



**Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 24th May 2021 viaMS Teams**

Present




















Graham Craggs COM, Dawn Helfgott COM, Mark Morant COM, Frances Stickley COM (Ch 01/10/21), Phil Slade COM, Tania Giles PAR, Barbara Bell PAR, David Fisher HT, Jo O'Sullivan PAR, Simon Wood COM

In attendance:

T Middleton (Clerk), Rosemary Inskipp STF, MelusiMoyo STF, Geoff Shephard STF, Philippa Lark STF, Sabra Butt (LAL – English), Brian Wilshaw (LAL – Maths)

Absent: Deborah Ludlow PAR, Simon Setterfield PAR, Helen Young COP, Dave Butler PAR

Documentation circulated in advance of the meeting:

 KLS Meeting agenda 24.05.2021	 13. Kings Langley School Freedom of Information Publication Scheme
	 13. Kings Langley School Gifts and Hospitality Policy
 5. Draft Minutes 27.03	 13. Kings Langley School Privacy Notice - Governors
 7. JCQ Teacher Assessed Grade Policy 2021	 13. Kings Langley School Privacy notice - Parent
 7. Staff presentation 24.05.2021	 13. Kings Langley School Privacy Notice - Student
 8. Kings Langley School Governors Report May	 13. Kings Langley School School Records Management Policy
 10. 2020 Financial Handbook audit	 13. Kings Langley School Subject Access Request
 13. Kings Langley School Capability Procedure (Teaching and Support staff)	 13. Kings Langley School Subject Access Request - website version
 13. Kings Langley School Data Protection Impact Assessment Protocol	 13. Kings Langley School Whole School Food Policy
 13. Kings Langley School Data Security Breach Response Plan	 16. KLS GB calendar of meetings 2021-22

Documentation circulated in advance of the meeting by the clerk:

NGA webinar - A partnership with leaders

CGI – Mindful exclusion <https://www.cgi.org.uk/knowledge/research/mindful-exclusion-part-i-agenda>

Stone King – Everyone's invited webinar - safeguarding

The Key 'Going into the next school year with strength - building robust improvement plans.'

<https://www.youtube.com/watch?v=egevwf0XzVM>

HfL Chair's service April bulletin

NGA Why pupil wellbeing should be top of your agenda

Allowing for trust expansion: centralising your operating model to enable growth

Parentview link to review

The KEY – PPG questions and overview

DfE April governance update

Ofsted inspection update

Stone King webinars

The Key – Questions to ask this term regarding Curriculum, coronavirus catch-up premium, Board effectiveness, skills and procedure

NGA Mats moving forward 03.21

Developing and monitoring the school's vision. <https://www.youtube.com/watch?v=GstcBe4xCvYHfL>
Annual Conference

NGA MAT Governance Network

Policy paper Early career framework reforms: overview Details on the offer available to early career teachers and how this will be developed for national roll-out. From: Department for Education

Published:23 June 2020 Last updated:25 March 2021

The Key – Wellbeing Link Governor role

1 Welcome:

The meeting opened at 18.30

1. The Chair welcomed colleagues to the meeting and outlined the remote meeting protocols. Thanks were extended to staff for their attendance
2. It was agreed to arrange the order of the agenda according to attendance

7 To receive update on teacher assessed grade system (TAGS) from subject area leaders (LAL): English and Maths:

The LAL Maths introduced the presentation which had been circulated in advance of the meeting:

1. An overview of the TAGs journey and the challenges faced, the impact on the students and staff, and actions taken to address the requirements
2. The Board agreed that the additional time and pressure due to the changes was unhelpful
3. Question – What is the extent that other schools have followed the same approach? The HfL Webinars were attended by over 100 schools and the process by KLS was vastly recommended by a large number of schools
4. Thanks were extended to the Headteacher for support and time for key staff to ensure their wellbeing was considered
5. Question – How much evidence for A Level? 20-30 pieces of evidence has been used to support the portfolio
6. Governors were assured that the fairest and transparent grades would be awarded for your students

The SAL English introduced the presentation which had been circulated in advance of the meeting:

7. An overview of the TAGs journey and the challenges faced, the impact on the students and staff, and actions taken to address the requirements
8. Governors acknowledged the additional hours required has been significant and marking and moderation had been challenging
9. The contribution of the team was noted
10. Thanks were extended to the Headteacher for support the financial support and time for moderation with an external company to ensure staff wellbeing was considered
11. Governors were assured that the fairest and transparent grades would be awarded for your students
12. Question – How much time will be spent moderating for an external company being used to mark the papers? 1/10 papers will be moderated initially
13. Thanks were extended to all staff for their commitment to ensuring that the school provides the students with the very best opportunity in their school career at KLS

The Board noted the updates

SB and BW left the meeting at 19.13

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: Deborah Ludlow PAR, Simon Setterfield PAR, Helen Young COP, 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 27.03.2021 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
2. **ACTION: Governors to complete a skills audit and return it to DH for collation before half term**
3. **ACTION: Governors to complete a 360 audit of the Chair and return it to DH**
4. **ACTION: Governors to complete a self-evaluation using the DfE Key Questions and DfE Competency Framework**
5. The Training Record was circulated in advance
6. The Board will be seeking to undertake the Governor Kitemark in the near future

ALL

ALL

ALL

8 To receive the Head's Report:

The Head provided a verbal update which included:

1. The return to school and the challenges with ensuring that the school meets the national requirements with the pandemic has been successful. The impact on the minimal closure

of bubbles has been significant reflecting the robust social distancing requirements being followed

2. The normal school timetable is in place and the savings from previous years have been beneficial and the curriculum remains broad and balanced. The requirement for 4 reiterations has been a significant impact and thanks extended to the DHT for this enormous commitment
3. The facilities continue to be invested in. The Astroturf redevelopment project is progressing well and funding looks promising. The revenue generation and impact on the school and local community is welcomed. It is likely the project will be approved next summer after planning and ground work. The sixth form block bid has been submitted
4. ICT facilities have required investment and rigour in updating the infrastructure, software and technology available. The Computer Science Room is being reconfigured and reutilise the laptops into PE as part of improvements to ICT facilities.
5. Governors challenged that 4 rooms were being refigured after only 6 years after the build whilst acknowledging that the school was one of the first schools built in the project and the student groups have increased and facilities need updating to meet our new higher standards of education for new staff joining the school
6. The Board reviewed the quotes received and agreed that the investment should be made to impact on the learning environment and student outcomes
7. The HR system is progressing well and the impact in reduction in time will after implementation will be significant. The staff will have access to the 3 targets and create evidence etc linking pay and progression. The facility allows for CPD to be added if required
8. **ACTION: Curriculum Committee to receive a presentation on system and PMR**
9. The GDPR overview was provided and there is one breach to report
10. The Recruitment Process and successful outcomes were outlined. The software being used is informative and the revamped job descriptions has been an improvement and interest in the vacancies has been encouraging
11. Colleagues noted that opportunity costs created by Covid are likely to have an impact at a later date and thanks were extended to all the school staff for rising to the challenge during this difficult time driven by the pandemic
12. SIMs has been an issue with My Homework and is being reviewed by Mr Monk and Mrs Jennings but is linked to the new timetable roll out for after half term.
13. The MH Kitemark has been an opportunity to self-evaluate and demonstrate good practice in relation to mental health
14. The pupil survey has been pleasing and the open-door policy to seek help is evident
15. Attendance continues be good at 95% and gender specifics are being addressed and supported. There are 2 families impacting the data. EHCP and SENd attendance is high
16. PPG continues to be focus and strategies and initiatives for communicating with parents are being trialled. Readdressing the learning behaviours continues
17. There has been a reduction in exclusions reflecting the empathy being seen across the school. Racism and homophobia are becoming an area of concern and an education package is being considered. The pastoral strategies were outlined
18. There are 2 children having education elsewhere (dual role) and progressing well
19. The Sixth Form numbers are positive including external applications and a transition programme is being arranged. The improvement in facilities will increase this in the future. An overview of where the external candidates are joining KLS from was outlined

DF, DH

The Board noted the updates

9 To receive an update on the School Development Plan and Governor Self-Evaluation Form:

1. Refer above

10 To receive reports on Premiums, link visits and Committees:

1. The Committees have not met since the last meeting

11 Safeguarding:

1. The number of referrals was reviewed and it was noted that this is higher for the school than historical trends. There has been an increase across all schools in particularly since the second lock down which has impacted on referrals and interventions to support families
2. Thanks were extended to the safeguarding team for ensuring that the school community is safe
3. The external agencies are proving to be challenging in particular coming into the school which is adding further pressures to the school
4. The proactive and positive culture towards safeguarding continues and assurance was provided that the staff continue to be vigilant and respond to concerns accordingly

12 Chair's Business:

1. The Governor links in line with the SIP and associated expectations were outlined
2. The working party is meeting in July to determine governors holding the school to account and monitoring of the SIP
3. A staff working group and pupil voice are being are being consulted upon in the 3-year plan
4. The Resources Chair will outline any communications received from the DfE for the Accounting Officer
5. Governors considered the learning from lock down and agreed that a blended approach to meetings could be considered. **ACTION: Colleagues to advise the Chair of thoughts and preferences before half term**

ALL

13 Policies:

1. The summary of policy changes was reviewed
2. The Capability Policy which was circulated in advance of the meeting were reviewed
3. The GB adopted the **Capability Policy**
4. The Data Protection Impact Assessment Protocol which was circulated in advance of the meeting were reviewed
5. The GB adopted the **Data Protection Impact Assessment Protocol**
6. The Data Security Breach Response Plan which was circulated in advance of the meeting were reviewed
7. The GB adopted the **Data Security Breach Response Plan**
8. The Freedom of Information Publication Scheme which was circulated in advance of the meeting were reviewed
9. The GB adopted the **Freedom of Information Publication Scheme**
10. The Gifts and Hospitality Policy which was circulated in advance of the meeting were reviewed
11. The GB adopted the **Gifts and Hospitality Policy**
12. The Privacy Notices which were circulated in advance of the meeting were reviewed

13. The GB adopted the **Privacy Notices**
14. The Records Management Policy which was circulated in advance of the meeting were reviewed
15. The GB adopted the **Records Management Policy**
16. The Subject Access Requests which were circulated in advance of the meeting were reviewed
17. The GB adopted the **Subject Access Requests**
18. The Whole School Food Policy which was circulated in advance of the meeting were reviewed
19. The GB adopted the **Whole School Food Policy**

15 Any Other Business:

1. None

16 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. It was noted that MM has updated his Pecuniary Interest Form
5. The next meetings will be held on: Mon 12.07.2021 at 18.30 at the school

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