



**Minutes of the Kings Langley School Board of Trustees meeting
Held on Monday 7th December 2020 via Zoom**

Present

Graham Craggs COM, Dawn Helfgott 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, Barbara Bell PAR, David Fisher HT

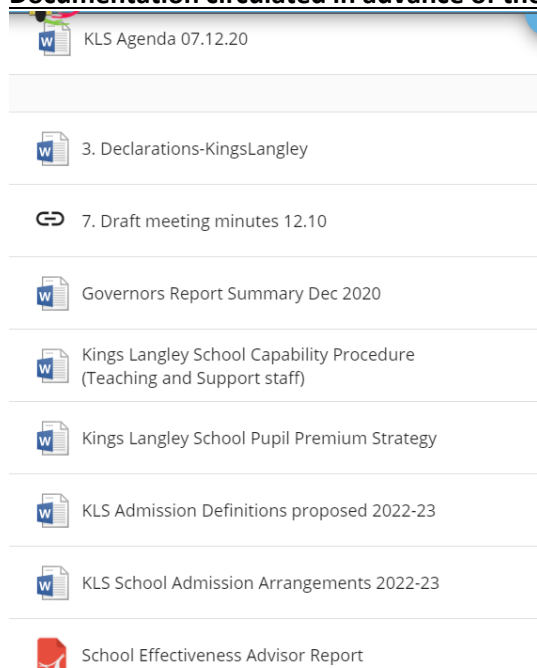
In attendance:

T Middleton (Clerk), Rosemary Inskipp STF, Melusi Moyo STF, Geoff Shephard STF, Philippa Lark STF, Ruth Jennings (DHT), Helen Pocklington (DHT), Karen Mead (PPG Lead)

Absent:

Dave Butler PAR, Deborah Ludlow PAR

Documentation circulated in advance of the meeting:



Documentation circulated in advance of the meeting by the clerk:

Winkworth Sherwood - School Support Service - Equality Act 2010 Mini Series

New Government Guidance - the Clinically Vulnerable and Clinically Extremely Vulnerable and Stone King webinar details

The latest additions and revisions to Policies via the HfL HR Portal

CLA report to Governors from the Virtual School

Governors for schools - webinar mental health and wellbeing in schools This webinar is designed to help governors understand how they can support and improve provision for pupil mental health in their role. Its free to attend and you can sign up;

NGA Virtual Governance: Monitoring and board reporting amidst a global pandemic

The Key a downloadable staff briefing on remote learning

ACAS webinar - Current and Future Challenges in FE and HE.

Winkworth Sherwood - GDPR Webinar: Subject Access Requests.

TES Managing Difficult Conversations with Parents (focusing on Relationship Education

TES Relationship Education for Primary - Tue, Nov 10, 2020 4:00 PM - 5:30 PM GMT

The School Bus has published a Coronavirus (COVID-19): Staff Wellbeing Survey

The Key has published a template report to governors on Coronavirus Catch Up Premium

SFVS Guidance Checklist guidance Updated 3 April 2020

Online seminar 'Moving on from Crisis – the Role of Governors' at our free-to-attend Schools & Academies Show Online

1 Welcome:

The meeting opened at 18.32

1. The Chair welcomed colleagues to the meeting and outlined the remote meeting protocols
2. Deb Ludlow was appointed Community Governor from 5 Nov 2020 to 4 Nov 2024
3. Phil Slade was welcomed as appointed Community Governor from 13 Nov 2020 to 12 Nov 2024
4. Tania Giles and Barbara Bell were welcomed as elected Parent Governors from 5 Nov 2020 to 4 Nov 2024
5. **ACTION: DBS for PL and PS outstanding on GHUB**
6. Rosemary Inskipp STF, Melusi Moyo STF, Geoff Shephard STF and Phillipa Lark STF have been invited to attend all Board meetings as staff representatives for a further 4 years in attendance and do not have a vote in any decision making. Clerk advised the Board to follow its constitution as set out in the Articles of Association and recommended that the Board should review its Articles of Association (2012) which are outdated so that they reflect current guidance and good practice as set out in the Financial Handbook. <https://www.gov.uk/government/publications/academy-model-memorandum-and-articles-of-association> and <https://www.gov.uk/guidance/academies-financial-handbook/academies-financial-handbook-2020-to-print>. The Board has taken legal advice and will keep the Articles of Association under regular review

DF

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: David Butler and Deb Ludlow

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
3. Governors were reminded to add any new declarations to the statutory register which is recorded in GHUB and published on the school website
4. None declared
5. Governors were reminded that if any governor 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 Pupil Premium Grant Review:

HP and KM introduced the reports which were circulated in advance:

1. The context of this sensitive cohort and the rationale for the adopted strategy was outlined
2. Colleagues noted the barriers to learning including prior attainment gaps and governors were assured that a holistic approach has been considered
3. Question – Is it possible in the summer term for some anonymised case studies to be presented which can demonstrate what has been put in place, impact and the outcomes and their overall experience at KLS? Yes, this is possible. There are on average 30 PPGs in each year group
4. The PP Lead has been covering a HOY role which has impacted on capacity for the PP Lead role. The initial focus will be a focus on individual needs to ensure strategies are having the desired impact for these students to reduce the gap between non-PPG student
5. Governors thanked the school for the comprehensive and detailed presentation

RJ introduced the reports which were circulated in advance:

6. The Board reviewed the centre assessed data from last year and noted that PPG children achieved better than PPG nationally. The attainment 8 grade was 13% above the national average. Boys also improved to performing above national averages by 20%
7. The Board was pleased to see the increase in engagement by parents
8. The increase in progress and attainment was evidenced and it was noted that the strategies had impacted on the desired outcomes. There was engagement with developing aspirations despite the current pandemic
9. 88.9% PPG students attended a Year 7 extra-curricular activity which was higher than non-PPG students. Governors agreed that opportunities to increase experiences for these students is welcomed
10. Confirmation was given that external view of the scrutiny of central assessed grades was robust

6 Covid Catch Up Fund Review:

RJ introduced the reports which were circulated in advance:

1. The school has investigated the tutoring available and is focussing on KS3 including PPG at present. A 10-week online tutoring programme for 30 targeted students is being pursued at a cost of £30k
2. High-quality catch-up sessions with resources have been introduced including Saturday classes for Years 11 and 13 led by school staff at a cost of £25k
3. £15k has been provided to support revision materials e.g. PE GCSE Webinar; A Revision skills company will be secured in January for Year 11 to support aspirations; online software
4. £8k has been set aside for individual support e.g. mentoring and life skills
5. Teachers have amended their topics of study and introduced strategies to address any identified learning gaps
6. Question – Is it possible in the summer term for some anonymised case studies to be presented which can demonstrate what has been put in place, impact and the outcomes and their overall experience at KLS? Yes, this is possible.
7. The Board agreed in principle with the strategy presented
8. Question – Should the public examinations be cancelled in 2021 are we sufficiently monitoring and assessing the situation? Yes, this year the English papers have been

assessed externally. Monitoring and robust challenge is in place across subject areas to ensure there is rigour in place in preparation. All interventions are reviewed for impact and the internal tracking and Assessment Policy are fully embedded. Governors were assured that the data is in place to support next year exams

9. Assurance was provided that the school has addressed parental challenges and appeals received in the summer which has been time consuming
10. Question – Are students not attending sessions followed up? Definitely. Administration support is in place to contact parents regarding non-attendance of students
11. Thanks, were extended to the staff for their contribution to the meeting

HP, KM, RJ left the meeting at 19.40

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

1. The minutes of the meeting dated 12.10.2020 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair
2. **ACTION: Signed minutes to be added to the school files when the Chair visits the school**

DF, FS

8 To consider matters arising from the last meeting's minutes:

1. The matters arising were reviewed and it was agreed that all actions are closed or in hand
2. **ACTION: GB Organisation chart to be circulated**
3. **ACTION: The SLT meeting on strategic objectives is planned next term**

**DF
DF, FS**

9 To receive Committee Reports since the last meeting:

1. The Curriculum **Committee** met and minutes circulated. The staff presentations were circulated on GHUB and colleagues encouraged to review the content which triangulates the information provided in other reports
2. The **Resources Committee** met and minutes circulated. The external auditors have not raised any issues or recommendations regarding accounting process or procedures to bring to the attention of the Board. The minor points are being updated
3. Thanks, were extended to the finance team for their rigour this year in managing the school's financial health
4. **ACTION: PE Link visit to be added to GHUB**
5. The Safeguarding link visits have continued to be undertaken and reported accordingly
6. The new requirements for school website publication have been reviewed and confirmation given that there are no salaries over £100k to publish
7. **ACTION: Link governors were encouraged to send a communication to their links and the Chair will send an email to all staff to thank all members of staff**

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ALL

10 To review Policies:

1. The Capability Policy which was circulated in advance of the meeting was reviewed
2. The policy is an HfL Model Policy
3. The Board adopted the **Capability Policy**

11 Governor Training and Self-Assessment:

1. The GDC is undertaking training and it was agreed that a skills audit will be undertaken in the Spring Term to inform training and future recruitment
2. Colleagues were encouraged to access the Modern Governor e-learning modules on the HfL Training Tab and HfL Training sessions which the school subscribes to

3. The GDC will touch base with the new governors to review their training programme noting that Induction and safeguarding should be prioritised

12 To receive the Head's Update:

The Head introduced the report which had been circulated in advance of the meeting

1. Governors reviewed the context of each cohort and the breakdown of groups. There is an increase in the number of PPG and FSM and a broadening of the catchment area
2. Overall attendance continues to improve and is rigorously monitored. However, in September the early issues with track and trace and confusion over symptoms by some parents resulted in a small number of students staying at home when they needed not too. The government is monitoring attendance in schools on a daily basis. There are some students educated at home due to medical conditions which is impacting on attendance. The inclusive nature of the school does impact on attendance when students joining the school are not "home grown". Some of the non-attenders are advising the school of mental health issues and the support from the school in particular pastoral support is above what is required however this is not fully supported by external agencies which can be challenging
3. Governors acknowledged that attendance is a strength of the school demonstrating the confidence of the community in the safe school environment and constantly revisiting risk assessments to inform planning and operational routines
4. The nature of the safety guidance has resulted in teachers and staff losing a large proportion of their teaching and behaviour repertoire. Also, the nature of the timetable and bubble areas for long periods of the day has resulted in further issues for both staff and students. There are clearly heightened levels of anxiety within the staff and student body and at times this can cause further issue within lessons
5. An overview of the behaviour being displayed was provided and governors agreed that there were external challenges to manage and internally the format of teaching is not usual. The management of social distancing is challenging for everyone which can result in challenging behaviour however the pastoral support team is experienced and working to prioritise supporting our vulnerable students
6. Reported incidents of bullying, racism and homophobia remain low. We have had one off incidents of unkindness as a result of friendship breakdowns but the behaviours have not been bullying behaviours. 3x Bullying; 1x Racial, 1x Homophobic
7. The home-schooling student is back in a school following our work with admissions and integration at HHS. There have not been any further home school decisions from parents
8. An overview of the staffing changes was provided and there are a number of PGG students being supported
9. Question – Are we fully staffed? The curriculum model is fully staffed. Setting will be returned to next year. Deputy Head would be the preferred route. However, both financially and with a potentially lower calibre field, an Assistant Headteacher would be the preferred option who we can develop into a potential Deputy in the future. The plan is to go to advert for an external position in January with the aim to interview prior to February half term. HT would also like to future plan by offering a small number of secondments onto the leadership team as non-paid roles to develop middle leader knowledge of senior level and also ensure a number of projects can develop under their leadership. HT would like to advertise the secondment positions before Christmas to ensure the external position complements the new team. The Board supported this course of direction

10. We have had six COVID -19 cases within the school this term, a group of 32 students in Year 10 went into self-isolated from 23/10/2020, a group of 32 Year 13 students on 16/11/2020, a further 5 Year 13 students linked to a different student case on 17/11/2020 and 70 Year 9 students on 17/11/2020 the student in this case was the sibling of a Year 13 student, a year 7 case where 52 students had to self-isolate and finally a year 11 case on Monday 30th November 2020 where a group of 40 year students needed to isolate. We have had a couple of staff who have had to self-isolate due to being Clinically Extremely Vulnerable. We have had a couple of staff who have also had to self-isolate through contacts outside of school and one confirmed case in the teaching staff body. The inconsistency of the advice being provided has been operationally challenging and time consuming
11. The NHS App has been advising staff that they need to isolate largely due to the location of staff storing their phones in locker areas which has impacted on capacity and organisational issues
12. Governors noted the requirements of track and trace and the impact of any calls made on Christmas Eve. The impact on the population in Hertfordshire is worrying
13. Question – Do staff have to use the APP? This is personal to the individuals. The APP is not sophisticated in determining the locality of the phone. Adhering to Union advice is challenging for an already compromised staff
14. Governors acknowledged the requirement to address the current context in line with staffing levels
15. The SEA Report was noted and governors acknowledged the high quality of the work being undertaken across the school

13 Chair's Business:

1. The GB noted that the Chair has been with the school for 20 years
2. The Head's Appraisal process with the assistance of the SEA has been undertaken and the GB acknowledged the contribution the Head has made during this first year
3. The Board debated the Admissions Arrangements and Policy noting that having made the changes to the admission rules for 22/23, HCC has requested further changes to wording regarding Summer born children entering Reception a year later. This is reflected in the Summer born children under the Children Out of Year Group heading in the definitions document and the wording required in the Appeals section of the Admission Arrangements document. The Sixth Form oversubscribed requirements were agreed. The school will consult with the parish council and notices produced for each of the parish noticeboards
4. Question – Is the intention to over subscribe by 4? Yes, it has worked this year and will be continued. In year 9 schools do lose students to the UTC. Governors noted the impact on Appeals. The school is 4 times over scribed
5. The GB agreed the **Admissions Policy and arrangements** which were circulated in advance of the meeting

14 Any Other Business:

1. None

20 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting and continued commitment to the school
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 meetings will be held on: Mon 1 Feb 2021 at 18.30 – details of location to be confirmed nearer the time

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
Mon 18 Oct 2021	18:30	20:00
Mon 13 Dec 2021	18:30	20:30
Mon 31 Jan 2022	18:30	20:00
Mon 28 Mar 2022	18:30	20:00
Mon 23 May 2022	18:30	20:00
Mon 11 Jul 2022	18:30	20:00

The meeting closed at: 20.30