

Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 14th October 2019 at the School

Present:




































MelusiMoyo STF, Mark Morant COM, Simon Setterfield PAR, Dave Butler PAR, Rosemary Inskipp STF, Geoff Shephard STF, Simon Wood COM, Mark Hutchings PAR, David Fisher HT, Frances Stickley COM (Ch 01/10/20), Dawn Helfgott COM (VCh 01/10/20), Jo O'Sullivan PAR, Graham Craggs COM, Lisa Welling PAR

In attendance:

Tracey Middleton, Clerk to Governors, Nick Monk (NM), Helen Pocklington (HP), Jun Shaw (JS)

Absent:

Deborah Ludlow COM, Angela Westlake COM, Helen Young SP

 1. Circulated KLS Agenda 14.10.19	 23. Teachers Pay Policy Updated Scales September 2019	 CLA SEF 2018-19 Part 3 PCK - Final Version
 12. Copy of Circulated Draft KLS minutes 01.07.19	 - 019 Whistleblowing Procedure Oct 19 review Oct 2020	 CLA SEF 2018-19 School Context Part 1 KLS v1 OCT18
 13. Governor Privacy Notice 2019	 annual_report_governing_body_sept19 (5)	 Exclusions September Trends
 13. Governor Self Declaration form.	 Attendance Trends 2018 2019	 Governors' Results Presentation 2018-19
 21. GHUB Training Record 14.08.19	 Attendance Trends 2019 2020	 Safeguarding Report October 2019
 23. - 018. Stress Management Policy Oct 19 - Oct 2021	 Bartram Report 1	 safeguarding_annual_checklist_academic_year_2018_2019 (1) (003)
 23. - 026. Support Staff Pay Policy PRI October 2019	 Bartram Report 2	 Sixth Form Report October 2019
 23. - 042. Governors Code of Conduct adopted 14th October 2019	 Behaviour - Lesson Flow Chart Sept 2019	 Staff Governor - Acceptable user agreement
 23. - 05. child protection Sept 19 updated template	 Behaviour -Form Flow Chart Sept 2019	
 23. A1. Link Governor Visit Policy APPROVED Sept 2019	 Behaviour notes September 2019 2020 Staff	
 23. Attendance Registration Punctuality Policy July 2019 review July 2020	 CLA SEF 2018-19 Part 2 FINAL VERSION Feb19	
 23. Drugs Policy reviewed July	 CLA SEF 2018-19 Part 3 PCK - Final Version	
 23. Kings Langley School Admission Arrangements 2020_21 final		
 23. Kings Langley School Admission Definitions 2020_21 final		
 23. KLS Collective Worship Policy Sept 2019		

Meeting opened at: 18.30 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. Apologies were received and absence accepted from: Deborah Ludlow COM, Angela Westlake COM, Helen Young SP

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

4 To consider notification of any items for AOB:

1. None

5 To Elect Chair and Vice Chair:

1. The Board determined the date of the term of office of the chair ends as 01.10.20
2. The GB determined the date of the term of office of the vice chair ends as 01.10.20
3. F Stickley was unanimously elected as Chair
4. D Helfgott was unanimously elected as Vice Chair
5. **Action: Websites and databases to be updated accordingly**

**School
Office**

10 To receive Attendance/SENd/Exclusion/Behaviour report:

Attendance

1. JS introduced the reports which had been circulated in advance of the meeting and explained the internal school processes for reporting
2. PPG attendance is the only group where attendance is below national averages
3. Governors were assured that supportive strategies are put in place to support these individuals and the strategies are regularly assessed for effectiveness to ensure that students are well supported to enable them to reach their full potential

4. Question – Is there anything we can learn from other schools? We work with the Attendance Officer who is able to share experiences from other schools. There is a small group of parents which does not value schooling and education which makes it challenging
5. Question – Do we have attendance rewards? Yes, assemblies are used to present certificates and will take place at regular intervals during the year rather than only at year end
6. The Mental Health and Wellbeing group are working on preventative measures which are having a positive impact as demonstrated in the Sixth Form
7. A workshop for school anxiety is being created to support families and there is a series of self help guides to support parents in ensuring attendance is in place. This material will be accessible on the school website
8. Question – What % of the student body has 100% attendance? This could be included in the data however the groups are identified and monitored on a weekly basis. There is no specific cohort, it is very student and family specific hence the rigour in the interrogation of data, pupil context and whole school approach

SENd

9. Feedback was provided on the SENd audit that was commissioned and an update on the actions identified from it
10. Assurance was provided that the 10 recommendations have been reviewed. Governors were assured that all actions are in progress
11. The continued monitoring and support with the consultant are welcomed and the continuous review is having the desired impact
12. Governors agreed that addressing the barriers with our vulnerable groups will ensure that each child leaves doing as well as they can
13. The INSET day was well received by staff
14. On alternate Mondays, parents are able to attend SENd surgeries to meet the SENCO
15. On Fridays, staff are able to address SENd case studies in the staff briefing ensuring consistency and open dialogue

Exclusions

16. The 3-year trend of exclusions was reviewed - governors noted that the number of days has reduced
17. Question – Is it the behaviour or policy that has impacted on this? The impact of the Behaviour Policy and response from children has had the desired impact
18. The categories were outlined and “other” refers to “refusal to accept the authority of staff”
19. The pastoral team manage the detentions on the day that the child is not equipped ready for learning. Restorative conversations are available for staff and the student. Assurance was provided that PPG children have been provided with a set of equipment on the first day
20. Feedback from staff has been positive and a purposeful and calm environment is evidenced
21. Wellbeing of staff and students were outlined in how the opportunity for reflection in the inclusion room is beneficial

22. Question – Is this system supporting staff with weaker behaviour management?
Support plans are in place for staff
 23. Question – Are there trends in the day or time of the day? It tends to be Period 6 and teaching and learning is being reviewed to address this trend. There are 19 repeat offenders across the school of both genders and include PPG
 24. The room is fixed and fully resourced for learning. The environment itself is regularly reviewed
 25. Question – Do we have a nurture room? There is a combination in the room and the staff in the room is consistent including well-being and counselling expertise
 26. Thanks, were extended to JS for the informative information
- JS left the meeting at 19.07

6 To receive Y11 data/examination report:

1. NM introduced the report including the Exam headline measures and trends

A Level

2. Governors noted that the A level outcomes were below the Herts average and national average
3. Question – What are the reasons? The cohort is smaller than many so 1 child has a different percentage. On entry data is an area which challenges advice and student choice and inclusion
4. Staffing cover impacted on Chemistry and additional teaching support was put in place
5. The cohort for languages is very small which significantly impacts on the %

GCSE

6. Governors compared the school against national for Attainment 8
7. Boys performed well and girls have continued to perform well. The disadvantaged students performed above national averages
8. Governors debated the groups and noted that some students with need A are less successful than some students with need B hence the investment in additional resources and staffing that has been directed to the groups identified by the data
9. Governors compared the school against national for Progress 8
10. Students enter at national average and whilst they attained, they did not progress sufficiently
11. 10 Boys underperformed significantly and there were attendance issues
12. Governors debated the importance of school readiness
13. A group of Year 11 boys are working as a peer group to support each other as they want to achieve which demonstrates the culture change
14. The organisation of exams has been amended this year to have 3 separate weeks to provide more effective support identifying the resilience and physical wellbeing of the students. Refreshments and school readiness will be introduced to help prepare the students
15. The English and Maths results are significantly above national averages
16. Ebacc average point score is above national averages however the number of students taking each subject bucket is lower

17. Language teachers are difficult to recruit and EAL needs to be considered. 40% would be a good achievement
18. Governors acknowledged the consistency in the delivery of English and the significant improvement in Maths
19. The English and Maths curriculum leads presented to the Curriculum Committee and minutes are available on GHUB
20. An overview of the reflection on GCSE subjects requiring improvement was outlined
21. Thanks, were extended to NM for the informative report

NM left the meeting at 19.47

7 To receive Sixth Form report:

1. HP introduced the report and governors reviewed the rationale behind the data
2. The C grade and trajectory to B grade was debated
3. There is consistency in the transition from Year 11 to Year 12 in the approach to teaching. There is a newly restructured sixth form team with a different focus which is having a noticeable impact already
4. Attendance and punctuality are being rigorously monitored. The pastoral support with the strong tutor team is positive. Teaching and Learning continues to be a focus
5. The ability profile of the intake has improved and to date there is a positive outcome
6. There was an increase in Russel Group University entries last year
7. There have been 2 trips for 30 children to visit Cambridge University. The Cambridge process is complex and assurance was given that the staff are better positioned to support the students with their applications – submissions to date include 3 Cambridge; 2 Oxford, 1 Dentistry (including vulnerable groups)
8. Retention is good with 98% from Year 12 to Year 13 however there are too many Us in Year 13. There were 9 external students including Parmiters and Watford Grammar and Chesham Grammar. The higher ability students who have left have tended to go to College to undertake level 3 courses. Governors debated the benefit of college and how it would suit some of our students
9. Governors were assured that Year 12 students have commenced the courses they should. The entry requirements were stringently monitored
10. There is a focus on sixth form facilities e.g. sixth form study area in the library, specific area in the canteen, common room, potential of the bungalow development

8 To receive Safeguarding report:

1. HP introduced the report and governors reviewed the Safeguarding Report
2. Governors agreed that safeguarding is effective in the school
3. Governors noted the concern in the amount of paperwork and the lack of attendance of CLA professionals at meetings with students is disappointing
4. The reporting systems encourage staff to report concerns and parents regularly report concerns
5. All referrals and requests received during the holidays have been followed up
6. Governors debated the county lines and gang culture impacting on the county
7. The school works well with external agencies and continually proactively chase professionals for action however the impact on workload is challenging

8. CPOMS is being developed to support recording
9. An overview of the training and CPD opportunities and supporting policies was provided
10. Question – Is student mentoring in place? Student voice is being further developed. Student leaders are in place
11. An overview of priorities was outlined and governors welcomed the introduction of specific training for students with specific mental health issues; staff wellbeing; streamlining individuals to support vulnerable students
12. Governors agreed that a termly reporting system would be allowable
13. **ACTION: Undertake the free online safeguarding training modules shared on GHUB noticeboard – update your training record accordingly**
14. Thanks, were extended to HP for the comprehensive report and the team for their support in this sensitive area

ALL

HP left the meeting at 20.29

9 To receive Pupil Premium report:

1. Deferred to next meeting

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

1. The minutes of the meeting dated 01.07.19 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 files (refer to file)

12 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

13 To agree and complete annual business:

1. The GB reviewed and completed the following annual documentation:
2. Confirmation was given that there have been no Governor resignations/end of office/appointments/elections since last meeting
3. Confirmation was given that all governors have a DBS check and section 128 check in place and that the certificate number is registered on the Single Central Record and GHUB
4. Confirmation was given that Self-declaration forms for all new and re-appointed governors are in place
5. Confirmation was given that the governor information is accurate on school website including: Business Interests, Attendance;
6. Confirmation was given that the governor information accurate on GIAS and Company House databases
7. Confirmation was given that the governors are aware of the subscriptions paid to support governance and able to access accordingly. The school office maintains an accurate database for subscriptions and removes and adds governors accordingly
8. Confirmation was given that the information provided by individual governors on their personal tab GHUB is accurate

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| <p>9. Governors in attendance updated the Register of Pecuniary and Business Interests</p> <p>10. Governors in attendance confirmed they were familiar with the Keeping Children Safe in Education which was updated by the DfE on 02.09.19</p> <p>11. ACTION: Governors to ensure that they update their “confirmations” (Business interests and KCSIE on their GHUB “Declarations” tab to reflect 2019 and add any new declarations before half term</p> <p>12. Governors in attendance agreed and signed up to the Governors Code of Conduct</p> <p>13. Governors in attendance agreed and signed up to ICT Acceptable Use Policy</p> <p>14. Governors in attendance agreed and signed up to Sign Whistleblowing Policy</p> | <p>ALL</p> |
| <p>14 To confirm outcome of virtual attendance at meetings:</p> <p>1. The GB agreed to virtual attendance at meetings</p> | |
| <p>15 Email addresses:</p> <p>1. The GB agreed to the use of school email addresses noting that documentation is shared via GHUB</p> | |
| <p>16 To agree the Schedule of Financial Delegation:</p> <p>1. ACTION: The Schedule of Financial Delegation will be reviewed and circulated in due course for approval</p> | |
| <p>17 To agree the Annual Programme of Work:</p> <p>1. The Annual Programme of Work which was circulated in advance of the meeting was reviewed and agreed</p> | |
| <p>18 To review Committee Membership and Link Governors and arrange link visit/governor day:</p> <p>1. It was agreed that TM will clerk the Board meetings</p> <p>2. It was agreed that clerking of Committee meetings will be agreed at the first committee meeting</p> <p>3. The Committee membership, panels and link governor roles were considered including: Complaints, Staff Grievances and disciplinary appeals, Pupil exclusions (it was noted that if an exclusion hearing is required, only your own governors can sit on the panel – not ‘borrowed’ from another GB. Training is valid for 2 years), Headteacher’s Performance Appraisal, Child Protection/Safeguarding, CLA, SENd, GDC, PP</p> <p>4. ACTION: Updated tables to be circulated – it was noted that this information can be added to GHUB and reports printed accordingly to prevent duplication</p> <p>5. ACTION: One Link visit to be undertaken this academic year by each link governor</p> | |
| | <p>FS</p> <p>ALL</p> |

19 To agree Committee Terms of Reference:

1. The Committee Terms of Reference which were circulated in advance of the meeting were reviewed
2. The GB adopted the Terms of Reference which will be added to GHUB

20 Governor Training:

1. The training record from GHUB which was circulated in advance of the meeting was reviewed
2. Colleagues were reminded to review the DfE Governance Competency Framework
3. **ACTION: Governors reminded that they must update their training tab on GHUB as soon as training undertaken** **ALL**
4. The GB considered the skills matrix and agreed it would be used to inform governor recruitment and training needs
5. Confirmation was given that the GB currently **subscribes** to the following: Hfl Training including Modern Governor– governors were reminded to ensure that they are receiving notifications and if not, speak with the school office to update the membership details etc
6. GC attended the leadership and pastoral team exclusion training
7. **ACTION: FS to contact ML for an in-house training on exclusion training** **FS**
8. **ACTION: Safeguarding Children training session to be arranged – in house** **DH**
9. **ACTION: Data training session to be arranged – in house** **DH**
10. **ACTION: Skills Audit to be undertaken and returned by the end of half term** **ALL**

21 Head's Business:

1. Open Evening was a great success and thanks were extended to all staff for their contribution to the event
2. Governors agreed to a later start on the day after open evening of 10.00am
3. Governors agreed that the open evening could be moved to a Thursday if it does not clash with other local schools
4. The Sixth Form development plan is being reviewed
5. The PAN was reviewed and governors debated the possibility of increasing class sizes from 186 to 190 to distribute groups better – over allocate until 2021/2. If the 7-form entry is not forthcoming the PAN would be amended accordingly
6. Governors agreed that all children using bicycles are required to wear helmets after Christmas and noted that parents are in favour of this change. Assurance was provided that PPG would be supported in helmet provision
7. Governors agreed that the school rucksack is introduced for Year 7 pupils as part of the school uniform. Assurance was provided that PPG would be supported in rucksack provision
8. The changes to the Mobile Phone Policy have had the desired impact in the reduction of red cards being issued and social media issues
9. The GB agreed to the 2.75% pay uplift for all teaching staff

22 Chair's Business:

1. Consideration was given to the statutory content of the School website - <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publishonline>

23 Policies:

1. HCC have advised that clerks and CoGs will be made aware when the updated School based Complaints Policy is published - they are doing a piece of work with the DfE about best practice
2. Admissions arrangements for 2021/22 (documents circulated in advance of the meeting) were discussed and it was agreed that no changes are required
3. The Attendance and Registration Policy which was circulated in advance of the meeting was adopted
4. The Drugs Policy which was circulated in advance of the meeting was adopted
5. The Whistle blowing Policy which was circulated in advance of the meeting was adopted
6. The Health and Safety Policy which was circulated in advance of the meeting was adopted
7. The Critical Incident Plan which was circulated in advance of the meeting was adopted
8. The Data Processing Impact Assessment which was circulated in advance of the meeting was adopted
9. The 16-19 Bursary Policy which was circulated in advance of the meeting was adopted
10. The Child Protection Policy which was circulated in advance of the meeting was adopted
11. The Stress Management Policy which was circulated in advance of the meeting was adopted
12. The Support Staff Pay Policy which was circulated in advance of the meeting was adopted
13. The Governor Link Visit Policy which was circulated in advance of the meeting was adopted
14. The Attendance Registration Punctuality Policy which was circulated in advance of the meeting was adopted
15. The Collective Worship Policy which was circulated in advance of the meeting was adopted
16. The Staff Disciplinary and Procedures Policy which was circulated in advance of the meeting was adopted
17. The Teachers Pay Policy which was circulated in advance of the meeting was adopted

24 Clerk's Business:

1. Boards were reminded to revisit
2. Education inspection framework and inspection handbooks
- <https://www.gov.uk/government/publications/education-inspection-framework>

3. Governance Handbook and Competency Framework
- <https://www.gov.uk/government/publications/governance-handbook>
4. Being strategic: A guide for governing boards
- <https://www.nga.org.uk/Knowledge-Centre/Vision-ethos-and-strategic-direction/Being-Strategic-A-guide-for-governing-boards.aspx>
5. Amanda Spielman at National Governance Association
- <https://www.gov.uk/government/speeches/national-governance-association-speech>
6. Academies Financial Handbook
<https://www.gov.uk/government/publications/academies-financial-handbook>

25 Any Other Business:

1. None

26 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting.
2. The next meeting will be held on Monday 02/12/19 6.30-8.00pm

The meeting closed at: 21.00

	Autumn second half term	Spring first half term	Spring second half term	Summer first half term	Summer second half term
Full Governing Body	Monday 02/12/19 6.30- 8.00pm	Monday 03/02/20 6.30- 8.00pm	Monday 23/03/20 6.30- 8.00pm	Monday 18/05/20 6.30- 8.00pm	Monday 29/06/20 6.30- 8.00pm
RESOURCES Committee	Monday 18/11/19 6.30- 8.30pm	Monday 20/01/20 6.30- 8.30pm	Monday 16/03/20 6.30- 8.30pm	Monday 11/05/20 6.30- 8.30pm	Monday 22/06/20 6.30- 8.30pm
CURRICULUM Committee	Monday 11/11/19 6.30- 8.30pm	Monday 13/01/20 6.30- 8.30pm	Monday 02/03/20 6.30- 8.30pm	Monday 27/04/20 6.30- 8.30pm	Monday 08/06/20 7.30- 8.30pm