



MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Thursday 31st January 2019 at 7.00 pm

Present:

Simon Bamford (SBa)
Geoff Braham (GB)
Alan Broomhead (AB)
Linda Burton (LB)
Scott Chambers (SC)
Duncan French (DF)

Vicki Hamilton (VH)
Neil McIntosh (NM)
Val Nowell (VN)
Jan Seal-Roberts (JSR) – Chair
Annie Temple (AT)
Mark Vitty (MV)
Graham Webber (GW)

Apologies:

Will Bromage
Paul Burrows
Jesse Cleverly
Ken Coveney

In attendance:

Helen Batten (HB) – Clerk
Sarah Burford (SBu) – Deputy Head
Dawn Challis (DC) – School Business Manager

Governor challenge is shown in red

1. Introduction

- JSR welcomed SC and DF to the meeting, and introductions were completed.
- Apologies tendered were accepted.
- Quorum was confirmed.
- Approval of the minutes of the appointments committee, 4th December, were notified as AOB.
- No governor declared a material interest in any agenda item.

2. ATB meeting, 4th December 2018

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

Signed Date

Langtree School, Woodcote, Reading, Berkshire RG8 0RA
Tel: 01491 680514 Email: office@langtreeschool.com www.langtreeschool.com Twitter : @Head4094
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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2.2 Review of Actions/matters arising: Unless noted below, all assigned actions had been completed or would be covered by the current agenda.

- **Website update:** VH reported that work is ongoing. A governing body tab has been incorporated and committee information has been provided. KS3 English information will be updated and equality objectives will be amended to avoid the possibility of identifying individuals.

3. Headteacher's items

3.1 Report: The report which had been circulated was discussed:

- **Exclusions:** *Does the decrease in numbers of exclusions reflect any change of approach?* SBa clarified that this is due to different students and incidents, although there has been a small recent cluster of exclusions which will be fully reported to the next meeting. There are no current concerns and exclusion is always used with extreme caution and was appropriate in these cases.
- **Focus 5:** *Are Focus 5 students aware that they have been so identified?* SBa confirmed that students are not made aware and delivery of the programme by teachers is built into normal classroom activities.
- **Recruitment:** *How many students will be affected by the DT arrangements?* SBa explained that there are 32 students in two Y11 classes. Y10 will be less affected by arrangements this year. Teacher links with Oratory School will ensure that specialist advice is available for all classes.
- **Assistant Head roles:** Interviews for two posts with responsibilities for curriculum & data and teaching & learning have been scheduled.

3.2 2019 Admissions: Governors agreed that the 176 first choice applications received are an excellent endorsement of the strength and popularity of the school, although the current Y6 bulge is not expected to continue. A recommendation by SBa to increase PAN (published admissions number) to a maximum of 145 for 2019, if necessary, was discussed. Governors noted that this will not provide the solution to financial concerns although it will undoubtedly help in the short term. It will also be important to understand how the potential new school at Rivermead, Reading, would impact Langtree.

- *Would increasing PAN change the profile of the Y7 cohort?* It was noted that SEN needs have priority for admission so, if anything, increasing PAN will dilute potential issues arising from a high level of SEN.
- *What will be the OCC view towards increasing PAN when other local schools are under-subscribed?* SBa confirmed that OCC will now view this as an issue and are keen to satisfy parental choice.
- *Are there any staff concerns?* SBa confirmed that staff are in place from the last expanded year which left in 2018, so there should not be any teaching capacity issues. MV noted that there may be some impact on tutor groups and time-tables but there were no problems last time which could not be resolved.
- *Will there be an impact on extra-curricular activities?* MV explained that it is never possible to take every eligible student on any trip. Some are always over-subscribed and higher student numbers may increase this.

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Governors were happy to give their support to this possible increased, and agreed that when further admissions information is available, SBa will make an appropriate decision about increasing PAN.

Action: SBa

3.3 Y11 mock grades: SBa presented information about mock exam performance and predicted 2019 grades. *How specific are the PR2 predictions?* SBa explained that predictions are based on actual individuals in school. Teachers are very skilled at defining exactly where each student is and how they expect them to progress throughout the remainder of the year, and this knowledge is supported by a robust tracking system.

3.4 Strategic vision

- SBa presented a vision for the future development of the school. Governors thanked SBa and SBu for their work and agreed that the vision promotes a real sense of ownership for students and staff - and that the current strapline “putting learning first” still neatly encapsulates the ethos of Langtree. *Governors suggested that a statement describing how leaving students will have benefitted from being at Langtree would also be useful. It was also suggested that more emphasis should be placed on stretch and challenge and the achievement of marginal gains.* SBa explained that the next step will be to ensure that the SLT are enthused by the vision. The aim will be to ensure that all time in school is used in the best possible way, and that staff are constantly evaluating to ensure that marginal gains will add up to tangible improvements.
- SBa reported that no written outcome has been received from the meeting with DfE representatives which was reported to the December meeting. An informal meeting without agenda will take place with Gillotts school on 5th February to share thoughts and explore potential ways of working together.

3.5 School Development Plan: The brief SDP ‘digest’ had been circulated. Governors thanked SBa for producing a clear overview document. The full document showing progress on each individual action had also been circulated.

4. Governing body items

4.1 Appointment of community governor: DF withdrew from the meeting. Following previous email communications, governors formally agreed to appoint DF as a governor with immediate effect. DF returned to the meeting and was given this decision.

4.2 Code of practice: The agreed Code, including some minor amendments, had been circulated. JSR noted that this provides a good reminder of the purpose of the governor role, but most importantly the confidentiality and behaviours we expect from each other as we work together as a group. *The financial responsibilities of the governing body are significant, so should we emphasise this aspect more?* It was agreed that the information included in this Code is appropriate for a code of practice and is not intended to be a comprehensive governor job description. Nevertheless this point is well-made and we recognise that governance does involve some very difficult decisions.

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4.3 Committee membership: It was agreed that DF will join Pastoral & Community committee. Committee responsibility for SC will be confirmed.

4.4 Governor training

- DC is following up with individuals as necessary to ensure that all governors complete Prevent training.
- VH will attend an Oxfordshire Governors' Association meeting around student mental health issues in April.
- Guidance on use of GoogleDocs for governors would be provided at the end of the meeting.

5. Committee reports

5.1 Curriculum & Standards: VH presented key points from the meeting of 16th January, minutes of which had been circulated:

- **Pupil Premium:** SBu emphasised the philosophy that it is the responsibility of all staff to improve PP progress, although individuals lead on different aspects and AT has oversight for the cohort. The PP strategy document had been circulated and, subject to minor alterations, was approved.
- **SEND:** The SEND report had been circulated. It was clarified that governors' responsibility for SEND sits with the C&S committee rather than any individual, and VN as committee chair is therefore the point of contact. This will be made clear in the document. *Is the school equipped to meet the needs of children with severe and profound learning difficulties?* SBu and SBa explained that, as a result of parental choice and a lack of alternative options in the area, there are individual students in school with very significant needs. All necessary steps have been taken to ensure that they can be accommodated.

5.2 Finance & General Purposes: AB presented key points from the minutes of 16th January which had been circulated.

- **Car park puddle:** Governors were delighted to note that this issue has been successfully resolved.
- **GDPR:** Governors welcomed the decision to engage Turn it On to provide the statutory Data Protection Officer role.
- **Parent financial contributions:** *Governors were concerned by the very low uptake, but also agreed that further consideration is required to clarify the purpose and mechanism of these requests and the provision of information to parents.* It was agreed that F&GP and P&C committees will liaise to progress this. **Action: AB, VH**

5.3 Pastoral & Community: VH presented highlights from the minutes of 15th January, which had been circulated.

- **Screen time:** The committee will continue to look at how to build screen time concerns into transition work at an earlier age.
- **School meals survey:** The student survey will be repeated during May.

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- **Young carers:** It was agreed that committee responsibilities for young carers will be included in terms of reference at the next review.
- **Supporting students with medical conditions:** A policy recommendation had been circulated. SBU described the practical actions taken to store and administer medicines in school. Subject to minor amendments, the policy was approved.

5.4 Admissions arrangements 2020: The standard OCC policy, updated for 2020, had been circulated. SBA advised that requirements for admission of looked-after children will change next year, and that the previous amendment in respect of children of staff has proved popular. Subject to correction of the review date, the policy was approved.

5.5 Drama studio: An updated will be provided to the next meeting. **Action: JC**

5.6 Strategic governance group: A report of group activities will be provided to the next meeting. **Action: KC**

6. AOB – Recruitment committee minutes 4th December 2018: Minutes had been circulated were approved by committee members.

7. Date of next meeting: Thursday 28th March, 7:00 pm

JSR thanked all governors and closed the meeting at 9:15 pm.

The meeting was followed by an introduction to Googledocs for governors provided by MV.

Signed

Date

ACTIONS LIST from FGB meeting, 31st January 2019:

Minute	Action	By whom?	By when?
3.2	Make decision to increased PAN for 2019, and notify governors.	SBa	When relevant information available.
5.2	Review of parent contributions by F&GP/P&C – purpose, process and information to be provided.	AB, VH	Progress at next committee meetings.
5.5	Report progress of drama studio project.	JC	March FGB
5.5	Report progress of strategic governance group	KC	March FGB

Signed

Date