



**Minutes of the Kings Langley School Board meeting**  
**Held on Monday 16th June 2025 at the school/MS Teams**

**Present**

**In school: Graham Craggs COM, Dawn Helfgott COM, Rosemary Inskipp COM, Emma Kell COM Alex Micheals COM, Mark Morant COM, Simon Setterfield COM, Frances Stickley COM, David Fisher HT, Fionnuala O'Driscoll PAR, Alana Ivey PAR, Alison Martin, PAR**

**Via MS Teams: Tania Giles PAR**

**In attendance**

**T Middleton (Governance Professional), Melussi Moyo, Graeme Searl**

**Absent:**

**Phil Slade COM, Stacey Kingshott PAR**

**Documentation circulated in advance of the meeting:**

KLS Meeting Agenda 16 06 25

2025 Governors Impact Report

A cgiuki-comp-framework-24pp-rgb

buzzacott\_benchmarkingreport\_2025

Careers Trustees - CST member webinar (21 May 2025)

Data Protection Officer Report 2025

Draft minutes 01.05

Kings Langley School - English as an additional language policy 2025

Leadership briefing HFL summer

Register-of-interests-Kings Langley School

Training-KingsLangley

**Documentation circulated in advance of the meeting by the clerk:**

Affinity water, CST Career trustee, Volunteer letter, DfE reserves guidance, Procurement. Anaphylaxis training and advice, DfE ERG, DfE Working together guidance, cgiuki-comp-framework-24pp-rgb.pdf, LEA governance guides – SEN, DfE estates mgt guidance, DfE exclusion data, Martin's Law seminar, DfE Pupil premium and recovery premium evaluation March 2025, RISE, Emerging risk radar, Trustee Identity verification, National College Certificate in managing parental complaints, Guidance on novel, contentious and repercussive transactions, Guidance School capital funding, Compare school and college performance in England, DfE Attendance, DfE accounting letter March 25, DfE analysis and research: school attendance, NGA Exclusion webinar, HFL RSHE training for governors, Employment law updated WS

**Meeting opened at: 18.33 ACTION**

**1 Welcome:**

1. The Chair welcomed colleagues to the meeting and outlined virtual meeting protocols
2. The Chair noted that the meeting is quorate
3. Phil Garner resigned from the board on 06.05.25 and Simon Setterfield resigned from the Board 16.06.25. Thanks, were extended for their contribution to the board during their tenures
4. **ACTION: Off boarding and the databases, websites and subscriptions have been updated accordingly**

**DF**

Signed: Frances L Stickley <sup>1 of 10</sup> Dated: 10/9/25

**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 received and absence accepted from Phil Slade, Stacey Kingshott

**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 governance professional 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

**4 To consider notification of any items for AOB:**

1. Fundraising
2. Parent governor to update our parent perspective page of our website as some are dated now ready for September

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

1. The minutes of the meeting dated **01.05.2025** 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

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

1. The Board noted that the school requested G Shephard's appointment as community governor commence from 1 September 2025 to 31 August 2029 which has been processed accordingly
2. The Board will commence the new requirements for Co House – emails will be sent shortly

Signed: James L Sherry 2 of 10 Dated: 10/9/25

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

**The DSP safeguarding report which was circulated in advance of the meeting was reviewed and the following questions and discussion elicited that:**

1. The statutory update for KCSIE was introduced by the DSP
2. The KCSIE 2025 has not yet been published and associated papers and policies will be updated when released
3. The capacity across the team is being increased and associated training is being planned in readiness for the September INSET
4. The educational work regarding racism has had the desired impact as reflected in the data where incidents have halved
5. A focus on misogyny continues to educate the school community and overall protocols and practice across the school are being reviewed
6. There are 3 CLAs in the school – the case studies demonstrate how well the school supports these vulnerable students who are successful at the school. Governors acknowledged the resilience demonstrated by the student and how the school's ethos has been evidenced
7. Question – Are there any case studies which have not been successful? Progress is not always as high however the support in place is evaluated and strategies introduced to address this. Parental engagement with external agencies can be challenging. Consent is required for support which can be difficult to obtain. A case study was outlined and governors agreed that the school had done everything it could for this student
8. The behaviour data was reviewed and there has been a significant reduction.
9. The **SEND Information Report** is updated annually and has been published on the school website. During the year it will be reviewed to ensure it is meeting the needs of the audience
10. Thanks were extended to the DSP for the informative and effective report which clearly reflects the proactive approach to safeguarding across the school and that this is a key strength of the school with tangible evidence of positive impact

GS left the meeting at: 18.55

**The HT report circulated in advance of the meeting was reviewed and the following questions and discussion elicited that**

11. Governors agreed that the document supports governor self-evaluation and reflection on the intent, implementation and impact
12. Monitoring included the impact of the School Improvement Plan and update of Self-evaluation form; behaviour and attendance; safeguarding; staff wellbeing; equalities, diversity; termly monitoring progress and achievement data; Year End data on pupil progress and attainment; DPO/CLA and PP was undertaken
13. General Data Protection Regulations – Data Protection Officer Report - Annual Report 2024/25. The Data Protection Officer (DPO) is Diane Bell and the Deputy Data Protection Officer is Karen Jones. All Data

Signed: James L. Sheehy 3 of 10 Dated: 10/9/25

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Protection Policies have been reviewed and updated in line with the school's policy tracker throughout the academic year 2024/25. These policies have been reviewed by the Audit and Risk, and, Resources Committee (ARRC) and ratified by the Full Governing Body during the year. We use a recording system called GDPRIS for the recording of Data Breaches in conjunction with our Data Breach Response Plan. During academic year 2024/25 we have experienced three data breaches which were concluded to be minor infringements, therefore it has not been necessary to report any breaches to the Information Commissioner's Office (ICO). All data breaches are reported to the ARRC. We have received five Subject Access Requests (SARs) during the period and they have all been processed in line with the Subject Access Request Policy. As part of our ongoing data management strategy and business continuity planning, we have implemented a separate 'IT Disaster Recovery Plan' which includes 'Cybersecurity Incident Response' information. All new staff undertake Cybersecurity/Data Protection training as part of their induction. All current staff have completed the National College for Teaching and Leadership Cybersecurity training. This training is undertaken every year to create a culture of awareness and compliance with GDPR regulations. The school follows the Information and Records Management Society guidelines for the length of time data is retained. When paper records are no longer required, they are disposed of within the relevant timeline via a secure waste disposal company.

14. Safeguarding remains a strength of the school. Support for vulnerable students, including three Children Looked After, has been proactive and multi-agency led. All Children Looked After, (CLA) students are rated 'green' by Hertfordshire Virtual School, reflecting high-quality care and intervention. Staff training, safeguarding systems, Child Protection Online Management System (CPOMS), and policy updates continue to be aligned with the latest Keeping Children Safe in Education (KCSiE) guidance. Planned improvements include team expansion and whole-staff mental health training. Reporting and training have improved significantly in online safety and security. All staff have completed online safety training and phishing awareness measures are in place. Future plans include improved categorisation of online incidents and further training.
15. Behaviour, Suspensions and Inclusion - Suspensions have halved year-on-year, with a 55% reduction in total days lost and a 53% drop in repeat suspensions. Disproportionate behaviour concerns among girls are being actively reviewed. The success of Prom Points in Year 11 has led to improved behaviour, attendance, and academic focus. Tardiness and in-class removals have also declined significantly.
16. Overall attendance has improved, with a reduction in persistent absence, especially amongst Pupil Premium (PP) and Special Educational Needs and Disability (SEND) groups. However, attendance gaps remain in Years 8–10, particularly among SEND students. Friday attendance continues to be a concern. A strategic priority is to accelerate external health and education support for those unable to attend school to try and reduce severe absence in 2025/26.

Signed: \_\_\_\_\_

4 of 10

Dated: \_\_\_\_\_

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17. Quality of Education - The curriculum has been streamlined for cost-effectiveness and student needs, including a new withdrawal pathway for students with high medical or SEND needs. Subject Support Cycles have provided greater depth in reviewing teaching. Areas of strength include teacher exposition, areas for development focus on scaffolding, challenge, and consistency in marking and feedback.
18. Leadership, CPD and Middle Leadership - Communication, planning, and support for middle leaders have been enhanced via new QA calendars, bulletins, and leadership tools. Staff value the professional culture and strategic alignment. A new CPD handbook is being developed to empower staff ownership of professional growth.
19. KLSix continues to grow in both numbers and attainment. It is the fastest-growing sixth form in Hertfordshire in terms of funding and size. Leadership is stable and effective, with new strategies in place to support student wellbeing, behaviour, and funding optimisation. The mental health strategy and attendance policy will be implemented in September 2025.
20. Parental Engagement - Face-to-face events have been reintroduced with strong parental turnout. New methods such as Parent Polls and structured follow-up from surveys have improved communication and responsiveness. The aim is for all parents to have the opportunity to attend a face-to-face meeting over a two-year cycle.
21. LitOracy and Reading Culture - Reading and oracy are now embedded across the curriculum. Consistent use of Bedrock and robust reading data support targeted intervention. KLS has been invited to join Bedrock's pilot school programme due to its success.
22. Personal Development and Character Education - Participation in extra-curricular clubs has increased significantly across all groups, including PP and SEND. The school's character education provision continues to lead nationally, with ongoing recognition from ACE and the University of Birmingham. The introduction of the "I will do" programme aims to further expand cultural capital.
23. Careers education has expanded with targeted assemblies, Unifrog tracking, and full Gatsby Benchmark compliance. Engagement is now tracked by year group and student type, with increased participation planned through parental involvement and subject-linked careers references.
24. Finance, Resources and Sustainability - Catering: New contractor Culinera has increased uptake and returned a profit share of £4,404. Lettings & 3G Pitch: New pitch generated £74,555 in income, with over 26,000 users. A £32,000 reserve is set aside for pitch maintenance and replacement.
25. Sustainability: Feasibility studies have been completed for a solar canopy (£385K) and rooftop PVs. A new Sustainability Working Group and Climate Action Plan will launch next year. Dining upgrade and EV charging are under consideration, dependent on final budget. Planning approval is pending for the Farmstead alternative provision site. Governors have received updates, and a steering group is in place. Legal, design, and Section 106 processes will follow pending approval.

Signed: James L Shchey 5 of 10 Dated: 10/9/25

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26. Staff Wellbeing - Staff retention remains strong. Wellbeing initiatives (e.g., art therapy, Iftar event, staff shout-outs) are now embedded. Staff feedback highlights a positive culture and responsive leadership. Plans for next year include a sustainability model to reduce reliance on discretionary effort.
27. Duke of Edinburgh - Record participation and completion rates, including four Gold Awards. Focus for next year includes increasing engagement among disadvantaged students.
28. **ACTION: In future, governors to add any questions in advance of the meeting on GHUB** ALL
29. **Question – Is the catering company breaking even? Yes. The purpose of the provision is to ensure that the students are properly fed to support their readiness for learning and follow a healthy lifestyle**
30. **Question – Is pupil voice sought regarding catering? Yes, this is covered by the student council who have opportunities to share their views**
31. The themes emerging from the report are reflected in the governor monitoring visits where the vision is fully explored and the attention to detail is clear and active conversations are taking place e.g. attendance concerns with identified students; girls in year 9
32. The police officer attends school on a monthly basis to share good practice, links and increase visibility to strengthen the work of the school. Governors welcomed the broader understanding and the links with the police and therapists
33. **Question – What is the biggest challenge facing the school for the next academic year?**
- **Continued focus on our attendance drive to get back to 95% especially for students from PP and SEND backgrounds. The school have added additional finances to increase the attendance team through two new additional positions.**
  - **Building on the consistency of our repertoires and driving the high expectations we want by building on the strong foundations.**
  - **Continued adaptations and work for learners with additional needs building on the work already completed.**
  - **An unusual challenge will be the high number of maternity leaves which impacts on capacity and resources. There are 6/7 to plan for and we need to minimise disruption to learning. Planning has been undertaken.**
  - **Building on the students being self-driven learners through our character programme.**
34. Governors debated the unlocking potential of the student body and constant strive to provide higher expectation and drive ambition including further challenge of higher achievers
35. The Sixth Form continues to be an improving and well-respected provision
36. The Board celebrated the successful academic year for both the students and the staff and agreed that KLS was meeting its charitable objective of

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- (a) to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum ("the Academy"); and
- (b) to promote for the benefit of individuals living in Hertfordshire and the surrounding area who have need by reason of their age, infirmity or disability, financial hardship or social and economic circumstances or for the public at large the provision of facilities for recreation or other leisure time activities in the interests of social welfare and with the object of improving the condition of life of the said individuals.

**The Board noted the update**

**8 To receive the termly Financial Monitoring including budget monitoring report and agree the budget for 2025/6 and note planning calendar dates**

1. <https://www.gov.uk/guidance/academies-budget-forecast-return>): Trusts must submit their audited financial statements to Companies House by 31 May 2025
2. Summer census return by 11 June 2025; Academies Budget Forecast Return - Opens 3<sup>rd</sup> June, Deadline 28<sup>th</sup> August 2025 (Academies planning calendar)
3. **The Board agreed to the closure of the 2024/5 finances**
4. The key assumptions and risks were outlined as detailed in the committee minutes
5. Question – Will the teacher pay rises be funded by government? 75% will be. The support staff increases will not be funded. Efficiencies are being sought across the board
6. Thanks were extended to the team for presenting a balanced budget in such challenging circumstances
7. The April accounts were reviewed and there are no material issues to report with a £40k surplus expected at the end of the year
8. The 3-year plan was reviewed and reflects a balanced situation
9. **The Board agreed to the budget (version 6) as recommended by the Audit, Risk and Resources Committee for 2025/6**

**10. The Board noted the financial position of the school**

**9 To receive Committee and Link Visit Reports since the last meeting, consider recommendations from the Committees and note action taken under delegated authority, and, determine link visit priorities for this academic year:**

1. The **Audit, Risk and Resources Committee** met on 12.05.2025 and 09.06.2025
2. The **SoFD** was reviewed and approved by the Board

Signed: James L Shickley 7 of 10 Dated: 10/9/25

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3. The **School Financial Handbook** was reviewed and approved by the Board
4. The Committee ToR and PoW 2024/5 were reviewed
5. The Risk Register was reviewed and prioritised accordingly
6. The fund raising and Friends of KLS continue to meet
7. The **Curriculum Committee** met on 19.05.2025 and governors welcomed the autonomy of leaders and effectiveness of the leadership team and associated model e.g. cpd
8. The Link visit reports were circulated on GHUB and colleagues thanked for the content of the reports and monitoring the School priorities
9. AI is an area being investigated to ensure that a training programme is in place
10. <https://www.boxphish.com/> could be investigated to support training and maintain the profile of cyber security
11. The meeting schedule for 2025/6 was agreed and is published on GHUB

AL, DF

**The Board noted the update**

**10 To Approve SEND information statement:**

1. Refer above

**11 Annual Programme of work:**

1. The Committee membership was reviewed and colleagues encouraged to consider the ARRC committee
2. The Annual PoW for 2024/5 was reviewed and all activities and responsibilities undertaken
3. The Annual PoW for 2025/6 was reviewed in line with the financial calendar and school monitoring calendar and approved
4. **ACTION PoW 2025/6 to be circulated on GHUB**

FS

**The Board noted the update**

**12 Chair's Business:**

1. The Chair continues to meet regularly with the Headteacher in monitoring the impact and progress of the SDP. Promoting the school and raising the profile within the community is being proactively developed
2. Succession planning was debated and a Co-Chairing arrangement was proposed noting that if one Co-chair resigns the position of Chair ceases – it is one position with one vote regardless of the number of people carrying out the role. The Board agreed to co-chairing for the next academic year noting that FS and DH will consider the role
3. **ACTION: The role of vice chair was debated and colleagues invited to submit their interest to FS and DH**

Signed: James L. Sherry 8 of 10 Dated: 10/11/25

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2. The website audit has identified a requirement for the parent perspective page to be updated. **ACTION: Parent governors to provide a statement before the end of term to S Woodhouse**
3. Thanks were extended to T Middleton for her continues support contribution and commitment to the Board during this year of personal challenge
4. Thanks were extended to D Fisher for the phenomenal year where the achievements across the school including the development of an exceptional team, focus on aspiring students and outcomes, strong financial developments and creating a flag ship across the local area
5. Thanks were extended to the Board for everyone's contribution and ambition in driving the school forward who positively represent the school
6. Thanks were extended to the Chair for leading the Board during this year

**Parent  
govs**

**The Board noted the update**

- 15 To confirm meeting dates for next academic year: Wed 10 Sep 2025, 08:00 in school**

Date	Start	End	Meeting	Location
Thu 8 Jan 2026	18:30	20:30	Board meeting 3	In school
Tue 24 Mar 2026	18:30	20:30	Board meeting 4	In school
Thu 30 Apr 2026	18:30	20:30	Board meeting 5	In school
Wed 24 Jun 2026	08:00	09:30	Board meeting 6	In school

- 15 To agree Date of next meeting:**

1. Colleagues were thanked for their contribution to the meeting
2. The next meetings will be held on: Wed 12 Nov 2025 08:00 - 09:30 in school

**The meeting closed at: 20.20**

Signed: James L Sherry 10 of 10 Dated: 10/9/25

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