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**Minutes of the Kings Langley School Board of Trustees meeting  
Held on Monday 9<sup>th</sup> January 2024 at the school/MS Teams**


**Present**

Graham Craggs COM, Dawn Helfgott COM, Emma Kell COM, Mark Morant COM, Simon Setterfield COM), Phil Slade COM, Frances Stickley COM, Simon Wood COM, Phil Garner PAR, Tania Giles PAR, Alana Ivey PAR, Deborah Ludlow PAR, Alison Martin PAR, Fionnuala O’Driscoll PAR, David Fisher HT


**In attendance**

T Middleton (Clerk), Geoff Shephard, Rosemary Inskipp, Lucy Sudbery (DHT)



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

-  KLS Meeting Agenda 09.01.2024



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-  Confirmations-Summary-Kings Langley School



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-  Constitution-KingsLangley
-  Kings Langley School Conflicts of Interest (Examinations) Policy 2023-2



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-  Contextual Safeguarding Update 09.01.24
-  Kings Langley School Conflicts of Interest Policy



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-  Declarations-Kings Langley School
-  Kings Langley School Employee Wellbeing Policy



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-  Draft minutes 08:11
-  Kings Langley School Link Governor monitoring Visits 2023-2024

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-  effective-board-reporting
-  Kings Langley School Malpractice Policy 2023-24

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-  Governing Board Meeting 09.01.24 - SDP and Intervention
-  Training-KingsLangley

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

- Changes to Co Law link
- CGI - Effective Board Reporting
- Ofqual - Equalities analysis: executive summary Published 7 December 2023 -
- The DfE released ITT stats
- Pupil attendance in schools
- CHILDREN AND YOUNG PEOPLE'S MENTAL HEALTH REPORT
- DfE – EYFS framework
- National pupil survey
- The Key – stakeholder feedback
- Gatsby benchmark consultation survey outcomes
- NGA – supporting mental health
- NHS survey outcomes
- NHS DfE Pupil Attendance data
- DfE Exc and sus
- Ofsted Annual report
- Multiplication tables attainment
- Statutory guidance on school uniforms
- DfE behaviour webinar
- SFVS updated template
- Updated 14.11.23 for Resources and Audit and Risk committees to note
- <https://www.gov.uk/government/publications/academy-trust-financial-management-good-practice-guides/academy-trust-reserves>
- KCSIE quiz
- Education Support - Teacher Wellbeing Index

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. The Chair noted that the meeting is quorate (> one third governors in post)
3. It was agreed to amend the order of the agenda according to attendance
4. Fionnuala O'Driscoll and Alison Martin were welcomed as newly elected parent governors 08/12/2023 – 07/12/2027
5. **ACTION: GIAS, Co House, websites and descriptions to be updated accordingly (Shurl)**

DF

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. All present

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

1. The minutes of the meeting dated 08.11.2023 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated and added to the school file

**6 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

**8 To receive report on Intervention Strategy and to review the School Development Plan:**

The School Lead introduced the presentation circulated in advance of the meeting. Further questions and discussion elicited that:

1. The School Development Plan (SDP) was monitored and the 6 priorities were outlined. The document is a working document which is updated and rag rated regularly. The subject plans are informed by the SDP
2. Governors were assured that the targets are ambitious and in line with the strategy, ethos and aims
3. Question – Can you outline actions where a subject area is not performing as well as expected? An overview of the strategies and interventions was provided and governors assured that the resources have been upgraded accordingly e.g. PE during bad weather has been accommodated; resources made available to the music department
4. Parents have evidenced that intervention has been put in place to support challenge for more able students e.g. 7-9 maths groups which is a boy heavy group demonstrating the focussed and individual strategies in place
5. Governors were assured that CPD and investment in the staff continues to be a priority to ensure quality first teaching
6. Question – Is this strategy supporting staff recruitment? Yes. The school is fully staffed and the mid-year staff starters have had a focus on induction and training. Retention is a challenge as well-developed/trained staff are attractive in the market place however the school will continue to invest in the staff. Public media campaigns are attracting colleagues wishing to join the school. A number of staff have returned to KLS after moving to other schools which is positive. The cost of living in this area continues to be a challenge
7. Trustees acknowledged that evidence of progress has been demonstrated through link visit reports and triangulated governor monitoring
8. Confirmation was given that the disadvantaged gap index is used to support key groups
9. Trustees agreed that the data is being well used to support interventions and inform the longer-term strategy
10. Thanks were extended to the staff for the continued commitment to our students achieving better life chances
11. Question – How are we supporting students at this overwhelming examination time? The Intervention Programme which is interrogated by the Curriculum Committee was shared with the Board. The revision programme has been shared with students and parents and interventions and strategies being implemented accordingly. This week commences the 12-week programme to consolidate their learning with 4 weeks to apply their learning through revision. Trustees welcomed consideration of students prioritising subject. Students are encouraged to attend revision sessions rather than sanctions. The teachers know the students well and the

Head of Year 11 is non-teaching allowing for pastoral support to be maximised. A list of pastoral support was outlined and trustees were assured that the multi-faceted approach is a key investment

12. Question – How are the in-year admissions succeeding? There are specific programmes in place for the students who have missed school and been inherited by the school
13. Assessment/marking/feedback and intervention is the priority area for this term and governors are able to explore this with their subject leads

**LS left the meeting at 19.15**

### **The Board noted the update**

#### **7 To receive update on Safeguarding:**

The Head introduced the presentation circulated in advance of the meeting. Further questions and discussion elicited that:

1. The safeguarding link governor has visited the school and provided assurance of rigour in processes and protocols
2. Question – It would appear that CPOMs entries have increased? This is now the key recording database for all incident and proactively used. Kings Langley School uses CPOMS (Child Protection Online Monitoring System), an online platform which supports our school processes and allows us to manage and monitor Child Protection, Safeguarding, pastoral and welfare concerns for students. During the Autumn Term 2023, 790 entries were recorded on CPOMS this is an increase year on year with more and more staff using this system now
  - Increased staff usage (a conscious effort).
  - A wider array of issues now being recorded on CPOMS e.g. bullying and serious behaviour incidents that were previously logged elsewhere.
  - The associated actions and possible sanctions related to incidents are now also logged on CPOMS.
3. Between September 1st – December 20th 2023 (15 school weeks), the top three incident types logged were:
  - Well-being concerns e.g. mental health, physical health/appearance, self-harm.
  - Home issues e.g. family bereavement, falling out between siblings or parents, financial hardship, domestic abuse.
  - Attendance
4. For each of the above, in-school support is offered when required and relevant. Such as our Character Education, PHSE and curriculum programme, Form Tutor and Head of Year support, mentoring sessions, counselling and scheduled parental meetings. For many students and families, external agency support is also sought after to increase the level of assistance.
5. For the same time period, the top three serious behaviour incident categories were:
  - Homophobia (8 incidents)
  - Racism (8 incidents)
  - Bullying (7 incidents)
  - This is over a 16-week term and all incidents even if not directed directly as an individual are now logged in CPOMs.
6. For each incident logged, additional education (besides the comprehensive PHSE programme in place at KLS) is given to the perpetrator, as well as a sanction and parents/carers are informed. Support is also offered to the victim.

7. A national safeguarding issue that is becoming more prevalent is County Lines (a form of criminal exploitation involving the movement of drugs, money and weapons, often using children and vulnerable people to do so).
8. There have been several incidents relating to county lines involving students from KLS so far this academic year. As a result, One Chance and the DBA Project spent a day at KLS (28th November 2023) and delivered assemblies to each Year Group on the subject, to educate our students, increase their awareness and offer continued support if necessary.
9. Safeguarding top tips are regularly shared with parents
10. Trustees debated absence from school and strategies available to support families
11. Question – Do we have any specific groups with a concern regarding behaviour and attendance? Passive aggressive female students are being challenged and supported and this seems to be across schools in Dacorum and I am sure nationally in places.

**The Board noted the update**

**9 To receive Committee and Link visit reports since the last meeting:**

1. The **link visits** undertaken this term were reviewed

| Summary                                 | Area                     | Impact   |
|---|--------------------------|--|
| Implementation of curriculum monitoring | MFL                      | Languages continue to be an integral part of the curriculum. In line with the school vision, it helps to equip pupils with the knowledge and cultural capital they need to succeed in life. It encourages pupils to appreciate and celebrate difference.   |
| Monitoring of KCSIE                     | Filtering and monitoring | Assurance provided that the current filtering and monitoring solutions are appropriate for KLS communities. Filtering and monitoring systems chosen based on their specific relevance to the school, as opposed to their cost. Robustness of systems documented to ensure that harmful online content is effectively being filtered out. |
| SCR, Safeguarding and Wellbeing         | Safeguarding             | Assurance of rigorous processes and protocols evidenced and proactive approach towards safeguarding undertaken across whole school   |

2. The **Curriculum Committee** has met and the chair provided an overview of the discussion including: the Sixth form and marketing, the impact on CPD, staffing update. An additional meeting on 22.01.24 at 18.30 has been arranged. The new parent governors are invited to attend
3. Question – What is the target for sixth form? 100 and the signs are looking positive in terms of interest
4. The **ARRC Committee** has met and the external auditors presented the accounts. Assurance was provided that there are no significant points to raise. The level of unrestricted and restricted funds was interrogated and the accounting issue relating to cash in bank and the balance sheet was clarified. The spend of restricted funds will be prioritised this year. There is £577k remaining funds. The school’s contribution to the pitch is using unrestricted funds to over the school’s educational purposes during the school day
5. Question – Has the internal distress been escalated and communicated accordingly? Yes and a reassurance letter has been received
6. New governors are invited to the next meeting on Monday
7. Question – Will this impact on CIF bids? No there is no requirement for CIF bids due to the PFI status of the school and excellent facility management.

8. Trustees agreed that the external auditors have been effective in providing assurance that the financial management and processes in place are compliant and the school is viable in meeting its charitable objective. There is a good relationship. Any recommendations of good practice to strengthen systems for financial management and control have been welcomed. The Trust Board recommended the re-appointment of the external auditors to the Board
9. **ACTION: To forward report with recommendation to the Members AGM for re-appointment**

GC

The Board noted the update

10 Policies:

1. The following policies were circulated in advance of the meeting and reviewed
2. The Board agreed the Admission Policy for 2025-26. The definitions of Sibling and Home Address have been elaborated on to help stop fraudulent applications but these do not require us to consult.
3. The GB adopted the **Admission Policy**
4. The Conflicts of Interest (Examinations) Policy
5. The GB adopted The **Conflicts of Interest (Examinations) Policy**
6. The Conflicts of Interest Policy has been reviewed by the Committee and recommended to the Board for adoption
7. The GB adopted the **Conflicts of Interest Policy**
8. **ACTION: All trustees to update the confirmation regarding this policy by the end of January**
9. The Employee Wellbeing Policy
10. Question – It refers to leaders and managers, is this interchangeable Yes
11. Question – Is 1-1 supervision available? Yes. Safeguarding and counselling staff have access and regularity is based on need and can be considered as an additional
12. The GB adopted the **Employee Wellbeing Policy**
13. The Link Governor Monitoring Visits Policy
14. The GB adopted the **Link Governor Monitoring Visits Policy**
15. The Malpractice Policy
16. **ACTION: Exam to be added to the policy title; disadvantage students to be included; reference title**
17. The GB adopted the **Malpractice Policy with the above amendments**

ALL

DF

The Board noted the update

11 Chair's Report:

The Chair gave a verbal update and referred to documentation circulated in advance of the meeting:

1. The Chair confirmed that the management accounts have been shared every month and that the Board considers these when it meets. The Resources Committee interrogates the data for further granularity and assures that it has appropriate oversight of the trust's financial position - ATH 2.19. The Schedule of Musts is regularly monitored
2. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not already been shared
3. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting

4. It was agreed that there are no items to be added to the risk register
5. The Board agreed that this meeting had addressed the accountability of their role through monitoring statutory compliance and holding the school leaders to account for the performance of the pupils through thorough planning and monitoring
6. The self-evaluation was reviewed and it was agreed that training is prioritise and how strategy will be shared with newer colleagues
7. **ACTION: The Trustees agreed that Equalities training will be booked as an HfL in house session** DH
8. **ACTION: Trustees encouraged to attend the new Radicalisation training recently introduced by HfL – book directly** ALL
9. An update on the recent Ofsted developments was provided and there is a pause until 21.01.24 and the school is expecting an inspection imminently

The Board noted the update

**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 Mon 18 Mar 2024 at 18.30 in school

**The meeting closed at: 20.15**

| Date            | Start | End   | Committee                               | Location                     |
|-----------------|-------|-------|---|------------------------------|
| Wed 24 Apr 2024 | 18:30 | 20:30 | Kings Langley School                    | In school                    |
| Mon 29 Apr 2024 | 18:30 | 20:30 | Audit and Risk, and Resources Committee |                              |
| Mon 13 May 2024 | 18:30 | 20:30 | Curriculum & Personnel Committee        |                              |
| Mon 17 Jun 2024 | 18:30 | 20:30 | Audit and Risk, and Resources Committee |                              |
| Wed 26 Jun 2024 | 08:00 | 09:30 | Kings Langley School                    | In school and via MS Teams   |
| Mon 9 Sep 2024  | 18:30 | 20:30 | Board meeting                           | In school                    |
| Wed 13 Nov 2024 | 08:00 | 10:00 | Board Meeting                           | Hibrid in school and virtual |
| Wed 15 Jan 2025 | 18:30 | 20:30 | Board meeting                           | In school                    |
| Wed 26 Mar 2025 | 18:30 | 20:30 | Board meeting                           | In school                    |
| Thu 1 May 2025  | 18:30 | 19:30 | Board meeting                           |                              |
| Mon 16 Jun 2025 | 18:30 | 20:30 | Board meeting                           | In School                    |