

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 12th September 2013 at 7pm

Governors Present:

Alex Hall (“AHa”) (Chair), Alison Wallis (“AWa”), Liz Hitch (“EHi”), John McAlister (“JMI”), Steve Jump (“SJU”), Mike Cameron (“MCA”), Morag McCrorie (“MMc”), Chris Aikman (“CAI”), Natalie Moody (“NMO”), Karen Trounson (“KTr”), Natasha Armstrong (“NAr”), Kevin Doyle (“KDo”), Lianne Sherwood (“LSh”), Gary Kellett (“GKe”), Catherine Hopkins (“CHO”) (items 1 – 9a) and Josephine Chu (“JCh”).

In attendance:

Simone Kilka-Green (“SKi”)	Clerk to the Governing Body
Ian Downs (“IDo”) (<i>not item 8</i>)	Chair of Governors, Townsend School
Jamie Renfrew (“JRe”) (<i>not item 8</i>)	Chair of Sixth Form Council
Ben Hughes (“BHu”) (<i>not item 8</i>)	Vice-Chair of Sixth Form Council

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	SKi to go through the Awareness and Monitoring Grid to work out which committee should monitor which questions.	SKi	ASAP
2	SKi to distribute some Governor cards to each Governor for them to send to staff as appropriate.	SKi	ASAP
3	As many Governors as possible to attend the Secondary Transfer Evening on 9 th October.	All	9 th October from 6pm
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
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
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
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
8	NAr, KTr and JCh to book onto exclusions training as soon as convenient.	NAr, KTr & JCh	ASAP
9	LSh to circulate the email from Business and Economics Department to all Governors	LSh	ASAP

1. Apologies for Absence

Apologies for absence had been received from Rena Prindiville (“RPr”), Martin Atkinson (“MAAt”) and Hakim Kadodia (“HKa”). Consent was given to their absence. It was noted that the meeting was quorate.

Governors welcomed the new staff Governor CHO to the meeting and introduced themselves.

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 acted as Chair for this item on the agenda and 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 2014-15.

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 13

One item was 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. They were approved as drafted.

b) agree membership of committees

Governors had considered the Governance Structure chart which had been circulated before the meeting.

The following were noted:

- MMc is now the Designated Senior Person and Charles Cross is the Deputy;
- The work of the Pay Policy Working Party is complete so this can be removed from the chart;
- The position of SEN Governor is vacant, NAr volunteered for the position and this was unanimously agreed. NAr confirmed that she will join the Community committee in addition to continuing to be on CTL;
- Kim Jones and Neil Levoir will be removed from the chart as they have both left. Debs Fawcett is the new SENCo. The new Assistant Head Laura Hawkins will attend Resources committee meetings as she is dealing with staff training and development. Charles Cross and Yvonne Powdrell will attend CTL committee meetings and Andy Goodwin will attend Community committee meetings. It was noted that staff will not necessarily attend all committee meetings and may attend different committees depending on the subjects being discussed.

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

The Code of Practice for School Governors was circulated to the meeting for signature.

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.

e) appointment of staff Governor

It was noted that the staff had elected CHo as the new staff Governor following an election process which was completed on 11th September. It was unanimously agreed that CHo shall be appointed as a staff Governor and member of the Academy Trust with immediate effect.

6. Approval of minutes of the meeting on 5th June 2013, 12th and 18th July 2013 (including corresponding Part 2 Minutes) and matters arising

All minutes including Part 2 Minutes were agreed as drafted.

The action points from the meeting on 5th June 2013 were considered as follows:

	Action	Responsibility	Timescale	Update
1	The Monitoring Grid and how best it will be used and monitored to be discussed at the September FGB meeting.	FGB	September 2013 meeting	On agenda
2	EHi to respond to the letter from St Albans District Council on admissions.	EHi	ASAP	Completed
3	EHi to circulate the details of the Governor Training session at Townsend School.	EHi	ASAP	Completed
4	In-house training session from HCC to be discussed at the September FGB meeting.	FGB	September 2013 meeting	On agenda

Following on from the meeting on 12th July, Governors queried the outcome of the staff consultation on the updated appendix B to the appraisal policy. EHi confirmed that no comments were received.

Governors queried the position of the school in relation to strike action and noted that there is no industrial action arising from the school's Pay Policy, although the NUT has confirmed that members of staff within the school will be striking.

7. 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 approval of the budget which was then approved by the FGB.

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 item of business was the continued monitoring of Pupil Premium and the committee has been working on the detailed questions from the FGB.

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 has completed its work on the PSI for 2012-13 and is looking forward to the work on the PSI for 2013-14.

8. Update on FAB Milestones and agreement of and authority to sign the Development Agreement between the school and HCC

IDo, JRe and BHu left the meeting for this item and returned for item 9 on the agenda.

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

9. Chair's Update including discussion of:

AHa reported that the new company set up by HCC (Herts for Learning ("HfL")), in which the school is a shareholder, is now up and running and was formally launched last week.

IDo stated that he attended the launch and shareholders meeting. There was a discussion about whether the Directors of the company (who all work within schools and currently gave their time on a voluntary basis) should be remunerated. It was agreed at the meeting that they should be remunerated although it was a contentious point as all governors give their time free to schools.

AHa also reported to Governors that having joined the judicial review claim arising out of the GCSE English results (which was unsuccessful), the school will now have to make its capped contribution to the Defendants' costs of £3,000.

a) annual review of the governors' skills audit and discussion of Community vacancies

Governors had considered the summary of the Governors' skills audit which had been circulated before this meeting. One of the skills gaps identified from this summary was PR and marketing.

AHa reported that a freelance marketing consultant, Hannah Henry, had been put forward to the school by Governors' One Stop Shop. She had a very successful meeting earlier in the week with AHa, AWa and Charles Cross and is very enthusiastic about taking on the position of Community governor.

It was unanimously agreed that Hannah Henry shall be appointed as a new Community Governor with immediate effect. It was noted that unanimous agreement exceeds the two thirds voting requirement of Article 117 of the school's Articles of Association for the appointment of Community Governors.

It was noted that there remains one vacancy on the Governing Body for a Community Governor. It was agreed that a skill which would assist with the FAB project is a surveyor. Attempts have been made to identify a surveyor through One Stop Shop without success. Governors were asked to let AHa know if they know anyone who may be interested in the role.

CHo left the meeting.

b) the programme of business for the Governing Body for the academic year and agreement on a date for the annual Extended Meeting

Governors noted that the Chair and Committee Chairs have a copy of the programme of business for the Governing Body.

The date for the extended meeting for 2014 has been agreed as 12th February. The intention is for Governors to visit the school during the day from 10am until 3pm and then for there to be an extended

Governors meeting from 3 – 6.30pm.

c) the Governors' Awareness and Monitoring Grid – its use and ongoing monitoring

AHa reminded Governors that the Awareness and Monitoring Grid was circulated by email in June. The intention is to keep the Grid updated and monitor it so that it is used as a Governing Body self-evaluation document.

It was agreed that it shall be monitored by the 3 committees and SKi agreed to go through the Grid to work out which committee should monitor which questions. The Grid will be considered by Governors further at the Extended meeting in February. SKi

d) approval of the list of Designated Teachers/Governors

Governors had considered the list of Designated Teachers/Governors which had been circulated before this meeting. The list was approved with the addition of NAr as SEN Governor. It was noted that Charles Cross is the Deputy DSP and that Andy Goodwin will complete DSP training shortly.

e) discussion on the distribution and use by Governors of Governor cards

AHa reminded Governors that Governor cards have been printed for Governors to send out by way of thanks or congratulations. It was noted that the school also uses cards for similar purposes and it was agreed that there should be consistency as to how the cards are used.

It was agreed that Governor cards are to be sent to staff and not students to avoid confusion. SKi agreed to circulate some of the cards to each Governor for them to send out. It was noted that Mandy Watt has a box of cards if any Governor requires more. SKi

As a final item on the Chair's update, on behalf of the Governing Body AHa congratulated the school for such fantastic results in the summer and thanked staff for all their hard work. He asked that this be passed onto the staff.

10. Head's Update including Secondary Transfer Evening on Wednesday 9th October 2013

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

- i. Governors have been sent early information about the exam results. The results will be analysed in detail at the combined FGB and results and target setting meeting on 4th November. EHi reported that in analysing the results there is now even more focus on progress in English and maths between KS2 and KS4. EHi also reported that so far there have been over 10 increases in grades following re-marks of papers and more are awaited.
- ii. ALIS (the Advanced Level Information System - a provider of performance indicators for Post-16 students across all sectors of education) has placed the school in the top 10% in the country. EHi reported that ALIS is a tougher measure of schools than the Government's measure.
- iii. The statistics of Sixth Form students gaining places at universities was discussed. It was noted that 85% of students were accepted at their first choice university, which is 10% higher than last year. There were only 5 students who had to go through clearing.
- iv. Governors noted that a lot of work has been done on the school's self-evaluation. EHi has distributed to all Governors the Leadership and Management section for consideration. It was noted that all 4 sections are drafted very differently. This reflects the style of the people drafting them. It was agreed that the sections will be considered in detail by the relevant committees.

- v. The 'dry run' Ofsted is taking place on Wednesday 18th and Thursday 19th September. Staff have been informed and AHa, MCa, KDo and AWa will attend the meeting with the inspectors. It was noted that due to Union guidelines, staff have been asked to opt in for lesson observations and many staff have chosen to do so.
- vi. EHi asked that as many Governors as possible please attend the Secondary Transfer Evening on 9th October from 6pm. *All*
- vii. EHi informed Governors that the CTL committee will be reviewing tweaks to the Sixth Form entry criteria at the next meeting. If necessary this will be brought back to the FGB meeting.
- viii. EHi reported that all new staff have settled well into the school. She has seen most of them teaching and is very pleased. The Governor/Staff social on 6th September was well attended and appreciated by the staff.

11. Discussion and agreement on Hertfordshire County Council's pooling arrangements for the Local Government Pension Scheme

Governors had considered the paper from Julie Wells which had been circulated before the meeting.

EHi reported that the decision as to whether to join the Hertfordshire pool has to be made by 30th September and if it is decided to join that pool then the school's budget will need to be amended to reflect the higher contributions.

Governors questioned the anticipated costs from April 2014 if the Herts pool is not joined. The problem is that at this stage these costs are not known. The time period for the decision was also queried and it was noted that it is for 3 years.

It was noted that other academies appear to be deciding to join the pool, despite the higher costs, to gain the benefit of reducing financial risk overall.

It was agreed that on the basis of the available information the school will join the Herts pool. Governors asked that the Resources committee monitor the impact of this decision so that in 3 years time the decision can be fully evaluated.

*Resources
Committee*

Governors discussed the fact that this was a known issue at the time that the decision was made to convert to Academy status. The Resources committee was asked to look at what other issues were identified at the time so that consideration can be given as to whether any other issues may arise in future.

*Resources
Committee*

12. Governor Development Co-ordinator Update including:

Governors had received an email from SKi with details of the Hertfordshire Association of School Governors Autumn Forum on 17th October. If any Governors want to attend they were asked to confirm to SKi or LSh.

a) Hertfordshire Governors Annual Conference '13 "Inspiring Governance, Delivering Excellence" Saturday 16th November 2013

LSh asked that Governors put the date of the Annual Conference in their diaries. She will forward the booking information when it is released.

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

The topic for the in-house training session was discussed at length. Of all the possible topics, Understanding Assessment Data was agreed to be the most relevant although concerns were expressed as to whether the school could present a more relevant session on its own data.

It was agreed that LSh, AHa, EHi and AWa will discuss this further, make detailed enquiries with HCC and confirm the position. *LSh, AHa, EHi, AWa*

With regard to safeguarding training, LSh confirmed that she will chase up the Governor who has yet to attend this. LSh will also contact those Governors who need to renew their exclusions training. *LSh*

It was agreed that NAr, KTr and JCh will now book onto exclusions training as soon as convenient. *NAr, KTr, JCh*

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

LSh read to the meeting an email she has received from her subject link teacher in Business and Economics asking for help with 2 areas:

- a) anyone who works in industry that is happy to talk to students about what they do and their experience particularly in the areas of training/employment, or marketing and promotion.
- b) help at lunchtime to support Beaumont Business. Years 7-9 (with the help of some sixth form students) will be running their own business to raise money for the BSA. There is also an investment group starting – anyone who works in this industry or invests themselves would be very welcome to offer advice to the sixth form.

LSh agreed to circulate the email to all Governors. Governors were asked to consider whether they are able to assist with this or can pass the email to any contacts who may be able to assist. *LSh*

Governors were informed of a concert organised by former students on Sunday 15th September at Cunningham Hill School to raise money for the Tear Fund.

14. Date of next meeting: Monday 4th November 2013 7pm FGB Meeting plus Annual General Meeting of Members

There being no further business AHa declared the meeting closed at 20.50pm.

Signed:
Chair of Governors

Dated:.....