



Minutes of the Kings Langley School Board of Trustees meeting Held on Monday 13 December 2021 hybrid at the school/MS Teams

Present

David Fisher HT, Tania Giles PAR, Alana Ivey PAR, Emma Kell COM, Jo O'Sullivan PAR, Simon Setterfield COM, Phil Slade COM, Phil Garner PAR, Simon Wood COM

Virtual attendance via MS Teams

Graham Craggs COM, Sarah Wilding PAR, Dawn Helfgott COM (Vice Chair 01/10/22), Helen Young COP, Barbara Bell PAR,

In attendance:

Tracey Middleton (Clerk), Rosemary Inskipp STF, Geoff Shephard STF, Helen Pocklington (DHT), Phillipa Lark

In attendance via MS Teams

Melusi Moyo STF

Absent:

Mark Morant COM, Deborah Ludlow PAR

Documentation circulated in advance of the meeting:

KLS Meeting agenda 13.12.2021	Governors December 2021 - Key Changes to KCSIE v2	
	Guidance on dealing with safeguarding concerns all staff	
3. Declarations-KingsLangley 26.10.2021	Headteacher Report December 2021	
6. Meeting minutes 18.10	Kings Langley School Code of Conduct	
8. Curriculum Minutes 08.11.2021	Kings Langley School Employee Wellbeing Policy	
8. Kings Langley School Link Governor monitoring Visits 2021-2	Kings Langley School Equalities Scheme	1. 130921 Curriculum Governor report
8. Kings Langley School Safeguarding Report - Term 1	Kings Langley School External Examinations Appeals Policy	2. Link - Covid19 Testing - A Ivey - 10 Sept 21
8. link visit reports	Kings Langley School Non-Examination Assessment Appeals Policy	3. LINK - English - G Craggs - 10 Nov 21
9. Kings Langley Behaviour Management Policy	Kings Langley School Non-Examination Assessment Policy	4. Link - Sixth Form - S Wood - 7 Oct 21
9. Kings Langley School Action on Bullying Policy	nga-budget-setting-trusts-20211111	4. Link - Sixth Form - S Wood - 11 July 21
9. Kings Langley School Collective Worship Policy	nga-management-accounts-guide-20210614	5. Link_Governor_Visit - Science -Nov 21021
	Ofsted questions	6. KLS Maths Link Visit - 13.10.21 - Dawn Helfgott
		7. Link_Governor_Visit - Single Central Record -Nov 21021

Documentation circulated in advance of the meeting by the clerk:

<https://www.youtube.com/user/Ofstednews/videos> for subject leaders

<https://www.gov.uk/government/publications/choosing-a-phonics-teaching-programme/list-of-phonics-teaching-programmes>

Aspire Attendance Tracker

Schools' views: benefits and obstacles to joining academy trusts published 17.11.21

Cost of school uniforms

Video – Phonics and reading

NGA Budget setting and annual accounts for Academies

School resource management self-assessment checklist – Updated 11.21

SFVS updated guidance 29.10.2021

The NGA has published its guidance on engaging with staff

www.gov.uk/guidance/education-staff-wellbeing-charter

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. It was noted that the meeting is a hybrid one due to the current Covid situation and protocols were outlined
3. The Chair noted that the meeting is quorate

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: Mark Morant (family commitment), Deb Ludlow (work 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. Governors/Trustees 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. Governors/Trustees were reminded that if any Governors/Trustees 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 receive the Safeguarding review and Equality Scheme review:

HP and PL introduced the documents circulated in advance of the meeting

1. The key changes to KCSIE were reiterated for the benefit of newer governors

2. The guidance on bullying and harassment were outlined
3. Governors were reminded of the DSP responsibilities and names of the Deputy DSPs in the school
4. Question – What is a low-level concern? Someone may not have been suitably supervising at an external event, student reports on way spoken to. The term ‘low-level’ concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold set out at paragraph 338. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school or college may have acted in a way that: is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
5. Question - In terms of process rather than policy, how are these low-level concerns are recorded to evidence it has been considered and has the frequency of monitoring/reviewing these been established. Where a concern has been made is there evidence to show rigour in the follow up? Yes, CPOMs is monitored by the leadership team to ensure appropriate action taken and historical links made. The categories are regularly reviewed and amended to ensure that the information required for monitoring is rigorous
6. A student wrote to the MP regarding the delays in receiving CAHMs support which is proving to be challenging for all involved. Governors debated the impact on finances, families and staff
7. Question – Are there any trends in areas of reporting? Yes, in particular domestic abuse and mental health
8. Question – How is learning from training captured? It is a daily routine in addressing any items raised and the use of quizzes recently for online training events or using the national college.
9. Question – Do we have capacity issues? On occasion when there is staff absence there is an impact on adults being flexible e.g., student identified queues in the dining room when there was a recruitment bottleneck which SLT supported until the area was fully staffed. Micro-aggressions are appropriately dealt with to ensure that the students fully understand the context and consequences. External visitors are being invited into school e.g., the police to ensure that all students are fully engaged and taking responsibility and being accountable
10. Governors noted that SDP prioritises a culture of vigilance and educating stakeholders on equality. The priorities were discussed and the actions and activities planned to address them through the presentation.
11. Question – Do we have any students on part time timetables? Yes 6, and the daily SLT planning meeting monitors this. Trustees were assured that plans are in place and time bound with the engagement of the parents. ESMA is called upon where children are unwell and unable to attend
12. Question – Is the SCR up to date? Yes, and checked with CoG
13. Question – Do we have any children known to a social worker? Yes, some 90 students. The academic progress for these students is monitored in particular attendance
14. Question – Can all students on the roll be accounted for? Yes

15. Governors were assured that a proactive and strong culture of safeguarding and vigilance is in place at the school and a key area which is regularly addressed. The subject is reminded to the school community through a variety of staff meetings, quizzes, training, monitoring meetings, assemblies, curriculum on a regular basis, tutor groups
16. There are a variety of opportunities for students to discuss and reflect on harmful sexual behaviours and anti-racism through the development of the student champion groups. Pupil voice is encouraged and external support including workshops are arranged accordingly. Governors welcomed the additional investment in resources in this area
17. Work towards the Equalities Award is currently underway. The audit is being undertaken. The HfL Equality and Diversity lead is meeting with the school. Governors noted the breadth of this nationally accredited award
18. A number of case studies and examples were provided
19. Question – Are you promoting membership of the groups? Anyone is able to join the group, they do not necessarily have to identify with the group. The rainbow laces have been supplied by the school and provide a visible way of demonstrating support
20. Question – What is the role of the ELSA (emotional literacy support assistant)? This is a specifically trained role to support identified children. The training has been offered locally and Kings Langley School have been selected to lead on this training locally.
21. Question – Are staff being appropriately supported? Considerable investment is being made to ensure resources and training and CPD are in place to increase staff confidence and develop the website and resources to support the parent body. The timetable is protected to enable supervision across the team including visits from an external professional reflecting the investment in this area. The counselling service is accessed
22. Question – Is staff workload being addressed? This continues to be monitored and a Wellbeing Policy is being further developed as per attached to GovHub
23. Question – Is there a need to engage further with parents? Training events historically have not been well attended however the website and 1-1 engagement is evident in parent partnerships. Governors debated routes to parental engagement and inclusion and how the vision is demonstrated
24. Governors noted that the increased vigilance will impact on the increase in incidents being reported and reflect in the data
25. Thanks were extended to the team for work undertaken to date and the flexibility and resilience of the staff during this challenging time

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

1. The minutes of the meeting dated 18.10.2021 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school file with the following manual amendment: **6.7 amended mock to exam and 2020 to 2021**

7 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

The following updates were provided:

2. Thanks were extended to colleagues for their link visits and any outstanding visits should be added to GHUB for reporting on the termly overview next term
3. The Link Visit Policy will be published on GHUB next term

8 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 following link visits were undertaken this term and visit reports circulated and added to the monitoring table which is maintained termly

	1. 130921 Curriculum Governor report
	2. Link - Covid19 Testing - A Ivey - 10 Sept 21
	3. LINK - English - G Craggs - 10 Nov 21
	4. Link - Sixth Form - S Wood - 7 Oct 21
	4. Link - Sixth Form - S Wood - 11 July 21
	5. Link_Governor_Visit - Science -Nov 21021
	6. KLS Maths Link Visit - 13.10.21 - Dawn Helfgott
	7. Link_Governor_Visit - Single Central Record -Nov 21021

2. Governors noted that staff had been very welcoming and the school reflected a calm and purposeful learning environment
3. The **Curriculum Committee** met on 08.11.2021 and draft minutes circulated. The focus of discussion was interventions and recovery noting that the funding is being appropriately spent. Assurance was provided that assessment for learning is rigorous. All the PEPs have been signed off by the Virtual School as outstanding practice
4. **ACTION: Year 11 intervention document to be reviewed by colleagues**
5. **ACTION: SEND case studies to be reviewed at a future FGB prior to Easter.**
6. The **Resources, Audit and Risk Committee** met on 15.11.2021 and draft minutes circulated. The focus of the meeting was financial monitoring and reviewing the audit statement. The energy saving initiatives and sustainability were outlined. The accounts for last year were signed off. Reserves are £276k restricted £702k unrestricted
7. Recommendations have been reviewed by the Committee
8. The school is in a financially secure position and no ongoing concerns
9. The Committee recommended the budget 2021/2 to the Board assuring colleagues it had been suitably interrogated
10. **The Board approved the budget for 2021/2**

ALL
DF

9 To review School Priorities, School Self Evaluation and School Improvement Plan:

The Head introduced the SEF and SIP which had been circulated in advance of the meeting. Further questions and discussion included:

1. Question – Have all stakeholder been involved in the development? Yes, and there is regular contribution to the them
2. The school vision for unlocking potential of all stakeholders has been reflected on
3. Question – Has the previous Ofsted report been considered? Yes, the outcomes have been reviewed for progress to ensure they have been addressed; however, it is a different framework than previous inspection.
- 4. The Board reviewed and agreed the summary judgements made in the SEF**
5. Governors noted how the SEF has informed the SDP
6. There has been a 70% increase in EHCPs which provides challenges with funding and management and the new SENCo works closely with David Bartram OBE half termly to ensure high quality SEND provision.
7. Question – How often is the SDP monitored? Half termly the strategic link governors challenge the school and feedback to the committees accordingly
8. The governors reviewed each priority and how the leadership is driving the activities across the school.
9. CPD has been a key investment and experts have been invested in to provide professional conversations with the staff. Quality first teaching is key to driving standards and the provision for our staff and students are tailor made to suit their individual needs
- 10. The Board agreed the SDP which reflects the school vision, ethos and motto**
11. The Board discussed ways of link governors monitoring the implementation of the SDP for the next term

The Board noted the update

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

The comprehensive documents which had been circulated in advance. Which included, Rewards, Governor training, impact of Covid, Admissions and Open evenings, elective home education, attendance, behaviour, bullying, alternative provision, Tik-Tok, family support, integrated systems, MS Teams, safeguarding, Mental health and wellbeing, equality PPG, literacy, oracy and reading, Bedrock, Complaints, Exams, Finance and resources. Further questions and discussion included:

1. Governors celebrated the broad and wide extracurricular programme available to all students and discussed ways of increasing engagement in the smaller groups of students not attending clubs. The capacity of staff and the transition and school experience on induction to the school due to lock down was debated at length
2. Case studies are welcomed by the Board to visualise the strategies in place to support individuals
3. Question – Has the Tik-Tok issue closed? Yes it was dealt with immediately and effectively. Staff felt supported and the parents and students felt more

informed and educated about online safety and confirmed by parent Reps at the meeting.

4. The school is significantly over-subscribed and now by first choice preference reflecting the culture of the school
5. **ACTION: Preparing for Ofsted training as an in-house session to be arranged**
6. **ACTION: Staff presentations on teaching learning including recognition and Powerful Action Steps and challenge and stretch at the next meeting**

FS

DF
L Harris
and
J Tubb

The Board noted the update

11 To receive Chair's verbal update:

1. The school has been reaccredited as Character Kite Mark + the first school in the country to do so.
2. The recognition work by James Tubb has been acknowledged and has had a big impact within the report and by students to the assessor.
3. Thanks were extended to the school staff and colleagues for what has been a challenging term as school routines are re-established and normalised after lock down. The atmosphere in the school is lively and positive

The Board noted the update

12 Policy Review:

1. The Behaviour Management Policy which was circulated in advance of the meeting was reviewed
2. The Board adopted the **Behaviour Management Policy**
3. The Action on Bullying Policy which was circulated in advance of the meeting was reviewed
4. The Board adopted the **Action on Bullying Policy**
5. The Staff Code of Conduct which was circulated in advance of the meeting was reviewed
6. The Board adopted the **Staff Code of Conduct**
7. The Collective Worship Policy which was circulated in advance of the meeting was reviewed
8. The Board adopted the **Collective Worship Policy**
9. The Wellbeing Policy which was circulated in advance of the meeting was reviewed
10. The Board adopted the **Wellbeing Policy**
11. The Equality Scheme which was circulated in advance of the meeting was reviewed
12. The Board adopted the **Equality Scheme**
13. The External Exam Policy which was circulated in advance of the meeting was reviewed
14. The Board adopted the **External Exam Policy**
15. The Non-Exam Assessment Policy which was circulated in advance of the meeting was reviewed
16. The Board adopted the **Non-Exam Assessment Policy**

17. The Non-Exam Assessment Appeal Policy which was circulated in advance of the meeting was reviewed
18. The Board adopted the **Non-Exam Assessment Appeal Policy**

All were approved.

13 Any Other Business:

1. None

14 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
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. Governors were reminded that they are invited to attend the Members AGM – **ACTION: AGM date and time to be circulated** FS
4. The next meetings will be held on Mon 31 Jan 2022 at 18.30 hybrid

The meeting closed at: 21.15

Date	Start	End	Meeting
Mon 10 Jan 2022	18:30	20:00	Curriculum meeting
Mon 17 Jan 2022	18:30	20:00	Resources Meeting
Mon 31 Jan 2022	18:30	20:30	Governing Board
Mon 28 Feb 2022	18:30	20:00	Curriculum Meeting
Mon 14 Mar 2022	18:30	20:00	Resources Meeting
Mon 28 Mar 2022	18:30	20:30	Governing Board
Mon 16 May 2022	18:30	20:00	Resources
Mon 23 May 2022	18:30	20:30	Governing Board
Mon 6 Jun 2022	18:30	20:00	Curriculum
Mon 20 Jun 2022	18:30	20:00	Resources
Mon 11 Jul 2022	18:30	20:30	Governing Board

Date	Start	End
Mon 17 Oct 2022	18:30	20:30
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