



**Minutes of the Kings Langley School Board of Trustees meeting  
Held on 15.01.2025 at the school/MS Teams**

**Present:**

**David Fisher HT, Graham Craggs COM, Dawn Helfgott COM, Emma Kell COM, Alex Michaels COM (MS Teams), Mark Morant COM, Frances Stickley COM, Phil Garner PAR, Tania Giles PAR, Alana Ivey PAR (MS Teams), Stacey Kingshott PAR, Alison Martin PAR, Fionnuala O’Driscoll PAR**


**In attendance:**

**T Middleton (Governance Professional), Graham Searl, Lucy Sudbury, Ruth Jennings**


**Absent:**

**Rosemary Inskipp COM, Simon Setterfield COM, Phil Slade COM**


**Documentation circulated in advance of the meeting:**

-  KLS Meeting Agenda 15.01.2025


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-  Policies


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-  Resources


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-  Confirmations-Summary-Kings Langley School



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-  Determined Arrangements Reminder 26-27 F-JA



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-  Draft minutes 13.11

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-  Register-of-interests-Kings Langley School
-  Kings Langley School Code of Conduct Nov 202425

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-  Training-KingsLangley
-  Kings Langley School Restraint and Restrictive Physical Intervention Policy

**Documentation circulated in advance of the meeting by the clerk:**

NFF from govt; DfE 16-18 attainment; DfE Trusts financial pressures; CGI High performing teams; Gatsby guide and benchmarks; DfE – attendance, exclusions, multiplication tests; Judicium – safeguarding webinar; DfE – youth crime; DfE – children’s social care statement; DfE – attendance tool kit and secondary school summary report; DfE - Early years live chat; VWV managed move webinar; Managing conflicts of interest – Stone King; SEND governance – free webinar; children’s reading report; Next gen Governance

**Meeting opened at: 18.34    ACTION**

**1        Welcome:**

1. The Chair welcomed colleagues to the meeting
2. The Chair noted that the meeting is quorate

**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: Rosemary Inskipp COM, Simon Setterfield COM, Phil Slade COM

**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. None

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

1. The minutes of the meeting dated 13.11.2024 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 of 7

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.

**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

**7 To receive School Development Plan Update:**

**The DHTs introduced their roles and lines of reporting  
GS introduced the report circulated in advance of the meeting and  
provided an overview of the progress against the rag rated  
safeguarding, behaviour and attitudes priorities**

1. The school is looking to undertake the Young Carers Kite mark as this is a growing group in the school
2. The Board was assured that online safety and cyber security continues to be robustly monitored and the link governor regularly monitors this area. The associated training is planned accordingly. Digital forms are being well received by the parent body and will be used to maximise this continued engagement Bring your own device is an area being explored for roll out from Y7 next year
3. Staff wellbeing and workload continues to be a focus
4. The Safeguarding and Staff Wellbeing link governor visit reports which were circulated were noted. It was noted that the staff retention data and absence data are key indicators to add to the report
5. The impact on the quality of teaching, reduced supply costs and pupil confidence with consistency in staff has been evidenced for impact
6. The cyber security link governor has a planned visit and confirmed that all staff have been trained appropriately
7. Question – What are the red card removal numbers? Last week was minimal and the reduction is significant and in single figures. The number of detentions has reduced which is also encouraging.
8. There have been no permanent exclusions to report and suspensions has reduced. Trustees noted the impact this has on students accessing education and adhering to the behaviour policy which is being consistently applied
9. Question – Can students attend the toilet during class time? They are locked for the first 10 minutes of the lesson and if students require access, they are able to do so and class charts monitor this
10. The medical and SEN toilets are always open. Clarification of the process will be shared with stakeholders

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11. Question – Is fair access and admission to the school through unusual routes contributing to the repeat suspensions? Yes
12. Trustees were assured that attendance is robustly monitored and any absence is followed up
13. Question – Page 11 refers to non-SEND attendance and reflects specific groups? The coding for attendance has been changed in line with guidance which impacted on online tuition as children are expected to be in school. Trustees debated the impact on school refusers
14. Internal truancy continues to be a challenge and systems are being put in place to reflect the accuracy of this area and is a priority

GS left the meeting at 19.10

**RJ and LS introduced the reports tabled at the meeting on the Quality of Education and aspects of leadership and management**

15. The progress against the rag rated school priorities were outlined
16. Question – Will British Values change with the new government? The curriculum is under review however character language is delivered explicitly in the curriculum
17. Trustees welcomed the continued focus on CPD to ensure quality first teaching is consistent across the school
18. The mix of online and face to face meetings was debated in line with parent feedback. Trustees agreed that face to face is positive to build relationships and opportunities to meet targeted parents with specific requirements
19. The PSHE changes from the government are likely to be included in the curriculum review
20. Trustees agreed that monitoring extracurricular engagement is welcomed to ensure that every opportunity is being provided
21. Trustees welcomed the visit for every child to have a cultural visit and increase their cultural capital Y8 – Art Museum; Y7 pantomime/theatre

LS and RJ left the meeting at 19.35

**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:**

1. The **Audit, Risk and Resources Committee** met on 02.12.2024 and minutes on GHUB
2. The audited accounts were presented by the external auditor and the school is a going concern. There is a surplus which is being well planned and used. The working relationship is good and there are no concerns to bring to the attention of the Board and they will be provided to the Board for receipt

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- 3. **ACTION: the Board agreed the Members are recommended to reappoint the auditors for a further year** FS
- 4. The **Curriculum and Personnel Committee** met on 18.11.2024 and minutes on GHUB
- 5. The Link visits were noted and governors encouraged to visit their link areas before Easter
- 6. Colleagues were encouraged to book a training session this term to add to their training record
- 7. **ACTION: In house training activity to be booked for this financial year** DH

**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 Strategic discussion:**

- 1. The planning application for the grey belt development is due to be submitted by the planner at the end of the month. There has been no negative feedback received by the school

**11 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
- 7. Priorities for the next agenda were considered in line with the programme of work – EQI AGENDA to be presented


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
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**12 Policy Review:**

1. **Admissions** - As an own admitting authority school, your Governing Body or Academy Trust must determine your school's admission arrangements for 2026/27, regardless of whether consultation was undertaken, no later than Friday 28 February 2025. Please ensure that discussions concerning determination are fully recorded in the relevant meeting minutes. There are no changes to the submission and will include the staff criteria
2. The following policies were ratified by the Board

 Kings Langley School Code of Conduct Nov 202425

 Kings Langley School Restraint and Restrictive Physical Intervention Policy

**13 Any Other Business:**

1. None

**14 To confirm meeting dates for next academic year:**

Date	Start	End	Committee	Meeting
Wed 10 Sep 2025	08:00	09:30	Kings Langley School	Board meeting
Wed 12 Nov 2025	08:00	09:30	Kings Langley School	Board meeting
Thu 8 Jan 2026	18:30	20:30	Kings Langley School	Board meeting
Tue 24 Mar 2026	18:30	20:30	Kings Langley School	Board meeting
Thu 30 Apr 2026	18:30	20:30	Kings Langley School	Board meeting
Wed 24 Jun 2026	08:00	09:30	Kings Langley School	Board meeting

**15 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 26 Mar 2025 at 18:30 in school

**The meeting closed at: 20.05**

Date	Start	End	Committee	Location
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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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Wed 10 Sep 2025	08:00	09:30	Kings Langley School	Board meeting 1	In School
Wed 12 Nov 2025	08:00	09:30	Kings Langley School	Board meeting 2	In School
Thu 8 Jan 2026	18:30	20:30	Kings Langley School	Board meeting 3	In school
Tue 24 Mar 2026	18:30	20:30	Kings Langley School	Board meeting 4	In school
Thu 30 Apr 2026	18:30	20:30	Kings Langley School	Board meeting 5	In school
Wed 24 Jun 2026	08:00	09:30	Kings Langley School	Board meeting 6	In school

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