



**Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 1st February 2021 via Zoom**

Present

Graham Craggs COM, Dawn Helfgott COM, Mark Morant COM, Frances Stickley COM (Ch 01/10/21), Simon Wood COM, Phil Slade COM, Helen Young COP, Simon Setterfield PAR, Jo O’Sullivan PAR, Tania Giles PAR, Barbara Bell PAR, David Fisher HT, Deborah Ludlow PAR















In attendance:

T Middleton (Clerk), Rosemary Inskipp STF, Melusi Moyo STF, Geoff Shephard STF, Philippa Lark STF, Diane Bell (SBM), S Fenemore (Finance Mgr), Helen Pocklington (AHT), N Monk (AHT), Linda Patterson (SENCO)

Absent:

Dave Butler PAR

Documentation circulated in advance of the meeting:

 KLS Meeting agenda 01.02.21	
 5. Draft minutes 07.12	
 9. Kings Langley School Risk Register January 2021	
 Child Protection Policy Addendum Jan 2021	
 Combined report Safeguarding and Mental Health February 2021	 Kings Langley School Staff Bullying and Harassment Policy and Procedure
 General Resources Update January 2021	 Kings Langley School Staff Grievance Policy and Procedures
 Kings Langley School Health and Attendance Procedure	 Link Governors Organisation Chart 2020-2021
 Kings Langley School Learning Outside the Classroom	 SEND Report
 Kings Langley School Management Report	 Sixth Form Report January 2021

Documentation circulated in advance of the meeting by the clerk:

WS Law - Educating and assessing pupils with SEND during Covid-19: Legal considerations for schools

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

M&S will give extra support to families by funding an additional £5 per week for each £15 lunch voucher

<https://www.gov.uk/government/publications/whats-working-well-in-remote-education/whats-working-well-in-remote-education>

<https://leedsgovernanceforgrowth.co.uk/covid19-support-for-governors.htm?fbclid=IwAR3-mqHr48UiCt0eSrquNV-VaEnkn1uGWl94ZTypgWiYtMvLrTcOORkJFM>

NGA – Monitoring sheet

Stone King - School Coronavirus Testing in January 2021: Key Legal Points for School Leaders

Stone King has developed a series of free digital tools for schools and other organisations to help identify if there are measures you need to take following Brexit.

DfE – Choosing and external auditor

1 Welcome:

The meeting opened at 18.32

1. The Chair welcomed colleagues to the meeting and outlined the remote meeting protocols

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. No apologies were received and absence not accepted from: Dave Butler PAR

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
3. Governors were reminded to add any new declarations to the statutory register which is recorded in GHUB and published on the school website
4. None declared
5. Governors were reminded that if any governor 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. None

7 To receive Financial monitoring report:

The Finance Officer and School Business Manager introduced the report which had been circulated in advance of the meeting

1. The school continues to manage its finances with rigour and an overview of the income and expenditure was provided which highlighted the school remains within the budget set.
2. Any variances were outlined and colleagues noted that there will be additional savings due to areas such as overtime, mid-day supervision, invigilation etc.
3. Question – The lines IN3 and IN5 appear substantial, is there a further breakdown? Yes, however the pdf is not interactive. SF opened up an interactive version to ensure forensic detail of these budget lines for Governors.
4. The GB agreed that the reporting package is helpful.
5. Thanks were extended to the school Leadership Team and Finance Team for the robust management of the budget during this challenging time
6. Currently the internal and external auditors are the same which is not recommended
The Governing Board agreed to appoint School Business Services as the Internal Auditors. Assurance was provided that the procurement process had been followed. The external auditors will continue to be Hillier Hopkins

7. Please note that the Findings Document from our Year End Audit raised the following Irregularity. This was RAG'd amber = "Deficiency - risk of minor non-compliance". This was also raised at our 2019-20 Year End Audit. The Pecuniary Interest Form - It was noted that for some of the Trustees the forms did not include all of their directorships on their pecuniary interest form. There was also 1 trustee with no form. Hillier Hopkins recommend that all trustees are reminded to complete their pecuniary interest and detail all directorships/trusteeships they hold and those help by their close family.
8. **ACTION: All governors to recheck their pecuniary interests on GHUB for accurate completion and press confirm to ensure that the date is reflected accordingly before half-term (to include close family relationships as well as individual relationships)**
9. The GB noted the financial situation of the school as of December 2020

D Butler
G Craggs
R Inskipp
G Shephard
F Stickley
S Wood
H Young

SF left the meeting at 18.59

10. The risk management of COVID-19 in the school community continues. We had a total of 12 cases affecting 9 households in our school community between 22/10/2020 and 24/12/2020. The numbers of students who had to self-isolate over this period was 536. Following the Government announcement relating to mass testing on 17/12/2020 and the subsequent detailed information being released on 30/12/2020, we returned on 4th January 2021 and set up a Lateral Flow Device (LFD) Test Centre in the Drama Studio instead of the Hall, as it was not necessary to test the whole school community as planned, due to the lockdown being announced on 4/01/2021. We had a fabulous response from our community with 11 parents willing to donate their time to help us with the testing. At present it has not been necessary to take up these kind offers as we have been able to manage the testing with school staff. However, depending upon how the return to school looks we may need to recruit this team of volunteers. We currently have 6 school staff trained but if we were to undertake mass testing, we would require at least 16 people. To date we have carried out 200 tests all have been negative. Key Worker/Vulnerable students were tested when they first came back to school, 2 tests 3 days apart were provided. Initially staff were being offered the tests on a weekly basis and now they are being offered twice a week. We have put in place the recommended NHS risk assessment for the LFD Testing Centre and are following all of the Health and Safety guidance relating to working in such an environment.
11. The school has now received 4 batches of laptops via the DfE laptop scheme, Batch 1 – 8/Batch 2 - 12/Batch 3 – 34 and Batch 4 – 6 for KS5, as well as a number of data devices for students who are eligible to receive this support. In addition to this the school has purchased a further 50 laptops for students and this has been paid for via Pupil Premium and Catch-up Funding.
12. FSM are currently being provided via the national voucher scheme and/or school food hampers
13. The leaks in the roof are being monitored and reported as per the central contract.
14. The Staff Bullying and Harassment Policy which was circulated in advance of the meeting was reviewed. It is a HfL Model Policy
15. The Board adopted the **Staff Bullying and Harassment**
16. The Grievance Procedure which was circulated in advance of the meeting was reviewed. It is a HfL Model
17. The Board adopted the **Grievance Procedure**
18. The Health and Attendance Procedure was circulated in advance of the meeting was reviewed. It is a HfL Model
19. The Board adopted the **Health and Attendance Procedure**
20. Question – If children of staff are unwell, how is this covered? The Teaching and Support Staff Management Policy details this.
21. The Risk Register circulated in advance of the meeting was reviewed. The Board did not raise any questions relating to the Risk Register and it was therefore adopted.
22. Thanks were extended to the team for the effective facility for testing which was set up at very short notice

8 To receive Sixth Form report:

The AHT introduced the Sixth Form reports which had been circulated in advance of the meeting

1. The interest for sixth form has been successful in particular the number of external applicants received 12 last year to 31 this year. The Year 11 interviews are taking place on line to support students in their decision making. Retention continues to be a strength. The date of the Open Evenings has been better placed, the changes in the catchment area of the current Year 11 is having a positive impact, quality of offer has been attractive
2. Attendance is high in sixth form running at above 95%. The students are fully engaging in wider aspects of the school which is very encouraging including charity work and supporting the local community to develop their character.
3. The lack of formal testing has been challenging however formal assessment is taking place where possible and the live lessons enable other forms of assessment for teachers to use along with formal written submitted assessments.
4. The Board agreed that the virtual sixth form platform and offering has had a positive impact on attracting students to the school.

9 Safeguarding Report:

The DSP and SENCO introduced the Safeguarding and Mental Health, and SEND reports which had been circulated in advance of the meeting

1. The expectation on schools from external agencies regarding safeguarding and pastoral care has significantly increased. Children requiring additional support but not meeting criteria for formal programmes has increased enormously impacting on the capacity of the team. There has been an increase in the number of Children Looked After, an increase has been seen in CLAs being under section 20 which is a voluntary agreement by the parents
2. 30 lap tops have been distributed to families and assurance was provided that there is on site support when required.
3. Dropping off the food boxes has allowed staff to make contact with families and have a welfare visit.
4. The Wellbeing Accreditation is being worked on and is in line to be completed for the summer term.
5. The in-school counselling team continues to support our vulnerable students in school and appointments are available for students at home. It was noted that those requiring the virtual support are engaging well. This effective form of communication and self-care identified during school closure will continue when the school reopens
6. Question – Do we envisage barriers for students returning to school? This will be carefully managed and vulnerable groups will be invited to attend in advance to familiarise themselves with the school again. A personalised approach will be undertaken and continuity with the current pastoral team maintained
7. The Child Protection Policy Addendum Jan 2021 which was circulated in advance of the meeting was reviewed
8. The Board adopted the **Child Protection Policy Addendum Jan 2021**

The SENCO introduced SEND reports which had been circulated in advance of the meeting

9. The school has been working with D Bartram OBE for the last year to develop the SEND provision. An overview of the 4 needs groups was outlined as detailed in the Code of Practice
10. The structure of the team has been put in place to support student need and outcomes to date are proving successful. The school website has been updated to reflect the priority of this group and clarify the provision for parents more effectively
11. The SENCO surgery provides parents with a fortnightly opportunity to discuss immediate concerns and determine next steps e.g., a formal meeting
12. An overview of the systems purchased to support tracking and support was provided – Lexia for literacy and Provision Map has proved to be informative in building student profiles, targeting support to address gaps etc and are proving to be good value for money
13. Question – How many SEND children in school at present? 15-20. The rest are accessing home learning where attendance is robustly monitored and followed up to ensure that the students are able to engage and access the learning. EHCP students on site – 4 out of the 5. The one child not in school is supported well at home and these are the wishes of the parents during the current pandemic.
14. Thanks were extended to the team for transforming the provision and ensuring the children are receiving the appropriate support during this challenging time
15. Question – Do they have appropriate ICT access? Yes, this has been audited and support provided by priority.
16. GDPRIS the database company who we use to keep a track of our Data Protection matters, have released a short film to assist us in refreshing staff knowledge of GDPR and highlighting to them to be mindful of the increased risk of data breaches due to remote working. The link has been circulated to staff via the weekly bulletin
17. **ACTION: Video link to be added to GHUB for Board refresher training**
18. No SARS have been received and there are no GDPR data breaches to report

HP

10 Exams round up and Ofqual consultation:

The AHT introduced a verbal update

1. An update of the current consultation was provided and it was noted a set of guidance will be published in due course
2. The Board noted the requirements for the appeals process and were assured that the school has robust protocols in place. An overview of addressing mocks and testing was provided. The amount of learning has been impacted by lock down
3. Question – Are grades likely to be lower due to the assessment? No, there needs to be confidence in the Exam system to match grades from previous years
4. Thanks were extended to the presenter and the Board acknowledged that this is a changing scenario at the moment however the outcomes for the students will be a priority

NM, HP, LP left the meeting at 20.14

11 Head's Update:

The Head provided a verbal update which included

1. The school has communicated the various plans to parents regarding school opening/remote learning etc. and feedback has been positive. The response to communication which has been a priority is having the desired impact and parent Governors confirm this.

2. A wellbeing day has been planned acknowledging the work and commitment of the entire school community and this has been linked into the school rewards and house system.
3. The platforms for online learning have been reviewed and the strategic direction for a blended learning opportunity is being developed. Microsoft is the chosen platform for the longer-term development of collaboration and sharing curriculum along with remote learning, associated training is being rolled out to all stakeholders. Visualisers are being added to each classroom to support blended learning with a view to commencing after half term. Independence of the students is being encouraged
4. The school reopening planning was debated noting that it is a constantly changing environment. Assurance was provided that the organisation within school is being addressed accordingly to ensure that the students are welcomed to a safe environment with optimal learning.
5. **ACTION: Colleagues recommended to download MS Teams in advance of the next meeting**
6. Question – Are there sufficient lap tops now? The school has invested in 50 further lap tops to those provided by the DfE. The IT support team has been amazing in delivering the IT requirements during the pandemic. There are a number of communications regarding auditing the IT availability in homes accessible by the students. The students are liaising with their form tutors and registering in each letter to determine support required and monitor engagement in each lesson. Those consistently not engaging are asked to come into school and to date there have been only a few repeat offenders
7. Question – Have we approached local companies for hardware? This is being considered but requires a lot of work for the ICT team to retro fit the laptops like the first lock down.
8. Question – Is the number of SEND children in school low? The students have been invited and encouraged however it is the decision of the parent. The EHCP children are located where best. There are currently 50-60 students on site which if increased would impact on live learning due to staff capacity and supervision.
9. Question – The exam consultation looks challenging and will our own testing and assessment be better? The school will adhere to the guidance when it is published
10. The Learning Outside the Classroom Policy was circulated in advance of the meeting was reviewed
11. The Board adopted the **Learning Outside the Classroom Policy**

ALL

12 Chair's Update:

1. KCSiE 2020 has been updated to take account of changes to recruitment after the UK left the EU. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> The changes involve safer recruitment - senior leaders, governors, and office staff who deal with recruitment or the single central register should be informed. Colleagues noted the updates. The consultation for KCSiE 2020 closes at 11:45pm on 4 March 2021 <https://www.gov.uk/government/consultations/keeping-children-safe-in-education-proposed-revisions-2021>
2. **ACTION: Colleagues are required to confirm this in their declaration tab on GHUB and note any changes to their safer recruitment procedure before half term and the school office will add the completed report to the safeguarding records**
3. Thanks were extended to the entire school community for maintaining energy levels and commitment to quality first learning

D Butler
R Inskipp
G Shephard

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

1. The minutes of the meeting dated 07.12.2020 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair with a manual update – D Ludlow is PAR not COM in the attendance
2. **ACTION: Signed minutes to be added to the school files when the Chair visits the school**

DF, FS

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

1. The matters arising were reviewed and it was agreed that all actions are closed or in hand
2. Further to the admissions debate at the last meeting there have been no responses to the consultation from the public to respond to our alterations to the admissions rules for 2022/23 which expired 25.01.2021. The GB confirmed the determination and agreed that the school should display the final rules on the website and notify Herts School Admissions
3. The strategic discussion on SDP priorities will be reviewed later in the year

13 Clerk's Update:

1. Colleagues were reminded to keep the fields in GHUB including training updated

14 Any Other Business:

1. None

20 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting and continued commitment to the school
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. No items of risk were identified to be added to the Risk Register
4. The next meetings will be held on: Mon 22 Mar 2021 at 18.30 – **via MS Teams**

Mon 24 May 2021	18:30	20:00
Mon 12 Jul 2021	18:30	20:00
Mon 18 Oct 2021	18:30	20:00
Mon 13 Dec 2021	18:30	20:30
Mon 31 Jan 2022	18:30	20:00
Mon 28 Mar 2022	18:30	20:00
Mon 23 May 2022	18:30	20:00
Mon 11 Jul 2022	18:30	20:00

The meeting closed at: 20.50