



=

**Minutes of the Kings Langley School Board of Trustees meeting
Held on Wednesday 8th November 2023 at the school/MS Teams**

IN SCHOOL

Graham Craggs COM, Dawn Helfgott COM, Mark Morant COM, Frances Stickley COM, Simon Setterfield COM),
Phil Slade COM, Simon Wood COM, Tania Giles PAR, Jo O’Sullivan PAR, David Fisher HT
MS TEAMS

Deborah Ludlow PAR, Phil Garner PAR, Emma Kell COM, Alana Ivey PAR

In attendance

T Middleton (Clerk), Rosemary Inskipp, Geoff Shephard, Antonia Sharp, Lucy Sudbury, Graham Searle

Documentation circulated in advance of the meeting:

Circulated KLS Meeting Agenda 08.11.2023	1. KLS - DoFE visit 1 J O'Sullivan Oct 2023
16. POLICIES	2. KLS - Technology & STEM G Searle Oct 2023
4. Confirmations-Summary-Kings Langley School	3. KLS Safeguarding and Wellbeing E Kell 10 Oct 2023
4. Declarations-Kings Langley School	4. Link - Community Walk - A Ivey - 15 Sept 23
14. Safeguarding Overview OCT 23	5. Link - Computer Science - A Ivey - 29 Sept 23
5. Draft minutes 13.09	6. Link - Health and Safety - M Morant - 3 Oct 2023
18. ConfirmationsSummary-Kings Langley School	7. Link - History - P Garner - 26 Sept 23
8. Governors report November 2023	8. Link - ICT Online Safety - A Ivey - 13 Oct 23
18. RSM - How academy trusts ensure internal control environment is effective	9. Link - PSHE - A Ivey - 10 Oct 23
9. KLS Letter to staff	
18. Training-KingsLangley	
9. KLS PP Strategy Document 2023 26 (Governor draft review)	
Demonstrating TRUST effectiveness - The Key 10.23	
11. Kings Langley School Link Governor monitoring Visits 2023-2024	
The Key - Members role and responsibilities	

Documentation circulated in advance of the meeting by the clerk :

Character Lessons from Multi-academy trusts, published jointly by United Learning, University of Birmingham and The Jubilee Centre for Character and Virtue

Stone King’s Information Law Team key data protection topics.

DfE Webinar – Behaviour in schools Joseph Rowntree Foundations report - Destitution in the UK 2023

Knowledge – Parent governor training

Knowledge – Monitoring progress & curriculum questions

Stone King – H&S seminar

Academy – Effectiveness across a trust

Academy internal scrutiny

DfE guidance – DPO and data retention

DfE Reading stds

Governors for school conference

Ofsted Geography, Music and PE report

Church Academies guidance

ICO 10 step safeguarding guidance

ESFA assurance work

Meeting opened at: 08.00 ACTION

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. It was noted that S Wilding had resigned as parent governor from 22.10.2023 and thanks were extended to her for her contribution during her tenure
5. **ACTION: GIAS, Co House, websites and descriptions to be updated accordingly (Shurl)** DF
6. **ACTION: Parent election to be undertaken before the end of term** DF

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. No Apologies were received

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

Staff presentations

AS introduced the presentation circulated in advance of the meeting - Equalities

1. Question – When referring to equality for all is it all protected groups? Yes
2. Assurance was provided that all subject leaders meet with SLT and interrogate the data in line with DfE context publication
3. Question – What is a student passport or class chart? These are on line databases providing information regarding provision for individual students and informs strategies to address feedback from parents and students. The platform is shared with the online management behaviour tools which has some information available for parent to view
4. Question – What is Bold voices? It is a group of students looking at different areas e.g., protected characteristics and the group leads assemblies to share with the student. The impact has been positive and students confirm that they feel safe in school and are able to approach an adult if required
5. Trustees were assured that the staff and parents have a number of opportunities to contribute

AS introduced the presentation circulated in advance of the meeting – Pupil Premium

6. Trustees agreed the Pupil Premium Strategy and noted that the DfE data has been used to inform the impact of expenditure and noted that it will be published on the school website by the end of the December
7. Question – Should intent include EEF research? Yes this can be added
8. Trustees celebrated the progress of PPG students which is in line or above national averages demonstrating the effectiveness of the strategies and narrowing the gap with non-PPG students
9. Question – There has been a significant increase in FSM children what has the impact been on the strategy? Of this group there has been an increase from 34% to 85% which fall into PPG – an eliminating economic survey being undertaken and external advisor visiting the school to audit a wide range of provision to determine family and student concerns. 100 parents have responded to date

AS left the meeting at: 08.44

LS and GS arrived at 08.45

LS introduced the presentation circulated in advance of the meeting – Data

10. An overview of the analysis process and how they feed into school planning and monitoring was provided
11. Progress 8 and national data has been published and the work being undertaken is reflected in the +0.06
12. The gap for disadvantaged pupils has widened for attainment nationally but in KLS is has narrowed and progress continues to be in line with national averages
13. Middle attainers have made good progress based on KS2 data and a priority this year is high attainers
14. Girls continue to do better than boys and have achieved comparable with previous years
15. The English results were good for all students, improvements in Science and Languages have added value. There have been significant and sustained improvements in attainment and progress of boys (except Open) and strong compared to national
16. Question – Have you recruited for History? Yes this has been successfully recruited
17. There is evidence of improved progress for disadvantaged students except in maths (and languages) but attainment gap has widened
18. The disadvantaged girls appear to be having more challenges than previously and may be linked to the pandemic
19. Students with SEND (K) made stronger progress than these students nationally
20. Middle attainers made strong progress compared to national
21. There is a high proportion of fair access students joining the school mid-year as part of the inclusive nature of the school which does impact on the overall progress demonstrating that students joining us at the start of their career perform better. The number of fair access students will in future be one per term
22. Question – Is there an impact on staff capacity? Yes, however the school drives to ensure that all students are supported regardless of background
23. E-Bacc is 56% demonstrating that the curriculum is broad and rigorous and impacts on the progress 8 score. On average 98% of our students are successful after school as not NEETS
24. Assurance was given that the specific priorities have been informed by the data

LS left at 08.58

GS introduced the presentation circulated in advance of the meeting – SEND

25. Question – How may EHCPs pending? 2 with 1 being drafted

26. The Termly report to the GB was noted
27. The governors interrogated the data in line with groups, national and Hertfordshire
28. HCC SEND has been inspected by Ofsted and the report is outstanding
29. An external SEND consultant has visited the school and the outcomes have been positive reflecting the work being undertaken to date. The differentiation of SEND within the classroom is emerging, increase the quality of provision mapping, SEND page of the school website meets statutory requirements. The students were delightful during the visit. We currently have a wheel chair user which has been included in the Action Plan. The SEND Statement reflects the current year
30. Any feedback has been incorporated in the School Plan
31. The SEND priorities were outlined as detailed in the School Plan

SW and TG left the meeting at 09.09

GS introduced the presentation circulated in advance of the meeting – Safeguarding

32. Assurance was provided that all of the policies and protocols are in line with KCSIE
33. Question – Is there safeguarding context in this area to be aware of? Yes, County Lines - external professionals have been sourced to deliver a programme to students and staff
34. There are currently 2 CLAs in the school and the monitoring process and plans were outlined (EPEP meetings take place termly)
35. 9/10 SLT members have undertaken safer recruitment
36. The SCR is regularly monitored and the safeguarding governor has also contributed to this monitoring schedule
37. Question – Do all teachers access the risk assessments? Yes however any CP issues will be limited to permanent staff on CPOMs
38. 1 racist incident to report and no further action required on the prevent referral; no permanent exclusions to report
39. Question – has there been any impact on the recent conflict? The parents have received a communication and the teachers have been advised on presenting a balanced and historically factual view. Trained staff are supporting staff who are less confident
40. Trustees agreed that the attendance and persistent absence are looking better than national data
41. Question – What is S17? This is a request form for a low-level concern
42. Question – What is persistent absence? It is deemed when below 90%. In 2022 it was below national. Currently the attendance is higher than national averages. There is a level of parents working from home allowing children to be at home

DL, TG, GS left at 09.27

The Board thanked colleagues for the informative presentations

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 12.09.2023 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

2. ACTION: Governors to ensure that their training record has all training events recorded – Provider, name of course, not abbreviations

ALL

7 To receive Exam Data Analysis and a Curriculum update:

1. Refer above

The Board noted the update

8 To receive the behaviour and attendance report:

1. There is one student being electively home educated and the LA is fully informed
2. Trustees interrogated the data and trends to ensure the data does not have a disproportionately adverse impact on certain groups of pupils that may be considered vulnerable

The Board noted the update

9 To receive a Pupil Premium and SEND review:

1. Refer above

The Board noted the update

10 To receive Committee and Link visit reports since the last meeting:

1. The Governor Link Visit policy was reviewed and it was noted the draft reports should be forwarded to the Chair and Head prior to wider circulation
2. The link visits undertaken this term were reviewed
3. The resources committee met and the focus was on the budget which remains balanced and there are no concerns to report

Term 1 2023/4 Summary		
Summary	Area	Impact
Access and funding available for PP students Bronze and Silver currently offered New leader digitalizing programme	DofE	Inclusive extracurricular activity Truly aligned to school motto - unlocks potential for life Equips students with skills for life regardless of ability and back ground
After school club – kit car review of the subjects covered within Tech, the amount of time allocated to the subject, the facilities, the department's staff	Technology & STEM	Knowledge rich curriculum to support students' careers in the world of work Encourages creativity and experimentation, so students aren't always just gathering knowledge and reading textbooks to learn but being taught in practical ways
Monitoring of safeguarding annual plan and SEND audit	Safeguarding and Staff Wellbeing	Filtering and monitoring in place Assurance of a proactive culture of safeguarding across the school Clear links between Behaviour, SEND, PP teams and safeguarding
Monitoring risk assessments and leadership and participation of a whole school event	Community Walk	Opportunity for team work within the community and to learn about the local environment Evidence of the school ethos – stickability - with the need for stamina and perseverance.

Review of Computer Science provision at KLS	Computer Science	Public examinations interrogated to inform curriculum development Significant investment in resources has been good value for money to upgrade the learning environment Development of curriculum, assessment, pedagogy and systems contributing to the quality first approach
Monitoring including policy, Fire Risk Assessment, H&S annual checklist	Health & Safety	The proactive approach to maintenance and upgrade is evident in the systems and processes in place The school is compliant in all areas and welcomes external professionals as required
Monitoring including evaluation of last year	History	A fully-staffed department, ClassCharts and the newly organised staff handbook have been embedded supporting quality first teaching and an enthusiastic learning environment. A network of knowledge associated with particular terms, concepts or ideas is evident
Monitoring of ICT Online Safety, Review of annual 360safe Online Safety Audit, Cybersecurity, Safeguarding within ICT	ICT Online Safety	Evidence that Online Safety is at the heart of KLS. All staff receive training in GDPR and Cybersecurity. DfE recommended Filtering software is being used and a process is in place to unblock legitimate sites. The Digital Strategy for KLS will be a valuable resource to guide future plans
Governor involvement at the consultation evening	Relationship and Sex Education	The Consultation Evening session was well represented by parents and governors. Parent feedback reflected that PSHE provision is rich and well prepared. The curriculum content is well structured within Sharepoint folders for all Year Groups ensuring consistency across all year groups

4. Sixth form block sign for road crossing has been ordered
5. The safeguarding link governor advised that the leadership is confident
6. Governors are satisfied that the online requirements are in place
7. The 3G new pitch is being developed and appropriate measures are in place
8. The curriculum committee met and the focus of discussion was teaching and learning plan which are available on GHUB for everyone to review

The Board noted the update

11 GDPR:

1. There are no SARs, FIOs or breaches to report

The Board noted the update

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

1. Refer to presentations

13 Policies:

1. The following policies were circulated in advance of the meeting and reviewed
2. Link Visit Policy - On page 5 under expectations of visit I would like to include Chair of Governors to be sent a draft as well as Headteacher before publication. On page 6 KCSIE document question needs updating to 2023 document. On page 7, the following question is in American English: Can you show me some feedback you've gotten in your book? I'd recommend replacing with: Can you show me some feedback you've been given in your book?
3. **ACTION: Link Visit Policy adopted subject to the above changes and recirculated (Shurl)**
4. **16-19 Bursary Policy review September 2023-24 adopted**
5. **Kings Langley School 16-19 Tuition Fund Statement 2023 -2024 adopted**
6. **Kings Langley School Behaviour Management Policy adopted**
7. **Kings Langley School Child Protection Policy adopted**
8. **Kings Langley School Children Looked After Policy adopted**

FS

9. Kings Langley School Drugs Policy adopted
10. Kings Langley School Education of Children Unable to attend School for medical reasons policy adopted
11. Kings Langley School Governors Code of Conduct adopted – linked to confirmations on GHUB
12. Kings Langley School Homework Policy adopted
13. Kings Langley School Intimate Care Policy adopted
14. Kings Langley School Special Education Needs Policy adopted
15. Kings Langley School supporting students with medical conditions adopted
16. Kings Langley School Young Carers Policy adopted
17. KLS Behaviour Policy adopted
18. KLS Governor visits policy adopted
19. Learning outside the classroom adopted
20. School Uniform Policy adopted
21. ACTION: CPD Policy to be added to curriculum committee for review

DH

The Board noted the update

14 Items from the Annual Programme of Work:

1. None

The Board noted the update

15 Chair's Report:

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

1. The Head's performance review has been undertaken
2. The Pay committee has met and recommendations processed
3. ESFA Assurance regarding the parental complaint has been received – no further action required
4. 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
5. The Chair acknowledged the DfE requirement to ensure that the Trust are aware of and are applying the following guidance relevant to estates safety and management ATH 1.19: advice, standards and tools for academy trusts at Good Estate Management for Schools, including guidance on an estate's strategy and asset management plan, and the Estate management competency framework for standards on the skills and knowledge needed for individuals at all levels. The Condition Data Collection (CDC) process which helps DfE understand the condition of government funded schools across England for the purposes of targeting funding where it is needed most. Reinforced Autoclaved Aerated Concrete (RAAC) guidance. RAAC is a weaker form of concrete used in floors, walls, and roofs of buildings constructed or modified between the 1950s and mid-1990s and could pose a particular risk. School Capital Funding guidance, who it's for, current and past allocations, how it's calculated and spending guidance. Condition Improvement Fund including links to terms and conditions.

6. Further information and guidance are available from The Trust Network, which is run by trusts for trusts to help its members develop effective, efficient, and economically sustainable estates and safety management.
7. The Chair noted that there are no proposed changes to school admissions arrangements for entry in September 2025 so no consultation required and that as the arrangements haven't changed for the last 7 years no consultation required
8. The Chair confirmed that there have been no audits, reviews, inspections since the last meeting to note which have not already been shared
9. Confirmation was given that no action has been taken by the chair on behalf of the board since the last meeting
10. It was agreed that there are no items to be added to the risk register

The Board noted the update

16 Any Other Business:

1. None

17 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 Tue 9 Jan 2024 **at 18.30 in school and via MS Teams – Colleagues to confirm whether they will attend in person or via MS Teams on the noticeboard**

The meeting closed at: 09.45

Date	Start	End	Date	Start	End
Mon 18 Mar 2024	18:30	20:30	Mon 9 Sep 2024	18:30	20:30
Wed 24 Apr 2024	18:30	20:30	Wed 13 Nov 2024	08:00	10:00
Wed 26 Jun 2024	08:00	09:30	Wed 15 Jan 2025	18:30	20:30
			Wed 26 Mar 2025	18:30	20:30
			Thu 1 May 2025	18:30	19:30
			Mon 16 Jun 2025	18:30	20:30