



**MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Thursday 30<sup>th</sup> January 2020 at 7.00 pm**

**Present:**

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

Neil McIntosh (NM)  
Lucy Phipps (LP)  
Jan Seal-Roberts (JSR) – Chair  
Annie Temple (AT)  
Clive Watts (CW)  
Graham Webber (GW)

\*Arrived at 7.15pm

**Apologies:**

Will Bromage (WB)  
Duncan French (DF)  
Vicki Hamilton (VH)

**In attendance:**

Dawn Challis (DC) – School Business Manager  
Jo Cundy (JCu) – Clerk  
Alan Dunstan (AD)  
Jean-Francois Fava-Verde (JF)

*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.

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Date .....

## 2. ATB meeting, 3<sup>rd</sup> December 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 and GDPR training** (item 2.2) **Action:** JC to complete both training tasks ASAP and confirm to VH and JSR when this is complete
- **Who will own the Drama Studio once built?** JC confirmed that the School/Trustees would own the drama studio. However, the land will continue to be owned by Oxfordshire County Council (OCC) – as is the case with all the school buildings.
- **Outstanding DBS checks:** Those outstanding have now been done, and CW has since also re-sent his DBS documents. JSR to check with Mary Taylor-Lane that all is done. **Action:** JSR
- **Charity Law:** VH is working on a charity law document. **Action:** VH
- **Website clean-up:** Governors to check their details on the school website and let Mary Taylor-Lane or JCu know if there are any issues. **Action:** All governors
- **Complaints follow-up:** A log will be kept to record complaints and track trends. The headline information will be reported termly to the Pastoral and Community committee.

3. **Headteacher's Section:** SB presented the report which had been previously circulated. Discussion raised the following points:

- Admission numbers are looking healthy with strong admissions. *Do you think Langtree will have to do a 5<sup>th</sup> class again this year?* Langtree wouldn't be able to do another 5<sup>th</sup> class due to logistical complications. SB has had recent meetings with Catharine Darnton, Head Teacher at Gillotts School in Henley - there is concern that OCC doesn't have a strategic plan in place for secondary schools in South Oxfordshire. SB and Catharine are scheduled to meet with new Head Teacher at Maiden Erlegh Chiltern Edge to continue the dialogue.
- SB recently met with John Marston, new Headteacher at Wallingford School, who is keen to work together with Langtree, including on recruitment and job sharing.
- It was noted that the number of SEN children at Langtree is about 22% of all pupils.
- Suspected case of mumps amongst student body. *Would Langtree consider refusing admission if a child hasn't had the MMR vaccination?* It could be something for governors to consider – but this would possibly have legal ramifications.
- Sporting success: There have been many outstanding achievements but one in particular - Year 7 girls 5-a-side football won their local area group and went on to be placed as the second best team in the South of England. Warm congratulations to the girls!
- JSR reminded govs that Langtree could be inspected by Ofsted any time from November 2020 onwards. The new Inspection Framework is quite different and she is therefore proposing 3 x 20-min informational sessions to be led by SB at upcoming FGB meetings (March, May and July 20 meetings). Governors agreed that this is a good idea.

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Signed .....

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#### 4. Governor Updates:

- With huge regret Val Nowell had resigned from the governing board effective 3 January 20 for health reasons. Governors were keen to record their warm appreciation to Val for all she has done for Langtree over the years, both as a teacher and more latterly as a governor. Flowers have already been sent and a card signed by staff and gobs which Jan has since delivered.
- Sincere thanks were expressed to GB for doing such a great job as Health and Safety Governor. CW has now taken over this role.
- **Proposal for Jean-Francois Fava-Verde and Alan Dunstan to join FGB:** AD had a career in banking and private consultancy after which he became involved with adults with learning difficulties, in addition to working with a school in a South African township. Jean-Francois has experience within IT and Telecoms and currently works for a UK innovation agency. Governors voted Alan and Jean-Francois onto the governing board.

**Action: VH to conduct new governor induction, MTL do DBS checks.**

- **Safeguarding Report:** GB informed governors of a change of process this year: OCC have moved to an electronic platform and the report must be submitted by 29<sup>th</sup> February 2020. Strengths, weaknesses, and actions required have been identified. Anything noted as significant last year has been addressed, there is one current risk concerning the relatively open access to the site – this is under continuous review. *Does school keep a record of the staff who have read Keeping Children Safe in Education (KCSIE)?* Yes, they have to sign a form. *Is there evidence to show that staff have read and understood all of the important documents relating to KCSIE?* Will need to clarify what the process is. **Action: GB to clarify.** *Are there any concerns?* No, GB is very confident that Sarah Burman is on top of it. *How do we ensure that visitors can't access the school unchallenged? What risk assessment has been done?* SB said that the SLT believes the risk is acceptable given where we are situated – we want the school to be a welcoming place and for children not to feel imprisoned – however, we do continue to review and risk assess. *Have school done a recent Lockdown?* Procedures are currently being reviewed and updated, all tutor groups had a tutor activity explaining what happens in the event of a lockdown alarm, a drill is done every two years. **Action: SB to discuss the openness of the site with SLT and report back to governors.** Governors approved the Safeguarding Report.
- **Skills audit:** This has now been distributed – and one of the key recommendations (to recruit a new governor with strong financial experience) has now been actioned. Sincere thanks were expressed to VH for doing a great job on the skills audit analysis.
- **Diana Hathaway is stepping down as PTA Chair,** and JSR led the gobs in expressing recognition and sincere thanks to Diana for all of her hard work over the years. Diana's last organised event is the School Association Race Night on 13th March. JSR asked as many governors as possible to support the evening, and to let her know if they could attend. **Action: All gobs**

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Signed .....

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## 5. Committee reports

- **Finance and General Purposes:** Minutes of 21<sup>st</sup> January had been circulated.
  - The budget is a little adrift netting at £7,000 down. This is not ideal but is only a small proportion of the budget. At the next meeting the committee will look at the need to adjust the budget.
  - Heating system and domestic pipework to be replaced, DC is having designs drawn up so can look at how to price and phase the works required.
  - The cashless catering system net reader was regrettably glued up by a student. This has had to be replaced costing £684.
  - New cleaning company seems to be doing a better job than the previous company.
  - The Music Department have requested that their PCs be replaced summer 2020 in order to run software to support GCSE work.
- **Curriculum & Standards:** Minutes of 15<sup>th</sup> January had been circulated.
  - Mark Rye, Head of Art, attended the meeting. Mark manages Technology (comprises Art, Product Design and Food Technology).
  - Langtree's art results were in the top 6% in the country, the strongest subject at Langtree in 2019. Mark described his team as an equal and balanced team who all work well together.
  - A lot of work has been done across the school on curriculum mapping.
  - Career policy was discussed and it has been adopted.
  - The PP Strategy and Examination Policy were both approved.
- **Pastoral & Community:** Minutes of 22<sup>nd</sup> January had been circulated.
  - Sarah Burman has just arranged a parents forum delivered by CAMHS, she is looking to share some information with parents in conjunction with mental health week.
  - New school nurse Sam Gould has just started, appointed to do 4 days a week.
  - The equality objectives were discussed – committee has rolled forward several of the 2018 objectives and added some new ones.
  - There has been a recent judicial review in local press regarding OCC's transgender toolkit for schools, governors need to think about what Langtree does in this area. SB said that there will be a gender- neutral toilet in the Maths block.

**Action:** P+C to revisit the judicial review at next P&C meeting
- **Approval of statutory policies:**
  - **Examination policy:** SB advised that this is a model policy driven by JCQ guidance, it has been reviewed by Curriculum & Standards Committee. Governors approved.
  - **Admissions policy:** The Pastoral & Community committee have reviewed the policy, it is consistent with other schools in the area. Governors approved.
  - **Charging and Remissions policy:** AB noted that it is unchanged except for an extra table which has been added. Governors approved.
  - **Pupil Premium Strategy Statement:** SB said that this will be moving to a new format so that it will be incorporated into the main SDP, it still costs and reviews how money from the previous year was spent. Governors approved the new format.

- **Update from Strategic Governance Group:** KC is now relinquishing the leadership of the group due to time pressures. JSR expressed thanks to KC and the team for all they have done to date. Governors need to decide whether we need this group to monitor governor effectiveness over the coming year, or not. Perhaps the remit needs to be clearer? **Action:** To revisit at next FGB meeting, and consider whether Terms of Reference could be created. Jo Cu to add to agenda
- **Fundraising Committee:** Minutes of 29<sup>th</sup> January had been circulated earlier in the day.
  - The committee held its first meeting this week.
  - Langtree needs a more thought out and strategic approach to fundraising
  - Assessed what is a good use of the committee's time, would like to have an additional governor on the committee.
  - There are still questions over whether a £1.5 million spend on a drama studio is the right thing to do when some children won't get to experience it.
  - The committee feels a bit lost with what they are meant to achieve, JC will discuss this separately with JSR and SB, and also meet with new govs to update them and explore interest. **Action:** JC.

**AOB: None.**

**Date of next meeting:** Thursday 19<sup>th</sup> March, 7:00 pm

JSR thanked all governors and closed the meeting at 21:30 pm.

**ACTIONS LIST from FGB meeting, 30<sup>th</sup> January 2020:**

Minute	Action	By whom?	By when?
2.1	Complete online Prevent and GDPR training and confirm when complete	JC	ASAP
2.3	Ensure outstanding DBS checks have been completed	JSR	ASAP
2.4	Charity Law: VH continues to work on Charity Law document	VH	Ongoing
2.6	Website clean-up: All governors to check their details on the school website.	All	ASAP
	Report on impact on students of mock exams being held after Christmas	SB	March 2020
	Provide update on LEAF's student initiative regarding BP	SB	July 2020
3.6	Ofsted Inspection Framework Informational Sessions March, May, July 2020	SB	July 2020
4.3	Jean-Francois Fava-Verde and Alan Dunstan induction and DBS checks	VH/MTL	ASAP

Signed .....

Date .....

4.4	Safeguarding Report was approved, submit to OCC	GB	29 <sup>th</sup> Feb 2020
4.4	SB to discuss the openness of the site with SLT and report back to governors.	SB	March 2020
4.6	Support the School Association Race Night	All	
5.3	P&C to revisit OCC judicial review on transgender toolkit	JSR	March 2020
5.4	Policies approved, upload to website	JCu	ASAP
5.5	Revisit Strategic Governance Group and consider whether Terms of Reference could be created.	JCu	March 2020
7.1	JC to discuss Fundraising Committee remit with JSR and SB	JC	March 2020
	Critchley's to attend FGB if medium or high risks reported during audit	JSR/DC	Ongoing
	Consider next steps of governor training	VH	Ongoing
	Check Complaints policy language	VH	ASAP

Signed .....

Date .....