



**Minutes of the Kings Langley School Board of Trustees meeting
Held on 29.09 2024 at the school**

Present:

Dawn Helfgott COM, Emma Kell COM, Mark Morant COM, Simon Setterfield COM, Phil Slade COM, Frances Stickley COM, Phil Garner PAR, Tania Giles PAR, Alana Ivey PAR, Alison Martin PAR, David Fisher HT

In attendance:

T Middleton (Governance Professional), Lucy Sudbery, James Tubb, Rosemary Inskipp, Geoff Shephard, Rosemary Inskipp

Absent:

Graham Craggs COM, Deborah Ludlow PAR, Fionnuala O’Driscoll PAR

Documentation circulated in advance of the meeting:

Circulated KLS Meeting Agenda 09.09.2024

7. Members-KingsLangley

8. Draft minutes 26.06

10. GIAS

11. GB dates

12. Committees-KingsLangley

12. Training-KingsLangley

13. Academy_trust_handbook_2024

13. ATH_Schedule_of_Musts_2024

13. ATH_Schedule_of_Musts_2024

15. Academy trust accounting officer letters from EFA and ESFA 31.07

16. 26-27 Admissions Consultation letter - JA

16. Health and Safety Policy updated September 2024

16. Kings Langley School Conflicts of Interest Policy

16. Kings Langley School Governors Expenses Policy

16. Kings Langley School Staff Disciplinary and Procedure Policy

16. Kings Langley School Support Staff Attendance Policy

16. Kings Langley School Support Staff Pay Policy PRI Updated 2024

16. Kings Langley School Support Staff Pay Policy Reviewed Sept 2024

16. Kings Langley School Teaching Staff Attendance Management Policy

16. Kings Langley School Transgender Policy

16. Attendance, Registration and Punctuality Policy

16 Behaviour management policy

Key changes to KCSIE 2024

Documentation circulated in advance of the meeting by the clerk:

- Sec State speech in TES
- KCSIE updates and links
- Cybercrime, Prevent and GDPR training links
- VW Webinar – 2024 updates
- DfE Exclusions and Suspension guidance August 2024
- DfE Attendance September 2024
- DfE website requirements Sept 2024
- DfE statutory policies Sept 2024
- ESFA ATH Sept 2024

Meeting opened at: 18.30 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

Signed: Frances L Stickley 1 of 9 Dated: 13/11/24

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: Graham Craggs COM, Deborah Ludlow PAR, Fionnuala O'Driscoll PAR

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 undertook an **annual review of the register of the statutory declarations register** and noted any links to the contract register
2. 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
3. None declared
4. 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
5. None declared
6. Colleagues were reminded that if any colleague has received any gifts or hospitality, it should be recorded on the statutory register
7. None declared
8. **ACTION: Register to be circulated**

DF

4 To consider notification of any items for AOB:

1. None

5 To receive reports from school leaders:

1. Exam results – L Sudbury outlined the positive progress made across the board as detailed in the presentation

Signed: Francesh Snarey 2 of 9 Dated: 13/11/24

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2. Question – Have the exam boundaries impacted on the English outcomes? This changed by about 12 marks this year and is being reviewed to determine strategies to address this. An exam board representative is joining a team meeting
3. Question – Is there likely to be a margin of error when the DfE data is published compared to the SISRA system? We are confident that it will be above 0. Governors agreed that the outcomes are positive for this cohort and celebrated the progress made by these students
4. The subjects will further interrogate the data to ensure that the curriculum and teaching is focussed according to student need
5. GCSE results were reviewed by subject and areas for improvement outlined
6. **ACTION: Presentation to be added to GHUB** LS
7. The Board noted public examination outcomes
8. Question – Has computer science improved? Yes. The accuracy of predictions has been an area to explore. The realism of current grades and actions to take is a focus this year
9. RE is taken by all students and will continue to do so. The high vocabulary unit was challenging and preparing students for this across the course is being reviewed. There is optionality of the additional unit in addition to Christianity
10. Question – Does this reflect our community? This is being reviewed as part of the PRE review and timetabling
11. The students in each key group have performed better than or in line with national averages
12. KS2 APS was lower whereas the disadvantaged children were higher
13. The priorities for 2024/5 resulting from the data analysis were outlined
14. Question – How will staff be supported? Investment in CPD and INSET have been planned accordingly to ensure that staff are fully supported
15. The context of the current Year 11 was detailed
16. Thanks were extended to senior leaders and staff for the success and more so the direction and priorities for next year. Sharing of good practice across the departments is being facilitated to ensure high expectations are consistent
17. Question – What did French and Science did that PE could learn from? The delivery of the curriculum at KS3 has been key and consistency of the school's expectations and application on a routine basis, assessment including feedback and marking and accuracy of predictions
18. Question – How will managing expectations be addressed? Consistency and strength of teaching in a department and group

Signed: James L Shewley 3 of 9 Dated: 13/11/24

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sizes of students. Action plans based on the data will be created by each department

19. Exam results – J Tubb outlined the positive sixth form outcomes and detailed the areas for improvements which are reflected on the School Development Plan
20. The entry level was discussed in line with responsibly accepting students and building the provision
21. Enrolment and recruitment were monitored. 103 students enrolled, 80 KLS students and 23 external students. Average class size is 14.3
22. The funding formula was outlined and governors noted the impact of the investment in marketing and the requirement for a more personalised approach for sixth formers
23. Question – Will destination data be shared? Yes, when available
24. Staff and students welcomed governor attendance at results day
25. Thanks were extended to school leaders and staff for the significant advances in the sixth form

26. The SDP was presented and the summary outlined
27. The school priorities remain the same to continue development and embedding, and the actions have been updated accordingly
28. Governors noted the links to safeguarding, quality of education, behaviour and attitudes personal development, leadership and management, finance & resources, sixth form
29. Safeguarding continues to be effective
30. Consistency was a theme of the INSET day at the start of the year
31. **ACTION: Point 8 in the plan to be discussed at each subject link visit** ALL
32. **The Board adopted the SDP**

LS and JT left the meeting at 19.30

6 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. The term of office for the Chair was agreed to conclude on 01.10.2025
2. The term of office for the Vice Chair was agreed to conclude on 01.10.2025
3. FS was elected as Chair of the Board
4. DH was elected as Vice Chair of the Board
5. The Board considered succession planning
6. **ACTION: Subscriptions, websites and databases including GIAS and Company House to be updated accordingly** DF

Signed: James L Stacey 4 of 9 Dated: 13/11/24

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Constitution

1. The following vacancies and expiring of terms of office were noted and succession planning considered: Simon Setterfield Community Governor 11/10/2024; Phil Slade Community Governor 12/11/2024; Mark Morant Community Governor 30/11/2024; Frances Stickly Community Governor 30/11/2024; Dawn Helfgott Community Governor 30/11/2024; Tania Giles Parent Governor 04/11/2024; Debra Ludlow Parent Governor 04/11/2024; the board will continue to run with no staff governors
2. The Board appointed the following:
S Setterfield Community Governor 11/10/2024;
Phil Slade Community Governor 12/11/2024;
Mark Morant Community Governor 30/11/2024;
Frances Stickley Community Governor 30/11/2024;
Dawn Helfgott Community Governor 30/11/2024;
3. **ACTION: Subscriptions, websites and databases including GIAS and Company House to be updated accordingly** DF
4. **ACTION: Parent election to be undertaken before halfterm** DF

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

1. The minutes of the meeting dated 26.06.2024 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
2. 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

9 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
The following updates were provided:
2. **ACTION: The ToR for Curriculum Committee will be circulated**

10 To confirm Annual Business completed:

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

Signed: James L. Cheney 5 of 9 Dated: 13/11/24

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2. 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
3. The Board noted vacancies and considered recruitment requirements
4. Monitoring was undertaken to ensure that each colleague has completed reconfirmation of declarations on GHUB which include: Register of Interests 2024/5; KSCIE 2024; Code of Conduct; ICT Acceptable Use Policy; Whistleblowing Policy; Child Protection Policy; Academy trust governance guide and Academy trust handbook 2024 and Must Dos 2024; cyber, prevent and GDPR training
5. Question - As part of their induction, are all staff 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? Yes. There are a number of forms which staff signed
6. Question – Is the current policy published on the school website? Yes
7. Question – Has cyber security training been undertaken by staff? Yes. The whole staff had Level 2 safeguarding training on the INSET
8. Each colleague confirmed that their DBS certificate number/date/check box is registered, Training record and Contact information are up to date
9. **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** DF
10. **ACTION: The following is outstanding to be completed before the end of the week - DL, FS** DL, FS

11 To confirm agreement of virtual attendance at meetings. Confirm meeting calendar for 2024/5 and which meetings this academic year will be held remotely:

1. The Board confirmed that virtual attendance at meetings is permissible and it is preferable for ALL to attend virtually or in person
2. The meeting timetable is reflected on GHUB

12 To agree Annual Business for 2024/5:

1. The Board reviewed and adopted the Governor code of conduct

Signed: James L Sherry 6 of 9 Dated: 13/11/24

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2. The Board reviewed panels and committee membership and confirmed accuracy on GHUB. Including: Careers, Development and Training, Safeguarding, SENd, Head's performance management, Student discipline, Staff discipline, School based Complaints. The Board noted the requirement for pupil exclusion panel colleagues to have attended training within the last 2 years and that governors/trustees/directors could not be borrowed for such panels
3. The Board reviewed link governors and confirmed accuracy on GHUB
4. The Board considered link visit/board day dates and agree annual focus for link visits
5. The Board ratified the Committee Terms of Reference for 2024/5 which had been reviewed and recommended by the Committees. It was noted that the following areas are reflected: ***Reporting on reserves management, including a clear plan for reserves management. Regular reporting on estates management, including headline activities, allocation of spend on maintenance, and reporting on audits and assurance (including safeguarding and health and safety assurances). Review of internal scrutiny programmes and partners to ensure these arrangements are in line with ATH requirements and to consider a programme of activities (e.g. over a multi-year period) that may include: Cyber Security Estates Management (including health and safety/safeguarding perspectives); Equality, Diversity and Inclusion; Environmental Sustainability***
6. The Board ratified the Annual Programme of Work
7. The Board ratified the Scheme of Delegation
8. The Board confirmed clerking arrangements for GB and Committees

13 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 publication of the **ATH 2024 and the Schedule of Musts 2024**
3. The Board agreed that governance oversight of the finances complies with the requirements of the Academy Trust Handbook. This is clearly defined in the Annual Programme of Work where the governance responsibilities as statutory ongoing tasks and standing items for the Board and Committees are listed.

Signed: Frances L Sherry ^{7 of 9} Dated: 13/11/24

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- 4. **ACTION: Annual review of the Risk Register to be undertaken at the next meeting** FS
- 5. The Board noted the financial position of the school and noted that the investment in pastoral development will be prioritised accordingly
- 6. 20.09.24 is the official opening of the pitch. Dignitaries including the local council members will be attending

14 To receive and ask questions of the Head's verbal report:

- 1. Governors discussed and agreed to adding a staff ruling to the admissions. Criteria and eligibility will be further investigated
- 2. **ACTION: Consultation arrangements to be commenced** DF

15 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 **ESFA '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)
- 4. The **Academy Trust Handbook 2024** and relevant guidance on key changes has been shared
- 5. The **KCSIE 2024** has been shared
- 6. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not been referred to
- 7. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting
- 8. It was agreed that there are no items to be added to the risk register from this meeting
- 9. 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
- 10. Priorities for the next agenda were considered
- 11. **ACTION: School website audit to be undertaken** AI
- 12. **ACTION: SEN to be presented at the next meeting** FS

Signed: James L Smith 8 of 9 Dated: 13/11/24

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16 Policy Review:

1. The **Admissions process for 2025/6** and information about the statutory school's admissions consultation for 2026/7 was adopted
2. The **Health and Safety Policy** updated September 2024 was ratified
3. The **Transgender Policy** updated September 2024 was ratified
4. The **Conflicts of Interest Policy** updated September 2024 was ratified
5. The **Governor Expenses Policy** updated September 2024 was ratified
6. The **Staff Disciplinary and Procedure Policy** was ratified
7. The **Support Staff Attendance Policy** was ratified
8. The **Support Staff Pay Policy PRI** was ratified
9. The **Support Staff Pay Policy** was ratified
10. The **Teaching Staff Attendance Policy** was ratified
11. The **Attendance, Registration and Punctuality Policy** was ratified
12. The **Behaviour Management Policy** was ratified

17 Any Other Business:

1. None

18 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 13 Nov 2024 08:00 Hybrid in school and virtual
3. Meetings will take place on first floor opposite the staff room
4. Colleagues are invited to the school's open evening - 3rd October from 5.30pm to 8.30pm

The meeting closed at: 20.01

| Date | Start | End | Committee | Location |
|-----------------|-------|-------|---------------|-----------|
| 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 | In school |
| Mon 16 Jun 2025 | 18:30 | 20:30 | Board meeting | In School |

Signed: James L Satchell 9 of 9 Dated: 13/11/24

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