



KINGSLANGLEYSCHOOL
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**Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 23rd March 2020 via virtual conference call**

Present:

Community governors: Mr Graham Craggs, Mrs Dawn Helfgott, Mrs Deborah Ludlow, Mr Mark Morant, Mrs Frances Stickley, Mrs Angela Westlake, Mr Simon Wood

Staff governors: Mrs Rosemary Inskipp, Mr Melusi Moyo

Parent governors: Mr David Butler, Mrs Jo O'Sullivan, Mr Simon Setterfield, Mrs Lisa Welling

Principal: Mr David Fisher

Co-opted governor:

In attendance:

Tracey Middleton, Clerk to Governors

Absent:

Parent governor: Mr Mark Hutchings

Staff governor: Mr Geoffrey Shephard

Co-opted governor: Miss Helen Young

Documentation circulated in advance of the meeting:



1. Circulated KLS Agenda 23.03.20



5. Copy of Circulated Draft KLS Minutes 03.02.2020



8. Headteacher report



10. CEIAG Entitlement Statement



10. Freedom of Information Publication Scheme
Review April 2021



Online meeting policy

Documentation circulated in advance of the meeting by the clerk:

DFE website publication update

Creating the right dynamic: A guide to help governing boards work effectively as a team

<https://www.sportengland.org/our-work/children-and-young-people/secondary-teacher-training-programme/>

Governorhub webinar

FSVS webinar

HCC Health and Safety Updates

<http://ernestcooktrust.org.uk/grants/ect-outdoor-essentials/?fbclid=IwAR2DuQkyrTprapcypex-kNkKwg-N2JlaJdngCatKpMoCRGyfAGSiEQzEZ9c>

<https://www.childrenscommissioner.gov.uk/wp-content/uploads/2020/01/cco-the-state-of-childrens-mental-health-services.pdf>

KEY – H&S link governor role, questions to ask

Meeting opened at: 18.30 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting and thanked colleagues for joining the meeting remotely
2. Thanks, were extended to the clerk for organising the meeting
3. Colleagues reviewed and approved the Virtual Meeting Policy
4. The Chair noted that the meeting is quorate

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 were received and absence accepted from: Mark Hutchings, Geoff Shephard, Helen Young

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

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 03.02.20 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files (refer to file)

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

1. The matters arising from the last meeting's minutes were considered and it was agreed that all actions are closed or in hand or on the current agenda
2. The skills audit will be carried forward
3. The website audit will be carried forward

7 To receive update on Curriculum Review by Jim Bouchard and Ruth Jennings, and Y11 and PPG Update:

1. Deferred

8 To receive and ask questions of the Head's report:

The HT provided a verbal update on the current situation at the school dealing with the unprecedented events as a result of the corona virus including:

1. There has been regular communication with the school community and parent feedback has been positive. This was confirmed by parent governors. Daily letters were sent and the aim is to continue to give a weekly update from this point onwards. Information from Dfe and Ofqual is slow coming out at this point in time, which is slowing communications to stakeholders

2. The morale of students especially those in Years 11 and 13 is being considered and end of year celebrations were minimal but acknowledged
3. The school is currently open to vulnerable groups and key worker family students and an online provision is available for those learning at home
4. Question – Are schools being amalgamated to remain open? The LA is considering this at present however the school would prefer for students to remain in their familiar surroundings however other students from other schools will be welcome if required
5. The provision is efficient and a skeleton staff is in school
6. Question – Is there an impact on wages? No, all salaries are covered and staff have been reassured
7. Assurance was provided that all safeguarding issues are being addressed and vulnerable children have been identified and being supported
8. Stage 2 will be in place over the Easter holidays
9. Question – What is the plan for next term? Everyone is continuing to use the home learning platform which will be reviewed during Easter. The external virtual learning platforms have crashed today due to the amount of traffic. Mental wellbeing is an area of concern for all students and assurance was provided that the wellbeing tab on the school website and letters from the Head are being regularly updated
10. Question – How is the work being set around lessons not yet taught? This is being considered. Show my Homework is being used and the intention is to combine homework and new learning making it as accessible to students as possible. The uncertainty of how long the school will not be open is challenging. Safeguarding and the well-being of the student and families is being considered by the staff. Many outside agencies are closing. The website and parent mail are being used to share resources. We are reviewing online options to improve teaching of lessons but the network has caused a number of issues during key points during the day.
11. Concern was raised at students being encouraged to leave the house and exercise in groups in line with social distancing. Government guidance was that people would go out once a day for exercise. It was noted that this work was set last week and guidance has since been updated.
12. Question – Is teaching online via pod casts etc under consideration? At present it is purely work set on the platform. Google classroom is a system to consider in the future however at present is not in place. It was suggested that Zoom is a possible system to consider and this is already under review. You tube lessons is not an area the school would consider. Governors agreed that any form of teaching and learning to support the student during this challenging time and bring learning alive rather than setting work is being developed by the school and colleagues in HCC
13. There are a number of staff self-isolating at present, 41% at this point in time.
14. Question – Is there anyone you would like to be at school who is not? There are 4 EHCPs of which 2 were in school today and the 2 at home have good provision in place at home. A residential setting will support 1 one of the children. All Looked After children were in school today. Those with Social Services supervision have been checked to ensure that they are in a safe environment. The school's safeguarding team has identified vulnerable students in each year group and contact is being made with these families on a regular basis. Phone calls are in place to check in on certain families and students.
15. Thanks, were extended to the school for the strength of leadership and governors thanked the Head for his contribution at this very challenging time which has been welcomed by the staff

The Head introduced the comprehensive Head's report which had been circulated in advance of the meeting including:

16. Governors acknowledged the feedback from external consultants
17. The Pupil Premium Strategy is strong and robust reflecting the positive behaviour strategies in place
18. The Curriculum design has been significant with full staff engagement
19. Governors agreed that the investment in staff training and CPD is having the desired impact on teaching within the classroom and evidence strong value for money
20. The development of mental health within the school is progressing well. A parent has donated funding towards a future presentation
21. The safeguarding link governor has met with the safeguarding lead and thanks were extended to the team for the resources produced and it was noted that they are being published on the school website. The stakeholders have been engaged with the resources and there has been a considerable reduction in the number of referrals
22. The school has achieved 100% on the Gatsby Score for careers
23. Teacher predictions and attainment show a positive picture for the current exam cohorts however how the measures exam boards are going to use has not been published
24. Question – Are the A level studies being awarded on their predictions to support university entries and what additional resource will be provided to GCSE students who will not only miss grades but also teaching time? This is awaiting publication
25. Data for GCSE has our predictions before the recent event at +0.24 and attainment of 50.8. A level average grade would see the predictions improve to a C+ at time of entry but a lot more work had been put into the students since the data point.
26. Thanks, were extended to colleagues for their support in the Oxbridge entrance process and governors noted that the school has not NEETs
27. Governors acknowledged the significant reduction in exclusions compared to last year and the accuracy of reporting categories

9 To receive the Chair's report:

1. Nothing to report

10 To monitor and adopt Policies:

1. The CEIAG Entitlement Statement which was circulated in advance of the meeting was reviewed
2. The GB adopted the **CEIAG Entitlement statement**
3. The Freedom of Information Publication Scheme which was circulated in advance of the meeting was reviewed
4. The GB adopted the **Freedom of Information Publication scheme**
5. The Virtual Meeting Policy which was circulated in advance of the meeting was reviewed
6. The GB adopted the **Virtual Meeting Policy**

13 To receive Committee and Link Visit reports:

1. The Curriculum Committee has met and minutes added to GHUB
2. Link visit reports will be added to GHUB
3. The Resources Committee has met and minutes added to GHUB

14 Any Other Business:

1. None

15 To agree Date of next meeting:

1. Colleagues agreed that the meeting had been held in a suitable format and that all governors were able to actively participate
2. It was agreed that the Curriculum Committee meeting on 27.04.20 will be held using ZOOM which will be arranged by DL
3. It was noted that all parent letters are added to the school twitter feed
4. Colleagues were thanked for their contribution to the meeting
5. The next meeting will be held on Mon 18 May 2020 via MS Team – please the clerk if additional guests require an invitation
6. Assurance was provided that the staff feel suitably supported by the leadership team

Mon 18 May 2020	18:30	20:30
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

The meeting closed at: 19.30