



**MINUTES of a Meeting of the Directors of the Academy Trust,
held via video conference on Thursday 28th January 2021 at 7.00 pm**

Present:

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

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

*Left at 9.00pm

**Left at 9.15pm

Apologies:

Will Bromage (WB)

In attendance:

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.
- No substantive items were notified for AOB.
- No governor declared a material interest in any agenda item.
- 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.

Signed

Date

2. ATB meeting, 3rd December 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:

- Complete Prevent and GDPR training (item 2.2) – JC has nearly completed the training. **Action:** JC to complete by 18th March 2021
- Governors were reminded of the training/school involvement recording document in the Google Drive. So far it is working well, but JCu to see if it can be more user friendly. **Action:** JCu to review ASAP
- CR confirmed that the DBS checks have been completed.
- JCu to update website to show JF as PP Link Governor (item 3).

Action: JCu to complete ASAP

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

- Student numbers: Admission numbers on roll are now full. Applications for 2021/22 are slightly down compared to the last couple of years, not sure why but OCC believe it's due to a demographic shift in the area. Confident that Langtree will remain oversubscribed.
- Continue to be fully staffed. There is once vacancy for September due to the upcoming retirement of Nuala Mote (Food Tech). Continue to employ the two graduates who have been a great help, part of their role is to act as learning coaches to students who are struggling with their work.
- Remote learning: The government expectation has increased. Langtree has got a great offering and 90% of students are submitting nearly all of their work. However, 10% of pupils are submitting very little. **Do these 10% of students fit into a particular demographic?** They are mostly in the older years, slightly skewed towards disadvantaged pupils – most of these 10% are in school. Technology is, generally, no longer an issue. Computers have been received from DfE, 'Recovery' money has also been used to buy some, in addition the Oratory have helped re-purpose about 10-15 given to us from within the community. Year 11 are doing extremely well considering the removal of summer exams. **Are we still able to offer a broad and balanced curriculum?** Yes, with the exception of PE, which is naturally limited to individual exercise rather than team sports.
- Vulnerable/KW students in school: There are about 30 students in school, this is more than during the first lockdown, the split is about 60/40 favoured towards key workers. The timetable has been retained and they are staying in their bubbles, it is working well. There are about 10 staff in at any one time. **Where do we stand with Free School Meals?** Pupils are receiving £15 vouchers each week. Meals were being provided in school but that was too costly.
- Keeping in Touch programme: Some students are getting daily phone calls from staff. Some students are being directed to attend remote support offered by the two graduates. Part of the reason why there's such high engagement is down to the great work that the pastoral team is doing, there's a huge amount of work going on in the background.

- Staffing and staff workload/mental health: Staff are working really hard, we are hugely grateful to the staff and trying to support them in whatever way we can. There will be a staff survey this week. Employee Assistance Programmes were reviewed but the feedback was that staff preferred to stick with the NHS. **How are staff managing with their mental health and workload?** LP said that a lot of staff are finding it hard, especially because it's winter. Line managers are regularly checking in, which is working well.
- Risk Assessment (RA): Currently working under the RA put in place in September, which is now well established and working well. **Do we now need an updated RA for this new period of remote learning?** Online learning is noted in the Safeguarding Covid Addendum but is an area that now needs to be revisited, especially now that live lessons are taking place.
Action: JSR to send SBa a document showing recent thinking on the subject (**done**). SBa to address.
- Covid testing: SBa is now fully trained on Lateral Flow Testing. Staff and students who are in school and have consented to the test are being tested twice a week.
- School Recovery: Continue to work with the two graduates and also the National Tutoring Programme. 30 pupils had been identified for tutoring, discussions are taking place as to where/when/how this will happen. 50 new Chrome Books are being purchased, and we continue to get generous donations from the community to purchase Chrome Books, which had previously been a major barrier to home learning but, thankfully technology no longer appears to be a major issue.
- It is still unclear how the final GCSE grades will be produced in place of cancelled summer exams but expect there will be some form of moderation of results. Some subject departments prefer to continue with mock exams, some prefer not to. **Is school continuing to teach the curriculum as though the students were in school?** Yes, thought it was most effective to continue with the GCSE curriculum until we know further what is decided by Ofqual.

4. Pupil Premium (PP) Strategy for 2020/21

- There are 58 PP students at Langtree, this is about 10% of pupils and below the national average - however, Langtree PP students often tend to have specific needs. Langtree PP students tend to perform better than the national average for non PP students. The PP strategy identifies barriers to education for children and interventions to overcome those barriers. The interventions are tracked enabling identification of any emerging issues. Langtree is also keen to promote cultural capital, involving students in trips and visits where possible, and also considers emotional health. AT noted that it's really difficult during Covid because staff are unable to work with students in the way they would like to. **Is there a sense of how PP children are engaging in the current situation?** Some are really engaged, others not so much. Will look more at the data and analyse.

5. Governor update

- **Staffing structure review:** AB informed governors that the Pay Committee recently met with SBa and Chris Nonweiler to review the current and envisaged staffing structure, and to discuss a proposed new timetable structure for the next academic year. Throughout the pandemic there have been longer lessons during the school day (3 x 100 mins) to allow reduced transition time, and a two-week timetable has been introduced. Following wider consultation and a staff survey, the plan currently under consideration is to have 5 x 60 min lessons a day

instead of 6 x 50 mins, but to retain the two-week timetable. As a result, a few subjects would get a little more lesson time, and a few a little less. SBa advised that about 60% of schools have already moved to this model. There would be some capacity issues but nothing unmanageable, the new timetable could be achieved using the current staff model.

- **Proposal to appoint Cooper Parry (to replace Critchleys) as School Auditor:** At the December FGB it was noted that Critchleys had performed poorly during the audit. DC had found three potential replacements and a careful comparison had been carried out. It was a closely run contest but, for a variety of reasons, Cooper Parry came out on top –and this proposal to appoint Cooper Parry had been agreed by all members of the Finance & General Purposes committee and, subsequently, unanimously approved by the five Trust Members (JSR, AB, GB, LB and NM). DC confirmed that she was happy with the selection process and of the decision. The full governing body ratified the decision to appoint Cooper Parry as the new School Auditor with immediate effect.
- Regrettably, Duncan French has made the decision to step down from the governing board, effective 28th January 2021. Governors thanked Duncan for all of his support and wish him all the best for the future. **Action:** JCu to update governor documents on school website
- After the meeting it was noted that VH and GB's terms of office were both due to expire on 6 February 2021. Governors unanimously agreed via email on 4/2/2021 to renew their terms of office – although GB has advised that he is unlikely to wish to serve for another 4 years.

6. Committee reports

- **Finance and General Purposes:** Minutes of 18th January 21 had been circulated.
 - Based on November budget there is an in-year surplus of £52,000; with school closed the surplus is expected to grow over time.
 - DC is in the process of obtaining further quotes for the heating and water pipework replacement. Would like to have three quotes on a like-for-like basis to inform a decision on whether to go ahead with the work.
 - As compensation for the poor service, a refund of £500 was received from Critchleys.
 - 5 policies had been approved:
 - **Fraud,**
 - **Best Value**
 - **Trips & Visits**
 - **Whistleblowing** – but see note below
 - and **Performance Management.**

VH asked whether the Whistleblowing policy is actually a statutory policy (and therefore needing to be approved by the FGB). This was subsequently investigated, with the conclusion that this is actually just a 'required' policy (not statutory). This will therefore not need to be presented to the FGB at a future date, and is considered 'approved'.

Action: JCu to review the latest DfE list and update Langtree's policy list.

- **Curriculum and Standards:** Minutes of 12th January 21 had been circulated.
 - GW advised that with regards to the possible change to the timetable model discussed earlier, when all taught hours are totalled up, there is very little change. Chris Nonweiler has sought the opinion of other professionals and most agree that 60-min lessons seem to be the optimum length.
 - The SEND policy was approved.

- **Pastoral & Community:** Minutes of 11th January 21 had been circulated.
 - CR and Sarah Burman will be looking at mental health / wellbeing within the school.
 - The exclusions policy has been updated in line with the DfE guidance, and approved.

- **Drama Studio update:** JC noted that, due to Covid, there has been little change since the last FGB meeting.
 - Action:** JCu to add Drama Studio update to a future agenda, once things settle down.

- **Approval of statutory policies**
 - The **Admissions Policy** was presented by the Pastoral & Community committee and was approved by the full governing body.
 - The **Behaviour Policy** was presented by the Pastoral & Community committee as a minor update has now been added to recognize that the special needs of a small number of students may require modifications to the support and sanctions detailed in the Behaviour policy. The Behaviour Policy was ratified by the full governing body.
 - **Supporting Students With Medical Conditions** was presented by the Pastoral & Community committee. No changes were made to the policy, the full governing body approved.
 - The **SEND Policy** was presented by the Curriculum and Standards committee. It is a model policy with some adaptations, only a few minor changes were made. The SEND Policy was ratified by the full governing body.
 - **Safeguarding Covid Policy Addendum** was presented by the Pastoral & Community committee. GB noted that the addendum was first created by OCC in March 2020 to respond to the Covid situation at the time but, now that Langtree is conducting live lessons, the addendum required an update. *Are you happy with the addendum and is it fit for purpose?* Yes. The Safeguarding Covid Policy Addendum was ratified by the full governing body.

AOB: None

Date of next meeting: Thursday 18th March, 7:00pm

JSR thanked all governors for their time and input, and closed the meeting at 21:40

Signed

Date

ACTIONS LIST from FGB meeting, 28th January 2021:

Minute	Action	By whom?	By when?
2.2	Complete online Prevent and GDPR training and confirm when complete	JC	18 th March 2021
2.2	Review governor training record	JCu	ASAP
2.2	JFV agreed to be the PP Link Governor, update website governor documents	JCu	ASAP
3	Send SBa RA/remote learning document	JSR	ASAP
5.2	Cooper Parry approved as the new School Auditor	DC	ASAP
5.3	Duncan French resignation, update website governor documents	JCu	ASAP
6	Review DfE policy list, updates required	JCu	ASAP
6.3	Drama studio update on FGB agenda, once things have settled down	JCu	Summer 2021
5.5	Approved Polices to go on school website	JCu	ASAP
	Skills audit to be conducted	VH	May 2021
	Ofsted Inspection Framework Informational Sessions	SBa	Summer 2021
	Provide update on LEAF's student initiative	SBa	Summer 2021

Signed

Date