

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Tuesday 18<sup>th</sup> March 2014 at 7.00pm**

**Governors Present:**

Alex Hall (“AHa”) (Chair), Alison Wallis (“AWa”), Liz Hitch (“EHi”), John McAlister (“JMI”), Mike Cameron (“MCA”), Karen Trounson (“KTr”), Natasha Armstrong (“NAr”), Kevin Doyle (“KDo”), Lianne Sherwood (“LSH”), Hannah Henry (“HHe”), Gary Kellett (“GKe”), Josephine Chu (“JCh”) and Carolyn Morris (“CMo”)

**In attendance:**

Simone Kilka-Green (“SKi”)  
 Cerys Falvey (“CFa”)

Clerk to the Governing Body  
 Chair of Sixth Form Council (for items 1-8)

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	EHi to chase up the HCC modelling of the impact on Beaumont of the changes to Sandringham School’s admissions rules.	EHi	ASAP
2	Detailed feedback on the “track a student” initiative to be discussed at the next committee meetings.	Committees	Next meetings
3	Governors to confirm any changes to the skills audit circulated to SKi by Weds 26 <sup>th</sup> March, if no comments are sent then the entries will be considered to be accurate.	All	By Weds 26 <sup>th</sup> March
4	SKi to draft terms of reference for each of the Governor roles on the ‘Roles and Responsibilities’ document and circulate for comments.	SKi	ASAP
5	EHi to liaise with Charles Cross on using testimonials from parents on the website and asking the parents of Year 13 students for comments about the school at the Awards Evenings.	EHi	ASAP
6	SKi to research and organise a 360 review of the Chair’s performance.	SKi	ASAP
7	EHi to update the SED to reflect improvement in attendance of Pupil Premium students.	EHi	ASAP
8	EHi to consider with the Leadership Team whether to hold further information evenings for parents re online dangers facing students and report back to Governors.	EHi	ASAP
9	JMI to find someone unconnected to the school to review the three BSV schools’ websites (and possibly other schools) and provide feedback on the image projected and whether the school’s ethos is reflected on the website.	JMI	ASAP
10	Resources Committee to consider whether to put in place a funding strategy and report back to the FGB.	Resources Committee	ASAP
11	The philosophy of the school (including a “mission statement” of that philosophy) to be considered in detail at the next meeting.	FGB	Next meeting

12	CTL Committee to review the areas of the curriculum discussed at the extended meeting and report back to FGB.	CTL Committee	Next CTL meeting
13	SKi to circulate the 'wordle' from the extended meeting.	SKi	ASAP
14	The revised Governors' skills audit to be reviewed at the next meeting.	FGB	Next meeting
15	EHi to email Governors about the arrangements for Governors attending the feedback session at the end of the Ofsted inspection on the 20 <sup>th</sup> March.	EHi	ASAP
16	SKi to send the adopted admissions criteria to County.	SKi	ASAP

**1. Apologies for Absence**

Apologies for absence had been received from the staff Governors (Martin Atkinson, Morag McCrorie, Steve Jump, Natalie Moody, Catherine Hopkin and Chris Aikman) in view of the Ofsted inspection tomorrow. Apologies had also been received from Rena Prindiville. Consent was given to all absences. It was noted that the meeting was quorate.

**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 13**

*Actions*

One item was raised.

**4. Approval of minutes of the meetings on 16<sup>th</sup> January 2014 and matters arising and approval of the notes of the extended meeting on 12<sup>th</sup> February**

The minutes and notes were agreed as drafted.

The action points from the meeting on 16<sup>th</sup> January 2014 were considered as follows:

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>
1	Resources Committee to review the terms of reference for the FAB group as the project moves to the next phases and make recommendations to the next FGB meeting.	Resources Committee	Next Meeting	Completed and on agenda
2	Governors to review their biography on the school website and let SKi know if they would like to make any changes to it.	All	ASAP	Completed
3	EHi to request a copy of Sandringham School's admissions group's minutes of meetings.	EHi	ASAP	Completed
4	EHi to request that HCC model the impact on Beaumont of the changes to Sandringham School's admissions rules.	EHi	ASAP	Some modelling has been received.

*EHi*

				This will be reviewed and if necessary further modelling will be requested.
5	EHi and AHa to prepare a draft letter objecting to the changes to Sandringham School's admissions rules and circulate it to the Admissions Group for comments.	EHi/AHa	ASAP	Completed – see below.

EHi reported that the detailed letter objecting to the proposed changes to the admissions rules was sent to Sandringham School as agreed. A response was received today and EHi circulated a copy to Governors. The letter was a standard response letter stating that the proposed amended admissions rules were being adopted by the Governing Body and did not answer any of the detailed questions which had been asked of the school.

AHa confirmed that the minutes received in response to the school's request did not answer the questions raised either. Governors expressed their disappointment at Sandringham School's failure to answer the reasonable questions asked.

## 5. Sixth Form Update

Governors thanked CFa for attending the meeting. She informed Governors that the school has raised £200 for Youth Talk and it will be donated in memory of Mrs Rowlands.

Cerys is due to take a school assembly for the lower school (not Year 7) on mental health. The aim is to inform students as to what signs to look out for in their friends and where they can go for help.

Governors asked about the ongoing impact on Sixth Form students of the work to extend the common room and library. CFa stated that Year 13 are getting a little fed up as, although they do have rooms to work in, the issue is being able to access IT facilities. The staff are helping out where they can, but it is difficult at times. The students do appreciate that the end result will be worth it, although many of them (in Year 13) will not receive the benefit.

Cerys also reported that the final of University Challenge will be held on Thursday, the arrangements were changed this week to accommodate the Ofsted inspection starting tomorrow.

Governors thanked CFa for attending.

## 6. Committee reports and updates:

### A) Resources

Governors had considered the minutes of the last Resources Committee meeting, which had been circulated before this meeting.

In the Committee Chair's absence, AHa reported that the main business of the last meeting was the ongoing FAB project and the terms of reference for the FAB Group and also the Investment Policy – both of which are on the FGB agenda. The Committee will be looking at the budget next term.

## B) Community

Governors had considered the minutes of the last Community Committee meeting, which had been circulated before this meeting.

KDo reported that the main items of business were the mid year progress reviews of various areas such as Pupil Premium and Child Protection.

## C) Curriculum Teaching and Learning

Governors had considered the minutes of the last Curriculum, Teaching and Learning Committee meeting, which had been circulated before this meeting.

AWa reported that, at the last meeting, the Committee discussed A\* grades at A level at length. Department reviews have also been considered together with the strategy discussion for the extended meeting. At the next meeting the Committee will look at the curriculum point raised at the extended meeting.

### 7. Chair's Update including:

AHa reported that the recent Gym and Dance display was fantastic and congratulated the school. He also thanked the many Governors who are involved in several ongoing matters for the Governing Body.

#### a) Feedback from the extended Governors' meeting on 12<sup>th</sup> February and actions to be taken forward

Governors had considered the paper prepared by AHa and circulated in advance of the meeting. The following were agreed:

No	Action	Agreed way forward
1.	Detailed feedback on the "track a student" initiative	To be discussed at the next meeting of each committee
2.	Review of the skills audit	This was circulated to all governors for updating. Governors will confirm any changes to SKi by Weds 26 <sup>th</sup> March, if no comments are sent then the entries will be considered to be accurate.
3.	Meeting with governors for all potential staff and parent governors	To be organised ahead of the next elections – volunteers welcome at the relevant time.
4.	Central list of all governors with specific roles	A draft was circulated in advance of the meeting. It was agreed that it would assist Governors if there were terms of reference for each of the roles. SKi agreed to prepare a draft and circulate for comments.
5.	Termly governor email to parents and staff	It was agreed that emails from Governors will be sent on an ad hoc basis e.g. after the Ofsted inspection this week, when the Sixth Form extension work is completed etc. It was agreed that this can be done to praise the school if/when the Headteacher is not best placed to do so.

*Committees*

*All*

*SKi*



considered and agreed.

## **8. Head's Report including update on the Plan for School Improvement and the School Self Evaluation**

Governors had considered the Head's report which had been circulated in advance of the meeting. The Ofsted inspection due to start tomorrow was discussed. It was agreed that AHa, RPr, MCa and KDo will meet with the inspectors at 8am on Thursday 20<sup>th</sup> March. Governors are usually invited to the feedback session at the end of the inspection, EHi agreed to email Governors to confirm the arrangements. *EHi*

In relation to the Plan for School Improvement ("PSI"), EHi asked that Committees review the current PSI at the next meetings and carry forward any items that have not been completed into the next version of the PSI, work on which is underway. It was noted that as the FAB project is now moving into an operational phase it will be moved to the main section of the PSI.

In relation to the admissions rules, this was on the agenda as item 10 but it was agreed that it would be dealt with at this point in the meeting. EHi reported that the amended Admissions Rules have been distributed for the required 8 week consultation period. No responses were received, which was as expected.

The admissions criteria were unanimously approved to take effect from the Academic year 2015/16. SKi agreed to send the adopted criteria to County. *SKi*

Governors discussed the delays on the Sixth Form extension works. EHi confirmed that, due to the impact of the delay caused by the problem with the steel work, steps are being taken to seek compensation. The work is now progressing and Governors were encouraged to have a look at how it is going, there is still a lot of work to be done.

In relation to teaching and learning, EHi reported that she is delighted with the work that is ongoing, the detail of which is in the report. She also reported that recruitment for next year is also going well and although the numbers of candidates have been small, she is very pleased with the appointments made.

Governors noted that there is an NUT strike planned for 26<sup>th</sup> March and the school has a large number of teachers who are NUT members. Staff are aware of the impact that strike action will have on planned controlled assessments etc. and it is anticipated that many staff will choose not to strike because of that. The agreement with the union representatives is that the school will assume that the NUT members are striking unless they confirm otherwise. It is hoped that the school will have an idea of numbers by Friday this week to be able to plan.

Governors asked about admission numbers for Year 7 in September. EHi reported that 181 students have been allocated the school, more girls than boys. So far only 10 responses are awaited, a small number of places were rejected, presumably in favour of private schools. There is no data available yet about the catchment area, the furthest student data is not a reliable indicator of catchment as it records the student furthest from the school which could be a sibling or a student with a statement.

Admissions to the Sixth Form is looking very positive. There have been around 75 external applications but not all of them will satisfy the admissions criteria.

CFa was asked to leave the meeting for the next item on the agenda.

## **9. FAB:**

### **a) Update on FAB and consideration of Project Milestones**

Governors had seen the report on the project milestones which had been circulated before the meeting.

AHa informed Governors on a confidential basis of the outcome of HCC's marketing of the playing fields. It was noted that if this all goes well, and the anticipated savings are made during the works, there should be sufficient funds for the school to be able to complete all the Phase 2 and Phase 3 works (HCC will complete the Phase 1 work).

The only area of concern relates to the application to be submitted by HCC in relation to the outline planning permission which expires on 18<sup>th</sup> May this year. The understanding now is that under current planning legislation the application has to be a new application and is not a renewal, but the FAB group has been assured by HCC and its advisers that there is no reason why the application will not be granted. HCC are taking the opportunity to amend some of the original conditions which do not work from a timing perspective.

It was noted that a key date is the seeding of the new playing fields in the 2<sup>nd</sup> week of October. If that date is missed then it could delay the project by a year, but all parties are aware of that and are working towards it.

**b) Approval of the Resources Committee's recommendations on FAB group delegation (including agreement to the amended Committee Terms of Reference)**

Governors had considered the proposed amendments to the Committee terms of reference and the form of authority that the Resources Committee had proposed be given to the FAB group.

The appropriate numbers of Governors for the FAB group to be quorate was discussed and it was agreed that it should be two Governors and that one of those Governors should be either the Headteacher or one of the Deputy Headteachers. The amended terms of reference were approved with those amendments.

**c) Discussion of the report from the FAB group on its recommendation on the appointment of a Project Manager for Phase 2 and agreement to the appointment**

Governors had considered the detailed report from the FAB group on the process used to identify the Project Manager recommended to Governors for appointment which had been circulated in advance of the meeting.

Governors questioned the comparison between the different charging structures proposed by the different companies. SKi confirmed that this had been taken into consideration and although it is believed that the time estimate provided by the preferred company may be on the low side, the fees will end up comparable to or lower than the other bids.

Governors approved the appointment of Project Management Solutions as the Project Manager up to the delivery of detailed planning consent for Phase 2. It was noted that if the relationship works well, then the intention would be to retain the same Project Manager for the build phase.

**10. Admissions 2015 Consultation – update and discussion and approval of final admissions criteria**

This was dealt with under item 8 on the agenda, see above.

**11. Policies – consideration and approval of the Investment Policy as recommended by the Resources Committee**

Governors had considered the draft investment policy which had been recommended by the Resources Committee and circulated in advance of the meeting.

The policy was approved as drafted.

**12. Governor Development Co-ordinator Update – feedback from training session 3<sup>rd</sup> February 7pm**

LSh confirmed that as all Governors have either attended or have booked Safeguarding and Exclusions training there was nothing to report on training.

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

EHi reported that as recorded in the minutes of the Resources Committee meeting, the contract for catering at the school has been in the process of being re-tendered. The school has been assisted in this process by a experienced company, Litmus.

With the help of Litmus, the contract was re-tendered under OJEU rules. 16 responses were shortlisted to 4 companies who gave presentations to a panel of staff, students and governors.

EHi reported that the main difference in the responses compared to those received when the contract was initially tendered 5 years ago is that now all the companies are offering to make substantial investment into the school and the school is not expected to forward fund the provision.

Following presentations, including tasting of food, the panel agreed to the appointment of Chartwells. Chartwells is a large established company and EHi reported that they had agreed to invest in the school – the best way to do that will be agreed with the school – and have guaranteed a return to the school, and have agreed to provide 2 additional staff in the first instance. EHi stated that she would check the figures and confirm them to Governors.<sup>1</sup>

EHi confirmed that the panel considered the ethics of each of the companies and Ed Jones visited schools where each candidate provides the catering and spoke to the schools concerned. Governors questioned the prices of the food and EHi confirmed that Chartwells offered the cheapest prices to the students.

Governors agreed the appointment of Chartwells on a 3 year contract with the option to renew for a further 2 years. It was noted that the existing catering staff will transfer to Chartwell under TUPE.

Under OJEU rules, there is a 10-day moratorium period during which objections can be raised, but EHi confirmed that the panel is content that the procurement process was robust.

**14. Date of next meeting: Tuesday 24<sup>th</sup> June 2014 7pm**

There being no further business AHa declared the meeting closed at 8.05pm.

Signed: .....  
Chair of Governors

Dated:.....

<sup>1</sup> After the meeting EHi confirmed to Governors the amount of the initial investment to be made by Chartwell and the further payment if the school renews the contract after 3 years (if the contract is extended to 5 years). In addition Chartwell have guaranteed an annual return to the school, which could increase depending on sales revenue.