



**Minutes of the Kings Langley School Board of Trustees meeting  
Held on Monday 22<sup>nd</sup> March 2021 via MS Teams**

**Present**

Graham Craggs COM, Dawn Helfgott COM, Mark Morant COM, Frances Stickley COM (Ch 01/10/21), Phil Slade COM, Helen Young COP, Simon Setterfield 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 (SM), Helen Pocklington (AHT), N Monk (AHT), Jun Shaw (AHT), Ruth Jennings (DHT)

**Absent:**

Jo O'Sullivan PAR, Dave Butler PAR, Simon Wood COM

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



KLS Meeting agenda 22.03.2021



5. Draft minutes 01.02



9. Kings Langley School - Whole School Risk Assessment updated 5th March 2021



11. Kings Langley School - Behaviour Management Policy



11. Kings Langley School Child Protection Policy Addendum Mar 2021

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

Public Health England (PHE) launched a new online Psychological First Aid (PFA) training course  
MATS 2025 article

NGA Budget planning guidance for maintained schools

8 March 2021 – Key Legal and Practical Points Free Webinar from STONE KING

The NGA Updated Covid Guide – school reopening

[https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=268a8bf5-cf88-44b9-90c8-d5f2fbb37bda&utm\\_content=daily#history](https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online?utm_medium=email&utm_campaign=govuk-notifications&utm_source=268a8bf5-cf88-44b9-90c8-d5f2fbb37bda&utm_content=daily#history)

You tube- <https://www.youtube.com/watch?v=9GLWkk2ppP0&feature=youtu.be>

**1 Welcome:**

**The meeting opened at 18.30**

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. Apologies received and absence accepted from: Jo O'Sullivan PAR, Simon Wood COM, Dave Butler PAR (prior commitments)

**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

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

1. The minutes of the meeting dated 01.02.2021 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair
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 there are no actions

**7 To receive verbal updates from all members of SLT:**

The Head provided a verbal update of the return to school and welcoming all the students to a safe environment following further changes since the Autumn term to improve learning, teaching and safety.

The School Manager provided a verbal update which included:

1. The lateral flow device testing has commenced in advance of face-to-face teaching with a high percentage of the student body participating
2. One positive response required a Year 13 bubble to self-isolate. All students immediately moved to live lessons on video conferencing software. Attendance online has been very good by Year 13.
3. Home testing is currently in place and kits provided for the holiday period
4. The Risk Assessments have been updated accordingly as monitored by the Resources Committee
5. Thanks were extended to the volunteers and team members who supported the testing for supporting this effective process and the mature response from the students

6. Question – With the home testing how is the school notified? The parent's phone in with positive cases and the covid email test for all results. This will continue in Easter so that contract tracing is undertaken
7. The parental communication has been clear on all school matters.

The AHT for Behaviour and Attendance provided a verbal update which included:

8. The students have returned to school and overall meeting the expectations in terms of general behaviour. Marc Rowland comment on overall behaviour was "immaculate". The area of focus and improvement is the learning behaviours of the students and using strategies to stop any desk top truancy but boys and disadvantaged groups. This is made harder by fixed position teachers at the front of room rather than circulating.
9. Comparisons were made with year-on-year behaviour cards. Red cards are down for all groups of students and as stated general behaviours are very good. Equipment is the area which has increased comparing previous March (2020). However, we have to see this as almost a new year and comparing to September which is.
10. 2 Fixed Term Exclusions have been reported 1 SEND 1 PP both boys for physical assaults of other students.
11. Attendance was compared and 96.25% and all vulnerable groups were above national averages which is pleasing
12. Question – Are there any students who have not returned? The majority of students are pleased to be back in school, 4 students have not returned have been contacted 2 in year 11 and 1 in year 9 and 1 in year 8. The year 9 is safe and well and but has moved house and needs to start a new school closer to home, an in-year admission is in and the school are supporting the family with the application and online learning. The two year 11 students were a concern before the lockdown but engaged in online learning better than school site learning. Pastoral team in regular contact with families to gain medical evidence. The Year 8 student is overseas and has engaged in online learning throughout but cannot get back into the country. The HoY is in daily communication with the family over the phone. Assurance was provided that the school is robust in monitoring the students not in school
13. Question – How is self-isolation registered? There are DfE codes which differentiate covid related absence

The AHT for Safeguarding provided a verbal update which included:

14. There are no safeguarding concerns for students not in school and rigorous monitoring of those in school continues to take place. Self-harm and eating disorders have been evident
15. The Safeguarding Addendum highlight the changes
16. It was noted that elected home learning is an additional area in the report
17. There have been a number of new students to the school and appropriate support is being identified. We have seen a rise in in year admissions to the school some with complex needs but as an inclusive school we welcome them to the Kings Langley Family
18. An online safety group has been put in place to inform the policy and protocols the next meeting will be the summer term and include more support staff who play a larger role in this now.
19. The Mental Health kite mark is in place in readiness to submit next half term. The well-being session on the website continues to be developed to support our school community and has impacted on raising the profile of the school and attracting new families
20. The PPG monitoring visit was successful and the feedback from the consultant positive and complimentary about the students, their routines and the efforts being made by the

NM arrived at 18.50

teachers to get the students on track. However, the main area to concentrate and refocus efforts in is learning behaviours of a small group of students in each year group with special focus on year 9. Ruth/Helen to discuss next steps as part of CP programme.

21. A 3-year PPG strategy is being developed with a focus on learning behaviours.
22. The PPG students are attending and engaging with the curriculum with a small number in each year group non-engaging in certain lessons as they reengage in school and routines and expectations. This was picked up in the PP review second day from Marc Rowland.
23. The SENd team are working with return to school routines and transitioning students back into school and overall students are attending well. Key students are having additional support with the transition back into school.
24. The Action Plan with recommendations from the external consultant are being followed up
25. The link governor is supporting the kite mark
26. A governor is supporting the SENCO interviews

The AHT for Sixth Form provided a verbal update which included:

27. There has been a large increase in Year 12 applications and feedback to date has been positive
28. The UCAS process has been launched for this year and support will be provided to the students
29. The learning from Lock Down has been captured and will be continued where it is shown to be good practice
30. Attendance and engagement have been high

The DHT for Teaching and Learning provided a verbal update which included:

31. The arrangements during lock down were provided and the support staff in school rose to the challenge
32. The time tables were addressed on the return to school to enable students to be in the appropriate rooms for learning, shorter lessons and use of outdoor spaces and extra lunch venues.
33. The Options Process was undertaken remotely and those subjects which were challenging e.g., Art have been less attractive to student and Food technology/History/Geography has been more popular. Interviews were completed online and in face in school with key students as part of follow up.
34. The curriculum model has been analysed and benchmarked with the HCC model. Ruth will present to next curriculum governors meeting.
35. Programmes of study have recommenced to support the information on the website
36. Interventions on line and in school have been reviewed to provide a blended approach with the biggest impact on pupil outcomes
37. The summer school will take place at the end of the holidays with a focus on Character Development, Numeracy and Literacy. Catch Up sessions including virtual career and work experience project are being developed
38. The consistency and quality of work being produced have been a focus in the classroom and the teaching and learning workshops for staff have continued
39. The offers for additional clubs and extra-curricular provision will commence after Easter
40. Question – Are lesson observations taking place yet? This is happening informally as part of pop ins and learning walks. Formal observations are planned for a later date to ensure that the teachers are fully transitioned back into the classroom
41. An overview of how curriculum gaps have been planned to ensure that items unable to be taught during lockdown will be delivered

42. Quick starts and questioning are being used to identify any gaps in learning as different students had different experiences

The AHT for Exams provided a verbal update which included:

43. The guidance has been published and a range of evidence is being used to support the awarding of grades this summer
44. Governors discussed the plan for delivering teacher assessed grades including consistency, support and training for teachers, operational plans and dealing with admin and handling appeals, understanding and alleviating concerns of students and parents
45. Governors were assured that the students are being given every opportunity to experience the formal examination cycle
46. Governors noted that the communication has been well received by stakeholders and any communication received has been responded to
47. The quality assurance and moderation are currently being planned across the 46 subjects to ensure it is accurate and transparent
48. Governors acknowledged the challenges and additional work presented in the current situation with examinations and ensuring our students are fully prepared. Thanks were extended to the team for their diligence in ensuring a transparent process has been put in place
49. Question – Has there been any reduction to the curriculum? Yes, it has been an exceptional year and curriculum content impacted. The content in the exams has been communicated and content carefully balanced
50. Parents have advised that the guidance regarding revision has been helpful
51. The Assessment Policy is under review with the staff
  
52. Governors agreed that the robust planning prior to lock down has been beneficial in supporting all the students to a safe return to school and providing in school support to identified during the lock down period
53. The staff are working incredibly hard to ensure that the behaviour for learning is meeting expectations and dealing with the challenges of social distancing and managing the bubbles

The SLT left the meeting at 19.32

## **8 To receive the Head's Report:**

The Head provided a verbal update which included:

1. The strength of the leadership in the safe return to school was acknowledged by the GB and it was noted that the community is very aware of a new Headteacher being in place in a positive light.
2. The new year 7 intake reflects an increase in applications which is encouraging and the school is oversubscribed demonstrating the success of the online tours
3. 141 applicants including 36 externals for the Sixth form. Usually this is 10 internal and 6 external applications. The gain in externals and converting the Year 11 into applications has been successful as reputation rises acknowledging that there are areas of school culture and organisation, we are developing. The timing of the virtual event has been crucial in promoting the sixth form
4. There is a slight decline in PPG and SEND pupils in this year applications which may be identified when the children join the school due to lock down this year at Primary Schools. The high expectations of staff from the students will continue to impact in outcomes and the recruitment of students. Colleagues debated the impact of supporting SEN families and the sponsored local base in the locality. Meeting families at the feeder schools will be undertaken when the opportunity is available

5. The staff are enjoying having their own class room bases and the induction of Year 7 will be maximised now the students are back in school. The current Year 9 requires intensive support which is being monitored for impact
6. Monitoring teaching and learning will be a focus in terms of monitoring students rather than the staff – the teachers are working hard and a focus on what the students are doing in school will focus on student activities which staff are accountable for. Building on the language for learning is an area to develop and a sharpness on expectations of students.
7. The online parent meetings have been well received. The staff and parents have generally found them effective use of time and focussed discussion. Attendance and engagement were better. Governors agreed that a blended approach could be considered for future meetings
8. Students are being provided with opportunities to socially interact and re-establish relationships with peers and additional support is being provided by the pastoral team
9. With regards to RSE, confirmation was given that there was a parent consultation during the Autumn term and the feedback was positive. The school has updated the RSE Policy and the some of the RSE lessons were delivered before lock down and we aim to teach all the statutory topics before the end of the year
10. A priority for the SDP will be the Sports Day at Jarmans Park. A Langleybury festival to celebrate the Arts will be planned
11. The activities enjoyed by the students e.g., cookery and football will be maximised upon to allow them to continue to raise their expectations and develop the skills learned during lockdown
12. The interviews are being undertaken for the roles including the SENCO, AHT for Teaching and Learning and Standards
13. Colleagues debated the photography on the website and noted that an update will be planned on a cycle
14. Question – What about children who have left the school? Students consent to their images being used after leaving the school to ensure GDPR is fully complied with

## 9 Safeguarding:

1. The Whole School Risk Assessment which was circulated in advance of the meeting were reviewed
2. The GB adopted the **Whole School Risk Assessment**

## 10 Chair's Business:

1. The Chair acknowledged that there has been much activity to address recently and a strategic focus will now be more focussed
2. The link governors for monitoring the SDP will commence to ensure that the school is being held to account. The core group will meet with the Head before May to review the SDP and plan visits with the SLT who are accountable for the different areas. After June a further visit with the SLT will be undertaken for progress
3. **ACTION: SW to liaise meeting with Head and SLT** SW, FS
4. In July, a structure review meeting to ascertain link governor evidence which will provide evidence of self-evaluation, impact and holding the school to account
5. **ACTION: July meeting to be confirmed** FS, TM
6. **ACTION: All governors to review their training records and ensure it is up to date in particular safeguarding**

**7. ACTION: Skills Audit to be undertaken by all governors and returned to DH for collation after Easter**

**ALL  
DS**

8. The clerk is undertaking a level 4 course in Academy Governance (Legislative and Regulatory Framework • Governance • Risk, Compliance and Policies • Financial Management) sponsored by the school reflecting the value the school place in CPD for this statutory appointed role

**11 Policies:**

1. The Child Protection Policy Addendum (Mar 21) which was circulated in advance of the meeting were reviewed
2. The GB adopted the **Child Protection Policy Addendum (Mar 21)**
3. The Behaviour Policy which was circulated in advance of the meeting were reviewed
4. Confirmation was given that external advice has been sought in developing the policy
5. The GB adopted the **Behaviour Policy**

**12 Any Other Business:**

1. None

**13 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 24 May 2021 at 18.30 at the school (Cakes provided by DL)

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: 20.20**