



PUTTING LEARNING FIRST

AN 'OUTSTANDING' SPECIALIST PERFORMING ARTS COLLEGE

Ofsted 2009

THE LANGTREE SCHOOL ACADEMY TRUST COMPANY ("THE ACADEMY TRUST")
A COMPANY LIMITED BY GUARANTEE, COMPANY NUMBER 7980335

MINUTES of a Meeting of the directors of the Academy Trust held at Langtree School, Woodcote, Reading, RG8 0RA, on Tuesday 6th December 2016 at 7.00 pm

Present:

Sue Ambler (SA)

Will Bromage (WB)

Alan Broomhead (AB)

Brian Davies (BD)

Regina Grosier (RG)

Rick Holroyd (RH)

Antony Ketteridge (AK)

Sarah Loveland (SL)

Neil McIntosh (NM)

Jan Seal-Roberts (JSR)

Tracy Sedwell (TS) – Chair

In attendance:

Helen Batten, Clerk

Ed Passmore, Critchleys (items 1 & 2 only)

Quorum was confirmed.

1. Introduction

- The Chair welcomed newly-appointed parent governors to the governing body and introductions were completed.
- Apologies were received and accepted from Jesse Cleverly, Val Nowell, Dennis Rocks and Mark Vitty.
- Since the last meeting, Jules Varnham had decided to stand down from the governing body due to pressure of other commitments and her contribution was acknowledged.
- No substantive items were notified for AOB.
- As husband to Jan Holroyd, RH declared a material interest in discussion about proposed SLT appointments.

Signed (Chair) Date

2. Presentation of 2015/16 accounts & reports

- The Annual Report for 2016 had been circulated to all and reviewed in detail by F&P committee. Ed Passmore presented the content with further explanation of key points.
- Ed Passmore tabled a proposed Going Concern statement. Confirmation of the RHI payment is expected imminently and if this can be included in the accounts the statement will not be needed. The tabled statement was approved for submission if required.
- The EFA has clarified the status of the astro turf pitch funding as a finance lease. This is in contravention of regulations but no further action will be taken.
- Ed Passmore tabled the Audit Report and recommendations were noted. It was confirmed that there are no significant points and all identified issues have been discussed in detail by F&P committee and appropriate measures to address are already in place. A management response to points raised will be included in the report.
- Governors agreed that the reason for the delay is well understood and the accounts present no concerns. The overall financial position is expected to improve next year. However concern was expressed about increasing employer costs for which the school receives no additional funding. This presents a challenge as ever more expenditure has to be found from squeezed revenue budgets.
- Following detailed examination by F&P committee, and confirmation that the school management approves the recommended approaches, governors approved the accounts and reports for signature pending the addition of RHI information or the agreed statement.
- Governors thanked Ed Passmore for his attendance and he left the meeting.

3. ATB meeting, 13 October 2016

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): Security checks are being completed on the Dropbox account, and further information will be circulated. **Action: SA**
- **Governing body development** (item 6): Some specific actions for inclusion in the SDP will be recommended. **Action: BD**
- **Governor safeguarding responsibility** (item 8.2): C&S terms of reference will be reviewed at the next meeting, to include the governor safeguarding role within the committee remit. **Action: TS**
- **Young carers** (item 9.2): A governor role, to raise awareness of issues and ensure that policies and practices are fully inclusive, is a requirement

for the Gold Standard Award. Further information about a proposed governor lead role will be circulated. **Action: TS**

4. Committee updates

4.1 Committee deployment

- It was agreed that MV will move from F&P to C&S committee.
- JC will join P&C committee. SLT attendance at P&C committee after Debbie Mallam's departure will be defined. **Action: RH**
- Committee responsibilities for WB and AK will be confirmed.

4.2 Finance & General Purposes: Minutes of 15th November had been circulated. AB presented key points and updates:

- **Budget:** An action plan to recoup the deficit is being finalised, for submission to the EFA.
- **IT contract:** Despite concerns about recent RM deployment decisions, handover to the new provider is progressing well.

4.3 Curriculum & Standards: Minutes of 24th November had been circulated.

- **Raise online:** Governors were pleased to note Langtree's place in the top 10 – 15% of schools in many categories. The next committee will discuss the report in more detail. The summary and comparative performance with local schools will be circulated. **Action: RH**

4.4 Pastoral & Community: Minutes of 7th November had been circulated.

- **Staff survey:** The survey is currently live. Results will be reviewed at the next meeting.
- **Terms of Reference:** Terms of reference will be reviewed.

5. **Headteacher's report:** The report had been circulated and noted.

5.1 Staffing: RH confirmed that the proposed interim structure included in the report had been presented to a group of governors prior to the meeting. RH explained the rationale and detail of this interim structure. With other SLT changes, it is now a good time to make structural changes and a deputy head post has been included in the proposed staff structure. Although interim SLT arrangements will depend on events, they currently include James Doyle as Deputy, modelling the structure proposed for September 2017. Curriculum and pastoral responsibilities will be spread between Jan Holroyd and Susannah Wood. In response to questions RH confirmed that leadership teaching commitments are likely to be about 8 periods per week for the Deputy and 10 – 12 periods for the Assistants. SLT will also need to provide cover as required. Governors endorsed this approach and it was confirmed that recruitment will be discussed at the next F&P committee, with a further report to the February governor meeting.

5.2 Permanent exclusion: A governor panel will meet on 13th December to consider a recommendation for permanent exclusion.

6. Grammar schools: A letter to the Prime Minister and Secretary of State from Oxfordshire secondary headteachers had been circulated. Governors acknowledged that, although it is not clear what the government will decide, there is local demand for grammar schooling and the potential impact of a free school in the area was discussed. In discussion it was recognised that the government proposal will not benefit education locally and would be likely to disadvantage some students, and governors endorsed the letter.

7. Annual safeguarding report: The report had been circulated.

- Safer recruitment training will be completed by a non-staff governor, to be confirmed.
- Generalist online safeguarding training will be completed by all governors and a link will be circulated. [CHECK]
- The Report was approved for submission to the local authority.

8. Policy reviews

8.1 Equality statement: The proposed statement had been circulated, simplifying the model policy, and was approved.

8.2 Admissions 2018: No changes are recommended to the current policy. The proposed 2018 policy which had been circulated was approved.

9. Governing body administration

9.1 Community governors: Vacancies have been publicised as agreed, and a good response received. It was agreed that RH and TS will meet candidates and circulate recommendations for appointment. **Action: RH/TS**

9.2 New governors' paperwork: Acceptance of the Code of Conduct and declaration of interests are in hand for all new governors. New governors will also complete DBS checking via the school.

9.3 Training: It was agreed that effective induction training is required for new governors, and possibilities will be investigated. **Action: TS**
A link for online Prevent training will be circulated.

9.4 Governor mornings: Governor open mornings will take place on 26th January and 11th May. Arrangements in January will include a session with the School Council. Governors were reminded to confirm attendance with the school.

10. AOB

- The school Carol Concert will take place on 14th December, and governors were invited to attend.
- TS thanked RH and all staff members, and the governing body, for their hard work this term.

11. Next meeting: Tuesday 7th February 2017, 7.00 pm.

The meeting closed at 9.05 pm.

ACTIONS LIST from meeting 6 December 2016:

Minute	Action	By whom	When
3.2	Complete Dropbox security checks and provide additional details as required.	SA	Asap
3.2	Provide recommended governor development points for inclusion in SDP.	BD	February FGB
3.2	Define C&S committee responsibilities with regard to SEN, updating terms of reference as appropriate.	TS	Next C&S committee, for approval by February FGB
3.2	Circulate information about young carers' governor role.	TS	February FGB
4.1	Confirm SLT attendance at C&S committee.	RH	Asap
4.3	Circulate Raiseonline summary report.	RH	Asap
9.1	Progress applications for community governor vacancies.	RH/TS	Asap
9.3	Investigate potential ways to deliver governor induction training.	TS	Asap

Signed (Chair) Date