

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 11th September 2014 at 7.00pm

Governors Present:

Alex Hall (“AHa”) (Chair from item 3), Alison Wallis (“AWa”), Liz Hitch (“EHi”), Martin Atkinson (“MAt”), Morag McCrorie (“MMc”), Steve Jump (“SJu”), Catherine Hopkins (“CHo”), Chris Aikman (“CAi”), Natalie Moody (“NMo”), Hannah Henry (“HHe”), Mike Cameron (“MCa”), Karen Trounson (“KTr”), Natasha Armstrong (“NAr”), Kevin Doyle (“KDo”), Rena Prindiville (“RPr”), Lianne Sherwood (“LSh”), Gary Kellett (“GKe”)

In attendance:

Simone Kilka-Green (“SKi”) (Chair for items 1 -3)

Clerk to the Governing Body

Actions Agreed at the meeting:

| | Action | Responsibility | Timescale |
|----|--|-----------------------|------------------------------|
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 6 | AHa to ask JMI to chair the Ethos/Philosophy Working Party. | AHa | ASAP |
| 7 | SKi to set up the first meeting of the Ethos/Philosophy Working Party. | SKi | ASAP |
| 8 | As many Governors as possible to attend the Secondary Transfer evening on 8 th October. | All | 8 th October 2014 |
| 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 |
| 10 | LSh to circulate by email details of the seminars at the Hertfordshire Annual Conference. | LSh | ASAP |
| 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 |

1. Apologies for Absence

Apologies for absence had been received from Carolyn Morris. Consent was given to her absence.

Josephine Chu and John McAlister were also absent from the meeting. It was noted that the meeting was quorate.

It was agreed that SKi would chair items 1- 3 on the agenda until the appointment of the Chair of Governors.

- 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. Election of Chair and Vice-Chair and agreement as to deputising arrangements

Actions

SKi invited nominations for the positions of Chair and Vice-Chair. AHa and AWa agreed to stand for the positions of Chair and Vice-Chair respectively.

It was unanimously agreed to appoint AHa as Chair and AWa as Vice-Chair in both cases for a period of one year until the first Governors meeting of the academic year 2015-16.

Governors also unanimously agreed to the following deputising arrangements:

“In the event that the chair of governors is not available to carry out necessary duties and approvals, then authority to perform these duties and approvals is delegated to the vice-chair and then to the next available person, taken in order from the chair of the Resources Committee, the chair of the Curriculum Committee and the chair of the Community Committee.”

It was agreed that AHa would chair the remainder of the meeting.

4. To receive notification of any other business for item 12

No items were raised.

5. Constitution and legal operation of the Academy:

a) approval of the terms of reference for committees

Governors had considered the terms of reference for committees which had been circulated before the meeting.

Governors questioned some of the wording of the finance remit section of the Resources Committee section. It was agreed that for some areas such as the financial plans, the committee does not “prepare” the financial plans, as the current wording suggests. It ensures that they are prepared and then reviews them. It was agreed that the wording of the terms of reference will be reviewed further and amended where appropriate. The amendments will be approved by email.

AHa/SKi

The terms of reference were otherwise approved as drafted.

b) agree membership of committees including membership of Admissions Committee (with delegated power to the Chair of Governors to vary this where necessary)

Governors had considered the Governance Structure chart which had been circulated before the meeting. It was noted that the Admissions Committee will remain the same as last year and that the Chair of Governors has a delegated power to vary membership of this committee where necessary.

It was noted that further discussions later in the meeting could affect this chart but it was approved as drafted subject to future amendments as the committee structures and roles are reviewed.

c) approval and annual signature of the Code of Practice for School Governors

The Code of Practice for School Governors has not been amended since last year and it was approved as drafted. It was circulated to the meeting for signature by each Governor.

d) completion of the Governing Body Register of Pecuniary Interests by all Governors

The Register of Pecuniary interests was circulated to the meeting for updating and signature by each Governor.

6. Approval of minutes of the meeting on 24th June 2014 (including Part 2 minutes) and matters arising from both sets of minutes

Both sets of minutes were agreed as drafted.

The action points from the meeting were considered as follows:

| | Action | Responsibility | Timescale | Update |
|----|---|-----------------------|-------------------------------|---|
| 1 | Admissions Group to consider the HCC modelling of the impact on Beaumont of the changes to Sandringham School's admissions rules. | Admissions Group | Autumn term | The Group will meet this term to review admissions. |
| 2 | SKi to draft terms of reference for each of the Governor roles on the 'Roles and Responsibilities' document and circulate for comments. | SKi | For September FGB Meeting | Completed. |
| 3 | EHi to ask Charles Cross to circulate the testimonials from parents from the parent survey. | EHi | ASAP | Completed. |
| 4 | SKi to send out the paperwork for the 360 review of the Chair's performance. | SKi | ASAP | Completed. |
| 5 | KDo and AWa to review the workload of the committees and Governors and prepare a paper for the September FGB meeting. | KDo/AWa | For September FGB Meeting | Completed and on agenda. |
| 6 | Governors to email SKi if they would like to be on the working party discussing the philosophy / mission statement. | All | ASAP | Completed and on the agenda. |
| 7 | EHi to seek feedback from the Leadership team on the philosophy / mission statement document. | EHi | ASAP | Completed. |
| 8 | <i>See actions in the Part 2 Confidential Minutes</i> | <i>Various</i> | <i>Various</i> | <i>Confidential</i> |
| 9 | SKi to file the annual return with Companies House by 11 th July 2014. | SKi | By 11 th July 2014 | Completed. |
| 10 | Schedule of Financial Delegation to be reviewed in the Autumn term. | FGB | Autumn term | To be dealt with by the Resources Committee initially and |

Admissions Group

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| | | | | then brought to the FGB for approval. |
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7. Sixth Form Update

It was noted that the Chair of the Sixth Form Council was unable to attend the meeting as originally planned.

MMc reported that there are 326 students in the Sixth Form from September which includes 39 external students; this is the highest number of students the school has had to date which Governors agreed is excellent. MMc also reported that the numbers of students moving into Year 13 was also very high.

It was noted that the Sixth Form students are very happy with the new facilities; the withdrawal of Costa Coffee from all schools has been accepted by the students. The area has been re-carpeted after the flooding over the summer break; the only ongoing issue is that the computer room is closed as there is an open hole in the floor until the drains are repaired. This is in the hands of the insurer.

MMc reported that the Year 13 university applications were very strong. The school noted a shift in where students are applying; many of the students were accepted by their first choice of university even if they missed their target grades. It was noted that this year UCAS was very efficient and students learnt whether they had been accepted onto a course quite quickly.

8. Chair's Update including:

AHa reported that he attended the staff inset meeting on the first day of term which was a very good meeting. He thanked those Governors who were able to attend the staff drinks on the Friday of the first week.

AHa thanked Governors and staff for completing the 360 degree review of this work as Chair. He confirmed that he had a very useful feedback session with AWa who collated the responses. It was noted that the issues raised will feed into other items on the agenda.

a) approval of the list of Designated Teachers/Governors and amendments to policies to remove individual names and refer to the Designated Teachers/Governors list

Governors noted that this item arose from a discussion at a previous meeting about the need to keep policies up to date which can be difficult if individual members of staff are mentioned in them.

The list of Designated Teachers/Governors was approved with the following amendments:

- 1) to record Andy Goodwin as the Designated Teacher for Children Looked After;
- 2) to remove the duplicated reference to ensuring the medical needs of students are met; and
- 3) to replace the list of union names and contact details with a link to the relevant section of the HCC website – this is to ensure that the list is always as up to date as possible.

It was agreed that this List will be put onto the school website so that parents can see who within school deals with which area. It was also agreed that the List may be updated through the year to reflect any staffing changes and it will be reviewed by the Governing Body on an annual basis at the first meeting of each academic year.

It was also agreed that the following policies will be amended to remove reference to named members of staff and Governors and a reference inserted instead to the List of Designated Teachers/Governors with a statement that it can be found on the school's website:

SKi

- Child Protection Policy
- Policy for Children Looked After
- Drug Education Procedure
- Disability Equality Scheme
- Single Equality Scheme
- Health and Safety Policy
- Privacy Notice
- Behaviour Policy
- Staff Discipline Procedure
- Staff Grievance Procedure
- Whistle Blowing Policy

b) update on the FAB Project

AHa gave a detailed update to Governors on the current position of the FAB Project and in particular the current status of the negotiations for the sale of the school's playing fields and the position in relation to HCC forward funding the school's costs of engaging contractors in relation to the sports hall and other facilities.

Governors noted that the two planning consents have finally been obtained, i.e. outline planning for the housing development and sports hall and also the detailed planning consent for the replacement playing fields. AHa reported that there were errors in both planning consents each of which is being dealt with by HCC and their retained consultants by way of a formal application to amend the consents. It was noted that this is not expected to delay either the commencement of the new playing fields work or the sale of the land but that this is all in the hands of HCC.

As to the timing for the commencement of the work on the new playing fields, this is dependant on the progress of the negotiations for the sale of the current playing fields. The time period for seeding the new fields has now been missed which means that the fields will have to be turfed, and although this is more expensive, the consultants have advised that the end result will be better than if seeded.

Governors asked about the timing of the obligation on the housing developer to construct the access road to the school. It was agreed that SKi will ask HCC for confirmation of the detail of that.

SKi

AHa assured Governors that the FAB Group is doing everything it can do move the project along and the school's appointed Project Manager Mark Eustace has been very good in assisting with that. The main concern is the timescale for the commencement of the work on the new playing fields as both the school and HCC are concerned to ensure that the playing fields are ready to hand over to the school for use in September 2015, with the possibility of the MUGA (Multi-use Games Area) pitches being made available earlier than that.

It was agreed that the school is concerned to progress the design and planning aspects of the sports hall and other facilities at the school so that, as soon as the playing fields are exchanged, the school is in a position to commence its works. It was noted that the FAB Group is pressing HCC for confirmation that the forward funding that was agreed in the Development Agreement signed in December last year is available as promised. When that confirmation is received the school can proceed to contract with its chosen contractors.

It was agreed that AHa will liaise with Julie Wells and will make a formal request for the payment of the contractors' invoices by HCC pursuant to the Development Agreement. If payment is not received in accordance with the contract terms then the school will have to consider further its position under the Agreement.

AHa

It was noted that the ideas for the master plan for the school which has been prepared by the architects

were available for Governors to review at the end of the meeting. EHi asked for any feedback from Governors.

c) establishment of Budgeting and Fundraising Working Party

AHa reported that as set out in an email from SKi in July, the Budgeting and Fundraising Working Party consisting of AHa, RPr, MCa, JWe, EHi and MAt, has had one meeting, the notes of which were circulated to all Governors.

The need for this working party arose out of the deficit budget that was presented to Governors for approval and initially its remit also included looking at the costs incurred on the Sixth Form extension and the lessons to be learnt from that for the FAB Project.

It was noted that the Working Party had its second meeting earlier that day at which it looked at budget strategies including increasing income and decreasing costs. It was noted that there is a broader impact of the strategies discussed on areas such as curriculum, admissions and staffing. It was noted that the Working Party is sensitive to that and welcomes any ideas that Governors have particularly for increasing revenue.

Governors were happy with the remit of the Working Party and no other Governors volunteered to join. It was noted that the Working Party will report into the Resources Committee which reviews the budget and monitoring reports.

d) establishment of Ethos/Philosophy Working Party

AHa noted that the establishment of this Working Party arose out of the discussions and initial paper at the last meeting. EHi confirmed that she has asked staff for ideas about 'Beyond Outstanding'.

Following that meeting EHi, RPr, HHe, AWa, JMI and KDo volunteered to join the working party.

It was agreed that the remit of the Working Party is to discuss the school's ethos and try and distil it onto paper. The timescale for this is for discussion at the extended meeting in February. It was agreed that although ideally the final document would be about a page long, that should not constrain the Working Party's discussions. The Working Party will also look at how the agreed ethos will be shared with stakeholders to make sure that it is not a dry document that is never used.

AHa said that he was proposing to ask JMI to chair this Working Party. This was agreed.

AHa

Governors were happy with the remit of the Working Party and MMc and NAr volunteered to join.

SKi agreed to set up the first meeting.

SKi

9. Head's update including secondary transfer evening on Wednesday 8th October 2014

EHi reported that the school is delighted with the GCSE and A level results. They will be discussed in greater detail at the next meeting on 4th November but overall the GCSE results were the school's second highest results. STASSH is meeting next week and EHi should learn about other schools' results then.

Governors noted that in the first week of the summer holiday the Science and Technology block, new Sixth Form area and languages block were flooded twice as a result of sporadic torrential rain which caused flash floods. EHi reported that the insurance company has provided an excellent service and she particularly thanked Julie Wells and Lyndsey McCutcheon for all their hard work over the summer holiday to make sure that the school was able to open and function normally on the first day of term.

EHi reported that questions are being asked of the contractors about why the new Sixth Form area was

flooded when it has new drainage, at significant cost.

EHi also reported that work is ongoing on the school's prospectus which complements the revised website. Governors agreed that the new website is a great improvement and EHi said that the school is delighted with it.

EHi informed Governors that work is also ongoing on the updated self-evaluation form which the school will keep up notwithstanding the recent Ofsted inspection.

Governors noted that the Admissions Group will be meeting this term to review admissions including the Pupil Admission Number and how and when that could be increased.

EHi asked that as many Governors as possible attend the Secondary Transfer evening on 8th October and be available to speak to prospective new parents. Governors were reminded to refer questions about admissions to HCC as although the school is its own admissions authority, all admissions are dealt with by HCC under the school's admissions rules. *All*

10. Consideration and discussion of the proposal for restructuring and defining of the Governor roles and the impact of that on the committee structure

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

The rationale behind the paper was discussed and KDo emphasised that the intention is to facilitate the efficiency of the work of the Governing Body and ensure that the workload is fairly distributed amongst the Governors. The intention is to help both existing Governors and also new Governors to use their skills effectively. All the work is already being done already; the key is sharing the work amongst all Governors.

KDo asked Governors to agree to the rationale behind the paper and to move to the next stage which is a more detailed definition of each of the Governor roles and their allocation amongst Governors ready for discussion at the November FGB meeting.

The stage after that is to look at how the roles fit into the committee structure but until that stage the current committee structure will be retained.

Governors agreed that this is a very helpful way of giving clarity to the various roles and will make sure that Governors feel that they have a role on the Governing Body, although it was noted that having the roles does not give one Governor responsibility for an area. Responsibility is still collective.

Concerns were expressed about whether this would increase the workload for the Leadership Team by increasing the numbers of meeting etc. and it was noted that on some matters it is more effective for the staff member to attend the meeting themselves to report to Governors and answer questions that arise. It was agreed that there is a potential for an increase in the LT's workload, but that is certainly not what is intended and it will be kept in mind throughout the discussions.

The roles that are suitable for staff Governors to take on were discussed. It was agreed that there are some roles which would clearly give rise to potential conflict, but there are also roles where that is very unlikely. This will also need to be carefully considered in the allocation of roles amongst Governors.

Overall it was noted that the role of a Governor is not to become involved in operational matters, the role is about supporting the school and being a critical friend on a more strategic level.

It was agreed that for the next meeting KDo and AWa will work on the defining of each of the roles identified and will liaise with individual Governors about roles they may be willing to take on/continue to *KDo/AWa*

have.

11. Governor Development Co-ordinator Update including:

a) Hertfordshire Governors Annual Conference – Saturday 15th November 2014, Robertson House, Stevenage

LSH reported that she now has details of the seminars at this year’s annual conference and agreed to circulate them by email to all Governors for them to book onto the Conference. *LSH*

b) Agreement as to the subject and date for the annual in-house Governor training session

Governors discussed the choice of subject for the in-house training session which has to take place by 31st March. LSH agreed to send out a list of possible subjects for Governors to review and a decision will be made at the next meeting. *LSH*

SKi informed Governors that she has a number of Governors’ Development Handbooks from HCC for Governors to use if they wish and she asked Governors to let her know if they would like one.

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

There was no other business raised.

13. Date of next meeting: Tuesday 4th November 2014 7pm Results and Target Setting

There being no further business AHa declared the meeting closed at 8.45pm.

Signed:
Chair of Governors

Dated:.....