



KINGSLANGLEYSCHOOL
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**Minutes of the Kings Langley School Board of Governors meeting
held on 25.03.19 at the School**

Present:

Frances Stickley COM (Ch 01/10/19), MelusiMoyo STF, Mark Morant COM, Simon Setterfield PAR, Angela Westlake COM, Dave Butler PAR, Gary Lewis HT, Rosemary Inskipp STF, Geoff Shephard STF, Deborah Ludlow COM, Graham Craggs COM, Jo O’Sullivan PAR, Lisa Welling PAR


In attendance:


Tracey Middleton, Clerk to Governors


Absent:


Simon Wood COM, Helen Young (SP), Dawn Helfgott COM (VCh 01/10/19), Mark Hutchings PAR


Circulated Documentation


 - 016. Support Staff Attendance Management Policy Updated March 2019


 - 016. Teaching Staff Attendance Policy Updated March 2019

 Headteacher Report Spring 2019

 KLS AGENDA 25.03.19

 Circulated Draft KLS minutes 04.02.19

 0. Competency_framework_for_governance_January 2017

 0. Governance Handbook March 2019

Meeting opened at: 18.30 ACTION

1 Welcome:

1. The Chair welcomed colleagues to the meeting especially Deborah Ludlow who brings a wealth of governance skills to the Board
2. It was noted that this is Gary’s final GB meeting as Headteacher but he will join us at other meetings in the role of Executive Head
3. The GB appointed D Ludlow as Community Governor
4. Confirmation was given that the databases, websites, subscriptions have been updated accordingly

5. The Chair noted that the meeting is quorate

2 To receive apologies for absence and to consider approving any absences:

1. Governors 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 GB whether to approve an absence. Governors 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 Simon Wood, Helen Young, Dawn Helfgott, Mark Hutchings

3 To receive notification of any conflict of interest from the agenda:

1. Governors were reminded that if a governor, 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 to declare a conflict and voluntarily withdraw and not for another governor to instruct withdrawal
2. Colleagues were invited to declare any new Declaration of Pecuniary and Business Interests
3. 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 04.02.19 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 (refer to file)

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
2. A full communication policy is in draft with a view to ensuring that all the stakeholders are clear of expectations, protocols and response times. Governors were invited to join the working party. Training will be necessary prior to the September launch date. **ACTION: A selection of dates will be circulated**

**JO, MM,
DL, LWS,
SS, FS**

3. The secondary school population in the area is rising which is impacting on the teacher recruitment crisis
4. The new framework refers to work life balance of school staff and governors direction in this and the school has commenced a strategic approach
5. It was agreed that DBS checks will be undertaken on appointment of new governors only

7 To receive the Head's report:

1. The Head's report which was circulated in advance of the meeting was reviewed (Refer to file)
2. **ACTION: The detailed Attendance data and exclusion data will be circulated** **LWS**
3. On Fridays, the school currently ends at 15.15 (a 45-minute lunch break) and the proposal is to extend this to every day which is in line with other local schools. The bus companies, after school clubs, teacher wellbeing will find this a positive development
4. Governors debated: the impact on lunchtime activities which may need to be reviewed to ensure the appropriate time is allocated; impact on traffic with primary school traffic will require consideration; parking areas in the village to promote walking from the school; onsite facilities for later pick up
5. **ACTION: Further consultation, discussion and planning to be undertaken** **DF, LWS**
6. There have been 3 successful staffing appointments
7. The Curriculum development review in line with options has resulted in a saving of 63 teaching periods £140k
8. The caretakers bungalow redevelopment has been exempt from Community Infrastructure Levy saving £62k

8 To receive Committee reports and link visit reports:

1. The Resources Committee has met and meeting minutes will be added to GHUB in due course. The focus was on lettings and hirings and the guaranteed income stream for an outsource organisation has been secured. Assurance was provided that due process and full contract management was undertaken. The management of the budget continues to be robust and the priorities for spend have been reviewed. Interserve financial difficulties have not impacted the school site
2. The Personnel Committee has met and meeting minutes will be added to GHUB in due course
3. The Curriculum Committee has met and meeting minutes will be added to GHUB in due course. The focus was on mock examination results and overall it is a positive picture. Targeted intervention has commenced and impact on outcomes and learning has been reviewed and lunchtime sessions are currently more effective. PPG is well supported and specific

strategies are in place and appropriated resources provided. The school has signed up to the Achievement for All Project

4. The Sixth Form link visit has been added to GHUB and Unifrog is having a positive impact on the students.
5. Staff have commenced attending the training for the new Ofsted framework on PSHE within the curriculum
6. Family Services, Geography and Maths link visits have been planned
7. The Student Disciplinary Panel has met and upheld 2 exclusions

9 Safeguarding and GDPR monitoring:

1. The Safeguarding link governor continues to meet with the DSL and noted that the workload continues to increase. Governors debated the recently produced NHS well-being and mental health initiative. Governors agreed that the identification and response to pupil need is wholly inclusive within the school. Governors were assured that safeguarding is effective
2. There have been some minor data breaches reported on the Breach Record and no further action required

10 Chair's Business:

1. The Chair, Head and Executive Head are attending the annual Parish Council meeting
2. Y10 won and Y12 came second in the Rotary Club Technology Prize and the team won the Magistrates Event
3. Governors were encouraged to read the newly updated Governor Handbook and the familiarise themselves with the Governor Competency Framework

11 To review Policies:

1. The Support Staff Attendance Policy which was circulated in advance of the meeting was reviewed (Refer to file)
2. The GB adopted the Support Staff Attendance Policy
3. The Teaching Staff Attendance Policy which was circulated in advance of the meeting was reviewed (Refer to file)
4. The GB adopted the Teaching Staff Attendance Policy
5. The Performance Appraisal Management Policy which was recommended by the Personnel Committee was adopted by the GB
6. The Pay Policy which was recommended by the Personnel Committee was adopted by the GB
7. The Fire Risk Policy which was recommended by the Personnel Committee was adopted by the GB
8. The Learning Outside the Classroom which was recommended by the Resources Committee was adopted by the GB

9. The Accessibility and Inclusion which was recommended by the Resources Committee was adopted by the GB

12 To review the Annual Programme of Work:

1. None

13 Any Other Business:

1. None

14 To agree Date of next meeting:

1. Colleagues were thanked for their contribution to the meeting
2. The next meeting will be held on 20.05.19 (FS Apologies) and 01.07.19

The meeting closed at 19.38

	Autumn first half term	Autumn second half term	Spring first half term	Spring second half term	Summer first half term	Summer second half term
Full Governing Body	Monday 14/10/19 6.30-8.00pm	Monday 02/12/19 6.30-8.00pm	Monday 03/02/20 6.30-8.00pm	Monday 23/03/20 6.30-8.00pm	Monday 18/05/20 6.30-8.00pm	Monday 29/06/20 6.30-8.00pm
RESOURCES Committee	Monday 07/10/19 6.30-8.30pm	Monday 18/11/19 6.30-8.30pm	Monday 20/01/20 6.30-8.30pm	Monday 16/03/20 6.30-8.30pm	Monday 11/05/20 6.30-8.30pm	Monday 22/06/20 6.30-8.30pm
PERSONNEL Committee	Monday 16/09/19 6.30-7.30pm	Monday 11/11/19 7.30-8.30pm		Monday 02/03/20 6.30-7.30pm		Monday 08/06/20 6.30-7.30pm
CURRICULUM Committee	Monday 16/09/19 7.30-8.30pm	Monday 11/11/19 6.30-7.30pm		Monday 02/03/20 7.30-8.30pm		Monday 08/06/20 7.30-8.30pm