

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 13th September 2012 at 7pm

Governors Present:

Rena Prindiville (“RPr”) (Chair – items 5 to 17)), Kevin Doyle (“KDo”), Liz Hitch (“EHi”), John Ingamells (“JIn”), Carolyn Morris (“CMo”), Alison Wallis (“AWa”), Alex Hall (“AHa”), Hakim Kadodia (“HKa”), John McAlister (“JMI”), Andy Mallett (“AMa”), 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:

Josephine Chu (“JCh”)
 Henry Clendon (“HCl”)
 Simone Kilka-Green (“SKi”)

Prospective new Community Governor
 Chair Sixth Form Council (items 5c to 17)
 Clerk to the Governing Body

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
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
2	Resources Committee to review the workload allocated to it in the terms of reference.	Resources Committee	Next Meeting
3	The appropriate committee structure to be reviewed at the next meeting.	FGB	Next Meeting
4	SKi to set up and maintain a register of directorships and trustee positions held by Governors.	SKi	ASAP
5	SKi to complete Form AA01 and send it to Companies House as soon as possible.	SKi	ASAP
6	Resources Committee to approve the appointment of external auditors.	Resources Committee	Autumn Term
7	Resources Committee to appoint Responsible Officer.	Resources Committee	Autumn Term
8	KDo to finalise the Freedom of Information Publication Scheme for approval by the FGB.	KDo	Next meeting
9	Governors Visits Procedure to be reviewed at the next FGB meeting.	FGB	Next FGB meeting.
10	AWa and SKi to identify and distribute an appropriate skills questionnaire to all Governors.	AWa/SKi	ASAP
11	AHa to review the Governing Body’s role within the school’s self-evaluation.	AHa	ASAP
12	As many Governors as possible to attend the Secondary Transfer Evening from 5.45pm.	All	10 th October 2012 5.45pm
13	CTL Committee to review the question of Specialisms after the budget is known in January.	CTL	Post Budget in 2013.
14	JCh to email SKi with details of what documents she found most useful in the new governor induction pack.	JCh	ASAP

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
16	CMo to confirm the date for the Preparing for Ofsted training asap.	CMo	ASAP
17	JMI to draft a suitable letter to be sent on behalf of Governors to the local MP regarding the English GCSE results.	JMI	ASAP
18	SKi to amend the Designated Teacher/Governor List and circulate for approval by email.	SKi	ASAP
19	CAi, NMo and LSi to consider additional Governor/Staff events and report back on their ideas.	CAi/NMo/LSi	ASAP

It was agreed that SKi would Chair items 1 to 4 on the agenda until the formal appointment of the Chair and Vice-Chair.

1. **Apologies for Absence** had been received from Andrew Brenton, Judy Fingland and Steve Jump. Consent was given to their absence.

SKi 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. **Note the appointment of governors and members by written resolution dated 2nd July and agree the appointment of new community and staff governors and members and secretary/clerk** *Actions*

Governors had considered the written resolution of the initial governors (RPr, JIn and AHa) which had been circulated before the meeting and noted that they had all been appointed as members and governors of the Academy with effect from 1st July for the remainder of the terms of office for which they were originally elected or appointed. It was noted that the appointments as governors have been registered at Companies House as required by law.

It was also noted that as reported by SKi by email before the meeting, NMo, CAi and LSi had all been elected as Staff Governors following an election process carried out in accordance with the Articles of Association ("the Articles"). It was unanimously agreed that pursuant to Article 50A of the Articles NMo, CAi and LSi shall be appointed as Staff Governors with effect from 12th September 2012 for 4 year terms of office and that by virtue of Article 12 they are also Members of the Academy Trust.

JCh was introduced to the Governors and it was unanimously agreed that she be appointed as a Community Governor pursuant to Article 50, it being noted that the voting requirements in Article 117 had been satisfied. It was agreed that the appointment would take immediate effect and be for a 4 year term of office.

SKi as Secretary was instructed to complete and return Forms AP01 to Companies House as soon as possible in relation to the 4 appointments and to update the Registers of Directors and Members, the Hertfordshire County Council database of governors and issue Membership Certificates as appropriate. *SKi*

The Governors noted that SKi had been appointed as Company Secretary upon incorporation of the Academy. This appointment was unanimously ratified.

4. Election of Chairman and Vice-Chairman and agreement as to deputising arrangements

SKi reported that RPr and AHa had agreed to stand for the positions of Chair and Vice-Chair respectively.

It was noted that no additional nominations had been received and it was unanimously agreed to appoint RPr as Chair and AHa as Vice-Chair in both cases for a period of one year until the first Governors meeting of the academic year 2013-14.

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 RPr would chair the remainder of the meeting.

5. Constitution and legal operation of the Academy

a) confirmation of registered office of the Academy

AHa reported that upon incorporation the registered office of the Academy registered at Companies House was Oakwood Drive, St Albans, AL4 0XB. This was unanimously ratified.

b) approval of the establishment of committees and their membership including a discussion about the work programme for the committees and the number of meetings

The Governors had considered the chart showing the Governance Structure which had been circulated before the meeting. The establishment of the committees set out on that chart and the areas of responsibilities were unanimously agreed.

Governors had also considered the Work Programme for the FGB and committee meetings also circulated before the meeting. It was agreed that reports on the Head's performance management and staff training should both be dealt with by the Resources committee (not Community).

It was noted that there is to be a wider discussion of the question of the appropriate numbers of committees but that under the proposed terms of reference (see next agenda item) the list of areas to be covered by the Resources Committee is very lengthy. It was queried whether there is some merit in splitting up these areas and creating additional committees which deal with areas such as premises.

It was agreed that this needs further detailed consideration but in the interim the governance structure was agreed with the addition of JFi as the SEN Governor.

c) approval of terms of reference for committees

HCl arrived at the meeting and was welcomed by Governors.

Governors had considered the proposed amended terms of reference circulated before the meeting. It was noted that the proposed amendments are to reflect the move to Academy status and to include those matters required by the Academies Financial Handbook.

The Governors unanimously resolved to adopt the terms of reference with the amendment to page 7 (8th bullet point) to read:

“To lead negotiations and discussions of the continuing development of the Field, Access and Buildings Project (“FAB”) with County and other relevant parties.”

*Resources
Committee*

It was agreed that the Resources Committee will review the work allocated to it in the terms of reference and the question of the appropriate committee structure will be put on the agenda for the next meeting.

*Next FGB
Meeting*

d) note the content of the Articles of Association of the Academy

All governors had received and noted the Articles. The Company Secretary was asked to issue a copy of the Articles to all new Governors upon their appointment.

e) note the content of the Funding Agreement and Commercial Transfer Agreement and ratify signature by initial governors

All governors had received and noted the content of the Funding Agreement and the Commercial Transfer Agreement. The Governors unanimously ratified the entering into of the Funding Agreement and the Commercial Transfer Agreement by the initial Governors.

f) approval and signature of the Code of Practice for School Governors as amended at the FGB meeting on 29th May 2012

The Code of Practice for School Governors as approved at the FGB meeting on 29th May was circulated to the meeting for signature by those governors present.

g) completion of the Governing Body Register of Pecuniary Interests by all governors

The Governing Body Register of Pecuniary Interests was circulated to the meeting for signature by those governors present. SKi will ask those Governors not at the meeting to sign as soon as possible. It was agreed that it would be useful for a register to be kept of all directorships and trustee positions held by Governors. SKi agreed to set up and maintain that register.

SKi

6. Financial operation of the Academy

a) agree the accounting reference date for the Academy as 31st August with an elongated first financial year

The Governors unanimously agreed the accounting reference date of 31st August with an elongated first financial year and authorised the Company Secretary to complete Form AA01 and send it to Companies House as soon as possible.

SKi

b) agree the appointment of external auditors to the Academy

RPr reported that as the year end for the Academy is not until 31st August 2013, there is no rush to appoint external auditors. It was noted that Julie Wells has been researching which firm to appoint and it was agreed that the appointment of the auditors shall be delegated to the Resources Committee for approval.

*Resources
Committee*

c) note the Charity Commission Guidance for Trustees and internal financial controls

The Governors had received and noted the following Charity Commission Guidance Notes circulated before the meeting:

CC3 – The Essential Trustee – What you need to know

CC8 – Internal Financial Controls for Charitable Trustees

The Company Secretary was asked to issue a copy of these Guidance Notes to all new Governors upon their appointment. It was also agreed that hard copies of the Guidance Notes will also be available in school.

d) agree the appointment of EHi as Responsible Officer under the Academies Financial Handbook

RPr reported that EHi should not be appointed as the Responsible Officer as she will take the role of Accounting Officer. However, pursuant to the Academies Financial Handbook, within the first term as an Academy, a Responsible Officer has to be appointed or an internal audit service has to be established. The Responsible Officer cannot be the Chair and cannot sit on the Resources Committee but can be a governor. They must have the necessary financial skills to be able to perform the role competently.

It was agreed that the appointment of the Responsible Officer shall be delegated to the Resources Committee.

Resources Committee

It was unanimously agreed that EHi shall be appointed as the Accounting Officer.

e) ratify the opening of the bank account with Lloyds Bank and approve the bank mandate

Governors unanimously ratified the opening of the bank account with Lloyds Bank and approved the signing authority being any two of EHi, MMc, MAt and Charles Cross.

f) agree the delegation of the preparation of the budget for the Academy to the Resources committee at its meeting on 15th November 2012

RPr reported that the budget is due to be filed with the EFA by 28th September. It was agreed that at the Resources Committee meeting planned for Monday 17th September delegation of the preparation of the budget will be agreed. That budget will be ratified at the following Resources Committee meeting which it was noted has been moved to the 7th November at 5pm.

7. To receive notification of any other business for item 16

Four items were notified and accepted.

8. Approval of minutes of on 29th May 2012 including Part 2 minutes and matters arising

Both sets of minutes were agreed.

	Action	Responsibility	Timescale	Update
1	Governors to email any thoughts on the timing of the Away Day for next year to SK	All	ASAP	No emails Received
2	September FGB meeting to look at the question of Specialisms.	FGB	September FGB Meeting	On Agenda
3	EHi to email to governors the areas of concern arising from the staff survey.	EHi	ASAP	Completed
4	Community committee to review response from HCC to letter re SEN funding.	Community Committee	Next community Meeting	Completed
5	Amended Code of Practice for School Governors to be circulated for signature at the FGB meeting in September.	SKi	September FGB Meeting	On Agenda
6	Annual self-evaluation of the role of the	FGB	September FGB	On Agenda

	Governing Body to be reviewed in Sept.		Meeting	
7	EHi to email to all governors the final PSI.	EHi	ASAP	Completed
8	SKi to find out names of the trustees of London School of Hygiene and Tropical Medicine and circulate to governors.	SKi	ASAP	Completed
9	EHi to make a statement about the decision to convert to Academy status to staff at the briefing on Weds 30 th May. A statement will also be put onto the website and students and parents will be informed.	EHi	ASAP	Completed
10	KDo to finalise the Freedom of Information Publication Scheme for approval by the FGB.	KDo	ASAP	For next meeting
11	CMo to confirm the date in September for the Ofsted training.	CMo	ASAP	On agenda
12	SKi to deliver card and gift to Jean McCann.	SKi	ASAP	Completed
13	SKi to organise training by Winckworth Sherwood for 21 st June at 7pm.	SKi	ASAP	Completed

KDo

EHi reported that further to the discussion on funding opportunities as an Academy at the last meeting, work has been done to identify the opportunities to apply for funding. An application will be submitted for a grant for replacement windows in the main building from a fund of £250,000 but it is not known how successful the application is likely to be.

9. Chair's Update including discussion of:

a) the appropriate method of recording and monitoring visits to school by Governors

Governors agreed that it is appropriate to monitor Governor visits to the school and approved the form of spreadsheet distributed before the meeting. It was agreed that SKi will start to maintain this spreadsheet with effect from the start of this term and will circulate it to all Governors for approval as to content and completeness at the end of each term.

How Governors record their visits to school was discussed at some length and the following was agreed:

- 1) A separate Governor's signing in book will be kept in reception. Governors will sign in this book when they attend school via the school office;
- 2) Any events attended not via the school office (eg out of hours events etc when the school office is closed) will be recorded by the Governor sending an email to SKi;
- 3) Link visits will all be recorded by way of a visit report which will be sent to SKi.

It was agreed that the current form of the visit report form does not work well, Governors often find it difficult to complete. It was agreed that the Governors Visits Procedure (of which the visit report form is part) will be reviewed at the next FGB meeting.

Next FGB meeting

b) the need to carry out a governors skills audit

It was agreed that a skills audit of all governors would be helpful to identify the skills of the existing Governors and also highlight any skills gaps.

It was agreed that AWa and SKi will identify and distribute an appropriate skills questionnaire.

AWa/SKi

c) the annual self-evaluation of the role of the governing body

It was noted that this was deferred from the last FGB meeting in light of the conversion to Academy status. It was agreed that the self-evaluation of the Governing Body should be part of the school's self-evaluation form which is being reviewed this term. AHa agreed to review the Governing Body's role within the school's self evaluation. AHa

10. Head's Update including:

a) FAB

Governors noted that EHi had sent an emailed update on the progress made by Chris Parkes with London School of Hygiene and Tropical Medicine's agents.

It is hoped that there will be a meeting on 28th September with HCC and Chris Parkes at which the school will continue to push where possible for work to be done in parallel rather than in stages so that the winter slot to seed the fields is not missed. At that meeting the school will press for a timetable to be agreed with clear milestones which can be monitored. A further update will be circulated after that meeting.

b) secondary Transfer Evening on Wednesday 10th October 2012

EHi asked that as many Governors attend the Secondary Transfer Evening as possible from 5.45pm. All

c) discussion and agreement of amended School Aims

Governors had considered the proposed amended school aims distributed before the meeting. It was noted that the amendment has been made in the context of the Single Equality Scheme to include the protected characteristics. The aims were agreed with the following amendment:

“Our aim is to prepare young people to become active, caring and confident citizens who lead rewarding lives. We will do this by helping each young person to flourish within a school community which is committed to:

- *Providing outstanding learning opportunities within a broad and balanced curriculum;*
- *Creating a safe and caring environment in which every young person enjoys learning;*
- *Promoting equal opportunity for all members of our community, regardless of their ability, background or culture;*
- *Developing an awareness of our world, celebrating diversity and promoting a concern for the environment.*

We want every student to leave Beaumont with a sense of pride in their achievements, an awareness of their responsibilities and a sense of appreciation for all the opportunities they have experienced.”

d) discussion and update on specialisms

EHi spoke to the paper distributed before the meeting. Governors discussed the content of the paper in detail. It was agreed that notwithstanding the withdrawal of funding for specialisms, there may be compelling reasons to retain the specialisms such as maintaining the focus on certain areas (whether they are strong areas or those in need of enhancement) and the attraction of a specialism to students and staff, particularly if other local schools retain their specialist status.

Governors were very keen to retain the school's reputation for internationalism which is an integral part of the languages specialism but recognised that it is important to quantify (so far as possible) the net financial loss of the funding being withdrawn, identify the costs of retaining the specialisms and the impact on students and staff.

It was agreed that the Leadership Team will review this as part of the curriculum review in November and it will then be considered by the CTL committee once the budget is known in January. *CTL*

11. Review of Governor Links to Departments

AWa spoke to the paper circulated before the meeting.

It was agreed that having Governor links to Departments is a good idea and is an excellent way of engaging with the school.

The following were agreed:

- HKa agreed to link to RE as well as his existing IT link
- JCh agreed to link with Languages
- LSh agreed to link with Drama and Music in addition to her existing link with Economics/Business/G&P

12. Approval of content of new governor induction pack

Governors had considered the draft covering letter and content sheet for the new governor induction pack circulated before the meeting.

It was noted that there is a lot of paperwork in the pack and it was agreed that it would be useful to identify which documents new governors should consider initially. JCh agreed to email SKi with details of what documents she found most useful so that these can be highlighted in the covering letter. *JCh*

The content of the induction pack and covering letter were agreed (with amendments to update the websites referred to) and SKi agreed to contact Andy Goodwin to find out whether it is possible to provide an electronic link to the documents perhaps through the website rather than send them out as email attachments. *SKi*

Governors discussed the value of offering a mentor to new governors. It was agreed that this is useful and that LSh will take on the allocation of mentors when CMo steps down as a Governor.

13. Consideration and discussion of paper on engagement with parents, staff and pupils

KDo spoke to his paper distributed before the meeting. Governors had considered the paper and noted the areas of engagement with the various stakeholders. EHi reported that staff and parent surveys have also been carried out using Survey Monkey and analysed internally.

14. Policies – discussion of updates needed to policies due to academy conversion and agreement as to action plan

SKi reported that following the conversion to Academy status she sent the list of policies and procedures to Winckworth Sherwood who have reviewed it as part of their fixed fee on the conversion.

They have advised that several of the policies should be amended (none of the amendments are significant). The amendments have been distributed within the school Leadership Team and will be brought to Governors when the amended policies are ready.

15. Governor Development Co-ordinator Update and Hertfordshire Governors Annual Conference 2012

CMo agreed to identify a trainer for the 2 possible dates of 8th or 9th January for the Preparing for Ofsted training. CMo will confirm the date as soon as possible. *CMo*

Governors were encouraged to attend the Hertfordshire Governors Annual Conference on Saturday 17th November.

16. To receive any other business as notified in item 7

- 1) Governors asked for an update on the position on the English Language GCSE results which EHi had kept them updated on by email. EHi confirmed that students have not been disadvantaged internally as a result of this but it may affect future university applications.

EHi confirmed that the letter circulated to Governors was sent to all parents in Years 7 to 12. Various organisations are working to keep the issue live and students have been asked to write to their MPs and it was agreed that it would be helpful if a letter were sent to the local MP on behalf of Governors. JMI agreed to draft a suitable letter. *JMI*

Governors agreed that the situation is a disgrace and expressed their concern for the students and staff. They reiterated their support for the school and the English Department which is superb.

- 2) SKi reported that there are some amendments needed to the Designated Teacher/Governor List. She will amend the list and circulate it for approval by email. *SKi*
- 3) SKi informed Governors that this meeting is the last one for CMo as she will be stepping down as a Governor. Governors thanked CMo for all her work for the school and for agreeing to stay on as a Governor to see the school through the Academy conversion.

It was agreed that when the skills audit discussed earlier has been carried out Governors will give consideration to any skills gaps identified when appointing someone to fill the Community Governor position.

- 4) SKi raised the question of additional Governor/Staff events following on from the success of the start of the year drinks. The new Staff Governors agreed to review this and report back on their ideas. *CAi/NMo/LSi*

17. Date of next meeting: Monday 5th November 2012 7pm

There being no further business RPr as Chair declared the meeting closed at 21.20pm.

Signed:
Chair of Governors

Dated:.....