



**MINUTES of a Meeting of the Directors of the Academy Trust,
held via video conference on Thursday 9th July 2020 at 7.00 pm**

Present:

Simon Bamford (SB)
Geoff Braham (GB)
Alan Broomhead (AB)
Linda Burton (LB)
Ken Coveney (KC)
Jesse Cleverly (JC)*
Alan Dunstan (AD)
Jean-Francois Fava-Verde (JF)
Duncan French (DF)**

Vicki Hamilton (VH)
Neil McIntosh (NM)
Sarah Parish (SP)
Lucy Phipps (LP)
Jan Seal-Roberts (JSR) – Chair
Annie Temple (AT)
Clive Watts (CW)
Graham Webber (GW)

* Left at 7.30pm

** Left at 8pm

Apologies:

Will Bromage (WB)

In attendance:

Sarah Burman (SBu)
Dawn Challis (DC) – School Business Manager**
Jo Cundy (JCu) – Clerk

Governor challenge is shown in red

1. Introduction

- Quorum was confirmed.
- Apologies tendered were accepted.
- As the first point of the meeting JSR asked governors if they were in agreement that this meeting could be held remotely - this was agreed by all governors.
- No governor declared a material interest in any agenda item.

Signed

Date

2. ATB meeting, 14th May 2020

- 2.1. Minutes which had been circulated were approved as an accurate record, and were signed by JSR. These will be dropped into school 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:
 - Outstanding DBS checks (item 2.2) - JSR to check with Mary Taylor-Lane that the DBS is complete for SP. (Note from JSR: Mary TL has since confirmed that this has been done.) **Action: JSR**
 - Complete Prevent and GDPR training (item 2.2) - Not yet completed by one governor. **Action: JC**

5. Committee reports

Drama studio update

- JC has met with Steve Tompkins from HaworthTompkins, an award-winning architectural studio. The brief and design of the drama studio was discussed. Exploring the possibility of the build to be ecofriendly, made out of local materials, self-regulating in temperature and, potentially, Britain's first carbon-negative building. The project, working with HaworthTompkins, seems likely to cost just one-third of that proposed by the previous architect. The studio would seat 110 people with three choices of seating arrangement. JC and the committee will continue with exploratory discussions, and keep the FGB updated.

3. Headteacher's Section: SB presented his report which had been previously circulated.

SBu, Designated Safeguarding Lead, provided the safeguarding update:

- 83 concerns were reported in 2018/19, this year there were 158 reported concerns. *This sounds a lot. What were the nature of the concerns?* A new reporting system was introduced last year, and although staff are now more confident of its use, we have only two years of data to compare. VH said that the Pastoral Committee are aware of the figures, and that in a vast majority of cases the concerns were unfounded.
- *How have you been checking in on students during these latter stages of remote learning? How secure is the safety of those on the vulnerable list now?* The list has a hierarchy; with priority 1s deemed the most at risk: these students naturally receive the most contact. *Have you got any particular concerns come September?* There are a few concerns; being prepared to deal with anxious students, broken friendships, etc – but we will see the real effects when back at school.

Governors thanked Sarah for all that she and the other pastoral leaders are continuing to do.

- Ofqual have released their consultation guidance on exams. SB will upload the document to the governors file on Google Drive. **Action: SB**
- *The government has mentioned one-on-one tutoring, how would school use that?* Haven't yet seen any official reference in the guidance and there is no way yet of applying for the money. Year 10 will be the primary focus though, yes.
- Remote learning continues to be done through Show My Homework (now called Satchel). Uptake has been good, but there has been a slight drop off towards the end of term; school is trying to reengage with students, and the number of staff recording subject videos has now increased dramatically. *Governors expressed their approval in hearing that more video*

Signed

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sessions are now being attempted. CW stated that, in his experience, the home learning with those teachers providing video or audio commentary is far better, it also helps pupils connect with the teacher. *Will students be asked to give their opinion on the easiest and most accessible home learning?* Year 10s coming into school are already being asked, and all students will be asked to take part in a full student survey when they come back in September.

4. School Recovery: JSR began this session by pointing out that, assuming all students and staff are able to return to school in September, that we cannot assume that things will be 'back to normal' for a range of reasons. This will have been a difficult time for many in our school community, and students may be expected to be in very different places mentally when they return: some may be delighted to be back, others may be very nervous (or their parents may be). Well-being levels will vary, as will behavior, and students' preparedness to learn. And different students will be in different places with their remote learning. And we will have some new Yr 7s who have never before been in the school! It will not be a case of 'business as usual' – and we therefore are going to have to place 'School Recovery' high on our agenda for next term – and possibly for all of the coming year – and to adjust our SDP planning accordingly.

The following key areas were outlined by JSR and SB:

- Although SB has already met with the SLT to discuss plans for school opening in September, we are all aware that things are changing quickly. To address this, the senior govs/committee chairs (JSR, VH, AB, GW) will hold regular video calls with SB to discuss school recovery. **Action: JSR**
- However, the current thinking is that year groups will be kept together in bubbles, in order to minimise the risk of contamination across year groups as much as possible. There will be 5 zones, with each year group in their own zone for one week. Each zone will then be deep-cleaned over the weekend, and the year groups rotated around. Break, lunch and arrival times will be staggered, and assemblies will likely be delivered remotely to tutor groups by the Head of Years.
- LP and AT expressed concern with how best to support students when you can't go near them, especially those who need individual support.
- *What will happen if one student becomes infected with Covid-19?* Unwell students / staff will be sent home and expected to arrange a test asap. If and when a case of CV-19 has been confirmed, all students in that bubble will be asked to go home and isolate, along with their family, for 14 days. The affected person needs to self-isolate for 7 days, or until symptoms have passed.

5. Governor Updates

5.1. General

- Due to extenuating personal circumstances, DF has requested to step back from the governing board for 6 months: this will take place 1st August to 1st February 2021. Both JSR and VH (chair of P+C) have approved this request, in the hope that DF will be able to rejoin us in February 2021.

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- SP, with her extensive special needs background, will move from Curriculum and Standards to the Pastoral and Community committee effective from 1 Sept 20. SP will also take on the mantle of SEND governor.
- Governor induction: VH confirmed that all new governors have been provided with all of the required information. JSR thanked VH for all her work with governor induction over the past year, and expressed regret that some governors had not yet had the opportunity to meet other governors. We will aim to arrange a social event once things are back to a more normal state.

5.2. Committee Reports

- **Finance and General Purposes:** Minutes of 24th June had been circulated.
 - The last FGB meeting reported a £36,000 surplus, but this has now been reduced down to £21,000. Whilst this is still favourable it is only just offsetting a growing deficit, building up to a 2023/24 deficit budget of £80,000 due to the pay grant ceasing. This is 'planning for the worst' – but is still concerning and will be addressed in forthcoming discussions. We are also receiving large water bills again. The water metre might be the issue – and we will also check if there is a leak.
 - Budget submission has been pushed back to September. We will therefore need to hold an additional finance meeting and also an 'extraordinary' FGB meeting in September for budget approval. The Finance meeting will likely be held on 10th September **with the FGB meeting on the 17th September at 7pm**. This will be held as a video call. **Action: JSR to send video link** (Note from JSR: now done).
 - *There was a note in the Finance committee's minutes about lack of pensions knowledge - is this of concern?* School is trying to get clarity on how it would react to certain pension scenarios, we are not currently sure of the implications of the policy.
 - *Was there a reason Aspens (the caterers) didn't furlough their staff?* We didn't realise the staffing cost would be charged to the school. *Are you confident with the job the cleaners are doing as so much now hangs on this?* Yes, they're doing a fantastic job.
- **Curriculum and Standards:** Minutes of 23rd June had been circulated.
 - Discussed the recovery curriculum, staffing and exams. Also discussed, the new Relationships and Sex Education (RSE) curriculum which will play a big part in PSHE. SBU has overseen a very well thought-out programme which will start in October (NB: Gov are allowing a grace period, allowing this to be delayed until Summer term 21 – but we are keen to start asap). The new RSE policy is currently out for parental consultation, but as this is statutory, it will need to be approved by the FGB at our October 20 meeting. **Action: Clerk to ensure this is on Oct 20 agenda please.**
 - The SDP was also reviewed (NB: this sits on the Google Drive, and is free for all to see). Very good progress has been made over the past year – but this has been impacted enormously by Covid-19. In any case, we are likely to have some changed priorities linked with school recovery in 2020 / 21.

Signed

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- **Pastoral & Community:** Minutes of 29th June had been circulated.
 - Agreed to defer Anti-Bullying and Exclusions policies until Autumn term owing to pressure on pastoral team in school.
 - Collective Worship policy (statutory policy, requiring FGB approval): no changes had been made to the previous version, and the policy had been approved by the committee. This now required FGB approval.
 - Relationship and Sex Education had been discussed: the committee were very happy with the work done. The policy does need agreement – but it is currently out for parental consultation and will be ready for review at the next FGB meeting.
 - There is now a robust Infectious Diseases SOP Addendum to the H&S Policy, reviewed by VH and ratified by the Finance and General Purposes Committee.
 - The Behaviour policy addendum had been approved by the committee. This now required FGB approval.

- **Approval of statutory policies:**
 - Collective Worship Policy was presented by the Pastoral & Community committee which they had reviewed and approved. The Collective Worship Policy was ratified by the full governing body.
 - Behaviour Policy Addendum: was presented by the Pastoral & Community committee which they had reviewed and approved. The Behaviour Policy Addendum was ratified by the full governing body.

6. Langtree 2020-2021

6.1. Election of Chair and Vice Chair: JSR and AB confirmed they would be willing to serve as Chair and Vice Chair respectively for another year. Governors thanked them both for their commitment, and the appointments were unanimously agreed, to run for the next 12 months, until the July 2021 meeting.

6.2. Committees structure for 20/21: JSR had met virtually with other senior governors (AL, GW and WH) on 30 June 20 for a review of the past year, and to give some thought to our effectiveness as a governing body, and whether we were adequately organised for the coming year. The senior gov's/ committee chairs were unanimous in believing that the current three-way committee structure already allows us to be well positioned and well served to focus on the key areas we had previously identified (wellness, behaviour, attitude to learning, progress, and the budget situation - including any interventions that may be required going forward), and it was therefore agreed that we would remain with the same structure and composition for the coming year, except for SP moving to Pastoral & Community, and taking on the role of SEND Gov as already noted. Chairs were reminded to review terms of reference at their first meetings of next year, for approval at the October FGB. We also agreed to try to recruit a new governor for C+S to help spread the load (although this won't be easy at the moment).

Action: JSR and VH to consider.

Signed

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- 6.3. Individual responsibilities:** Particular roles were confirmed as follows:
- **Health & Safety:** CW
 - **Safeguarding:** GB
 - **SEND:** SP
 - **Careers:** NM
- 6.4. Code of Conduct:** JSR asked the clerk to advise whether governors should now be expected to sign the Code of Conduct every year. **Action: JCu to check.**
- 6.5. Register of interests:** The clerk to circulate the register of interests form with the FGB meeting minutes. **ACTION: JCu**
- 6.6. Meeting dates:** Proposed FGB dates were agreed. Committee chairs will schedule their meetings to align with FGB dates. **Action: AB, VH, GW**

AOB: None

Dates of next meetings:

- **Extraordinary meeting to approve budget:** Thursday 17th September, 7:00 pm
- **FGB meeting:** Thursday 8 October 20, 7.00 pm

JSR thanked SB on behalf of all the governors for all his hard work over the past year – and especially over recent months in the face of very difficult circumstances. JSR also asked SB to pass on our sincere thanks to all school staff for all the work they have done in what has proved to be such a difficult year.

JSR also thanked our clerk (JCu) and all governors for all their help and support to her over the past year – and for their huge contributions made as governors of Langtree School.

The meeting closed at 21:45 pm.

ACTIONS LIST from FGB meeting, 12th July 2020:

Minute	Action	By whom?	By when?
2.2	Ensure SP's DBS check has been completed by school	JSR	ASAP
2.2	Complete online Prevent and GDPR training and confirm when complete	JC	ASAP
3.3	Upload Ofqual document onto Google Docs	SB	ASAP
4.1	Senior gov's/committee chairs to hold regular remote meetings with SB over the summer	JSR	ASAP
5.2	Send video link for Sept Extraordinary FGB meeting	JSR	ASAP
5.2	Ensure RSE policy is on October agenda for FGB approval	JCr	September

Signed

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5.2	Collective Worship policy approved, upload to website	JCu	ASAP
5.2	Behaviour Policy Addendum approved, upload to website	JCu	ASAP
6.2	Try to recruit new governor for C+S	JSR/VH	ASAP
6.4	Check if Code of Conduct to be signed by governors every year	JCu	ASAP
6.5	Register of Interests form to be circulated with the FGM meeting minutes	JCu	ASAP
	Ofsted Inspection Framework Informational Sessions	SB	Sept 2020
	SB to discuss the openness of the site with LADO and report back to governors	SB	October 2020
	Provide update on LEAF's student initiative regarding BP	SB	Late 2020
	Critchley's to attend FGB if medium or high risks reported during audit	JSR/DC	Ongoing
	Consider next steps of governor training	VH	Ongoing

Signed

Date