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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 21st April 2016 at 7.00 pm.

Present:

Sue Ambler (SA)

Alan Broomhead (AB)

Brian Davies (BD)

Kevin Davies (KD)

Regina Grosier (RG)

Rick Holroyd (RH)

Sue Lea (SL)

Neil McIntosh (NM)

Val Nowell (VN)

Dennis Rocks (DR)

Jan Seal-Roberts (JSR)

Tracy Sedwell (TS) – Chair

In attendance: Helen Batten, Clerk

Quorum was confirmed and the meeting started at 7.20 pm.

1. Introduction

- Apologies were received and accepted from Sarah Loveland and Mark Vitty.
- Apologies had not been received from Jules Varnham and David Warren, and their absences will be followed up. **Action: TS**
- Governor training package and Barcelona trip were notified, to be raised under the appropriate agenda headings.
- No governor declared a material interest in any agenda item for this meeting.

2. Minutes of 9th February 2016

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

Signed (Chair) Date

2.2 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 enquiries are ongoing. **Action: SA**
- **Skills audit** (item 2.2): BD tabled the National Governors' Association's *20 Questions for School Governors*. Following brief discussion it was agreed that the questions will be a useful basis for considering how the governing body contributes to school improvement but some different questions could also help to draw this out more effectively. Further information will be circulated for completion and discussion at the next meeting. **Action: BD**
- **Fair processing notice** (item 8.2): Guidance around use of personal information for safeguarding purposes is being sought. **Action: TS**

3. Committee updates

3.1 Finance & General Purposes: Minutes of 17th March had been circulated and noted:

- **Lettings:** Governors enquired whether current arrangements for reduced-rates will continue under the new contract, and this will be discussed with the new lettings provider once an agreement has been reached with the school. **Action: AB**
- **Auditor:** The committee will confirm details of the agreed change.

3.2 Pastoral & Community: Minutes of 7th March had been circulated. TS drew attention to comments about raising the profile of the governing body.

3.3 Curriculum & Standards: The committee met on 19th April, with minutes to follow.

- JSR reported discussion with the MFL head of department. The committee was surprised by the lack of uptake and RH confirmed that the school is working to improve this from the current 50% to around 70 – 75% based on student profile. He also confirmed that students are advised through the options process to ensure that they make the right choices for them.
- In response to a query arising from committee discussion, RH confirmed that an experienced staff team will be accompanying the MFL/Art trip to Barcelona. Both he and the Educational Visits Co-ordinator have been involved at all stages of planning and there have been no concerns.
- RH reported that current predictions are for 39% of all grades to be A or A*; with 76% of students achieving 5 A*-C including English and maths. The new Progress 8 measure is currently 0.62, with PP at 0.5, which is very encouraging.

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

4.1 GSCE outcomes: Governors congratulated RH on the forthcoming SSAT award to recognise Langtree's place in the top 20% of schools for KS4 progress.

4.2 Staffing

- Governors asked if MFL teaching arrangements will affect Y11 in the run up to GCSEs. RH confirmed that the teacher leaving does not teach any GCSE classes. He also explained that the new arrangements will provide the flexibility for additional maths and English teaching for Y9 students not taking MFL at GCSE, enabling them to make an early start on these courses.
- Governors acknowledged the additional work staff members on a range of activities to prepare students for exams, and asked RH to pass on their appreciation.

4.3 Prevent: RH reminded all governors that completion of the online training is essential. The link and training record will be sent again and governors will update their details as necessary, ensuring that any outstanding training is completed by 13th May. **Action: RH & all governors**

5. Budget update

5.1 Budget Recovery Plan: AB and RH drew attention to information circulated in the F&GP minutes and Head's report. The committee has agreed a number of actions to reduce costs and balance the budget, which are being included in a Budget Recovery Plan to be agreed with the EFA. Many straightforward actions are now in hand, with further changes also recommended:

- Teachers' contact time will be increased by one period per week. RH confirmed this will leave 3 non-contact periods which is well within guidelines, and the impact of the change will be monitored.
- As previously discussed, internal arrangements will cover staff vacancies without the use of agency staff. RH confirmed that these arrangements will provide better flexibility and the scope to increase interventions teaching time.
- The external countryside management course will not run in 2016-17.

5.2 5-form entry

- Two models for 5-form entry in 2016 were tabled, v1 showing an increased intake every year and v2 showing the progress of a single large entry through the school. Both models produce a healthy year 3 surplus, which may be further improved by funding changes.
- Governors noted that v1 would create larger deficits in earlier years as staffing, resourcing and space needs to increase to accommodate the extra students, but would not change the essential feel of the school and would also provide slightly smaller Y8 and Y9 classes initially due to the increase in staff. However governors agreed the recommendation that v2 provides a well-balanced way to achieve a budget surplus and provide for the best interests of students over the longer term.

- It was agreed to proceed with v2 and re-assess the situation when potential funding changes are known. RH confirmed that he will liaise with the EFA and LA as required.
- Governors thanked AB, RH and Dawn Challis for their work on the budget recommendations.

6. Determination of revised admissions rules: Revised rules had been circulated, including the amended over-subscription criteria previously agreed, and were approved.

7. Voluntary parental contribution: A proposed letter to parents had been circulated. Governors agreed that the proposal requires careful presentation to ensure a positive message about maintaining high quality extra provision rather than the risks of cuts due to insufficient funding. Governors also recognised the importance of developing different sources of funding. In principle it was agreed to request a payment of £25 per student, the request to be made in July for Y7 and in September for other years. An amended parent letter will be circulated for information. **Action: RH**

8. SIP monitoring: The updated SIP had been circulated:

- RH confirmed that the 3-5 year projections as previously discussed will be included in next year's SIP and that inclusion of items in red is appropriate since reasons are known for all incomplete items.
- Governors suggested that item 3.4b, network action plan, should be green rather than amber and progress will be checked. **Action: RH**

9. Equality policy will be circulated for approval at the next meeting. **Action RH**

10. Governing body business

10.1 A Broomhead re-appointment: RH noted that the support and insight provided by AB have been very valuable and thanked AB for his work on finance matters. AB had confirmed that he would be willing to serve a further term of office and re-appointment was agreed, effective from the end of the previous term.

10.2 Governor activities

- Governors were reminded to provide information about training and visits to update the record circulated by the Clerk. **Action: All governors**
- Governors thanked RH and all staff involved for providing informative and interesting activities at the Governor Morning on 16th March.

10.3 Governor training package: In view of the cost and the need to reduce spending, it was agreed not to purchase the LA training package for 2016-17. The budget will include funding for 3 x individual course attendances, to be arranged by the Chair following committee requests. TS urged all governors to maximise available training opportunities during the remainder of the year. Governors enquired whether a reduction in training will be considered a problem by Ofsted but it was agreed that if challenged we will be able to explain the rationale: the decision to reduce training was unavoidable financially but current governance is stable and well-trained governors are developing good experience in the role.

11. AOB: Governor social event: It was agreed to repeat the successful social evening in 2015 and proposed dates will be circulated. **Action: TS**

12. Next meeting: Monday 6th June 2016, 7.00 pm.

TS thanked all governors for their attendance and input and closed the meeting at 9.40 pm.

ACTIONS LIST from meeting 21 April 2016:

Minute	Action	By whom	When
1	Raise un-notified absences as appropriate.	TS	asap
2.2	Provide recommendation for online document storage.	SA	June FGB
2.2	Circulate skills audit materials for completion and return.	BD/ All governors	June FGB
2.2	Check guidance on use of personal information for safeguarding.	TS	June FGB
3.1	Check potential for reduced-rate lettings.	AB	asap
4.3	Re-circulate Prevent training link and record of governors who have completed training, with all governors to check and complete as appropriate.	RH/ All governors	URGENT: asap
7	Amend parent letter re voluntary contribution and circulate.	RH	June FGB
8	Check progress of network plan in SIP.	RH	June FGB.
9	Circulate Equality Policy for approval.	RH	June FGB
10.2	Provide updated record of governor activities to Clerk.	All	asap
11	Circulate proposed dates for social event.	TS	

Signed (Chair) Date