



**Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 23rd May 2022 hybrid meeting**

Present

Present in school

Graham Craggs COM, Dawn Helfgott COM, Mark Morant COM, Frances Stickley COM (Ch 01/10/21), Phil Slade COM, Simon Setterfield PAR, Jo O’Sullivan PAR, Tania Giles PAR, David Fisher HT, Emma Kell COM, Alana Ivey PAR, Phil Garner PAR

Present via MS Teams

Simon Wood COM, Sarah Wilding PAR

In attendance:

In attendance in school

T Middleton (Clerk), Rosemary Inskipp STF, Geoff Shephard STF, Sarah Johnson Putt STF, Helen Pocklington STF, Nick Monk STF, Karen Mead STF


In attendance via MS Teams


Melusi Moyo STF,


Absent:


Helen Young COP, Deborah Ludlow PAR


Documentation circulated in advance of the meeting:


-  KLS Meeting agenda 23.05.2022


-  2. Declarations-KingsLangley 04.05.2022


-  7. Draft minutes 28.03


-  Kings Langley School Transgender policy


-  9. Link visits


-  KLS Mental Health and Wellbeing Interventions 2021-22


-  13. Training-KingsLangley

-  Mental Health and Emotional Wellbeing Policy Draft for discussion

-  14. Kings Langley School Accessibility (Plan) and Inclusion Policy

-  Mental Health and Wellbeing Intent Statement 2021-22 KLS

-  Kings Langley School PP Strategy Document 2021-2024 Review May 2022

-  Student_Interventions_2021-22 KLS

Documentation circulated in advance of the meeting by the clerk:

<https://swgfl.org.uk>

<https://mentalhealthcourses.org.uk> – 4 free sessions

Joining a Multi-Academy Trust - CST Discovery Webinars

A suite of documents relating to the induction, training and support for Early Career Teachers (ECTs) Guidance Education recovery: guidance for governors and trustees Updated 13 April 2022

DfE - Information on the 2-year induction for ECTs, also the DfE-funded training based on the early career framework (ECF) that is now part of statutory induction. 13.04.2022

DfE released materials summarising the proposals which can be shared with parents and pupils to explain what the SEND review means for them

The Key – talent and diversity in recruitment of governors

Attendance data

MFG free CPD

Parentview changes

CST is the national organisation and sector body for School Trusts – advocating for, connecting and supporting Trusts - information page may be of interest
HT report on supporting staff welfare
HfL Great Training Pathway
NGA behaviour development
Buzzacott academy governance <https://www.youtube.com/watch?v=9Ax-GOW9BaM>
DfE - Policy paper Opportunity for all:
DfE - The case for a fully trust-led system March 2022
DfE - Economic benefits of meeting the ambitions set out in the Schools White Paper March 2022
The KEY GDPR audit

Meeting opened at: 18.30 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. Virtual meeting protocols were outlined
3. The Chair noted that the meeting is quorate

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: Helen Young COP, Deb Ludlow PAR (work commitment)

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

4 To consider notification of any items for AOB:

1. None

6 To receive report on Year 11 and 13 data:

NM introduced the reports circulated in advance of the meeting

1. Progress scores will not be published for this year for Year 13.
2. The school is in line to achieve slightly higher than previously with APS acknowledging that the grades in the trial exam are based on older exam papers and this year's exam boundaries are being altered to represent the current context for CAGs and TAGs historically. The current year 13 – this is their first public exam since KS2.
3. Question – Are there any lessons to learn from this regarding teaching during lockdown? There have been cultural changes with student independence and resilience and teaching and learning have moved on; the teachers have got to grips with the new subject requirements, the students were well prepared for online learning and indeed will be for remote working in university and the work place. The CIAG is proving to be effective in students taking the right courses and better teachers and teaching throughout the Sixth Form.
4. Colleagues debated the confidence in the predictions and staff assessment.
5. The core exam grades table was interrogated and it was noted that despite the current disruptions this cohort is positive in terms of improved outcomes and closing of gaps across the board.
6. The PP students have made more progress than non-PP students compared to Mock 1.
7. Question – Is this a high female cohort? Yes, and interestingly Year 8 is a high male cohort.
8. The SEND predicted scores are looking positive and there is currently 1 EHCP in this cohort.
9. Attendance at exams is an area to monitor however the behaviour and attendance to date has been excellent considering the MH concerns within the cohort.
10. Thanks were extended to NM for the detailed information demonstrating that the curriculum development, pastoral support, teaching and learning, remote learning are having the desired impact. The Board wishes NM well for his future career

NM left the meeting at 19.09

The Board noted the update

5 To receive report on SENd and PP:

The newly appointed SENCO introduced herself and provided an overview of the SENd context at the school

1. There has been an increase in the number of EHCPs across the school and it is noted that there has been a significant increase in SENd needs at the school.

2. The lower-level interventions are being prioritised by subject leaders and exclusions and attendance continues to be monitored closely and considered with the SENCo. There is a 2-year waiting list for special schools in Hertfordshire and every ESC is full.
3. Governors noted the wide range of professionals the school works with to support these children and welcome the inclusive approach the school takes with this vulnerable group in line with the values and ethos of the school.
4. The provision of external specialist provision is a concern for the school and school leaders continue to meeting with Hertfordshire leaders to continue to share these challenges and raise the concerns about the provision as part of the local offer.
5. Reading continues to be a priority and an overview of the impact of interventions was provided with year 7 students making 2 years and 4 months progress on the scheme.
6. SEMH is developing across the school and 3 waves of support are being followed. Governors welcomed the feedback being elicited from parents and students which is mostly positive
7. The delivery of interventions including zones of regulation and mindfulness has been introduced
8. Additional resources are being invested in the time for teachers and TAs to create resources to meet the needs of the individuals. Further staff CPD has been identified to support specific needs of the pupils; development of the pupil passports; formalise access arrangements for Year 9 and 10; consolidation of a new team
9. Parental communication in a secondary session has been a shift for some families and expectations are being managed e.g., 72-hour response time. A single point of contact is being reviewed now the new team are establishing.
10. Question - Do you have the resources to support the tiered approach? Recruitment of TAs is proving a challenge and we do rely on outside agencies. Having a voice in a county wide strategy is underway but is hard.
11. Question – Are teachers trained on the passports? Yes, and mentoring is in place where necessary.
12. Question – What is the waiting list? About 2 years and strategies are put in place as appropriate. The barriers to learning are investigated to identify needs and interventions
13. The school is encouraging parents to take a blended approach. The systems in place with MIS is currently spread.
14. Question – Will all teachers have access to the passport? Yes, but currently it is in different places. An application is being developed and investigated to address this that links directly to provision map.
15. Thanks were extended to SJ for the interesting information

SJ left the meeting at 19.46

KM and HP introduced the reports circulated in advance of the meeting regarding progress on the Pupil Premium Strategy 2021-24

16. 11% PP students are also SEN
17. The prior attainment bands and PP persistent absence data was interrogated
18. The focus on attendance has proved successful with a positive increase in attendance
19. The Learning Behaviour's Repertoire and associated staff training were outlined
20. Governors agreed that the lack of a single system to support pupil management is challenging for teachers to address in their daily routines and a clear priority for leaders in the summer term to find one system to do it all.
21. Governors welcomed the collaboration with external professionals
22. Thanks were extended to HP and KM for the update on activities and impact on learning for PP children
23. Governors agreed that the students are well resourced to prepare them for learning and the monitoring of data is robust and informing interventions and strategies
24. The focus on Attendance has involved parents and students and direct texting is proving more beneficial. Persistent absence continues to be a focus to increase attendance further. Parental engagement continues to be a focus to encourage face to face meetings. Governors were assured that support for transport and flexibility to accommodate parents was
25. A number of case studies were provided with clear impact of the work to support those in receipt on PP funding.

HP and KM left the meeting at 20.31

The Board noted the update

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

1. The minutes of the meeting dated 28.03.2022 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated
2. **ACTION: Signed minutes and supporting papers to be added to the school file**

FS

8 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. Clarification was given to 9.8 regarding significant concerns raised regarding the subject area of Business Studies and that this area is under resourced, with insufficient teaching resource. Question - How would this be managed better? Losing 2 of 3 teachers due to long Covid/Covid has been challenging due to the timing of it with staff leaving the profession to concentrate on their health. Agency staffing was not successful for medium/short term. Mr Shephard returned from retirement to support priority groups. In the short-term agency supply has been challenging

however 2 teachers have been recruited for the September 2022. The timetable has been adjusted accordingly to ensure exam groups had priority of head of Business but he then got Covid and had his second child which resulted in further absence. All children in Year 13 went to a conference and have been offered Saturday sessions. Revision sessions were put in place during Easter. Feedback from students in the recent exam was positive. Assurance was provided that the situation is extremely unique.

3. **ACTION: Safeguarding and Prevent training to be a priority for all governors**

ALL

9 To receive Committee and Link Visit Reports since the last meeting, consider recommendations from the Committees and note action taken under delegated authority:

1. The link visits reports are in GHUB and have been added to the monitoring table which is maintained termly. PM and CPD and Geography link visit, PD link visit. Thanks were extended to all link governors for their monitoring activities which is appreciated by the staff
2. The **Audit and Risk and Resources Committee** met on 16.05.2022 and draft minutes will be circulated. All supporting documentation and presentations are available in the meeting folder on GHUB
3. The discussion relating to managing the investment and slight deficit budget will be addressed by the reserves to ensure that there is capacity within the leadership team for the next three years. The parent body will be advised through the newsletter of the successful recruitment campaign resulting in a fully staffed school in September
4. The planning permission for the Sixth Form Centre is approved and the work out to tender
5. The 3G Pitch Bid is being created and will be managed by the FA
6. The Board noted the financial position of the school
7. The **Curriculum Committee** is due to meet on 06.06.2022
8. The GB attended "Knowing Your School" training on 25.04.2022

The Board noted the update

10 To review and adopt the Induction Pack

DH introduced the documentation circulated in advance of the meeting

1. Feedback on the New Governor Induction Pack welcomed by DH
2. The Board adopted the Induction Pack

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

1. The Mental Health and Wellbeing Interventions 2021-2022 were shared
2. The student interventions 2021-2022 document were shared

The Board noted the update

12 To monitor safeguarding including GDPR:

1. Confirmation was provided that the Whistleblowing Policy in on the school website and that the Trustee allocated is the Chair of the Board and meets the ATH requirements: Having a procedure 2.43 The academy trust must have procedures for whistleblowing, to protect staff who report individuals they believe are doing something wrong or illegal. 2.44 The trustees must agree the whistleblowing procedure and publish it on the trust's website. 31 2.45 The trust should appoint at least one trustee and one member of staff who other staff can contact to report concerns.
2. There was 1 GDPR breach to report and no further action required

13 To receive Chair's business:

1. Consideration was given to - Commercial organisations that supply goods or services in the UK and with an annual turnover of £36 million or more (including any subsidiaries, wherever based) are required to publish a slavery and human trafficking statement. This requirement, imposed by the Modern Slavery Act 2015, must be updated annually. Government guidance suggests that any incorporated organisation meeting the criteria will be caught by the provisions irrespective of whether it pursues primarily charitable or educational aims. Legislation has now been extended to specifically include 'public bodies'. The statement must set out the steps it has taken during the financial year to ensure that slavery and human trafficking is not taking place in any part of the trust or academies. It must be formally approved by the board and signed by a trustee
2. No changes are required to the Programme of Work
3. No risks have been identified from the meeting to add to the risk register
4. Colleagues were reminded to undertake training appropriate to their responsibilities in particular safe guarding and update GHUB accordingly
5. The training record was circulated and it was noted that this can be run off at any time to reflect training undertaken
6. **ACTION: Review and recommend the Annual Programme of Work and Terms of Reference for 2022 to the GB at the next business meeting**

FS

The Board noted the update

14 Policy Review:

The following policies which were approved the ARR Committee were ratified by the Board:

1. The **Transgender Policy** which was circulated in advance of the meeting was adopted by the Board with the amended wording provided relating to use of the toilets
2. The **Mental Health and Wellbeing Policy** which was circulated in advance was reviewed and discussed
3. **ACTION: Link governor role to be identified**

FS, MM, EK

4. The **Statement of Mental Health and Pastoral Intent** which was circulated in advance of the meeting was adopted by the Board
5. The **Accessibility (Plan) and Inclusion Policy** which was circulated in advance of the meeting was adopted by the Board

15 Any Other Business:

1. None

16 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. No additional risks were identified to be added to the Risk Register
3. 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
4. The meetings for next academic year are on the GHUB calendar
5. The next meeting will be held on **Mon 11 July 2022 at 18.30 in school**

The meeting closed at: 20.55

| Date | Start | End |
|-----------------|--------------|------------|
| Mon 17 Oct 2022 | 18:30 | 20:30 |
| Mon 12 Dec 2022 | 18:30 | 20:30 |
| Mon 30 Jan 2023 | 18:30 | 20:30 |
| Mon 27 Mar 2023 | 18:30 | 20:30 |
| Mon 10 Jul 2023 | 18:30 | 20:30 |
| Mon 16 Oct 2023 | 18:30 | 20:30 |
| Mon 4 Dec 2023 | 00:00 | 20:30 |
| Mon 29 Jan 2024 | 18:30 | 20:30 |
| Mon 18 Mar 2024 | 18:30 | 20:30 |
| Mon 3 Jun 2024 | 18:30 | 20:30 |
| Mon 15 Jul 2024 | 18:30 | 20:30 |