



**Minutes of the Kings Langley School Board of Trustees meeting
Held on 13.11 2024 at the school/MS Teams**

Present:

David Fisher HT, Graham Craggs COM, Rosemary Inskipp COM, Alex Michaels COM, Mark Morant COM, Phil Slade COM, Frances Stickley COM, Phil Garner PAR, Alana Ivey PAR (MS Teams), Stacey Kingshott PAR (MS Teams), Alison Martin PAR, Fionnuala O’Driscoll PAR

In attendance:

T Middleton (Governance Professional), Graeme Searle, Antonia Sharpe, Geoff Shephard, Diane Bell, Jun Shaw

Absent:

Emma Kell COM, Dawn Helfgott COM, Simon Setterfield COM, Tania Giles PAR

Documentation circulated in advance of the meeting:

[KLS Meeting Agenda 13.11.2024](#)

14. Policies	13. Governing a school trust - 2024-09-09
5. Draft minutes 09.09	13. nga-management-accounts-20230706 Academies
8. Link visits	Confirmations-Summary-Kings Langley School
13. Assurance framework for trust governance - 2023-08-30	Flourishing together 2024-10-18
13. Common themes arising from ESFA's assurance work in 2023 to 2024	Governor Safeguarding Report Autumn 2024
13. Correspondence Letter to accounting officers: 11 September 2024 Letter from David Withey, Chief Executive of the Education and Skills Funding Agency, to accounting officers in academies and colleges. From: Education and Skills Funding Agency Published 11 September 2024	Vulnerable Learner Governor Review 23-24

Child protection Policy	Kings Langley School Education of Children Unable to attend School for medical reasons policy
Homework policy	Kings Langley School Habitual and Vexatious Complaints Policy
Kings Langley School Accessibility (Plan) and Inclusion Policy	Kings Langley School Home School Agreement
Kings Langley School Behaviour Management Policy	Kings Langley School Intimate Care Policy
Kings Langley School Children looked after policy	Kings Langley School Online Safety Policy
Kings Langley School Collective Worship Policy	Kings Langley School Special Education Needs Policy
Kings Langley School Communication Policy	Kings Langley School supporting students with medical conditions
Kings Langley School Complaints Policy 2024	Kings Langley School Transgender Policy
Kings Langley School Drugs Policy	Kings Langley School Whistleblowing Policy and Procedure
KLS 16-19 Bursary Policy	Kings Langley School Young Carers Policy
KLS PP Strategy Document 2023 26 - 23-24	
Mobile Phone Policy	

Documentation circulated in advance of the meeting by the clerk:

Flourishing in the future; Restructuring training; Ofsted training videos; NGA budget monitoring; DfE website publication for schools; DfE Meeting digital and technology standard; ESFA Academy trust management accounting: good practice guide; HfL Chairs briefing; Ofsted update; Sports Premium guidance; ISDR; Phonics; Stone King – Becoming an employer of choice webinar; Judicium Education free sofa session - FREE - Safeguarding, SEND and HR: Supporting the Mental Health of Everyone Within School; Winckworth Investigation seminars; Academy trustees: legal obligations; Ofqual Letter to governors and trustees: qualification results 2024; The Knowledge – Attendance questions; The Knowledge – Exclusion and suspensions; DfE – Factors influencing pupils’ outcomes in primary and secondary; DfE – Use of TAs in schools; DfE PHSE guidance; NGA Premises Mgt; Ofqual results letter; The Worker Protection (Amendment of Equality Act 2010) Act 2023 Stone King webinar; Themes from ESFA Assurance; CST – Governing a Trust and Assurance Framework; Letter to accounting officers: 11 September 2024; ESFA workshops; Academy planning Calendar

Meeting opened at: 08.00 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting especially the new governors. Protocols for remote access reiterated. Colleagues introduced themselves
2. The Chair noted that the meeting is quorate
3. Rosemary Inskipp and Alex Michaels were appointed as Community Governors from 13.11.24-12.11-28
4. Tanya Giles and Stacey Kingshott were elected unopposed at Parent Governors from 05.11.24 – 04.11.28
5. Deb Ludlow’s term of office ended on 04.11.2024. Thanks were extended to her for her contribution during her tenure
6. **ACTION: Onboarding and induction/Offboarding to be undertaken and school to update subscriptions, databases and websites accordingly** **FS/DF**
7. **ACTION: Committee membership to be updated on GHUB (SK to Curriculum Committee)** **FS**

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

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Signed: Dated:

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.

2. Apologies were received and absence accepted from: E Kell, Dawn Helfgott, Simon Setterfield, Tanya Giles

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. Community project

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

1. The minutes of the meeting dated 09.09.2024 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

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7 To receive Statutory updates: G Searle, J Shaw, A Sharp

1. An overview of the Assistant and Deputy Headteacher roles were outlined

GS introduced the Pastoral report

2. There are 4 CLAs in the school and assurance provided that PEPs are in place and regularly monitored for impact to ensure that a good level of education is being provided
3. The data relating to behaviour incidents was outlined and governors were informed that the alleged perpetrator and victims are being well supported. External professionals including the police are liaising with the school regarding the 3 incidents of sexual violence and harassment relating to 1 student
4. Young carers continue to be identified and associated support and interventions introduced
5. CPOMs is used to record incidents and recording is being streamlined
6. **Question – Regarding attendance, is the persistent absence a percentage of all students or only absences? The latter**
7. **Question – How are young carers identified? In response to a whole school student questionnaire**
8. **Question – How much feedback do they provide on what they need? We work hard to understand the children and their circumstances but due to the privacy of the situation it can be challenging to extract the information however once identified, all staff will be able to better support them**
9. **Question – We saw an increase in external safeguarding issues historically, how is this impacting the school? The 3 harassment incidents are from outside of school as are much of the social networking challenges.**
10. **Question – Do all staff access CPOMs? All of the incidents are logged**

GS left and JS joined the meeting at 08.26

AS introduced the Vulnerable learners and Pupil Premium reports

11. The 3-year Pupil Premium Strategy and impact were outlined
12. The expectations in standards have been a focus this term and impact evidenced in preparedness for learning and a calm environment
13. The priorities were outlined and reviewed for progress. To ensure the progress of all students is at least in line with the national average and that we continue to close gaps in attainment by

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- improving outcomes for vulnerable students. o Pupil Premium & students with SEN continue to be a priority · To increase use of age standardised testing for students with EHCPs to better understand their progress from starting points · To utilise student data to triage and tailor support to vulnerable learners – include SEN students · To continue to increase parent partnership opportunities: annual SEN survey, single face to face appointments for high priority students · Embedding the cultural changes implemented within Learning Support (time out process / rooms and staffing /exam access arrangements) · TA recruitment and training · Securing necessary funding for HNS
14. An Eliminating Economic Exclusion audit undertaken by HfL and the student feedback has been positive
 15. The priorities were outlined and reviewed for progress· To ensure the progress of all students is at least in line with the national average and that we continue to close gaps in attainment by improving outcomes for vulnerable students. Pupil Premium & students with SEN continue to be a priority · To increase use of age standardised testing for students with EHCPs to better understand their progress from starting points · To utilise student data to triage and tailor support to vulnerable learners – include SEN students · To continue to increase parent partnership opportunities: annual SEN survey, single face to face appointments for high priority students · Embedding the cultural changes implemented within Learning Support (time out process / rooms and staffing /exam access arrangements) · TA recruitment and training · Securing necessary funding for HNS
 16. Governors were assured that the liaison with external agencies is a strength of the school
 17. Governors acknowledged the support provided to parents to encourage engagement with the school
 18. Anecdotal parent feedback muted that expanding on insights analysis with key stakeholders would provide a more holistic view of the cohort across the school. It was noted that the student passports and personal key workers are tools for individual conversation. HCC SEN inspection was dismal and the school has purchased additional support directly to address the gaps. Additional specialist plus funding continues to be pursued for students with high needs which will increase capacity within the SEN department. Positive feedback from the Pupil Passport was noted
 - 19. Question – Can the survey questions remain consistent? Yes this will support identifying trends and is one way of eliciting**

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feedback. The adequate quality of gathering information may not be represented in standard questioning

20. Question – Can further qualitative information be shared with governors and how the feedback is gathered? Due to the newness of the department, the changes are being embedded. The statutory needs of students and staffing structure are being focussed on

21. Governors agreed that a coordinated approach will have the better outcomes and the 3-year PP Strategy is evolving

AS left the meeting at 08.53

JS introduced the Attendance report

Attendance September 2024

	Overall Year	PP	SEN	Boys	Girls
Year 7	97.00	94.06	95.79	97.60	96.30
Year 8	92.15	93.42	84.28	93.45	90.85
Year 9	91.60	82.14	88.62	90.25	93.20
Year 10	91.80	82.39	81.47	92.50	90.95
Year 11	91.75	81.26	83.04	91.70	91.75
Year 12	96.50	94.28	97.37	97.10	95.90
Year 13	94.05	-	93.41	94.95	92.85
School	92.90	87.02	88.15	93.05	92.65

Attendance October 2024

	Overall Year	PP	SEN	Boys	Girls
Year 7	93.95	89.57	88.91	93.70	94.20
Year 8	91.05	91.22	85.33	91.05	91.10
Year 9	91.00	85.56	83.75	90.60	91.45
Year 10	90.75	84.06	81.12	93.15	87.70
Year 11	90.65	82.00	74.90	91.05	90.00
Year 12	94.00	90.00	93.30	95.30	92.75
Year 13	90.95	-	85.47	90.75	91.30
School	91.50	86.76	83.84	91.95	90.95

- The national data has not been published at this stage for attendance
- Attendance is a whole school initiative with appropriate support and challenge being consistent
- 4. Question – Are we doing as much as we can for persistent absence? Key issues reflected across all schools is parents working from home especially Friday; resilience and lower thresholds e.g. colds; holidays in term time. Unauthorised**

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absence is nationally high and the impact on safeguarding is a concern

5. **Question – Are sick students being supported to stay at home? It is a multifaceted approach and empathy is key in understanding family circumstances**
6. HCC has allocated children missing in school to the school which impacts on the attendance data and each situation has specific nuances. The fair access protocols are not providing sufficient data and information prior to students joining the school is challenging to manage
7. Governors monitored alternative provision - DESC Students-3 students in Y11, 1 student in Y10. Behaviour and Attitude: Behaviour in centre is generally good and all aspects are discussed every two weeks. (DESC is the Educational Support Centre in Hemel). All aspects of their education are discussed, behaviour, attendance and attitudes to learning and relevant interventions are jointly put in place where needed. Chessbrook Students-2 students Y11
8. Refusal to attend detentions is an area currently being explored to determine if there are effective alternatives
9. The PSHE programme continues to support expectations, choices and consequences
10. Assurance was provided that case studies are in place and data with absence reasons can be shared

FO left the meeting at 09.08

11. **Question – Do we see any trends in staff absence? This was monitored in the committee and attendance of staff is currently high which provides consistency**

JS left the meeting at

12. Thanks were extended to all presenters and governors agreed that it supports triangulation in governor monitoring

Safeguarding

22. The termly safeguarding report was reviewed and noted
23. The Child Protection Policy has been updated in line with national guidance

- 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 23.09.2024 and minutes on GHUB. The budget continues to be monitored. Internal scrutiny outcomes and actions have been monitored. The risk register has been monitored and the annual review will be shared in February. There are no concerns to raise and documents available on GHUB
2. There has been governor engagement in the Annual Report and assurance provided that reserves have been included in line with the ATH

DB arrived at 09.16

3. The **Curriculum and Personnel Committee** met on 09.10.2024 and minutes on GHUB. Staff wellbeing is positive and student staff relationships evidence improvement. Curriculum changes reflect adaptations to timetabling without impact students and directly benefiting the budget and staff well being
4. The Link visits were noted
5. MFL and Music links given to R.I
6. **ACTION: GHUB to be updated accordingly**

FS

9 Financial monitoring:

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

10 To confirm Annual Business completed:

1. Changes to membership were noted

10.1 GDPR:

1. The annual review of the risk register was undertaken
2. There are no FOIs, SARs or GDPR breaches to report

11 To receive a report from the pay committee on HT PMR and staff pay review:

1. Governors agreed the recommendations from the pay committee
2. Assurance provided that the national pay increases have been processed

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12 To receive a report from the HT:

- 1. Refer to item 7
- 2. Governors are invited to the school events including the carol concert – refer to the invitations circulated
- 3. Progress has increased to 0.7. The case studies relating to 5 students which are not home grown – when removed from the data reflect progress at 1.7

13 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 are no notifications and correspondence received to share
- 3. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not been referred to
- 4. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting
- 5. It was agreed that there are no items to be added to the risk register from this meeting
- 6. 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
- 7. Priorities for the next agenda were considered

14 Policy Review:

- 1. The following policies were ratified

Child protection Policy	Kings Langley School Education of Children Unable to attend School for medical reasons policy	
Homework policy	Kings Langley School Habitual and Vexatious Complaints Policy	
Kings Langley School Accessibility (Plan) and Inclusion Policy	Kings Langley School Home School Agreement	
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15 Any Other Business:

1. Community Project – the school has been approached by the neighbouring land owner who would like to gift a parcel of approximately 4 acres to the school and develop the land and build a community centre. There is a greenfield site next to the field and development being planned. The Sunnyside Rural Trust would be partners in the project. The benefit to the school would be for alternative provision for targeted students which would be a wellbeing initiative across the school. The planning consultation commences at the end of the month. Safeguarding for the school has been considered and there are no issues to raise
2. Governors agreed in principle to the initiative noting it is very much at the early stages

16 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. The next meetings will be held on Wed 15 Jan 2025 at 18:30 in school

The meeting closed at: 09.40

Date	Start	End	Committee	Location
Wed 26 Mar 2025	18:30	20:30	Board meeting	In school
Thu 1 May 2025	18:30	19:30	Board meeting	In school
Mon 16 Jun 2025	18:30	20:30	Board meeting	In School

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