Kings Langley School
Unlocking Potential for Life

Minutes of the Kings Langley School Board meeting
Held on Wednesday 10th September 2025 at the school/MS Teams

Present
Graham Craggs COM, Dawn Helfgott COM, Emma Kell COM, Alex Micheals COM, Mark Morant COM, Geoff Sheppharḍ COM, Phil Slade COM, Frances Stickley COM, Stacey Kingshott PAR,
MS Teams:
Alison Martin PAR, Alana Ivey PAR, Rosemary Inskipp COM, Fionnuala O'Driscoll PAR
In attendance
T Middleton (Governance Professional), Melussi Moyo, Graeme Searl, Lucy Sudberry
Absent:
Tania Giles PAR, David Fisher HT
Documentation circulated in advance of the meeting:

- KLS Meeting Agenda 10.09.25
- 17. Policies
- 5. Body Co-Chairing Proposal - July 2025
- 6. Draft minutes 16.06
- 8. Committees-KingsLangley
- 12. KeyDoc_whole_school_sustainability_audit_July_2025
- 12. Letter_to_accounting_officers_in_academy_trusts_25_June_2025
- 15. Provisional GCSE and A-level Results - FGB 10th Sep 2025
- 15. Provisional GCSE and A-level Results - FGB 10th Sep 2025 - IMPACT OF KLS PROVISION
- GOVERNORS Safeguarding Training 10.09.25
- Conflicts of Interest Policy
- Health and Safety Policy
- Kings Langley School Curriculum Policy
- Kings Langley School Governors Code of Conduct
- Kings Langley School Governors Expenses Policy
- Kings Langley School Link Governor Visit Policy
- Kings Langley School Staff Disciplinary Policy
- Kings Langley School Support Staff Attendance Policy Reviewed September 2025
- Kings Langley School Support Staff Pay Policy
- Kings Langley School Teachers Pay Policy
- Kings Langley School Teaching Staff Attendance Management Policy
- NGA code-of-conduct-trusts-Academy July 25

Meeting opened at:19.00 **ACTION**

1 Welcome:

1. The Chair welcomed colleagues to the first meeting of the new academic year
2. The Chair noted that the meeting is quorate
3. There have been no changes in membership since the last meeting
4. The following vacancies and expiring of terms of office were noted and succession planning considered: A Ivey parent governor ends 22.09.2025 and E Kell community governor ends 17.10.25

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: Tania Giles PAR, David Fisher HT

15 To receive outcome of public exams summary:

LS introduced the presentations and documentation circulated in advance of the meeting. Further discussion and questions elicited that:

1. The public examination outcomes were noted. Colleagues noted the attainment and that progress is not available this year
2. Attainment is higher than national in most subject, EBAC has improved and boys have performed well. There is evidence of closing the gap with PPG. The predictions have been more accurate for GCSE
3. A level is broadly in line with the last 2 years with positive value add. SEN and PPG students have done well
4. The transition and start of term arrangements were noted
5. The impact of KLS provision was reviewed and the provision has had a positive increase for the cohort
6. Challenges in NEA marks have included GCSE food prep and A Level DT
7. The review of moderation process was outlined and a remark for the cohort is being considered at the school cost
8. **Question – Was technology the most impacted by the timetable? There have been staffing challenges however the moderation of marking suggests that the grades should have been higher which is a different issue to teaching and learning. The department is fully staffed this year**
9. **ACTION: Governors request that this is pursued to understand the reasons for this downgrading to determine actions moving forward** LS
10. **Question – have parents been advised? Permission is not required for this however they will be informed as a courtesy**
11. The GCSE and A Level priorities for this year were outlined in line with the context and cohort
12. Assurance was provided that the there is rigour in the planning and support for subject leaders
13. **Question – Is absence rate a consideration? This continues to be a challenge for this year. Strategies are in place to boost attendance to enable students to improve attainment**
14. **Question – How has boys been more successful? The gap is now narrowing, attendance is lower with girls and the girls are struggling potentially from the pandemic**

Signed: Frances L Shelley Dated: 12/11/25

15. **Question – Can destination places for Y13 be provided? Yes**
16. Thanks were extended to LS for her contribution and detailed presentation

LS left the meeting at 08.37

10 To receive safeguarding training
Skills Audit and training

GS arrived at 08.38

1. The safeguarding training was presented to governors
2. Assurance was provided that staff have undertaken training as part of the INSET and continues to be a whole school responsibility and proactive culture is evident
3. Governors were assured that the 3 systems in place including CPOMs reflect each over
4. Governors were assured that attendance continues to be a priority across the school
5. The staff well being programme is a strength of the school
6. Governors requested that supporting documentation is circulated as soon as possible noting that links on the agenda are not always possible however the documentation is in the folder
7. The process of identifying young carers was outlined and includes assemblies
8. The mental health schools award has been submitted

AM, FO, GS left the meeting at 09.05

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: DF to update register of interests by the end of the week and the websites and databases updated accordingly** **DF**

4 **To consider notification of any items for AOB:**

1. None

5 **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. A co-chairing arrangement was agreed
2. The term of office for the Co-Chairs was agreed to conclude on 01.10.2026
3. The term of office for the Vice Chair was agreed to conclude on 01.10.2026

FS, DH left the meeting during the election

4. F Stickley and D Helfgott were elected as Co-Chair of the Board

MM left the meeting during the election

5. M Morant was elected as Vice Chair of the Board
6. The Board considered succession planning
7. **ACTION: Subscriptions, websites and databases including GIAS and Company House to be updated accordingly nb new chair requirements for academies** **DF**
8. **DF, RI, GC, GS outstanding to add company house number on GHUB by the end of the week** **DF, RI, GC, GS**

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

1. The minutes of the meeting dated 16.06.2025 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** **FS, DF**
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

7 **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

8 **Membership:**

1. The Board reviewed resignations/end of office/appointments/elections since the last meeting

Signed: Frances L Stickley Dated: 12/11/25

2. A Parent election is currently underway, AI is keen to submit her nomination
3. **ACTION: Results to be confirmed with the clerk to update GHUB and commence recruitment** **DF**
4. The Board elected E Kell for a further term of office
5. **ACTION: Databases, GIAS and website to be updated** **DF**
6. The Board confirmed that the information regarding governance is accurate on the school website, GIAS, Company House (Academy) including updated register of interests and attendance at meetings last year
7. The Board noted vacancies and considered recruitment requirements
8. Monitoring was undertaken to ensure that each colleague has completed reconfirmation of declarations on GHUB which include: Register of Interests 2025/6; KSCIE 2025; Code of Conduct; ICT Acceptable Use Policy; Whistleblowing Policy; Child Protection Policy; Academy trust governance guide and Academy trust handbook 2025 and Must Dos 2025; cyber, prevent and GDPR training
9. Each colleague confirmed that their DBS certificate number/date/check box is registered, Training record and Contact information on GHUB are up to date
10. Trustees confirmed that their Company House number is registered on GHUB and with the school
11. **ACTION: School should print a copy of the business interests for the board to be kept in the school office. Previous years declarations for governors/trustees/directors must also be retained in the school office for financial audit purposes**
12. As part of their induction, are all colleagues are required to read and sign that they are aware of the school's whistleblowing policy which clearly notes the process that would take place in the event of fraud being found or disclosed

9 To confirm agreement of virtual attendance at meetings:

1. The Board noted the dates are detailed on GHUB

Date	Start	End
Wed 10 Sep 2025	08:00	09:30
Wed 12 Nov 2025	08:00	09:30
Thu 8 Jan 2026	18:30	20:30
Tue 24 Mar 2026	18:30	20:30
Thu 30 Apr 2026	18:30	20:30
Wed 24 Jun 2026	08:00	09:30

11 Ratify the Committee Terms of Reference for2025/6:

Audit and risk, resources committee

Curriculum and Personnel committee
Pay committee
General Purposes Committee

1. The Board ratified the Committee Terms of Reference for 2025/6 which had been reviewed and recommended by the Committees.
2. The Board confirmed clerking arrangements for GB and Committees
3. The Schedule of Delegation was agreed
4. The following were confirmed for the next academic year
5. Barclays - 1 x General Account, 1 x Sweeper Account, 2 x Saver Accounts
6. Nat West - 1 x Covenanted Account
7. Vehicle Motor Insurance - through Marsh Insurance Broker - QBE Insurance
8. Occasional Use Insurance - through Marsh Insurance Broker - Royal Sun Alliance
9. Balance of Risk - DFE - Risk Protection Agreement
10. Legal - Browne and Jacobson
11. HR - Herts For Learning - Traded Services
12. Internal Audit - School Business Services
13. External Audit - Lee & Co - Part of the Xeinadin Group

12 Receive DfE Documentation:

1. The board received the DfE Academy Governance Guide, Academy Trust Handbook and Must Do's – updated June 25 and noted added requirements for this year
2. The board noted the Digital and technology standards – an understanding of and be working towards meeting the six core digital and technology standards by 2030 and provided a link to the plan technology for your school service to help them do this (Plan technology for your school - GOV.UK)
3. The board noted the requirement to review progress against DfE's six core digital and technology standards
4. The board noted the Estate Management requirements - (Good estate management for schools - Guidance - GOV.UK)
5. The board noted its monitoring arrangements through link governors

13 Financial Monitoring:

1. A review of the current financial position was undertaken
2. There are no Contracts renewals to consider
3. Assurance was given that the strategic plan/improvement plan 2025/26 is considered in the finances
4. The budget monitor raises no areas of concern
5. The board noted the financial position of the school

14 Review of the Risk Register:

GC

1. **ACTION: To be reviewed at Resources Committee and will be presented to the Board next term**

16 Chair's Business:

1. The HT PM arrangements for the year were confirmed
2. Audit of School website – has last year attendance been published
3. Confirmation was given that Get Information About Schools (GIAS) and the school website have been updated with governing board membership
4. The board noted the DfE recommendations for external reviews of governance to be undertaken at least every 3 years
5. The approach for reviewing strategic aims and ethos were noted
6. The Academisation agenda was reflected on and no further requirements at this stage
7. The Chair confirmed that there are no notifications and correspondence received to share
8. The DfE 'accounting officer letter' to Members, trustees, chief financial officer and senior leadership team, has been shared in line with requirement in Academy Trust Handbook 2024 (6.2)
9. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not been referred to
10. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting
11. It was agreed that there are no items to be added to the risk register from this meeting
12. 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. The Board has monitored its statutory requirements with regards to annual business
13. Priorities for the next agenda were considered

18 Items from Annual Programme of Work:

1. The following policies were reviewed and ratified

Signed: James L Stickley Dated: 12/11/25

Conflicts of Interest Policy

Health and Safety Policy

Kings Langley School Curriculum Policy

Kings Langley School Governors Code of Conduct

Kings Langley School Governors Expenses Policy

Kings Langley School Link Governor Visit Policy

Kings Langley School Staff Disciplinary Policy

Kings Langley School Support Staff Attendance Policy Reviewed September 2025 **FS**

Kings Langley School Support Staff Pay Policy **SK, AI**

Kings Langley School Teachers Pay Policy

Kings Langley School Teaching Staff Attendance Management Policy

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2. The progress in promoting the school brand was debated and building relationships continues to be a focus
3. **ACTION: Events list to be shared and colleagues can populate availability**
4. **ACTIION: Presentation on AI and links to governance to be presented**

19 Any Other Business:

1. None

20 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. The next meetings will be held on 12.11.25 at 08.00
3. It was suggested that the 08.00 meeting times are reviewed for the next academic year

The meeting closed at: 09.34

Signed: Frances L Stickley Dated: 12/11/25

The purpose of governance is to provide: strategic leadership; accountability and assurance; strategic engagement.
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.