



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 Thursday 11<sup>th</sup> June 2015 at 7.00 pm.**

**Present:**

Alan Broomhead (AB)	Val Nowell (VN)
Brian Davies (BD)	Rob Pickering (RAP)
Kevin Davies (KD)	Jan Seal-Roberts (JSR)
Rick Holroyd (RH)	Tracy Sedwell (TS) – Chair
Sue Lea (SL)	Jules Varnham (JV)
Sarah Loveland (SLo)	Mark Vitty (MV) – item 4.1 onwards
Neil Macintosh (NM)	

**In attendance:** Helen Batten, Clerk

**1. Introduction**

- Quorum was confirmed and TS welcomed everybody to the meeting.
- Apologies were received and accepted from Mel Bibby (MB) and Robin Peirce (RP). Concern was expressed that RP's attendance rate continues to be low and it was agreed to discuss with him any possible changes that may enable more regular attendance at meetings. **Action: RH**
- No additional items of business were notified.
- No member declared any interest in current agenda items.

**2. Minutes of 16<sup>th</sup> April**

- RP had notified that an apology was given in January 2015 for this meeting, and this had been overlooked. It was agreed to check email records and amend the minutes accordingly. **Action: TS**
- Subject to the above alteration, minutes which had been circulated were agreed to be an accurate record and will be signed by TS for filing in school.

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Signed ..... (Chair) Date .....

### 3. Review of Actions/matters arising

**3.1 Staff governor vacancy** (item 3): RH reported that this is being progressed with an interested individual and a decision is anticipated shortly. **Action: RH**

**3.2 Skills analysis** (item 3): BD confirmed that the original report will be circulated for information and it is also intended to repeat this during 2015-16. **Action: BD**

**3.3 Session with other governors** (item 3): In discussion it was agreed that the purpose of a joint session needs to be clarified and that initial enquiries will be made with Chairs of other governing bodies. **Action: TS**

**3.4 Governors' Open Morning feedback** (item 7.1): In response to an enquiry RH confirmed that comments made by governors following their discussions with students at the Open Morning have been taken on board. It is not possible to act on all suggestions made but the school is now looking at how to improve canteen seating in response to students' concerns. Members of the student panel which met with governors have been thanked for their helpful input.

### 4. Committee reports

**4.1 Finance & General Purposes:** Minutes of 19<sup>th</sup> May had been circulated:

- **Doors and windows:** AB reported that following the agreed tendering process, a preferred contractor has been identified and governors agreed to proceed as recommended.
- **Solar panels:** AB reported that the project is anticipated to save around £1,500 - £3,000 per year based on current electricity prices. Installation is free of charge and it is beneficial for the school to adopt this green initiative.
- **Finance governor recruitment:** AB commented that a number of potential candidates have been deterred by the governor workload. In discussion it was confirmed that co-option of associate members may be considered, in order to benefit from specific skills if people are unable to commit to becoming a governor.

**4.2 Curriculum & Standards:** Minutes of 19<sup>th</sup> May had been circulated and noted with no matters arising.

**4.3 Pastoral & Community:** Minutes of 1<sup>st</sup> June had been circulated. TS drew attention to the forthcoming policy review scheduling to be completed by all committees.

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

**5.1 Staffing:** RH reported that it has still not been possible to recruit a full-time English teacher, and that this is a common problem in core subjects. In discussion governors noted that, despite government claims, there appears to be

a shortage of training opportunities and there is also concern at the high number of teachers leaving the profession within 5 years of qualifying. RH confirmed that a permanent appointment will not be made until the right candidate is identified and that an interim temporary appointment may be made.

**5.2 Design:** Governors were delighted to learn that an Award for Excellence in Design Teaching has been made to Sean Murray, and thanked him for all his work in inspiring students to great success.

**5.3 GCSEPod:** RH explained that use of this resource is now extending to year 10 and is becoming well-embedded and popular with students. It is also extremely beneficial as students use the system independently to take ownership and improve their own education. A session for governors to look at GCSEPod will be arranged. **Action: RH**

**5.4 Student numbers:** RH clarified that increasing admissions to 120 will ensure that the school can continue to offer the same range of options and small average KS4 classes as at present. Governors enquired about the staff view of this change and MV confirmed that teachers fully understand the need for it and the excellent standard of behaviour means that no problems are anticipated in managing slightly larger KS3 classes. RH further assured governors that a maximum KS3 class size of 30 is envisaged, which is still comparatively low. Governors then approved the recommendation as set out in item 3.6 of the Report.

**5.5 Exclusion:** RH reported that a governor panel has met to consider a fixed term exclusion of 15 days. Advice is being taken from the Social Inclusion team around finding a suitable specialist place for this student.

**6. Review of SIP 2014/15 and priorities for 2015/16:** An outline of 2015/16 priorities had been circulated and RH highlighted key changes. Priorities and how progress against them will be measured will be considered at the July meeting when the SIP has been further developed. The July meeting will also review progress of the 2014/15 SIP.

**7. Biomass boiler:** Discussion by F&P committee had been noted and further information about the recommended equipment and finance arrangement was tabled. The recommendation to proceed with the Enviko installation and operating lease agreement from Re-energise was agreed. RH will update governors at every stage as the project proceeds.

## **8. Governing body administration**

**8.1 Code of Conduct:** The Code has been circulated. It was clarified that there is an expectation that governors will be committed to getting to know the school as

well as possible by taking opportunities to meet stakeholders and attend events, although these requirements are not prescriptive. The Code was adopted and governors will be asked to sign it annually.

**8.2 Chair and Vice Chair elections:** To facilitate a smooth flow of business it was agreed to complete elections at the July meeting. Committee membership and individual roles will also be confirmed at that time.

**8.3 Meeting dates 2015/16:** The schedule which had been circulated was agreed.

**8.4 Open Morning dates:** Governor mornings will take place on 17<sup>th</sup> September, 16<sup>th</sup> March and 28<sup>th</sup> June.

**8.5 Meeting with Ofsted inspector:** Governors thanked RH for setting up this session and agreed that the format will be a conversation with governors followed by initial verbal feedback, and further written input from Bethan Owen. A date for this will be defined. **Action: RH**

**8.6 360 Review:** In discussion it was agreed that since the governing body has collective responsibility, a formal review of the individual performance of the Chair is not appropriate and a self-assessment of the performance of the governing body as a whole should be considered to identify development points.

## 9. Governing body training and development

### 9.1 Training

- Governors who attended the performance data training confirmed that this had been an interesting and useful session. A further in-house session will be scheduled next year, based around the 2015 data. **Action: TS**
- TS has completed training on chairing an academy although this was not as helpful as she had hoped. TS has also visited the maths department. Governors were reminded to inform the Clerk when training or visits are completed.
- Langtree will host future OCC training sessions on appraisal of head teachers and engaging parents and carers, and the 2015/16 training brochure had been circulated.

**9.2 Governor development:** As noted above a self-assessment will be completed, and it was agreed that this should produce some recommended strategic actions which will be incorporated within the Leadership & Management section of the new SIP. It is anticipated that discussion with Bethan Owen will inform this activity.

**10. Other business**

**10.1 School events:** RH reminded governors about the forthcoming school performance and opening of the Astro turf pitch, for which further information will be circulated.

**10.2 Retiring governor:** As this had been RAP's last governor meeting, governors joined TS to thank him for all his hard work on behalf of the school over a number of years, particularly in the role of Chair. RAP confirmed that it was enjoyable and extremely rewarding to be able to support the school through governance, and he also thanked fellow governors for their excellent support.

**11. Next meeting**

- The next meeting will take place on Tuesday 14<sup>th</sup> July.
- RAP and NM gave their apologies.

TS thanked all governors for their attendance and input and closed the meeting at 9.05 pm.

**ACTIONS LIST from meeting 11.6.15:**

Minute	Action	By whom	When
1	Raise meeting attendance concerns with RP.	RH	Asap
2	Amend April minutes as appropriate and sign for filing in school.	TS	Asap
3.1	Progress staff governor appointment.	RH	Asap
3.2	Circulate report on skills analysis & 20 questions	BD	asap
3.3	Discuss potential meeting with other governing bodies to define interest/scope of discussion.	TS	July ATB
5.3	Arrange opportunity for governors to look at GCSEPod.	RH	July ATB
8.5	Circulate proposed date for pre-inspection session with Bethan Owen.	RH	asap
9.1	Progress in-house training session on performance data to be held during 2015/16.	TS	

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Signed ..... (Chair)      Date .....