

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Tuesday 13<sup>th</sup> December 2016 at 8.00am**

Governors Present:

Alex Hall (“AHa”) (Chair), Alison Wallis (“AWa”), Liz Hitch (“EHi”), Rena Prindiville (“RPr”), Martin Atkinson (“MAAt”) (except for item 7), Hannah Henry (“HHe”), Gary Kellett (“GKe”), David Lee (“DLe”), Cate Davies (“CDa”), Ian Johnston (“IJo”), Anna Battaglia-Geymonat (“ABa”), Alison Curran (“ACu”).

In attendance:

Simone Kilka-Green (“SKI”)

Clerk to the Governing Body

**1. Apologies for Absence**

Apologies for absence had been received from Catherine Hopkin (“CHo”), Torie Stewart (“VSt”), John McAlister (“JMI”) and Lianne Sherwood (“LSh”). Consent was given to their absence. Mike Cameron and Brenda Austin were also absent from the meeting.

AHa thanked the Governors for attending the early 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. MAAt declared an interest in item 7 on the agenda and it was agreed that he would withdraw from the meeting for that item. No other conflict was declared.

**3. To receive notification of any other business for item 10**

*Actions*

No items were raised.

**4. Approval of Annual Report and Financial Statements for the Academy for the period 1<sup>st</sup> September 2015 to 31<sup>st</sup> August 2016**

AHa referred Governors to the draft accounts for the period 1<sup>st</sup> September 2015 to 31<sup>st</sup> August 2016 which had been circulated before the meeting. It was noted that various comments on the draft accounts that had been circulated had been raised by Governors by email, and that the latest version presented for approval by email the previous day included those amendments and was the final version for submission to the EFA and filing at Companies House.

Having considered the draft accounts circulated before the meeting, the governors unanimously approved the accounts.

**5. To note the content of the Management Letter from Hillier Hopkins**

AHa drew Governors’ attention to the Management Letter from Hillier Hopkins that had been circulated before the meeting. It was noted that the fact that no issues were raised was extraordinary and a testament to the hard work and commitment of the School Business Manager and the finance team.

Governors congratulated and thanked the team.

**6. To agree the appointment of auditors to the Company for the financial year ended 31<sup>st</sup> August 2017**

It was noted that the Governors are required to appoint auditors for the current financial year. AHa confirmed that the school was recommending the appointment of Hillier Hopkins for a further year.

This was unanimously approved.

## **7. To discuss and ratify the Headteacher appointment process and the salary range advertised**

*MAt left the meeting for this agenda item.*

Governors had considered and noted the advert and various recruitment documents which had been posted online for the Headteacher position. EHi confirmed that she had shown 9 prospective candidates around the school and a tenth prospective candidate has approached the school from abroad.

The recruitment documents were ratified, as was the process as follows:

- 9am Monday 19<sup>th</sup> December 2016: application deadline
- 6.30pm Tuesday 10<sup>th</sup> January 2017: shortlisting meeting to be attended by the recruitment panel and the Hertfordshire Improvement Partner
- All day, Wednesday 25<sup>th</sup> and Thursday 26<sup>th</sup> January 2017: interviews with the recruitment panel, followed by an FGB meeting at 6.30pm on 26<sup>th</sup> January – the Resources Committee meeting scheduled for that evening would be delayed and would commence at 7pm
- Recruitment Panel of 5 Governors – AHa, AWa, RPr, LSh and MCa.
- Salary range – Group 7 range L33-39 with London Fringe

The rationale behind the agreed salary range was discussed and AHa confirmed that the school's Individual Salary Range is reviewed and set annually by the Pay Group (the range is based on student numbers in each key stage).

It was noted that at the FGB meeting on 10<sup>th</sup> November 2016 Governors unanimously agreed to delegate to the recruitment panel the responsibility to:

- agree the qualities and experience the school needs from the headteacher in light of its ethos and aims and objectives;
- finalise all necessary documentation required as part of the recruitment process;
- finalise the criteria for selection, select and shortlist candidates;
- finalise and execute the arrangements for the chosen interview day; and
- select a candidate to recommend to the Full Governing Body for formal appointment.

It was also noted that the school's Hertfordshire Improvement Partner (Kay Leach) would be involved in the recruitment and appointment process in the capacity of adviser.

*MAt returned to the meeting.*

## **8. Update on MAT working group discussions**

AHa reported that the MAT working group has had some very useful discussions following the decision in principle at the FGB meeting on 10<sup>th</sup> November 2016 to move forward to become an Academy Sponsor.

It was noted that the school has been approached by other schools who are interested in working with Beaumont in a MAT arrangement. It was agreed that that is an excellent position to be in, subject to careful due diligence being carried out on any prospective school.

AHa confirmed that the group will work on the necessary paperwork to become an Academy Sponsor but the expectation is that once that has been submitted the process could be quite quick.

The view of the working party is to start small and be cautious about who the school works with. Governors agreed with that approach.

**9. To ratify the exemption given by the Senior Procurement Officer for the school to enter into a contract with Amthal Fire and Security in the absence of 3 written quotes**

AHa informed Governors, that as Senior Procurement Officer, he had given authority to the school to enter into a contract with Amthal Fire and Security for the replacement of the rented access control system across the school site, so that it is the same system that is in Block A, meaning that one access card and system will be required for the entire site.

It was noted that the school asked two companies to quote for the works, both of which had the capacity to carry out the work over the Christmas/New Year break. As the value of the works exceeded £10k the school would normally have sought three written quotes to comply with the Schedule of Financial Delegation, but it was only possible to approach two companies in this instance (the two companies responsible respectively for the systems in the new block and the rest of the school buildings) which meant that AHa's authority was required.

The authority given was noted and ratified.

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

No further business was raised.

**11. Date of next meeting: Tuesday 17<sup>th</sup> January 2017 – 6.30pm**

There being no further business AHa declared the meeting closed at 8.20am.

Signed: .....  
Chair of Governors

Dated:.....