



MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Thursday 11th October 2018 at 7.00 pm

Present:

Simon Bamford (SB)
Geoff Braham (GB)
Alan Broomhead (AB)
Paul Burrows (PB)
Linda Burton (LB)
Jesse Cleverly (JC)

Ken Coveney (KC)
Vicki Hamilton
Val Nowell (VN)
Jan Seal-Roberts (JSR) – Chair
Annie Temple (AT)
Mark Vitty (MV)
Graham Webber (GW)

In attendance:

Helen Batten (HB) – Clerk
Dawn Challis (DC) – School Business Manager

Governor challenge is shown in red

1. Introduction

- Apologies were received and accepted from Will Bromage and Neil McIntosh.
- Quorum was confirmed.
- No items were notified as AOB.
- No governor declared a material interest in any agenda item.

2. ATB Meeting, 12th July 2018

2.1 Minutes, which had been circulated, were agreed to be an accurate record and signed by JSR for filing as appropriate.

2.2 Review of Actions/matters arising: Unless noted below, all assigned actions had been completed or would be covered by the current agenda.

- **Governor development** (item 2.2): VH reported that the working group will meet after half term to create a governor development plan to comprise SIP section 3.5. Much of this work will involve researching appropriate training to cover all aspects of governance. In discussion governors noted some specific training required. It was generally agreed that the governing body has good understanding of its

Signed

Date

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Acting Headteacher: Mr S. Bamford Acting Deputy Headteacher: Ms S Burman
Acting Assistant Headteachers: Mrs J. Holroyd and Mrs S. Wood

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strategic role but this needs to be more clearly referenced in activities and documentation.

- **Disciplinary panel** (item 5.5): The permanent exclusion was withdrawn, following a managed move to another provider.

3. Committee reports

3.1 Finance & General Purposes: Minutes of 26th September had been circulated.

- **Car park puddle:** DC reported that costs for Langtree to complete the necessary works will be investigated, in the event that a positive response is not forthcoming from OCC.
- **Traffic management:** SB reported that the situation has been monitored and staff are now regularly deployed at the school gates to ensure stationary vehicles don't cause any safety concerns. No significant issues have been observed although roadworks are currently slowing traffic on the road. Staff deployment and regular monitoring will continue. AT noted that the increased staff visibility has also had a positive impact on student behaviour in the vicinity of the gates.
- **Budget update**
 - ~ The anticipated impact of the costs of payrises and pensions on the 2018/19 budget forecast was noted with concern.
 - ~ AB reported that EFA data analysis has awarded Langtree a level 2 based on attainment against expenditure, and governors agreed this is an excellent endorsement of all that the school achieves with its limited budget. However, as previously discussed, the priority is to maintain quality of provision and there is currently no further scope to reduce expenditure.
 - ~ AB confirmed that the budget has been submitted and response from the EFA is awaited.
- **RO report:** AB advised that the risk assessment was deemed amber because this is not yet signed off. All other minor points have been addressed.
- **Terms of reference:** Updated F&GP terms of reference, which had been reviewed and circulated, were approved.

3.2 Curriculum & Standards: Minutes of 25th September had been circulated.

- **Terms of reference:** Updated C&S terms of reference had been circulated. Governors agreed that C&S committee should take the lead in monitoring SIP priorities 1 and 2. Amended terms of reference will be circulated. **Action: VN**
- **Careers programme:** SB confirmed that the external provider of careers advice to students has been changed. SB also clarified that some role development is expected for teachers on secondment to SLT, although it will be necessary to consider how the careers programme will be led when the temporary SLT arrangements end.
- **Curriculum evenings:** The new curriculum evenings have been well-received by parents. Parent governors agreed these events proved very useful.

3.3 Pastoral & Community: Minutes of 1st October had been circulated.

- **Attendance:** It was clarified that the attendance concern relates to PP under-achievers.

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- **Safeguarding policy review:** The 2018 OCC model policy, based on the updated guidance *Keeping Children Safe in Education* and tailored for Langtree, had been discussed by P&C committee and circulated. It was clarified that the Chair would deal with any allegations against the Head, and subject to this alteration and some minor corrections the policy was approved. *Do staff receive regular updates of policy changes?* SB confirmed that annual staff training is completed and new documents are regularly brought to the attention of staff and discussed as appropriate.
- **Lettings:** VH advised that work is ongoing to ensure that the policy clearly sets out the safeguarding responsibilities of hirers of the school buildings.
- **School meals:** PB and MV reported recent monitoring, noting that there are regularly some interesting and new ideas, although costs prevent these from being offered every day, and compliant menus do not prevent students from selecting an unhealthy meal. Concerns are:
 - lack of clear labelling to show ingredients and prices for some items, and students not being informed of total spend at check-out;
 - time organisation to ensure all students get adequate access;
 - limited supplies of some items which run out quickly, leaving little choice.
- **Terms of reference:** P&C terms of reference will be reviewed and circulated for governor approval. **Action: VH**

3.4 Drama Studio

- **Update:** JC reported that redrawn plans which the architects agreed to produce without charge, are still awaited. Liz Haigh Reeve will visit school during November to conduct discussions to inform the strategy document which is anticipated to be completed in January. The matched funding offer has been extended to July 2019.
- **Fundraising group:** JC recommended that, as well as delivering the drama studio project, the group should look at longer-term giving and developing these relationships. JC will be able to lead on these aspects but will need to step back from other governor tasks and it may therefore be advisable to look at additional governor recruitment. Following discussion it was agreed to:
 - ~ Discuss the fundraising role with individual governors and people outside the governing body, to form a small group with the right skills and contacts. **Action: JC**
 - ~ Publicise the need for governors through suitable local channels, with a view to appointing one or two additional members. **Action JC, JSR**

4. Governing body

4.1 Size & composition of governing body: A review of committee membership will follow when new governors are appointed. There is an ongoing concern regarding quorum for P&C meetings due to the small committee. The overall size of the governing body was not discussed, and we may return to this in future.

4.2 Review of school policies: The agreed procedure for reviewing statutory policies (which will require FGB approval) and discretionary policies (which will be approved by committees) had been circulated to committee chairs.

4.3 Document management: It was agreed to set up the facility for Googledocs document sharing for the governing body. Further information about this will be circulated. **Action: MV**

4.4 Training update: All governors will complete Prevent training, and the relevant link will be circulated. **Action: DC**

5. Head's Report: A report had been circulated.

5.1 Student numbers

- Governors suggested liaison with UTC Didcot on how both schools can collaborate to meet the needs of local students would be helpful. A personal contact (Sue Lea – a former Langtree parent and governor) will be provided for SB to progress this enquiry. **Action: JSR**
- SB advised that it is planned to admit a maximum of 122 students into Y10, if this can be achieved through natural growth (ie new students moving into our designated area). Discussion regarding proposed 2019 intake is ongoing with OCC and other local schools.

5.2 SLT structure: The temporary structure was tabled and noted – although this will need to be reviewed and revisited later in the school year with the appointment of the substantive head. The final temporary structure will be circulated. **Action: SB**

5.3 Educational visits co-ordinator: VN offered to help review risk assessments in the absence of an EVC. It was also suggested that the Evolve management system could be helpful and this will be investigated. **Action: DC**

5.4 Congratulations: On behalf of the governing body JSR congratulated SB on taking up the temporary HT role with such positivity, energy and efficiency. The school has enjoyed a very smooth start to the year under his leadership. SB acknowledged the excellent support he is receiving from the SLT, all staff and governors.

6. Exam results: SB presented slides previously discussed by C&S committee, which will be circulated. Governors asked SB to pass on congratulations on an excellent set of results to all students and staff. **Action: SB**

Areas for improvement were noted. Greater uptake and success in MFL is anticipated as a result of ongoing work to strengthen the department. PP attainment was severely affected by a small number of this group who did not take any exams. Boys and girls performed to target but the FFT target for boys is adjusted downwards, which masks lower performance. Improving outcomes for boys is therefore a priority action.

- *Why doesn't Langtree focus more on Ebacc?* SB explained that there is not sufficient staff capacity for all students to study MFL appropriately at GCSE. The Ebacc approach squeezes out arts and technology subjects and it is not right to compel students to study a particular subject to the exclusion of something they are genuinely interested in. Governors welcomed new Ofsted draft guidance which suggests that in future greater emphasis will be placed on a rich and varied curriculum as well as student outcomes.
- *Is there anything we should have done differently for the PP cohort?* SB confirmed that all possible educational interventions were put in place to ensure that this group did as well as possible. From a pastoral point of view, AT explained that her two years in post has not provided sufficient time to develop really good relationships with this group. She is working to build strong links with younger children which should show results in future.
- *Did the larger size of this year group have any impact?* SB reported there was no discernible impact on progress and attainment. There were a number of practical issues relating to a greater number of students in the school. There were also some significant individual issues, but it is not clear that any of these were affected by the overall size of the year group.
- *Has the evaluation of interventions last year suggested that anything different should be done this year?* SB clarified that subject leaders will review approaches for this year when analysis of exams performance is complete. Specifics will feed back to C&S committee for more detailed discussion. A new approach in the classroom is 'Focus 5' which has direct and immediate impact on students most at risk of under-performing.
- *Why didn't higher achievers in English do as well as expected?* SB explained that mixed ability teaching does not appear to have affected outcomes on this occasion, but further work is required to ensure that higher ability students do maintain good progress.

7. School improvement plan: SB tabled a rag-rated review of last year's actions and an overview of 2018-19 priorities. Governors agreed that the overview provides clear and concise information with the right level of detail for governors. Both documents will be circulated, with further comments to be provided directly to SB. **Action: SB, all governors**

8. AOB: School funding protest: SB tabled a suggested letter to parents from the school, provided by the organisers of the recent protest, setting out concerns about government funding for schools, and requested comments from governors before deciding whether to distribute it. **Action: all governors**

SB left the meeting.

9. Appointments committee update: Confidential item.

10. Date of next meeting: Tuesday 4th December, 7;00 pm

JSR thanked all governors and closed the meeting at 9:50 pm.

Signed

Date

ACTIONS LIST from FGB meeting, 11th October 2018:

Minute	Action	By whom?	By when?
3.2	Circulate updated C&S terms of reference	VN	December FGB
3.3	Circulate P&C terms of reference for GB approval.	VH	December FGB
3.4	Set up fundraising working group	JC	December FGB
3.4	Publicise need for additional governors	JC, JSR	December FGB
4.3	Set up Googledocs for governors	MV	ASAP
4.4	Circulate Prevent training link All governors to complete Prevent training	DC All governors	ASAP December FGB
5.1	Provide UTC contact for SB.	JSR	ASAP
5.2	Circulate final temporary SLT structure	SB	ASAP
5.3	Investigate Evolve educational visits management	DC	December FGB
6	Communicate governing body congratulations on exam results to staff	SB	ASAP
7	Circulate 2017-18 SIP review and 2018-19 digest Provide comments to SB	SB All governors	ASAP December FGB
8	Provide comments to SB on funding protest letter	All governors	ASAP

Signed

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