



MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Thursday 17th May 2018 at 7.00 pm

Present:

Will Bromage (WB)
Paul Burrows (PB)
Linda Burton (LB)
Jesse Cleverly (JC)
Ken Coveney (KC)

Rick Holroyd (RH)
Neil McIntosh (NM)
Jan Seal-Roberts (JSR) – Chair
Annie Temple (AT)
Mark Vitty (MV)
Graham Webber (GW)

In attendance:

Simon Bamford (SB) – Deputy Head
Helen Batten (HB) – Clerk
Dawn Challis (DC) – School Business Manager

Governor challenge is shown in red

1. Introduction

- Apologies were received and accepted from Geoff Braham, Alan Broomhead, Vicki Hamilton, Val Nowell and Dennis Rocks.
- Sue Ambler had resigned since the last meeting.
- Governors welcomed DC, who will be attending meetings in future.
- Quorum was confirmed.
- No items of AOB were notified.
- No governor declared a material interest in any agenda item.

2. Appointment of Directors

- A recommendation for the reappointment of NM had previously been agreed by governors and formally agreed by Members of the Trust. The reappointment of JSR was agreed by governors and formally agreed by Members of the Trust. New terms of office for both will commence from the end of the previous terms.
- A recommendation for the appointment of AT had been circulated and discussed. The appointment was agreed by governors and formally approved by Members of the Trust.,

Signed

Date

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with immediate effect. Governors formally welcomed AT to the board, and introductions were completed.

3. ATB Meeting, 6th March 2018

3.1 Minutes, which had been circulated, 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 assigned actions had been completed or would be covered by the current agenda.

- **Publication of signed minutes** (item 3.1): Investigations indicate no known requirement to publish minutes showing the signature of the chair. DC confirmed that this has been passed back to the Responsible Officer, and no further response has been received.
- **Governor development** (item 6.1): DR has indicated he will need to resign from the board at the end of the school year. It was therefore agreed that KC will lead the proposed working group, and governors thanked him for taking on this role.

4. Committee reports

4.1 Finance & General Purposes: Minutes of 26th April had been circulated.

- **Biomass boiler:** It was confirmed that since the buy-back value would be insufficient, no further action is planned.
- **Car park puddle:** RH reported that the area in question does not belong to Langtree, and it is not used by our staff for parking on a daily basis. We will therefore look at a solution with other organisations that share the site.
- **GDPR:** RH reported recent actions, including a data audit and staff training. We have a clear plan to achieve compliance, against which good progress is being made. There are no current concerns. *Have requirements for the Data Protection Officer role been checked?* RH confirmed that confusing, and often conflicting, information has been in circulation, particularly from potential contractors. Langtree will follow official guidance.
- **RO audit:** Governors noted the actions planned and in hand, and thanked GB and DC for leading this work. [see also 3.2 above.]

4.2 Curriculum & standards: Minutes of 1st May had been circulated, with no queries arising. Points arising from the student panel at the governor open morning would be covered under item 5.

4.3 Pastoral & Community: Minutes of 26th April had been circulated.

- **School meals:** It was clarified that a new 5-year contract with Aspens has been agreed. The cashless system is now operational and running smoothly. Governors noted there are still some concerns about quality and consistency of the food offered, and agreed to continue to monitor this aspect. MV will liaise with VH about providing feedback as a regular canteen user. **Action: MV**

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- **Mental health:** AT told governors that she is planning to complete Emotional Literacy Support Assistant training, which will equip her to support students with a range of issues in school.
- **School nurse:** RH explained that the current 1-day arrangement is not sufficient, especially given the rise in teenage mental health issues which Langtree is experiencing in line with national conditions. OCC is trying to recruit more nurses but is finding this difficult – and also it is also very hard to get nurses to work and travel this far south of Oxford – so it is unlikely that OCC will be able to improve the current level of provision at Langtree anytime soon. This is something the school could look at providing, although it would mean cutting expenditure elsewhere. It was agreed that P&C will continue to monitor this situation and explore further potential strategies to support students.
- **Attendance:**
 - ~ *Are Y11 attendance issues a growing concern?* RH explained that some of this may be linked to mental health concerns, especially if exam pressure triggers an inability to cope in school. Curriculum changes have also led to disengagement for some students who cannot see the value of a curriculum being forced on them, resulting in disengagement. It is only very small numbers who are experiencing such problems but they have a disproportionate effect on attendance data for all.
 - ~ MV explained the relationship between good quality sleep and mental health. He is hoping to complete some survey work on this, which will lead to a programme involving parents. *Should we start this early, by explaining our expectations to Y6 parents?* AT confirmed that these aspects are mentioned in transition workshops, and it was agreed to that check that the message is clearly presented. **Action: AT**
- **Policies:**
 - ~ **Behaviour:** A recommendation had been circulated. It was agreed that this should cross-reference with the anti-bullying policy and, subject to that change, the policy was approved.
 - ~ **Anti-bullying:** *Should the gender element be removed from sexual abuse, to create a more general statement?* It was agreed that this change would be helpful, and will be included in the current review of the policy. **Action: HB**

4.4 Drama studio: JC reported that filming in school to capture experiences of drama at Langtree was very successful, and produced some excellent material. PB reported ongoing work with Liz Haigh Reeve to set up stakeholder meetings.

5. Governor open morning

5.1 Governor feedback: All who attended agreed that the visit was enjoyable and enlightening. The morning included visiting a number of different lessons, the canteen, and taking part in a discussion with students. Governors appreciated the opportunity to see the

school in action on a typical day, and agreed that all staff and students were welcoming and helpful. Governors asked RH to pass on their thanks to everyone involved.

Action: RH

5.2 Student panel: Points from this discussion had been included in C&S minutes. Governors who were present agreed that this was an interesting discussion and it was good to see that all students were encouraged to share their views and felt they could speak openly. It was clear that the students did not agree on everything, as would be expected, but it was good to see how older students helped to guide the conversation and introduce some different points of view. Priorities arising from the panel discussion were agreed to be: replacement of netball posts; checking consistency in teacher's approach to homework, particularly around marking; improving the canteen offer to ensure that vegetarian options are always available.

6. Head's Report: A report had been circulated. RH provided the following updates:

6.1 Budget: Work in school is in hand following FGP committee discussion. The key point to note is the anticipated reduction in funding after next year, when lagged funding will reflect the smaller Y11 cohort. In common with all schools, Langtree is also having to absorb unfunded cost increases relating to salary and pension increases. *Have any difficulties in providing accessibility for the disabled student been identified?* RH explained that OCC will pay for necessary works. We have had to re-think many arrangements to accommodate this student, but there are no issues that we won't be able to resolve.

6.2 Y11 leavers day: RH drew attention to the success of this event, which enabled students to unwind and enjoy themselves whilst their behaviour remained excellent throughout.

6.3 Staffing: *How will work experience and mock interviews be covered in school, following the departure of Ian Blower?* RH confirmed that the school is committed to continuing these valuable activities, which will either be offered to another member of staff as an enhancement or picked up by potential restructuring.

6.4 Student numbers: Admissions appeals cost around £200 each, and OCC administers admissions appeals on Langtree's behalf, at an approximate cost of £200 each. The number of pending appeals indicates the ongoing popularity of the school, and that the roll will therefore remain very healthy.

7. Stakeholder surveys

- RH reported the results of this year's surveys, and confirmed that parent, student and staff surveys will be completed at the same point next year, so that resulting feedback can be compared and used most effectively to inform planning for the following year. The SLT has looked at the results of all surveys, and feedback to parents and students will be provided. We are now at the stage of considering solutions to issues identified.

Signed

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- The headline for staff is that more people generally agreed with the statements than in 2017. The main issue identified for action is communication, and this will be included in the 2018-19 School Improvement Plan. There is some mis-match between responses to Q8 and Q20 which requires further investigation, although it does indicate a need to look at how staff are involved in decision making. Similarly some more work is needed to understand the responses to Q11 and Q13 in respect of behaviour. Q6 will be re-written next year to make it relevant for support staff.
- Any student dissatisfaction appears to be around how the school responds to their concerns. A lot of work has been completed around consistency of assessment, recording and reporting but this is not yet completely embedded throughout the school. The SLT will be completing further work with students to understand these results, and will be designing strategies to address issues.
- *Did staff feel that completing the survey was worthwhile and would make a difference?* AT confirmed that she personally felt the questions were useful and that the survey was worth completing. The same themes have appeared in various discussions so she is hopeful that the survey results will ensure that concerns are addressed. MV suggested that further clarity of different responses is required, especially in cases where the questions to different stakeholders do not compare well. RH explained that some questions were changed to elicit feedback more directly linked to areas that could be changed, rather than reflecting national issues. The same questions will be used for all groups next year to provide direct comparisons. It was also suggested that other data such as staff retention will help to build a picture of staff opinion.
- *Is there any way of knowing whether responses have come from teachers or support staff, and in which years the students are?* RH confirmed that this information has been captured, and will be used to provide better insight into responses and to inform work to improve response rates.

8. Budget approval: The final recommendation for 2018-19 will be brought to the next meeting for approval.

Governors thanked RH, and he left the meeting at this point. WB also apologised and left the meeting due to another appointment.

Items 9 – 12 were taken in confidential session.

13. AOB: JSR briefly reported an informal meeting with the Head and Chair of Governors of Woodcote Primary, which is currently exploring potential MAT options. They are now planning to follow this up with one or two other local community primaries, with a view to us reconnecting in mid -June 2018.

Signed

Date

14. Next meeting: Thursday 12th July, 7:00 pm.

SR thanked all governors and closed the meeting at 9:50 pm.

Signed

Date

ACTIONS LIST from FGB meeting, 17th May 2018:

Minute	Action	By whom?	By when?
4.3	Liaise with VH re providing canteen feedback.	MV	July FGB
4.3	Check information given to parents at transition regarding importance of ensuring adequate sleep for their children.	AT	July FGB
4.3	Feedback on behaviour and anti-bullying policies to be communicated to VH and Sarah Burman.	HB	ASAP
5.1	Relay governors' thanks to all staff and students for governor morning input.	RH	ASAP

Signed

Date