

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 17th January 2013 at 7pm

Governors Present:

Alex Hall (“AHa”) (Chair of meeting), Liz Hitch (“EHi”), Josephine Chu (“JCh”), John McAlister (“JMI”), Judy Fingland (“JFi”), Steve Jump (“SJU”), Lianne Sherwood (“LSh”), Mike Cameron (“MCA”), Martin Atkinson (“MAT”), Morag McCrorie (“MMc”), Chris Aikman (“CAI”), Natalie Moody (“NMO”), Lucy Sidney (“LSi”), Karen Trounson (“KTr”), Natasha Armstrong (“NAr”).

In attendance:

Simone Kilka-Green (“SKi”)
 Jamie Renfrew (“JRe”)
 Ben Hughes (“BHu”)

Clerk to the Governing Body
 Chair of Sixth Form Council
 Vice-Chair of Sixth Form Council

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	Freedom of Information Publication Scheme to be approved at the next meeting.	FGB	Next Meeting
2	SKi to chase those governors who have yet to complete the skills questionnaire.	SKi	ASAP
3	JCh, KTr and NAr to email SKi with details of what documents they found most useful in the new governor induction pack and any other feedback on the new governor induction process.	JCh, NAr & KTr	ASAP
4	EHi, AHa and others to meet with potential new community governor as soon as possible.	EHi, AHa and other governors	ASAP
5	Governors to respond to Sue Parsons with their availability to attend the staff interviews.	All	ASAP
6	The Admissions Group to consider all feedback following the end of the consultation period on the admissions criteria and will report back to the next FGB meeting for the final criteria to be adopted.	FGB	Next Meeting.
7	All non-staff governors who do not have current exclusions training will book onto an exclusions course as soon as possible.	All	ASAP

1. Apologies for Absence and welcome to new parent governors

Apologies for absence had been received from Rena Prindiville, Hakim Kadodia, Kevin Doyle, Alison Wallis and Andrew Brenton. Consent was given to their absence.

It was agreed that in the absence of Rena Prindiville, the Chair of Governors, AHa as Vice-Chair would Chair the meeting. AHa declared that the meeting was quorate and open for business.

AHa welcomed the new parent governors who had already attended the extra-ordinary FGB meeting which was held on 14th December 2012. AHa also welcomed to the meeting Jamie Renfrew the new Chair of Sixth Form Council and Ben Hughes the new Vice-Chair of Sixth Form Council.

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. To receive notification of any other business for item 16

Actions

No items were raised.

4. Approval of minutes of the meetings on 5th November 2012 (including Part 2 Confidential Minutes) and 14th December 2012 and matters arising

All minutes were agreed as drafted.

The action points from the meeting on 5th November 2012 were considered as follows:

	Action	Responsibility	Timescale	Update	
1	The workload allocated to the resources committee in the Terms of Reference to be reviewed at the next meeting.	FGB	Next Meeting	On agenda.	
2	The appropriate committee structure to be reviewed at the next meeting.	FGB	Next Meeting	On agenda.	
3	KDo to finalise the Freedom of Information Publication Scheme for approval by the FGB in January.	KDo	Next Meeting	This will be considered at the next FGB meeting.	<i>Next meeting</i>
4	All governors to complete the skills questionnaire distributed at the meeting and by email.	All	ASAP	SKi will chase those governors who have yet to complete the questionnaire.	<i>SKi</i>
5	JCh to email SKi with details of what document she found most useful in the new governor induction pack.	JCh	ASAP	JCH will do this as will new governors, KTr and NAr.	<i>JCh, NAr & KTr</i>
6	EHi to inform parents that the school has joined legal challenge of the GCSE English Language results.	EHi	ASAP	Completed.	
7	MCa, LSi, PRr, AWa and a combination of MAt, MMc and/or EHi to consider the admissions consultation position and report back in a Part 2 confidential section of the meeting to the FGB.	MCa, LSi, RPr, AV and either of MMc, MAt or EHi.	ASAP	Completed and on agenda.	
8	AHa to prepare an amended School Visits by Governors policy for approval at the next meeting.	AHa	Next meeting	On agenda.	
9	CTL Committee to review targets after mock exams in January.	CTL	January meeting	On agenda for next CTL meeting.	
10	MAt to produce historic data for CTL meeting in January comparing grades achieved in November last year compared to target grades.	MAt	January CTL Meeting	On agenda for next CTL meeting.	

5. Chair's Update

AHa reported that the FAB project is currently taking up a lot of time as this appears to be finally progressing. This will be discussed further under item 8 on the agenda.

AHa informed governors that the plans for the Extended Governors meeting (Away Day) on 13th February are advancing. The agenda will include work relating to the Ofsted training earlier in January, work on the school's self-evaluation, strategy and plan for school improvement, and discussion of the structure of the governing body's committees.

AHa thanked all those involved in the Sixth form evening, which was a great success. Governors congratulated Kim Jones on the work she has done co-ordinating the Graduate Teaching Programme which has been judged by Ofsted to be outstanding.

AHa reported that through Governors One Stop Shop a potential new community governor has come forward. He is a civil engineer with Aecom and his skills would be very useful for the FAB project. It was agreed that EHi and AHa shall meet with him as soon as possible and if they feel that it is appropriate it was unanimously resolved that he shall be appointed as a community governor with immediate effect to fill the remaining community governor vacancy. This appointment will be confirmed by email to all governors as soon as possible.

EHi/AHa

6. Head's Update

Governors had considered the Head's Update, which had been circulated before the meeting.

It was agreed that hard copies of the three Ofsted documents will be brought to the Extended Governors meeting.

Governors noted from the report that various interviews for staff vacancies are being held. EHi stated that she would like governors to attend the Assistant Headteacher interviews on 11th and 12th February and also the SENCO interview on 28th February. It was agreed that Sue Parsons will email governors the details and governors will respond to her with their availability.

All

The publishing of minutes of committees on the school website was discussed at some length. Differing views were expressed and the issue was debated. It was agreed that full governing body minutes shall continue to be published on the website with a clear statement that non-confidential minutes of committee meetings are available on request from the clerk to the governors. It was agreed that this decision shall be reviewed in a year.

The unions update section of the paper was discussed and governors asked what feedback there had been from unions on performance related pay. EHi confirmed that after consideration by a working party the school has followed the Hertfordshire Model Policy on appraisals. All staff have done their appraisals but a small number refused to sign off the paperwork. The issue of performance related pay ("PRP") has not yet affected the school as there has always been a sort of PRP for staff on the upper pay scale (circa 66% of teaching staff in the school are on the upper pay scale). Governors noted that there have been discussions with Unions about the Teaching and Learning Policy centred around staff wellbeing. An amended policy will be taken to the CTL committee for approval.

AHa informed governors that the decision on the English Language GCSE Judicial Review is still awaited. It is hoped that it will be delivered by the end of January. In the meantime, MAt reported that 6 out of 8 of the students who did the free re-sits in November gained a C grade or above. Unfortunately these grades will not affect the league tables which will be based on the first results.

7. Admissions 2014 Consultation – update and discussion

It was noted that, following on from the smaller group of governors (“the Admissions Group”) considering the admissions criteria in detail and making recommendations to the FGB meeting on 14th December 2012, the draft admissions criteria have been sent to County and other interested parties for consultation.

The consultation period ends on 28th February and EHi confirmed that to date no feedback has been received.

It was agreed that the Admissions Group will consider all feedback following the end of the consultation period and will report back to the next FGB meeting for the final criteria to be adopted.

Next meeting

In response to a governor’s question, EHi confirmed that the school monitors closely what admissions criteria other local schools adopt.

8. FAB Milestones – update and discussion

Governors had considered the report prepared by AHa which it was noted is confidential.

In addition to the report there has been an extensive exchange of emails between governors on the question of how the build programme will be run and in particular whether the project will be managed by HCC on behalf of the school or will the school run it independently.

The pros and cons of each option were debated at length, the detail of which is contained in **Part 2 Confidential Minutes**. Governors agreed that they will need more information to be able to make a decision. Governors were broadly concerned with the following:

- a) **Control**
- b) **Quality**
- c) **Value for Money**
- d) **Risk**
- e) **Time**

It was noted that there is a FAB meeting on 23rd January at which further details of both options will be obtained. A further FGB meeting will then be called at which this information can be considered and governors can then make a decision on the most appropriate route.

9. Approval of the purchase of a share in Herts for Learning (see email of 19th November 2012)

Governors had considered the information on Herts for Learning (“HfL”) distributed before the meeting.

The opportunity to purchase a share in HfL was discussed and it was noted that the purchase of a share does not oblige the school to purchase any services from HfL. It was agreed that the school shall purchase a share in HfL for £100. It was agreed that EHi shall be appointed as the nominee for the school to sign the share application form and also vote for a schools’ non-executive Director of HfL. No governors wished to put themselves forward for this role.

10. Consideration of the workload allocated to the Resources committee in the committee terms of reference and the appropriate committee structure

It was agreed that this matter will be considered in detail at the Extended Governors meeting on 13th February.

11. Approval of the Annual Child Protection Checklist

It was noted that it is important that all governors are aware of Child Protection issues within the school

and the content of this checklist. It was agreed that this matter will also be considered in detail at the Extended Governors meeting on 13th February.

12. Discussion and feedback from Ofsted training session on 9th January

AHa reported that the intention at the Extended Governors meeting is to have workshops where groups of governors look in detail at the questions Ofsted Inspectors may ask of governors. The SEF and PSI will also be looked at in detail.

13. Policies:

a) Approval of the Single Equality Scheme

Governors had considered the Scheme which had been distributed before the meeting. It was noted that the Scheme has been approved by the Community Committee and due to its importance to the whole school has also been brought to all governors for approval.

Governors asked various questions on the draft and noted that when approving all policies their impact on equality in the school needs to be considered.

The Scheme was approved as drafted.

b) Update on the School Visits by Governors Procedure

It was agreed at the last meeting that this procedure will be reviewed and amended to reflect the governors' current practice. AHa reported that he has prepared a first draft procedure but that it needs further work. As the procedure is not formally due for review until July this year, it was agreed that the work on this will be postponed (for the time being) to enable AHa to focus on the FAB project and other more pressing matters.

14. Committee reports and updates

A. Resources

Governors had considered the minutes of the last resources meeting, which had been circulated before this meeting. No questions were raised.

B. Community

Governors had considered the minutes of the last community meeting, which had been circulated before this meeting. No questions were raised.

C. Curriculum Teaching and Learning

Governors had considered the minutes of the last curriculum, teaching and learning meeting, which had been circulated before this meeting. No questions were raised.

15. Governor Development Co-ordinator Update

LSh informed governors that there may shortly be an issue as there are a small number of Exclusions trained governors. It was noted that in order to sit on an exclusions panel training has to be renewed every 2 years. Several governors have training which will be more than 2 years old shortly and by March there will only be 3 trained governors.

It was agreed that all non-staff governors who do not have current exclusions training will book onto a course as soon as possible.

It was agreed that the minimum training for all governors is induction, exclusions and safeguarding training.

16. To receive any other business as notified in item 3

No items were raised.

17. Date of next meeting: Tuesday 19th March 2013 7pm

There being no further business AHa declared the meeting closed at 20.45pm.

Signed:
Chair of Governors

Dated:.....