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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 Tuesday 8<sup>th</sup> December 2015 at 7.00 pm.**

**Present:**

Sue Ambler (SA)	Neil McIntosh (NM)
Alan Broomhead (AB)	Val Nowell (VN)
Brian Davies (BD)	Dennis Rocks (DR)
Regina Grosier (RG)	Jan Seal-Roberts (JSR)
Rick Holroyd (RH)	Tracy Sedwell (TS) – Chair
Sue Lea (SL)	Jules Varnham (JV)
Sarah Loveland (SLo)	Mark Vitty (MV)

**In attendance:**

Helen Batten, Clerk  
Adrian Rann, Auditor (item 1 only)

Quorum confirmed.

**1. Presentation of 2014/15 accounts and reports**

- The Annual Report & Financial Statements for 2015 had been circulated to all and reviewed in detail by F&P committee. Adrian Rann presented the content with further explanation of key points.
- Adrian noted that the school buildings and predicted pension obligations are included in the balance sheet figure. Some capital remained to be spent at the point of preparation. The standard accounts layout refers to identified risks, however these items are not considered to be of concern in relation to Langtree.
- Adrian Rann drew attention to the fact that, owing to a change in the accounting standards, in the judgement of the auditors the lease for the astro turf pitch with Investec constituted a financial lease rather than an operating lease. This view has

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Signed ..... (Chair)      Date .....

been challenged by LDF, the finance company, but the auditors maintain their view and this has been duly reported in the accounts. The Headteacher made it clear to governors that the school had acted in good faith at the time of applying for the lease, seeking advice from the EFA and receiving assurances from both the EFA and LDF that the product was indeed an operating lease, permissible within the rules of the Academy Handbook. Adrian Rann confirmed that this situation is not unprecedented, and that other schools have been caught in a similar position. The Headteacher will act on the advice of the auditors to seek retrospective agreement from the EFA to accept the lease as it stands. **Action : RH**

- The Annual Report & Financial Statements document was approved for signature. Governors thanked Adrian for attending the meeting and he left at this point

## 2. Introduction

- Governors formally welcomed SA, RG and DR to their first ATB meeting, and introductions were completed.
- Apologies were received and accepted from Kevin Davies and David Warren.
- No items were notified for AOB.
- No governor declared a material interest in any agenda item for this meeting.

## 3. Minutes of 15<sup>th</sup> October 2015

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.

- **Governor attendance** (item 2): TS reported that Robin Peirce has acknowledged that lack of time has left him unable to fulfil the governor role adequately and has therefore resigned. In response to a query TS confirmed that although there is no formal link the PC has been advised that representation will be welcomed. No response has been received yet. It is also intended that the school will be represented at the Annual Parish Meeting.
- **Code of conduct** (item 4.2): Action is ongoing to complete this with all governors.
- **Declarations of interest** (item 4.3): Declaration of interests have been completed in respect of all governors and information has been provided to the school for publication on the website.
- **Governor training** (item 4.4): Governors were reminded to inform the Clerk of any training or visits completed.
- **GCSE results** (item 5): RH tabled information from RAISEonline, noting that the Raiseonline data for 2015 indicates improvements in almost every measure with regard to progress and attainment. Many outcomes are

significantly higher than expected, as indicated by the green Sig + coding in the data. A training session based on this data will be provided by OCC Governor Services on 7<sup>th</sup> January. In the meantime a single sheet of key points for governors will be prepared. **Action: RH**

- **Pupil Premium** (item 7.4): The statement has been published on the website and further details will be added.
- **Single central record** (item 8.3): TS confirmed that the SCR has been examined, and no concerns were noted.
- **Feedback to students** (item 9): RH confirmed that actions resulting from issues raised by students have been reported back via the School Council. Altered dining room arrangements will provide more seating. Christmas lunch service will also extend in to the hall and it is expected that take up will be very high, as it was in 2014.

#### 4. Committee updates

**4.1 Finance & General Purposes:** Minutes of 12<sup>th</sup> November had been circulated and noted:

- Terms of reference will be brought to the next FGB meeting.
- RH updated progress with completion of the biomass boiler installation: Despite a number of documented difficulties and delays, the project will bring huge benefit to the school. Clarification of some financial issues, around the scope of the original specification and additional work, is outstanding although Enviko has agreed to review costs and further information is awaited. The installation is now running well and ongoing technical issues are being resolved. On behalf of governors AB thanked RH for the vision and hard work which has brought this project to fruition.

**4.2 Curriculum & Standards:** Minutes of 29<sup>th</sup> November had been circulated with no queries arising.

**4.3 Pastoral & Community:** Minutes of 9<sup>th</sup> November had been circulated with no queries arising.

5. **Headteacher's report:** The report which had been circulated was discussed:

**5.1 Staffing:** Governors noted arrangements to cover DM's absence and expressed good wishes for her speedy recovery.

**5.2 Exclusions:**

- A panel comprising SLo, JSR and JV will consider a decision for permanent exclusion on 7<sup>th</sup> January 2016.
- RH reported that, against his advice, two students previously excluded from another school were admitted this year. There has been some turbulence

resulting in fixed term exclusions as they have become used to our expectations but this is now improving.

### 5.3 Achievement

- Governors enquired about achievement in non-GCSE subjects. RH clarified that one course was unsuccessful in 2015. The teacher subsequently left and the subject is no longer offered. Other non-GCSE subjects involve very small numbers of students. These are generally the least able students and their rates of progress tend therefore to be slower than their peers.
- RH tabled information from RAISEonline and a range of progress measures. RH explained that 3-year trends are strong with some subjects and some student groups performing significantly above national average and above what would be expected given previous achievement. However there is no complacency and teachers continue to strive to make all possible improvements, especially for less able students. Achievement these students remains a SIP priority, as it has been for several years, through a range of activities. C&S committee will review SIP progress and maintain focus on any specific concerns. Achievement for less able students is now in line with national expectations and we will continue with activities that we know are effective.
- The VA (value added) score for all students, including FSM and less able, is above average. This reflects recent efforts in this area and shows that interventions are beneficial, so that children make better progress at Langtree than their starting points would indicate.

## 6. The Prevent duty & British values

- Slides of the Prevent presentation to staff had been circulated and noted. DM will be leading on how the school will enact these responsibilities, including further updates and a policy for governor approval.
- All governors will undertake the training as detailed in the report and provide certification to the school on completion. **Action: All governors**
- Parent awareness of radicalisation issues will be raised through seminars and this work will link well with IT and Social Media advice provided.
- RH confirmed that the defined British values fit well with the school's core values which are actively promoted. Staff will be looking at where British values can be included with a light touch but also in a meaningful and appropriate way across the school. In discussion governors noted that this agenda is being driven by government and potential additional pressure on staff is a concern. However RH explained that British Values can be incorporated in existing plans without creating additional work.

## 7. Safeguarding

**7.1 Statutory annual report:** The audit and report had been circulated. TS noted that reviews of linked policies needs to be completed as soon as possible. The Code of Conduct for staff is in hand. P&C committee is looking at a range of wider issues connected to safeguarding. The report was approved.

**7.2 Safeguarding report to governors:** The report had been circulated and noted. Governors requested clarification of actual numbers of children since the same individuals may be involved in different processes. **Action: RH**

## 8. Preparation for Ofsted

- Following the session with Bethan Owen at the last FGB, governors were keen to ensure that they have the right knowledge and ability to discuss data with inspectors. This will involve understanding the context of results and narrative that adds meaning to the statistics. RH confirmed that he feels well-supported by a supportive and challenging governing body and that much of the information needed is already available. Governor knowledge of all aspects of the school is also improving through a wide range of activities, visits and training.
- It was agreed to hold dedicated sessions to prepare for inspection, with the aim of developing knowledge and creating relevant documentation that will evolve over time. The sessions will be open to all but governors were asked to give thought to their potential availability to meet with inspectors at short notice.
- Typical questions governors might be asked will be circulated, for examination by an initial session, when a programme for taking all aspects forward will be agreed. **Action: RH**
- In advance governors were requested to read minutes and Head's reports from the last two FGB meetings and familiarise themselves with the SIP and SEF. **Action: all governors**
- Alongside this work, options for online document storage and distribution will be investigated. **Action: SA**

**9. Lettings policy review:** The policy had been circulated. RH confirmed that it includes all necessary changes for legal compliance around use of the astro turf pitch. There has been no change in hiring rates and demand is generally low. The policy was approved.

## 10. AOB

**10.1 Health & safety:** BD confirmed that he will meet RH to progress actions from the recent audit. The new provider has produced a simplified and useful report and will

also help to put recommendations into practice. A further report will be provided to the next meeting. **Action: BD**

**10.2 Governor skills audit:** BD advised it will be appropriate to revisit the audit early in 2016 now new governors are in post. **Action: BD**

**10.3 Thank you:** Governors joined TS in thanking RH and all staff members for an immense amount of hard work throughout a successful term.

**11. Next meeting:** Tuesday 9<sup>th</sup> February 2016, 7.00 pm.

TS thanked all governors for their attendance and input and closed the meeting at 9.30 pm.

**ACTIONS LIST from meeting 8 December 2015:**

Minute	Action	By whom	When
1	Seek retrospective EFA approval for the astro turf operating lease.	RH	asap
3.2	Provide single sheet of key data points for governors.	RH	Before training on 7.1.16
6	Complete online Prevent training.	All	asap
7.2	Check actual numbers of students in safeguarding report.	RH	February FGB
8	Circulate inspection questions for governors and proposed date for initial pre-Ofsted session.	RH	asap
8	Read recommended documents in advance of initial pre-Ofsted session.	All	Before session date
8	Investigate online document storage.	SA	asap
10.1	Report activities following H&S audit.	BD	February FGB
10.2	Progress update of governor skills audit.	BD	Term 3

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Signed ..... (Chair)      Date .....