 2014 Consultation - discussion

It was agreed that this item is confidential and when discussed in detail shall be minuted in Part 2 Confidential minutes.

It was agreed that a smaller group of governors consisting of MCa, LSi, PRr, AWa and a combination of EHi, MAt, and/or MMc will consider the position further. It may be that due to the timescales for consultation an extraordinary FGB meeting may need to be called. The group will look at that and report back.

*MCa,  
LSi, PRr,  
AWa  
and  
either of  
MAAt,  
MMc or  
EHi*

## 8. FAB Milestones – discussion

Governors had considered the report prepared by AHa which it was noted is confidential. The issues were

noted and a further update will be given to governors after the next meeting with HCC on 16<sup>th</sup> November.

## **9. Confidential Item**

Recorded in Part 2 confidential minutes.

## **10. Policies – approval of the following:**

### **a) Freedom of Information Publication Scheme**

This was discussed earlier in the meeting and it was agreed that this will be dealt with in January.

### **b) School Visits by Governors Procedure**

AHa stated that this policy is due for review soon but that it does not reflect the governors' current practice. He suggested that this policy be amended and have included within it the governor links protocol. This was agreed and AHa agreed to prepare a draft for approval at the next meeting.

### **c) Amendments recommended by County to the Whistleblowing policy**

*AHa*

The amendments suggested by County to Section 8 'Names to contact' – Chief Internal Auditor is identified as Chris Kay and should be updated to read Helen Maneuf who can be contacted on 01438 845502 were agreed.

It was noted that County are due to review this model policy this term.

### **d) Amendments to the Committee Terms of Reference**

The proposed amendments to the terms of reference for the community committee circulated prior to the meeting were agreed.

## **11. Results 2012 – Analysis**

MAt spoke to his extensive report distributed before the meeting and took governors through it in detail. The following areas were discussed:

- a) The A2 results were excellent. It was noted that the percentage of A\* grades was lower than the BSV consortium as Verulam achieved a high number of A\* grades in maths.
- b) The AS results were included within the report as they were also excellent with only 3.9 percent being 'U' grades. Governors questioned whether the grades achieved at AS are a good indication of what will be achieved at A2. It was noted that this can depend on the subject but that generally it is a good indicator.
- c) The Alis value added analysis within the report showed very good progress, although governors noted that this is just one way of measuring value added and it is not the measure used by Ofsted.
- d) The negative residuals in French and Spanish were discussed in detail.
- e) Governors noted that the figures are significantly affected by the GSCE English results and that even if those grades are corrected following the legal challenge they will not be amended in the league tables published in January. The resits for English language are taking place this week.
- f) It was noted that the Science results for Year 10 were very good which is a great boost for the Department. It is hoped that the Science results next year will be good.
- g) The progress from KS2 to KS4 was noted as being very good including for maths. This reflects the extensive work done by the department, which has made a big difference.
- h) Governors noted the issues with Graphics and Resistant Materials. MAt reported that consideration is being given to changing the course to Product Design or BTEC Construction.

Governors agreed that overall the results were excellent and congratulated staff and students on them.

MAt was thanked for his comprehensive report.

## **12. Proposals for Setting Targets**

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 indicated that (given the possible further moving of grade boundaries) it was now very difficult to predict grades and set targets. Whilst he hoped that the targets proposed could be met, it is likely that marking schemes for further GCSE courses may be moved, which will result in reduced grades being achieved. This cannot, at this stage, be predicted or calculated in such a way as to produce accurate targets. It was agreed that it is important that the targets are challenging and governors noted MAt's concerns. It was also noted that for this reason no external input (by the Hertfordshire Improvement Partner) has been made this year into the targets proposed.

Governors agreed the target figures as set out and that they will be reviewed by the CTL committee after the mock exams in January. It was agreed that it would be helpful to see historic data on what grades students achieved in November compared to target grades. MAt agreed to produce that data for the January CTL meeting in January.

*CTL*

Governors thanked MAt for this helpful paper.

*MAt*

ABr left the meeting at this point.

## **13. Committee reports and updates**

### **A. Resources**

Governors had considered the minutes of the last resources meeting, which had been circulated before this meeting. It was noted that the committee is meeting on Wednesday to agree the budget for the academy.

### **B. Community (including noting the submission of the annual Child Protection Report)**

Governors had considered the minutes of the last community meeting, which had been circulated before this meeting. It was noted that the committee had received and considered the annual Child Protection Report.

### **C. Curriculum Teaching and Learning**

Governors had considered the minutes of the last curriculum, teaching and learning meeting, which had been circulated before this meeting. It was noted that the committee is monitoring the Skills for Success scheme and its impact on independent learning.

## **14. Governor Development Co-ordinator Update and Hertfordshire Governors Annual Conference '12**

The Ofsted training fixed for Wednesday 9<sup>th</sup> January had been discussed earlier in the meeting.

Governors were encouraged to attend the Annual Conference on 17<sup>th</sup> November.

It was noted that several governors are booked onto training courses. All governors were encouraged to attend safeguarding and complaints training.

Exclusions training was discussed and it was noted that in order to sit on an exclusions panel training has to be renewed every 2 years. Several governors have training which will be more than 2 years old shortly. All community governors were encouraged to attend this training if possible (there is a course on 30<sup>th</sup> April) as they are most likely to be independent for the purposes of an exclusion appeal hearing.

**15. To receive any other business as notified in item 3**

No items were raised.

RPr thanked JIn and AMa for their years of hard work and support.

**16. Date of next meeting: Thursday 17<sup>th</sup> January 2013 7pm**

There being no further business RPr as Chair declared the meeting closed at 20.55pm.

Signed: .....  
Chair of Governors

Dated:.....