



**KINGSLANGLEYSCHOOL**  
**LOVE LANE, KINGS LANGLEY. WD4 9HN**  
**TEL: 01923 264504**  
**EMAIL: admin@kingslangley.herts.sch.uk**



**Minutes of the Kings Langley School Board of Governors Meeting  
held on 06.02.17**

**Present**

Frances Stickley COM (Ch 01/09/17), Gary Lewis HT, Geoff Shephard STF, Melusi Moyo STF, Mark Morant COM, Helen Young SP, Lisa Welling PAR, Jo O’Sullivan PAR, Dawn Helfgott COM (VCh01/09/17), Simon Setterfield PAR, Kieran Beharry SP, Rosemary Inskipp STF, Simon Wood COM

**Absent:**

Apologies received: Dave Butler PAR, Mark Hutchings PAR, Graham Craggs COM, Andrew Hicks PAR

Apologies not received: Angela Westlake COM

**In attendance:**

Tracey Middleton, Clerk to Governors; Fiona Winfield, Principal DHT; Ruth Digby, DHT

**Documents Circulated in advance of the meeting:**

Circulated Draft KLS minutes 05.12.16

HCC Database

**Meeting opened at: 19.00**

**ACTION**

**1 Welcome:**

1. The Chair welcomed colleagues to the meeting especially Fiona and Ruth

**2 To receive apologies for absence and to consider approving any absences:**

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. A resignation has been received from Karol Babington. Thanks, were extended to Karol for her long service and contribution to the school
4. Apologies were received and absence accepted from Dave Butler PAR, Mark Hutchings PAR, Graham Craggs COM, Andrew Hicks PAR
5. No apologies received and absence therefore not accepted from Angela Westlake COM

**3 To receive notification of any conflict of interest from the agenda:**

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

**Confidentiality**

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 '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

S Wood arrived at 19.04

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

1. 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
2. None declared

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

1. The minutes of the meeting dated 05.12.16 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)

**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 on the current agenda
2. The safeguarding training cluster has been arranged



**7 School Improvement Priorities:**

1. The SLT has established the School Improvement Plan (SIP) which incorporates self-evaluation with objective evidence on an ongoing basis and secured input from the pastoral and subject leaders
2. The 3 areas of focus include: Indifferent performance and diminishing the difference of a small PPG cohort; Performance of boys particularly low and lower ability boys; Challenge for the more able (including PPG) to address the Ofsted feedback
3. The Middle Leaders have considered the above and evaluated accordingly. Governors reviewed a sample of impact statements and supporting documentation. This has informed Subject Area Improvement Plans
4. Governors agreed that this provides a succinct overview which would support an inspection and involves the teaching body in development of the plan and accountability
5. Quality First teaching continues to be the key focus

**8 To discuss Parental Workshops - Character:**

1. The school continues to drive character development in PSHE and staff training. Subject areas have covered character and recently parent workshops have been held. Parent attendance and engagement has been positive
2. Governors reviewed the materials delivered at a character parent workshop
3. The librarian is opening the library during parent evenings to support parents in choosing books with their children to encourage reading to improve vocabulary and have a positive impact on their results
4. Q – Could books and magazines be available in seated areas around the school? This can be considered and a variety of strategies are used
5. Governors discussed the links of parental engagement with education and role modelling and addressing moral dilemmas
6. The school has been commissioned to work with a group of Bank of America parents which will create a revenue stream
7. Q – Are the outcomes of those attending measured? At present a register is taken but this is an opportunity to share experiences and good practice and stimulate thought
8. Governors agreed that targeting PPG families is challenging if they are not engaged
9. Q - Could the school work with a Separated Parent programme? There are a number of workshops planned to address different areas for specific groups
10. Governors discussed the longer-term prospects for students and how they are prepared to make effective further educational choices



**9 Exploring Academy Freedoms:**

1. This is an ongoing discussion as the school continues to take a strategic view of MATs
2. The LA has approached the Head to provide Executive Headship at Cavendish for a specified period. The school will be reimbursed financially
3. Governors discussed the benefits and risks of the arrangement and agreed to the release of the Head with continual review to ensure that the standards at KLS are maintained and improved. Governors acknowledged the requirement of a work life balance and health of the Head and noted that additional support will be secured to strength the SLT capacity at KLS
4. Governors discussed the current national financial landscape and the requirement for economies of scale across establishments
5. A communication to parents at both schools will be circulated tomorrow advising it is a temporary arrangement where the Head will be an executive Headteacher

**10 Chair's Business:**

1. The **Curriculum Committee** meeting minutes were circulated in advance of the meeting (refer to file)
2. The **Personnel Committee** meeting minutes were circulated in advance of the meeting (refer to file)
3. The **Resources Committee** meeting minutes were circulated in advance of the meeting (refer to file)
4. It was noted that the clerk had circulated to the Head and Chair the newly published Governor Handbook and Competency Framework and examples of associated evaluation tools
5. Colleagues were reminded of the training which has been set up on 29<sup>th</sup> March 2017 from 19.00-21.00
6. The Head and Chair are attending a MAT training session and refreshing Safer Recruitment Training
7. The Head and Assistant Head are attending DSP Safeguarding training
8. Mark Morant will be the link CP and CLA governor
9. The Support Staff Pension contributions from the school have been reduced and the compulsory apprentice levy will apply to the school



**11 Any Other Business:**

1. None

**12 To agree Date of next meeting:**

1. The date of the next meeting: 7.00pm – 8.30pm 20/03/17; 22/05/17; 03/07/17
2. The dates of the meetings for the next academic year: 16/10/17; 4/12/17; 05/02/18; 19/03/18; 21/05/18; 2/07/18 (7.00 – 8.30pm)
3. Colleagues were thanked for their attendance and contribution to the meeting
4. Colleagues were invited to network after the meeting

**The meeting closed at: 20.30**