



**Minutes of the Kings Langley School Board of Trustees meeting
Held on 26.06 2024 at the school/MS Teams**

Present

Graham Craggs COM, Mark Morant COM, Phil Slade COM, Frances Stickley COM, Simon Wood COM, Phil Garner PAR, Tania Giles PAR, Alana Ivey PAR (MS Teams), Deborah Ludlow PAR, Alison Martin PAR, Fionnuala O’Driscoll (MS Teams), Jo O’Sullivan PAR, David Fisher HT


In attendance


T Middleton (Governance Professional), Di Bell, Geoff Shephard, Graham Searle, Ruth Digby, Lucy Sudberry


Absent:


Emma Kell COM, Simon Setterfield COM, Dawn Helfgott COM


Documentation circulated in advance of the meeting:


-  KLS Meeting Agenda 26.06.2024


-  Information


-  Draft minutes 24.04


-  Final KLS GB calendar of meetings 2024-25


-  Governor Report Summer 2024 (002)


-  Letter to accounting officers: 29 May 2024

-  Governors report 170624

-  Meeting dates 2025/6

-  Governors Report June 2024

-  Kings Langley School Transgender Policy

-  Safeguarding SDP Summary for Governors

Documentation circulated in advance of the meeting by the clerk:

- John Rowntree Foundation report 06.24
- KSIE questionnaires
- The Knowledge – Self evaluation
- DfE – absence data
- DfE – EHCP data
- DfE – Secondary transfer data
- Stone King – managing short term absence webinar
- Internal Scrutiny in Academy Trusts
- Compliance topics for summer term
- Enduro wellbeing and retention webinar
- Accounting letter for academies May 2024
- Schools week articles
- DfE website requirements
- DfE school hours
- Anna Freud, the DfE attendance resources
- DfE School uniform guidance

1 Welcome:

1. The Chair welcomed colleagues to the meeting
2. The Chair noted that the meeting is quorate (> one third governors in post)
3. It was agreed to amend the order of the agenda according to attendance
4. Colleagues were invited to the Ofsted and end of term celebration BBQ

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 received and absence accepted from: E. Kell, Simon Setterfield, Dawn Helfgott

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 clerk 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 were reminded to report any related party transactions (RPTs), and any novel, contentious or repercussive transactions to consider since the last meeting
8. None declared

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Signed: Dated:

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

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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 24.04.2024 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated and added to the school file

6 To consider matters arising from the minutes of the last meeting:

1. The matters arising were considered and it was noted that they are either closed or in hand

7 Annual Review of Impact of School Development Plan:

1. **Finance and Resources: D Bell introduced the reports circulated in advance of the meeting including:** Updates were provided on the new build, football pitch, WIFI infrastructure. Next term the focus will be income generation and sustainability. The new caterers Culinera are providing an excellent service and regularly undertake student voice, sixth form students support the till operation. Meal uptake has been significant reflecting the quality of the food. Sixth form provision will be provided all day. The internal and external audits have confirmed compliance with the AHT. The budget is anticipated to be a surplus however year 2 is balanced which has been a significant challenge. Finance and H&S audits have been undertaken and no concerns raised. Thanks were extended to the ARR Committee and the team for continued monitoring and maintenance of the facilities and the organisation of the back office

D Bell left the meeting at 08.25

2. **Safeguarding: G Searle introduced the reports circulated in advance of the meeting including:** The termly and annual safeguarding reports were noted and The Safeguarding SDP summary report was noted. The objectives to improve safeguarding further were outlined and agreed by the Board. There are 3 CLAs in the school and assurance provided that the students are well supported, 2 children on CIN. All staff safeguarding training is in hand. Governors were assured that a proactive approach to safeguarding continues to be a strength of the school and the priority of everybody in the school. Ofsted judged safeguarding as effective. Mental health continues to be developed and the kite mark criteria is being planned
3. **Question – Is it usual not to have any CP cases? Referrals are made to the appropriate authorities however thresholds have not been met**

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4. **Question** – What has support for exams looked like? High levels of anxiety were an issue and appropriate support provided through the pastoral team. The school accesses 3 counsellors. Attendance at exams evidences the positive impact. The prom was a celebration of the success of the students. Attendance across the school is higher than national data demonstrating the impact and focus on removing barriers to attendance. Governors agreed that the investment in this area is key to ensuring our student body is safe and accessing their education
5. Governors debated attendance at length and celebrated the shared successful case studies

G Searle left the meeting at 08.35

6. **Personal Development and Character: R Jennings introduced the detailed report circulated in advance of the meeting including:** Personal Development: House System, Student Leadership, Recognitions and Awards; Personal Development: Careers, PSHE and Resilience; Personal Development: Clubs, Trips and Activities week; Personal Development: Duke of Edinburgh; Personal Development: Character; Quality of Education: Staff Wellbeing; Quality of Education: Use of Data; Quality of Education: Use of Data; Quality of Education: Staff training; Quality of Education: Online curriculum and digital competencies; Quality of Education: Teaching and Learning; Quality of Education: Curriculum: Literacy; Quality of Education: Quality Assurance; Quality of Education: Curriculum Model and Timetable
7. The curriculum model changes have positively impacted on the finances including saving 2 teacher salaries and non-setted groups for science will be taught in larger form groups. PE has been paired to reduce the traffic in the changing rooms. Technology continues to be offered and taught across 2 rooms to accommodate larger form groups. The length of the lessons will change from 6 to 5 per day is under consideration from September 2025. The teaching will be more regular, increased depth and less frequency and movement around the building e.g. maths from 9 to 7
8. **Question** – How will larger groups impact on learning? English and Science in Year 8 are the increased groups in this model however EEF has researched this and impact is minimal. Humanities has always had larger groups
9. **Question** – Have staff responded? Staff have been advised on the timetable and there has been a collaborative approach which has worked well, loading was less than
10. **Curriculum and Quality of Education: L Sudbury introduced the detailed report circulated in advance of the meeting including:** monitoring, assessment, examination preparation
11. The JCQ exam inspection has been undertaken with a positive outcome and policy adjustments made accordingly

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12. Parental feedback and evaluation of the exam period has informed the strategic approach for Year 10
13. Assurance was provided that forensic use of data has improved process and protocol e.g. attendance, interventions, behaviour, suspensions, curriculum development
14. The data is now provided centrally which provides the staff with timely and detailed information to respond to accordingly
15. Thanks were extended to all leaders and staff for the immense contribution to the continued success of the school and student outcomes and Ofsted inspection

L Sudbery and R Jennings left the meeting at 08.55

The Board noted the update

8 To receive Committee and Link Visit Reports since the last meeting:

1. The Resources Committee met on 29.04.2024 and 17.06.2024 – minutes circulated on GHUB
2. The monthly management accounts for May 2024 were outlined and noted by the Board. The projected outturn is £47k surplus and the KPIs have been monitored. It was reiterated that in line with ATH guidance and to meet the must requirements (2.19), for Monthly Management Reporting to be added to all future Full Governing Board meeting minutes as a standard agenda item. It may be that some months there is less to discuss than others but the Board should retain appropriate oversight and challenge figures where necessary
3. The budget setting process was outlined and governors agreed that it is has been robust and rigorous will much consultation. The risks and assumptions have been fully debated
4. Governors were assured that the IT strategy has been supported in the budget
5. Student numbers including sixth formers are continually reviewed and will positively impact on the budget in future years
6. 2024-5 is anticipated to be a challenging year. The 3G pitch and sixth form building were strategic developments that have come to fruition and will be reflected in the budget after 2025
7. **The three-year Budget Forecast Return was ratified by Governors as recommended by the Committee**
8. The Board approved **the submission of the BFR to ESFA**
9. The Chair has received the monthly monitoring report
10. Thanks were extended to the team for the strategic approach to budget management ensuring that it is realistic and continues to support the school development plan and student outcomes

The Board noted the financial position of the school

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11. The Curriculum Committee met on 13.05.2024 – minutes circulated on GHUB. The key discussions have been on curriculum development and assessment
12. Thanks were extended to colleagues for the shared expertise and contribution across this area of governance
13. The induction pack and training plans have supported the effectiveness of the board

D Ludlow left at 09.10

The Board noted the update

9 Annual review of the Risk Register:

1. The Resources Committee monitors the Risk Register and was reviewed by the Board in April
2. **ACTION: Updated Risk Register to be recirculated**

GG

The Board noted the update

10 To receive and ask questions of the Head’s report and Ofsted report:

1. Governors discussed at length the data and evidence demonstrating the improvements across the school over the year
2. Oversubscribed school with 190 year 7 students next year; SEN and PPG data; sustainable facility development, IT and infrastructure, telephony, football pitch, staff recruitment and retention, high quality teaching, good Ofsted outcome
3. Next year will be one of consolidation as the school reviews the political environment and develops its strategic direction
4. Governors agreed that the quality of teaching is key and a strength of the school however the support staff are equally important in the strategic plan and will be regularly reviewed so that impact on learning and pastoral support is maintained
5. Governors debated the local business community in particular the growth of the film industry in this area. Colleagues were assured that links with the business community is planned for next year as since Covid this has reduced

The Board noted the update

11 Policies:

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1. The Transgender Policy which was circulated in advance of the meeting was reviewed and adopted with agreed amendment and will be recirculated

12 Chair's Report:

The Chair gave a verbal update and referred to documentation circulated in advance of the meeting:

1. The Chair confirmed that the management accounts have been shared every month and that the Board considers these when it meets. The Resources Committee interrogates the data for further granularity and assures that it has appropriate oversight of the trust's financial position - ATH 2.19. The Schedule of Musts is regularly monitored
2. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not already been shared
3. Confirmation was given that no action has been taken by the chair in line with the SoD on behalf of the board since the last meeting
4. There are no resolutions in writing to report
5. It was agreed that there are no items to be added to the risk register
6. The Board agreed that this meeting had held the school leaders to account for school development and the presentations supported triangulation
7. Thanks were extended to the school leaders for their continued contribution
8. Thank were extended to the governance professional for contribution to board organisation
9. An overview of the year was provided and governors agreed that it has been an outstanding year which has been significantly impacted by the senior leadership team, sound data sharing, open and transparent communication, high quality teaching with cpd investment, profile of the school in the community, governing board effectiveness, engagement with parents, estate development, rigorous financial management and ultimately the outcomes for our students
10. The MAY accounting letter was shared
11. **ACTION: Curriculum ToR2024-5 to be reviewed and agreed before the end of term** **DH**
12. **The ARRC ToR 2024-5 were adopted**
13. **The Committee membership was adopted**
14. **The Link Governor table was reviewed and adopted**
15. Thanks were extended to Jo and Simon for their contribution to the Board during their tenures
16. **ACTION: GIAS, GHUB, databases, websites to be updated accordingly**
17. Colleagues were reminded that leadership across the Board requires consideration **DF**
18. Thanks were extended to the Chair for the welcomed leadership

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The Board noted the update

13 Any Other Business:

1. None

14 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. 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
3. The next meeting will be held on Mon 9 Sep 2024 18:30 in school

The meeting closed at: 09.45

Date	Start	End	Committee	Location
Mon 9 Sep 2024	18:30	20:30	Board meeting	In school
Wed 13 Nov 2024	08:00	10:00	Board Meeting	Hybrid in school and virtual
Wed 15 Jan 2025	18:30	20:30	Board meeting	In school
Wed 26 Mar 2025	18:30	20:30	Board meeting	In school
Thu 1 May 2025	18:30	19:30	Board meeting	
Mon 16 Jun 2025	18:30	20:30	Board meeting	In School

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