



**Minutes of the Kings Langley School Board of Trustees meeting  
Held on Monday 17<sup>th</sup> October 2022 at the school**

**Present**

Graham Craggs COM, Dawn Helfgott COM, Mark Morant COM, Frances Stickley COM (Ch 01/10/23), Simon Setterfield PAR, Jo O’Sullivan PAR, David Fisher HT, Alana Ivey PAR, Tania Giles PAR, Sarah Wilding PAR, Emma Kell COM, Phil Slade COM, Phil Garner PAR

**In attendance in school**

T Middleton (Clerk), Antonia Sharp STF, Graeme Searle STF, Geoff Shephard STF, Melusi Moyo STF

**Present via MS Teams**

Simon Wood COM

**In attendance via MS Teams**































Rosemary Inskip STF,

**Absent**

Deborah Ludlow PAR,

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

AGENDA KLS Meeting 17.10.2022	14. Link visits
5. Draft meeting minutes 11.07	15. NGA-setting-exec-pay-considerations-for-trust-boards-Sept-2020
6. Examination Data Overview 2022 FULL GOVERNORS v2	15. nga-staff-pay-trusts-20220907
7. Kings Langley School Review of the Pupil Premium Strategy 2021-22 V3	15. Self evaluation
10. Declarations-KingsLangley 27.09.2022	15. Stone King - Academy Trust Handbook - Understanding, navigating and negotiating indemnities
10. UserConfirmations-KingsLangley	15. Training-KingsLangley 17.10.2022
13. Link Governors org chart July 2022	17. Chairs eBulletin September 2022
14. Calendar of link visits 2022	18. All staff September 2022 - Key Changes to KCSIE

 18. Kings Langley School 16-19 Bursary Policy 2022-23	 18. Kings Langley School Communication Policy
 18. Kings Langley School 16-19 Tuition Fund 2022	 18. Kings Langley School Curriculum policy
 18. Kings Langley School Action on Bullying Policy	 18. Kings Langley school Drugs Policy
 18. Kings Langley School Assessment and feedback policy	 18. Kings Langley School Early Careers Teachers
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 18. Kings Langley School Child protection Policy Sept 2022	 18. Kings Langley School External Exams Policy
 18. Kings Langley School Children looked after policy	 18. Kings Langley School Habitual and Vexatious Complaints Policy
 18. Kings Langley School Collective Worship Policy	 18. Kings Langley School Mental Health and Emotional Wellbeing Policy 2022-2023
 18. Kings Langley School Mobile Phone Policy	
 18. Kings Langley School Non-Examination Assessment Appeals Policy	 18. Kings Langley School Whistleblowing Policy and Procedure
 18. Kings Langley School Non-Examination Assessment Policy	 18. Kings Langley School Young Carers Policy
 18. Kings Langley School Online Safety Policy	 18. Mental Health and Wellbeing Intent Statement 2022-23 KLS
 18. Kings Langley School Relationships and Sex Education Policy	 18. Policy Latest Attendance Registration and Punctuality Policy
 18. Kings Langley School Restraint and Restrictive Physical Intervention Policy	 18. Risk Register
 18. Kings Langley School Special Education Needs Policy	
 18. Kings Langley School Staff Disciplinary and Procedure Policy	 Kings18. Langley School Supporting Students with Medical Conditions Oct 2022

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

School Environment and Leadership: Evidence Review marks the next phase in the Great Teaching Toolkit project.

The COVID Social Mobility and Opportunities (COSMO) study is the largest study of its kind into the effects of the COVID-19 pandemic on the life chances of a generation of young people.

STPC

Addressing educational disadvantage: from strategy to the classroom Marc Rowland explores addressing educational disadvantage

Claire Stoneman - a teacher's blog

A new series - focusing on the Trust Trifecta - a methodology to facilitate Trusts to be effective in your own shape and on your own journey - explored by Luke Sparkes and Jenny Thompson:

This publication provides the attainment of pupils in the 2022 phonics screening check and key stage 1 national curriculum teacher assessments (TA).

Internet Safety Guidance for Boards

Stone King – exclusions

CofE MATs

The Key - induction training session

NGA Curriculum effectiveness

NGA Ofsted inspections  
 DfE Governance update  
 DfE webinars re Ofsted  
 Academies and Schools Show  
 The Good Childhood Report 2022  
 Guidance Energy Bill Relief Scheme: help for businesses and other non-domestic customers  
 Stone King - New Behaviour in Schools guidance  
 Stone King - A revised approach to suspensions and permanent exclusions: new guidance  
 Stone King - Keeping Children Safe in Education  
 Exclusion training requirement  
<https://www.ncsc.gov.uk/information/cyber-security-training-schools>  
 Uniformd platform  
 School Uniforms - guidance for September 2022.  
 Guidance Primary school accountability technical guidance on primary school accountability measures.  
 Collection National Tutoring Programme Funding Information  
 Guidance What maintained schools must publish online  
 Guidance What academies, free schools and colleges must or should publish online  
 FREE Stone King webinar Academy Trust Handbook 2022 - Understanding, navigating and  
 National Cyber Security Centre webinar  
 EIF  
 Governors for schools 2022 Conference timetable  
 Academy Trust handbook 2022  
 Risk Management – 7 steps  
 Trustee training: Regulatory and governance update - academies  
 Academies planner 2022-3  
 SE to begin school inspections from September 2022  
 Publish PE and sport premium report by 31 July –  
 Behaviour and Exclusion guidance  
 Ofsted updates to inspections and frameworks

**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
3. It was agreed to amend the order of the agenda according to attendance

**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: Deborah Ludlow.

**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 clerk 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
7. Colleagues were reminded to report any related party transactions (RPTs), and any novel, contentious or repercussive transactions to consider since the last meeting
8. None declared

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

1. None

**5 To confirm term of office for Chair and Vice Chair and elect Chair and Vice Chair:**

1. The term of office for the Chair was agreed to conclude on 01.10.2023
2. The term of office for the Vice Chair was agreed to conclude on 01.10.2023
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 noting that colleagues are welcome to shadow colleagues
6. **ACTION: Subscriptions, websites and databases including GIAS and any safer recruitment requirements to be updated accordingly**

DF

**6, 7 Staff presentations: To receive examination results summary, SEF and SDP, and PP review:**

G Searle presented the documentation circulated in advance - **examination results summary**

1. The APS per pupil, entry average grade and value added have all improved significantly.
2. The gaps with SEND and Non-SEND were noted in particular the varying level of needs for SEND but numbers were very low in terms of students 7 in total and confidence intervals very large.
3. Question – Is SEND a focus throughout the school? Yes, the learning and support mechanisms are in place and a focus for the Sixth Form team along with the T+L team as part of our focus on social injustice.
4. Governors noted that the school is non selective and performance has increased significantly. The gap between girls and boys has narrowed noting that this is cohort specific. Governors celebrated the Value Added per subject
5. Question – How many SEND students in sixth form? 7 last year **ACTION: Data to be circulated**

DF

6. The validation of boundaries and benchmarking will be undertaken when the data is published
7. The current Year 13 is a strong cohort and the FFT 20 data is used. Governors agreed that continued high expectations is welcomed
8. Stretch and challenge is a key focus to ensure that all students perform to their potential. Teaching to the top and scaffolding is in place. During Covid the focus was ensuring all needs were being met and the focus now is to ensure that the strategies and interventions introduced meet the needs of higher achievers
9. The EBAC entry with PPG was noted which is higher than national significantly. The identified cohort with mental health issues has been reflected in the data
10. The governors acknowledged that the school is in a strong position compared to the average national data. The integrity of the assessment has been reflected in the published data from CAGs and TAGs now with a good level of integrity.
11. White working-class boys continue to be a large cohort of the school
12. Computer science and Music are areas which have experienced staff changes and programmes of study have been adjusted and outcomes are expected to fall in line
13. FFT20 was explained for the benefit of newer governors and reflect the aspirational targets that the school strives to meet

A Sharpe presented the documentation circulated in advance – **PP Strategy**

14. The Interim Pupil Premium Strategy Review (Year 1) was outlined
  15. Assurance was provided that the EEF guidance on spending is provided and quality first teaching is a priority across the school
- S Wood joined the meeting at 19.11
16. Governors agreed with the Review outcome and the rationale in coming to these conclusions
  17. Governors were assured that the barriers to learning for this group have been robustly identified and appropriate strategies and organisational learning put in place
  18. The outcomes of the summer school were noted as successful and the key role of the pastoral team acknowledged in the success of delivering the strategy
  19. Question – How is feedback sought from families? Attendance at key events etc is data driven however it is acknowledged that the qualitative information is different. Correspondence from families is recorded and softer data is available. Feedback from the targeted reading parent workshops last week was positive and the evening a success. Case studies are available to evidence this
  20. Question – Please can a glossary be included? This will be considered
  21. ELSA training is in place and refers to Emotional Learning Support Assistants
  22. Question – Has the £8k been carried over? Yes, and ring fenced for expenditure
  23. Governors agreed that the impact of strategies is having the desired impact on the outcomes
  24. The challenges for the coming year were reflected on – prior attainment continues to be a priority (reading age for this group is a gap compared to non-PP); metacognition to address student apathy; attitudes to learning and associated behaviour; attendance and punctuality
  25. Question – Does the cost of living have a place in this document? Yes, barely managing is an area of consideration. The pastoral team identifies additional families requiring support. There is a close collaboration across the different areas across the school to ensure that all vulnerable children are being supported. The demographics are wide which present a number of challenges
  26. Governors debated parental communication and the pattern of communication being sent to parents. At the recent Transition evening parents were reminded about working with the school and contacting the school if they had any concerns. Parent

are very welcome to the school. Accessing email via mobile phones with an attachment can be a barrier

27. Governors were reminded that the school family work service is very active and supports these families
28. All Saints Church Kings Langley has weekly supper club where you can enjoy a meal for free during January and February. All welcome and no need to book. It is on a Wednesday 4-6pm
29. The high-quality research undertaken to inform strategy was acknowledged
- 30. The Board agreed the PP Strategy and Spend for the next academic year**

G Searle presented the documentation circulated in advance – **SDP and SEF**

31. The Board reviewed the monitoring of the SDP and the priorities identified
32. Safeguarding remains to be a priority across the school and the proactive culture towards safeguarding continues to be a strength
33. Assurance was provided that staff and governors have been involved in developing the SDP – priorities include: Ensuring social injustice eradicated to close the gaps
34. Governors were assured that the links with performance management, CPD and the School Development Plan are in place
- 35. ACTION: All link visits to refer to the SDP and evidence monitoring and impact in visit reports**
- 36. The Board agreed the SDP and SEF and updated document to be recirculated**

ALL

DF

**The Board noted the update and thanked the staff for the informative, detailed and well-structured presentations to aid governor monitoring**

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

1. The minutes of the meeting dated 11.07.2022 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated and added to the school file

AS left the meeting 20.10  
GS left the meeting at 20.12

2. It was noted that the GB met on 20.09.2022 to review and develop the SDP and the impact of KCSIE

**9 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

**10 To confirm Annual Business:**

1. The Board reviewed the vacancies, ends of office and the diversity of the board noting that new governors/trustees to the board who are reflective of (but not representatives of) the community the school serves can help it make better decisions in the interest of all pupils. The skills audit was considered and will be used to inform recruitment and training
2. The Board confirmed that the information regarding governance is accurate on the school website, GIAS, Company House (Academy) etc
3. Monitoring was undertaken to ensure that each colleague has completed reconfirmation of declarations on GHUB
4. Confirmation was given that the DBS certificate number/date/check box is registered, Training record and Contact information is up to date

5. **ACTION:** School should print a copy of the business interests for the board to be kept in the school office. Previous years declarations for governors must also be retained in the school office for financial audit purposes

DF

11 **To confirm agreement of virtual attendance at meetings permissible. Confirm meeting calendar for 2022/3 and 2023/4 and which meetings this academic year will be held remotely**

1. The Board confirmed that virtual attendance at meetings is permissible and noted that meetings held remotely have been considered on the meeting calendar to address impact on workload and wellbeing; maintaining technical skills and following school's IT strategy; preparedness for future school closures; carbon footprint and green agenda
2. The meeting timetable is reflected on GHUB

12 **To confirm Annual Documentation:**

1. The Board agreed the **Schedule of Delegation** for 2022/3 noting that it is reviewed during budget preparation
2. The Board agreed the **Annual Programme of Work for the GB and Committees** for 2022/3 which is published on GHUB
3. The Board noted that the **Annual Calendar of Policy** Review for 2022/3 in line with the DfE statutory policies for schools is managed in the school, model policies are in place where possible and policies are circulated for information and statutory policies ratified by the GB

13 **To confirm annual review of GB organisation:**

1. The Board reviewed committee membership, panels and link governor/trustee and confirmed it is accurate on GHUB
2. The Board reviewed link visit and governor/trustee day dates and considered the annual focus for link visits and areas for student voice
3. The Board **approved the Committee Terms of Reference for 2022/3** recommended by the Committee Chairs which are published on GHUB
4. The Board confirmed clerking arrangements for the GB and Committees
5. **ACTION: All governors to attend training appropriate to their roles and responsibilities**

ALL

14 **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 Audit and Risk and Resources Committee met on 26.09.2022 and minutes published on GHUB
2. Executive Summary: Key areas of discussion included: energy costs and efficiency and the fixed rate energy tariff is in place until January 2023. Staff costs are rigorously monitored and impacted by recent unfunded pay awards and support staff holiday pay
3. It was agreed that £20K from DfE technology is used for lap tops and that IMACs for the music department is deferred. The 3G pitch contractor has been selected and expenditure of £11k to progress to the next stage. The summer internal financial audit has been undertaken
4. Question – Will the IT in music be included in the SDP? As a future item
5. Thanks were extended to GC for his contribution during the summer  
GC left the meeting at 20.36
6. The Board noted the financial position of the school
7. The Curriculum Committee met on 20.09.2022 and minutes published on GHUB

8. Executive Summary: Key areas of discussion included: SDP, results, CPD and support cycle
9. The link visit table circulated in advance was reviewed noting the link visits undertaken and the overview of the focus and impact

The Board noted the update

15 Governor/Trustee Development:

1. The Board reviewed the training and development of the Board in line with roles and experience. Individuals will be advised of recommended training and links by the GDC. The training requirements for suspensions and exclusions was noted and it was agreed that a wider pool is essential. All members of the Resources Committee to undertake financial training. All members of the Curriculum Committee to undertake SEN training. Safeguarding training to have been undertaken by all governors within the last year. **Ensure GHUB training record is updated accordingly**
2. The Board confirmed subscriptions and membership and that all governors/trustees can access – i.e., HfL including Modern Governor


















ALL

16 To receive the HT’s update:


1. Confirmation was given that no changes will be made to the 2024/5 Admissions

17 Policies:


1. The following policies which were circulated in advance of the meeting were ratified by the Board
2. The Staff Discipline Policy is a model policy however the section on speaking to pupils is being updated in line with HfL guidance
3. The Online Safety Policy refers to the use of school email accounts and must be used. Assurance was provided that smart technology is not used and filters are in place


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 18. Mental Health and Wellbeing Intent Statement 2022-23 KLS

 18. Kings Langley School Supporting Students with Medical Conditions Oct 2022

 18. Policy Latest Attendance Registration and Punctuality Policy

 18. Kings Langley School Whistleblowing Policy and Procedure

**18 Any Other Business:**

1. None

**19 To agree Date of next meeting:**

1. Colleagues were thanked for their contribution to the meeting
2. No additional risks were identified to be added to the Risk Register
3. 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
4. The next meeting will be held on Mon 12 Dec 2022 **at 18.30 in school**

**The meeting closed at: 20.55**

Date	Start	End
Mon 30 Jan 2023	18:30	20:30
Mon 27 Mar 2023	18:30	20:30
Mon 10 Jul 2023	18:30	20:30
Mon 16 Oct 2023	18:30	20:30
Mon 4 Dec 2023	00:00	20:30
Mon 29 Jan 2024	18:30	20:30
Mon 18 Mar 2024	18:30	20:30
Mon 3 Jun 2024	18:30	20:30
Mon 15 Jul 2024	18:30	20:30