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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 Monday 5th June 2017 at 7.00 pm

Governor challenge is recorded in red.

Present:

Sue Ambler (SA)
Geoff Braham (GB)
Will Bromage (WB)
Alan Broomhead (AB)
Jesse Cleverly (JC)
Regina Grosier (RG)
Vicki Hamilton (VH)
Rick Holroyd (RH)
Antony Ketteridge (AK)
Neil McDonald (NM)
Val Nowell (VN)
Jan Seal-Roberts (JSR)
Dennis Rocks (DR)
Tracy Sedwell (TS) – Chair
Mark Vitty (MV)
Graham Webber (GW)

In attendance:

Helen Batten, Clerk

Quorum was confirmed.

1. **Introduction**
   - An apology was received and accepted from Brian Davies.
   - No substantive items were notified for AOB.
   - No governor declared a material interest in any agenda item.

2. **Consultation on the future of Chiltern Edge:** Governors discussed the current consultation and agreed to submit a response.

3. **ATB meeting, 6 April 2017**

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

3.2 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 3.2): It has not been possible to satisfactorily resolve potential Dropbox security issues and it was therefore agreed to take up the OCC Governor Services reduced price subscription offer for the GovernorHub online document management system from April 2018.
- **Parent contribution letter** (item 4.1): RH confirmed the letter will be sent later this term to tie in with other information provided to new parents.
- **Staff survey** (item 4.3): *Governors expressed concern at the apparent lack of progress and agreed the importance of setting up staff meetings to move this process forward and show that all points raised by staff members will be fully considered.* RH and MV confirmed that support staff and members of one teaching union have met. There is no single association representing all staff and governors suggested that setting up an inclusive group would be helpful. It was agreed that RH will check if the meetings have taken place and, if so, what the key issues are from staff which the new SLT will consider in September. **Action: RH**
- **Governor training:** All governors have completed the online safeguarding and safer recruitment training modules, and were reminded to provide certification for school records.

4. **Committee reports**

4.1 Finance & General Purposes: Minutes of 16th May had been circulated. AB presented key points and updates:

- **Robot cleaners:** It has been decided this is not suitable for our needs and no further action will be taken.
- **Budget projection:** A cautious approach is always taken, so that there is room for flexibility. The projected situation may be affected by national and local changes, and further adjustments will be made as necessary.

4.2 Curriculum & Standards: Minutes of 16th May had been circulated.

- **Staffing:** *Governors asked if any further staff changes are expected for September.* RH confirmed that the cut-off date for resignations was 31st May and there have been no further resignations since this discussion.

4.3 Pastoral & Community: Minutes of 11th May had been circulated with no queries arising.

5. **Headteacher's report:** A report had been circulated.

5.1 Leadership structure: RH explained that, as there has been little internal interest so far, he is looking alternative ways of filling the KS4 role. Possibilities were discussed and it was noted that this role does not necessarily need to be a qualified teacher, eg, the current Y7 arrangement. *Governors enquired whether the weight of the combined teaching/management role has dissuaded internal applicants, and whether it would be preferable to look at appointing a pastoral role only for Y11.* RH confirmed that he had envisaged that an internal appointment would be possible. However separation of the roles would be a solution, albeit with a financial impact, and all possible options will be considered.

Following discussion of current arrangements, governors agreed that the leadership structure, including team leaders, from September will be very helpful, particularly for new governors, and requested circulation of a structure diagram with postholders' names. **Action: RH**

5.2 Interim SLT arrangements: Governors thanked Jan Holroyd, Susannah Wood and Becky Buckley for temporarily taking on extra SLT and HoD for English responsibilities. RH confirmed that these staff members will return to their usual contracted roles in September when the new Deputy and Assistant Head are in post.

5.3 Admissions: *Governors asked if the number of current and anticipated appeals gives cause for concern.* RH outlined the appeals process and confirmed that the anticipated 124 students joining in September could be accommodated by moving to 5-form entry for this year group. *Governors then enquired whether the school has sufficient resources to accommodate the anticipated high number of SEN students.* RH explained that SEN is a particular strength and Langtree is well known as a school where these students thrive and do well, which feeds further interest. It is important to maintain an appropriate balance between the needs of all students. The 5-form entry has been modelled but we will be proceeding cautiously until the outcome of the Chiltern Edge consultation is known.

5.4 MFL: *Governors requested an update on plans for MFL delivery.* RH confirmed that a decision will be made shortly and the planned changes will be effective from September. Students and parents are already familiar with the proposed arrangements which are already happening in Y9, and it would be a case of simply extending this further down the school.

5.5 Creativity days: RH reported that students responded really well to the wide range of opportunities offered, creating a highly enjoyable and successful day. It was agreed to ensure that the newsletter showcasing the creativity day activities is used as part of our marketing campaign and Bev Belcher will be consulted on the

possibility of distributing it to Year 6s who have currently accepted places at Langtree. **Action: TS**

6. Ofsted feedback

- RH tabled the draft report, which has been factually checked with the final version expected imminently. RH also presented an initial response to the points raised, which will be circulated with these minutes.
- RH considers the report is very positive and clearly recognises what has been achieved. The visit was not converted to a full inspection by a narrow margin which was disappointing, particularly as the process did not allow enough time to make the case for an Outstanding judgement.
- RH confirmed that since a number of points for action had already been identified in the school's self-evaluation the inspection produced no surprises and discussion with the inspector demonstrated that we know ourselves accurately. A team leaders' meeting will start the process of turning these points into SDP actions and a further report will be provided to the July FGB. It was also agreed to consider governor development points for inclusion in the SIP.
- Governors noted there was a calm and positive atmosphere throughout the school during the visit and congratulated RH and all staff members on achieving this excellent endorsement of a great deal of hard work in recent years

7. Governor training & visits

7.1 Governor morning, 16th June: In discussion it was confirmed that the open morning will include another session with the School Council so that governors can report how concerns raised have been progressed. Some of these points will also be included in the new SIP.

7.2 Welcome evening, 17th July: Governors were requested to notify the school if they are able to attend this event for new students and parents.

8. Policy reviews

8.1 Exclusions: A draft policy had been circulated. Following discussion it was agreed that the listed causes for exclusion cannot be exhaustive and must leave sufficient leeway for RH to make individual judgements. However consistency with other policies is required. Subject to checking consistency and including some agreed clarifications the policy was approved, and the final version will be circulated. **Action: RH**

8.2 Charging & remissions: The recommendation which had been circulated was approved.

9. **AOB: Social event:** It was agreed to hold a governing body social event before the end of term and suggested dates will be circulated. **Action: TS**

10. **Next meeting:** Thursday 13th July 2017, 7.00 pm

The meeting closed at 10.00 pm.

Signed …… (Chair) Date ……

ACTIONS LIST from meeting 5 June 2017:

Minute	Action	By whom	When
3.2	Check whether staff meetings have identified issues arising from the survey results.	RH	Asap
5.1	Circulate leadership structure.	RH	Asap
5.5	Contact Bev Belcher to discuss distribution of end of term newsletter to Year 6s who have accepted places at Langtree.	TS	Asap
8.1	Circulate final Exclusions policy.	RH	July FGB
9	Circulate proposed dates for governor social.	TS	Asap