



MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Tuesday 3rd December 2019 at 7.00 pm

Present:

Simon Bamford (SBa)
Will Bromage (WB)
Geoff Braham (GB)
Alan Broomhead (AB)
Linda Burton (LB)
Ken Coveney (KC)

Vicki Hamilton (VH)
Neil McIntosh (NM)
Lucy Phipps (LP)
Jan Seal-Roberts (JSR) – Chair
Graham Webber (GW)

Apologies:

Jesse Cleverly (JC)
Scott Chambers (SC)
Duncan French (DF)
Val Nowell (VN)
Annie Temple (AT)

In attendance:

Dawn Challis (DC) – School Business Manager
Jo Cundy (JCu) – Clerk
Chris Nonweiler (CN) – Assistant Head
Clive Watts (CW) – Prospective governor

Governor challenge is shown in red

1. Introduction

- Quorum was confirmed.
- Apologies tendered were accepted.
- No substantive items were notified for AOB
- No governor declared a material interest in any agenda item.

Signed

Date

2. ATB meeting, 10th October 2019

2.1 Minutes had been circulated. JSR noted that the Staff Conduct Policy had actually been approved during the meeting but not recorded. Minutes to be updated to reflect this, otherwise were approved as an accurate record and will be signed by JSR for filing.

2.2 Review of Actions/matters arising: Unless otherwise discussed, assigned actions had been completed. Matters arising not covered by the current agenda were considered:

- **Complete Prevent and GDPR training** (items 2.2 and 6.1)
Action: JC to complete the training ASAP
- **'Who will own Drama Studio once built'?** Still outstanding, **Action: JC to investigate.**
- **Ensure outstanding DBS checks have been completed.** **Action: SB to check with Mary Taylor-Lane.**
- **Training session on Charity Law:** VH to review paperwork on Charity Law and assess whether can be summarised as part of governor induction. DC to follow up contact at Wallingford School regarding coming to talk to governors on this subject. **Action: VH**

3. Extraordinary meeting to discuss Drama Studio Proposal 14 November 2019

3.1 Minutes had been circulated, were approved as an accurate record.

3.2 Review of Actions/matters arising: A governor sub-committee with JC, SC and KC has been set up to plan the next steps. If other governors want to help to please let JSR know.

4. Curriculum Mapping and the school website: CN presented the new Curriculum Mapping pages on the school website:

- Purpose is to show all stakeholders what is being taught and when, also starting to include resources for supporting learning. Governors weren't aware that Curriculum Mapping had gone live and suggested a notification be added to the weekly newsletter.

Action: Mary Taylor-Lane to add to Bulletin

- *Would it be worthwhile linking the Curriculum Map to Show my Homework?* Not sure if every piece of homework would benefit if linked to the map but a general link might help.
- *Will the Curriculum Map be discussed with students so that they know where they are within the plan?* CN is holding two assemblies in January to discuss with KS3 and KS4.
- Governors thanked staff for their hard work on the Curriculum Map, and CN for instigating this hugely useful resource.

5. Headteacher's report: SBa presented the report which had been previously circulated. Discussion raised the following points:

- Website: A general clean-up is required, also to ensure Governors' webpage is up to date.
Action: VH to inform DC of items to be cleaned up, JCu to upload FGB meeting minutes

Signed

Date

- JSR and SBa had recently met with Woodcote Primary School to discuss joining the Multi-Academy Trust with Langtree, Woodcote are happy as they are at the moment. *Do you share facilities, such as the canteen and sports, with Woodcote School? Yes re the canteen but otherwise very little.* They use the astro turf for some sports events, but other areas of support, such as IT, could be helpful for them. We are keen to support each other as much as possible.
- Langtree Eco Action Force (LEAF) are keen to investigate the school's link with BP which has provided sponsorship to the school over many years. In the interests of transparency, JSR noted that JC also has also previously voiced his concerns regarding Langtree's connection with BP. *What is the financial impact if we don't have involvement with BP?* This is being investigated, believe it may be in the low thousands – but is still money that we would need to replace.

Action: SBa to keep governors updated, and to provide an update on where the student initiative stands, before end of summer term.

6. School Development Plan 2019/2020: SBa presented the plan which had been previously circulated. Discussion raised the following points:

- Have had a higher number of concerns that pupils are getting too much homework; guidance has been published on how much time should be spent per homework piece.
- *Why move mock exams to after the Christmas holidays?* When they take place in November half a term of curriculum time is lost. Are hoping to use the mark and feedback and start immediately working towards GCSEs without losing any momentum over the Christmas holidays.

Action: SBa to monitor impact and report back.

- *In the SDP, how do you measure achievement of the six underlying characteristics?* Largely through student and parent surveys.

7. Pupil Premium Strategy 2019/20: SBa presented the report which had been previously circulated.

- Pupil Premium (PP) numbers at Langtree are currently relatively low. The gap between PP and non PP children has widened through all year groups, however outcomes are still generally positive. The single best strategy is to provide good-quality teaching, making sure teachers know who the PP children are, ensuring they receive their entitlement of text books, and are involved with extra-curricular experiences.

8. Governor Updates

- **Proposal for Clive Watts to join FGB:** Clive has previously been a primary school governor, has been in business for a number of years with experience in IT, contract management, budgets and health and safety, and has a grandson at Langtree. Governors voted Clive onto the governing board.

Action: VH to conduct new governor induction, MTL do DBS check.

- **School audit report, 2018-19:** AB noted that the auditors, Critchleys, would usually attend the FGB meeting but were unavailable this time around. *Were you happy with the audit?* Yes, there were no major concerns noted. Governors approved the 2018-19 accounts, also approved for JSR and SBa to sign the Management Letter. An ongoing issue was raised from previous years regarding a small number of staff not signing updated contracts.
Action: Escalate to SBa
- Governors discussed whether Critchleys should attend the meeting in future years? Agreed that if Critchley's report shows medium or high risk issues then they should attend.
Action: AB to ensure that Critchley's attend FGB going forward – but only if medium or high risk issues are reported
- **Update re. Governor training and skills audit:** VH had completed an analysis of the governor skills audit and noted key conclusions, some of which have already been addressed. Areas which may require further action:
 - Expand knowledge of Charity Law – The Key
 - Expand knowledge of School Inspection? Seminar from SLT or Chair of Governors
 - Increase knowledge of school assessment, etc. – The Key**Action: JCu to circulate analysis, VH to consider next steps**
- **Annual Safeguarding Report update:** GB said Oxfordshire County Council have put their template submission date back to January. This will therefore now be revisited early in the New Year.
Action: GB
- **Governor strategic governance group:** KC has written the group's Terms of Reference. The group have been thinking about how governors are being effective, will reconvene in January.
Action: KC to convene next meeting

9. Committee reports

- **Finance and General Purposes:** Minutes of 19th November had been circulated.
 - Teaching staff will receive their pay increase in December.
 - New cleaning contract has started - so far they are providing a better service than previous cleaners.
 - IT support contract is due for renewal in January 2020. Although quote has come in at a higher price than previously, they do provide a good service with a dedicated engineer on site.
 - Policies approved: Emergency and Special Leave policy, in addition to the statutory policies noted below.
- **Curriculum & Standards:** Minutes of 19th November had been circulated.
 - Gary Clark, Head of PE dept., attended the meeting. One of his initiatives is to increase student volunteers to run clubs/activities, which is working well.
 - GCSE PE uptake is slightly down but fairly steady.
 - Classes are gender split for practical content but brought together for theory.
 - Governors had requested that Mark Vitty be congratulated for the consistently good results in Maths since he had become HoD.
Action: SBa
 - NM to finalise the Careers Policy.

Signed

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- **Pastoral & Community:** Minutes of 18th November had been circulated.
 - No further definitive news on school nurse provision.
 - Parent forum scheduled for January.
 - Complaints policy was reviewed, raising questions on how complaints are logged, how checks are verified, how many complaints have been received and what is the follow up? Would like complaints to be periodically discussed at P&C meeting.

Action: SBa to investigate and advise JSR and VH

- **Approval of statutory policies:**
 - **Complaints policy:** CW noted that ‘work proprietor’ may not be appropriate language. Governors approved. **Action: VH to check language**
 - **Staff Discipline policy:** AB noted that a few changes were made, these are outlined in the Finance & General Purposes (F&GenP) Committee meeting minutes. Governors approved.
 - **Staff grievance policy:** Standard template was used, some minor changes were made at F&GenP Committee meeting. Governors approved.
 - **Teacher’s Pay policy:** Standard template was used, governors made some clarifications at F&GenP Committee. Governors approved.

10. AOB: None.

11. Date of next meeting: Thursday 30th January, 7:00 pm

JSR thanked all governors and closed the meeting at 9:45 pm.

ACTIONS LIST from FGB meeting, 3rd December 2019:

Minute	Action	By whom?	By when?
2.2	Complete online Prevent and GDPR training	JC	ASAP
2.2	Check who will own Drama Studio once built	JC	ASAP
2.2	Ensure outstanding DBS checks have been completed	SB	ASAP
2.2	Charity Law: VH to assess whether paperwork can be summarised, DC to follow up contact at Wallingford school	VH/DC	ASAP
4.1	Add notification of Curriculum Mapping to weekly Bulletin	MTL	ASAP
5.1	Website clean-up: Inform DC of items to be cleaned up.	VH	ASAP
5.1	Website clean-up: Upload ratified FGB minutes	JCu	ASAP

Signed

Date

5.3	Provide update on LEAF's student initiative regarding BP	SBa	July 2020
6.2	Report on impact on students of mock exams being held after Christmas	SBa	March 2020
8.1	Clive Watts new Governor induction and DBS check	VH/MTL	ASAP
8.2	Escalate teaching staff not signing updated contracts to SBa	DC	ASAP
8.3	Critchley's to attend FGB if medium or high risks reported during audit	JSR/DC	Ongoing
8.4	Circulate governor skills audit analysis	JCu	ASAP
8.4	Consider next steps of governor training	VH	ASAP
8.5	Annual Safeguarding report update	GB	January 2020
8.6	Convene next Governor Strategic Governance Group	KC	January 2020
9.2	Congratulate Mark Vitty for good results in Maths	SBa	ASAP
9.3	Investigate follow up of complaints	SBa	ASAP
9.4	Check Complaints policy language	VH	ASAP
9.4	Policies approved, upload to website	JCu	ASAP

Signed

Date