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THE LANGTREE SCHOOL ACADEMY TRUST COMPANY ("THE ACADEMY TRUST")
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MINUTES of a Meeting of the directors of the Academy Trust held at Langtree School, Woodcote, Reading, RG8 0RA, on Thursday 6th April 2017 at 7.00 pm

Present:

Sue Ambler (SA)

Geoff Braham (GB)

Alan Broomhead (AB)

Jesse Cleverly (JC)

Vicki Hamilton (VH)

Rick Holroyd (RH)

Val Nowell (VN)

Jan Seal-Roberts (JSR)

Tracy Sedwell (TS) – Chair

In attendance:

Helen Batten, Clerk

Quorum was confirmed.

1. Introduction

- Apologies were received and accepted from Will Bromage, Brian Davies, Regina Grosier, Antony Ketteridge, Neil McDonald, Mark Vitty and Graham Webber. SA would need to leave the meeting early. Dennis Rocks was absent without apology.
- No substantive items were notified for AOB.
- No governor declared a material interest in any agenda item.

- 2. Governor appointment:** TS's term of office as parent governor had ended, although she had confirmed her willingness to remain on the governing body until the end of the year. Appointment of TS as a co-opted governor with effect from 26th March 2017 was agreed and formally approved by Members of the Trust. It was also agreed that TS will serve as Chair until she steps down from the governing body.

Signed (Chair) Date

3. ATB meeting, 7 February 2017

3.1 Minutes which had been circulated were agreed to be an accurate record and signed by TS for filing in school.

3.2 Review of Actions/matters arising: Unless noted below, all agreed actions had been completed or would be covered in discussion at this meeting.

- **Document storage** (item 2.2): Work is ongoing to complete Dropbox security. **Action: SA**
- **Young carers** (item 3.2): VN reported a meeting with Annie Temple and described some of the issues that young carers have identified. In response to questions RH confirmed that young carers comprise a disparate group with many different needs. There is no specific funding available although Pupil Premium funding received in respect of these students is used for the Drop In service and to pay for trips or equipment. We know our students well and are generally aware of home issues, so we are able to provide flexible support for each individual. VN and VH will discuss delivery of the governor role, ensuring that any specific issues are passed to P&C committee.
- **Governor induction training** (item 7.1): The first session has taken place, which was agreed to be very helpful, and the programme is ongoing.

4. Committee reports

4.1 Finance & General Purposes: Minutes of 28th March had been circulated. AB presented key points and updates:

- **Capital projects:** The fire security system upgrade has been approved, whereas the asbestos removal/LED lighting project has been rejected. This is a satisfactory outcome which reflects our priorities.
- **Staff absence insurance:** In response to a query it was clarified that due to the limitations of cover and consequent poor returns it was decided to discontinue staff absence insurance some years ago. This is kept under review and insurance can be reinstated if required.
- **Expanded cohorts:** A decision would be required in autumn 2017 to proceed with an expanded Y7 in 2018. RH clarified that this course should only be followed in the event of over-subscription and not primarily to obtain more funding.
- **Budget:** Governors thanked F&P committee for its work in achieving an acceptable balanced budget, whilst recognising that this has involved some difficult staffing and curriculum decisions. RG confirmed that despite continuing financial pressures, we are confident in our ability to continue providing the excellent standard of education that all children currently receive. In response to a query RH confirmed that concerns about funding are not emphasised to staff and morale remains very good. However staff

do understand the current situation and potential impact of national developments. Regular discussions with union representatives include financial aspects.

- **Parent contributions & fundraising:** Following approaches from a number of parents it has been estimated that parent contributions could raise around £6,500 and this has been included in the budget. This funding would be used for specific items that we would not otherwise be able to provide. The previously agreed request letter to parents will be sent out.

Action: RH

Following some discussion it was agreed that P&C will look at strategic fundraising activities, possibly using professional assistance.

Action: P&C committee

4.2 Curriculum & Standards: Minutes of 30th March had been circulated.

- **MFL:** In response to a query RH confirmed it is still the intention to increase the numbers studying languages, although this needs to take into account students' abilities and the requirements of other subjects.

SA left the meeting.

4.3 Pastoral & Community: Minutes of 20th March had been circulated.

- **Staff survey:** RH has discussed proposed actions resulting from the survey with union reps and staff meetings will provide further feedback. An update will be provided when plans are in place. **Action: RH**
- **Safeguarding training:** Completion of the annual safeguarding report has highlighted governor training needs. Requirements will be checked and links to appropriate online training circulated. **Action: TS**

5. Headteacher's report: RH presented key points from his circulated report.

5.1 Deputy headteacher: RH provided further details of the successful selection process, which resulted in an excellent appointment. Simon Bamford will be invited to meet the governing body before the end of the year.

5.2 Bullying: RH explained that all incidents are logged and that students are generally confident to raise issues which shows a good level of trust. All concerns are dealt with, including the use of restorative justice which can be very effective. There are some current issues with students using public service buses and student leaders are helpful in reporting and monitoring concerns.

5.3 SSAT awards: Governors congratulated the school on achieving the national awards for progress and attainment. RH confirmed that these successes will be publicised.

5.4 Creative arts: Governors noted the recent successful production, art exhibition and music concert as demonstrations of the current strength of creative arts at Langtree.

6. SIP review: A RAG-rated update had been circulated. RH explained that recent SLT changes have delayed some actions although progress across many areas has been good and no actions have been abandoned. Some longer-term activities will extend into next year. A more detailed report will be provided before the end of the year.

7. Governor training & visits

- Alternative dates for the next governor morning (provisionally 11th May) will be circulated. **Action: RH**
- Governors were reminded to check the school calendar and weekly bulletin for events.
- Governors were reminded to inform the clerk of any training or school visits completed.

8. Policy reviews: Reviews currently in progress via committees will be brought to the June FGB.

9. AOB: None.

10. Next meeting: Monday 5th June 2017, 7.00 pm

The meeting closed at 8.50 pm.

ACTIONS LIST from meeting 6 April 2017:

Minute	Action	By whom	When
3.2	Complete Dropbox security checks and provide additional details as required.	SA	Asap
4.1	Send letter to parents re financial contributions.	RH	Asap
4.1	P&C committee to consider development of fundraising strategy.	P&C committee	May committee
4.3	Provide update on agreed actions following staff survey.	RH	June FGB
4.3	Check governor safeguarding training requirements and circulate link(s).	TS	Asap
7	Circulate suggested dates for May Governor Morning.	RF	Asap

Signed (Chair) Date