

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Friday 14th December 2012 at 8am

Governors Present:

Alex Hall (“AHa”) (Vice-Chair and acting Chair of the meeting), Liz Hitch (“EHi”), Kevin Doyle (“KDo”), Judy Fingland (“JFi”), Steve Jump (“SJj”), Lisanne Sherwood (“LSh”), Mike Cameron (“Mca”), Martin Atkinson (“MAt”), Chris Aikman (“CAi”), Natalie Moody (“NMo”), Lucy Sidney (“LSi”), Karen Trounson (“KTr”) and Natasha Armstrong (“NAr”).

In attendance:

Julie Wells (“JWe”)

Finance Officer

Simone Kilka-Green (“SKi”)

Clerk to the Governing Body

- 1. Apologies for Absence** had been received from Morag McCrorie, Josephine Chu, Hakim Kadodia, Andrew Brenton, John McAlister, Alison Wallis, and Rena Prindiville. Consent was given to their absence.

It was agreed that AHa would act as chair of the meeting in the absence of RPr. AHa 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. *Actions*

- 3. To consider, discuss and approve the draft admissions criteria for the academic year commencing September 2014**

Governors had considered the note from the Admissions Group and the draft amended admissions criteria, both of which had been circulated before the meeting.

EHi informed governors that the intention is that the school will remain part of Hertfordshire County Council’s coordinated In Year admissions scheme for 2014 and will not administer that itself. The recommendations in the note from the Admissions Group were all unanimously agreed as follows:

- The draft admissions criteria were approved with the amendment of the paragraph on In Year Admissions which will be dealt with by HCC;
- The consultation with local community groups will commence as soon as possible. EHi will send the amended criteria to parents, students and local schools. SKi will send the amended criteria to HCC for them to commence their consultation process; *EHi*
SKi
- The Committee Terms of Reference are amended to include the recommended paragraph about the Admissions Committee;
- The Admissions Committee will review the outcome of the consultation and make recommendations to the FGB meeting on 19th March 2013 for the final admissions criteria to be adopted at that meeting to meet the HCC deadline of 15th April 2013. *Admissions*
Committee
- The Admissions Committee shall consist of Mca, LSi, PRr, AWa and a combination of MAAt, MMc and/or EHi and under the adopted terms of reference is quorate with 3 governors.

- 4. Approval of budget for year 2012 – 13 as recommended by the Resources Committee**

Governors had considered the draft budget for the year 2012 – 13 and the notes on the budget, both of which had been circulated before the meeting.

It was noted that various queries from governors on the draft budget had been answered before the meeting by email. It was also noted that the budget had been scrutinised by the Resources Committee at its meeting on 7th November and it was recommended by that committee for approval by the full governing body.

The budget was unanimously approved.

5. Approval of the Financial Management and Governance Self-Assessment form

Governors had considered the draft self-assessment form which had been circulated before the meeting.

It was noted that this document is only required to be submitted to the Education Funding Agency (“EFA”) once. It was noted and agreed that EHi is the Accounting Officer and JWe is the Principle Finance Officer for the company.

The form was approved as drafted.

6. Agreement to adopt the Accounting policies within the specification in the accounts direction as amended from time to time and approval of the figure for capitalisation

Governors had considered the accounting policies and introduction to them which had been circulated before the meeting. It was noted that the accounting policies have been taken from the Accounts Direction which is produced annually by the EFA.

The figure for capitalisation of assets was discussed. It was noted that the amounts fixed by other schools vary between £1,000 and £5,000. The figure of £2,000 as recommended by the auditors was agreed. It was noted that if several smaller value items are purchased (e.g. computer equipment which together amounts to over £2,000), these will be capitalised.

The accounting policies were approved as amended by the EFA from time to time.

7. Date of next meeting: Thursday 17th January 2013 7pm

It was noted that the Ofsted training session will be held on Wednesday 9th January

There being no further business AHa as Chair declared the meeting closed at 8.15am.

Signed:
Chair of Governors

Dated:.....