



AN 'OUTSTANDING' SPECIALIST PERFORMING ARTS COLLEGE

Ofsted 2009

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 14th July 2015 at 7.00 pm.

Present:

Mel Bibby (MB)

Brian Davies (BD)

Rick Holroyd (RH)

Sarah Loveland (SLo)

Val Nowell (VN)

Robin Peirce (RP)

Jan Seal-Roberts (JSR)

Tracy Sedwell (TS) – Chair

Mark Vitty (MV)

In attendance: Helen Batten, Clerk

1. Introduction

- Quorum was confirmed and TS welcomed everybody to the meeting.
- Apologies were received and accepted from Alan Broomhead (AB), Kevin Davies (KD), Sue Lea (SL), Neil MacIntosh (NM), Rob Pickering (RAP) and Jules Varnham (JV). No additional items of business were notified.
- No member declared any interest in current agenda items.

2. Minutes of 11th June: Minutes which had been circulated were agreed to be an accurate record and will be signed by TS for filing in school.

3. Review of Actions/matters arising

3.1 Meeting attendance (item 1): Concerns have been raised as agreed. TS reminded everyone that attendance and engagement are vital since the school relies on the support of the governing body.

3.2 Minutes of 16th April (item 2): Minutes have been amended as discussed, signed and filed.

Signed (Chair) Date

3.3 Staff governor vacancy (item 3.1): The role will be promoted again in September when new staff members are in post. **Action: RH**

3.4 Skills analysis (item 3.2): BD has provided an update to be circulated for discussion at the October meeting, to link with the visit by Bethan Owen.

3.5 Liaison with other governing bodies (item 3.3): Contact will be made with governing bodies of other local secondary schools. **Action: TS**

3.6 Session with Ofsted inspector (item 8.5): Bethan Owen will meet governors on 15th October and provide verbal feedback to the scheduled meeting that day.

3.7 Performance data training (item 9.1): The in-house session will be arranged to take place during the autumn when 2015 data is available. **Action: TS**

4. Committee reports

4.1 Finance & General Purposes: BD noted that a large volume of work has been completed recently and thanked all committee members for their input. Minutes of 25th June had been circulated:

- **Biomass boiler:** Complex enquiries around the lease arrangements and planning permission have been resolved and work on the project is now under way. A temporary fuel storage arrangement will be in place while the planning decision is awaited. A governors' minute to meet the requirements of the lease had been supplied by Re-Energise and circulated, and was agreed for completion. **Action: RH, TS**
- **Solar panels:** RH confirmed that the intention is to install as many panels as possible and an enquiry is ongoing to determine the final number. It was suggested that the school should look at Eco-schools accreditation, to be investigated when the project is operational.
- **Budget:** The summary report had been circulated. Proposals have been reviewed in detail by the committee and include the biomass boiler and anticipated reduction in utility costs provided by this project and the solar panels. The budget also includes all predicted changes in staff costs, student numbers and appropriate inflationary uplift. A very small surplus is anticipated in the first year, but finances are in a strong position to weather future austerity and produce a healthy surplus at year 5. In response to queries RH further explained the allocation of income. The budget was then approved for submission.

4.2 Curriculum & Standards: Minutes of 8th July had been circulated:

- **Staff Absence policy:** RH clarified that a thorough review is required and this will be progressed via F&GP committee.

- **Staff development:** Governors asked for some more information about sharing good practice between teachers. MV and RH described some of the activities now in place and explained that these provide valuable opportunities for teachers to consider new ideas and gain insight from their colleagues. This fits the changing culture of staff development as a collaborative and fluid process and is being achieved without timetable disruption. The impact on teaching has been demonstrated through an increase in the number of outstanding lessons observed.

4.3 Pastoral & Community: The committee has not met since the last governor meeting. TS confirmed that work on the policy review schedule is ongoing and information will be circulated to committees before their September meetings.

Action: TS

5. Headteacher's report: A report had been circulated and was discussed as follows:

5.1 Staffing

- RH confirmed that the school is fully staffed for September, despite the recruitment challenges previously discussed. RH and other local heads have prepared a paper and attended a meeting with John Howell, who has taken concerns on board and will be arranging a wider meeting with other Oxfordshire MPs.
- Interns have been successfully used this year and this will be repeated next year. Governors enquired about the associated staff workload and MV confirmed that there is additional work for staff but mentoring and developing trainees is enjoyable and also beneficial for staff professional development.

5.2 SEN: RH reported that one student has successfully transferred to a special school which will be able to meet their particular needs.

5.3 Y6 transition: Governors who attended the Y6 transition evening noted an extremely successful and positive event. RH reported that the school is over-subscribed, however applications from siblings and catchment were successful and 95% of pupils are from Oxfordshire.

5.4 ICT: A proposed network management strategy had been circulated and noted. RH confirmed that option A is the agreed way forward but that contingency arrangements will also be considered, as described.

6. Review of SIP 2014/15: RH tabled a review of activities. Items not fully achieved were noted and additional queries raised as follows:

- **Item 1.1- Pupil Premium achievement:** This will be reviewed when GCSE results are available. RH explained that PP predictions are slightly lower but that the small cohort means that each student accounts for 9%. Some of these students are facing significant challenges outside of school and there are a number of factors which may affect exam performance.
- **Item 1.2 – KS4 progress:** RH confirmed that assessments of teaching quality have recorded improvements due to a range of actions in place, and this is expected to show impact on student progress. The target will be reviewed when GCSE results are available.
- **Item 3 – Senior staff responsibilities:** This action will continue in 2014-16. RH explained that the relatively high number of highly experienced teachers provides strength and stability and he will be looking for UPS 3 teachers to be having an impact across the whole school.
- **Item 3.6 – Outstanding governance:** Governor input will be required to define objectives and progress and this will be considered alongside other development activities in the autumn.
- **Item 4.1/4.2 – Attendance:** In response to questioning RH confirmed that the number of persistent absentees has reduced and that authorised absence is very low. There is a level of unauthorised absence connected with an average of 8-10 term-time holidays per year. Where several siblings are involved the effect of one holiday can be significant. Holiday absence is refused except where there are compelling reasons to give permission. RH will continue to look at potential ways to improve attendance including referrals to the LA Behaviour & Engagement team and instigating fines.
- **Item 4.3 – Health & safety:** RH confirmed that the baseline assessment from Strictly Education will be followed up in September so that this action can proceed.
- **Item 4.4 – Capital risk:** This is ongoing, to be carried forward to 2015-16.
- **Item 5.2 – Drama/dance studio bid:** Work is ongoing to create a bid that meets the ACMF criteria.
- **Item 5.3 – Capital priorities:** Governors acknowledged the high volume of other work completed, and agreed that development of costed plans will be carried forward to 2015-16.

Governors thanked RH for providing clear and detailed information. Committees will continue to monitor progress against relevant items.

7. Proposal for change to PAN and admissions criteria

- The proposed change to the PAN, previously discussed, has been circulated. RH confirmed that the change has been discussed with Chiltern Edge which has raised no concerns, and a formal consultation

process is therefore not required. Governors approved the recommendation to increase the PAN from 112 to 120 as detailed.

- RH also recommended a further amendment to the admissions rules to give higher priority to children of staff members, noting that this could be beneficial to future staff retention. Governors agreed to start the formal process in September to bring about this change from 2016.

8. Governing body administration

8.1 Election of Chair & Vice Chair: TS had indicated she would be prepared to serve as Chair for a further year and this appointment was agreed, effective to the July 2016 meeting. SLo had expressed interest in the Vice Chair role and it was agreed to complete this process when KD's intentions are confirmed.

Action: Clerk

8.2 Committees: Deployment for 2015-16 was agreed as follows:

- **Finance & General Purposes:** AB (Chair), BD, RH, MV + Dawn Challis (SLT)
- **Curriculum & Standards:** VN (Chair), SL, SLo, NM, JSR, TS + James Doyle (SLT)
- **Pastoral & Community:** TS (Chair), KD, SLo, RP, JV + Debbie Mallam (SLT)

8.3 Individual responsibilities: Roles for 2015-16 were agreed as follows:

- **SEN:** TS
- **Safeguarding:** SL
- **Health & safety:** BD

8.4 Governors' Code of Conduct: TS reminded governors that the Code, agreed at the last meeting, is a reminder of commitment to the school and requested that this is signed by each governor and returned to the Clerk. The Code will be published on the website for information.

Action: All governors

8.5 Register of pecuniary interests: Paperwork has been circulated for completion and return to the Clerk.

Action: All governors

8.6 Governor vacancies: The staff governor vacancy had been discussed earlier. MB has also notified her resignation as parent governor and governors thanked her for all her work on behalf of the school. The parent role has been mentioned to new parents at the transition evening and will be promoted throughout the school in September. Potential current interest from parents, one with financial expertise, will be followed up.

Action: RH, TS

8.7 2015-16 meeting schedule: Recent changes have been noted and the final version will be circulated again.

Action: Clerk

9. Governor training & visits

9.1 Governor morning, 17th September: RH requested suggestions for areas on which governors would like further information. It was agreed that governors attend the staff teaching and learning briefing during the morning.

Action: All governors

9.2 Staff meeting: It was agreed that governor attendance at a staff meeting would also be helpful to governors and a suitable date will be arranged. **Action: RH**

9.3 Record of activities

- TS thanked governors for giving their time to attend events at school and governor training. Draft information had been circulated and governors were requested to provide further details to the Clerk.

Action: All governors

- Governors thanked all staff and students involved in the recent production of *A Midsummer Night's Dream* which was extremely well-presented and successful.
- Governors thanked TS for all her work as Chair, and particularly for arranging social and training activities which have helped to strengthen the governing body as a team.
- On behalf of the governing body TS finally thanked RH, staff and students for another successful year. The school has enjoyed a wide range of successes both in and out of the classrooms which reflect the excellent attitudes and commitment of all concerned.

10. AOB: None.

11. Next meeting: 7pm on Thursday 15th October.

TS thanked all governors for their attendance and input and closed the meeting at 9.25 pm.

ACTIONS LIST from meeting 14 July 2015:

Minute	Action	By whom	When
3.3	Progress staff governor appointment.	RH	Asap
3.5	Liaise with partnership chairs of governors to consider potential joint discussion.	TS	October ATB
3.7	Arrange in-house training on performance data.	TS	October ATB
4.1	Complete leasing arrangement decision minute from Re-Energise.	RH/TS	asap
4.3	Provide proposed policy review schedule to committees.	TS	For September committees
8.1	Progress election of Vice Chair.	Clerk	asap
8.4	Sign Code of Conduct and return to Clerk.	All	asap
8.5	Update declarations of pecuniary interest and return to Clerk.	All	asap
8.6	Follow up potential interest in governor roles from parents.	RH/TS	asap
8.7	Circulate 2015-16 meeting schedule	Clerk	asap
9.1	Provide suggested activities for September Governor Morning to RH.	All	asap
9.1	Arrange for governors to attend staff briefing during Governor Morning.	RH	asap
9.3	Provide details to Clerk of events/training attended.	All	asap

Signed (Chair) Date