



Minutes of the Kings Langley School Board of Trustees meeting Held on Monday 30th January 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

Via MS Teams

Simon Setterfield COM,

In attendance

T Middleton (Clerk), Melusi Moyo STF, Rosemary Inskip, Sabra Butt (Staff), Philippa Lark (Staff)

Absent

Dawn Helfgott COM, Tania Giles PAR, Phil Slade COM, Simon Wood COM

Documentation circulated in advance of the meeting:



Circulated KLS Meeting Agenda 30.01.2023



3. Declarations-KingsLangley (1)



6. Draft minutes 12.12



8. Link visits



9. Kings Langley School SEF



10. Training-KingsLangley



15. Kings Langley School Admission Arrangements 2024_25 Agreed 171022



15. Kings Langley School Admission Definitions 2024_25 Agreed 171022



nga-srmsac-guidance-20230118

Documentation circulated in advance of the meeting by the clerk:

Research and analysis School inspections: Ofsted Published 17 January 2023

DfE Guidance Handling strike action in schools

Stone King briefing note on strikes

DfE career guidance

Statutory guidance - Serious Violence Duty

Energy guidance fact sheet

DfW – website publication

Ofsted report 2021/2

ICE_10115_CST_School_Trusts_as_Anchor_Institutions_Whitepaper

ESFA Dec update and PPG links

The KEY – safeguarding, induction and link governor training

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: Dawn Helfgott, Tania Giles, Phil Slade COM
3. No apologies were received and absence not accepted from: Simon Wood

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 staff wellbeing:

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

1. Governors acknowledged the key successes
2. The role of the wellbeing link governor is welcomed by the staff and a dedicated SLT member responsible for wellbeing is appreciated by the staff
3. The school policies and protocols consider wellbeing during development
4. An overview of the initiatives and addressing barriers was provided
5. Confirmation was given that the Curriculum Committee monitors staff workload and debates creative ways of organising the school day
6. The link governor provided an overview of observations including professional integrity, workload and the links with moral purpose e.g., Equality and diversity, supporting neurodiverse staff, recruitment and retention, staff teaching outside their specialism
7. Staff questionnaires and surveys are not the only way of seeking staff voice, surgeries are equally effective
8. Governors were invited to share ideas used in different industries
9. The impact of initiatives was debated and it was noted that success is evidenced in retention, recruitment, attendance, reputation, participation in wider community events
10. Question – Where there is a popular event attended by all staff is there always a ticket? Yes
11. Question – How do you help people who have not alerted you to it? Making it public that there are routes to be heard. Hidden disabilities are challenging however the communication to staff is key to ensure that they are aware of ways of doing this. Drop-in sessions with the staff have been introduced
12. Question – Will an evaluation of the strategies and initiatives in place this year be undertaken? Yes

SB left the meeting at 19.06

The Board noted the update

6 To receive a report on equalities:

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

1. The school is currently working towards the Silver Equality Award - The Equality Award is progressing well and external feedback is positive and complimentary
2. The Equality Survey overview was provided
3. Question – of the 60% who responded regarding insecurities on disability and gender, have all staff attended training? Yes, there are links to specific items which is drilled down to address staff needs – it could be mental health, transgender. Some of the topics are challenging but we will use the national college and new staff induction to try and fill in gaps in training and learning needs
4. Governors debated the key findings from students including how unstructured time impacts on incidents; how incidents are reported; micro aggression; parental education; house system. Making students aware that reporting is available without repercussions and instilling confidence in this is

facilitated; Assurance was provided that “Gender” refers to “sex” and SIMs has been updated to reflect pronouns which is also sensitive

5. Unconscious bias and stereotyping are challenging due to history, how is this addressed? When someone is made aware of unconscious bias and deals with it e.g., through training; use of language; transparency in reporting and restorative justice
6. Question – Regarding hidden disabilities, how is this addressed e.g., anxiety and poor mental health? Staff are encouraged to be forthcoming so that adjustments can be made; there is a mental health lead across the school, staff have trained in mental first aid
7. Question – Do staff feel comfortable sharing this?
disclosures/information/health have been made demonstrating the relationships in place but this is an area we are working on
8. The workshops in place for families are supplemented with brochures highlighting key messages
9. Governors agreed that the actions in place support the strategic vision of the school and incorporates the values
10. Governors agreed that the school fosters a work environment where diversity, equity and inclusion are openly explored
11. The Board reviewed the diversity of the board and agreed that when looking to fill vacancies noting that new governors/trustees to the board who are reflective of (but not representatives of) the community the school serves can help it make better decisions in the interest of all pupils. **ACTION: Governors to take a pro-active approach towards diverse recruitment**

ALL

PL left the meeting at 19.50

The Board noted the update

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

1. The minutes of the meeting dated 12.12.2022 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated
ACTION: To be added to the school file

FS

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
2. **ACTION: Music link visit to take place after Easter**

SS

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

1. The **Audit and Risk and Resources Committee** met and minutes published on GHUB – key discussions included the risk register; premises is monitoring the leaks in the building and the DfE is aware of the roof situation; policy review and approval; finances are on track. The internal audit programme includes:
An external website review
2. The Board noted the financial position of the school
3. The **Curriculum Committee** met and minutes published on GHUB – key discussions included KL student expectations and attitudes to learning. A

review of the School Development Plan has been undertaken to ensure effective systems are in place

4. Early Help, MFL, PRE and Career Day link visits have been undertaken

ACTION: visit reports to be circulated

DL, JO

The Board noted the update

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

1. The Head provided a verbal update on the situation with the school and included industrial action and strikes
2. Assurance was provided that the parents have been communicated with and examination years have been prioritised. Years 7,8,9 will have generic work set by SLT for home learning. It is anticipated that years 10,11,12,13 will be in school if possible. Parents complimented the communication from the school which was confirmed by governors.
3. Question – Are we accommodating vulnerable groups? The vulnerable groups have been invited into school and will work with a team lead by the Headteacher.
4. Question – How are the FSM children being fed? They are being provided with food the day before.
5. The Head met with government leaders to discuss funding. Childcare will be available to staff who are in school and their children's schools are closed
6. The Board was reassured that learning will continue to take place and our vulnerable students are being catered for

The Board noted the update

11 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 of the board since the last meeting
4. Trustees are invited to attend the members AGM. Members visited the school and met with Year 7 students and were extremely complimentary about the school
5. The Chair has met with the SLT to discuss the leadership development and experience of the school
6. The calendar of meetings has been reviewed in line with the data and accounting reporting dates. The 2023/4 and 2024/5 dates were agreed.
7. Question – Rule 3 sibling refers to years? This will be further reviewed at the next round to reflect the context
8. **ACTION: Key information for Ofsted to be updated on GHUB e.g.**

ALL

Previous inspection report, annotated
 Annotated SDP
 Next set of school priorities with rationale
 SEF
 Print out of the PP statement/SEND offer from website
 Examples of governor visit reports from last six months
 Budget print out
 Last two sets of FGB minutes
 Last two sets of committee minutes

9. The Board agreed the final admissions arrangements documents for 2024/25 where no changes have been mad

12 Any Other Business:

1. None

13 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 27.03.2023 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			