



**Minutes of the Kings Langley School Board of Trustees meeting  
Held on Monday 27<sup>th</sup> March 2023 at the school**

**Present**

Graham Craggs COM, Emma Kell COM, Mark Morant COM, Frances Stickley COM, Phil Garner PAR, Alana Ivey PAR, Deborah Ludlow PAR, Jo O’Sullivan PAR, Sarah Wilding PAR, David Fisher HT, Simon Setterfield COM, Dawn Helfgott COM, Tania Giles PAR, Phil Slade COM, Simon Wood COM


**In attendance**


T Middleton (Clerk), Melusi Moyo STF, Rosemary Inskip, Helen Pocklington (Staff), Graham Searle (Staff), Jun Shaw


**Absent**


**Documentation circulated in advance of the meeting:**


 [KLS Meeting Agenda 27.03.2023](#)

 7. Draft minutes 30.01

 Attendance Report for Governors March 2023


 Declarations-KingsLangley

 Headteacher report March 2023

 Kings Langley School Non-Examination Assessment Appeals Policy

 Link visits

 Safeguarding Report March 2023

 SEND Progress Review

 Training-KingsLangley

**Documentation circulated in advance of the meeting by the clerk:**

- ICO – AI update
- Laurel Trust
- The Key – budget preparation checklist
- HfL Chairs briefing
- Oak Academy Curriculum
- DfE Sports Standard
- Cyber security links, training and questions
- Ofsted report – Art and Design
- Monitoring the impact of Pupil Premium (With Better Governor)
- Kell – Wellbeing training
- Curriculum - subject insights for teachers and school leaders
- EEF - Early Years Toolkit An accessible
- Statutory guidance Careers guidance and access for education and training providers Statutory guidance.
- DfE Data protection in schools
- NCS – Cyber security in schools
- The Key – Safer recruitment training
- The Key – SEND monitoring questions
- DfE updates advice on the use of remote education
- DFE - has published a new plan for music education
- The DfE defibrillator
- Free wellbeing service for heads extended for another year

**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:
3. No apologies were received and absence not accepted from:

**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 receive a report on Mental Health and Safeguarding Update**

HP introduced the documentation regarding the Strategy and Action Plan which was circulated in advance of the meeting. Further questions and discussion elicited that:

1. Governors

The Board noted the update

6 To receive a report on School standards and behaviour:

JS introduced the documentation which was circulated in advance of the meeting. Further questions and discussion elicited that:

1. The school The Board noted the update

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

1. The minutes of the meeting dated 30.01.2023 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated and added to the school file

8 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

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

1. The **Audit and Risk and Resources Committee** met 13.03.2023 and minutes published on GHUB – key discussions included
2. The Board noted the financial position of the school
3. The **Curriculum Committee** met 27.02.2023 and minutes published on GHUB – key discussions included
4. Link visits continue to be undertaken to monitor progress and impact of the SDP

<ul style="list-style-type: none"> <li>Curriculum Monitoring and Assessment</li> </ul>	History 20.12.2022	<ul style="list-style-type: none"> <li>Intent and implementation of the Curriculum in place and resources updated accordingly e.g., the use of videos or topics that are heavily covered in textbooks.</li> <li>Impact has evidenced the ability to scaffold and teach to the top and pupil outcomes which, although strong, could be significantly better</li> </ul>
<ul style="list-style-type: none"> <li>Wellbeing, Safeguarding, Equality and Diversity</li> </ul>	Wellbeing 07.12.22	<ul style="list-style-type: none"> <li>These crucial areas are sensitively managed across the school and reporting in terms of detail, robustness and reflectiveness supports school improvement</li> <li>The Board is committed to the wellbeing and mental health of everyone working in the school and there is a wellbeing focus across the leadership</li> <li>Fostering diversity is demonstrated at the heart of the school community</li> <li>A proactive culture towards safeguarding is clearly a strength of the school</li> </ul>
<ul style="list-style-type: none"> <li>Curriculum Monitoring and Assessment</li> </ul>	Technology 16.01.23	<ul style="list-style-type: none"> <li>The impact of Covid on students, assessment, curriculum time are being addressed</li> </ul>

		<ul style="list-style-type: none"> <li>Challenges with recruitment addressed through creative recruitment strategies to ensure quality of teaching is not compromised</li> </ul>
<ul style="list-style-type: none"> <li>Curriculum Monitoring and Assessment</li> </ul>	Sixth Form 10.02.23	<ul style="list-style-type: none"> <li>The Gap Analysis has identified areas for improvement - the actions plan and impact are being considered</li> <li>The team is held to account</li> <li>The investment of the Sixth Form building and how it helps to define the culture of the new Sixth Form is a key focus</li> <li>Aspirations remain high and there is a good speaker programme in place</li> </ul>
<ul style="list-style-type: none"> <li>Monitoring of sanctions</li> </ul>	Behaviour 28.02.23	<ul style="list-style-type: none"> <li>The red card system reflects expectations</li> <li>The system sanctions encourage our pupils to behave in a manner that reflects our values</li> <li>"Behaviour in Schools" strategies are in place</li> <li>The response to misbehavior reflects who we are as a school</li> </ul>
<ul style="list-style-type: none"> <li>Curriculum Monitoring and Assessment</li> </ul>	History 28.02.23	<ul style="list-style-type: none"> <li>The staffing challenges continue due to long-term staff absence</li> <li>Assessment marking was outsourced, which helped</li> <li>Use of Oak Academy to provide video lessons to support sub teachers in place</li> </ul>
<ul style="list-style-type: none"> <li>Monitoring of: Equity, Diversity and Inclusion Staff Wellbeing Safeguarding</li> </ul>	8 Feb and 7 March 2023	<ul style="list-style-type: none"> <li>There continues to be a proactive culture towards safeguarding throughout the school</li> <li>The school has achieved silver Diversity kitemark</li> </ul>
<ul style="list-style-type: none"> <li>Curriculum Monitoring and Assessment</li> </ul>	History 23.03.23	<ul style="list-style-type: none"> <li>Capacity is challenging</li> </ul>

### The Board noted the update

#### 10 To review Governor Training records:

1. The

#### 11 To receive and ask questions of the head's report:

The Head provided

1. Student on roll: 1098
2. New intake: 186 published admission number full likely to have to go to 190 due to extremely high number of appeals this year
3. Home School Education this term: 0; Managed Moves: 0 ; Permanent Exclusions: 0
4. Students at Alternative Provision D code: 2 Year 10, 2 Year 11. 3 boys 1 female. All are Ofsted registered providers
5. The budget for 2022-23 is on track and the ARRC has been closely monitoring the budget at this mid-year point. The Budget allocation has been received for 2023-24 and we have seen an increase of 1% above last year's settlement figure. The first draft budget was presented to ARRC and it is important to note that we are now seeing a significant impact to our budget through costs, which are beyond our control
6. We have just been asked to continue as a Character Hub School. We are leading the way by running a character hub twilight for all local or interested

schools on March 23rd. We continue to maintain Character Kite Mark Plus status

7. Equality in the curriculum update - Over the last year we have been using an equality kite mark to assess, develop, or approach to the Equality and Inclusion agenda in our community. We are delighted to report we have been awarded to kite mark we were working towards in March 2023
8. A robust review of the impact of last year's strategy has taken place, shared with governors in October and available on the website
9. We are seeing a slight increase in the number of students (3) becoming eligible for Free School Meals (FSM). The government continue to provide FSM supermarket vouchers during school holidays and these have been ordered ready to land at the end of term (£50 for Christmas). We have noticed an increase in students coming to school hungry and so breakfast items are available from the Key Stage offices and there is a Key Stage 3 Art club that runs which provides toast in the mornings at KS5 a breakfast club takes place in the Sixth Form centre
10. The student leadership model is seeing success in a diverse range of areas and continues to reinforce the character education programme. Our student leaders are autonomous, proactive members of our community and advocating the culture and school ethos.
11. Teaching and learning briefings have been introducing greater rigour of evidence-based research this term when modelling high quality teaching strategies to teachers. A new Teaching and Learning site has been built on SharePoint with biweekly articles relating to the teaching and learning briefings, and a teaching and learning directory for all teachers to access in addition to the study library in StepLab. These are chosen and linked to a core teaching strategy from our three spotlights from our Teaching and Learning repertoire and framework.
12. The School Council has had two meetings this term. New members have joined as part of their leadership role as Form Captains or as members of the School Council.

#### **The Board noted the update**

#### **12 GDPR:**

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

#### **The Board noted the update**

#### **13 Chair's Business:**

1. The Chair confirmed that there are no notifications and correspondence received to share
2. 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
3. Confirmation was given that no action has been taken by the chair on behalf

**14 Policies:**

1. The Non examinations appeal policy reviewed by the Curriculum Committee was ratified 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. 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 22.05.2023 **at 18.30 in school** (AGM at 18.00)

**The meeting closed at: 20.40**

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			