



KINGS LANGLEY SCHOOL  
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**Minutes of the Kings Langley School Board of Governors meeting  
 held on 17.10.16**

**Present**

Frances Stickley (Ch 01/09/17), Gary Lewis, Mark Hutchings, Geoff Shephard, Melusi Moyo, Rosemary Inskipp, Andrew Hicks, Claire Carpentier, Dawn Helfgott (VCh 01/09/17), Graham Craggs, Mark Morant

**Absent:**

Apologies received: Angela Westlake, Dave Butler, Kieran Beharry, Helen Young  
 Apologies not received: Simon Setterfield, Karol Babbington, Simon Wood

**In attendance:**

Tracey Middleton, Clerk to Governors; Fiona Winfield, DHT

	Meeting opened at: 19.00	ACTION
1	<b>Welcome:</b> 1. The Chair welcomed colleagues to the first meeting	
2	<b>To receive apologies for absence and to consider approving any absences:</b> 1. Governors 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 2. Governors were reminded that whether apologies have been received and approved/not approved, or apologies have not been received and absence approved/not a governor not attending a governing board meeting for six months, without the consent of the governing board, automatically loses his/her governorship 3. Apologies were received and absence accepted from Angela Westlake, Dave Butler, Kieran Beharry, Helen Young 4. No apologies received and therefore not accepted from Simon Setterfield, Karol Babbington, Simon Wood	
3	<b>To receive notification of any conflict of interest from the agenda:</b> 1. Governors were reminded that in accordance with SFVS requirements, if a governor, 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 to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal 2. None declared <b>Confidentiality</b> 3. Governors were reminded that minutes remain in draft until they are signed off at the next meeting and should therefore not be shared before signing off, nor the content discussed outside of the meeting. Governors have a duty to maintain confidentiality so clarifying this should be considered. Any persons with an interest in what discussions/decisions were had/made at governing board/committee meetings have the right to see the minutes from those meetings when they become public documents (once signed off), excluding	



	<p>'confidential items' identified as Part II minutes (within the meaning of the Freedom of Information Act). The Chair of Governors has added responsibility to maintain confidentiality as there may be occasions when the Headteacher has to bring a matter (e.g. safeguarding concern) to their attention</p>	
4	<p><b>To consider notification of any items for AOB:</b></p> <ol style="list-style-type: none"> <li>Governors were reminded that any items for AOB should be forwarded to the clerk, Chair and Head at least 3 days in advance where they will be considered. Only matters accepted by the Chair should be taken at the end of the meeting under – AOB and a reminder that an AOB item should only be used to consider matters that are deemed either important or urgent</li> <li>None declared</li> </ol>	
5	<p><b>To agree minutes of the last meeting (previously circulated):</b></p> <ol style="list-style-type: none"> <li>The minutes of the meeting dated 04.07.16 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 (refer to file)</li> </ol>	
6	<p><b>To consider matters arising from the last meeting's minutes:</b></p> <ol style="list-style-type: none"> <li>The matters arising from the last meeting's minutes were considered and it was agreed that all actions are closed or on the current agenda M Morant arrived at 19.07</li> </ol>	
7	<p><b>To sign/complete the following documentation:</b></p> <ol style="list-style-type: none"> <li><b>The Register of Pecuniary/Business Interests</b> was updated by those present at the meeting</li> <li><b>ACTION: Absent governors to complete the register as a matter of urgency</b></li> <li>It was noted that previous year's pecuniary interest forms should be kept for a minimum of 7 years, the updated forms should be filed in front of the previous years</li> <li>The HCC <b>Database</b> which was circulated in advance was reviewed for accuracy and vacancies. Confirmation was given that it is an accurate record</li> <li><b>The Governors Code of Conduct</b> was signed by those present at the meeting</li> <li><b>ACTION: Absent governors to sign Code of Conduct as a matter of urgency</b></li> <li><b>ICT Acceptable User Agreement</b> was signed by those present at the meeting</li> <li><b>ACTION: Absent governors to sign ICT Acceptable User Agreement as a matter of urgency</b></li> <li>Confirmation was given that the appropriate <b>Safeguarding Checks</b> have been completed</li> </ol>	<p>AW, DB, KB, HY, SS, KB, SW</p> <p>AW, DB, KB, HY, SS, KB, SW</p> <p>AW, DB, KB, HY, SS, KB, SW</p>



	<p>10. It was noted that the <b>Construction (Design and Management) Compliancy</b> refers to Catholic Schools</p> <p>11. Confirmation was given that updating Edubase with governor details is in hand</p> <p><b>12. It was agreed that Section 1 of the Keeping Children Safe Document will be circulated and signed by governors at the next meeting</b></p>	F Stickley
8	<p><b>To confirm outcome of virtual attendance at meetings:</b></p> <ol style="list-style-type: none"><li>1. It was noted that Governing Boards have the power to make arrangements for their members to be present at board and committee meetings 'virtually', for example by telephone or video conference, and therefore to participate in discussion and decision making remotely</li><li>2. The Governing Board agreed to review virtual attendance when the technology can facilitate requirements</li></ol>	
9	<p><b>To Agree Committee Terms of Reference:</b></p> <ol style="list-style-type: none"><li>1. The Committee terms of reference of any committee which were reviewed by the appropriate committee were recommended to the GB for adoption (refer to file)</li><li>2. The GB adopted the Committee Terms of Reference</li><li><b>3. ACTION: Review dates to be amended</b></li><li>4. It was agreed that T Middleton will clerk GB meetings</li><li>5. It was agreed that committee clerking will be agreed at the next committee meeting</li></ol>	F Stickley
10	<p><b>Head's Business:</b></p> <ol style="list-style-type: none"><li>1. The Head provided a verbal overview including:</li><li>2. The examination results surpassed last year's results which were the best ever despite the new school build - 66.5% A-C GCSE including English and maths. Best A Level added value in the locality</li><li>3. Reporting mechanism has changed including performance 8, attainment 8. Performance tables have been published and current un-validated</li><li>4. National comparison shows the school to be one of the highest performing in this area. Last year the school was placed 15/60 (similar schools) and this year 10/60. Local schools placed in their 60 similar school included HHS 43, Ashlyns 27, Longdean 47, JFK 14, Tring 13, Parmiters 30, Cavendish 33, Bushey Meads 49. GB acknowledged this success</li><li>5. Open evening was very well attended and governor support appreciated. Visitor feedback was very positive in particular relationship to the children and staff. There have been 3 additional open events which have been successful</li><li>6. A number of parent workshops have been arranged or taken place e.g. gifted and talented; parental stickability; improving handwriting;</li></ol>	



	<p>revision; life after levels (new style reports and 1-9 grades)</p> <ol style="list-style-type: none"> <li>7. There are 3 tours for current parents of the school and a number of visitors are touring the school</li> <li>8. The contractors are working through the snagging list and the new school build is certainly fit for purpose and supporting learning. The phone line and data points are causing challenges</li> <li>9. KLS adapted the term times to suit the building work and thanks were extended to all the staff for minimising the disruption to learning. The school is likely to receive a penalty payment for periods of unavailability</li> <li>10. The demolition of the old building is taking place and a full asbestos demolition report is being undertaken. April 2017 is the anticipated date for final completion</li> <li>11. Q – Has the plan changed at all? No. A viewing bank is being created around the football area. Some grass areas are being seeded and there are trees to be planted</li> </ol>	
<p>11</p>	<p><b>Chair's Business:</b></p> <ol style="list-style-type: none"> <li>1. The committees have met and the Chairs outlined the following headlines:</li> <li>2. <b>Curriculum</b> – the minutes have been circulated and there is a detailed report on the data.</li> <li>3. <b>ACTION: A data workshop has been arranged to which all governors are invited on 05.12.16</b></li> <li>4. Standards is being strategically re-launched e.g. policies, diversity, launch of new website</li> <li>5. Pupils have settled well and feedback is positive</li> <li>6. <b>ACTION: Governors will be requested to evaluate the website including statutory information</b> - The clerk circulated to Heads and Chairs the statutory (updated Sept 16) requirements for school websites</li> <li>7. <b>Personnel</b> – Cover supervisory arrangements; performance management. S Woodhouse is the Head's PA</li> <li>8. <b>Finance</b> – The minutes have been circulated</li> <li>9. The ToR have been updated to reflect the current situation with the new build. The Critical Incident Plan and Charging and Remission Policy were approved</li> <li>10. <b>ACTION: Sixth Form Provision will be further discussed at the next meeting. This is an opportunity to grow the sixth form and further develop the co teaching relationship with Ashlyns</b></li> <li>11. All academies received a financial behaviour letter and confirmation was given that the recent audit report reflects a positive picture in how the school finances are managed</li> <li>12. Budget monitoring shows the deficit to be £180k which is improving on initial reports</li> <li>13. It was noted that: Admissions – Key dates for the secondary &amp; primary</li> </ol>	<p>ALL</p> <p>F Stickley</p> <p>F Stickley</p>



application rounds remain very similar to previous years: Secondary transfer will go live on 1st September 2016, closing date 31 October 2016, with allocations made on 1 March 2017. The Under 11s process will launch on 7 November 2016, closing date 15 January 2017 and allocations made on 17 April 2015 (first working day after National Allocation Day for primary places on 16 April). Hertfordshire parents can express 4 preferences for primary and secondary schools in the 2017 application processes. In Year admissions. Although the coordination of In Year admission is no longer mandatory nearly 90% of schools in Hertfordshire have opted to remain within county council's system of coordination with applications and allocations made via HCC. Schools accepting In Year applications direct must ensure they respond to applications in writing with, if relevant, the reasons for refusing a place and offering the right to appeal. Web Site - HCC has a new website [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk) and the admission pages will be relaunched in the new format on 1 September. All information previously provided about the admissions process in "interactive booklets" will instead be available on live web pages. Information supplied about individual schools (including admission arrangements) will be available in an enhanced schools address book. We hope this new format will make the process more accessible for parents and would welcome feedback.

Foundation, voluntary aided and academy/free schools: Should consider possible changes to the school's admission arrangements for 2018/19. The county council will be consulting earlier this year, 14 November 2016 - 23 December 2016, to more easily meet the consultation requirements in the 2014 School Admissions Code. Any changes to admission arrangements must be subject to a minimum of 6 weeks public consultation (previously 8) and consultation must be undertaken between 1 October and 31 January. If there is no change to the school's arrangements there is no need to consult but all schools must determine their arrangements by 28 February 2017, submit to HCC and publish on the school's website. Governors must ensure they are aware of the mandatory requirements of the School Admissions Code (published December 2014). The Code must be followed by all maintained schools and academies (including free schools, studio schools and UTCs).

14. It was noted that Self-evaluation/Skills Audit/Governor training are identified in the new Common Framework
15. It was noted that – 18h November 2016 - the theme this year is "power for good" Follow the events on social media using #antibullyingweek and #powerforgood.
16. It was noted that Financial reporting - Governor's will need to ensure that they have approved the Academy Trust's Financial Statements for the period ended 31 August 2016 as well as the Trustee's Report, Governor's Statement and Statement of Trustee's Responsibilities.



	<p>Audited Annual Report and Financial Statements for the period ended 31 August 2016 need to be submitted to the EFA by 31st December 2016. This only applies to Academy Trusts that are preparing an Annual Report and Financial Statements for the period ended 31 August 2016</p> <p>17. The HCC CP Policy has been updated to reflect the current requirements and will be re-circulated to governors and promoted to school stakeholders. The CP Policy was adopted by the GB</p> <p>18. The Teacher Attendance Policy was adopted by the GB</p> <p>19. The Accessibility Plan and Including Policy was adopted by the GB</p> <p>20. The Lost Property Policy was adopted by the GB</p> <p>21. The Staff Code of Conduct which was amended to address PREVENT was adopted by the GB</p> <p>22. The Opening Ceremony was well attended and previous colleagues and friends of the school enjoyed the day. Lord Nash, Mike Penning and the Mayor were very supportive of the school and expressed their delight at the children. Nicky Morgan is visiting the school in January. The school's participation in Character Development is being well promoted across a variety of audiences</p> <p><b>23. ACTION: Governors were encouraged to book their link visits with the Heads of Department and feedback will be requested</b></p> <p><b>24. ACTION: The Arts Mark and Healthy Schools Quality Marks require governor engagement as a matter of urgency</b></p> <p><b>25. ACTION: Governors were encouraged to book their own training from HfL to which the school subscribes with the expectation that one training</b></p> <p>26. The Diversity Award is currently being undertaken and Mr Moyo provided an overview of current programmes and feedback. The Chair anticipates involvement from the GB and further diversity training will be planned to follow on from that delivered earlier in the year. The character development virtues is being built into PSHE programme</p> <p><b>27. ACTION: The parent governor vacancies are being promoted and will be raised at the Year 7 focus evening on 10.11.16. M Hutchings, D Butler and S Setterfield will be submitting applications</b></p> <p><b>28. ACTION: The 2 staff governor vacancies will be promoted to the staff</b></p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>F Stickley</p> <p>F Stickley</p>
<p><b>12</b></p>	<p><b>Any Other Business:</b></p> <p>1. None</p>	
<p><b>13</b></p>	<p><b>To agree Date of next meeting:</b></p> <p>1. The date of the next meeting is 7.00 – 8.30pm 5/12/16; 06/02/17; 20/03/17; 22/05/17; 03/07/17</p> <p>2. Colleagues were thanked for their attendance and contribution to the meeting</p>	
<p><b>The meeting closed at: 20.10</b></p>		