



**Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 11th July 2022 at the school**

Present

Present in school

Graham Craggs COM, Dawn Helfgott COM, Mark Morant COM, Frances Stickley COM (Ch 01/10/21), Simon Setterfield PAR, Jo O’Sullivan PAR, David Fisher HT, Alana Ivey PAR, Phil Garner PAR, Deborah Ludlow PAR

Present via MS Teams:

Tania Giles PAR, Helen Young COP, Sarah Wilding PAR

In attendance:

In attendance in school

Rosemary Inskip STF, Geoff Shephard STF, Helen Pocklington STF, Sabra Butt STF, Diane Bell STF, Ruth Jennings STF, James Tubb STF. Philippa Lark STF.

In attendance via MS Teams:

T Middleton (Clerk), Melusi Moyo STF

Absent:

Simon Wood COM, Phil Slade COM, Emma Kell COM

Documentation circulated in advance of the meeting:



Circulated KLS Meeting 11.07.2022



12. 2021-2022 Self Evaluation



3. Declarations-KingsLangley 27.06.2022



14. Kings Langley School Education of Children Unable to attend School for medical reasons policy



14. Kings Langley School Governors Code of Conduct



5. Draft minutes 23.05



14. Kings Langley School Safer Recruitment Policy Updated June 2022



8. Headteacher Governor Update 2022 Summer Term



15. KLS Annual Planner for 2022/23



9. Summary of visits 2021-2022



15. KLS Work Plan for 2022/23



9. Training-KingsLangley 27.06.2022



19. Meeting dates 2022-2023



Pupil Premium Update from PCK



KLS GB calendar of link meetings 2022-23



Link Governors org chart July 2022

Documentation circulated in advance of the meeting by the clerk:

SATs

Safeguarding training links

NGA Code of Conduct 2022

NGA Annual Planner

NGA Policy Schedule

DfE effective governance which supports stronger attendance

Statutory uniform guidance
Self-evaluation audit and risk
view my financial insights (VMFI) training webinars for governors and trustees
NGA updated ToR
HfL White paper discussion
The-Performance-Review-of-Executive-Leaders-June-2022.pdf
KCSIE D Hall video
Framework for developing an anti-racist approach

Meeting opened at: 18.36 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. The Chair noted that the meeting is quorate
3. It was agreed to amend the order of the agenda according to attendance

2 To receive apologies for absence and to consider approving any absences:

1. Colleagues were reminded that notification of absence from a meeting should be forwarded to the clerk, Chair and Head at least 3 days in advance of the meeting and that it is the decision of the Board whether to approve an absence. Governors/Trustees are being increasingly held to account for their commitment and capacity to attend meetings regularly, with schools now required to publish this information on their websites
2. Apologies were received and absence accepted from: Simon Wood, Phil Slade, Emma Kell (prior commitment)

3 Confidentiality and to declare any Conflict of Interest from any items on the agenda and confirm if any new declarations require adding to the register:

1. Colleagues were reminded that if a governor/trustee, or anyone else present, has a conflict of interest on an agenda item(s) – pecuniary or other, they must declare it and voluntarily withdraw from the meeting for that item(s) and not take part in that discussion. It is for individual governors/trustees to declare a conflict and voluntarily withdraw and not for another governor/trustee to instruct withdrawal
2. None declared
3. Colleagues were reminded to add any new declarations to the statutory register which is recorded in GHUB and published on the school website and alert the clerk and Chair of any updates
4. None declared
5. Colleagues were reminded that if any colleague has received any gifts or hospitality, it should be recorded on the statutory register
6. None declared
7. Colleagues were reminded to report any related party transactions (RPTs), and any novel, contentious or repercussive transactions to consider since the last meeting
8. None declared

4 To consider notification of any items for AOB:

1. None

7 To receive and ask questions of the SLT's written reports on progress and impact of SEF/SDP:

Members of the SLT introduced each section of the report including:

1. Question – Regarding project 1 would an increase in participation and revenue be an impact? In the future yes
2. The internal payroll audit has been undertaken and there are no areas of concern to report
3. The 3G pitch is at the point of changes going to the contractor and liaising with FA and local football clubs to determine that the funding is processed. The demand for pitches is high
SW arrived at 18.48
4. HCC Locality funding has supported £1k for the football bank
5. The Sixth Form Centre tender has completed with 7 tenders received and due process undertaken. **The Board approved the proposal as presented by the Resources Committee**
6. The ESFA audit has been undertaken and the actions identified were already in hand
7. The ICT requirements in particular wifi access has been reviewed and the plan is to upgrade it to meet the needs of the current context and strategic direction of the school. HfL has been secured to support this
8. Governors were encouraged with the physical developments across the school ensuring that the fabric of the building continues to be maintained and developed and the priorities continue to be reviewed to ensure best value and streamlining of systems
9. Question – Are we supporting out of county CLA's? Yes, which adds to the complexity as the systems are not the same
10. The culture and vigilance of all aspects of safeguarding continues to be proactive and areas of concern are rapidly followed up. External verification has demonstrated that the internal processes are effective
11. Question - Has the new governor induction process been updated to include the KCSIE2022 requirements? From September 2022, all governors: Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be regularly updated. Governing bodies and proprietors should be aware of their obligations under the Human Rights Act 1998, the Equality Act 2010, (including the Public Sector Equality Duty), and their local multi-agency safeguarding arrangements. In addition, broader guidance on cyber security including considerations for governors and trustees can be found

at Cyber security training for school staff - NCSC.GOV.UK. 140. Whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, governing bodies and proprietors should be doing all that they reasonably can to limit children's exposure to the above risks from the school's or college's IT system. As part of this process, governing bodies and proprietors should ensure their school or college has appropriate filters and monitoring systems in place and regularly review their effectiveness. They should ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified. Governing bodies and proprietors should consider the age range of their children, the number of children, how often they access the IT system and the proportionality of costs versus safeguarding risks.

12. Safeguarding Governor: Governors should ensure the Designated Safeguarding Governor (and consider all governing body members) complete the relevant Prevent training to ensure they are suitably qualified to perform their role in relation to safeguarding children.

ACTION: All governors to undertake PREVENT and safeguarding refresher training and update GHUB before September 2022. Safer Recruitment training – Other areas to consider include:

ALL

- Equality and Diversity
- Modern governor e-learning:
- Prevent
- Honour based-violence and forced marriage
- Information Security
- Safeguarding and child protection - an introduction
- Safeguarding and Governance
- Safer Recruitment refresher
- Social Media for School Governors
- Tutor Led Training (HfL)
- Safeguarding children
- Reducing and managing allegations against staff (RAMAAS)
- Safer Recruitment
- Safer Recruitment Refresher
- Role of the Safeguarding link governor
- Other free online sessions
- <https://www.virtual-college.co.uk/resources/free-courses>
- Including: GDPR, Understanding Young Minds, FGM, Keeping them Safe, Awareness of Forced Marriage, Get moving get healthy
- FGM online training and WRAP and Exploitation online training
- <https://www.fgmelearning.co.uk/>
- <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>
- <https://paceuk.info/training/keep-them-safe/>
- The Children's Society article
- <https://www.childrensociety.org.uk/news-and-blogs/our-blog/how-children-and-young-people-are-forced-to-sell-drugs->

through-county-lines?utm_source=Twitter&utm_medium=Social&utm_campaign=TWOrg_BlogCountyLines_09Jan2018

- NSPCC video on gangs
 - <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/gangs-young-people/>
 - County Lines
 - <https://www.lgfl.net/digisafe/countylines>
13. Governors were assured that all staff have undertaken training on the importance of recording concerns relating to (but not limited to) protective characteristics, bullying and peer on peer abuse and there is rigour in this process demonstrating the proactive culture across the school community with regards to safeguarding. The robust procedures and protocols and variety of strategies in place to address the perpetrator and victim were explained
 14. Assurance was provided that the SCR is monitored termly by the safeguarding link governor
 15. An explanation of how low-level concerns are recorded and monitored was provided and case studies shared. Governors noted the number of visitors and external agencies giving the students presentations and a better understanding of this sensitive area. The PSHE curriculum also addresses this area so that it becomes an embedded element across the school
 16. Assurance was provided that staff training and cpd is in place to support staff with such incidents
 17. Question – Please can abbreviations and acronyms be explained in future reports? Yes, this will be considered
 18. The school website shares policies with the stakeholders; a monthly newsletter is being created in line with key messages and interrogated data
 19. The Equality Award is progressing well and March 2023 is the date the school is working towards to achieve this accolade
 20. Mental Health continues to be an area of vulnerability within the student body. Senior Mental Health training has been undertaken by the DSP
 21. Question – Were our examination students able to cope? They did well. A core group in Year 11 struggled but most did come into school to take the exams. Special considerations were put in place
 22. Question – How have Year 8 coped without the usual transitions? They have been resilient and settled well over the end of the year. There are few diagnosed cases
 23. Question – This is a tricky area for staff, is support in place for children with mental health issues and what is the wait for local CAHMs support? If children request reduced timetables, there is much discussion to take an all-round view. Colleagues debated this at length and recognised that the investment in this area is a strength of the school noting that resources are limited
 24. The school awards including recognition points, KLS colour, leadership roles, house events were outlined and the impact on the ethos of the school celebrated

25. Question – Who drives the colours? All staff
26. The school has been accredited for the second time the Character Kite Mark
27. Question – Has student feedback on the registration programme been sought? Yes, feedback was shared and the programme will be amended accordingly. First Aid and Sign Language are much enjoyed by the students and can get a qualification
28. The careers are at 100% Gatsby benchmarks. This has been evidenced by the link governor during monitoring visits
29. The student visits and additional activities have been well engaged with giving students opportunities and the activities week was well coordinated. The whole school enthusiasm and support has been palpable. Feedback from stakeholders has been positive
30. Literacy has developed across the school in particular Bedrock which has been successfully rolled out and families are seeing the impact and using the language the same language in their oracy and writing. The school is well resourced and every child has reading book
31. Question – Data shows an improvement, what is it referring to? Bedrock. The gaps for vulnerable groups have narrowed and reflects successful progress for the school
- 32. Question – Is a demo available? It has been emailed. ACTION: To be added to GHUB** **S BUTT**
33. Governors agreed that the developments have been significant in moving the school forward
34. Question – What is outstanding in the curriculum review? Geography, Technology, Social Science
35. An overview of the coaching model of leadership being implemented across the school was outlined
- 36. ACTION: Case studies/Examples/Questions to be circulated to the Board** **RD**
- 37. ACTION: All governors to undertake a link visit this year and monitor** **ALL**
- What has your experience of Step Lab been this year and how effective has it been?
 - How is student tracker working and what impact is it having on learning?
38. The 1-1 support in the sixth form has been beneficial and good practice I being shared across the key stage
39. The UCAS process is well underway. The impact of external speakers has been inspirational
40. The curriculum is financially supported for the next academic year. The new staff induction and ECT programme is in place and proving effective
41. The same development plan into the 2022/23 with refinements made to action plans due to progress made this year
42. This Headteacher report reflects the progress against the school development plan
43. An overview of how Operation Encompass was provided and how it links the school with domestic abuse situations
44. Thanks were extended to all staff for their continued contribution and commitment to the school during this challenging year

The staff left the meeting at 20.40

45. This Headteacher report reflects the progress against the school development plan and compliance with statutory duties
46. The same development plan into the 2022/23 with refinements made to action plans due to progress made this year
47. Overarching School Development Plan Aim: To ensure our students, staff and community have the best possible site facilities which enrich and enhance the quality of their education.
48. The PP update was noted and discussed how gaps are closing and FFT attendance show PP students above national comparison and gap closing. Bedrock programmes and Lexia show PP progress in key areas.

The Board noted the update

5 To agree minutes of the last meeting: (previously circulated):

1. The minutes of the meeting dated 23.05.2022 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated and added to the school file

6 To consider matters arising from the last meeting's minutes:

1. The matters arising from the last meeting's minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda

8 To receive and ask questions of the Head's report:

1. The exclusion data and bullying and racism incidents were reported. The data regarding identified groups was interrogated
2. A monitoring report of students on part time timetables or receiving offsite education was provided
3. Attendance data is pleasing with overall school attendance at 92.60% v 89.70% national despite another disrupted year. We are currently 2.15% above national and in the last 6 years we have averaged 0.56% above national. Levels of anxiety and mental health issues post lockdown are still proving very challenging and the Pastoral Team have worked very hard to work with these students and parents and arrange relevant intervention which has proved to be successful
4. Attendance is above national averages; exclusions are decreasing; behaviour is monitored by group as detailed in the report

The Board noted the update

9 To receive Committee and Link Visit Reports since the last meeting, consider recommendations from the Committees and note action taken under delegated authority:

1. The link visits reports are in GHUB and have been added to the monitoring table which is maintained termly. The summary of visits for this academic year was analysed and governors were able to evidence sound monitoring of the curriculum
2. The website has been audited and assurance provided that it is statutory compliant
3. The link governor table has been updated and reflected on GHUB. The calendar of link visits and links to the SDP have been published
4. **ACTION: Please add link visit forms to the folder in GHUB with the file extension: KLS Link Visit - Subject - Name - Date - but do not number it.**
5. The **Curriculum Committee** met on 06.06.2022 and draft minutes circulated. All supporting documentation and presentations are available in the meeting folder on GHUB. An overview of discussions included: Presentations from following departments, covering their curriculum intent and implementation, their Covid related issues and how they were overcoming them and next steps: Maths; English; PSHE; History; Science; Technology. Regular staffing updates. Various policies updated and rewritten as per school needs. A presentation at the end of the academic year on the Curriculum, how it is broad and balanced, savings made, extra-curricular plans and next steps. A working party launched to cover the main Ofsted areas, with one governor taking the lead in each and meeting with their respective SLT leads to ensure school priorities known and met, and working party can cascade information down to the rest of the GB
6. The **Audit and Risk and Resources Committee** met on 10.06.2022 and draft minutes circulated. All supporting documentation and presentations are available in the meeting folder on GHUB

ALL

The Board noted the update

10 To agree the budget for 2022/3 and close 2021/2:

MM introduced the documentation circulated in advance of the meeting

1. The **Board agreed to the closure of the 2021/2** finances as recommended and interrogated by the Resources Committee
2. The robust financial management has secured a solid year end position
3. The **Board approved the budget for 2022/3** as recommended and interrogated by the Resources Committee. The DfE guidance has been followed for staff costs. The assumptions and risks as outlined in the supporting documentation was provided
4. The school is fully staffed for September however recruitment is challenging nationally

The Board noted the financial position of the school

11 To receive a report on the financial situation:

1. Refer above

12 To receive the Chair's review:

1. The Annual Planner has been updated and circulated on GHUB
2. The 2021-22 Self-evaluation (20 questions) with 8 responses was reviewed. The comments were considered and any actions undertaken in due course
3. GHUB is being developed to allow the message board to be tagged by subject and a search menu has been introduced – should be available next term
4. Governors discussed that regular training and expectations of how long training is valid for. **ACTION: All training undertaken to be recorded on GHUB** **ALL**
5. The process of developing the SDP and how objectives are monitored was outlined
6. **ACTION: Additional "Knowing Our School" meeting to be held next term** **FS**
7. Governors reflected on the challenges and achievements of the last year acknowledging the impact of Covid and school closure across many aspects of the school. Stakeholders have provided positive feedback on the year
8. Governors including the Chair were thanked for their contribution to school improvement. School staff and the clerk were thanked and the strength of the leadership including the Chair was acknowledged

13 Safeguarding:

1. Assurance provided that staff safeguarding training is up to date and the proactive culture towards safeguarding is embedded across the school

14 Policy Review:

The following policies which were approved the Committees were ratified by the Board:

1. The **Safer Recruitment Policy** which was circulated in advance of the meeting was adopted by the Board
2. The **Education of children unable to attend school for medical reasons Policy** which was circulated in advance of the meeting was adopted by the Board
3. The Board Code of Conduct which was circulated in advance of the meeting was adopted by the Board

15 Items from the Annual Programme of Work:

1. The planners for next year were agreed and published on GHUB

16 Clerks' business:

1. **ACTION: Please ensure that the personal tab on GHUB is accurate including training** **ALL**

2. ACTION: In September, reconfirm ALL declarations on GHUB to reflect a September 2022 date for the next academic year

ALL

17 Agree following in readiness for next academic year:

1. The Committee membership was reviewed and agreed as reflected on GHUB
2. The Link Governors were reviewed and agreed as reflected on GHUB
3. The Committee Terms of Reference which were recommended by the Committees were adopted for 2022-23
4. Governors agreed that virtual meetings for committees are acceptable if required noting that Article 123 allows the Board to meet remotely. Governors agreed that with the current uncertainty with Covid a hybrid of meetings in school with colleagues attending virtually is acceptable
5. The Schedule of Delegation which was recommended by the Resources Committees previously was adopted for 2022-23 and will be reviewed in April

18 Any Other Business:

1. None

19 To agree Date of next meeting:

1. Thanks were extended to H Young for her contribution to the board during her tenure and the support provided by G Shephard and R Inskip as observers
2. Colleagues were thanked for their contribution to the meeting
3. No additional risks were identified to be added to the Risk Register
4. Colleagues confirmed that the meeting has been conducted in an open manner, and, that all governors have been able to participate and contribute to discussions
5. The meetings for next academic year are on the GHUB calendar
- 6. ACTION: Additional September meeting to be set up to review SDP and KCSIE 2022 – date to be circulated**
7. The next meeting will be held on Mon 17 Oct 2022 at **18.30 in school**

ALL

The meeting closed at: 21.31

Date	Start	End
Mon 12 Dec 2022	18:30	20:30
Mon 30 Jan 2023	18:30	20:30
Mon 27 Mar 2023	18:30	20:30
Mon 10 Jul 2023	18:30	20:30
Mon 16 Oct 2023	18:30	20:30
Mon 4 Dec 2023	00:00	20:30
Mon 29 Jan 2024	18:30	20:30

Mon 18 Mar 2024	18:30	20:30
Mon 3 Jun 2024	18:30	20:30
Mon 15 Jul 2024	18:30	20:30