



**MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Thursday 12<sup>th</sup> May 2022 at 7.00 pm**

**Present:**

Simon Bamford (SB)	Lucy Phipps (LP)
Linda Burton (LB)	Catherine Roche (CR)
Alan Dunstan (AD) - Chair of Meeting	Annie Temple (AT)
Claire MacVicar (CM)	Clive Watts (CW)
Sarah Parish (SP)	Graham Webber (GW)

**Apologies:**

Alan Broomhead (AB)  
Vicki Hamilton (VH)  
Kirsty Rogers (KR)  
Jan Seal-Roberts (JSR)

**Absent:**

Jesse Cleverly (JC)  
Nima Zarrabi (NZ)

**In attendance:**

Jo Cundy (JCu) – Clerk

*Governor challenge is shown in red*

**1. Introduction**

In view of Jan Seal Roberts temporarily stepping down as the Chair of Governors, and with Vicki Hamilton being in New Zealand, JCu asked if Governors were in agreement of Alan Dunstan taking on the role of Acting Chair, and Graham Webber as Acting Vice Chair? Governors were in agreement and thanked AD and GW. AD Chaired the 12<sup>th</sup> May 2022 FGB meeting.

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

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## 2. ATB meeting, 17<sup>th</sup> March 2022

2.1. Minutes which had been circulated were approved as an accurate record and will be signed by AD. 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) – This is almost complete by JC

**Action:** JC

- Confirm KCSIE has been read and understood **Action:** JC to confirm
- Uniform Contract: Subsequent to the March FGB meeting LB met with Sarah Burman. There are still some outstanding issues which are ongoing.
- Governor Recruitment: SB said that there are two potential candidates, he has met with one of them, and the other is coming in for a meeting next week. AT noted that she has a new neighbour who is a careers expert and might be a good fit for a governor role, AT will follow up with them.

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

### Discussion raised the following points:

- The Student Destination Data had been circulated to governors prior to the meeting. It has been noted that there has been a slight drop off in Langtree pupils going to Henley College. In light of this, Henley College recently visited Langtree to do some promotional work with the students.
- Year 11 students start their public exams on Monday. The students will continue to attend all lessons up until half term, except for when they have an exam. Apart from a few exceptions the students are doing well. They did exceptionally well in their mocks, gaining the best ever results. It was noted, however, that students were studying hard over the Christmas holiday, resulting in higher stress and conflict with some families. School has taken feedback on board and have moved the mocks exams to take place before the Christmas holiday, which is when they used to be held.
- SB thanked governors for attending Stakeholder survey results review meeting. The students are, generally, in a good place and parents are, on the whole, favourable of the school. There were some complaints about work set during the first lockdown, but parents were happier with how things were done during lockdown two. The staff survey wasn't as favourable. The key takeaway here is that communication with staff should have been better, with more whole staff meetings, but this was difficult during the main stage of the pandemic. LP said that it was really hard during the lockdowns, teachers were burnt out, they were teaching and setting work for pupils not in the lesson, it was relentless. AT said that she had seen a lot more students requiring individual support, and there are more year 10 students, who are currently sitting their mocks exams, with stress and anxiety than she has ever seen before. This is partly as this is the first time the Year 10s have done exams in a formal setting. SB said that pupils have been told that the mocks are a learning experience, and practice for exams, but some children are getting anxious about them. The next stage is to present the survey results to teaching staff next week and ask them to provide actions to be incorporated into the SDP.
- Staff CPD update: For the first time for two years all staff were in the hall for INSET day. Safeguarding training was completed by all staff. Two members of staff from King Alfred

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were also invited to talk to staff about their experience of Ofsted. Our view on the new Ofsted Framework were that it is fairer, and the focus on the quality of education fits well with Langtree's strengths.

- **How is the Year 7 attendance looking?** SB said that the Year 7 attendance issue is partly due to a few specific year 7 pupils, with medical conditions that are keeping them out of school. These statistics are skewing the numbers.
- **There are a number of staff who are leaving at the end of the summer term, is there a staffing problem?** SB said we fully expected a higher turnover this year. We have had a very stable staffing situation throughout the pandemic. Now, positions are opening up and there is more movement nationally.
- **How easy will it be to get back to full teaching strength?** SB said that he is reasonably confident in staffing for September but is concerned about science. Adverts have gone out but there has been little interest.. Adverts have also gone out for Science teachers but, again, there was a lack of response. There is a person who lives in the neighbourhood who school are hoping will apply for the position. The other outstanding position is for a Geography teacher, this vacancy is undergoing additional advertising. We are delighted that Charlie Jupp, who has been at Langtree for a 3 month placement and is fantastic, has said that he would like to stay at Langtree.
- Ofsted preparations were on hold until SB had been able to meet with Wyll Willis, former Headteacher of Wallingford School. An Ofsted Preparation folder has been created in the Google Drive, it has three spreadsheets each aimed at a specific group – Senior Leaders, Team Leaders, and Governors. Within these spreadsheets there are lists of questions which an Ofsted Inspector might ask, and answers to those questions. Within the Governors' spreadsheet the questions are largely split into committees, the suggestion is that committees discuss the questions and answers. The Key is also a good reference for the questions an Ofsted Inspector might ask. **Action:** Committees to discuss at the June meetings their relevant sections of the Ofsted spreadsheet.

#### 4. Governor update

- GW informed governors about a recent complaint regarding a Year 9 child. There were three recommendations from the meeting, two of which have been agreed by school, the third was deemed impractical. The first recommendation was regarding the school's Complaint policy. When the policy was put into practice governors found that it wasn't very robust and requires some updating.

**Action:** P&C to amend the policy accordingly during the next review. The second recommendation was regarding the communication of a child's EHCP to all staff, and thus a paragraph should be added to the school's SEND policy reflecting this.

**Action:** GW and SB to work together on adding appropriate wording and bring the policy to the June FGB meeting for approval.

- Sadly, due to relocating back to France, J-F Fava Verde is resigning from the governing body effective 1<sup>st</sup> May 2022. Governors thanked JF for all he has done for Langtree, especially in his role as Pupil Premium (PP) governor. CR has kindly offered to take on the role of PP governor.

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## 5. Committee reports

- **Finance and General Purposes:** Minutes of 27<sup>th</sup> April 2022 had been circulated.
  - The forecasted income for the year has increased by £40,743 and the forecasted expenditure has increased by £63,404. This results in the in-year surplus decreasing by £22,661 to £135,399 – still a healthy position.
  - Assumptions on energy prices for 2022/23 have been applied at 150% increase on electricity, an additional expenditure of £45,000, and 200% increase on gas, which is a £10,000 additional expenditure. These numbers are still to be confirmed.
  - The committee also looked at assumptions on inflation in general, and bulge years. The inflation picture is very uncertain, the budget forecast has assumed 6% for the next year, excluding energy and staff costs. The committee also agreed to regularly consider another bulge year so this can be added to the budget forecast if the need arises.
  - The 2021/22 Internal Scrutiny Plan for the ESFA is being worked on. The IT Audit was completed on the 3<sup>rd</sup> May, no feedback has been received as of yet. The Health and Safety audit was completed on the 26<sup>th</sup> April, it received positive feedback with one recommendation made – to update some updates to the Health and Safety policy.
  - The outcome of the CIF bids is still unknown, it is believed that the results are imminent.
- **Curriculum and Standards:** Minutes of 26<sup>th</sup> April 2022 had been circulated.
  - There was concern about some Year 7s who are significantly below the expected reading age and struggling to access the curriculum. There are now two small groups receiving additional support largely during their English lesson time. **Was there much success with the National Tutoring Programme?** SB said that it was used extensively during the first lockdown, Jan Holroyd did a great deal of work assigning students to a tutor and then getting the students online. However, after some time the student's interest waned, they preferred face to face help from their teachers and it was felt that School Led Tutoring was more successful. **Given all of the work that teacher's put into lockdown, are the videos still available? Perhaps they would be helpful for the underperforming pupils?** SB said that he believed the weaker students would struggle with the videos, they would need someone sitting with them. The Oak Academy is the government framework which will be continued to be used. GCSE Pod and SAM Learning are also platforms specially designed for independent learning. **Are the pupils with a lower reading age from a particular grouping?** SB said that he wasn't aware of a common factor, no. He doesn't believe that it is caused by Covid either, although Covid will have exacerbated the issue with pupils not having the usual support required at primary school.
  - Emma Morell presented PSHE – what is taught and how, it was a very interesting presentation.
  - Discussion on the government's recent White Paper, (which sets out proposed reforms to the education system) and how the proposals might affect Langtree, took place.
- **Pastoral & Community:** Minutes of 25<sup>th</sup> April 2022 had been circulated.
  - The school nurse is now only available one afternoon a week. She already has a caseload of 8-9 students and will only take on new students who have no other intervention. The school nurse is employed by the NHS, not Langtree. **Is there nothing more that can be done?** SB said that school has budgeted to train an additional ELSA.

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Due to the immediate need of additional help required for numerous children the suggestion of employing a counsellor, or a mental health practitioner, one day a week was made. **Action:** SB to explore what options are available with the aim of having something in place for September 2022.

- After meeting with Bev Belcher to explore and understand transition arrangements between Langtree and its feeder primaries, CR wrote a report on transition, which was circulated with the P&C minutes. CR said that the main conclusion was that Transition was excellent with a thoroughly comprehensive programme.
- Uniform – this was touched on earlier.
  
- **Drama Studio update**
  - AD said that JC has been writing the text for the sponsorship brochure which is now on its third iteration. A graphics designer will be used, it has been agreed to spend up to £1,000 on this. The architects need to be happy with the materials so that they will put their name on them. Progress on the project is slow but it is moving forward. The aim is to approach five or six sponsors, to identify a lead sponsor who would, ideally, sign the construction contract, this could be £1.5 million in addition to any possible overage.
  
- **Approval of statutory policies**
  - The Children with Health Needs Who Cannot Attend School was discussed. Governors agreed that the policy should be approved in tangent with the Supporting Children With Medical Conditions policy. It was agreed that the P&C Committee review both policies alongside each other and bring them back to the July FGB meeting for approval.

**Action:** LB to coordinate review of policies with P&C.
  - The First Aid in Schools policy had been reviewed and approved by the F&GP committee. The policy was approved by the full governing board.
  - The Health and Safety audit recommended some additional amendments to the Health and Safety policy. These changes will be made and the policy will be brought back to the July FGB meeting for approval.

#### **Any Other Business**

- ***Population demographics show that, in the next five years, pupil numbers are significantly dropping in the local area – are governors aware of this and is there a plan?*** AD said that the F&GP discuss pupil numbers regularly but perhaps hadn't realised the extent of the problem. SB said that pupil numbers are currently strong, parents have been in to visit Langtree and seem happy with what they have seen, things feel fairly secure for the moment. In view of the government's White Paper (discussed earlier), Langtree needs to be aware of local policy developments and be ready for potential future changes.

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

Finally, AD thanked SB and all governors for their time and input, and closed the meeting at 20:45

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**ACTIONS LIST from FGB meeting, 12<sup>th</sup> May 2022:**

Minute	Action	By whom?	By when?
2.2	Complete online Prevent and GDPR training and confirm when complete	JC	ASAP
2.2	Confirm KCSIE has been read and understood	JC	ASAP
2.2	Ofsted Inspection Framework informational sessions to take place in the summer	SB	Summer
3.8	Committees to discuss relevant sections of Ofsted spreadsheet	AD/VH/GW	June
3.9	Follow up on uniform contract – specifically for girls PE	VH/LB	ASAP
4.1	Amend the Complaints policy wording at the next review	VH/LB	September
4.2	Amend the SEND policy wording by the next FGB meeting	GW/SP	June
5.3	Explore whether a Counsellor/Mental Health Practitioner/Similar can help the school nurse	SB	ASAP
5.5	P&C to review the two policies and bring back to July FGB	LB	June
5.5	Approved Policies to go on school website, where appropriate: First Aid in Schools	JCu	ASAP
5.5	F&GP to amend the Health and Safety policy and bring back to July FGB	AD	June
	Include Drama Studio update as standing item on FGB agendas	JCu	

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