



**Minutes of the Kings Langley School Board of Trustees meeting  
Held on Monday 28<sup>th</sup> March 2022 via MS Teams**

**Present**

**Present**

Graham Craggs COM, Mark Morant COM, Frances Stickley COM (Ch 01/10/21), Simon Wood COM, Phil Slade COM, Helen Young COP, Simon Setterfield PAR, Jo O’Sullivan PAR, Tania Giles PAR, David Fisher HT, Deborah Ludlow PAR, Emma Kell COM, Alana Ivey PAR, Phil Garner PAR, Sarah Wilding PAR

**In attendance:**

T Middleton (Clerk), Rosemary Inskipp STF, Melusi Moyo STF, Geoff Shephard STF, Lisa Harris STF, Lucy Surridge STF, Helen Pocklington STF

**Absent**

Dawn Helfgott COM

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



KLS Meeting agenda 28.03.2022

Tracey's Hub



7. Link visits Terms 2



7. School Link Governor monitoring Visits 2021-2



12. Policies



8. nga-srmsac-guidance-20220308 (1)



3. 13.03.2022 Register of Declarations-KingsLangley



9. Sixth Form Update March 2022 Governors



5. Draft minutes 31.02



10. Governors Update on attendance and exclusions March 2022



7. Audit, Risk and Resources Committee 14.03



10. Termly Governors Report - Term 2 March 2022



7. Curriculum Committee 28.02



11. KingsLangley Training record 13.03.22



Kings Langley School 16-19 Bursary Policy



Kings Langley School Attendance Registration and Punctuality Policy



Kings Langley School Capability Procedure (Teaching and Support staff)



Kings Langley School Mobile Phone Policy



Kings Langley School Non-Examination Assessment Appeals Policy

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

Attendance webinar

Exclusion consultation

Policy paper Inclusive Britain: government response to the Commission on Race and Ethnic Disparities Published 17 March 2022

Research and analysis Research review series: PE Published 18 March 2022

Online safety questions

DfE statutory guidance

Career Guidance report

NGA guidance – SFVS

NGA Guidance - SRMSAC  
 DfE consultation changes to exclusions  
 IDSR update  
 Worrying about War Resources  
 Ofsted Report on attendance and questions  
 Stone King – free DPO training  
 HCC Safeguarding forms  
 The KEY – monitoring policies  
 Service to Help Education & Safeguarding Professionals Respond to Harmful Sexual Behaviour  
 Apprentice week resources  
 DfE What to expect on a primary deep dive – some guidance for subject leaders  
 EEF Engaging parents in their children's education: a strengths-based approach  
 Online Radicalization training  
 LGBTQ+ history month resources

**Meeting opened at: 18.30      ACTION**

**1      Welcome:**

1. The Chair welcomed colleagues to the meeting
2. Virtual meeting protocols were outlined
3. Confirmation was given that G Craggs will be Chair and S Setterfield will be Vice Chair of the Resources Committee
4. The Chair noted that the meeting is quorate
5. It was noted that B Bell had resigned from the Board on 07.02.2022
6. The members held the AGM prior to the meeting

**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: D Helfgott (unwell)

**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. Governors/Trustees 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. Governors/Trustees were reminded that if any Governors/Trustees 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. Staff long service awards

**9 To receive report on progress in Sixth Form and SEND:**

**1. Sixth Form**

	Year 12 Spring 1 Exam Data		Year 13 Spring 1 Exam Data	
	Average Point Score	Average Grade	Value Added Score	Average Grade
2022	25.3	C-	-0.1	C+
2018	27.1	C-	-0.4	C=
2017	25.2	C-	Not Available	D+
2016	25.6	C-	Not Available	C=

  

<b>Non-Academic Skills Improvements</b> VESPA programme Cognitive Science of Learning Charity fundraising Wider school volunteering	<b>Leadership Improvements</b> 2 Head Students 2 Deputy Students 8 Student Leaders Initiatives: Mentoring, Sustainability, KS3 Well Being, Student Ambassadors
<b>Recognising All Students Improvements</b> Privilege Pass ~25% Y12 ~50% Year 13 216+ Wider School Participation Scholarships- £800 awarded e.g. Van Gogh exhibition, Audition funding, STEP exam for Cambridge entry, course resources	<b>Increasing Aspirations Improvements</b> 68 UCAS Applications sent (71 students) one Oxbridge offer UCAS Fair, 6 <sup>th</sup> Form Taster day, Post-18 week- (apprenticeship, mock interviews, employability skills), Trips, Careers portal & newsletter, Speakers
<b>Teaching and Learning Improvements</b> Academic check Criteria, Monitoring KS5 teaching, Academic Cause for Concern, Academic Checks.	<b>Challenges Ahead</b> Guided Hours Increase Recruitment
<b>ESFA Funding Submitted</b> £873,713 awarded 2022 Recruitment estimation 22/23 Internal: 96 External: 15	<b>Safeguarding/ Attendance Improvements</b> Lanyards incl. in uniform expectations & detentions issued/ sent home to retrieve Fortnightly attendance meeting- letters home Late detentions and privileges revoked

2. The Board noted the positive progress made to date across all areas of the department
3. Question – What is in place if a child has covid during the A Levels?  
National guidelines will be followed and flexibility in resitting exams has been considered – this area is led by NM
4. Question – What is the data regarding the implementation of the lanyards?  
This is a non-negotiable however attendance is detailed below. Support is in place to keep students in school

Year 12	Autumn Term	Spring Term up to 14/03/22
EAS	97.0%	96.0%
HOU	95.3%	91.4%
MCK	92.5%	88.7%
MCG	96.3%	93.8%

**Reason for drop of attendance**

**HOU** – 3 students off roll since Autumn term to go to college, 1 student with health issues

**MCK** - 6 students had Covid, long term illness, 2 students who are school avoidance (parent meetings set up for next week, repeating Y12)

**MCG** - 1 student with health issues

5. Question – Has there been a change in subject take up? The patterns remain consistent and subjects with low recruitment are being promoted

including a new calendar and videos. The student leader feedback has been taken on board and specific subject mentors are being allocated

6. Question – What is being done to address the capacity in finely resourced areas? The ECT business teacher left the school in September and a strong teacher has been appointed for next September. Cover has been put in place by teachers known to the school. Supply staff nationally is limited. Catch up has been put in place for the holidays. Y13 attended a revision conference last week and the students felt very much supported
7. Question – Is there data to support the lanyard scanning in and out? Yes, the report is monitored with class registers and consequences are in place if there is a discrepancy
8. Question – Is 1 Business Studies appointment sufficient? The timetable is sufficiently covered
9. Thanks were extended to staff for the informative and interesting presentation and the clear improvements being demonstrated in the Sixth Form
10. SEND to be presented at a future meeting
11. The Board received the **Annual Report on Safeguarding**
12. The increase in safeguarding issues is significant and incidents outside the school are also reported as outlined in the link visit report
13. Trustees were assured that all staff have undertaken training on the importance of recording concerns relating to (but not limited to) protective characteristics, bullying and peer on peer abuse and there is rigour in this process demonstrating the proactive culture across the school community with regards to safeguarding. Additional training in January including revisiting KCSIE
14. **ACTION: Governors to continue undertaking online tutorials on Prevent, Sexual harassment and violence on Modern Governor and National College**

ALL

**The Board noted the update**

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

1. The minutes of the meeting dated 31.01.2022 (parts 1 and 2) 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

**LS, LH and HP left the meeting at 19.09**

**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. 25.04.2022 Ofsted Training – confirmation regarding the training being in school to be circulated as a MS Teams link has been circulated by HfL (S Wood will be abroad)
3. The Governor Induction Pack has been revamped
4. The Annual Programme of Work has been reviewed and added to GHUB
5. **ACTION: Induction Pack to be added to GHUB for colleagues to review**

DH

**7 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. Thanks were extended to all link governors for their monitoring activities which is appreciated by the staff
2. The ECT teachers met with the chair and thoroughly enjoying their experience at KLS
3. The **Audit and Risk and Resources Committee** met on 14.03.2022 and draft minutes will be circulated. All supporting documentation and presentations are available in the meeting folder on GHUB
4. The Committee Chair noted the following key areas of discussion which included: The Risk Register; Utility contract; £10k CCTV upgrade approved; replacement of IT equipment; Sixth form block; Policies; the school may have an in-year deficit this year of £20k; £1.3m funds
5. The new external auditors, Lee and Co, have been appointed by the Members at the recommendation of the Trust Board
6. Assurance was provided that the appropriate purchasing processes have been followed
7. The Board noted the financial position of the school
8. The **risk register** was reviewed and the rag rating monitored in line with risk appetite. Colleagues were encouraged to regularly review the register and respond to the Committee as required. It was agreed that a separate folder is set up with the current revision and an archive for audit purposes
9. Question – Staff wellbeing was interrogated and colleagues agreed that it is a significant factor in retention nationally. Safeguarding including the support systems in place were debated. The mitigations were noted
10. The **Curriculum Committee** met on 28.02.2022 and draft minutes have been circulated. All supporting documentation and presentations are available in the meeting folder on GHUB
11. The Committee Chair noted the following key areas of discussion which included: The staff presentations on student leadership and rewards, and, interventions were informative and reflected the impact across the school  
DF arrived at 19.35
12. Confirmation was given that the monthly management accounts have been uploaded to Governorhub for review hence shared with the Chair monthly and the board six times a year and are monitored and interrogated by the Committee

**The Board noted the update**

**8 To receive a report on the financial position and update from internal and external scrutiny**

1. Refer above

**10 To receive and ask questions of the Head’s written report:**

The Head introduced the report which had been circulated in advance of the meeting and included: Number of pupils on roll and mobility, Attendance figures, Exclusions figures, incidents of discrimination, Quality of teaching and learning, Attainment and progress data over the year, Understand the school’s plans for 2022 Exams, summary of formal complaints received, staffing, curriculum. Further questions and discussion elicited that:

**Attendance**

1. Attendance data is pleasing with overall school attendance above national data despite another disrupted year due to Covid and an illness that went through the school. Due to Covid there have been higher levels of anxiety from some students and the pastoral team have worked hard to communicate regularly with these parents and arrange relevant interventions which has proved to be very successful in many cases. We have had some pleasing impact with certain students for example a student in Y7 and Y8 who were non-attenders at the start of the year whom are now attending school every day after meaningful interventions. We have also secured ESTMA intervention for some students in different year groups which will impact them and provide the support they need moving forward. There are good case studies in each year group of students having made good attendance improvements. Further work needs to be done to improve pupil premium attendance and this will be a target moving forward. Case studies to the summer term FGB to present
2. **ACTION: FFT data to be circulated noting that the data is green across the board**
3. An overview of the FFT attendance data was outlined and governors noted that the school is green across most areas. The Year 7 in red refers to an EHCP. Persistent absence is about 20% which is better than national averages

**Behaviour**

Exclusions Period: 21<sup>st</sup> February-17<sup>th</sup> March 2022

REASON	DAYS – FEMALE	DAYS - MALE
Damage		
Drug & Alcohol related		
Persistent disruptive behaviour	3-2(SEN)(1PP)	10-4(3SEN)(1PP)
Physical assault against a pupil	2-1(1SEN)(PP)	3-2(SEN)(PP)
Racist abuse		
Sexual misconduct		
Verbal abuse/threatening behaviour against an adult	6-2(SEN)(PP)	7-5(1SEN)(3PP)
Verbal abuse/threatening behaviour against a pupil	2-1 (SEN)(PP)	
Bullying		
Inappropriate use of social media/technology	1-1(SEN)(PP)	1-1(SEN)(PP)
<b>TOTALS</b>	<b>14-7(1SEN)(1PP)</b>	<b>21-12(4SEN)(4PP)</b>
<b>Permanent Exclusion</b>	<b>1 Female(1PP)</b>	

RACISM AND BULLYING INCIDENTS	NO OF INCIDENTS - PERPETRATORS	
	FEMALE	MALE
Racism incidents		2-2(1SEN)
Bullying incidents	1-4(1PP,1SEN)	3-3(2PP)

Homophobic/Sexual Incidents Period: 21<sup>st</sup> February-17<sup>th</sup> March 2022

Homophobic/Sexual Incidents	NO OF INCIDENTS - PERPETRATORS	
	FEMALE	MALE
	1-1	3-3(3PP 1SEN)
Total		

4. Governors were assured that all staff have undertaken training on the importance of recording concerns relating to (but not limited to) protective characteristics, bullying and peer on peer abuse and there is rigour in this process demonstrating the proactive culture across the school community with regards to safeguarding
5. **ACTION: Behaviour working party of students and staff and governors to be set up**
6. The immediacy of the red card system and general communication were debated and will be reviewed by the working party
7. Exclusions are high which is in line with national and local averages and there is no capacity for referrals which significantly impacts on the school systems
8. An overview of the strategic recruitment and leadership team structure was provided noting the importance of pastoral support across the school and increasing capacity where possible

DF, EK  
AI,  
DL,PG

#### Alternative Provision:

9. 4 Students at alternative provision – overview of behaviour, monitoring and timetables provided
10. Concerns have been raised with the LA regarding fair access arrangements and the capacity across the area to support vulnerable groups

#### The Board noted the update

#### 11 To receive Chair's business:

1. The GHUB training record was circulated
2. The Chair continues to meet regularly with the head
3. The school is managing high absence levels of staff due to covid and illness and whilst a number of schools are using home learning, the intention is to keep teaching in school if at all possible
4. The bus situation was responded to in the newsletter and governors agreed that this communication was clear and addressed that the contract is with the parent and the bus company
5. **ACTION: Link governors to be updated on GHUB if required – FS/SW**
6. **ACTION: Link visit reports to be added to GHUB within the half term they take place**

FS  
ALL

#### The Board noted the update

**12 Policy Review:**

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

1. Gifts and Hospitality Policy
2. Health and Attendance Procedure
3. Staff Bullying and Harassment Policy
4. Support Staff Probationary Policy
5. Flexible Working Policy
6. Shared Parental Leave (Birth) Policy
7. Shared Parental Leave (Adoption) Policy
8. Freedom of Information Act Publication Scheme
9. Code of Conduct – Contracted hours section has been inserted in consultation with staff
10. Fire Risk Assessment Updated February 2022
11. Fire Safety Management Plan Reviewed February 2022
  
12. The **Bursary Policy** which was circulated in advance of the meeting was adopted by the Board
13. The **Attendance, Registration and Punctuality Policy** which was circulated in advance of the meeting was adopted by the Board
14. The **School Capability Procedure** which was circulated in advance of the meeting was adopted by the Board
15. The **Mobile Phone Policy** which was circulated in advance of the meeting was adopted by the Board
16. The **Non-Exam Appeal Policy** which was circulated in advance of the meeting was adopted by the Board

**13 Any Other Business:**

1. In recognition of long serving staff the Board agreed to the proposal as presented

**14 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 next meeting will be held on **Mon 23 May 2022 at 18.30 in school**

**The meeting closed at: 20.15**

Date	Start	End	Meeting
Mon 16 May 2022	18:30	20:00	Resources
<b>Mon 23 May 2022</b>	<b>18:30</b>	<b>20:30</b>	<b>Governing Board</b>
Mon 6 Jun 2022	18:30	20:00	Curriculum



Mon 20 Jun 2022	18:30	20:00	Resources
Mon 11 Jul 2022	18:30	20:30	Governing Board

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