

BEAUMONT SCHOOL (Company Number 8104190)
MINUTES OF MEETING OF GOVERNORS HELD ON
Thursday 17th September 2015 at 7.00pm

Governors Present:

Alex Hall (“AHa”) (Chair for items 1, 2 and 5 – 15), Liz Hitch (“EHi”), Alison Wallis (“AWa”), Martin Atkinson (“MAi”) (items 8 – 15), Mike Cameron (“MCa”), Karen Trounson (“KTr”), Gary Kellett (“GKe”), John McAlister (“JMI”), Lianne Sherwood (“LSH”), Ian Johnston (“IJo”), Catherine Hopkin (“CHo”), Torie Stewart (“VSt”), Cate Davies (“CDa”), Natalie Moody (“NMo”), Khalid Mirza (“KMi”) (items 6 to 15) and David Lee (“DLe”).

In attendance:

Simone Kilka-Green (“SKi”) (Chair for item 3)

Clerk to the Governing Body

Actions Agreed at the meeting:

	Action	Responsibility	Timescale
1	New Governors to review the Code of Practice for Governors before signing it at the next meeting.	CDa/VSt/KMi	Next meeting
2	SKi to put the Register of Business Interests information on the school website as soon as possible and review and update the website as necessary to comply with The School Information (England) (Amendment) Regulations 2012.	SKi	ASAP
3	AHa to call Charles Church to ask them about their timescale for the FAB Project and invite them to the planned opening of the MUGA and AWP.	AHa	ASAP
4	SKi to send to IJo the school’s anti-bullying procedure.	SKi	ASAP
5	AWa to speak with the Governors who were absent from the meeting to ask if one of them would be able to review and update the Governing Body’s Self-Evaluation.	AWa	ASAP
6	SKi to arrange for Governors to have school email addresses and confirm to Governors how to set them up. SKi also to investigate the possibility of Governors also having a shared calendar.	SKi	ASAP
7	AWa to progress the amending of the paperwork following the review of Governor roles and responsibilities.	AWa	ASAP
8	SKi to circulate to Governors the school’s paper on Safeguarding: Tackling Radicalisation and Extremism for comments.	SKi	ASAP
9	LSH to fix a date for the next in-house training session on esafety.	LSH	ASAP

1. Apologies for Absence and welcome to new Community and Staff Governors

Apologies for absence had been received from Rena Prindiville (“RPr”), Natasha Armstrong (“NAr”) and Hannah Henry (“HHe”). Consent was given to their absence. Apologies for late arrival had been received from Martin Atkinson and Khalid Mirza. It was noted that the meeting was quorate.

AHa welcomed the new staff Governors and thanked them for taking on the additional role.

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.

It was noted that one of the items of additional business for item 14 on the agenda is the consideration and approval of a 1% pay increase for teaching staff. It was noted that staff Governors have an interest in that item as does AHa as he is married to a member of the school's teaching staff. No other interests were declared. Governors agreed to the participation of AHa and staff governors in the discussion of this matter.

3. Election of Chair and Vice-Chair and agreement as to deputising arrangements

Actions

SKi 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 2016-17.

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 and the chair of the Community, Teaching and Learning Committee.”

It was agreed that AHa would chair the remainder of the meeting.

4. To receive notification of any other business for item 14

AHa had noted the two items of additional business that had been notified to Governors before the meeting by email.

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.

It was noted that the terms of reference had been amended to accommodate the change in committee structure from 3 to 2 committees. Governors queried the appropriate wording for the quorum of the Pay Review Group and it was agreed that this should be amended to make it clear that the members of this Group should not be staff Governors.

It was noted that neither the Chair of Governors or Chair of the Resources Committee can be a staff Governor and it was agreed that the quorum wording will be amended to read *“Three governors being the chair of the Governing Body, the chair of the Resources Committee and one other parent or community governor.”*

It was noted that the amended terms of reference include provision for the appointment of a vice-chair of the committees. This is up to each Committee to decide and has been included so that if the Committee Chair is unable to attend a meeting there is someone in place who will chair the meeting.

The terms of reference were approved as amended.

b) agree membership of committees including membership of Admissions Committee (with delegated power to the Chair of Governors to vary this where necessary)

Governors had considered the updated Governance Structure chart which had been circulated before the meeting. AHa reported that the membership had been amended to try and balance the committees. It was noted that the Admissions Committee will remain the same as last year other than NMo will join in place of Steve Jump who is no longer a Governor. It was noted that the Chair of Governors has a delegated power to vary membership of this committee where necessary.

AHa informed Governors that the previous Chair of the Sixth Form Council has now left the school and it was agreed that the chart will now show the Sixth Form Rep who this year is Ben Allen. It was noted that Ben was unable to attend this meeting and it was agreed that he will be invited to attend future FGB meetings to observe meetings and make contributions as appropriate.

The chart was approved with some amendments to name the various groups so that they are consistent with the terms of reference approved earlier in the meeting.

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

The Code of Practice for School Governors as approved last year was circulated to the meeting for signature by each Governor. AHa suggested that new Governors review the document before signing it and then sign it at the next meeting.

CDa/VSt/KMi

AHa reminded Governors that they have a duty of confidentiality in relation to confidential or sensitive matters that are discussed at Governors meetings both in relation to school matters and also the FAB project.

d) completion of the Governing Body Register of Pecuniary Interests by all Governors

It was noted that at the last FGB meeting a new Register of Business Interests form was distributed to Governors for them to complete. AHa reminded Governors that new regulations came into force on 1st September 2015 which state that governing bodies will be under a duty to publish on their website their register of interests setting out the relevant business interests of governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and members of the school staff including spouses, partners and relatives.

The forms previously completed by Governors were distributed to the meeting and Governors were asked to update the details and re-sign the form. It was noted that, from these, a register will be compiled which will be put on the website by SKi as soon as possible.

SKi

6. Approval of minutes of the meetings on 7th July 2015 (including Part 2 minutes) and matters arising

The minutes of the meeting on 7th July 2015 were agreed as drafted.

KMi arrived at the meeting and AHa welcomed him as the new Community Governor.

The action points from the meeting were considered as follows:

	Action	Responsibility	Timescale	Update
1	SKi to send the Register of Business Interests for School Governors form to those Governors who are absent from the meeting and prepare the register to go on the school's website.	SKi	ASAP and by 1 st September	Complete and on agenda.
2	MEu to provide a list on one sheet of A4 of exactly what is being built/work done as part of the FAB project.	MEu	ASAP	See below.

3	MEu to arrange for the figures within the spreadsheet of scores on the OJEU tender to be cross-checked.	MEu	ASAP	See below.
4	MCA to send to MMc the links to the DfE documents on Counter Terrorism and the use of social media to encourage travel.	MCA	ASAP	Completed.
5	SKi to review and update the website as necessary to comply with The School Information (England) (Amendment) Regulations 2012.	SKi	ASAP	SKi to review the website as soon as possible.
6	SKi to file the company's Annual Return at Companies House by 11 th July 2015.	SKi	By 11 th July 2015	Completed.

SKi

In relation to item 2 above, Governors had considered the four-page document drafted by Mark Eustace (the Project Manager on the FAB Project) which had been distributed prior to the meeting. It was noted that the schedule is subject to the costings at the second stage tender.

In relation to item 3 above, Governors had considered the report drafted by Craig Pullen Consulting and circulated before the meeting. It was noted that the report confirms that the tender evaluation had been audited, that all arithmetic is correct and the recommendation made within the report submitted to the July FGB meeting was robust.

The Part 2 minutes of the meeting on 7th July 2015 were agreed as drafted.

7. Student Leadership Update

It was noted earlier in the meeting that there is no update at this meeting.

8. FAB Project

MAt arrived at the meeting part way through this agenda item.

a) Update on the work completed over the summer holiday (FAB and drainage)

AHa reported that the school has now taken beneficial possession of the MUGA and All Weather Pitches ("AWP") as of 4th September 2015. The natural pitches have now been mostly turfed, there are some small areas to be finished off and, although there is some debate on when these will be handed over to the school, it is anticipated to be in the first 2 weeks of October. It was noted that the weather over the summer had been good for the new turf and there has therefore been a saving on the irrigation costs that had been budgeted for.

AHa informed Governors that over the summer there had been lots of work on the drainage, more work is scheduled for the Christmas and Easter holidays. This work is all covered by the CIF grant.

In addition, the huts were moved and refurbished and they are now serviceable, temporary teaching spaces. The work to convert 2 classrooms into 3 in the main building was successfully completed by Ashe and was done within time and within the overall value in the Letter of Intent. EHi confirmed that the new rooms are excellent, the workers on site were courteous, and the site manager was very helpful. It was agreed that this bodes well for working with Ashe on the sports hall.

b) Discussion of the timescale for the surrender of the school's lease of the existing playing fields and authority to enter into a Deed of Surrender, Lease of the new playing fields and Licence to use part of the current playing fields post-surrender until completion of the sale to Charles Church

AHa reported that the aim is to surrender the school's playing fields lease and take the lease of the new playing fields areas and the woodland as close to 1st October 2015 as possible. The sale of the playing fields to Charles Church is outside the school's control but the school can assist by giving HCC vacant possession

as soon as possible so that HCC can then start to put pressure on Charles Church to complete the purchase (which means that the charges that the school has to pay to HCC for advance funding the Project 2 works will cease to accrue).

AHa confirmed that HCC have agreed that the school can continue to use the bottom half of the playing fields until completion of the sale to Charles Church, which would be under the terms of a licence which HCC can terminate on 2 weeks' notice to the school.

The execution of the Deed of Surrender, Lease of the new areas and the Licence to use the existing fields until completion of the sale to Charles Church were all approved and any Governor was authorised to enter into the necessary documentation to put that into effect as soon as possible – it being noted that the Development Agreement between the school and HCC provides for the terms on which the lease and surrender will be entered into.

In relation to Charles Church's position, AHa informed Governors that there has been very little contact with them over the summer. At meetings prior to the summer break Charles Church was keen to progress the development as soon as possible. It is necessary for Charles Church and HCC to have some discussions about the terms on which the fields will be sold arising from the amendments to the conditions on the outline planning consent (all of which were progressed with Charles Church's knowledge and agreement). AHa reported that HCC's advisers are still of the view that there is a 90% chance that the sale will have completed by January 2016.

c) Ratification of the amended costs within the Letter of Intent issued to Ashe Construction Limited on 20th July 2015

Governors noted that, following the agreement at the July FGB meeting, the Letter of Intent was issued to Ashe Construction together with a Pre-Construction Services Agreement. AHa reported that, after the FGB meeting, further discussions took place with Ashe as a result of which it was necessary to uplift the costs in the Letter of Intent that was issued by an additional £20,000.

It was noted that the budget figures supplied at the meeting in July 2015 assumed that only one mobile classroom would be fit to be moved in the summer and that the second mobile unit would stay in place until an agreement to rent a new unit had been approved.

Ashe came back to the project team after the meeting to confirm that they could move both the units and so it was decided that it would be better to move both mobile classrooms, which gives the school four fully serviceable mobile units that will provide many years of additional accommodation with no rental costs (rent had been accrued in the cost plan). AHa reported that this decision had to be made quickly at the end of the summer term and there was not enough time to report back to Governors for approval. The decision was therefore made on the basis of reassurance from the Project Manager that there were enough funds in the overall budget to cover this increase.

The increase in costs set out in the Letter of Intent issued to Ashe and dated 20 July 2015 was unanimously ratified.

d) Discussion of and agreement to authorise the signature of the Building Contract between Beaumont School and Ashe Construction Limited

AHa informed Governors that the entering into of the Building Contract with Ashe has now been put back and is not proposed to be approved at this meeting.

AHa explained that the reason for this delay is planning and he recapped on, and updated, the position as outlined at the last FGB meeting as follows:

- i. the outline planning consent for the whole project has had to be amended as the order of the phases was not correct and put the residential development ahead of the school's works. That amendment was progressing as a S73 application and has been approved now by St Albans District Council ("SADC") but cannot be granted until the S106 Agreement is amended.

- ii. The school's application for approval of the detail of the sports hall is a reserved matters application which has been submitted to SADC but cannot be progressed until the S73 application has been granted and the new outline planning permission has been issued with the correct phasing. After some debate, SADC has now agreed that once the S73 application has been granted the reference numbers on the school's reserved matters application can be switched and consultation will commence on the school's application.
- iii. The amendment to the S106 Agreement is needed for the S73 application to be approved. The original S106 Agreement had just two parties, HCC and SADC. The position has now changed such that each of London School of Hygiene and Tropical Medicine ("LSHTM"), Charles Church and the school all have to be parties to the Deed of Variation.

It was noted that the school has instructed Hewitsons Solicitors to advise it on the terms of the S106 Agreement and the implications for the school in becoming a party to it. AHa reported that, as originally drafted, the Deed of Variation would have made the school jointly and severally liable with the other parties for all the obligations in the S106 Agreement. Hewitsons has amended the Deed (on the school's behalf) so that now each party is only responsible for the areas of land that it controls. It is understood that HCC, SADC and LSHTM have all agreed that, but Charles Church is yet to confirm.

Governors asked what the S106 Agreement would oblige the school to do and AHa confirmed that there is a responsibility to ensure appropriate fire hydrants on the school's new area (which the design team are aware of and are dealing with) and an obligation to make a £3,000 parking contribution which HCC has agreed to pay as part of the agreement about the forward-funding of the school's scheme. The Community Use Agreement (for the sports facilities) is also an obligation on the school under the S106 Agreement.

AHa confirmed that the impact of these delays in planning has meant that it is not now possible for the school to start the piling work at October half term, the piling rig has therefore not been put on order. It was noted that the reason that this was planned for half term was due to the noise, but it can be done during the school term if necessary.

In order to avoid further delays and unlock the process so that the school works can start, AHa reported that the school's planning consultant is now preparing a separate application for planning consent for just the piling work. This is known as an engineering operations application, and, although there is a risk of refusal as on the face of it the land is still green belt land (albeit with outline planning for development which has not yet been implemented), it was felt that this is the only way that the school can seek to control the progress of the works without being delayed by other parties.

Governors agreed with this course of action and it was noted that the impact of this on the stage two tender is to delay the process. AHa informed Governors that this delay has some advantages for the school as it gives Ashe more time to put together firmer prices and hopefully reduce the costs and also (under the OJEU process) the prices are held for 3 months which will take the timescale into January, which is a realistic timescale for planning to be in place and the main school works to start.

AHa reported that the school's project manager has confirmed that these amendments to the schedule should mean that it is still possible to deliver the sports hall for September 2016, but that timescale is getting tight, which means that as much work should be done before Christmas as possible. Ideally, as a minimum, the piling will be complete and the steels will have been delivered by the end of the year.

AHa confirmed that the position is monitored on a daily basis and the FAB Group and consultant team are doing all they can to push this forward. The necessary orders will be placed as soon as it is appropriate to do so.

It was noted that the timescale is now that the second stage tender costs are to be submitted by Ashe by 23 October 2015 so that a report can be submitted to the FGB for approval at the meeting on 4 November. This means that the additional date in the diary of 8 October is not required.

It was agreed that, if it is necessary to increase the costs within the Letter of Intent, then Governors will be

notified by email.

e) Discussion of and authorisation for the entering into of a Deed of Variation to the S106 Agreement dated 21st July 2014

The need for the school to be a party to the Deed of Variation was discussed under item 8) d) above.

AHa asked for authorisation to enter into the Deed of Variation to make the school a party to the S106 Agreement on terms recommended by Hewitsons. This was unanimously agreed and any Governor was authorised to enter into the necessary documentation to put this into effect as soon as possible.

AHa also asked for formal authority for the school to enter into the agreement with HCC setting out the terms on which HCC will forward-fund the school's works. AHa recapped on the discussions about the terms of this forward-funding at the last FGB meeting (recorded in Part 2 confidential minutes) and reported that this evening HCC had formally confirmed that HCC's Head of Finance had signed-off approval in respect of the terms of this funding. AHa reported that the final costs of the playing fields are being sorted out by HCC with its contractor, but it is anticipated that there will be a further underspend on the original budget of an additional £200,000 (which is in addition to the underspend of £1.4m previously reported to Governors). Under the terms of the Development Agreement between the school and HCC, this underspend will be added to the school's budget for its works.

It was agreed that this additional £200,000 will be held as a contingency against the cost of the forward-funding by HCC and, on that basis, it was agreed that the scope of the Project 2 works will not be value-engineered to reduce the overall cost as at this stage, based on HCC's advisers' view (reported earlier in the meeting) that there is a 90% chance that the sale to Charles Church will have completed by January 2016, the £200,000 is therefore anticipated to be adequate to cover all charges made by HCC for that forward-funding.

The execution of an agreement with HCC setting out the terms of this forward-funding (which it was noted will be by way of a Letter of Variation to the Development Agreement) was unanimously approved and any Governor was authorised to enter into the necessary documentation to put this into effect as soon as possible.

Governors expressed concern about the report earlier in the meeting that there has been very little contact with Charles Church over the summer and asked that AHa call the Director that he has met previously to ask them about their timescale and invite them to the planned opening of the MUGA and AWP which EHi reported will be on Friday 2nd October. There will be further opening ceremonies for the natural pitches and then the sports hall in due course.

AHa

9. Chair's Update including:

a) Approval of the list of Designated Teachers/Governors

Governors had considered the list of Designated Teachers/Governors which had been distributed prior to the meeting. It was agreed that AWa will be the Governor for Children Looked After, GKe will be link Governor for Health and Safety and IJo will be link Governor for Anti-bullying. SKi agreed to send to IJo the school's anti-bullying procedure.

SKi

b) Update from the meeting of the strategy group on 4th September 2015

AHa reported that (as outlined at the last FGB meeting) the strategy group (consisting of AHa, AWa, EHi, MAAt and the Chairs of Committees) met to discuss strategy and the items to be considered by each Committee. It was noted that the meeting was useful as an overview of strategy and matters to be dealt with that term.

c) Update on BSV discussions on Multi Academy Trusts/Educational Trusts

AHa confirmed that there is no update on these discussions since the last FGB meeting. It was noted that there is the Annual BSV Conference tomorrow and this is on the agenda for further discussion.

Governors agreed that the approach is that the school is interested in exploring this further, but it needs to be given full consideration before money is spent instructing lawyers to formalise any structure.

d) Discussion of the need to update the Governing Body's self-evaluation

It was noted that the last self-evaluation carried out was a 360 degree review of the role of the Chair of Governors. It was agreed that it is now time for the Governing Body to review its self-evaluation and AHa asked for a volunteer to update the last review which was based on the NGA's 20 questions.

It was agreed that this review should also take into account the pertinent points in the NGA publication 'What Governing Bodies should expect from School Leaders and what School Leaders should expect from Governing Bodies' considered at the last FGB meeting and the points made by AHa on that in his Chair's Update.

No Governor volunteered and AWa agreed to speak with the Governors who were absent from the meeting to ask if one of them would be interested in doing this. *AWa*

e) Discussion of the advice from HCC to Governors to use school email addresses

AHa informed Governors that for some time HCC Governance has been advising that Governors should use school email addresses and not personal emails for Governing Body matters. This was discussed and it was noted that the advice is intended to protect Governors as the school email system is secure and the school is responsible for it.

AHa confirmed that he and SKi both use school email and it is easily accessed both on a PC and also on mobile devices. It was agreed that all Governors will switch to school email and SKi agreed to arrange that and confirm how to set it up for Governors. SKi also agreed to investigate the possibility of Governors also having a shared calendar. *SKi*

10. Head's Report including Secondary Transfer Evening on Wednesday 7th October 2015

EHi reported that the full analysis of the school's results will be considered at the next FGB meeting – it was noted that Head of Subjects are analysing the results and the report to Governors will be in the new agreed format which is reduced in size. In the meantime, the headline results were circulated to Governors over the summer and would be discussed at CTL Committee.

EHi confirmed that the A Level results were the 3rd best the school has ever had (average points per entry was 229 which is a B and a very strong score, and average points per student was 801 – this has fallen over the years as it depends how many exams the students take).

The GCSE results were also the school's third best ever. These results put the school in the top 3% of comprehensive schools in England. Governors congratulated the staff and students for all their hard work.

MAat confirmed that University entries have gone well.

EHi reminded Governors about attending Secondary Transfer Evening which is on 7th October from 5.45pm. EHi advised Governors to avoid driving to school as the traffic tends to be very heavy. It was agreed that Governors will be based in the Sixth Form atrium but they can mingle as well, if they prefer.

EHi informed Governors that the Ethos statement that Governors prepared last term has been presented to staff and is now on the school website under "Ethos and Aims". She thanked Governors for their work on this and confirmed that it was well received by staff.

As noted earlier in the meeting, EHi reported that there is a plan to open the MUGA and AWP officially at a ceremony on 2nd October to which Governors were invited. Further details will follow.

11. Update on Governor roles and responsibilities, workplan and links to Departments

AWa reported that the work on the Governor roles and responsibilities is all now complete and she thanked Governors for their input. It was noted that there is one Department without a link Governor and all that is now required is the amending of the paperwork which AWA agreed to deal with.

AWa

12. Consideration and approval of the updated Child Protection Policy (due Sept 15) and update on how the school is complying with its duties under the Counter-Terrorism and Security Act 2015

Governors had considered the updated Child Protection Policy which had been distributed prior to the meeting. It was noted that the school's obligations in relation to counter-terrorism and extremism were discussed at the last meeting. Morag McCrorie prepared a paper 'Safeguarding: Tackling Radicalisation and Extremism' which was given to all staff on the first day of this term. In addition, staff and Governors are attending WRAP training given by HCC which will be fed back to staff.

Governors mentioned concerns about these obligations that have been raised by Universities as there is a conflict with the principle of freedom of speech and the free expression of ideas. It was agreed that the school's paper will be circulated to Governors for them to comment on.

SKi

It was noted that there will not be a separate policy on this area as it is part of the Child Protection Policy which is based on HCC's model policy. It was agreed that the school's paper will be appended to the Child Protection Policy with a statement that the way that the school deals with its responsibilities is set out in appendix 3. With that amendment, the Child Protection Policy was approved.

13. Governor Development Co-ordinator Update including:

a) Hertfordshire Governors Annual Conference – Saturday, 14th November 2015, Robertson House, Stevenage – Theme: Change and Continuity in Governance

This was noted by Governors.

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

The next in-house training session was discussed and it was agreed that esafety will be the next topic. LSh agreed to set this up before she hands training over to KTr.

LSh

LSh reported that she has sent out various emails to Governors whose exclusions and/or safeguarding training is due to expire. Other than that it was noted that all training is up to date.

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

It was noted that there are two items of additional business, both of which had been raised by email before the meeting as follows:

- a) Governors had considered the updated Examinations Procedure which had been distributed prior to the meeting together with the letter from JCQ which gave rise to the need to amend the procedure. The amended procedure was approved with further amendments, to make it clear that the outcome of appeals will be relayed to candidates within 2 school days of receipt (to account for weekends and holidays) and also that appeals will be reviewed by a member of staff who was not involved in the original decision.
- b) It was noted that the 1% increase to teaching staff pay with effect from 1st September 2015 had been approved by Governors by email prior to the meeting in order that instructions could be given to SERCO to put this into effect for the pay run at the end of September.

EHi reported that, following that approval, SERCO were contacted and they responded to the effect that their system would not allow this to be put into effect if the school also wanted to make some Performance

Related Pay changes later this term. It is understood that all the changes have to be put forward at the same time.

It was noted and agreed that the changes will be put into effect at the same time and that the pay increase (which it was noted is included in the school's budget) will be backdated to 1st September 2015.

15. Date of next meetings

Governors were reminded that the FGB meeting on 8th October is no longer required and the next meeting is therefore on 4th November 2015 at 7pm.

There being no further business, AHa declared the meeting closed at 8.50pm.

Signed:
Chair of Governors

Dated:.....