

**BEAUMONT SCHOOL (Company Number 8104190)**  
**MINUTES OF MEETING OF GOVERNORS HELD ON**  
**Wednesday 5<sup>th</sup> June 2013 at 7pm**

**Governors Present:**

Alison Wallis (“AWa”) (Chair), Liz Hitch (“EHi”), John McAlister (“JMI”), Steve Jump (“SJU”), Mike Cameron (“MCA”), Martin Atkinson (“MAT”), Morag McCrorie (“MMc”), Chris Aikman (“CAI”), Natalie Moody (“NMo”), Lucy Sidney (“LSi”), Karen Trounson (“KTr”), Natasha Armstrong (“NAr”), Rena Prindiville (“RPr”), Kevin Doyle (“KDo”), Lianne Sherwood (“LSh”), Gary Kellett (“GKe”) and Hakim Kadodia (“HKA”).

**In attendance:**

Ed Jones (“EJo”) (items 1 – 6)  
 Simone Kilka-Green (“SKi”)

Facilities Manager  
 Clerk to the Governing Body

**Actions Agreed at the meeting:**

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
1	The Monitoring Grid and how best it will be used and monitored to be discussed at the September FGB meeting.	FGB	September 2013 meeting
2	EHi to respond to the letter from St Albans District Council on admissions.	EHi	ASAP
3	EHi to circulate the details of the Governor Training session at Townsend School.	EHi	ASAP
4	In-house training session from HCC to be discussed at the September FGB meeting.	FGB	September 2013 meeting

**1. Apologies for Absence**

Apologies for absence had been received from Judy Fingland (“JFi”) and Alex Hall (“AHa”). Consent was given to their absence. Josephine Chu was also absent from the meeting.

In AHa’s absence it was agreed that AWa would act as Chair for the meeting. Governors congratulated Alex and his wife on the birth of their first child on Monday.

**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 21**

*Actions*

One item was raised which it was agreed would be dealt with as part of item 6 on the agenda.

**4. Approval of minutes of the meeting on 19<sup>th</sup> March 2013 including Part 2 Confidential Minutes and matters arising and ratification of all decisions made at the FGB Meeting on 19<sup>th</sup> March**

Both sets of minutes were agreed as drafted.

The action points from the meeting on 19<sup>th</sup> March 2013 were considered as follows:

	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Update</b>
1	Committees to review the new draft PSI and also continue to monitor the current PSI to ensure that all actions are completed and outcomes recorded.	Committees	Ongoing	This is an ongoing action.
2	SKi to email those non-staff Governors who have not booked exclusions training and those governors who have not booked Safeguarding training.	SKi	ASAP	Completed. To be discussed further under item 20 on the agenda.

Governors unanimously ratified the decisions made at the FGB meeting on 19<sup>th</sup> March 2013 for which short notice had been given.

## **5. Sixth Form Update**

EHi reported that the Sixth Form Representatives were on study leave and were not present at the meeting.

It was noted that Rob's Festival is taking place on Saturday 29<sup>th</sup> June.

## **6. FAB Milestones – update and agreement on procurement and management of the sports hall**

Governors had considered the detailed and confidential paper prepared by AHa and circulated in advance of the meeting. EHi took Governors through the elements of the paper and it was noted that the FAB group consisting of EHi, MAt, AHa, GKe, EJo, Julie Wells and SKi are meeting at least every 2 weeks with representatives of County to push this project on as quickly as possible.

Governors confirmed that they were happy with the update provided in the paper. It was agreed that future updates will contain the colour coded milestones which have been used previously as this is a straightforward way for Governors to monitor the progress of the project.

The recommendation contained within the paper that the school procures and manages the building works for Phase 2 of the project (i.e. all the works at the school excluding the construction of the new replacement playing fields) was discussed at length with various questions being asked by Governors. Governors noted in particular the external advice which has been provided to the FAB group on the procurement options.

Governors raised the following points:

- a) The VAT position if the school procures the building works will need to be carefully analysed as it is very complex and impacts on how the new facilities operate over the next 10 years. It was noted that external advice has already been received on this and it was agreed that full written advice will be obtained prior to the final agreements being signed with County.
- b) Any costs savings secured by virtue of the school procuring the works should be for the benefit of the school and not County. The agreement with County should therefore provide that a specified sum of money will be available to the school (which must be sufficient to cover both the build costs and also the costs of fitting out the sports hall) and that any surplus from these funds may be spent by the school on other projects.
- c) A decision is awaited from County (at Cabinet level) as to the distribution of any 'super-profit'. The school is in a good position contractually in that until it surrenders its lease of the existing playing fields the land cannot be sold and the project cannot proceed. This has to be balanced against the school's urgent need for the new sports facilities and this should not be prejudiced in the negotiations over any additional funding. Governors noted that the school has identified projects which would spend all of any 'super profit'. It was agreed that this is not a consideration

which affects the decision as to the procurement of the works.

It was noted that the decision as to the procurement route informs the agreement between the school and County which will be brought back to Governors for approval prior to signature. This agreement will cover the points made at b) and c) above.

EHi put to the meeting the recommendation from the paper that the school procures and manages the new building works itself. It was put to a vote on a show of hands and was unanimously approved.

It was agreed that the additional item of other business put forward at item 3 above would be dealt with at this point in the meeting.

A Governor questioned where the physiotherapy room would be moved to as part of the works to extend the Sixth Form area. EJo confirmed that it will probably be moved into part of the disabled toilets which are currently much bigger than are necessary for the needs of the students.

Governors thanked EJo for his invaluable input to the discussions and he left the meeting.

## **7. Chair's Update including annual self-evaluation of the role of the Governing Body**

Governors had considered the Chair's written update which had been distributed before the meeting together with the self-assessment document based on the NGA "Twenty Key Questions".

Governors had also received at the meeting copies of the lengthy Awareness and Monitoring Grid ("the Monitoring Grid") which AHa had drafted following the initial discussions at the Governors' Extended Meeting in February, which is based on the questions an Ofsted inspector may ask of Governors.

It was agreed that the self-assessment and the Monitoring Grid are both excellent documents which serve as both a self-assessment and also preparation for an inspection by Ofsted.

It was agreed that to give Governors the opportunity to review the Monitoring Grid in detail it will be discussed at the FGB meeting in September when how it should best be used and monitored will be discussed and agreed.

*September  
FGB  
Meeting*

Governors thanked AHa for all his work on both documents.

## **8. Review of the distribution of the Governing Body workload**

AWa thanked Governors for all their hard work during the year and recognised that whilst voluntary, the role is increasingly demanding. This is partly due to the conversion to Academy status but also due to the increased focus by the Government on Governors and Ofsted having raised the bar on the standards by which Governance is measured.

It was agreed that the quality of governance at the school has continued to improve such that it is now outstanding and robust. The Governing Body is lucky to have highly skilled Governors who can work with the school on areas which are outside teaching and learning.

AWa asked that any Governor who wishes to change their role and/or take on more responsibility speak to her. Governors were encouraged to get involved in any area of the school in which they have an interest and she reassured new governors that they should not feel that they ought to leave areas to more experienced Governors.

It was noted that new Governors are often unsure of the teaching and learning processes. Staff Governors offered to meet with any parent or community Governors to help them understand that within the school. It was agreed that being involved with Department reviews is also an excellent way of learning how the

school works.

Governors discussed the fact that if they sit on one committee only, they are often unsure of what is discussed at the other committees. They are sent copies of the minutes of all committee meetings and an update is given at each FGB meeting. It was agreed that this update could be moved up the FGB agenda to after the minutes of the last meeting, this will give greater emphasis to this item rather than it being dealt with at the end of what is often a long meeting.

## **9. Head's Update including confidential item and update on Teachers' Pay Progression**

Governors had considered the Head's Update, which had been circulated before the meeting and discussed the following:

- Plan for School Improvement 2013-14 ("PSI") – Governors had considered the amended PSI which it was noted has been reviewed by the 3 committees whose comments have been incorporated.

Governors questioned how confident the school is that it will achieve the targets set for the core subjects. MAt confirmed that the expectation is that the results this year will be excellent but this will depend upon the grade boundaries which are set by the exam boards. It was noted that this year there will not be the disparity between the exams taken in January and June.

On data, it was agreed that the Ofsted Dashboard also needs to be monitored but it was noted that Ofsted still use the RaiseOnline data as the main monitoring tool. This is also used by the Governors.

Governors agreed that the PSI is an excellent document and it was unanimously approved. It was further agreed that the PSI will be monitored by each of the committees.

- The letter from St Albans District Council on admissions was discussed. It was agreed that EHi will respond indicating that the Governors do not intend to change the sibling rule as the impact is not significant. *EHi*
- It was noted that the school is now a shareholder in Herts for Learning Ltd and that the share certificate is held by Herts for Learning.
- Governors noted the excellent outcomes from the Pearsons Teaching Awards and congratulated all staff involved.
- Pay progression for teaching staff was discussed. EHi reported that the new policy has to be put in writing by September 2013 ready for staff appraisals during 2013-14, although changes to pay progression will not come into effect until September 2014. It was noted that the draft pay policy will be discussed at the Resources meeting on 11<sup>th</sup> June and it will be brought to the FGB meeting on 12<sup>th</sup> July for formal adoption.

Governors asked for a summary of the main changes to pay progression and EHi stated that current levels are M1-6, UPS 1, UPS 2 and UPS 3. The proposed change is that rather than progression from levels 1 – 6 being on the basis of time served as it is currently, the levels will now be split into M1-3 and M4-6. Progress between M1-3 and M4-6 will be on the basis of time served with good progression plus meeting the teaching standards but to move from M3 to M4 the teacher will have to show that they have become an "accomplished teacher".

This means that teachers might remain on M1-3 and if their progress is limited, capability procedures might be instigated. The move from M6 to UPS1 will be more rigorous than M3 to

M4.

The whole process will be closely linked to the appraisal process. The expectation is that newly qualified teachers will join the school on M1 but if they have other relevant experience then there is the flexibility to start on a higher level up to M3.

It was noted and agreed that there is no proposal to include any bonus scheme based on students' results.

- Governors noted that work is ongoing with Townsend School. Some of their governors may attend Beaumont's Governors' meetings.
- Governors noted the forthcoming events and EHi encouraged Governors to look at the diary on the website and if possible to attend the buffet on 12<sup>th</sup> July for staff leaving the school.

Governors then considered the confidential paper which is recorded in **Part 2 Confidential Minutes**.

#### **10. Review and approval of the school's prospectus**

Governors had considered the prospectus which had been circulated before the meeting.

EHi confirmed that the prospectus was revamped last year and that the changes this year are relatively minor with updated photographs.

Governors approved the prospectus as presented.

#### **11. Discussion and approval of the updated Plan for School Improvement ("PSI") for 2013-14**

This item was dealt with under item 7 above.

#### **12. Update on the preparation and approval of the annual budget**

EHi reported that the Resources Committee will be reviewing the draft budget at its meeting on 11<sup>th</sup> June so that it can be recommended to the Governors for approval at the FGB meeting on 12<sup>th</sup> July.

#### **13. Pupil Premium – monitoring update**

Governors had considered the 2 papers on Pupil Premium which had been distributed before the meeting.

KDo reported that Charles Cross has carried out a lot of work tracking where the pupil premium funding has been spent and the impact of that. It was noted that the Community Committee has been looking at this very carefully and has been reviewing the suggested Ofsted questions to be in a position to answer them.

It was noted that the school carefully monitors the progress of all the students, and it was agreed that those Pupil Premium students need careful monitoring even if they appear to be making the expected progress; the school needs to question whether with intervention that progress could be even better.

Governors agreed that the papers were excellent and very helpful and thanked Charles Cross and KDo for them.

#### **14. Discussion and agreement that the role of audit committee shall be carried out by the resources committee and approval of the amended committee terms of reference**

RPr reported that as previously discussed, the Resources Committee has investigated the question of

whether it is permitted to fulfil the function of an audit committee or whether a separate audit committee is required for that role.

It was noted that the EFA has published additional guidance on the wording of the Academies Financial Handbook to the effect that the role of the audit committee can be fulfilled by the Resources Committee. This has also been confirmed by the school's appointed auditors.

It was agreed that the Resources Committee shall carry out the audit role and the suggested amendments to the Committee terms of reference were unanimously approved

**15. Report on the audit of the school's single central record and compliance with appropriate regulations**

AWa reported that she agreed to carry out an audit of the school's single central record at the Extended Governors' Meeting in February. She has now completed the review and confirmed that the safer recruitment procedures, vetting of staff and the single central record are all complete and up to date. All aspects and have been covered and the procedures are very robust.

It was also noted that EHi also carries out regular ad hoc monitoring of this and the single central record is also checked by County. It was also checked as part of the recent safeguarding audit.

It was agreed that AWa will carry out this audit on an annual basis.

**16. Note the filing of the annual return with Companies House by 11<sup>th</sup> July 2013**

SKi reported that she will be filing an annual return for the school with Companies House by the deadline of 11<sup>th</sup> July. This return includes the details of all Governors and Members. All Governors confirmed that their details have not changed since they were first registered.

**17. Review and approval of the new governor induction pack contents and covering letter**

Governors had considered the draft contents and new Governor welcome letter which had been distributed before the meeting. It was agreed that the format of the letter is much improved.

The new Governor induction process was discussed and it was agreed that it can be daunting for new Governors. KTr and NAr volunteered to meet with new Governors shortly after their appointment to talk them through the role and which of the documents in the pack are the most significant to review.

It was agreed that it would be useful for prospective new Governors (both community and also parents and staff considering standing in a parent/staff governor election) to have a document which outlines the role and the commitment that is required. This could be accessible on the school's website and the letter to parents/staff asking for nominations for election could refer to that and offer potential candidates the opportunity of speaking to a Governor to get more information.

It was noted that the next parent governor election is not due until November 2014 but it was also noted that LSi will be starting on maternity leave from 2<sup>nd</sup> September. LSi confirmed that she would prefer to step down as a staff Governor during the period of her maternity leave (acknowledging that there may not be a vacancy for a staff Governor when she returns to work). This means that a staff Governor election will be held in September.

**18. Policies: approval of the following:**

**a) Schedule of Financial Delegation as recommended by the Resources Committee**

Governors had considered the draft Schedule which had been distributed before the meeting. It was noted

that the policy has been recommended for adoption by the Resources Committee.

The policy was approved with one amendment to the “Act as Contracting Office for a specific contract as appointed by the Senior Procurement Officer” on page 6 to correct the typo and record that the Governing Body’s threshold is over £100,000 to EU Threshold.

#### **b) School Visits by Governors Procedure**

Governors had considered the draft Governors Visits Policy which had been distributed before the meeting.

Governors agreed that the document is very clear and thanked AHa for his work in it. The policy was approved with an amendment to its title to reflect that it is categorised as a procedure and not a policy as it is not required of the Governing Body by law. The references throughout the document to policy etc will be amended.

### **19. Committee reports and updates**

#### **A. Resources**

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

#### **B. Community**

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

KDo reported that in addition to the monitoring of Pupil Premium the committee has also approved an amended Behaviour Policy which it was noted has been amended significantly since the previous version. Governors were encouraged to look at the new policy which is available on the school’s website.

#### **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.

AWa reported that the committee has looked in detail at the Ofsted Dashboard.

### **20. Governor Development Co-ordinator Update**

LSh reported that with the exception of 2, all Governors are now trained in Safeguarding.

It was noted that there are now a good number of Governors trained in exclusions and LSh thanked Governors for booking and attending that training. It was noted that RPr, AWa and HKa will need to renew their exclusions training in October.

EHi confirmed that Townsend school have Governor training on data for 40 minutes before one of their FGB meetings and have invited any Governors who wish to attend. EHi will circulate the details. *EHi*

It was noted that the Governors are entitled to an in-house training session from HCC. It was agreed that this will be put on the agenda for the September FGB meeting so that the topic can be agreed. *September FGB meeting*

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

The item of additional business was discussed under item 6. No further business was raised.

**22. Date of next meeting: Wednesday 5<sup>th</sup> June 2013 7pm**

There being no further business AWa declared the meeting closed at 20.55pm.

Signed: .....  
Chair of Governors

Dated:.....