



**MINUTES of a Meeting of the Directors of the Academy Trust,  
held via video conference on Thursday 18<sup>th</sup> March 2021 at 7.00 pm**

**Present:**

Simon Bamford (SB)  
Geoff Braham (GB)  
Will Bromage (WB)  
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)  
Graham Webber (GW)

\*Left at 9.00pm

**Apologies:**

Clive Watts (CB)

**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.

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## 2. ATB meeting, 28<sup>th</sup> January 2021

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 13<sup>th</sup> May 2021
- JCu has reviewed the training/school involvement recording document in the Google Drive and has confirmed that it is in line with the template on The Key.
- JC has had an initial discussion with CR regarding the drama studio, an update on next steps will be provided to governors at the next FGB meeting. **Action:** JCu to add to the 13<sup>th</sup> May 2021 agenda

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

- Risk Assessment: This has been updated for school reopening; the new items, such as mandatory wearing of face masks, have been highlighted. Wearing of masks has generally gone down well, and students are for the most part being compliant. LP noted some logistical issues such as teachers straining to get their voice heard, but teachers are managing to work around these issues.
- Covid Testing: Has been a huge success with over 600 students being tested 3 times each. They have now been trained to complete the tests competently from home which they will do twice a week. The students have been great and there were no positive results. SB said it was a great team effort and thanked all those who helped.
  - Year 11 grading: This year teachers are being trusted to set pupil's GCSE grades. Assessments are taking place to enable the collection of valid evidence. Langtree will be teaming up with Wallingford for external moderation which will help ensure grades are being set at the correct level. School is waiting for guidance on what Year 11s will do after the grades are submitted to the exam board on the 18<sup>th</sup> June (NB: logistically it would be difficult to keep them in school – but remote learning towards chosen A levels could be an option). School Prom might take place in a marquee on the school field – and we are still hoping to provide a reunion for 2019/20 Year 11s too.
  - Learning Gaps: 55 students have so far been attending the National Tutoring Programme (NTP), and there has been great feedback. **Can the cost involved be allocated to the Covid Recovery Fund?** A large proportion of this has been paid for by the government scheme, all of the other costs, including counselling, have come out of the Covid Recovery Fund. **What percentage of students on the NTP are Pupil Premium (PP)?** There are 18 PP students attending the NTP. The two graduates employed last year continue to work with over 50 students. **This is obviously a success story, is it something that will be done again?** There is a cost to it but we are thinking about doing it again in the future. The graduates have been paid partly out of the Cover budget and partly out of the Covid Recovery Fund. SAM Learning is also working very effectively, and a huge number of computers were bought for pupils without an accessible device at home.

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- Well-being: Some students have struggled under lockdown and staff are working with them. Many students are in a good place with a significant number of students doing really well. Student attendance has been high but there are a few reluctant to return who we are working with. The results from the recent student and staff well-being surveys have been circulated. **1/3 thought that remote learning was worse than last time, why?** The expectation was far higher this time with 2 ½ times more work. **Now that the students have returned, is there much more differentiation?** Yes, but in a positive way: teachers are reporting that some pupils are 60% ahead of where they would be expected to be, however there is greater polarisation. After Easter small group catchups will take place to get everyone up to speed. **Were the three staff who felt unsupported teaching staff?** Yes, this was addressed with them directly: They could not suggest anything further they felt the school should have done to support them.

- Lockdown learnings: Parents evenings provided some efficiency benefits and remote meetings will continue to have a place. The use of Show My Home Work has developed and SAM Learning has proved popular. Remote learning can be offered to pupils who are unable to be in school, for example if broken a leg or on a snow day. Timetable discussions are taking place, and the decision to have no phones at lunch time has proven successful. **Do you envisage a more hybrid approach in the future?** Perhaps in situations that force a pupil to be out of school, yes.

- Staffing update: Langtree continues to be fully staffed. Hannah Brockwell has returned from maternity leave and Marissa Tontini is also due to return in July. Nuala Mote is retiring which leaves a vacancy in Food Tech - we are hopeful to cover this with two internal candidates. **Are the internal candidates Food Tech specialists?** One candidate is a scientist, and there is a lot of science in the Food Tech curriculum, the other candidate is a hugely competent teacher who has a passion for cooking.

- Update on PP students: The vast majority of PP students engaged well during lockdown, even disadvantaged pupils at Langtree have a positive P8 score. Any PP students who didn't engage were invited into school if it was felt they needed it. All students who provided lack of device as a barrier to learning were provided with a laptop. If there were any concerns for a pupil then the pastoral team or support staff made contact with them on an almost daily basis. **Some of the Chrome Books are being recalled, won't pupils still need these?** Parents may no longer be working from home, or siblings are back at school. Checks are being made to ensure pupils still have appropriate provision at home. **Is the academic progress and outcomes of PP children being tracked?** This is routinely done at the end of the year.

**Action:** SB to report on PP outcomes later in the year  
 AT is a trained ELSA and there is a trained NOMAD (which is another form of counselling) in school providing support one afternoon every week. Both work in different ways to support students. **Is there anything more Langtree can be doing to support PP children?** AT replied that she recently attended a PP conference and will discuss ideas with SB. CR and Sarah Burman are also working on a mental health framework for pupils.

#### 4. Governor update

- **Renewal of terms of office:**
  - VH, GB and GW were all unanimously agreed via email

**Action:** JCu to update governor documents

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- **Need for new governor/Skills Audit:** With Duncan French resigning from the governing board there is now a governor vacancy. However, before proactively searching, it was agreed that our envisaged governor skills audit should take place first, as this would probably inform the skillset required from a potential new governor. The NGA questionnaire will be sent to all governors, which should be completed by 9<sup>th</sup> April to allow time for responses to be collated and analysed prior to the May FGB meeting.

**Action:** Governors to complete skills audit by 9<sup>th</sup> April 21

- **Ofsted update briefings proposal:** 20 minutes sessions will be held in May and July  
**Action:** JCu to add to Headteacher's section for May and July FGB agendas

## 5. Committee reports

- **Finance and General Purposes:** Minutes of 2<sup>nd</sup> March 21 had been circulated.
  - £4600 refund from Castle Water has now been received.
  - Based on March budget, the in-year surplus has grown to £60,000.
  - Pipe work project was delayed slightly but hoping to get the work completed in the summer.
  - 6 policies were approved:
    - Trips and Visits
    - Staff Capability
    - Debt Recovery
    - Dignity at work
    - Stress at work
    - Data Protection (statutory)
  - The First Aid policy, which is a newly recommended policy, will be ready for review at the next committee meeting.
  - CW is pleased with the progress being made in Health and Safety. Thanks to SB, DC and CW for all their work here.
- **Curriculum and Standards:** Minutes of 2<sup>nd</sup> March 21 had been circulated.
  - Stephen Henderson, Head of Music, had reported to the committee. Stephen was full of praise for SB and school staff for their support while he is shielding.
  - The three staff members who were present reported that they are confident that they will easily have evidence to justify Year 11 grading.
  - Staff have commented that the proposed new timetable changes are for the better.
- **Pastoral & Community:** Minutes of 1<sup>st</sup> March 21 had been circulated.
  - Particularly pleased that Langtree is spending time surveying staff and pupil wellbeing.
  - The Attendance policy was approved
  - The annual Equality report was reviewed and is saved on school's Google drive.
  - **Are there any upcoming school trips?** SB said that the Easter ski trip won't take place – and although they had been hoping that the Yr 7 camp could go ahead, this has unfortunately been cancelled by the venue (Youlbury) due to lack of take up from other schools. Hopefully the Berlin trip will go ahead in November 21 however.

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- **Approval of statutory policies**

- The Data Protection Policy was presented by the Finance and General Purposes committee. AB noted that it has been updated by Langtree’s IT partner, and various sections have been added to, including sections on biometric data. AB said that the F&GP committee had discussed the recommendation of governors using school email addresses (the policy reflects that the use of school email addresses is recommended and sensitive data should be stored on the school’s Google drive) – but agreed that governors should be left to decide what works best for them . The Data Protection Policy was approved by the full governing body.
- VH listed the new DfE statutory school policies. JSR asked for these to be reviewed at the next committee meetings in time for the May FGB meeting.

**Action:** Committees to review in May

**AOB:** None

**Date of next meeting:** Thursday 13<sup>th</sup> May, 7:00pm

JSR thanked all governors for their time and input, and especially thanked all the school staff attending. JSR closed the meeting at 21:29

**ACTIONS LIST from FGB meeting, 18<sup>th</sup> March 2021:**

Minute	Action	By whom?	By when?
2.2	Complete online Prevent and GDPR training and confirm when complete	JC	13 <sup>th</sup> May 2021
2.2	Drama studio update on May FGB agenda	JCu	May 2021
3	Report on progress of PP students	SB	July 2021
4.1	Update governor documents for renewed Terms of Office	JCu	ASAP
4.2	Governors to complete skills audit	All	9 <sup>th</sup> April 2021
4.3	Ofsted Inspection Framework Informational Sessions	SB	May & July 2021
5.1	Approved Polices to go on school website	JCu	ASAP
5.2	Committees to review new DfE policies	AB/VH/GW	May
	Provide update on LEAF’s student initiative	SB	July 2021

Signed .....

Date .....