



**Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 31st January 2022 via MS Teams**

Present

David Fisher HT, Tania Giles PAR, Alana Ivey PAR, Emma Kell COM, Deborah Ludlow PAR, Mark Morant COM, Jo O’Sullivan PAR, Simon Setterfield COM, Phil Slade COM, Phil Garner PAR Graham Craggs COM, Sarah Wilding PAR, Dawn Helfgott COM (Vice Chair 01/10/22), Helen Young COP,

In attendance:

Rosemary Inskipp STF, Nick Monk (SLT), James Tubb (SLT), Melusi Moyo STF, Geoff Shephard STF, Tracey Middleton (Clerk)

Absent:

Simon Wood COM, Barbara Bell PAR

Documentation circulated in advance of the meeting:

KLS Meeting agenda 31.01.2022

3. Declarations-KingsLangley 04.01.2022

6. Draft minutes1312

9. blank must do template

Kings Langley School Grievance Policy and Procedures

13. Kings Langley School Admission Arrangements 2023_24 October 2021

Kings Langley School Privacy Notice - Governors January 2022

13. Kings Langley School Admission Definitions 2023_24 October 2021

Kings Langley School Privacy notice - Parent

13. Kings Langley School Drugs Policy

Kings Langley School Privacy Notice - Staff

13. KLS Link Governor Visit Policy - FINAL

Kings Langley School Privacy Notice - Student

Kings Langley School Biometric and Image consent forms

Staff consumption of alcohol on school trips procedure

Documentation circulated in advance of the meeting by the clerk:

National Governor Day free cpd

Anna Freud wellbeing for Secondary Schools

Governors for Schools Webinars curriculum cpd

www.schoolresourcemanagement.co.uk.

insights into how to read financial accounts - academies

CST – Duties of Directors

CST – Self evaluation

The Key has published a list of questions to ask school leaders on a variety of topics that you need to monitor.

The School Bus has published an article which goes through eight priorities for governing boards in the 2022 Spring term.

Meeting opened at: 18.30 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. It was noted that the meeting is a virtual to the current Covid situation and protocols were outlined
3. The Chair noted that the meeting is quorate

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: Simon Wood (prior commitment)
3. No apologies received and absence not accepted from: Barbara Bell

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. None

5 To receive Year 11 data and Recognition Project:

NM introduced the documents circulated in advance of the meeting

1. The year 11 trial exam analysis 2021-2 was reviewed. The coursework (NEA) has not been accounted for in the data presented. There is no exam for Art this year which is traditionally a strong subject and no results in the data as this year the exam had taken place over last few weeks.
2. The following were outlined: impact of learning due to Covid over the past 2 years, cohort differences, changes to timings of exam weeks and the marking and moderation protocols.
3. Assurance was provided that each subject area and every student is being reviewed and the appropriate actions, strategies and interventions are under consideration a number of these were discussed at the curriculum meeting.
4. Question – Will benchmarking or trends against other schools be undertaken? No as the way mock exams are undertaken is different between schools. The context is challenging. KLS has held full exams in core subjects to support identifying gaps and needs within areas of learning and prepare students for home learning should it be required. The school will ensure that the students receive whatever the school can provide
5. Question – What is the current profile of students, historically it has been bell shaped? The data of students joining the school is different e.g., years 7 and 8 have no SATS however the CATs information reflects the intake is broadly in line with national average but with more students with additional needs at the lower end.
6. Question – Has a lack of face-to-face teaching impacting at the lower to middle end? Yes, grade boundaries will be impacted where learning has been disrupted but staff are working hard to fill in gaps when they are found through our quick starts, assessments and questioning.
7. Question – What are the key challenges behind the data and what can be done to address these challenges? 4 months of year 9 and 3 months of year 10 has impacted on content in the exam. Engaging in on line learning has been challenging for some students. Plugging gaps, teaching new learning as well as reteaching previous learning has been necessary. Clearly schools across the country will have had a similar experience acknowledging that selective schools may have a different experience
8. Engagement in the intervention programmes is high which was shared with link governors for key subjects.
9. **ACTION: Tables to be added to GHUB for colleagues to interrogate and reflect on in link governor visits with subject leaders**
10. Governors recognised that no data from art and the significant impact of 6/167 students with mental health issues
11. PPG and non-PPG attainment gap and Progress 8 gap has improved over the last 3 years. The gap between male and female student performance is higher than previously. The data reflects the work undertaken with the vulnerable groups including SEND and PPG

ALL

12. Thanks were extended to the staff for the concerted effort for this cohort to support them in focussing on their education and addressing the barriers impacting on their learning
13. NM was thanked for the informative and interesting presentation
NM left the meeting at 19.31

JT introduced the documents circulated in advance of the meeting

14. A timeline of the Recognition and Acknowledgement project and stakeholder feedback were provided.
15. The balance between consequence and recognition has been achieved in line with the school's ethos and culture
16. Data clearly showed no gap between PPG and SEND and non within the data presented.
17. There is a need to review the higher ability students more within this project as some parents feel the system does not acknowledge their efforts.
18. The Board reflected on the "recognition" list and the broadening of the colour awards which reinforce school values and character development
19. Feedback from parents, staff and the students has been overwhelmingly positive, experience of high achieving students shared, format of communicating certificates
20. The structure and development of the project were acknowledged in particular the hidden students. The interrogation of the data to improve the experience of all students was noted
21. JT was thanked for the informative and interesting presentation
JT left the meeting at 20.04

The Board noted the update

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

1. The minutes of the meeting dated 13.12.2021 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**

7 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
- The following updates were provided:**
2. 28.03.2022 SEND case studies to be presented by the SENCO
 3. **ACTION: In house Ofsted training has been booked for all colleagues to attend on 25.04.2022 at 19.00 facilitated by Tony Breslin** **ALL**
 4. **ACTION: Members AGM date to be circulated** **FS**

8 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 will be added to the monitoring table which is maintained termly. Thanks were extended to all link governors for their monitoring activities and raising the profile of the board in school which is much appreciated by the school community
2. The **Curriculum Committee** met on 10.01.2022 and draft minutes circulated. All supporting documentation and presentations are available in the meeting folder on GHUB
3. The Committee Chair noted the following key areas of discussion which included: staff presentations on Homework, Behaviours for Learning, English – oracy and literacy, 3I's of the curriculum, Education recovery and interventions, external curriculum coaching deep dives in 4 subjects, monitoring of link visits
4. The **Resources, Audit and Risk Committee** met on 17.01.2022 and draft minutes to be circulated. All supporting documentation and presentations are available in the meeting folder on GHUB
5. The Committee Chair noted the following key areas of discussion which included: risk management including the policy and register, 46 risks in 9 categories have been identified and are being monitored by the Committee, the internal scope of work has been agreed, premises and building reporting including risk assessments and building requirements, premises development including Sixth Form Centre, 3G pitch, IT, there are no areas of concern to bring to the attention of the board regarding compliance and financial fraud, benchmarking
6. The ESFA financial management and governance review was positive and the school has few actions to follow up on
7. The Board noted the financial position of the school
8. Confirmation was given that the annual report and accounts was submitted to the ESFA in the required timeframe
9. Confirmation was given that the annual report and accounts were submitted to Companies House ESFA in the required timeframe
10. Confirmation was given that the accounts will be submitted to the ESFA through the Academies Accounts return in the required timeframe
11. Confirmation was given that the accounts has been published on the website
12. The website audit has been audited and is compliant
13. Confirmation was given that the monthly management accounts have been uploaded to Governor Hub for review hence shared with the Chair monthly and the board six times a year and are monitored and interrogated by the Committee
14. **ACTION: Risk register to be brought to the next meeting**
15. Question - Are you happy with SBS's service so far? Yes, the Board is assured by the comprehensive service provided to date

GC

9 **To receive a report on the financial position and monitor the Academy Trust MUST do requirements:**

The Chair introduced the report and noted that the requirements have been reviewed. Further questions and discussion included:

1. **ACTION: Governor training and development plan to be created** DH
2. **ACTION: Reporting structure during the financial year to be developed with more detail now we are moving back to a more normal experience and academic year.** GC, FS
3. **ACTION: IT and planning progress to be developed as part of master plan.** GC, DF
4. **ACTION: building and infrastructure to be developed as part of master plan.** DF, FS
5. **ACTION: Strategic Plan to be developed in the summer term that looks longer term now as we move out of Covid pandemic.**

10 **To agree strategic topic for discussion at next meeting:**

1. SEND and Sixth Form are being presented at the next meeting
2. **ACTION: Presentations to be added to GHUB in advance of the meeting** DF
3. Strategic Planning – Part 2

The Board noted the update

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

1. None

The Board noted the update

12

1. There are no GDPR breaches, FIO requests of SARs to report

The Board noted the update

13 **Policy Review:**

1. The **Admissions Arrangements 2023-4 and Admission Definitions 2023/4** were reviewed and ratified. Following the board meeting on the 18th October which decided that no consultation was required on our Admission Rules for 2023/24, the final documents were ratified and it was agreed that they can be forwarded to Hertfordshire by 28th February 2022.
2. The Governor Link Visit Policy which was circulated in advance of the meeting was reviewed
3. The Board adopted **the Governor Link Visit Policy**
4. The Drugs Policy which was circulated in advance of the meeting was reviewed
5. The Board adopted the **Drugs Policy**
6. The Biometrics Consent Forms and Data which were circulated in advance of the meeting was reviewed

7. The Board adopted the **Biometrics Consent Forms and Data**
8. The Grievance Policy and Procedures which were circulated in advance of the meeting was reviewed
9. The Board adopted the **Grievance Policy and Procedures**
10. The School Privacy Notices which were circulated in advance of the meeting was reviewed
11. The Board adopted the **School Privacy Notices**
12. The Staff consumption of alcohol on school trips Procedure which was circulated in advance of the meeting was reviewed
13. Due to Covid there has been a reduction of trips and this policy has been developed with staff and headteacher representation in Dacorum
14. **ACTION: Staff consumption of alcohol on school trips Procedure - Governors were invited to submit further questions before the next meeting for consideration**

ALL

14 Any Other Business:

1. There are a number of long serving members of staff and it was agreed that the governor fund would be used to celebrate key long service rewards. **ACTION: GS and DF to submit project request to Committee for approval**

DD, GS,
GC

15 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 28 Mar 2022 at 18.30 online.

The meeting closed at: 21.05

Date	Start	End	Meeting
Mon 16 May 2022	18:30	20:00	Resources
Mon 23 May 2022	18:30	20:30	Governing Board
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
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	