



**Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 24th April 2024 at the school/MS Teams**

Present

Graham Craggs COM, Dawn Helfgott COM, Simon Setterfield COM, Phil Slade COM, Frances Stickley COM, Simon Wood COM, Phil Garner PAR, Tania Giles PAR, Alana Ivey PAR, Deborah Ludlow PAR, Alison Martin PAR, Jo O’Sullivan PAR, David Fisher HT


In attendance


T Middleton (Clerk), Melusi Moyo, Geoff Shephard, Rosemary Inskipp, L Sudbery, J Tubb


Absent:


Emma Kell COM, Fionnuala O’Driscoll PAR, Mark Morant COM

Documentation circulated in advance of the meeting:


 KLS Meeting Agenda 24.04.24


 5. Draft minutes 18.03

 12. FINAL_Leadership_Strategies_in_School_Trusts 03.24

 12. Verification check companies houses

 Academies Accounts Direction 2023 to 2024 and submitting your audited financial statements

 UPDATED-ATH_Schedule_of_Musts_2023_GovGuide

 Website Compliance Checklist for SATs and MATs - Feb 2024

Documentation circulated in advance of the meeting by the clerk:

Prevent and Cyber security training links

Buzzacott Reserves guidance

Internal scrutiny

DfE attendance

Ofsted RE subject report and press release

Employment law webinar VWV.

HfL – Eliminating Economic Exclusion (EEE) Newsletter

Headline changes to the Academy Trust Governance Guide

Endurio – Trust leadership

EPT pandemic outcomes report

Pension contribution – ESFA

Education Policy Institute (EPI) and Renaissance includes analysis based on outcomes for pupils in years 3 to 9

Meeting opened at: 18.30 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. The Chair noted that the meeting is quorate (> one third governors in post)
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 received and absence accepted from: Emma Kell, Fionnuala O’Driscoll, Mark Morant

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

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

1. The minutes of the meeting dated 18.03.2024 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 of 6

Signed: Dated:

The purpose of governance is to provide: strategic leadership; accountability and assurance; strategic engagement.

The board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and **must** ensure compliance with: the trust’s charitable objects; regulatory, contractual and statutory requirements; their funding agreement.

The board also has: strategic and statutory responsibility for safeguarding and special educational needs and disabilities (SEND) arrangements within (and across) the academy trust ensuring the promotion of pupil welfare and for keeping their estates safe and well-maintained; a role in making sure that it delivers its commitment to other schools and academies.

8 To receive an update on the Sixth Form:

JT introduced the presentation circulated in advance of the meeting. Further questions and discussion elicited that:

1. The reports circulated in advance of the meeting were noted
2. Behaviour incidents, attendance, punctuality, safeguarding, monitoring programmes, attainment and progress data, retention in the sixth form and progress against the 5-year strategy plan were monitored
3. Average grade was B- in January which is pleasing
4. There has been an increase in the number and severity of the safeguarding issues reflecting the confidence of the young people evidencing the strong pastoral links with the students
5. Question – Are there any wellbeing trends? There is anxiety and depression being articulated and the pastoral team provide support and signpost appropriately. Education regarding safe care is a key focus for this group of young people
6. University and Apprenticeships are encouraged
7. The canteen and café section of the sixth form block is enjoyed by all
8. Has the litter picking in the community to celebrate World Earth Day been positive? Yes, this has been undertaken every day and will be promoted in the school newsletter
9. Question – How do applications this compare to last year? There was churn last year which was a cohort that had experienced the covid period however the entry criteria have not been compromised this year and the students are equipped through transition support and career advice and guidance
10. Question – How do the external and internal students compare? The numbers have been low and not statistically viable. The student leadership team reflects internal and external students
11. Question – Last year a number of students went to local colleges, is there a trend? No one has left to join a college. For year 11 this is competition however standards can impact on behaviour. However, some vocational subjects are not offered at KLS
12. The number of applications for 2024 is looking positive 238 including 96 applications from external students which is a significant increase on last year
13. Question – So what is capacity for staffing? This is a challenging task and the timetable is being carefully monitored in line with funding. A self-funding formula is expected in 3 years demonstrating the effectiveness of the strategic decision making in creating a sixth form centre of excellence
14. Standards and expectations are a priority across the sixth form reflecting the ethos of the school. Financial hardship is an area of concern as bursaries have to be applied for by the student and dress code is a key challenge
15. Relationships with parents are key and accountability is key amongst all stakeholders
16. Governors welcomed the student and stakeholder voice taking place and how it is being used to inform development and agreed that the fortnightly bulletin is progressive
17. The collaborative approach across the school is evident in the cross phase work taking place

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18. Governors acknowledged the reputation of the sixth form across the community locally and professionally and the impact of quality first teaching in this provision
19. Thanks were extended to the presenter and the monitoring by the link governor has evidenced the enthusiasm and professional leadership which will be reflected in student outcomes

JT left at 19.18

The Board noted the update

7 To receive a School Development Plan Update:

LS introduced the presentation circulated in advance of the meeting. Further questions and discussion elicited that:

1. The school priorities were reviewed in line with the aims and ethos of the school to determine progress
2. Governors debated the strategies to support attendance and removing the barriers
3. Question – What is being changed? Our expectations continue to be high and Autumn worked well. In the Spring term there was a lot of sickness within staff and student bodies. Strategies and solutions are being developed to bring the data in line before the end of the academic year. The SENCO is supporting the families with EHCPs where attendance has been more evident. It was noted that GP surgeries are impacted with significantly higher levels of appointments at the moment
4. Question – How is it tracked? We use FFT
5. Governors were assured that students are prioritised and safeguarding is paramount
6. Question – Is there a policy for follow up? Yes. On the first day there is a response by text and at 10 days without contact a police welfare check is requested
7. Governors agreed that the rigour in protocols regarding absence and safeguarding links and vigilance is proactive
8. There are 3 priorities for the summer term acknowledging that some actions were not completed, when actions have been undertaken the impact has not materialised, additional aspirational opportunities to develop
9. Governors thanked LS for the informative information which triangulates the link governor monitoring of the School Plan

LS left the meeting at 19.40

The Board noted the update

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

1. It was reiterated that in line with ATH guidance and to meet the must requirements (2.19), for Monthly Management Reporting to be added to all future Full Governing Board meeting minutes as a standard agenda item. It may be that some months there is less to discuss than others but the Board should retain appropriate oversight and challenge figures where necessary.
2. The Chair has received the monthly monitoring report
3. It was noted that the draft internal scrutiny report has been received and the actions and recommendations considered
4. £50k in year surplus is anticipated this year

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5. **ACTION: Annual programme of work to be updated accordingly and an executive finance summary to be added to each Board meeting folder**
6. The Board noted the financial position of the school

FS, GC

The Board noted the update

10 To monitor and adopt Policies:

1. The Policy which was circulated in advance of the meeting was reviewed
2. No policies to review

The Board noted the update

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

1. Governors agreed that the school is in a good place
2. The resources and development continue to make good use of the school estate
3. Question – How is the new catering contract operating? Currently the kitchen is developing the menu to support the customers through mobilisation. The children enjoy the facility. More children are visiting the canteen and choosing the healthy option which is encouraging
4. Predicted results look positive. Music, PE and D&T are areas to focus on
5. The Ofsted report will be published in the next few days after quality insurance
6. **ACTION: The Board agreed that in the summer term a social event with the staff and governors is arranged to acknowledge the contribution of the staff with Ofsted – Geoff, Deb, Alison to organise an event**

Working party

The Board noted the update

12 Chair's Report:

The Chair gave a verbal update and referred to documentation circulated in advance of the meeting:

1. The Chair confirmed that the management accounts have been shared every month and that the Board considers these when it meets. The Resources Committee interrogates the data for further granularity and assures that it has appropriate oversight of the trust's financial position - ATH 2.19. The Schedule of Musts is regularly monitored
2. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not already been shared
3. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting
4. It was agreed that there are no items to be added to the risk register
5. The Board agreed that this meeting had held the school leaders to account for school development and the presentations supported triangulation

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6. Thanks were extended to the school leaders for their continued contribution

The Board noted the update

13 Any Other Business:

- 1. None

14 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 **Wed 26 Jun 2024 08:00 via MS Teams and in school (app DH)**

The meeting closed at: 20.00

Date	Start	End	Committee	Location
Mon 9 Sep 2024	18:30	20:30	Board meeting	In school
Wed 13 Nov 2024	08:00	10:00	Board Meeting	Hibrid in school and virtual
Wed 15 Jan 2025	18:30	20:30	Board meeting	In school
Wed 26 Mar 2025	18:30	20:30	Board meeting	In school
Thu 1 May 2025	18:30	19:30	Board meeting	
Mon 16 Jun 2025	18:30	20:30	Board meeting	In School

Signed: **Dated:**

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