



**Minutes of the Kings Langley School Board meeting
Held on Wednesday 12th November 2025 at the school/MS Teams**

Present

Graham Craggs COM, Rosemary Inskipp COM, Alex Micheals COM, Mark Morant VCH COM, Phil Slade COM, Frances Stickley Co Chair COM, Tania Giles PAR, Alison Martin PAR, David Fisher HT

Virtual

Alana Ivey PAR, Stacey Kingshott PAR,

In attendance

T Middleton (Governance Professional), L Harris (AHT), L Sudberry (DHT)

Absent:

Emma Kell COM, Geoff Sheppard COM, Dawn Helfgott Co Chair COM, Martin Bell PAR, Fionnuala O'Driscoll PAR

Documentation circulated in advance of the meeting:

 KLS Meeting Agenda 12.11.25

 7. Pupil Premium 2025 - Lisa Harris

 15. Policies

 Resources

 1. Governor recruitment

 3. Confirmations-Summary-Kings Langley School (1)

 3. Members-KingsLangley DBS checks

 3. Register-of-interests-Kings Langley School

 5. Draft minutes10.09

 11. Kings Langley School KLS Risk Register v1.6.1

 10. Executive pay guidance and reporting template

 11. Link visits

 11. Curriculum committee 06.10

 11 Draft curriculum folder 06.10

 11. Draft ARRC minutes 22.09

 14. Training-KingsLangley

Meeting opened at:08.00 ACTION

1 Welcome:

1. The Chair (FS) welcomed colleagues to the meeting
2. The Chair noted that the meeting is quorate
3. The following changes, vacancies and expiring of terms of office were noted and succession planning considered: A Ivey parent governor

Signed: *Frances Stickley* 1 of 7 Dated: 8/11/26

elected 23/09/2025 - 22/09/2029 and 02/11/2025 to 11/11/2029 and M Bell parent governor (Resources Committee) and E Kell 18/10/2025 - 17/10/2029 community governor reappointed

G Craggs left the room during the election

4. G Craggs, Community governor, end of office 17/11/2025 was re-appointed for a further term
5. **ACTION: Databases, onboarding, subscriptions, websites to be updated accordingly**

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. Apologies were received and absence accepted from: Emma Kell, Geoff Sheppard, Dawn Helfgott, Martin Bell, Fionnuala O'Driscoll

8 To receive a report on School Development Plan: L Sudbery:

LS introduced the report circulated in advance of the meeting. Further discussion and questions elicited that:

1. The Board agreed that stakeholder involvement is positive and making a tangible difference to our students and staff
2. The priorities and how they are linked to the Ofsted framework was outlined. The targets are moved into termly milestones for effective monitoring
3. The data regarding curriculum and teaching and links to IDSR were outlined and governors noted the disparity in reporting attendance across boroughs
4. Assurance was given that there are case students with strategies which support monitoring the effectiveness and personalised provision
5. Inclusion continues to be a focus for the school to ensure that our pupil premium outcomes are ambitious. Governors celebrated the progress made for this vulnerable group evidencing the positive outcomes for these very small identified groups and demonstrates the detailed analysis of individual students
6. Question – How realistic are these ambitious targets? We aim high for every individual in the school. CPD is heavily invested in to support delivery and impact of this will be evidenced in time
7. Thanks were extended to LS for the informative update

LS left the meeting at 08.32

The Board noted the update

7 To receive a report on Pupil Premium: L Harris

Signed: Frances L Steady ^{2 of 7} Dated: 8/11/26

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LH introduced the report circulated in advance of the meeting. Further discussion and questions elicited that:

1. PPG equates to 17% of the cohort
2. The Board noted the improvement in progress and attainment in the school, compared to national groups, improvement in literacy, attendance, attitude to learning, average recognition points and reduction in suspensions
3. Thanks were extended to LS for the informative update
4. Destination and life long learning is a current area of focus
5. Governors were encouraged to review the monitoring reports noted by the Curriculum Committee in particular sixth form
6. Governors celebrated the case study of a student directed to the school from elsewhere who when leaving the school has had a positive and successful experience and respected the school community demonstrating the impact the school has on young people in our inclusive community
7. Governors were introduced to the "From trait to State" research. The Bioecological model was noted and the multiple vulnerability factors used to inform school priorities. The culture of "positive and belonging" and "trauma informed practice" is a key aim
8. All staff are responsible for inclusion
9. PP waves will be used to measure impact
10. The role of the family support worker has had a positive impact with these vulnerable families as reflected in the attendance data which is now above national averages reflecting the impact that investing resources in this area is having
11. Case studies were shared and governors noted the challenges with education being provided in a different county to the home
12. The PP Strategy is being reviewed with the link governor and will be circulated prior to publication in December
13. Thanks were extended to LS for the informative update

LH left the meeting at 09.01

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

Signed: James L Shelmey ^{3 of 7} Dated: 8/1/26

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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
7. Colleagues undertook an annual review of the register of the statutory declarations register and noted any links to the contract register
8. Confirmation was given that the GHUB register reflects completion by all governors/trustees for the current academic year

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 10.09.2025 which were circulated in advance of the meeting were agreed as an accurate record; signed and dated by the Chair
2. **ACTION: Signed minutes to be added to the school files as soon as possible** FS, DF
3. 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

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

9 Financial Monitoring:

1. The Board noted the financial position of the school and celebrated the positive impact of the team in the current challenges
2. External audit has not identified any issues
3. **ACTION: Internal scrutiny plan to be presented to the Board**
4. Assurance was provided that a recommendation will be made to the Members regarding the appointment/reappointment of the External Auditors including a brief on their impact
5. **Question – Did the forecast include pay increases? Yes**
6. **Question – Has the risk regarding cyber attack been reviewed? Yes. The safety working party meets quarterly and a report circulated by the link governor. An audit of the third parties connected to the school is being**

Signed: James L. Steady 4 of 7 Dated: 8/11/26

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undertaken. Assurance was given that the Business Continuity Plan is in place. The systems are pressure tested and challenged

10 Pay Review: Pay committee

1. The board ratified the recommendations of the pay committee
2. Assurance was given that benchmarking has taken place which has informed the scales
3. The HT's pay performance has completed and the recommendations approved
4. Question – Is this planned in the budget? Yes

11 To receive link visit and committee reports since the last meeting:

1. The ARR Committee met on 22.09.2025 – minutes circulated
2. The Curriculum Committee met on 06.10.25 – minutes circulated; colleagues encouraged to review the supporting documentation
3. The following link visits were noted

Focus of visit	Visit date	Visitors
Sixth Form Link Visit	22 Oct 2025	☺ Frances Stickley
Geography	29 Sep 2025	👤 Alex Michaels

4. The Sixth Form plans are progressive and in line with the school plans. Feedback from parents has been positive and sharing this with the community is key in promoting the facility and making the difference
5. The development of a Paddle Facility proposal has been received and due process is currently taking place. Governors debated the impact on student use and relocation of the long jump pit
6. **The Board agreed for ARRC to progress this initiative for the best interest of the school and for a presentation of the master plan at the next meeting**

DF

12 Verbal head's report:

1. The report was circulated in advance of the meeting. Further questions and discussion included:
2. The safeguarding report was noted and CLA children are thriving
3. Suspensions are on a downward trend and largely relate to 3 students who have joined the school from elsewhere. There is one PEX to consider
4. The Herts kitemark(Advanced status) for Mental Health and Welbeing was celebrated and thanks extended to the team for this outstanding achievement

Signed: Frances H. Stickley 5 of 7 Dated: 8/1/26

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5. The Young Carers kitemark is currently underway

13 Confirm any written resolutions since the last meeting:

1. None

14 Chair's Business:

1. The co-chairing arrangement is working well and there are regular meetings with the school leaders
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 PoW

15 Policies:

1. The following policies were reviewed and ratified

- | | |
|--|---|
|  Attendance Registration and Punctuality Policy |  Kings Langley School Education of Children Unable to attend School for medical reasons policy |
|  Behaviour Mangement Policy |  Kings Langley School Habitual and Vexatious Complaints Policy |
|  Kings Langley School Accessibility (Plan) and Inclusion Policy |  Kings Langley School Intimate Care Policy |
|  Kings Langley School Child Protection Policy |  Kings Langley School Online Safety Policy July |
|  Kings Langley School CLA Policy |  Kings Langley School Special Education Needs Policy |
|  Kings Langley School Code of Conduct |  Kings Langley School supporting students with medical conditions |
|  Kings Langley School Collective Worship Policy |  Kings Langley School Transgender Policy |
|  Kings Langley School Complaints Policy 2025 |  Kings Langley School Whistleblowing Policy and Procedure |
| |  Kings Langley School Young Carers Policy |

16 Programme of Work:

1. The chair's 360 will be deferred until it is embedded
2. The strategic view will continue to be monitored in line with government publications etc

Signed: Francish Shukley ^{6 of 7} Dated: 8/1/26

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17 Any Other Business:

1. A fundraising update was provided and it is hoped that momentum will soon be evidenced
2. Thanks were extended to colleagues for supporting events which have been published
3. Direct debit sign up is encouraged and thanks extended to the 3 governors who have invested in this
4. Fundraising knowledge has been shared with the parents to reach out for professional advice. The chair is raising this at the business event. RES and Imagination have been approached
5. The locality budget has been successfully secured

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 Thu 8 Jan 2026 at 18.30 at the school

Date	Start	End	Committee
Tue 24 Mar 2026	18:30	20:30	Kings Langley School
Thu 30 Apr 2026	18:30	20:30	Kings Langley School
Wed 24 Jun 2026	08:00	09:30	Kings Langley School

The meeting closed at: 09.31

Signed: James L. Snoddy 7 of 7 Dated: 8/1/26

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