



Minutes of the Kings Langley School Board meeting
Held on Thursday 08/01/2026 18:30 - 20:30 IN SCHOOL

Present

Graham Craggs COM, Dawn Helfgott Co Chair COM, Rosemary Inskipp COM, Emma Kell COM, Alex Micheals COM, Mark Morant VCH COM, Phil Slade COM, Frances Stickley Co Chair COM, Martin Bell PAR, Tania Giles PAR, Alana Ivey PAR, Alison Martin PAR


In attendance

T Middleton (Governance Professional), Ruth Jennings, Melussi Moyo

Absent:

Fionnuala O'Driscoll PAR, Stacey Kingshott PAR, David Fisher HT, Geoff Shepphard COM,

Documentation circulated in advance of the meeting:

 Circulated KLS Meeting Agenda 08 01 2026

 12 Policies

 3. Confirmations-Summary-Kings Langley School

 3. Register-of-interests-Kings Langley School

 5. Draft minutes 12.11.2025

 6. KLS Pupil Premium Strategy Document

 10. Training Record 15 12.25

 10. Training-KingsLangley

Meeting opened at:08.00 ACTION

1 Welcome:

1. The Chair (DH) welcomed colleagues to the meeting, MB the newly elected parent governor was warmly welcomed

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: Fionnuala O'Driscoll PAR, Stacey Kingshott PAR, David Fisher HT, Geoff Shepphard COM

Signed: Frances L Stickley ^{1 of 6} Dated: 24/1/26

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 governance professional 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 undertook an annual review of the register of the statutory declarations register and noted any links to the contract register
8. Confirmation was given that the GHUB register reflects completion by all governors/trustees for the current academic year
9. **ACTION: GS to update co house number on GHUB before the end of the week**

GS

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 12.11.2025 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 as soon as possible**
3. It was noted that the signed copy of the minutes must be kept indefinitely. They must be held at the school for a period of six years, after which they can be sent to archive

DH

6 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

7 To receive update on personal development and wellbeing:

Signed: Francis L. Sheehy 2 of 6 Dated: 24/3/26

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The board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and must ensure compliance with: the trust's charitable objects; regulatory, contractual and statutory requirements; their funding agreement.

The board also has: strategic and statutory responsibility for safeguarding and special educational needs and disabilities (SEND) arrangements within (and across) the academy trust ensuring the promotion of pupil welfare and for keeping their estates safe and well-maintained; a role in making sure that it delivers its commitment to other schools and academies.

RJ introduced the documentation tabled at the meeting. Further discussion and questions elicited that:

1. The grading of personal development and well-being in line with the Ofsted framework was reviewed and governors discussed how well the personal development programme has been covered
2. Assurance was given that the Careers Gatsby criteria which have recently changed have been addressed. Governors expressed dismay that students no longer at the school are represented in the data for benchmark 3
3. Adapting lessons to the needs of different students was debated at length
4. **Question – How are staff supported to teach difficult or sensitive topics? There are a number of strategies in place depending on the need as part of our CPD**
5. **Question – How do you integrate personal wellbeing into a key subject? There are particular topics e.g. online safety linked in specific subjects and cross curricular links are clearly evidenced**
6. **ACTION: Presentation to be added to the meeting folder**
7. Thanks were extended to RJ for the informative update

RJ

RJ left at 19.20

8 To receive link visit and committee reports since the last meeting:

1. **ACTION: All trustees to add their link visits to GHUB before the next meeting**
2. The following link visits since the last meeting were noted

Focus of visit	Visit date	Visitors
Pupil Premium	14 Nov 2025	Mark Morant

ALL

3. The pupil premium strategy was highlighted and key areas of funding outlined
4. The school has achieved the Advanced Mental Health and Wellbeing award which was acknowledged by Trustees
5. The Curriculum Committee met on 17.11.25 – **ACTION: minutes to be circulated**; an overview on how a recognition approach is being developed and the rewards have a value; House system; Positive involvement; Reading and use of data; Pupil Destinations 2024/25 on GHUB noted
6. Staff and workload was debated in particular the amount of data in place and how senior leader workload is impacted by this noting that the teacher level is protected
7. The ARR Committee met on 01.12.2025 – minutes circulated
8. The external auditor report was received. There are no major points to note and a few minor items identified

RI

Signed: Francis L Sheehy 3 of 6 Dated: 24/12/26

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9. The financial position of the school is good however income is lower due to capital grants no longer being received and the inflationary nature of the environment is having an impact
10. Cash flow is at £125k acknowledging the expenditure on the school site for the 3G pitch and Sixth form centre
11. The internal auditor's programme of scrutiny is being discussed for 2025/6 and likely to include finance and payroll noting that scrutiny can cover more than finance
12. A complaint regarding the 3G pitch has been received and is at non-legal stage and no trustee action required
- 13. ACTION: The Board recommends that Xeinaidin is recommended to the Members for reappointment for the next financial year. It was noted that the supplier has been in place for 4 years**

9 Financial Monitoring:

1. The Board noted the financial position of the school detailed above

10 To review Governor Training and priorities for 2025/26:

1. The board reviewed the GREAT training pathway and how it fits in with the current context. Information on moving through experienced levels to be shared
2. An Ofsted training session will be held for the Board
3. **ACTION: New governor induction and training to be undertaken** MB, DH
4. **ACTION: Governors to complete the links for training which are being circulated by DH** ALL
5. **ACTION: Exclusion training to be undertaken noting that it is valid for 2 years** ALL

11 Chair's Business:

1. The co-chairing arrangement is working well and there are regular meetings with the school leaders
2. There are no written resolutions to report
3. The Chair confirmed that there are no notifications and correspondence received to share
4. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not been referred to
5. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting
6. It was agreed that there are no items to be added to the risk register from this meeting

Signed:  4 of 6 Dated: 24/3/26

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7. 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
8. Priorities for the next agenda were considered in line with the PoW


12 Policies:

1. The Board agreed the Admission Arrangements for 2027-28 as presented
2. The Board agreed the Internal Examination Appeals Policy
3. The Board agreed the non-examination Assessment Appeals
4. The Board agreed the non-examination Assessment Appeals Policy
5. The Board agreed the Drugs Policy
6. The Board agreed the Mobile Phone Policy
7. The Board agreed the Restraint and Restrictive Physical Intervention Policy

 DRAFT Kings Langley School Internal Examination Appeals Policy 2025-26

 DRAFT Kings Langley School Non-Examination Assessment Appeals Policy 2025-26

 DRAFT Kings Langley School Non-Examination Assessment Policy 2025-26


 Drugs Policy

 Kings Langley School Determining Admission Arrangements 2027_28

 Kings Langley School Determining Admission Definitions 2027_28

 Kings Langley School Mobile Phone Policy

 Restraint and Restrictive Physical Intervention Policy

 Summary of Changes to Exam Policies for 2025-26 PART 2

8. ACTION: Policies to be published to stakeholders

RJ

13 Risk Register

1. The risk register was reviewed and there are no changes
2. The ARR chair will present the risk register at the March meeting

14 Any Other Business:

1. None

16 To agree Date of next meeting:

Signed:  5 of 6 Dated: 24/3/26

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1. Colleagues were thanked for their contribution to the meeting
2. The next meetings will be held on Tue 24 Mar 2026 18:30 in school; Thu 30 Apr 2026 18:30 in school; Wed 24 Jun 2026 08.00 in school

The meeting closed at: 20.00

Signed: James L Shelly 6 of 6 Dated: 24/3/26

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