



**Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 12th October 2020 via Zoom**

Present:

Community governors: Mrs Deborah Ludlow, Mr Mark Morant, Mrs Frances Stickley, Mr Simon Wood, Mrs Dawn Helfgott, Dave Butler

Staff governors: Mrs Rosemary Inskipp, Mr Geoffrey Shephard, Mr Melusi Moyo

Parent governors: Mrs Jo O'Sullivan, Mr Simon Setterfield. Mr Dave Butler

Principal: Mr David Fisher

Co-opted governor:

In attendance:

Tracey Middleton, Clerk to Governors; Helen Pocklington (AHT), Nick Monk (AHT)

Absent:

Co-opted governor: Miss Helen Young

Documentation circulated in advance of the meeting:

Circulated KLS Agenda 12.10.20	13. Attendance, Registration and Punctuality Policy	13. Kings Langley School GB Schedule of Work 2020-21
10. Annual documentation to be confirmed/declared on GHUB	13. Behaviour management policy	13. Non-Examination Assessment Appeals Policy
6. Draft GB Meeting minutes 29.06	13. Child Protection Policy Addendum	13. Non-Examination Assessment Policy
8. Annual Safeguarding Practice Audit 2019-2020	13. Child Protection Policy	13. Online Safety Policy
8. Child looked after - Self evaluation form	13. Children looked after policy	13. Sixth Form admissions and addendum
8. Child Protection Report	13. Curriculum Policy	13. Sixth Form admissions and addendum
10. Governors Membership 2020-21	13. Equality Scheme Policy	13. Special Education Needs Policy
13. 16-19 Bursary Policy	13. External Examinations Appeals Policy	13. Supporting Students at School with Medical Conditions
13. Action on Bullying Policy	13. External Exams Policy	13. Young Carers Policy
13. Assessment and feedback policy	13. Kings Langley School Homework Policy	17. Exam Analysis presentation
17. Headteacher Report		
17. Homework repertoire 2020		
17. JCQ Inspection report		

Documentation circulated in advance of the meeting by the clerk:

DfE Governor Handbook

DfE Governance Structures and Roles

Inducting a new governor remotely – The Key

NGA Role model – Chair, Trustee, Governor

NGA Executive Pay guide

[https://www.gov.uk/government/publications/governing-in-unprecedented-](https://www.gov.uk/government/publications/governing-in-unprecedented-times?fbclid=IwAR2j8sAkfgv7sT5fkkP_F_eJOunLzrsuJjKSV_2kPwyMHYSQ0ACw90fmwly)

[times?fbclid=IwAR2j8sAkfgv7sT5fkkP_F_eJOunLzrsuJjKSV_2kPwyMHYSQ0ACw90fmwly](https://www.gov.uk/government/publications/governing-in-unprecedented-times?fbclid=IwAR2j8sAkfgv7sT5fkkP_F_eJOunLzrsuJjKSV_2kPwyMHYSQ0ACw90fmwly)

Sherwood Admissions Consultaton Webinar
HCC Model School based Complaints
Stone King Safeguarding updated 27.08.20
Maintained school websites updated 27 August 2020
Governors for Schools - Free on line training and webinars for governors
<https://www.stoneking.co.uk/event/estate-management-and-usage-school-site-foundation-schools-17092020>
<https://www.mentallyhealthyschools.org.uk/media/2077/coronavirus-toolkit-return-to-school.pdf>
<https://www.annafreud.org/media/12070/coronavirus-wellbeing-final.pdf>
The Key – Governor Annual Planner for 2020-21
ACAS - Coronavirus and mental health at work
Independent schools' duties in light of county lines child criminal exploitation
EdInfluence - podcasts for education leaders (Series 1 and 2)
Local authority-maintained schools: school governance update July 2020
Webinar - pastoral challenges for schools and what these mean for your governing board.
[FREE RESOURCE] Coronavirus (COVID-19): Six Priorities for Governing Boards Planning for the Remainder of the Summer Term and Beyond

Meeting opened at:18.44 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. The Chair noted that the meeting is quorate

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. No apologies were received and absence not accepted from: H Young

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. Non declared

4 To consider notification of any items for AOB:

1. None

5 To agree Terms of Office for Chair and Vice Chair and Confirm/Elect Chair and Vice Chair and discuss succession planning of Chair and Vice Chair:

1. The term of office for the Chair was agreed to conclude on 01.10.2021
2. The term of office for the Vice Chair was agreed to conclude on 01.10.2021
3. F Stickley was elected as Chair of Governors
4. D Helfgott was elected as Vice Chair of Governors
5. The Board considered succession planning
6. **ACTION: Subscriptions, websites and databases to be updated accordingly**

DF

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

1. The minutes of the meeting dated 29.06.2020 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

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

1. There were no matters arising

8 To receive and ask questions of the Annual Safeguarding Report and Children Looked After Report:

The DSP introduced the reports which were circulated in advance:

1. The Board noted that the following reporting:
 - Annual Report to Governing Board
 - Annual Checklist to Governing Board
 - Annual CLASEF 2020-21 Audit Report to Governing Board
 - Governors and Management Inspection H&S Report
<http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>
 - The safeguarding link will carry out checks on the SCR when conducting governor visits to reassure themselves this is accurately completed and all necessary checks are in place for staff, governors and volunteers, and, monitor safeguarding training for governors and ensure it is recorded on GHUB to be updated on school records.
2. The Board agreed to continue to work closely with the designated safeguarding lead (DSL) to support them as required and to receive regular updates on the types of disclosures coming through, and what may need to change (e.g. policies or training)
3. The amber rated lines relating to IT and training areas are being progressed. All staff have undertaken safeguarding training online and this good practice will be continued
4. The DSL job description is being updated in line with guidance and SLT requirements
5. Staff wellbeing continues to be a focus
6. A recent survey for Herts Schools identified the school being above average demonstrating that all the staff understand and are confident with safeguarding
7. In the Keeping Children Safe in Education Act 2020 (KCSiE) there is now a requirement that all staff and governors must be aware of **Operation Encompass** and local arrangements. This Note summarises key elements of Operation Encompass which was launched in Hertfordshire in December 2019. Operation Encompass is a charitable organisation which was set up in 2011 by David and Elizabeth Carney-Haworth OBE (a police officer and school head teacher). They recognised the necessity for police to share timely information with Schools in order that children could be supported at School following a domestic abuse incident which they may have witnessed or been impacted

by. Prior to December 2019, whilst Herts Police did share information about domestic abuse incidents with Schools, there was often a delay in receiving the information which made it harder to provide timely and appropriate support. Operation Encompass was launched on Monday 2nd December 2019 across Hertfordshire with the aim of providing information about domestic abuse incidents to Schools as quickly as possible. A Notification of a domestic abuse incident is now sent to Schools' Designated Safeguarding Leads and Deputies by the following working day after an incident has been reported. Notifications are classified into 3 categories depending on the seriousness of the domestic abuse incident (high / medium / standard). The role of School DSLs and DDSLs is to be aware, to be there for the children and to provide support. Staff and Parents/carers have been informed about the launch and implementation of Operation Encompass and the School's Child Protection Policy has been updated to include information about Operation Encompass. If you would like further information please go to the website: www.operationencompass.org

8. Thanks, were extended to the team for their continued proactive approach to safeguarding our school community

HP left the meeting at 18.58

9 To receive the Examination Results report:

The AHT introduced the presentation which was circulated in advance:

1. The average A Level grade has increased to a B-. An explanation of the removal of the algorithm was outlined which reflected an improvement on the initial outcomes
2. The GCSE grades had 31 student grades moved up. The improvements were tracked through the mock exams and the progress 8 figure has improved
3. The school feels confident with the published results. SEN students performed above national averages and disadvantaged students performed in line with national averages
4. The FFT data reflects progress less positively against other schools this year however governors acknowledged the accuracy and thoroughness of the teacher assessment during this process ensuring our data was robust and fair for all involved.
5. The arrangements for examinations at the end of this academic year have not been published at this stage.
6. Thanks, were extended to the team for the rigorous management of this challenging process
7. The Exams Inspection was successful and the team congratulated for this positive outcome reflecting the accuracy of the processes in place

NM left the meeting at 19.11

10 To agree and complete Annual Business:

1. The Board reviewed resignations/end of office/appointments/elections since the last meeting: Resignations: Mrs Angela Westlake, Mrs Lisa Welling
2. The GB agreed to the reappointments of D Helfgott, M Morant, F Stickey, S Wood
3. The GB appointed Simon Setterfield as Community Governor
4. There are 2 staff governor vacancies
5. There are 3 community governor vacancies
6. There are 6 parent governor vacancies
7. The Board confirmed that the information regarding governance is accurate on school website, GIAS etc
8. **ACTION: Databases and safeguarding processes for reappointments to be processed**
9. The Board noted vacancies and considered recruitment requirements
10. Monitoring was undertaken to ensure that each colleague has completed the following and the information on GHUB is accurate: DBS certificate number/date/check box is registered; KSCIE 2020; pecuniary interests; Code of Conduct; ICT Acceptable ICT Use Policy; Whistleblowing Policy; Training record; Contact information

DF

11. ACTION: The following is outstanding to be completed before the end of the week - R Inskipp, H Young, G Shephard – ALL reconfirmations – to ensure that the school is compliant

RI, HY, GS

11 To confirm agreement of virtual attendance at meetings. Agree meeting calendar and which meetings this academic year will be held remotely

1. The Board confirmed that virtual attendance at meetings is permissible and reflected on learning from school closure with regards to remotely held meetings; workload and wellbeing
2. It was agreed that the following meetings are held remotely during this academic year
3. The school will set up the next meeting via zoom using the emails on GHUB
- 4.

Mon 7 Dec 2020 – via Zoom	18:30	20:00
Mon 1 Feb 2021	18:30	20:30
Mon 22 Mar 2021	18:30	20:00
Mon 24 May 2021	18:30	20:00
Mon 12 Jul 2021	18:30	20:00

12 To agree the Schedule of Delegation:

1. The Board agreed the Schedule of Delegation which had been reviewed and recommended by the Resources Committee

13 To agree the Annual Programme of Work for the GB and Committees:

1. The Board agreed the **Annual Programme of Work** for the GB and Committees noting that it reflects the statutory requirements for Boards and the school priorities for the current academic year
2. The 16-19 Bursary Policy which was circulated in advance of the meeting was reviewed
3. The Board adopted the **16-19 Bursary Policy**
4. The Action on Bullying Policy which was circulated in advance of the meeting was reviewed
5. The Board adopted the **Action on Bullying Policy**
6. The Assessment and Feedback Policy which was circulated in advance of the meeting was reviewed
7. The Board adopted the **Assessment and Feedback Policy**
8. The Attendance, Registration and Punctuality Policy which was circulated in advance of the meeting was reviewed
9. The Board adopted the **Attendance, Registration and Punctuality**
10. The Behaviour Management Policy which was circulated in advance of the meeting was reviewed
11. The Board adopted the **Behaviour Management Policy**
12. The Child Protection and Child Protection (Addendum) Policy which were circulated in advance of the meeting was reviewed
13. The Board adopted the **Child Protection Policy and Child Protection (Addendum) Policy**
14. The Curriculum Policy which was circulated in advance of the meeting was reviewed
15. The Board adopted the **Curriculum Policy**
16. The Equality Scheme Policy which was circulated in advance of the meeting was reviewed
17. The Board adopted the **Equality Scheme Policy**
18. The External Examinations Policy and External Exams Policy which were circulated in advance of the meeting was reviewed

19. The Board adopted the **External Examinations Policy and External Exams Policy**
20. The Homework Policy which was circulated in advance of the meeting was reviewed
21. The Board adopted the **Homework Policy**
22. The Non-Examination Assessment Policy which was circulated in advance of the meeting was reviewed
23. The Board adopted the **Non-Examination Assessment Policy**
24. The Online Safety Policy which was circulated in advance of the meeting was reviewed
25. The Board adopted the **Online Safety Policy**
26. The Sixth Form Admissions and Addendum which was circulated in advance of the meeting was reviewed
27. The Board adopted the **Sixth Form Admissions and Addendum**
28. The SEN Policy which was circulated in advance of the meeting was reviewed
29. The Board adopted the **SEN Policy**
30. The Supporting Students at School with Medical Conditions Policy which was circulated in advance of the meeting was reviewed
31. The Board adopted the **Supporting Students at School with Medical Conditions Policy**
32. The Young Carers Policy which was circulated in advance of the meeting was reviewed
33. The Board adopted the **Young Carers Policy**
34. The GB debated the **Admissions** noting the revised wording of the policy on twins and multiple births. The refinements agreed in July 2020 to the wording of our 6th form admission arrangements were noted. The GB considered the out of year group policy. The first cohort of summer born children who delayed their entry to Reception by one academic year, will be looking at prospective secondary school admission arrangements for 2022/23 to check whether they need to make a secondary transfer application for 2022/23 (when the child will be in chronological Year 7) or for 2023/24 (when the delayed application is expected). GB noted that the admission arrangements clearly explain how applications for summer born children, who have been educated out of their chronological year group and wish to delay their entry to the school, will be handled." The GB agreed to notify HCC by Friday 16 October that we wish them to coordinate our admissions consultation process. The school will also need to make adequate consultation with our own families and the local community prior to 28th February 2021
35. The GB agreed the **Admissions Policy and arrangements** which was circulated in advance of the meeting
36. The GB agreed to over allocate to 190 although the PAN is published at 186

14 To review committee membership and link governors and arrange link visit/governor day dates; To ratify the Committee Terms of Reference

Agree Membership for Committees and confirm accuracy on GHUB

Agree Panels and Link Roles; Confirm clerking arrangements for Board and Committees:

1. The Board reviewed the **Articles of Association** to determine the terms of office and considered vacancies and succession planning
2. The Board reviewed the **committees, panels and link role tabs on GHUB** including: GDC, Safeguarding, SENd, Head's performance management, Student discipline, Staff discipline, School based Complaints

SW left the meeting at 19.15

3. **ACTION: Colleagues encouraged to attend training appropriate to their links**
4. The Board confirmed that GHUB accurately reflects membership
5. The Board ratified the **Committee Terms of Reference** for this academic year
6. Colleagues considered link visits and noted that the Governor Visit Policy and Governor Visit Record/Reporting should be followed. Colleagues agreed to explore new ways to

ALL

maintain link roles and meetings using a blended approach of remote contact and face-to-face where this can be safely accommodated

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| 7. ACTION: SS to undertake the Pupil Exclusion Training | SS |
| 8. ACTION: DB to be added to the KLS Covenant Fund | DF |
| 9. ACTION: Link role tab on GHUB to be reviewed and any amendments highlighted to the Chair who can advise the clerk to update GHUB accordingly | ALL |
| 10. Governors debated positive ways of supporting subject leaders during the course of the term to monitor self-evaluation on the development plans so that staff are able to articulate the developments in their area and the impact which supports the strategic objectives in the SDP. The key areas of the Ofsted framework will be monitored by the SLT lead and a link governor | |
| 11. ACTION: GB to meet with SLT to determine school priorities developing strategically from the Recovery Plan dealing with Covid-19 | ALL |
| 12. The clerking arrangements were agreed at TM for the GB | |
| 13. The GB confirmed the appointment of Barclays Bank | |
| 14. The GB confirmed that a review of the auditors is underway to follow good practice and the External Auditor is Hillier Hopkins and the Internal Auditors are currently being appointed | |
| 15. The GB confirmed the appointment of HR Services with HfL | |
| 16. The GB confirmed the appointment of Legal advisors as Browne and Jacobson | |

15 GDPR:

1. Colleagues were reminded to be aware of GDPR which came into force on 25th May 2018 and have taken action to ensure they are compliant
2. There are no SARs to report and there is a minor breach to report which has been investigated by the Resources Committee
3. Confirmation was given that all staff have undertaken GDPR refresher training as part of the INSET and it is covered with new staff during induction
4. Governors were reminded that there are 2 online courses available on HfL training tab on GHUB

16 Clerks Business:

1. The clerk reminded colleagues to revisit their safeguarding training and ensure that GHUB is updated to reflect the date the course was taken and add any certificates to the GHUB folder for the school to access as evidence for auditors
<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.childrenssociety.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/countyline>

2. KCSIE - Annex H: Table of substantive changes. Parts 1 and 2 - The management of safeguarding - responsibility of governing bodies, proprietors and management committees
3. Academies Financial Handbook
4. Governors were reminded to ensure that their safeguarding training is updated - Safeguarding children - HfL course - This course is strongly recommended for all governors and is essential for the Designated Child Protection governor(s), the chair/vice chair. It is also recommended to refresh this training every 4 years.
5. The school subscribes to the National College which governors are able to access training modules
6. Colleagues are reminded to update their training records accordingly and post and certificates in the folder

17 To receive Head's update:

The Head introduced the comprehensive report which was circulated in advance of the meeting

1. Governors acknowledged that the school is working well with eminent professionals in different areas of the school and the impact on teaching and learning can be evidenced in pupil outcomes and quality first teaching
2. Staff feedback relating to the investment in CPD has been positive and consistency is being demonstrated across the school
3. Governors agreed that value for money is being secured as the school continues to strive to meet its vision
4. Attendance continues to be rigorously monitored and support is being provided as required to remove any barriers. The understanding of Covid symptoms has been challenging for parents to manage
5. Exclusions have remained low and there are no permanent exclusions to report reflecting the strength of the Behaviour Policy and the management of behaviour across the school. Following lockdown, a minority of students are finding the return to school challenging and parental support is limiting. The current Year 7 has a cohort with complex needs which are being managed accordingly.
6. The fair access process does impact on the school dynamics and the school does what it can to work with the Local Authority to support the FAP process but feels that they then receive little support when placements start to fail.
7. There are no incidents of Bullying or racism to report
8. The low staff turnover was acknowledged by the GB
9. One student has opted for home education and assurance was provided that welfare checks have been undertaken
10. Governors were assured that the robust Risk Assessment is regularly reviewed and amended accordingly in line with national and local Covid guidelines. External observers have reflected that real thought has gone into managing the start and end of the school day to minimise crowding/disruption. Pupil movement is well managed by staff and the operation works very smoothly. Very many thanks for all the effort that you and your staff and making in this
11. Governors debated how county lines can impact on students and the links with KCSiE
12. Feedback from parents has demonstrated their confidence in the protocols and procedures in place to ensure that the school remains a safe environment. The students have been safely welcomed back to school demonstrating the rigour and planning throughout the summer holidays. The staff have returned to school and individual risk assessments have been undertaken where necessary. The two staff on maternity leave are working from home and contributing to our learning

13. There have been a number of complaints received regarding examinations and appeals which has been very time consuming but all have been dealt with in the timeframes of policy and procedure.
14. The impact of test, track and trace was outlined and governors acknowledged that managing bubbles in a limited space requires organisation and impacts on different areas of the school. The wet weather plans have considered all learning experienced to date
15. The GB agreed that the tables are replaced as recommended and noted that the budget supports this purchase
16. Of the £75k catch up funding £18k will be used to provide Saturday classes for Y11 after half term and onwards. Y13 on a need's basis for a short period of time; followed by Year 10 and KS3, which will be more beneficial for staff and students. £12k will be invested in PPG online learning.
17. Governors debated the resilience and sensitivities of students returning to school and noted that stamina is a key area to develop especially as the current context is relentless and mental health being has to be catered for
18. Governors acknowledged the presence of the SLT at the school gates during the school day
19. Thanks, were extended to the school team and the GB appreciates the dedication and continued drive for school improvement in the current pandemic

18 To receive Chair's verbal update:

1. The 3-5 years strategic plan was debated

19 Any Other Business:

1. None

20 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. The next meetings will be held on

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Mon 12 Jul 2021	18:30	20:00
Mon 18 Oct 2021	18:30	20:00
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

The meeting closed at: 20.40