



KINGSLANGLEYSCHOOL  
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**Minutes of the Kings Langley School Board of Trustees meeting  
Held on Monday 29<sup>th</sup> June 2020 via MS Teams**

**Present:**

Community governors: Mr Graham Craggs, Mrs Deborah Ludlow, Mr Mark Morant, Mrs Frances Stickley, Mr Simon Wood

Staff governors: Mrs Rosemary Inskipp, Mr Geoffrey Shephard, Mr Melusi Moyo

Parent governors: Mr David Butler, Mrs Jo O'Sullivan, Mr Simon Setterfield

Mrs Lisa Welling

Principal: Mr David Fisher

Co-opted governor:

**In attendance:**


Tracey Middleton, Clerk to Governors; Fiona Winfield (DHT), Nick Monk (DHT)


**Absent:**


Community governor: Mrs Dawn Helfgott, Mrs Angela Westlake,


Co-opted governor: Miss Helen Young


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


 Circulated KLS Agenda 29.06.20

 5. Copy of KLS FGB Minutes 18May20 (1)

 7. CAG Results Presentation 2019-20

 9. Constitution-KingsLangley (1)

 10. Induction of newly qualified teachers policy

 Draft Budget updated

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

HfL Chair's presentation June 2020

KCSIE September 2020

Browne Jacobson - be connected newsletter for education - June 2020

Join a conversation with Trevor Cooling hosted by Bob Bowie to explore why worldview actually matters in the RE classroom.

School exclusion guidance during Covid-19

The School Bus - Free Resource Coronavirus (COVID-19): Governing Board Annual Report

Buzzacott and Stone King: A governance update from the sector

Free leadership programme

Pfizer Science in a Box resources

Academy Financial Handbook 2020

**Meeting opened at: 18.30 ACTION**

**1 Welcome:**

1. The Chair welcomed colleagues to the meeting and thanked colleagues for joining the meeting remotely

2. Thanks, were extended to the clerk for organising the meeting
3. It was noted that Mr Melusi Moyo's has been re-elected as Staff Governor for a further term of office
4. A resignation has been received from Mr Mark Hutchings and thanks were extended to him for his contribution to the GB during his tenure
5. The Chair noted that the meeting is quorate
6. **ACTION: Websites, databases, GIAS etc to be updated accordingly**
7. Thanks, were extended to F Winfield who is retiring from the school at the end of term. The Chair provided an overview of the service Fiona has provided to the school since 1997 including acting headship on three occasions. Acknowledgement was given to Fiona for leading a number of kitemarks including Health Schools and Arts Status and introducing systems including Blue Sky. Her contribution during inspections and her investment in KLS were noted

DF

FW left the meeting at 18.40

**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 were received and absence accepted from: Dawn Helfgott and Helen Young (prior commitments), Angela Westlake (technical issues)

**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

**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 18.05.20 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files (refer to file)

**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

**7 To review the GCSE Centre Assessment Grade Analysis 2019-20:**

NM introduced the Centre Assessed Grades presentation which had been circulated in advance of the meeting

1. It was noted that the data has to be approved by the Exam Boards and may be changed
2. The A Level results are about half a grade higher than historical reflecting the confidence the school had in the students and the improvements made through good CEIAG and improved teaching and learning. The group sizes are small which impacts on the profile of the group. Standardisation was completed in departments and profiles reviewed and challenged where needed.

S Wood arrived at 18.42

3. The GCSE results reflect the expected improvement in results this year which have been tracked at each Governor meeting prior to Covid 19 circumstances. Last data point had the school likely to achieve +0.24 which was in February.
4. The Progress score is +0.31
5. Standardisation will be undertaken by the Exam Boards
6. Progress reflects the significant improvement on PPG and SENd groups demonstrating the whole school and subject area improvements over the last 2 years. 24 disadvantaged and SENd students are above the national averages. Quality first teaching has been evidenced in this positive data
7. The GB acknowledged the outstanding results and the attention to detail for individuals from all staff across the school
8. The standardisation has reflected the accuracy of the data provided by the relevant subject areas demonstrating the strength of assessment across the school e.g. RE was tracked throughout the year
9. Assurance was provided that the data submitted is accurate and a robust process was followed as highlighted in previous meetings by Nick Monk.
10. An overview of different subject areas was provided. Governors noted the green lines and that they reflect on the continued progress
11. The current year 10 students taking the full range of EBAC subjects is moving in a positive trajectory reflecting that the removal of compulsory technology has had the desired impact. This year it is 20% and next year likely to be around 40%.
12. Comparisons with previous years were outlined
13. The GB thanked the leadership in Assessment and quality of teaching
14. The entire teaching team especially the Science Team was acknowledged for this achievement
15. Thanks, were extended to the presenter for collating the data and providing an informative presentation
16. Question – How much levelling is the Exam Board likely to do? Some guidance has been issued however historical trends and performance of the cohort at KS2 will be reviewed. The outcomes are expected in August. The middle grades (4-6) is likely to be the challenging area nationally

17. Question – As a school can we appeal against the standardisation? Guidance has not been provided however it is expected to be only based on administration. The grades will not be discussed with the students
18. The SIP will communicate to governors how the school will be disadvantaged due to historical data
19. Managing expectations and communicating with parents will be challenging

NM left the meeting at 19.06

SW left the meeting

## 8 To receive and ask questions of the Head's report:

### The Head provided a verbal update which included:

#### Budget

1. The Resources met last week and reviewed the balanced budget which accommodates additional SENd support. The DHT role will not be allocated and the staffing structure will be adjusted accordingly
2. The lead school has a responsibility for the budget, for leading Dacorum schools (DSPL and LSP) and the budget balances. Assurance was provided that the early interventions for the wider network of primary schools is sustainable which is appreciated by schools in the network
3. KLS is the lead school on the local school partnership networks and the budget balances
4. The pay review detail has not been published however the budget has allocated 3% in advance
5. The GB approved the budget for 2020-21 as presented to the Resources Committee
6. The GB agreed that the £33k surplus will be used to support temporary leadership points to provide opportunities for staff development across the school

#### Site School and learning

7. Since February the school has only closed for 2 days
8. Attendance for Y10 remains above 96% (of the quarter) and 8 students are not attending. 100% SEND children have attended school
9. 2 weeks of English, science, maths and RE. Option subjects have been offered this week and into next week.
10. Year 12 has at least 98% attendance demonstrating the confidence that the parents and students have in the school
11. Last week SEND children were invited across other year groups and provision maps are being adjusted accordingly
12. The Year 8 vaccination programme is continuing and students are being invited in
13. The virtual learning continues and live virtual lessons are being delivered. Data suggests that KLS represents only 11% of schools delivering live content lessons.
14. Question – Is there a discrepancy in attendance across other schools? The national average attendance is 50% of the quarter of the cohort

#### Transition

15. This has been challenging. Regular communication has been sent to students and parents. Videos have been shared to introduce the school staff and provide a virtual tour of the

school and frequently asked questions by current year 7 students. The videos will be available on the school website and links will be shared with the GB

16. Primary visits are being undertaken and staff are doing what they can to get to know the children better. A presentation will be circulated to detail transition
17. It is hoped that a summer school will be provided depending on the guidance
18. 04.09.20 – Year 7 only will be in school. SENd children and families are invited into school for 1-1 support
19. The CPOMs information and electronic files are being transferred
20. A virtual induction day is being planned for Year 11 into Year 12.
21. Question – What is the situation regarding uniforms? We anticipate uniform to be worn. All resources will be carried in back packs. Beat Uniforms is working with school to supply uniform. Parents are aware of the school bag and there has been no feedback
22. Parents have advised that communication has been good

#### Staffing

23. Retention has been good reflecting the CPD and wellbeing programmes in school. There have been 4 resignations and careful curriculum planning has allowed for staff movement. A maths teacher appointment is under way for the next year as part of a PGCE route into the school. There is a maternity cover vacancy which is being covered by internal staff.

#### Other

24. Communication is continuing with parents. The 11 allocated PCs have not been received. FSM lunches will continue through the holiday
25. A virtual sports day will be undertaken at the end of term and an online reading programme is taking place over the summer holidays
26. Curriculum development is continuing and good progress being made
27. The school website has been reviewed and audited. Assurance was provided that it is compliant and feedback from parents has been positive
28. A tender is in place for an Open Evening Video to support parents choosing their secondary school
29. The current Year 11 students have been impacted by the current Covid-19 situation and it was suggested that the internal centre assessed grades are used in the entry selection process as well as the allocated grades. The GB debated the impact on the school and students and noted that the staff know the students well. The GB agreed to this amendment in the Sixth Form Entry Policy to ensure that no students have been disadvantaged in any way
30. 3 INSET dates have been planned and the linked CPD events link into the SDP and CPD development
31. A recovery plan is being considered to address the requirements influenced by the Covid-19 situation
32. The requirement for carrying belongings was discussed and it was agreed that the Years 8 and 9 children are provided the bags by the school at a cost of £7.5k. It was agreed that parents could be invited to pay a voluntary donation towards the cost of the bag and promotion of the covenant fund could be included. Governors acknowledged that the number of families impacted financially by the pandemic is likely to increase

#### 9 Chair's business:

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|---|---------------|
| 1. <b>ACTION:</b> Colleagues were reminded to update their personal details on GHUB(via the web link rather than the APP) to confirm the declarations on their personal tabs in line with the recent email, which is an annual requirement  | ALL           |
| 2. <b>ACTION:</b> The Governors Terms of Office were reviewed and colleagues were invited to confirm if they wish to extend their terms of office as a Community Governor or a Parent Governor  | ALL           |
| 3. The staff governor vacancy has been addressed  | Commi         |
| 4. <b>ACTION:</b> The Committees have reviewed their Terms of Reference and will recommend them to the GB for adoption in September   | tee<br>Chairs |
| 5. Governors reflected on the fantastic first year of headship which has been somewhat challenged by the pandemic. The hearts and minds of the school community have been won and any uncertainties have been dispelled by the way that the current situation has been managed. Thanks, were extended to the Head for his much-appreciated role in leading the school |               |
| 6. The Head advised that he is thoroughly enjoying the experience and thanked the staff and governors for their continued support   |               |

#### 10 Review of Policies:

1. The Newly Qualified Teacher Policy which was circulated in advance of the meeting was reviewed
2. It was noted that the policy is a model policy
3. The Board adopted the **Newly Qualified Teacher Policy**

#### 11 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting and embracing the technology
2. Confirmation was given that the meeting format had been effective and all colleagues were able to fully participate
3. No items were identified to be added to the Risk Register as Covid-19 was being managed according to national and local guidance with appropriate risk assessments in place.

Mon 12 Oct 2020	18:30	20:30
Mon 7 Dec 2020	18:30	20:00
Mon 1 Feb 2021	18:30	20:30
Mon 22 Mar 2021	18:30	20:00
Mon 24 May 2021	18:30	20:00
Mon 12 Jul 2021	18:30	20:00

**The meeting closed at: 20.00**