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AN 'OUTSTANDING' SPECIALIST PERFORMING ARTS COLLEGE

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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 13<sup>th</sup> October 2016 at 7.00 pm**

**Present:**

Sue Ambler (SA)

Alan Broomhead (AB)

Rick Holroyd (RH)

Sarah Loveland (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 opened at 7.25 pm.

**1. Introduction**

- Apologies were received and accepted from Brian Davies, Regina Grosier and Jules Varnham. Mark Vitty did not attend. Jan Seal-Roberts had notified she would need to leave the meeting early.
- The Chair reminded governors of the requirement to publish all meeting attendance. Whilst it is understood that not every governor can attend every meeting, it is important to show that the governing body is fully accountable and is providing effective support to the school. There had also been a recent occasion where a committee meeting could not proceed due to lack of quorum.
- No substantive items were notified for AOB.
- No governor declared a material interest in any agenda item for this meeting.

**2. Minutes of 14<sup>th</sup> July**

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

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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): A central repository has been established, which will be maintained by SA, with access details to be circulated. Distribution of meeting paperwork will continue to be by email. **Action: SA**
- **Voluntary contribution letter to parents** (item 2.2): The draft had been circulated and approved. Subsequent financial information indicates a slightly improved picture and the letter has therefore not been sent.
- **Equality policy** (item 2.2): Work is ongoing to produce a suggested simplified statement. **Action: NM**
- **Music technician** (item 3.2): RH confirmed that the teacher is managing without assistance at present and therefore no further action will be taken.
- **School Council conference** (item 3.2): Insufficient notice was given to enable many governors to attend, although those that had attended previously agreed they found it useful. RH confirmed that arrangements for the 2017 autumn conference will be provided during the summer term.
- **Student leaders** (item 3.3): RH clarified that this will not happen until summer 2017 and information will be provided to governors in due course.
- **'20 questions'** (item 6.2): BD had provided some suggestions arising from previous work. It was agreed to look at these with the SIP, for further discussion at the next meeting if required.
- **SEN governor** (item 7.4): It was agreed not to continue with an individual role, and governing body responsibilities with relation to SEN will be covered by Curriculum committee. **Action: TS**
- **Declarations of pecuniary interest** (item 7.7): Information to update the register according to latest requirements has been received from all governors.

### 3. Committee updates

**3.1 Finance & General Purposes:** Minutes of 3<sup>rd</sup> October had been circulated and noted. AB presented key points and updates:

- **Audit:** The annual visit is progressing well and no concerns have so far been identified.
- **IT contract:** Bids will be reviewed later in October, including input from governors and the Head of IT.
- **Biomass boiler:** No clear information has been forthcoming about payment of the grant and enquiries are ongoing.
- **Investment in technology:** A brief discussion followed in which it was recognised that investment in fast-changing technology is likely to be an ongoing challenge for Langtree, and we will need to plan carefully and be as creative as possible to overcome financial constraints.
- **Terms of reference:** ToRs which had been circulated were approved.

**3.2 Curriculum & Standards:** VN presented key points from the minutes of 27<sup>th</sup> September which had been circulated.

- **Art:** VN provided more detail about the helpful discussion with Laura Bainbridge and RH gave an update on the new technology currently being trialled in the department, which has greatly enhanced teaching. SA described an O2 project to link art students to business, further details of which will be provided.
- **MFL:** RH reported that new KS3 schemes of work are being developed which will link better to GCSE, a staff development plan has been agreed and resourcing will be reviewed. A new department head will be appointed to follow a period of cover by an interim temporary post. RH is confident that these changes will greatly improve the future offer.
- **Educational visits:** VN will be liaising with the Educational Visits Co-ordinator and will report further to the committee.
- **Terms of Reference:** Governors approved the recommendation that no changes are required to ToRs.

**3.3 Pastoral & Community:** The meeting scheduled for 12<sup>th</sup> September could not go ahead due to lack of quorum. Additional committee members will be decided after the appointment of additional governors.

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

**4.1 Post-16 information evening:** Governors who attended described a valuable event with a wide range of providers represented. Good feedback has been received from parents and students.

**4.2 Exclusions:** RH provided further details about the most recent issue. Governors were pleased to note an overall decrease in exclusions since October 2015.

**4.3 Teaching staff appraisals:** RH will be providing salary recommendations and examples for approval by F&P committee.

**4.4 School leadership:** Governors congratulated Debbie Mallam on her new position. RH described interim leadership arrangements for January – July 2017, emphasising that this will be a good opportunity for other staff to increase responsibilities.

**5. GCSE results:** RH presented key information, which will be circulated. **Action: RH**

- In response to a question, RH will provide information to show the effect on Attainment 8 if non-examined students are removed. Governors also queried the Progress 8 target of 0.6, which seems very high. RH explained this has

affected all schools and is partly due to the transition to the new system which does not take account of recent curriculum changes. A brief discussion on the new measures followed, and further information will be circulated. **Action: RH**

- RH confirmed that the current priority is to address the gender gap for middle to low ability boys which exists across many subjects. PP outcomes also remain a focus, although this is cohort-dependent and in 2016 students who were capable of achieving did so.
- Governors congratulated all students and staff on an excellent set of results, which reflect the excellent provision and a great deal of hard work.

JSR left the meeting.

#### **6. School Improvement Plan:**

- The updated SIP including points discussed at the July meeting had been circulated, and was agreed.
- RH will liaise with BD to look at incorporating suggested governance aspects.

**Action: RH**

#### **7. Policy reviews:** The following recommendations had been circulated and were approved:

- **Teachers' pay:** EFA/union-approved model policy, containing no substantive changes.
- **Support staff pay:** RH explained that in line with the model, and following discussion with staff and consideration of costs, first aid payments will be included for a small number of identified individuals who meet agreed criteria.
- **Complaints:** A final version including defined time limits for the appeals process will be circulated.
- **Financial procedures:** The EFA letter also circulated had also been noted.

#### **8. Governing body administration**

##### **8.1 Vacancies**

- It was agreed to advertise for two additional parent governors. **Action: RH**
- It was also agreed to recruit further co-opted governors. Ongoing enquiries will continue and a brief description of the role will be prepared for advertising locally. **Action: NM**

**8.2 Safeguarding role:** It was agreed that DR will take the governor lead, reporting to governors on oversight of the single central record, staff recruitment procedures and safeguarding systems and procedures in school. The remit does not extend to involvement in any individual issues.

**9 AOB:**

**9.2 Young carers:** VN reported a request from a TA for a governor to take a specific interest in the progress and wellbeing of young carers. Governors were keen to support these students and requested further information. **Action: VN**

**9.3 Social evening:** Governors will meet for drinks at The Highwayman at 7.30 pm on Thursday 20<sup>th</sup> October.

**10 Next meeting:** Tuesday 6<sup>th</sup> December 2016, 7.00 pm.

TS thanked all governors for their attendance and input and closed the meeting at 9.20 pm.

**ACTIONS LIST from meeting 13 October 2016:**

Minute	Action	By whom	When
2.2	Provide access details for online document storage.	SA	Asap
2.2	Provide recommendation on Single Equality Policy.	NM	December FGB
2.2	Define C&S committee responsibilities with regard to SEN, updating terms of reference as appropriate.	TS	December FGB
5	Circulate GCSE results presentation.	RH	Asap
5	Provide information about new data measures, including effect on 2016 progress & of removal of non-examined students.	RH	Asap
6	Liaise with BD re inclusion of governance items in SIP.	RH	Asap
8.1	Circulate appeal for 2 parent governors.	RH	Asap
8.1	Prepare brief co-opted governor job description.	NM	Asap
9	Provide further information about proposed young carers governor role.	VN	December FGB

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Signed ..... (Chair)      Date .....