



**Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 12th July 2021 2021 via MS Teams**

Present

Graham Craggs COM, Dawn Helfgott COM, Mark Morant COM, Frances Stickley COM (Ch 01/10/21), Simon Wood COM, Phil Slade COM, Helen Young COP, Simon Setterfield PAR, Jo O'Sullivan PAR, Tania Giles PAR, Barbara Bell PAR, David Fisher HT, Deborah Ludlow PAR

In attendance:

T Middleton (Clerk), Rosemary Inskipp STF, Melusi Moyo STF, Helen Pocklington, Lisa Harris, Geoff Shephard STF

Documentation circulated in advance of the meeting:



Circulated KLS Meeting agenda 12.07.2021



5. Draft minutes 24.05



9. Amended R1 & R2 Definitions



14. Kings Langley School Communication Policy



9. Annual documentation and declarations



14. Kings Langley School Non-Examination Assessment Policy TAGs 2021



9. Resources minutes from 21 June 2021



15. Committee and links



9. School Admissions Code - Briefing for Schools



15. Meetings-KingsLangley attendance to date



9. Terms of Reference Curriculum



15. Register of Pecuniary Interests Declarations



9. Terms of Reference Resources



15. Training-KingsLangley 02.07.2021



14. Kings Langley School - Curriculum Policy



18. 2021-22 meeting dates



14. Kings Langley School Communication Handbook and Guidance Policy



18. 2022-23 meeting dates



Curriculum Minutes 07.06.2021 DRAFT



21-06-21 - Resources Committee Minutes_



HfL GREAT



Curriculum Minutes 07.06.2021 DRAFT



10. Governor report July 2021

Documentation circulated in advance of the meeting by the clerk:

Admissions seminar

KCSIE 2021

safeguarding links and committees in line with KCSIE requirements

The Key – Risk Assessment and Registers

Ofsted updated the following inspection handbooks: Section 8 Inspection Handbook, School Inspection Handbook, Early Years Inspection Handbook

Ofsted subject blogs and reviews

Guidance Pupil premium: effective use and accountability How school leaders can manage their pupil premium funding, including reporting procedures and online statements. Updated 24.06 Safeguarding – A whole-school response to Everyone’s Invited

Academy Trust Handbook 2021

Mentally Healthy Schools - Transition toolkit: resources for starting, changing or leaving school or college

WS - <https://wslaw.co.uk/blog/changes-to-school-admissions-in-2021-and-beyond/>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896327/Governors_Guidance_-English_language_.pdf

Research and analysis Review of sexual abuse in schools and colleges Published 10 June 2021

2 free books - Lenny and Lily in Lockdown, Lenny and Lily go back to school

<https://booksbeyondwords.co.uk/lenny-and-lily-childrens-stories>

SMILE approach (<https://www.forest-oak.solihull.sch.uk/smile/>)

Happiness box – (<https://barrycarpentereducation.com/2020/05/11/happiness-box/>)

Mental health and wellbeing support in schools and colleges

Senior mental health lead training

Cultural education for governors - <https://www.artscouncil.org.uk/guideforgovernors>

Statutory Guidance on Induction for early career teachers (England).

Report - The Chartered Governance Institute UK & Ireland believes that diverse viewpoints make for better boards.

1 Welcome:

The meeting opened at 18.30

1. The Chair welcomed colleagues to the meeting and outlined the remote meeting protocols. Thanks were extended to staff for their attendance
2. It was agreed to arrange the order of the agenda according to attendance

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

1. Governors 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 GB whether to approve an absence. Governors 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. All present

3 To receive notification of any conflict of interest from the agenda:

1. Governors were reminded that if a governor, 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 to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal
2. None declared
3. Governors were reminded to add any new declarations to the statutory register which is recorded in GHUB and published on the school website
4. None declared
5. Governors were reminded that if any governor has received any gifts or hospitality, it should be recorded on the statutory register
6. None declared

4 To consider notification of any items for AOB:

1. None

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

1. The minutes of the meeting dated 24.05.2021 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair
2. **ACTION: Signed minutes to be added to the school files when the Chair visits the school**

DF, FS

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

1. The matters arising were reviewed and it was agreed that they are in hand or closed

7 To receive a Safeguarding/Prevent report/discussion around sexual harassment and equality:

HP introduced the presentation and reports which had been circulated in advance of the meeting: Equality and Diversity:

1. There has been a significant increase in the number of mental health and wellbeing concerns compared to the first lock down and is likely to continue until September
2. Prevent train the trainer has been undertaken by HP and it was noted that there are a wider set of concerns/groups to be aware of and whole school training will be undertaken in September
3. The KLS approach to Equality and Diversity was shared. Governors reflected on the Equality Scheme
4. Governors were encouraged with the proactive approach and wider stakeholder consultation in developing and monitoring the impact this important area to meet community requirements and statutory compliance
5. Question – How is expertise being shared? Assurance was provided that groups are in place to address all protected characteristics and a variety of activities have been planned to share expertise including expert speakers in assemblies and workshops e.g., Policy, Social Services, Police, Diversity workshops.
6. Question - When will the focus groups commence? They are already up and running and technology in place for developing this through TEAMS and training materials on TEAMS
7. Thanks were extended to HP for the informative presentation

School Dog First discussion:

8. The addition of a school dog has been discussed to support and augment strategies for wellbeing and behaviour. The impact to school finance and logistic requirements has been considered
9. Governors debated the pros and cons of such an initiative
10. Question – Who would the proposed owner be? A member of staff, there are 2 keen colleagues
11. Question – How will employment contracts be impacted and arrangements should the dog demise? We have a model to follow from Hertfordshire and other schools to take best practice. We are also seeking further investigation and contingency planning
12. Colleagues were invited to submit further comments for discussion
13. **ACTION: Presentation from another school to be arranged for further consideration**
14. Governors were reminded of the expectations in governor training in line with the DfE Competencies and the HfL training subscription
15. Safeguarding - Current GHUB training record shows: M Morant – 01.07.21 Safeguarding Children; B Bell 07.06.21- Safeguarding Children Cluster; F Stickley 29.03.2021 Safeguarding 2021-Understanding changes to KCSIE 2021
16. **ACTION: Following outstanding to undertake safeguarding training: H Young, G Craggs, D Helfgott, S Setterfield, P Slade, S Wood, T Giles, D Ludlow, J O'Sullivan**

ALL

HP left the meeting at 19.16-19.40

ALL

8 To introduce the Vision for Teaching and Learning:

LH was warmly welcomed to KLS, joining in September, and introduced the presentation and reports which had been circulated in advance of the meeting: vision – platform MS Teams to now replace SMHW completely from September and also continue with blended learning approach and digital divide, curriculum development, inclusion.

1. Governors were assured that this is a cost-effective solution
2. Assurance was provided that training has been rolled out for staff, students and parents and noted the coaching approach being developed
3. Governors welcomed the Powerful Action Steps as a professional learning platform for KLS to harness instructional coaching and data-driven insights to systematically improve teaching and learning and provide staff CPD
4. Thanks were extended to LH for the informative presentation
5. Question – Are staff likely to be anxious with drop ins? This would be considered in the roll out as they are a supportive measure separate to the statutory teachers' standards. The culture change and growth were acknowledged

LH left the meeting at 19.52

The GB noted the update

9 To Receive the Chair's Business and Committee and link visit reports:

1. The Resources Committee met on 21.06.2021 and minutes circulated
2. The Curriculum and Personnel Committee met on 07.06.2021 and minutes circulated
3. The Committee Terms of Reference which were circulated in advance of the meeting were reviewed in line with the Academies Trust Handbook and agreed for the next academic year
4. The GB adopted the Committee Terms of Reference as recommended by the Committee Chairs
5. The link visits undertaken were outlined and the link visit reports are available on GHUB for colleagues – including Quality of Education, Behaviour and Attitudes, personal development, Sixth Form, D of E, Leadership and Management
6. Thanks were extended to all colleagues for their link visits and supporting the school which has been much appreciated
7. The Strategic Development Plan meeting is being held on 20.09.2021 16.30-18.00 to confirm the plan for the next 2 years.
8. The KLS Admission Arrangements and Admission Definitions documents for 2021/22 and 2022/23 were amended in line with national and HCC guidance. These changes are necessary to comply with the proposed new School Admissions Code, therefore no need to consult on these changes as they are statutory.
9. From 31 October KLS is required to set out on the website how In Year Admissions are dealt with, how parents can apply and where they can find further details. This information is already covered on Page 2 of the Admissions Arrangements document and also on the website under the Admissions page as follows:

Admissions

All admissions must go through Herts County Council. For more information on the admissions system please call 0300 123 4043 or visit the Herts Direct website.

We would encourage all parents and guardians to visit the Herts County Council website as it contains some very useful information on the admissions procedure. You do not need to complete a supplementary information form (SIF) or a separate application form to apply for a place at this school unless you are applying to the Sixth form.

Please note that Kings Langley School is unable to give advice on admissions, including distances from home and catchment areas - these are all dealt with by Herts County Council.

All details on Admissions, including the Continuing Interest List, are held at Herts County Council and not at the school.

In-Year admissions for the school

If you wish to apply for a place at Kings Langley School, please call Hertfordshire County Council on 0300 123 4043 to request an In-Year admissions pack, or download one from the Herts Direct website

Please note that Kings Langley School is unable to give advice on admissions.

10. The Governing Board agreed to the amendments subject to DfE Guidance

11. The Chair confirmed that the GIAS and school websites are compliant with the statutory requirements noting that the governor information should be "Readily accessible which means that the information should be on a webpage without the need to download or open a separate document"

12. The Chair confirmed that the attendance at meetings for 2020-21 to date was accurate on GHUB

13. The Board reviewed membership to determine terms of office coming to an end before 31.12.2021 and arrangements to deal with the vacancies. The Board was encouraged to consider board diversity and unconscious bias

14. The Board noted the resignation received from D Butler 30.06.2021

15. The Board agreed to reappoint G Craggs as Community Governor for a further term of office 18.11.2021 – 17.11.2025

16. ACTION: Subscriptions, GIAS, Websites and databases continue to be updated accordingly

DF

17. The confirmations and declarations for the next academic year were agreed and will be processed on GHUB

18. ACTION: All governors to update their personal declaration tabs at the start of September

LL

19. The skills audit has been undertaken, collated and areas for development and key strengths have been identified

20. The Chair's 360 is being collated at present and feedback will be shared with the Chair

21. ACTION: Governors will review the requirements for an Audit and Risk Committee and the Terms of Reference in line with the Trust Handbook in advance of the next meeting

MM, FS

The GB noted the updates

10 To receive the Head's report:

1. The Head's report which was circulated in advance of the meeting was reviewed
2. There are currently 180 children in school and the school continues to remain open. The impact of self-isolation from Covid is significant for students and staff. The updated guidance has been produced and appropriate planning is underway. Assurance was provided that the risk assessments are being regularly monitored and adjusted accordingly. We were hit extremely hard on one day following the weekend up until that point we only had one year group out on isolation.
3. The 12–17-year-old vaccination programme questionnaire will be shared with parent as per HCC emails.
4. The transition and induction for next year was outlined
5. The attendance data was highlighted and it was noted that PP continues to be a concern and will be monitored accordingly but PP attendance is above national averages for overall during the pandemic.

6. There has been a small increase in bullying in year 7 with 3 girls which has resulted in additional support from external agencies and there has been a number of exclusions as a result because even though we have looked at a number of internal sanctions and internal and external support these girls have continued with their behaviours until we used an exclusion. Any incidents of racism have been appropriately dealt with and a modern bespoke educational resource has been developed to address racism with any student.
7. Social network sites continue to be challenging to manage particularly when reporting is not acted upon by the providers. The impact on counsellor workload has been noted
8. 4 students have joined the school through the fair access process and a support framework is in place
9. Governors were assured that students leaving the school have been appropriately recorded and there are no safeguarding concerns
10. Parents have appreciated the clubs and trips on offer during the pandemic to broaden opportunities and wider curriculum
11. The online tutoring programme has been seen successes but also challenges and a different supplier sourced for September.
12. All Year 6 to Year 7 students will receive 10 hours of free tutoring as part of the summer school and tutoring will continue through our new supplier focusing on Mathematics in the first instance.
13. Recruitment this year has been successful and the school has capacity to continue to deliver high quality first teaching next term
14. Assurance was given that there are 6 ECTs joining the school in September and support is in place with the Dacorum consortium
15. Stakeholder voice – Parent voice has been sought and provides a positive picture of the school. Student voice and their feedback continues to be a strength of the school in particular the learning experience and support being provided
16. Question – Do the locks work on the toilet doors? Yes, this has been investigated and the latches are being extended to address the issue
17. CCTV is being reviewed and potentially extended across the school to include the stairways for next academic year.
18. The CIF bid was declined as such we will now look to use our reserves to build ourselves with local support where necessary. In reviewing the successful CIF bids, they were mainly roof repairs and boilers etc.
19. Governors are invited to join the Staff Safeguarding training in September
20. The school continues to work with the external consultant on PPG and passive learning is the key area of focus which has been made worse by the pandemic with the use of masks, online learning, mental health and fatigue.
21. Staff well-being is a concern due to the increase in requirements e.g., track and trace and TAGs etc.
22. Thanks were extended to the staff team for their continued commitment and contribution to ensuring that the quality of education continues in this changing environment during the challenges of the pandemic

The GB noted the update

11 Policies:

1. The summary of policy changes was reviewed
2. The Communication Handbook and Guidance Policy which was circulated in advance of the meeting was reviewed
3. **The Board adopted the Communication Handbook and Guidance Policy**
4. The Communication Policy which was circulated in advance of the meeting was reviewed
5. **The Board adopted the Communication Policy**
6. The **Non-Examination Assessment Policy (TAGs)** which was circulated in advance of the meeting was reviewed
7. **The Board adopted Non-Examination Assessment Policy TAGs**

12 Clerk's business:

1. Governors were reminded to please ensure that all personal tabs on GHUB are accurate
2. **ACTION: GHUB notice board to be reviewed and "archived" appropriately. Need to copy and paste information and store as a document if historical record required**

FS

13 Any Other Business:

1. None

14 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting and continued commitment to the school
2. 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
3. No items of risk were identified to be added to the Risk Register
4. The Board discussed governance "Covid Keeps" and agreed that a blended approach to meetings would be considered to maintain and support skills and technology learning during lockdown, mental health and well-being of staff and governors, the schools zero carbon and green initiatives
5. The Head thanked governors for their support during this year
6. The next meetings will be held on:

Mon 18 Oct 2021	18:30	20:00	In school
Mon 13 Dec 2021	18:30	20:30	
Mon 31 Jan 2022	18:30	20:00	
Mon 28 Mar 2022	18:30	20:00	
Mon 23 May 2022	18:30	20:00	
Mon 11 Jul 2022	18:30	20:00	
Mon 17 Oct 2022	18:30	20:00	
Mon 12 Dec 2022	18:30	20:30	
Mon 30 Jan 2023	18:30	20:00	
Mon 27 Mar 2023	18:30	20:00	
Mon 23 May 2023	18:30	20:00	
Mon 10 Jul 2023	18:30	20:00	

The meeting closed at: 20.45