

**Minutes of the Kings Langley School Board of Governors meeting
Held on Monday 18th May 2020 at 18.30 via MS Teams**

Present:

Co-opted governors: Graham Craggs, Simon Wood, Dawn Helfgott, Frances Stickley, Deborah Ludlow, Angela Westlake

Staff Governors: MelusiMoyo Geoff Shephard, Rosemary Inskipp

Parent Governors: Dave Butler, Simon Setterfield,, Jo O'Sullivan, Lisa Welling

Principal: David Fisher

In attendance:

Tracey Norris, HfL governance team

SLT Members: RuthJenning, Nick Monk, Helen Pocklington, Jon Shaw, Fiona Winfield

Absent:

Co-opted Governor: Mark Morant

Co-opted governor: Helen Young

Parent Governor: Mark Hutchings

ACTION

1 Welcome

1. The Chair welcomed everyone to the meeting and thanked colleagues for participating via MS Teams.

2 To receive apologies for absence and to consider approving any absences:

1. Apologies were received and absence accepted for Mark Morant.
2. The Chair confirmed that she would contact Helen Young who was currently on maternity leave, regarding her intentions to return to her role as a co-opted governor.

FS

3 To Declare any conflict of Interest from any items on 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 the individual governor 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 raised.

5 To agree minutes of the last meeting 23.03.20: (previously circulated)

1. The minutes of the meeting held on 23 March 2020 were approved as an accurate record. They would be signed and dated by the chair and added to the school files at the earliest opportunity.

FS

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

1. There were no matters arising which were not already on the agenda.

7 To receive and ask questions of the Head's report

1. The Head confirmed that governors had been kept aware of activities/developments at the school throughout this period via weekly updates.
2. In addition there had been three meetings with governors since the last FGB meeting.
3. The Head invited members of the SLT to provide a flavour of what was happening in school in within their area of responsibility.
4. **Nick Monk (NM) provided an update on assessment.**
 - Each subject leader had prepared assessed grades.
 - This had been a huge piece of work, staff had spent many hours on Zoom and in school to ensure that each pupil was allocated the correct grade and ranking.
 - For example, the core subjects of maths, English and science had each spent between 20/30 hours agreeing the appropriate GCSEs and A Level grades to award.
 - All results had been received on time, and had been subjected to robust moderation/testing.
 - The Fisher Family Trust data analysis tool had been used, which provided a detailed report analysing the grades against moderation criteria within each grades/subjects/groups. This had been received back within a week.
 - The next stage was internal review and moderation and this process would be supported by LS (HfL) to ensure the pupils were not disadvantaged from the school's prior year's lower attainment.
 - The criteria for uploading to the exam board's websites was coming through and the deadline for this was between 1-12 June.
 - Each exam board had a different system for uploading grades.
 - Staff had taken lots of care with this huge responsibility and had adopted a good approach/attitude.
 - At no stage will the school's grades be disclosed to a pupil.
 - The exam boards will apply their own standardisation process subject by subject rather than school by school.
5. Governors expressed their thanks to all staff who had been involved in this, in addition to their role of setting and delivering home learning.
6. Governors were keen to ensure that this year's Y11 cohort were not disadvantaged due to the lower prior attainment of previous years. This year's cohort was on track to significantly outperform the previous year +0.24 P8 as per previous minutes earlier in the year. Pupils should receive the best possible outcome.
7. The Head commented on the excellent leadership/overview by NM of this process. At one point NM had over 60 active spreadsheets to collate the information.
8. **Question: What appeal process was place for students?** This was not known at the moment. There had not been any guidance from the exam boards other than to offer pupils the opportunity of sitting the exams in the autumn. Pupil would not be able to apply for exam scripts to be re-marked. It was expected that future guidance would be provided on this area.
9. The Head suggested that the school would be able to challenge an obvious administrative error made by the exam board.
10. SLT would need to carefully manage how teachers communicate with parents/pupils on results day.
11. **Helen Pocklington: provided an update on Safeguarding and wellbeing**
12. HP reported that staff were continuing to provide the same level of care in terms of safeguarding and monitoring of vulnerable pupils as before:
 - The pastoral teams were doing a great job.

- 73% of pupils have been contacted by telephone (as confirmed by parents) any problems have been identified and, where appropriate, advice/support provided.
 - 770+ phones have been made by the team, with a deadline in place for when all pupils will have been contacted.
 - In addition to these calls, the family support workers were continuing to reach out to parents and families.
 - School counsellors were now working remotely and continued to provide an essential service to pupils.
 - Referrals were still being made to outside agencies who had provided direct contact numbers, this had slightly streamlined and improved the referral process.
 - Some families had reported a drop in the number of challenging situations with children at home as a result of fewer external pressures (e.g. extra-curricular activities which have been temporarily cancelled. For example tutoring, football, dance, sports clubs etc.) SLT hoped that some families would take this opportunity to re-balance their pace of life.
 - There had been fewer domestic abuse notifications.
13. **Question: did school intend to re-start the cycle of phone calls to all students once all had been contacted?** Tutors were now offering live tutorials for groups of pupils via Zoom. This was an additional way to touch base with pupils. SLT would rag rate family data to triage the next round of phone calls.
14. Phone calls would continue for vulnerable families, the majority of whom have become more engaged with the school during this period.
15. The school was beginning to offer virtual clubs, e.g. the debate club started last week, chess club would start this week.
16. CPOMs notifications were now going to Rosemary, John and Linda, and Helen.
17. Parent governors were able to provide positive feedback on the contact made by school staff.
18. There had been an increase in the number of families applying for FSM.
19. **Helen Pocklington: provided an update on 6th form provision:**
- The school was still providing tutor sessions and phone calls for Y13, most have progressed with their university applications.
 - There was a good range of Russell Group and Oxbridge first choice acceptances. 20% have accepted unconditional offers.
 - Y12 pupils had logged on every week to SMH (Show My Homework) and were participating in accordance with school procedures on Zoom.
 - Parents of Y12 pupils had provided good feedback; 90% were positive about their homelearning experience.
20. Pupil progress would be RAG rated by teachers, any areas of academic concern would be highlighted, it was hoped that no gaps would emerge.
21. Recruitment from Y11: potential students had been contacted. The 6th form office remained open to deal with any option concerns/queries.
22. Expanded bridging work had already been sent out to Y11 pupils. Pupils were able to access all subjects regardless of their KS5 choices.
23. **Jon Shaw: provided a update on the work of the pastoral team:**
- Staggered communication with pupils was being made through the following medium:
 - Show my homework
 - Phone calls

- Tutor times carried out via Zoom.
 - Heads of year would start delivering assemblies after half term. These could be either pre-record or via Zoom.
24. Virtual certificates were being created for any pupils engaged in volunteer work e.g. cooking for NHS staff, volunteering for charity work. All items would be added onto CPOMs.
25. New Learning Mentor would start in KS3 after half term.
26. Transition arrangement for current Y6: a team was working on how to provide as smooth a transition as possible for the 191 new students joining Y7 in September.
27. There had been an incident with a small group of Y7 boys whose behaviour on a Zoom lesson had been a cause of concern. This was discussed in detail and the following was confirmed:
- The school's behaviour policy had been adapted to incorporate home learning. This had been shared with the pastoral team and SLT for comments before coming to governors.
 - A email apology had been sent to the parents concerned.
 - Guidance had been provided to all staff regarding the appropriate security settings for Zoom. It was natural that there would be some technical/capability issues to begin with.
 - Pupils had also received instructions/guidance for Zoom and etiquette.
 - Parents had also been offered Online safety training
 - The ideal scenario would be to have two members of staff in each online lesson, this was not always possible.
 - A reminder of the correct settings for Zoom would be shared with staff in this week's bulletin. This would reflect the changes made this week by Zoom to the automatic settings.
 - Many Zoom lessons have been excellent and feedback is extremely positive.
 - Governors were mindful of the additional pressures on teachers at this time, many were trying to work from home with young children of their own.
 - The English Department had run a trial Zoom lesson.
 - Many pupils were sharing IT equipment at home and did not always remember to sign in with the correct email address.
28. Loom (recorded) lessons were also being explored. There was a recording function on Zoom to enable lessons to be posted on SMH – this might be better from a safeguarding point of view.
29. Governors acknowledged that this was the first time that staff were being asked to deliver remote teaching and were working incredibly hard, adapting to new ways of working. The Y7 incident was not representative of other year groups' engagement with on-line lessons.
30. The Head suggested that for Y7 a better delivery method might be, a recorded Loom style lesson, then SMH work, using the live lessons to check understanding and knowledge which we move to after half term.
31. **Ruth Jennings provided the following T&L update:**
- FSM: 68 families, voucher had been provided until the end of the summer term £150 each.
 - The school had applied for 20 laptops from the government scheme. 11 had been allocated to the school but had not yet been received.
 - Currently five pupils had requested a laptop.

- T&L bulletin was issued every fortnight. This was used by staff to share different methods of lesson delivery e.g. zoom lessons, Loom lessons, PowerPoints with voice over etc.
- Feedback and marking would be the next focus for T&L.
- Careers support has continued.
- Youth Connections were supporting pupils who would be moving on to colleges or apprenticeships.

32. Fiona Winfield provided an update on staffing:

- Six adverts were currently live at the moment but a number are just to see what is out there at the moment, new interview techniques would be employed to get the most out of a candidate virtually.
- The job market was very moving fast. Two maths candidates had withdrawn from interview last week as they had already received job offers.
- Staff well-being was a focus for SLT and was on the agenda of weekly team meetings.
- Middle leaders were delivering lessons, providing training/CPD as well as additional safeguarding training to staff.
- Scenario planning was underway for the school's reopening, looking at staffing/risk assessments/safeguarding/preparation for children etc. Guidance was changing rapidly, specific guidelines for how schools should re-admit Y10 and Y12 had not yet been issued.
- Covid19 handbook was being updated regularly and needed constant monitoring. Unhelpfully, updates were not highlighted.

8 School re-opening plans

1. The Head summarised the plans the school was developing in preparation for school re-opening on 1 June.
2. The Secondary school handbook had not yet been released, official efforts were focused on Primary Schools first which recommended "bubbles" of children who did not mix with other bubbles and were taught as a group. This was proving difficult to implement at secondary level.
3. Guidance was changing constantly, often contradicting prior releases.
4. The school had ordered a variety of PPE related equipment to ensure the school was a safe environment for pupils and staff.
5. Other local schools were considering their options, one had indicated that it would not be re-opening on 1 June. Some were planning to deliver group lessons in the hall, others would continue with Zoom lessons only or else offer progress review meetings.
6. Communication had been shared with parents on Friday 15 May which had clearly set out the school's current position. Parent governors appreciated this transparency.
7. Weekly updates to parents were being issued.
8. Proposal: Monday 1st and Tuesday 2nd June would be staff training days to allow SLT to deliver whole school training on the new protocols/site safety arrangements.
9. **Question: how many staff will return?** Some won't want to be able to come in because they are shielding/vulnerable there was also concerns around other vulnerable groups, e.g. BME, diabetics. In general, staff seemed keen to return to normality.
10. DF described some of the changes being made:
 - Each classroom has been emptied.
 - The staff room would be out of bounds.

- Hot meals would not be served.
 - Only 12 pupils would be allowed in a science room.
 - Acrylic screens and other PPE would be installed (hand washing stations, thermal imaging, signage).
 - One way system in place.
 - Procedures for sending staff/pupils home if they have a temperature (detected by thermal imaging – this was a mobile unit on a tripod linked to a computer in reception)
 - SLT on entrance, directing pupils.
 - Distance spacers will be marked on the floor and on stairs.
 - Pupils will have to move around school in single file.
 - Part-time timetable would be in place. There was no expectation that Y10 and Y12 would be full time.
11. Childcare would potentially be an issue for some members of staff who use grandparents/nursery.
 12. Flexibility would be needed for those pupils using public transport to get to school.
 13. The Head would be meeting all learning area leaders on Wednesday to share the detailed plan – which was very much a working document.
 14. The Chair confirmed that she would visit the school later in the week and acknowledged that the situation was very fluid.
 15. The government would make an announcement on 28 May to confirm whether or not schools could re-open.
 16. Governors supported the school's proposal to keep the school closed on 1st and 2nd June for staff training.
 17. A letter would be sent to all parents from the Head and the Chair.
 18. The head would continue to circulate guidance as and when it is received.
 19. Governors appreciated that decisions would need to be made in response to the changing situation, if PPE equipment had not been received then the school may not be able to open, for example.

8 GDPR

1. Diane Bell provided the following update regarding a data breach.
2. A member of staff had accidentally uploaded an excel spreadsheet to SMHW containing parents' contact details.
3. It had been downloaded with a password but then a subsequent local copy was made without a password and this copy was uploaded– this was against school procedures.
4. The situation had been contained, 12 students/people had viewed the document before it was taken down by SMHW administrators.
5. The school had followed its data breach response plan, everyone involved had been notified.
6. CPD would be given to staff and reminders of the school's protocols would be in this week's bulletin. Weaknesses in the school's procedures would be addressed.
7. SLT would double check that all parties had been contacted. The school responded quickly to the situation with staff working cooperatively both in school and remotely.
8. The chair was pleased that the internal processes were shown to have been effective although it was regrettable that it has happened.

SLT

9 To monitor and adopt Policies

None due at this time.

10 Any other business

The Chair thanked all members of the leadership team and staff body for their dedication and commitment to the school during this period of rapid change.

11 To agree date of next meeting:

6.30pm 8 June: Curriculum Meeting

Mon 29 Jun 2020	18:30	20:30
Mon 12 Oct 2020	18:30	20:30
Mon 7 Dec 2020	18:30	20:00
Mon 1 Feb 2021	18:30	20:30
Mon 22 Mar 2021	18:30	20:00
Mon 24 May 2021	18:30	20:00
Mon 12 Jul 2021	18:30	20:00