



**Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 18th March 2024 at the school/MS Teams**

Present

Graham Craggs COM, Dawn Helfgott COM, Emma Kell COM, Mark Morant COM, Simon Setterfield COM),
Frances Stickley COM, Simon Wood COM, Phil Garner PAR, Tania Giles PAR, Alana Ivey PAR, Deborah Ludlow
PAR, Alison Martin PAR, Fionnuala O’Driscoll PAR, David Fisher HT

In attendance

T Middleton (Clerk), Geoff Shephard, Rosemary Inskipp

Absent:

Phil Slade COM, Jo O’Sullivan PAR

Documentation circulated in advance of the meeting:

- | | |
|---|---|
| Circulated KLS Meeting Agenda 18.03.2024 | Kings Langley School Child protection Policy 2023 |
| Behaviour_and_Safety-Key_Trends_and_Challenges-2-1 | MC1319 MG Catalogue AUG23 HERTS |
| Confirmations-Summary-Kings Langley School | nga-srmsac-guidance-20240108 |
| Declarations-Kings Langley School | Ofsted briefing note - Stone King - 2024-01-23 |
| Draft minutes 09.01 | Training-KingsLangley |
| Final Emerging Risk Radar January 2024 3rd Edition - MH New Template-compressed | Link visits |
| governor-training-courses-2023-academies | |

Documentation circulated in advance of the meeting by the clerk:

- Price Bailey – Trust roles and responsibility
- DfE Governance guides
- Careers website
- An Ofsted subject report on the quality of English in primary and secondary schools in England.
- Kreston-UK-Academies-Benchmark-Report-2024.pdf
- NCSC – Cyber security training
- DfE – Attendance
- NGA – Right people around the table – Jan 24
- Internal scrutiny in academy trusts. Updated 14 February 2024
- EPI – extracurricular
- Price Bailey – Academy Trustees
- Enduro - Behaviour and Safety: Key Trends and Challenges
- Menopause in the workplace: Guidance for employers | EHRC (equalityhumanrights.com)
- Economic Crime & Corporate Transparency Act 2023: Key changes & practical advice (brownejacobson.com)
- Eliminating Economic Exclusion
- Prevent duty training
- Official Statistics Pupil attendance in schools
- Guidance School inspection data summary report (IDSR) guide
- Sharing information to safeguard children: Marketing materials
- Buzzacott Academy governance webinar
- Herts Term Dates
- Stone King SEN bulletin
- RSM Emerging risk considerations 01.24
- <https://home.edurio.com/insights/behaviour-in-schools-report-2024>
- Political manifesto re education
- SRMS submission and NGA guidance

SFVS NAG guidance
WS SEND webinars
DfE Behaviour in school's webinar
Prevent duty from the Key
Attendance monitoring from the Key
Access to modern governor
Free Webinar: A Brief Guide to Supporting Attendance for Pupils with Mental Health Issues from the National College

Meeting opened at: 18.38 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. The Chair noted that the meeting is quorate (> one third governors in post)
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 received and absence accepted from Phil Slade COM, Jo O'Sullivan PAR

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

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Signed: Dated:

The purpose of governance is to provide: strategic leadership; accountability and assurance; strategic engagement.

The board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and **must** ensure compliance with: the trust's charitable objects; regulatory, contractual and statutory requirements; their funding agreement.

The board also has: strategic and statutory responsibility for safeguarding and special educational needs and disabilities (SEND) arrangements within (and across) the academy trust ensuring the promotion of pupil welfare and for keeping their estates safe and well-maintained; a role in making sure that it delivers its commitment to other schools and academies.

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

1. The minutes of the meeting dated 09.01.2024 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated and added to the school file

OFSTED – March 2024

2. An overview of the recent Ofsted experience was shared with governors noting that at this stage the outcome is yet to be published
3. The inspection was thorough with deep questions which the school was prepared for
4. The website and IDSR were positive windows to the school
5. 3 HMIs attended the inspection and their experience was welcomed. This is a strong school and they too enjoyed the experience
6. The deep dives included English, maths, history and Art. Three lines of enquiry included Sixth form, SEN and reading. Behaviour was reviewed
7. Day 1 – English and maths. Middle leaders were prepared and able to articulate their areas confidently and found the experience positive reflecting the additional cpd. The weather was inclement and the indoor space was at capacity
8. Wellbeing was regularly referred to by the inspectors and there was regular keeping in touch meetings
9. Day 2 had one inspector.
10. The English curriculum is diverse and ambitious
11. Reading is well developed with a multi-layer approach to reach all readers across the school. There is precision in understanding what the issues are with reading was a welcomed comment. Students were able to articulate their learning
12. The Art area was viewed as positive and reflected self-evaluation
13. Maths was evidenced as progressive and the common resources are adapted to meet the needs of the cohort
14. Attendance and CPOMs was interrogated and the cross boundaries with Herts and Essex to support a student as a case study was complemented
15. Alternative provision was investigated and the school was able to provide positive case studies demonstrating appropriate use
16. The students were a credit to the school and warm relationships with the consistent approach by the staff. Links to the ethos and values were clearly evidenced. Teacher wellbeing was noted as non-tokenistic and embedded across the school
17. Governors know the school and what is needed and as a board delivers
18. Sixth form developments were demonstrated and the trajectory of the student numbers evidences the profile in the community and future outcomes
19. There were clear areas of exceptional evidence demonstrating the significant improvements since the last inspection
20. The area for improvement is likely to have been already identified by the school
21. Governors agreed that the systems in place are robust and the school is inclusive and supportive of all learners
22. The Parentview was well engaged with but could have been more completed (<https://parentview.ofsted.gov.uk/parent-view-results/survey/result/127143/14>)
23. Thanks were extended to all colleagues for their contribution to the school as it continues on its journey for serving our community

6 To consider matters arising from the minutes of the last meeting:

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1. The matters arising were considered and it was noted that they are either closed or in hand
2. The Prevent and Cyber Security courses on the National College and the Prevent on HfL are informative

7 To receive a safeguarding update:

The presentation circulated in advance of the meeting. Further questions and discussion elicited that:

1. The reports were noted
2. The graphs will have the titles added

The Board noted the update

8 To receive a behaviour and attendance update:

The presentation circulated in advance of the meeting. Further questions and discussion elicited that:

1. The report was noted

The Board noted the update

9 To receive an update on the School Development Plan:

1. **ACTION: Section to be presented at the next meeting to be shared**

DF

The Board noted the update

10 To receive an update on the Sixth form:

The presentation circulated in advance of the meeting. Further questions and discussion elicited that:

1. The report was noted
2. Governors debated at length the balance of the contract with sixth formers in particular expectations with being work prepared and the associated links with the cost of living, student sensory needs, expectations in different industries

The Board noted the update

11 To receive Committee and Link Visit Reports since the last meeting:

1. The **ARRC Committee** met on 11.03.24 and the draft minutes shared on GHUB
2. The external auditors were invited to attend a debriefing meeting which is now in line

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3. Risk register has been reviewed and available for colleagues to review and submit feedback and comments
4. The key capital projects have been concluded and the reserves are lower than before and expenditure under rigorous scrutiny. The Reserves Policy is in place
5. The Board ratified the **Schedule of Financial Delegation**
6. The Board ratified the **SRSMC as recommended by the ARRC**
7. The Board agreed the **programme of internal security** i.e. Risk register and IT security
8. The Energy Contract has been renewed and the tender process undertaken. The annual cost of £140k for a one-year contract has been agreed
9. The Board ratified the **KPIs** presented by the Committee and noted that the benchmarking exercise has been undertaken and there are no issues to raise
The Board noted the financial position of the school
10. The **Curriculum Committee** met on 04.03.24 and the draft minutes shared on GHUB
11. The quality of education was the key focus
12. The Careers Education and Entitlement Statement was agreed
13. **Termly link reports** were considered including H&S (planned), SEND (planned) and the leadership of SEND is being incorporated in the leadership team and capacity is being considered in the planning and the communication process is in place, Safeguarding, GDC (summer term programme to be issued and all governors to refresh exclusion training) and governors were thanked for submitting the link reports
14. The external H&S audit has been undertaken

The Board noted the update

12 To monitor and adopt Policies:

1. The Child Protection Policy which was circulated in advance of the meeting was reviewed
2. The Board adopted the **Child Protection Policy**
3. The Complaints Policy which was circulated in advance of the meeting was reviewed noting the appendix refers to exams
4. The Board adopted the **Complaints Policy**

The Board noted the update

13 Chair's Report:

The Chair gave a verbal update and referred to documentation circulated in advance of the meeting:

1. The Chair confirmed that the management accounts have been shared every month and that the Board considers these when it meets. The Resources Committee interrogates the data for further granularity and assures that it has appropriate oversight of the trust's financial position - ATH 2.19. The Schedule of Musts is regularly monitored

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2. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not already been shared
3. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting
4. It was agreed that there are no items to be added to the risk register
5. The Board agreed that this meeting had held the school leaders to account for school development and the presentations supported triangulation
6. Wellbeing continues to be an area to support until Easter when the staff deserve a holiday
7. The Department for Education (DfE) has published 2 new governance guides, to replace the Governance Handbook: Maintained Schools Governance Guide, Academy Trust Governance Guide. Complete your compliance tab to confirm you are familiar with and can access, the right guide for your school type. Remove any copies of, or reference to, the previous Governance Handbook in your board's files and documents.
8. The DfE has withdrawn the following documents: Governance Handbook; Governance Competency Framework; Clerking Competency Framework; Governance Structures and Roles; Statutory Policies for Schools and Academy Trusts
9. Governors are invited to any school events
10. Links with Eton College are beneficial to both schools

The Board noted the update

14 Any Other Business:

1. None

15 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. The next meeting will be held on **Wed 24 Apr 2024 at 18.30 in school**

The meeting closed at: 19.50

Date	Start	End	Committee	Location
Mon 29 Apr 2024	18:30	20:30	Audit and Risk, and Resources Committee	
Mon 13 May 2024	18:30	20:30	Curriculum & Personnel Committee	
Mon 17 Jun 2024	18:30	20:30	Audit and Risk, and Resources Committee	
Wed 26 Jun 2024	08:00	09:30	Kings Langley School	In school and via MS Teams

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Mon 9 Sep 2024	18:30	20:30	Board meeting	In school
Wed 13 Nov 2024	08:00	10:00	Board Meeting	Hibrid in school and virtual
Wed 15 Jan 2025	18:30	20:30	Board meeting	In school
Wed 26 Mar 2025	18:30	20:30	Board meeting	In school
Thu 1 May 2025	18:30	19:30	Board meeting	
Mon 16 Jun 2025	18:30	20:30	Board meeting	In School

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