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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 9th February 2016 at 7.00 pm.

Present:

Sue Ambler (SA)

Val Nowell (VN)

Brian Davies (BD)

Dennis Rocks (DR)

Regina Grosier (RG)

Jan Seal-Roberts (JSR)

Rick Holroyd (RH)

Tracy Sedwell (TS) – Chair

Sarah Loveland (SLo)

Mark Vitty (MV)

Neil McIntosh (NM)

In attendance: Helen Batten, Clerk

Quorum confirmed.

1. Introduction

- Apologies were received and accepted from Alan Broomhead, Kevin Davies and Sue Lea.
- Jules Varnham and David Warren were absent without apology.
- No items were notified for AOB.
- No governor declared a material interest in any agenda item for this meeting.

2. Minutes of 8th December 2015

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

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.

- **Astroturf pitch** (item 1): RH reported that further information has been provided to the EFA and a response is currently awaited.

Signed (Chair) Date

- **Prevent duty** (item 6): Governors were reminded that all individuals should complete the online training module. **Action: As appropriate**
- **Safeguarding** (item 7.2): RH confirmed that the report on formal processes included a total of 15 individual children.
- **Document storage** (item 8): SA advised that information will be circulated when security aspects for potential options are confirmed. **Action: SA**
- **Health & safety audit** (item 10.1): BD reported a meeting with RH to examine the audit report and define required actions. Progress against the resulting plan will be reported to F&P committee.
- **Skills audit** (item 10.2): BD recommended that new governors should complete two meeting cycles before attempting the audit questions. The next meeting will look at the 20 questions around governor effectiveness alongside SIP monitoring.

3. Committee updates

3.1 Finance & General Purposes: Minutes of 19th January had been circulated and noted. BD highlighted the following:

- Finance is generally under pressure and with the added expense of maternity cover and continuation of the RM IT service an in-year deficit of approximately £60,000 is anticipated. The next F&P meetings will look in detail at the forecast and potential adjustments. Some substantial anticipated savings will also come into play over the next few years, alongside increased place funding as pupil numbers increase. Governors asked if current finances give cause for concern. BD confirmed that the situation is serious but it has not arisen from any lack of financial control and we are confident it will only be temporary. Governors then enquired whether insurance to fund maternity cover should be reconsidered, and although it had previously been discontinued due to poor value it was agreed to ask the committee to review options. **Action: AB, RH**
- A query has been raised following noted concerns with the Responsible Officer's report.
- Terms of reference had been circulated. It was agreed that quorum should be 3 governors, subject to which the ToR were approved.

3.2 Curriculum & Standards: Minutes of 14th January had been circulated and TS commented on an excellent discussion with the Head of English. RH confirmed that the effective interventions now in place match the high quality of maths support. The English teacher post has generated a strong field of applicants and interviews will take place shortly. Settled teaching arrangements in the department will benefit progress for all students.

3.3 Pastoral & Community: TS reported that the committee has not met due to Debbie Mallam's sickness absence and agreed actions are being updated in the meantime.

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

4.1 Staffing: RH provided an update on appointments. Governors asked for further details about the Drama cover arrangements and RH explained that due to the work these groups were completing during the teacher's absence it was decided to use experienced internal cover rather than buy in specialist teaching. The Drama teacher is now undergoing a phased return to work.

4.2 Ski trip: Governors thanked MV and all other staff for their extra work to provide these opportunities.

4.3 Attendance: RH clarified that attendance overall is well within the target and unauthorised absence is generally below 1%. However some persistent absenteeism within SEN and Pupil Premium cohorts is an issue and this has been included within the SIP.

4.4 Show my Homework: The next C&S committee will look at this.

4.5 Langtree Challenge: Governors were pleased to note the excellent participation rate and TS and SLo reported a most enjoyable awards evening. RH reported that by popular demand he is looking at extending the programme to include a platinum award. RH also noted that support from a number of high-profile local employers is helping to build valuable links that will benefit the school in a number of ways.

4.6 Bullying: RH confirmed that there are no current concerns and the apparent increase in incidents is a result of the new recording system. The new system reflects a more robust approach which includes encouraging students to raise concerns and leads to more detailed record keeping.

4.7 Exclusions: Fixed-term exclusions have been higher than usual and RH explained the reasons for this. Governors accepted this case and acknowledged RH's confidence that the figures will now settle down to reflect a pattern more in line with the usual trend.

5. DfE data: RH presented the tables within the HT report. Governors noted that:

- There is clear improvement over four years on a range of indicators. Students achieving 5 A*-C including English and Maths should be 72% since the published data does not include successful appeals.

- The 2015 cohort was slightly weaker than 2014 but performed well above national levels, which were significantly affected by the end of double entries and a different approach to English exams in many schools.
- PP performance was only 4% below national and the gap is continuing to narrow. These results are an excellent achievement for a cohort which was working in very challenging individual circumstances.

6. Preparation for Ofsted

6.1 Key data summary: attainment & standards: The document was tabled for information. It has been examined by the Ofsted group and can be updated at regular intervals as required. Information on the other inspection areas will also be produced in a similar format and these will form the basis for self-evaluation which feeds into SIP planning. Governors thanked RH for producing clear and useful information.

6.2 Working group meeting: TS reported that a group of experienced governors met to define what the governing body needs to do to prepare effectively for inspection so that all individuals will feel well-informed and confident. It is anticipated that committee chairs will be available to talk to inspectors about their areas and it will also be helpful if other governors could be available at short notice. The next meeting will review the final summary documents prior to circulation.

7. School Improvement Plan

- The updated SIP had been circulated, both RAG-rated and including progress updates. RH noted that there are clear reasons why a small number of actions are still red and these are included in the narrative. The latest version will be circulated before each FGB.
- Governors suggested that inclusion of 3 – 5 year projections will also be helpful and RH also noted that some items planned to take place this year will turn out to be longer-term and should be fully delivered within this time. This information and anticipated start dates for postponed items will be included.
Action: RH
- Governance aspects will be included in the skills discussion at the next FGB and this will fit with the planned open morning.

8. Documents for approval: The following documents had been circulated:

8.1 Freedom of Information publication scheme: RH clarified that highlighted items are in hand. Subject to removal of references to religious character the document was approved.

8.2 Fair processing notice: The document was approved. The use of personal information in safeguarding will be clarified. **Action: TS**

8.3 Policy reviews: Work is ongoing to prepare a review schedule to include all statutory policies. Responsibilities will be allocated to committees to take the process forward in liaison with staff.

9. Governor activities

9.1 Open morning, 16th March: It was agreed that the morning will include a presentation on anti-bullying work from Bev Belcher. The programme will be provided shortly and governors were requested to confirm attendance with Mary Taylor-Lane. **Action: All governors**

9.2 Training

- A group of governors completed customised Raise online training during January.
- TS reminded governors of the OCC session on engaging parents and carers, which will take place at the school on 24th February.
- Current OCC training information will be recirculated and TS urged all governors to consider completing courses which will support their area of work. **Action: All governors**
- The record of governing body training and visits will be circulated for governors to supply any further details. **Action: All governors**

10. AOB: Staff list: It was agreed to provide a list of staff by faculty for governors' information. **Action: RH**

11. Next meeting: Thursday 21st April, 7.00 pm.

TS thanked all governors for their attendance and input and closed the meeting at 8.50 pm.

ACTIONS LIST from meeting 9 February 2016:

Minute	Action	By whom	When
2.2	Provide recommendation for online document storage.	SA	April FGB
2.2	Complete online Prevent training, if not already done so.	All governors	Urgent - asap
3.1	Review staff insurance options/feasibility	F&P committee	April FGB
7	Include longer-term activities and projections in next circulated SIP update.	RH	April FGB
8.2	Check protocols for use of personal information in safeguarding.	TS	April FGB
9.1	Confirm attendance at Open Morning, 16 th March, with Mary Taylor-Lane.	All	14 th March.
9.2	Consider personal training needs and OCC course availability.	All	Ongoing
9.2	Provide update record of governor activities to Clerk.	All	April FGB
10	Provide faculty staff list	RH	Term 4

Signed (Chair) Date