



**Minutes of the Kings Langley School Board of Trustees meeting
Held on Wednesday 26th March 2025 at the school/MS Teams**

Present:

Graham Craggs COM, Dawn Helfgott COM - MS Teams, Rosemary Inskipp COM, Emma Kell COM, Alex Micheals COM, Mark Morant COM - MSTeams, Simon Setterfield COM, Phil Slade COM, Frances Stickley COM, Phil Garner PAR, Tania Giles PAR, Alana Ivey PAR, Stacey Kingshott PAR, Alison Martin PAR, Fionnuala O'Driscoll PAR, David Fisher HT

In attendance

T Middleton (Governance Professional), L Harris, G Searle, M Moyo, G Shepherd

Documentation circulated in advance of the meeting:

KLS Meeting Agenda 26.03.25

8. Skills audit

3. Register-of-interests-Kings Langley School

8. Training-KingsLangley

5. Draft minutes 15.01

11. ETF Risk Management presentation 2025

7. EDIMS Paper for Governors KLS 2024-25 March 25 - NEW

11. Risk_Assurance_for_School_Trusts_Session_1_Slides

7. Governor Safeguarding Report Spring 2025

12. Action on Bullying policy

7. Kings Langley School Equality scheme 2022-2026

12. Kings Langley School Employee Wellbeing Policy

7. Pastoral report incl behaviour March 2025

Documentation circulated in advance of the meeting by the clerk:

DfE Attendance, DfE accounting letter March 25, DfE analysis and research: school attendance, NGA Exclusion webinar, HfL RSHE training for governors, Employment law updated WS, Guidance Special educational needs (SEN) and disabilities: guidance for school governing boards Updated 3 February 2025; Equality Act 2010 and disabled pupils: A guide for governors and trustees January 2025; DfE Prevent training, DfE Attendance data, DfE IDSR, DfE Alternative provision, Rowntree's poverty report, EDI training, GHUB website, compliance, DfE SEN guidance for governors, Finance terminology, News British values webinar; DfE Attendance webinar, Recruitment sites for governance, Gatsby benchmark, Schools week – Schools bill conversation, NGA – SEND exclusion guide, Ending Gender-Based Violence and Abuse in Young People's Relationship

Meeting opened at: 18.43 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. 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

Signed: Frances L. Stickley ^{1 of 8} Dated: 1/5/25

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 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

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 15.01.2025 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair and added to the school files

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
2. The AGM confirmed appointment of the External Auditors
3. The HfL Effective governance training was helpful

Signed: Frances L Shchly 2 of 8 Dated: 1/5/25

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To receive School Development Plan Update:

Equality & Diversity Policy, Equality Scheme and executive summary - L Harris introduced the report circulated in advance of the meeting. Further questions and discussion elicited that:

1. Question – Did parents say that 1 day for religious festivals was sufficient? Yes and this is in line with SACRE guidance
2. Question – Is this reasonable for other students? The sense of belonging for local communities within the school is a key priority. This impacts on attendance and engagement with families. For staff the policy states 1 day so parity is ensured across the school
3. KLS 5-year trend shows that our cohorts are changing slightly as more EAL and students from mixed heritage join our school community. 21% (205) of our students are other than white British (OTWB). This reflects the national figures where we have seen an increase from 5.5% in 2023 to 6.3% in 2024 of students of ethnic minorities and an increase from 7.6% 2023 to 20.8% 2024 of students in England recorded as having English as an additional language (EAL)
4. Question – What does our data look like compared to national? Slightly more boy heavy than girls, SEN in line, and other identified trends in line or below national – refer to the data table
5. **ACTION – Staff data to reviewed for accuracy across the document** LH
6. The objectives were reviewed for progress and rag rated accordingly
7. Colleagues welcomed that the inclusive nature of the school vision and values are evidenced across the school and debated the impact of unconscious bias and fair access arrangements on student outcomes and overall data LH
8. The Board noted that policy is regularly reviewed and a living document across the school
9. **ACTION: Case studies to be provided at the next meeting to demonstrate the impact and outcomes in these priorities**

LH left the meeting at 19.16

Statutory Safeguarding report – G Searle introduced the report circulated in advance of the meeting. Further questions and discussion elicited that:

10. The annual report was noted
11. An outline of the solution centre was provided and this has supported 2 of our non-attending students and two further events are planned. The school staff benefit from these professional meetings

Signed: James L. Shukley 3 of 8 Dated: 1/5/25

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12. The Herts CLA conference was attended by school staff and colleagues were assured that the provision for this vulnerable group is excellent
13. Colleagues welcomed the proactive approach to safeguarding across the school and that training continues to be maintained for all staff, the reporting is rigorous and all staff are accountable for safeguarding
14. The tiered support available to the school is welcomed
15. Question – Has the threshold for referrals increased? Yes, the requirement on schools is significant and the provision from the LA is questionable compared to other LAs
16. Each EHCP student's attendance has been interrogated to ensure that the appropriate support is in place and correct codes are being used on the attendance record noting the impact it has on the school data following changes this September. Regular contact is made with those not in school and the number of referrals will continue to be a focus
17. Reasons for absence and impact on student outcomes and wellbeing were debated at length. Colleagues were reassured that the school is doing everything it can to remove the barriers to learning. Context is a key area of consideration
18. Question – How mindful are staff of the identified trends with boys? External professionals are invited into the school to share their expertise with identified groups of student and signpost other areas e.g. mental health, drugs, gambling, toxic masculinity, county lines. Mentors are invited to the school and the school continues to invest in this area to educate the students
19. Question – Do you monitor the counselling provision? Yes regularly. Procedures and protocols are being streamlined to support measuring impact and future interventions

The pastoral report – G Searle introduced the report circulated in advance of the meeting. Further questions and discussion elicited that:

20. Suspensions in January and February 2025 total 24 days and suspensions in January and February 2024 total 64 days. There has therefore been a big reduction in the number of days of suspension across the periods which is very pleasing and although national data for this period has not been released it would suggest that we will be better than national data and that we are going against the national trends. Any repeat suspensions are analysed and relevant interventions put in place e.g. Pastoral Support Plans, DESC outreach etc.

Signed: James L. Searle 4 of 8 Dated: 1/5/25

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21. The school is regarded as an inclusive school where students and staff feel safe and valued as shown through student, parent and staff feedback and incidents of all forms of bullying remaining low. The school recognises and identifies difference; this is nurtured and celebrated through the consistent implementation of policies, procedures and guest speakers.
22. The school is calmer and more orderly this term as shown by the data with consistent learning routines and high standards of student behaviour and this has been further improved this year with data being analysed and interventions being put in place each week by SLT. This has resulted in improved clarity of expectations, which allows students to self-regulate with clear boundaries and routines in place. There are a small number of students who pose additional challenges at times; however, the vast majority of students are extremely well behaved all the time. This is highlighted in our data for permanent exclusions continuing to be zero which is clearly lower than national data.
23. DESC Students-3 students in Y11, 1 student in Y10
24. The LA funding formula has been challenged which impacts specifically in Dacorum
25. When students are in lessons they are thriving hence the monitoring of recognition points and promoting the sense of belonging
26. Question – Is there a lack of clarity and consistency across the staff regarding this? There are elements of inconsistency requiring support as well as accountability. Modelling by staff has had a positive impact and continued promotion of character development continues with a warm strict approach
27. Tier 2 respite is a preventative intervention. A behaviour charter is being developed across local schools through DESC and behaviour leads.
28. Question – There are 3 bullying and 3 homophobic incidents but no suspension, why? A sanction would have been put in place and often an education programme is more effective in these cases as an inclusive school but also ensuring we support any victim carefully.

GS left the meeting at 20.01

The Board noted the update

- 8 To receive Committee and Link Visit Reports since the last meeting, consider recommendations from the Committees and note action taken under delegated authority, and, determine link visit priorities for this academic year:**

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1. The **Audit, Risk and Resources Committee** met on 03.02.2025 and minutes on GHUB
2. The risk register has been reviewed and managed accordingly
3. The budget continues to be challenging and rigorous financial management is in place
4. The energy contract has been renewed
5. Schools Resource Management Self-Assessment Tool Checklist - This is a mandatory self-assessment which helps Trusts check they are managing resources effectively and identify adjustments needed. The Board was assured the government that resources are managed effectively in the areas of Governance, Trust financial strategy, Setting the annual budget, Staffing, Value for money, Protecting the public purse. The dashboard - financial benchmarking and insights tool shows how the trust's expenditure, characteristics and outcomes compare with those of similar schools through RAG (red, amber, green) ratings. The deadline to submit to the DfE is 14 March 2025
6. **The Board agreed retrospectively to the submission of the SRMAC**
7. **Confirmation was given that the letter to the Accounting Officer March 2025 has been circulated on 19.03.25**
8. The **Curriculum and Personnel Committee** met on 27.01.2025 and minutes on GHUB
9. The curriculum changes will be implemented when they are published by the DfE
10. Link visit reports were circulated on GHUB

The Board noted the update

9 To receive the Financial Monitoring report:

1. The Board noted the Finance and Budget Update and the requirements for sharing finance information as noted in the Academy Trust handbook

The Board noted the financial position of the school

10 Strategic discussion:

1. The developers are moving forward with their planning process concerning the land behind the school. The school are clear we are not house builders or developers; we are also not planners who make the decisions behind any scheme. We have been asked to

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consider how we would utilize an area of land and any funds linked to the S106 fund. As such we have been involved in how we would use the land if any development were accepted as part of any planning proposal.

2. The messages on KL Matters have been heard. Section 106 is in place to benefit the local community. The Chair and HT are impartial and attending the Parish Council meeting.

The Board noted the update

11 Chair's Business:

1. The Chair continues to meet regularly with the Headteacher in monitoring the impact and progress of the SDP. Promoting the school and raising the profile within the community is being proactively developed
2. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not been referred to
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 from this meeting
5. 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
6. Priorities for the next agenda were considered in line with the programme of work
7. **ACTION: The NGA skills audit was completed and it was noted that the outstanding ones should be returned to the clerk before the end of the week**

**Setterfield
Slade
Giles
Kingshott
O'Driscoll**

12 Policy Review:

1. The following policies were ratified by the Board

The Board noted the update

13 Any Other Business:

1. None

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14 To confirm meeting dates for next academic year:

Date	Start	End	Meeting	Location
Wed 10 Sep 2025	08:00	09:30	Board meeting 1	In School
Wed 12 Nov 2025	08:00	09:30	Board meeting 2	In School
Thu 8 Jan 2026	18:30	20:30	Board meeting 3	In school
Tue 24 Mar 2026	18:30	20:30	Board meeting 4	In school
Thu 30 Apr 2026	18:30	20:30	Board meeting 5	In school
Wed 24 Jun 2026	08:00	09:30	Board meeting 6	In school

15 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. The next meetings will be held on Thu 1 May 2025; Monday 16th June 2025 18:30 - 20:30 in school

The meeting closed at: 20.15

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