



Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 22 May 2023 at the school

Present:

Graham Craggs COM, Mark Morant COM, Frances Stickley COM, Simon Setterfield COM, Tania Giles PAR, David Fisher HT

Via MS Teams - Simon Wood COM, Alana Ivey PAR, Deborah Ludlow PAR


In attendance:


T Middleton (Clerk), James Tubb, Rosemary Inskipp, Melusi Moyo STF


Absent:

Phil Slade COM, Emma Kell COM, Sarah Wilding PAR, Dawn Helfgott COM, Phil Garner PAR, Jo O’Sullivan PAR


Documentation circulated in advance of the meeting:

 Circulated KLS Meeting Agenda 22.05.2023


 3. Declarations-KingsLangley


 5. Draft minutes 2703

 9. Audit and Risk and Resources Committee 15.05


 9. Link visit table


 KLS pupil premium Governors Report May 23

 9. Training-KingsLangley

 KS5 Data Analysis Report (March 23)

 12. Kings Langley School Behaviour Policy

 buzzacott_reserves_a-guide-for-academy-trusts_final

 Strategy Document

Documentation circulated in advance of the meeting by the clerk:

- DfE – Coronation seeds
- DfE – SATs learning from last year
- Accounting direction and model for Academies
- Attendance (With Better Governor) and Knowledge
- DfE – STDP document
- DfE – website requirements
- DPO checklist
- NGA Equalities training session
- School Bus – well being

Meeting opened at: 18.35 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: Phil Slade COM, Emma Kell COM, Sarah Wilding PAR, Dawn Helfgott COM, Phil Garner PAR, 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
9. Question – Has the Gift Register, even if nil entry been circulated this academic year? This is monitored by the ARRC Committee **ACTION: To be circulated at the next meeting**

DF, FS

4 To consider notification of any items for AOB:

1. None

7 To receive a report on Pupil Progress

AS provided a recorded presentation to support the documentation which was circulated in advance of the meeting.

1. **ACTION: Trustees were invited to submit further questions on GHUB which can be responded to and added to the matters arising at the next meeting**

ALL

2. The impact of the data was reviewed and it was noted that the gap between PPG and non-PPG students is diminishing demonstrating the effectiveness of the strategy and interventions
3. Tuition in school showed that 100% of the students felt more confident in maths and felt they had made progress
4. 100% of the students who completed in the Brilliant Club graduated with either a first or 2.1 degree.
5. All PP students will have attended a theatre trip by the time they have left Kings Langley School
6. 15% of Activities week places are saved for PP students to develop cultural capital. Activities week was well attended and provided the students with opportunities to develop culture capital and broaden their interests
7. Attendance for this vulnerable group continues to be above national average however FSM students are finding this more challenging
8. Engagement in after school activities has been lower however parents and students alike refer to being tired at the end of the school day

The Board noted the update

8 To receive a report on Sixth Form

JT introduced the documentation regarding the documentation which were circulated in advance of the meeting. Further questions and discussion elicited that:

1. The Sixth Form strategy and presentation were reviewed
2. Question - Where were the concerns raised? Areas for improvement have been informed from the data drops and stakeholder feedback
3. Question - How is transition being addressed? Transition is an area being developed to ensure that the Year 11 students manage the step change more effectively. A sixth form strategy day has identified that supporting parents will help the students with this preparation
4. The Board debated how students from other schools are included in the key induction activities. The marketing to external students has increased and information regarding pre-enrolling is proactive to support their transition and expectations
5. The Board agreed that the proactive approach and use of data are key in supporting the students in our sixth form community
6. The link governor regularly meets with the sixth form team and noted that the application forms show 47/160 students are external students with strong predictive grades. Student attrition is lower than the national averages and tracking reflects that these 2 students per year do remain in education and have access to support from the sixth form
7. The PAN is 150 students per year group and the impact of the new building will have a positive impact. The space within the new building is 162 student work stations noting that sixth form funding has a 2-year lag
8. The curriculum has been timetabled so that no additional teachers are required to support funding and planning. There are fund raising activities in place to increase revenue e.g., build a brick, carnival, Parent Association

9. Thanks were extended to JT for the informative presentation and high expectations for the sixth form and stakeholders which clearly reflect the school values and educational excellence
10. Question – Should the pitch be referred to? Not until after July when the panel has met

JT left the meeting at 19.13

The Board noted the update

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

1. The minutes of the meeting dated 27.03.2023 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated and added to the school file

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

1. The matters arising were considered and it was noted that they are either closed or in hand
2. Detailed accounts for a year have been secured to support the analysis of the shock pitch maintenance and lettings requirements for the Resources Committee to review

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

1. The revised meetings in line with reporting dates are published on GHUB
2. The **Audit and Risk and Resources Committee (ARRC)** met 15.05.2023 and minutes circulated – key discussions included: energy costs have been monitored and an increase is expected in April; the roof works appear to have fixed the issues, the sixth form centre is developing, policies have been reviewed, the current financial year is expected to break even and currently budget planning is taking place
3. The Board reflected on The Academies Trust Handbook 2022 which specifies that overall responsibility for risk management, including ultimate oversight of the risk register, must be retained by the Board of Trustees, drawing on advice provided to it from the Audit & Risk Committee. To comply with the Handbook, the Board must ensure that at least annually they review the risk register and that this review is recorded within the minutes of the meeting. The ARRC regularly monitor and reassess the Risk Register **ACTION: This will be presented next term and determine the Board’s attitude to risk**
4. Question – Has the Board discussed the KPIs this academic year? **Action: This will be presented in March and governors will review which KPIs they wish to have presented at the next meeting**

FS, GC

ALL

<https://schoolgovernors.thekeysupport.com/school-improvement-and-strategy/strategic-planning/school-improvement-planning/key-performance-indicators-kpis-requirements-and-guidance/?marker=live-search-q-kpi-result-2>

<https://www.gov.uk/guidance/academies-accounts-direction>

<https://www.gov.uk/guidance/school-resource-management-self-assessment-checklist>

5. Question – Has the Board discussed the progress and impact of the Development Plan this academic year? Yes, through the HT and curriculum leader reports/presentations. The Plan is agreed by the Board annually
6. Question - The Code of Conduct references that conflicts of interest should be declared and recorded but it does not provide any guidance on how to manage the conflict – should there be a policy? **ACTION: Yes, this will be developed**
<https://schoolgovernors.thekeysupport.com/policy-bank/leadership-governance-policies/conflicts-of-interest-policy-model-examples/?marker=full-search-q-conflict%20policy-result-1>
<https://www.cgi.org.uk/knowledge/resources/declaration-charity-trustees>
<https://www.theschoolbus.net/article/conflicts-of-interest-policy/2445>
7. Question – Does the Committee use the DfE’s Good Estate Management for Schools framework <https://www.gov.uk/guidance/good-estate-management-for-schools>? **ACTION: This will be reviewed by the ARRC**
8. The **Curriculum Committee** has not met
9. **Link Visits**

GC, DF

GC

The Board noted the update

<ul style="list-style-type: none"> • Behaviour Policy review • 	<ul style="list-style-type: none"> • Behaviour 26 April 2023 	<ul style="list-style-type: none"> • review and modify Behaviour Policy with regard to the Equality Impact Assessment •
<ul style="list-style-type: none"> • H&S Monitoring 	<ul style="list-style-type: none"> • H&S 04 May 2023 	<ul style="list-style-type: none"> • Governors/SLT Annual Health & Safety Inspection Checklist regularly reviewed • Assurance of planned work provided
<ul style="list-style-type: none"> • SEND Monitoring 	<ul style="list-style-type: none"> • SEND 21 April 2023 	<ul style="list-style-type: none"> • The external SEND Review provides a positive picture of the provision across the school including parent feedback
<ul style="list-style-type: none"> • Science Monitoring 	<ul style="list-style-type: none"> • Science 21 April 2023 	<ul style="list-style-type: none"> • Cost savings have been made regarding curriculum materials to enable money to be spent on equipment and other resources to ensure the curriculum
<ul style="list-style-type: none"> • ICT review of provision 	<ul style="list-style-type: none"> • ICT 28 April 2023 	<ul style="list-style-type: none"> • Investment in IT continues and progress evidenced in the ICT plan for the academic year. • Sixth Form build on track and ICT plans for the new Centre in place. • The team has sensibly chosen to pause the BYOD initiative.

10 To receive verbal updated from Headteacher:

1. Refer to presentations

The Board noted the update

11 Chairs Business:

1. The Chair confirmed that the management accounts have been shared every month and with other trustees at least six times a year via email and via the Resources Committee meetings which interrogates the data for further granularity - ATH 2.19

2. Trustees reflected on to the meeting discussions and noted the impact they hope they will have on the Trust's performance in particular key performance indicators of the sixth form centre - investment in facilities to attract a larger sixth form, provide an effective student experience, increase in income stream. Effective risk management procedures to aid strategic decision-making and resource prioritisation
3. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note that are not detailed in the HT report
4. Confirmation was given that no action has been taken by the chair on behalf of the Board
5. The Chair confirmed that the ESFA has published its academies accounts direction 2022 to 2023 along with updated model accounts. The changes can be found on pages 5 and 6 and include: clarification on the role of trustees' responsibilities in relation to estates safety as part of risk management; clarification that estates safety and management are encompassed in the value for money statement (and a suggestion activity to ensure estates are safe is used as a value for money example); and that estates safety and management is encompassed in the statement on regularity, propriety and compliance. Other changes include updates to feedback: on non-compliance and guidance on the treatment of loans, and clarifications on how trustees should use the Direction; expectations for interim arrangements; and categorisation of teaching assistants as support staff; and the need to separately disclose material income sources.
6. **The committee noted the update to the AAD**
7. **Question – Should we have a Reserves Policy? ACTION: Yes, this could be developed** GC
8. **ACTION: Committee Chairs to review and recommend Committee Terms of Reference to be adopted at the first meeting of the academic year** GC, DH
9. **ACTION: ARRC to review and recommend Schedule of Delegation to be adopted at the first meeting of the academic year** GC
10. **ACTION: Committee Chairs and Chair to review and recommend Annual Programme of work to be adopted at the first meeting of the academic year** CG, DH, FS
11. The Board agreed that the same confirmations and declarations on GHUB to be completed in September

The Board noted the update

12 Policies:

1. The Behaviour Policy reviewed by the working party was recommended for adoption
2. The Board adopted the **Behaviour Policy**
3. The Board noted the publication of the DfE SEND and AP Improvement Plan by the DfE, although there are questions around the lengthy timeline and funding, it is hoped the plan will address the inconsistency of support available across the country, the DfE will introduce new national standards for SEND and AP. <https://www.gov.uk/government/publications/send-and-alternative-provisionimprovement-plan>

4. The government will be setting out new standards for equal access to sports. To support this Ofsted will be publishing a report into PE in the coming months, which will inform future inspections and set out what they believe is possible in terms of offering high quality PE and equal access to sports. The DfE will provide support to schools on how to do this through the upcoming refresh of the school sport and activity action plan. From September 2023, schools that successfully deliver equal sporting opportunities for girls and boys will be rewarded through the updated School Games Mark, to recognise their commitment to the development of sports competition across their school and in the community. Selected schools around England will be able to keep their sport facilities open for activities outside school hours through Government funding worth £57 million. This will especially benefit girls, disadvantaged children and those with special educational needs. Schools are asked to offer a minimum of two hours curriculum PE time.
5. DfE has updated school food guidance for governing boards. It is the statutory responsibility of the board that School Food Standards are being met. The new guidance identifies how boards can support the schools and hold the school to account, as well as overseeing the financial performance of the school <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/school-foodguidance-for-governors#role-of-governing-body-in-school-food>
6. New RE syllabus launching April 2023 for Hertfordshire Schools. Although the guidance is primarily for Herts maintained and voluntary controlled schools. Herts County Council would like to encourage voluntary aided, academies, free schools and foundation schools to use this to provide consistency and continuity for all pupils in Hertfordshire. <https://thegrid.org.uk/assets/hertfordshire-agreed-syllabus-religious-education-2023-2028.pdf> 2 staff have booked up for the course

The Board noted the update

13 GDPR:

1. There are no SARS, FOIs or GDPR breaches to report

The Board noted the update

15 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 10.07.2023 **at 18.30 in school** (App GC)

The meeting closed at: 19.55

Date	Start	End	Date	Start	End
Mon 10 Jul 2023	18:30	20:30	Mon 9 Sep 2024	18:30	20:30
Wed 13 Sep 2023	08:00	09:30	Wed 13 Nov 2024	08:00	10:00
Wed 8 Nov 2023	08:00	09:30	Wed 15 Jan 2025	18:30	20:30
Tue 9 Jan 2024	18:30	20:30	Wed 26 Mar 2025	18:30	20:30
Mon 18 Mar 2024	18:30	20:30	Thu 1 May 2025	18:30	19:30
Wed 24 Apr 2024	18:30	20:30	Mon 16 Jun 2025	18:30	20:30
Wed 26 Jun 2024	08:00	09:30			

<ul style="list-style-type: none"> Behaviour Policy review 	Behaviour 26 April 2023	<ul style="list-style-type: none"> review and modify Behaviour Policy with regard to the Equality Impact Assessment
<ul style="list-style-type: none"> H&S Monitoring 	H&S 04 May 2023	<ul style="list-style-type: none"> Governors/SLT Annual Health & Safety Inspection Checklist regularly reviewed Assurance of planned work provided
<ul style="list-style-type: none"> SEND Monitoring 	SEND 21 April 2023	<ul style="list-style-type: none"> The external SEND Review provides a positive picture of the provision across the school including parent feedback
<ul style="list-style-type: none"> Science Monitoring 	Science 21 April 2023	<ul style="list-style-type: none"> Cost savings have been made regarding curriculum materials to enable money to be spent on equipment and other resources to ensure the curriculum