



MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Thursday 1st February 2018 at 7.00 pm

Present:

Geoff Braham (GB)
Will Bromage (WB)
Alan Broomhead (AB)
Jesse Cleverly (JC)
Ken Coveney (KC)
Vicki Hamilton (VH)

Rick Holroyd (RH)
Antony Ketteridge (AK)
Neil McIntosh (NM)
Val Nowell (VN)
Jan Seal-Roberts (JSR) – Chair
Mark Vitty (MV)

In attendance:

Simon Bamford (SB) – Deputy Head
Helen Batten (HB) – Clerk
Liz Haigh Reeve – items 1 & 2 only

Governor challenge is shown in red

1. Introduction

- JSR formally welcomed everybody to the meeting.
- Apologies were received and accepted from Dennis Rocks and Graham Webber. Sue Ambler was absent without apology.
- Quorum was confirmed.
- No items of AOB were notified.
- No governor declared a material interest in any agenda item

2. Presentation by Liz Haigh Reeve

- Governors received a presentation about the fundraising consultancy services that LHR can offer in respect of the drama studio project. Following discussion and questions LHR left the meeting.
- Following further discussion it was confirmed that funding to cover initial work as set out is confirmed, and it was agreed to proceed on this basis. Further information will also be requested about the next stages of work and the input required from the school.

Action: JC

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3. ATB Meeting, 7 December 2017

3.1 Minutes had been circulated, and were agreed to be an accurate record and signed by JSR for filing in school.

3.2 Review of Actions/matters arising: Unless noted below, all agreed actions were complete or covered by the current agenda.

- **Governor development in SIP** (item 3.2): The March FGB will set up the working group will be set up to move this forward. **Action: JSR**
- **Governor recruitment** (item 3.2): The Governor Open Day was cancelled due to snow closure and activities to recruit a non-teaching staff governor are ongoing. **Action: JSR**
- **Trust Members** (item 4.1): It was agreed that the current three Members is sufficient for the time being, and to look again at increasing the number when workload allows.
- **Policy reviews** (item 7.2): The process which had been circulated was agreed.

4. Committee reports

4.1 Finance & General Purposes: AB drew governors' attention to key points in the minutes of 11th January, which had been circulated.

- **Budget monitoring:** *Why does the projection show an increasing deficit?* We have continued the current staffing model, for which costs will increase annually, although we don't actually know what staff changes will take place and have not built in any reductions following the large Y11 leaving. This is therefore a worst-case scenario because it is almost impossible to look ahead five years with any accuracy.
- **Cleaning contract:** RH reported ongoing enquiries with another potential firm.

4.2 Curriculum & Standards: VN presented minutes of 16th January, which had been circulated.

- **Assessment system:** RH drew governors' attention to the quantity of work completed by MV to set up the new system, and governors thanked him for this extra commitment.

4.3 Pastoral & Community: VH presented minutes of 16th January, which had been circulated:

- **School nurse:** VH reported that this had been a very useful discussion, covering all aspects of the role. Governors were therefore very disappointed to learn from RH that Alice Owen will be leaving at half term, as she has built up excellent relationships with the students. Her departure will be a great loss to the school. It is understood there will be a gap while the LA completes a new appointment, which will result in some loss of momentum although drop-in work will continue. This is a concern because, although it is acknowledged that the service is free to the school, continuity is needed for the students. *Could we look at employing a school counsellor?* RH advised that although this has been done in the past, there is currently not enough funding to consider an additional post.

- **Young carers:** Governors were delighted to note that Annie Temple has achieved the Gold Standard for Young Carers, which is an excellent endorsement of the things we do to support this vulnerable group of students.
- **Parent survey:** P&C and C&S committees have considered useful additional questions, although RH advised that a high degree of consistency is required for benchmarking. It was agreed to incorporate a small number of new questions in the next survey in consultation with committees. **Action: JC**
- **Publication of information on website:** JSR thanked Mary Taylor-Lane for producing a useful document setting out statutory requirements, which has been circulated to committee chairs. P&C will oversee activities to ensure that all required information is present and up to date.

5. Head's report: A report had been circulated and noted.

5.1 Staffing arrangements: RH explained that the current sickness of the Exams Officer will create a significant additional workload for a number of staff members, however this work will be prioritised to ensure that everything is in place for the students.

5.2 Langtree Challenge: AB and GB attended the recent presentation evening. RH explained that the Challenge celebrates non-academic success in leadership and service. The scheme has proved very popular with students and is continuing to grow while delivering great value to the participants.

5.3 French exchange: *Are arrangements now in place for the French exchange?* Organisational issues have been resolved and the large numbers of students involved will be accommodated in two separate groups on a date still to be confirmed.

5.4 Racial incidents: *Does the increased number of incidents indicate a problem?* RH clarified that the number of incidents is generally extremely low and the raised number is still very low. Three separate incidents were recorded, involving different students, and all have been dealt with satisfactorily with no ongoing concerns.

5.5 Stress at Work policy: A recommended model policy, tailored for Langtree, had been circulated. RH explained that this needs to be in place to meet the requirements of the forthcoming Risk Protection Audit. *How do line managers acquire the right skills to help them support staff members suffering stress?* We regularly ask staff the right questions to understand their feelings on a range of subjects. Line managers do not undertake any additional training but we have confidence in their ability to pick up issues and to help colleagues to take the right actions. This work is not new; we have just set out what we do for the purpose of the policy. Senior staff are very skilled in detecting changes in behaviour that could indicate stress, and we also have the new expertise that SB has brought from his previous post. *Is external support available to staff?* All staff have access to external counselling and the policy appendix lists all relevant links. *Are staff supported informally through social events?* Working patterns can make it difficult for staff to attend social events but we do have a small fixed number of formal events throughout

the year which we try to supplement with informal opportunities. A great strength in school is our single staffroom where all staff meet for the morning briefing meeting, and also at other times during the day.

Subject to some minor formatting corrections, the policy was approved. The policy will in future be reviewed by F&GP committee.

6. Year 11 progress: RH and SB presented information set out in the head's report. RH reported that the mock results-day exercise and mentoring group discussions have been helpful for students and that all planned actions are now in place. Current Y11 is a large cohort, with a significant minority having issues that affect progress and, as such, is very different to surrounding years. The uplift in grades predicted by teachers in January is significant and very encouraging, and we expect improvements to continue in the remaining months.

7. General Data Protection Regulations: Information had been circulated. RH reported that administrative staff have attended briefings for schools and are considering the appropriate level of response. A significant early task will be to complete a data audit, to map the information we hold, why we hold it, what we do with it and how we keep it safe. This will also need to include third parties who use our data. Various routes to appoint a Data Protection Officer, without conflict of interest, are being explored. F&GP committee will discuss all aspects in further detail.

8. Governing body

8.1 Recruitment: JSR reported that the newsletter appeal produced some responses and, following meetings, details of two candidates had been circulated, both of whom would bring valuable skills and experience to the governing body. *Was consideration given to the balance of parents and non-parents in the governing body?* We did look at this, but as we are essentially replacing parents that have recently resigned, we are happy that the balance remains good. The recommendation for the appointment of Paul Burrows and Linda Burton as soon as possible was agreed by governors and formally agreed by Members of the Trust (AB, NM, JSR).

8.2 Governor development

- A whole governing body training session will be set up with Tim Bartlett, to incorporate induction for new governors and an opportunity for more experienced governors to refresh their knowledge. Dates will be discussed when new governors are in post. **Action: JSR**
- Proposed dates for the deferred Governor Open Morning date will be circulated. **Action: RH**

9. Date of next meeting: Tuesday 6th March 2018, 7.00 pm.

JSR thanked all governors and closed the meeting at 9.05 pm.

ACTIONS LIST from FGB meeting, 1st February 2018:

Minute	Action	By whom	When
2	Progress appointment of Liz Haigh Reeve to complete initial drama studio project work.	JC	ASAP
3.2	Set up working group to consider governor development in the SIP	JSR	During March FGB
3.2	Continue enquiries to appoint a non-teaching staff governor.	JSR	Ongoing
4.3	Provide suggested additional questions for parent questionnaire.	JC	Date for circulation to be advised.
8.2	Set up governing body training session with Tim Bartlett.	JSR	After March FGB
8.2	Circulate proposed Governor Morning dates.	RH	ASAP