



**Minutes of the Kings Langley School Board of Trustees meeting  
Held on Wednesday 13<sup>th</sup> September 2023 at the school/MS Teams**

**IN SCHOOL**

Mark Morant COM, Emma Kell COM, Frances Stickley COM, Dawn Helfgott COM, Deborah Ludlow PAR, Phil Slade COM, David Fisher HT, Jo O’Sullivan COM, Simon Wood COM, Tania Giles PAR

**MS TEAMS**

Phil Garner PAR, Sarah Wilding PAR, Alana Ivey PAR

**To confirm:**

**In attendance in school**

T Middleton (Clerk), D Bell (SBM), R Inskipp (Staff via teams), G Shephard (Staff), G Searle (Safeguarding lead), L Sudbery (DHT)

**Absent:**

Simon Setterfield COM, Graham Craggs COM

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



KLS Meeting Agenda 13.09.2023



4. Declarations-KingsLangley



5. Draft minutes 10.07



7. Committees-KingsLangley



8. Co House



8. GIAS



8. Training-KingsLangley



8.School website



9. Meetings-KingsLangley 2023-2024



9. Meetings-KingsLangley 2024-2025



10. ATH\_Schedule\_of\_Musts\_2023



10. code-of-conduct-trusts-20230804



10. KCSIE Key Changes Summary 2023



12. Kings Langley School SDP Summary



12. Provisional A-level results - FGB 13th Sep 2023



12. Provisional GCSE results - FGB 13th Sep 2023



14. Kings Langley School Curriculum policy August 2023



14. Kings Langley School Early Career Teachers

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

- NGA learning link
- <https://www.judiciumeducation.co.uk/sofa-sessions>
- Knowledge Safeguarding refresher training
- Governor recruitment sites
- Ofsted webinars for autumn term
- ESFA Update academies: 23 August 2023
- Changes to Education 2023/4 – The Key

Meeting digital requirements  
KCSIE  
Safeguarding training links  
EIF changes  
Inspection framework changes  
BBC 4 – attendance podcast  
Ofsted maths subject report

Meeting opened at: 08.00 ACTION

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. Jo O’Sullivan was appointed as a Co-Opted Governor for a 4-year term of office from 13.09.23
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. Apologies were received and absence accepted from: Simon Setterfield and Graham Craggs

**Staff presentations:**

D Bell provided an overview of the facilities development and summer works. Governors were invited to tour the facility after the meeting

1. The staff room has been refurbished and staff appreciated the work and social space
2. The sixth form centre is open
3. The snagging list is being worked through and assurance provided that the school is safe and energy is in place
4. The 3G Pitch funding has been confirmed and construction commences in September and bookings expected after Easter
5. The Board thanked the SBM for managing these large projects which have impacted on the attraction of the school, staff wellbeing and revenue
6. Question – What was the outturn cost? £899k construction plus architect fee. £100k and a £40k grant has been used

D Bell left the meeting at 08.08

G Searle provided an overview of the safeguarding update noting that HCC provided an update on 01.09.23

7. An overview of the changes to KCSIE 2023 were outlined
8. Assurance was provided that online checks are taken during the recruitment process, filtering and monitoring is in place at the school and the school's online

safety group work closely to review it on a regular basis to consider any enhancements needed

9. Question – Can students be identified? Anything connected to the network is identifiable and the device can be found
10. The process for DBS monitoring is in place
11. Question – If the DBS changes, how is it flagged to the school? The declaration by the staff for low level incidents and for more serious allegations or allegations being informed by the appropriate authority
12. Cyber security is a focus within the IT team. Governors noted that GDPR and cyber security training is undertaken (LINK to be circulated) and certificates to be uploaded onto GHUB training record

G Searle left the meeting at 08.24

L Sudbury provided an overview of the safeguarding update

13. The results are provisional due to the boundaries and is currently above 0 which was celebrated by the Board. The investment in resources and strategies has had the desired impact
14. The Board noted that stretch and challenge identified in the last Ofsted report has been addressed and given our students the desired outcome – thanks were extended to the team
15. Less in school variation between the subjects has demonstrated the consistency across the curriculum and whole school curriculum development
16. Progress data is expected to be published in October and as data is confirmed it will be interrogated at a committee level
17. Governors noted that the data will be used in the link visits this term to determine actions and progress against plans
18. The EBACC continues on an upward trajectory
19. Question – How does the compare with Dacorum schools? This school is at the top and the good practice in our options programme is seen as an exemplar
20. PRE is undertaken by all students unlike many schools where it is an option subject. Therefore, the results are harder to compare with national results
21. The staffing situation in Music has stabilised and there is a new team in Drama
22. Question – Why are there greyed out areas? Because the govt system refers to D&T rather than individual subjects
23. The Board was assured that the vulnerable groups have been well catered for despite the additional challenges of Covid

L Sudbury left the meeting at 08.39

24. Thanks were extended to all staff for the informative presentations and wished the school a successful year

### **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 10.07.2023 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
2. The Ofsted Folder is available in GHUB and curriculum progress is monitored through link visits in line with the SDP. The SEF will be updated when data is published. English – What books are read and why and links; evidence that leaders have a drive for reading to ensure that all students are more confident readers and those with SEN are able to read; Students demonstrate that they enjoy reading and are able to explain why it is important to read. MFL – Increased grammar and embedding

**7 Elections and Appointments for 2023/4**

**To agree Terms of Office for Chair and Vice Chair and Confirm/Elect Chair and Vice Chair and discuss succession planning of Chair and Vice Chair:**

1. The term of office for the Chair was agreed to conclude on 01.10.2024
2. The term of office for the Vice Chair was agreed to conclude on 01.10.2024  
FS left the meeting during the election
3. FS was elected as Chair of Governors  
DH left the meeting during the election
4. DH was elected as Vice Chair of Governors
5. The Board considered succession planning
6. The Board reviewed committee membership, panels and link governor/trustee and confirmed it is accurate on GHUB
7. The Board reviewed link visit and governor/trustee day dates and considered the annual focus for link visits and areas for student voice
8. The Board confirmed clerking arrangements for the GB and Committees as per GHUB
9. **ACTION: All governors to attend training appropriate to their roles and responsibilities** **ALL**
10. **ACTION: Subscriptions, websites and databases including GIAS and any safer recruitment requirements to be updated accordingly (Shurle)** **DF**
11. The Board reviewed and agreed  
Bank - Barclays  
Solicitors - Browne Jacobson LLP  
External Audit - Lee and Co  
Internal Audit - SBS

Personal Consultants - HFL HR  
 School Improvement Partner - HFL - Liz Shapland  
 Admissions delegation to - HCC  
 Programme of internal scrutiny - Yes in place with Audit and Risk Committee

**The Board noted the update**

**8 To confirm Board membership and personal details accurate on GHUB for 2023/4:**

1. The Board confirmed that the information regarding governance is accurate on the school website, GIAS, Company House (Academy)
2. The Board reviewed the vacancies, ends of office and the diversity of the board 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. The skills audit was considered and will be used to inform recruitment and training
3. Monitoring was undertaken to ensure that each colleague has completed reconfirmation of declarations on GHUB
4. Confirmation was given that the DBS certificate number/date/check box is registered, Training record and Contact information is up to date
5. **ACTION: School should keep a copy of the business interests for the board to be kept in the school office. Previous years declarations for governors must also be retained in the school office for financial audit purposes (Shurle)**
6. **ACTION: The following is outstanding to be completed before the end of the week: Graham Craggs, Phil Garner, Deb Ludlow, Simon Setterfield, Sarah Wilding, Simon Wood and confirm to Shurle so that the school website is statutorily compliant**
7. **ACTION: GHUB and Organisation Chart to be updated and circulated (Shurle)**
8. **ACTION: Parent election to be commenced before half term (Shurle)**

DF  
  
G Craggs  
P Garner  
D Ludlow  
S S'field  
S Wilding  
S Wood

**The Board noted the update**

**9 To confirm agreement of virtual attendance at meetings permissible. Confirm meeting calendar for 2023/43 and 2024/54 and which meetings this academic year will be held remotely**

1. The Board confirmed that virtual attendance at meetings is permissible and noted that meetings held remotely have been considered on the meeting calendar to address impact on workload and wellbeing; maintaining technical skills and following school's IT strategy; preparedness for future school closures; carbon footprint and green agenda
2. The meeting timetable is reflected on GHUB

**10 To ratify Annual Documentation and Policies:**

1. The Board agreed the Schedule of Delegation for 2023/4 noting that it is reviewed during budget preparation
2. The Board agreed the Annual Programme of Work for the GB and Committees for 2022/3 which is published on GHUB
3. The Board agreed the Annual Calendar of Policy Review for 2023/4 in line with the DfE statutory policies for schools
4. The Board approved the Committee Terms of Reference for 2023/4 recommended by the Committee Chairs which are published on GHUB

SW left the meeting at 09.02

5. The Board noted the Staffing Structure and that a teacher vacancy is currently being interviewed
- 6. ACTION: The current NGA Code of Conduct**
7. The Board noted the New Governor Induction pack
8. The Board noted the requirements for The Gender Pay Gap
9. The Board agreed the arrangements for the Annual Review of Risk Register Policy
10. The Board noted that the Resources Committee monitors the Internal Scrutiny Programme
11. The Board agreed the Safeguarding Policy
12. The Board agreed the **Early Careers Teacher Policy**
13. The Board agreed the **Action on Bullying**
14. The Board agreed the **School Curriculum Policy**
15. The Board agreed the **Complaints Policy**
16. The Board agreed the **Whistleblowing Policy**
17. The Board agreed the **Child Protection Policy and Procedure**
- 18. ACTION: Curriculum Committee to review and recommend to the Board to adopt at the next meeting - SEN Policy (Approval by Proprietor)**
- 19. ACTION: Curriculum Committee to review - Supporting Pupils with medical conditions Policy** FS, DF, DH
20. The Board agreed the **SRE Policy** DF, DH
21. The Board agreed the **Behaviour Management Policy**
22. The Board agreed the **Equality Policy and statement**
23. The Board agreed the **Attendance and Punctuality Policy**
24. The Board agreed the **Communication Policy**
25. The Board agreed the **Drugs Policy** DH, GC
26. The Board agreed the **Collective Worship Policy**
27. **ACTION: Curriculum Committee to review - External Examinations Appeals Policy**
28. **ACTION: Curriculum Committee to review - External Examinations Policy** DF, DH
29. The Board agreed the Vexatious Complaints Policy DF, DH
30. The Board agreed the Mobile Phone Policy
31. **ACTION: Curriculum Committee to review – Homework Policy**
32. **ACTION: Curriculum Committee to review - Internal Examinations Policy** DF, DH
33. **ACTION: Curriculum Committee to review - Library Policy** DF, DH
34. **ACTION: Curriculum Committee to review – Non Exam Assessment Appeal Policy** DF, DH
35. **ACTION: Curriculum Committee to review – Non Exam Assessment Policy** DF, DH
36. The Board agreed the Restraint and Restrictive Intervention Policy DF, DH
- 37. ACTION: Curriculum and Resources committees to review the T&L Policy in line with wellbeing and curriculum research** GC, DF, DH

The Board noted the update

**11 To confirm programme of link visits:**

1. The link visit programme was debated
2. Confirmation was given that there has been 1 fixed term exclusion to report

The Board noted the update

**12 Agree the School Development Plan for 2023/4 and School Self Evaluation:**

1. 186 is the agreed PAN for the sixth form
2. The Board noted the progress the school has made against the SDP and SEF and agreed the revisions for 2023/4

3. The staff and governors have been involved in the development of the plan which has been shared with the school community on the website

**The Board noted the update**

**13 Annual Monitoring: Review of the Risk Register; Internal Scrutiny; KPIs**

1. The Board discussed reviewing and monitoring of the risk register and the Board's appetite to risk
2. The Board debated the risk register and noted: The Trust must manage risks to ensure its effective operation and must maintain a risk register: • Overall responsibility for risk management, including ultimate oversight of the risk register, must be retained by the board of trustees, drawing on advice provided to it by the audit and risk committee • Other committees may also input into the management of risk at the discretion of the board • The board itself must review the risk register at least annually • Risk management covers the full operations and activities of the trust, not only financial risks • Must include contingency and risk continuity planning. The Trust Board must review the risk register at least annually (AFH) • In reality this should be driving Board discussion and agenda setting • The Trust Board should agree how it will review the risk register • The Trust Board and Audit and Risk Committee should receive regular reports on risk • Academy Trusts must have a programme of internal scrutiny in place • Internal scrutiny programme should directly link back to the risk register – opportunity to ensure that controls in place are still operating effectively
3. The Board debated reviewing and monitoring the KPIs
4. The Board noted best practice to consider concluding their meetings with a 'Key Points and Impact Statement' which would provide the opportunity for colleagues to formally reflect on the discussions had within the meeting and note the impact they hope these discussions will have on the trust's performance
5. The Board agreed that this meeting had addressed the accountability of their role through meeting statutory compliance and holding the school leaders to account for the performance of the students

**The Board noted the update**

**14 Any Other Business:**

1. None

**15 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 Wed 8 Nov 2023 **at 08.00 in school and via MS Teams – Colleagues to confirm whether they will attend in person or via MS Teams on the noticeboard**

**The meeting closed at: 09.26**

Date	Start	End	Date	Start	End
Tue 9 Jan 2024	18:30	20:30	Mon 9 Sep 2024	18:30	20:30
Mon 18 Mar 2024	18:30	20:30	Wed 13 Nov 2024	08:00	10:00
Wed 24 Apr 2024	18:30	20:30	Wed 15 Jan 2025	18:30	20:30
Wed 26 Jun 2024	08:00	09:30	Wed 26 Mar 2025	18:30	20:30
			Thu 1 May 2025	18:30	19:30
			Mon 16 Jun 2025	18:30	20:30