



**MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Thursday 10<sup>th</sup> October 2019 at 7.00 pm**

**Present:**

Simon Bamford (SBa)  
Geoff Braham (GB)  
Alan Broomhead (AB)  
Linda Burton (LB)\*  
Scott Chambers (SC)  
Jesse Cleverly (JC)

Duncan French (DF)  
Vicki Hamilton (VH)  
Neil McIntosh (NM)  
Lucy Phipps (LP)  
Jan Seal-Roberts (JSR) – Chair  
Graham Webber (GW)

\*Arrived at 7.30pm

**Apologies:**

Will Bromage (WB)  
Ken Coveney (KC)  
Val Nowell (VN)  
Annie Temple (AT)

**In attendance:**

Dawn Challis (DC) – School Business Manager  
Jo Cundy (JCu) – Clerk  
Chris Nonweiler (CN) – Assistant Head  
Liz Haigh-Reeve – Fundraising Works

*Governor challenge is shown in red*

**1. Introduction**

- Quorum was confirmed.
- Apologies tendered were accepted.
- No substantive items were notified for AOB.
- No governor declared a material interest in any agenda item.

Signed .....

Date .....

## 2. ATB meeting, 11<sup>th</sup> July 2019

- 2.1 **Minutes** which had been circulated were approved as an accurate record, and signed by JSR for filing.
- 2.2 **Review of Actions/matters arising:** Unless otherwise discussed, assigned actions had been completed. Matters arising not covered by the current agenda were considered:
  - **Complete Prevent training online** (item 5.1): JC to complete the training ASAP

## 3. Drama Studio Proposal

### 3.1 Proposal - JC and Liz Haigh-Reeve presented the Drama Studio Proposal.

- The full scheme would cost in the region of £1.5 million. Proposed that the majority of money would be sourced from High Net Worth individuals, Trust funds and Foundations; and a smaller proportion from local stakeholders.
- Following interviews within the feasibility study, good will in the local community was shown. General opinion was that the excellence in drama at Langtree justified the case.
- However, the project is going to take resources and time from key people in the school, the ability to manage the project is limited. Propose that a group of governors would form an Appeal Committee for this project. This committee would then be ongoing for future projects.

### 3.2 Governor discussion

- *Feel uncomfortable asking parents for money for extras when some schools have had to cut their week down to continue to teach.* Feedback that the school has an excellence in drama, if want to maintain the excellence will have to invest in that. Governors and staff know the parents and what can be asked of them.
- *Who will own the building once it's built?* Believe that the school will own it but JC will check. **Action: JC**
- *Once built, will the drama studio self-fund? We don't want to take a burden on that we can't afford.* This was not part of the brief, so we would need to do a study on this. However, we know that there is an appetite from some of the community to use it.
- Governors agreed that more discussion was required, JSR to schedule an Extraordinary meeting for governors to discuss the matter further. **Action: JSR – Extraordinary meeting now scheduled for 14<sup>th</sup> November.**
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## 4. Headteacher's report: SBa presented the report which had been circulated. Discussion raised the following points:

- *What is the situation with the School Nurse?* Last year Oxfordshire Council moved Anita Owens to Wallingford School. She was replaced with Clare Forno, however Claire has now also been moved to Wallingford without consultation with ourselves. However, Clare has kindly (and unilaterally) decided to remain at Langtree for one day a week. We are hoping that Clare will either be able to come back to Langtree full time, if and when Wallingford recruit a new nurse, or we will get a replacement.
- *There is nothing in the SDP about governance - why is that?* The SDP was developed by the staff - they didn't identify governors as a priority for school development.
- *How will you show the status of where things stand each term?* Will use the summary front page and colour code the 3 'intents'. JSR reminded governors that we will continue to revisit the SDP at every other meeting.
- *Can we have a governors' open morning again?* Yes, SBa will ask Mary Taylor-Lane to suggest some dates. **Action: SB**

Signed .....

Date .....

- The Single Central Register is up to date but there are a couple of governors who have not yet had DBS checks done. SC and DF to complete their DBS. **Action: SC and DF**

**5. GCSE results 2019:** CN presented the report which had been circulated. Discussion raised the following points:

- *Why do girls and boys seem to perform differently?* Within the newer GCSEs, Literacy is now more important: students need to read a lot and then write a lot – and unfortunately some boys tend to have less resilience with these skills.
- *According to P8 scores the boys come in brighter but have not made as much progress as girls – are they being stretched enough?* The top performing group is the biggest it has been, but with lots of able students there is a danger that the aspirations for the middle group may be too low.
- Governors asked SBa to pass on their warm congratulations and sincere thanks for these excellent results, recognizing the hard work and incredible support given to our students by so many of the Langtree team. **Action: SBa**

**6. Governor updates**

- **Governor training:** VH has received 13 responses to the Skills Audit. Generally we are well represented, but demonstrated inexperience in Charity Law and What to Expect of an Inspection. Charity Law knowledge held by DC – perhaps we could have a session on this sometime? **Action: JSR to discuss with DC**  
 Inspection knowledge: Govs to consider at a later date. VH will summarise the results and circulate at next FGM. **Action: VH**  
 Four governors have not yet completed GDPR training. **Action: VH to follow up**
- **Strategic Governance Group (SGG):** KC, AB and JSR recently met to discuss the role of the SGG, the key role of which is to review how effective the governing body is - and ensure we have evidence to support this. KC had taken notes at the meeting and will post them to Google Docs, KC will reconvene the group and take next steps. **Action: KC**
- **Governor composition:** AB reported that the recommendation is for us to have 5 Members – thus there is currently a need for two new Members. The role of Members is as follows:
  - can remove Trustees if need to;
  - can amend articles of association;
  - have the right to receive the annual accounts and appoint the auditors.

LB said that she would be happy to become a Member. However, we would like to have one more person, AB to follow up with those not present at the meeting.

NB: GB subsequently advised JSR that he would also be prepared to be a Member.

DC to report this to the EFA via Edubase within 14 days.

**Action: DC/AB/GB**

- **Google Docs:** Another training session had been provided before the FGB meeting, and it was agreed that most governors are now happy using Google Docs. Govs are advised to contact Chris Nonweiler if any further help or support is required.
- **Governor attendance at school events:** A spreadsheet of future events has been circulated. Govs to please let JSR, SB and VH know if they can attend any of these. SBa to continue to highlight forthcoming events in his ongoing reports.

## 7. Committee Reports

- **Finance and General Purposes:** Minutes of 25<sup>th</sup> September had been circulated.
  - GB has now moved to Pastoral & Community, governors thanked him warmly for all his help on F&GP.
  - Budget surplus may be higher than budgeted - but this is not yet finalised.
  - We have appointed new cleaning service, slightly more expensive but we hope they will provide a better service.
  - We are now looking for a new finance governor, they don't have to be an accountant, someone with good business acumen and literacy skills would suit. **Action: JSR and VH to place adverts in local newsletters (Mary Taylor-Lane will add to school website and Bulletin)**
  
- **Curriculum & Standards:** Minutes of 24<sup>th</sup> September had been circulated.
  - It was great to meet with MFL HoD Natasha Warren who seemed well briefed and prepared to handle the many challenges ahead.
  
- **Pastoral & Community:** Minutes of 23<sup>rd</sup> September had been circulated.
  - Added Young Carers to the Terms of Reference.
  - Staff Code of Conduct was approved by FGB.
  - Gobs discussed allergies, and agreed that provision of anaphylaxis treatment is parental responsibility - policy remains unchanged.
  - Safeguarding Policy was approved by FGB (Statutory policy).
  
- **Policy list for 2019/20:** The Clerk is updating the 2019/20 Policy list and will circulate along with Committee dates. **Action: JCu**

8. **AOB:** None.

9. **Date of next meeting:** Tuesday 3<sup>rd</sup> December, 7:00 pm

JSR thanked all governors and closed the meeting at 9:45 pm.

### ACTIONS LIST from FGB meeting, 10<sup>th</sup> October 2019:

Minute	Action	By whom?	By when?
2.2	Complete online Prevent training	JC	ASAP
3.2	Check who will own Drama Studio once built	JC	12 <sup>th</sup> November
3.2	Schedule Extraordinary meeting to discuss Drama Studio proposal	JSR	ASAP
4.1	Revisit SDP at every other FGB meeting	SBa	Ongoing

Signed .....

Date .....

4.1	Schedule Governor's Open Morning	SBa	8 <sup>th</sup> November
4.1	Complete DBS checks	SC/DF	ASAP
5.1	Thank you to staff for their hard work	SBa	ASAP
6.1	Summarise Skills Audit response	VH	ASAP
6.1	Discuss training session on Charity Law	JSR/DC	ASAP
6.1	Complete GDPR training		ASAP
6.2	Post SGG notes to GoogleDocs and progress activities.	KC	Ongoing
6.3	LB and GB to be added as a Member, report to EFA via Edubase	DC/LB/GB	24 <sup>th</sup> October
6.3	AB to seek interest of becoming a Member from governors not present at meeting	AB	ASAP
6.5	Notify SB/JSR/VH of dates/purpose of visits to school in governor capacity.	All governors	Ongoing
7.1	To place adverts for new finance governor in local newspapers, school website and Bulletin	JSR/VH/MTL	ASAP
7.4	Clerk to update 2019/20 Policy list and circulate with Committee dates.	JCu	ASAP

Signed .....

Date .....