



MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Thursday 17th March 2022 at 7.00 pm

Present:

Simon Bamford (SB)	Sarah Parish (SP)
Alan Broomhead (AB)*	Lucy Phipps (LP)*
Linda Burton (LB)	Jan Seal-Roberts (JSR)*
Alan Dunstan (AD)	Catherine Roche (CR)
Jean-Francois Fava Verde (JF)	Clive Watts (CW)
Vicki Hamilton (VH) – Chair of Meeting	Graham Webber (GW)
Claire MacVicar (CM)	Nima Zarrabi (NZ)

*Attended remotely

Apologies:

Kirsty Rogers (KR)
Annie Temple (AT)

JSR also apologised that she was unable to attend or chair the meeting due to Covid. Thanks were expressed to VH for agreeing to chair the meeting instead.

Absent:

Jesse Cleverly (JC)

In attendance:

Jo Cundy (JCu) – Clerk

Governor challenge is shown in red

1. Introduction

- Quorum was confirmed.
- Apologies tendered were accepted.
- CW noted an AOB: Possibility of Ukrainian refugees needing to be accommodated within the community
- No governor declared a material interest in any agenda item.

Signed

Date

2. ATB meeting, 27th January 2022

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

Action: JC

- Confirm KCSIE has been read and understood **Action:** JC to confirm
- Curriculum information that other schools provide on their website (item 4.1): SB reported that many schools have a Curriculum Intent document which he felt was helpful, particularly in light of a possible Ofsted visit. The SLT are therefore now creating a Curriculum Intent document for Langtree, which will be reviewed at the next Curriculum & Standards committee meeting.

Action: GW to ensure this is on Curriculum & Standards agenda for 26 April 22 meeting

3. Headteacher's Section: SB presented the report which had previously been circulated. Discussion raised the following points:

- SB had investigated how the achievement awards system can be improved. The same software platform, Satchel, is used for both Achievement Awards and Sanctions. Previously the notification for Achievements was turned off. A software update means that it is now possible to have notifications turned on for Achievement Awards (to include teacher's comments).
- **How many of the reported safeguarding concerns were of a Bullying or Sexual Harassment nature?** JSR confirmed that Langtree had been reported on the Everyone's Invited social media platform. But VH advised that the few reports by students of sexual harassment, both over the past year and retrospectively, had been dealt with appropriately by the safeguarding team, sometimes involving police.

Action: SB to include the nature of concerns in the HT report going forward.

- Year 11 Mocks: This year's results were generally 'phenomenal'. SB suspects that students worked harder as they felt that if summer exams were cancelled, the mock results would form a large part of the assessment for their final grade. Pupils have been reassured that teacher judgement would also be used, and that there would be 3 assessment windows. Student Council reported that students did a lot of work over the Christmas holidays, and there is some concern from teachers that students may be unable to sustain such high levels of effort through the rest of the year. Since the mocks, exam boards have reduced the range of topics to be covered for each exam, released information to allow students to focus their revision, and plan to include certain information on the actual exam papers to assist candidates such as mathematical formulae. **How do you feel about the results of the Pupil Premium (PP) students?** There are 12 PP students in that cohort, which includes two that are no longer educated at Langtree as they attend a PRU (but are still officially on our roll). The 10 remaining students are expected to do relatively well. **How can the PP students' results be improved?** A huge amount of analysis is done on the results; subject leads and their line managers will review the different groups by gender, PP, etc., identifying

where there has been poor performance and informing appropriate interventions. **To monitor the outcomes of pupils with disadvantage of all types, including mental health problems, would it be possible to see final destination – college, etc. for the more vulnerable children?**

Action: SB to provide statistics for vulnerable children to the Pastoral committee. The published data for where students actually go after Langtree is usually a year out of date but intended destination is recorded by Langtree and can be shared with governors.

- Year 9 options: A greater number and variety of courses (including some non-examined courses) have been proposed for this year, partly because of cohort specifics and also because it is a larger year group. Non-examined courses such as Art For Life, Cooking For Life and Enterprise Studies are proposed – these courses are generally suited for less academic students. **Is there a logistical constraint to offering to offering more courses?** They have been offered but may not all be viable; for example, if only 2 students select a course then it won't run. School has been careful to only offer courses where there is teaching capacity.
- Attendance: **Langtree's target is 94.1%, if things continue to improve is it likely that this target will be met by the end of the summer term?** If Covid levels fall, then it is possible - but it will be difficult to achieve. Our attendance compares favourably with national levels, but we are not complacent. **There are now significant numbers of students in the Persistent Absence category - why is this?** At the time this report was compiled, we were only at around 100 school days (now around 125 school days) – so if a child had been off / isolating for 10 days due to Covid, this would have taken them above the 10% threshold at this time of year. This effect should therefore be diluted as the year progresses – however, school are working with the Year 11 persistent offenders, and all of those above the 30% threshold – and will also be looking at the students with > 10% persistent absence that does not seem (entirely) due to Covid. The P+C committee will also be monitoring this carefully.
- Trips and visits: Langtree is very pleased to be able to run trips again. Students really value the residential excursions for extending learning opportunities, building relationships, etc., and extra trips are being developed for those who have missed out over the past 2 academic years. Two new trips are being offered: Year 8 to go to PGL on the Isle of Wight, and Year 9 to go to the Netherlands. Governors asked probing questions regarding the trips, particularly relating to availability for wheelchair users and those who have very low incomes. SBa advised that parents are invited to approach school if they need help with funding; the school has funds available to ensure that no pupil is prevented from taking part for this reason. Governors subsequently approved both new trips.
- School surveys: These are being sent out to stakeholders tomorrow, there will be a 10-day window for responses. Governors will be invited to a virtual meeting to review the results (likely to be held on 28th April). This will inform creation of the School Development Plan.
Action: SBa to send meeting invitation and video link to governors
- Ofsted briefing session: SB is keen to involve Wyll Willis, former Headteacher of Wallingford School. Dates for the briefing sessions will be announced after Easter.
- Uniform: The new supplier will take over in January 2023. The uniform will be refined slightly, with governor guidance. **At the Governors' Open Day students raised the point that girls wanted to wear PE kit that was something more in line with boys, and more modest (e.g. tracksuits and longer shorts). Has this been addressed?** The contract is being finalised so this would need to be checked as soon as possible.

Action: VH and LB to follow up

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Date

- PSHE update: A report had been circulated detailing the Relationship and Sex Education curriculum, showing what is taught at various ages and by whom – tutor, subject teacher or external speaker. This designation is dependent on where the content most closely aligns with subject, if specialist speakers are required, or if the school feels that tutors should teach it to their tutor groups. Support is provided for teachers who may not be entirely comfortable delivering sensitive topics. Much of the PSHE curriculum is woven into the subject lessons which works effectively. SBa confirmed that he is delighted with the way the model is working so far, and Governors congratulated the school on producing such a comprehensive and challenging curriculum. They were reassured that subjects such as finance and British values such as democracy and citizenship are also covered in other areas such as assemblies. The C&S committee will look at PSHE in more depth at their next meeting.

Action: GW to ensure PSHE is included on C+S agenda for next meeting

- Exclusion summary (year to date): The numbers are now more commensurate with a typical year.

4. Governor updates

- VH advised with regret that Ken Coveney has tendered his resignation from the governing body, effective 7th March 2022, due to pressures of his new job. Governors thanked Ken for all he has done for Langtree over the last four years. Sadly, JF is also going to be leaving the governing body soon as he is relocating to France. This is therefore likely to be JF's last FGB meeting. JF has done a great deal of work particularly with PP, and governors will be sorry to see him go.
- Governors thanked VH for arranging and hosting Neil McIntosh's leaving get together and thanked those who attended.
- Thus there are now new vacancies for new governors, with a preference for professionals who have the time, right skill set and personality to get involved.

Action: SB to review Governor Insights for appropriate candidates.

5. ESFA Financial Management & Governance Review.

- AD advised that work on the 18 outstanding ESFA recommendations continues. One of the major recommendations was that the Financial Procedures Manual required amendments/clarifications. Karen Barker (KB), School Business Manager, has updated the manual which has been reviewed by the F&GP committee.
- Another recommendation was that a Scheme of Delegation (SoD), showing levels of approval for financial decisions, should be developed. There already exists a SoD for all governors' areas of responsibility (2016). The new one describes only the finance aspect, but is more comprehensive than the earlier one. The SoD has been reviewed by the F&GP committee.
- The ESFA also insisted that Langtree has a Competitive Tendering policy (which did not previously exist). KB has now produced a new policy, which the F&GP committee have reviewed.

Signed

Date

- All three of the above documents were circulated prior to the meeting. Governors approved:
 - Financial Procedures Manual
 - Scheme of Delegation
 - Competitive Tendering policy
- Finally, AD reminded governors that the ESFA also recommends that Members and Trustees of Langtree should be separate groups made up of different individuals. Given that Langtree is currently a Multi Academy Trust of one, we presently believe that having a further level of governance would add unnecessary complexity. This has been reported back to the ESFA, and a response is yet to be received.
- Governors thanked AB and KB for their hard and time-consuming work in this important area.

6. ESFA – School Resource Management Self-Assessment Tool (SRMSAT)

The SRMSAT was circulated to governors prior to the meeting. The document helps academy trusts to check that they are managing resources effectively, and to identify any adjustments they need to make. The SRMSAT should be submitted by tomorrow morning. ***What is the expectation of 6: Appointing a governance professional who is not on the governing board?*** AD advised that many individuals with appropriate experience are now offering their services, in this area, often at substantial cost. FE and 6th Form Colleges are already required to undertake external reviews of governance; the understanding is that it may become statutory for academies in the near future. Discussions as to next steps are ongoing among the senior governors (FGB chair and the Subcommittee chairs). More news to follow in due course.

7. Committee reports

- **Finance and General Purposes:** Minutes of 2nd March 2022 had been circulated.
 - The final 9 outstanding actions from the ESFA review have now been completed.
 - The budget re-forecast predicts income of £3,588,322 and expenditure of £3,445,639 with a revised in-year surplus of £144,891.
 - ESFA insist on an Internal Scrutiny Plan, which involves three items: IT Audit, Health & Safety Audit and GDPR Audit. The Internal Scrutiny Plan will be presented at the next F&GP committee meeting.
 - It was agreed that priorities and financial impacts of repair identified in the October survey and improvement of the buildings identified at a recent governor visit (new classroom, canteen capacity extension, refurbishment of science labs) would not be finalised until the results of the CIF bids are known, which may be before Easter. Four categories of priority have been determined.
 - Whilst Langtree already has a Critical Incident Plan, it was felt that a Business Continuity Plan was also needed. Work on this will start after Easter.
 - The following policies were approved: Capability Management, CCTV Code of Conduct, Data Protection, Lettings, Support Staff Pay.

Signed

Date

- **Curriculum and Standards:** Minutes of 1st March 2022 had been circulated.
 - The committee welcomed new member Kirsty Rogers who has already made a very positive contribution.
 - Mark Vitty, Head of Maths, presented a report including his department's Intent, Implementation and Impact.
 - Jan Holroyd presented an update on the intervention programme, focussing on Years 7 and 11. Governors were pleased that Langtree is doing what it can to progress students, although the exchange of information on matters of curriculum between the SEN and mainstream areas seems somewhat inadequate at present. SB is addressing this and will report back at the next C&S meeting.
 - The SEND policy was approved.

- **Pastoral & Community:** Minutes of 28th February 2022 had been circulated.
 - SLT detentions have risen, which is largely due to students being late for school. The circumstances that might lead to this are being addressed.
 - Concern was raised that attendance of PP students is particularly low compared with non PP students, and some are not attending well at all (including the two students at the PRU, who remain on our roll). SBu is fully aware of this and making strenuous efforts to improve the situation, not least for safeguarding purposes.
 - The governor open day was very well received – thank you to all involved! There was some concern that the students selected to attend were not entirely representative of the school; however, it is also necessary for the students to have confidence to speak out to governors in this way, and to voice concerns of their peers, so arguably the involvement of School Council members is the best we can achieve.
 - The Careers Day was very good - congratulations to the team who organised it.
 - School is working on assessment of the effect of interventions such as ELSA and CAMHS.
 - Governors questioned if any pupils at school are more likely than others to choke. SB advised that there are currently no students with specific choking hazard flagged up (such pupils would have this information on the EHCP and the need for vigilance flagged to relevant staff). There are lists of First Aid trained staff posted around the school.
 - Questionnaires: Going forward, governors would like to consider assessing the mental health of pupils using a validated tool, which could identify trends in certain demographics, therefore informing appropriate intervention. This could take place in the summer term. This is currently being investigated.
 - The following policies were approved by the P&C committee: SEND, Anti-bullying, Drug and Substance Misuse, Supporting Students with Medical Needs.

- **Drama Studio update**

The working party met in February. JC has produced a script for the project brochure and is looking for a graphic designer to convert words into pictures. JC is awaiting confirmation from the architects Haworth Tompkins that they have the available resources to undertake this work. The alternative is to employ a freelance designer at an estimated cost of £500. The building has a working title of 'The Catalyst'.

Signed

Date

- **Approval of statutory policies**

- The Data Protection policy had been reviewed and approved by the F&GP committee. No changes were made. The policy was ratified by the full governing board.
- The SEND policy had been reviewed by both the P&C and C&S committees. The policy was approved by the full governing board.

Any Other Business

- ***If there was an influx in Ukraine refugees, how would Langtree be able to react?*** SBa has spoken to Oxfordshire County Council (OCC), they have advised that it would be dealt with like any other in-year admission application. ***If Langtree is at capacity how will the school deal with that?*** Langtree would naturally look favourably on Ukrainian students who arrive in the local area, but with reference to our Admission Policy, we could not offer places in years that are already full unless the government or DfE first gave prior approval that this would constitute extenuating circumstances. However, Chiltern Edge currently does have a lot of spare capacity, so hopefully there would be an alternative solution there.
- Governors expressed their thanks to VH for chairing the meeting while JSR is recovering from Covid.
- Governors also thanked KB for all of her efforts since she joined Langtree, her transition has been seamless and she has done a great job.

Action: SB to pass on governors' thanks to KB please.

Date of next meeting: Thursday 12th May, 7:00pm

Finally, VH thanked SB and all governors for their time and input, and closed the meeting at 20:50

ACTIONS LIST from FGB meeting, 27th March 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 spring	SB	Spring
2.2	Curriculum Intent document to be reviewed at the next C&S committee meeting	GW	April 2022
3.2	Include the nature of safeguarding concerns such as bullying and sexual harassment in the HT report	SB	May 2022
3.3	Provide outcome destinations information to the Pastoral committee	SB	April 2022

Signed

Date

3.7	Send meeting invitation for meeting to review survey results	SB	ASAP
3.8	Results of stakeholder survey presented and SDP to be determined - extra meeting	SB	April 2022
3.9	Follow up on uniform contract – specifically for girls PE	VH/LB	ASAP
3.10	Include PSHE is agenda for next C&S committee meeting	GW	April 2022
4.3	Review Governor Insights for governor recruitment	SB	ASAP
5.4	Approved: Financial Procedures Manual, Scheme of Delegation and Competitive Tendering policy	AD/KB	
5.5	Approved Policies to go on school website, where appropriate: Data Protection, SEND	JCu	ASAP
AOB	Pass on governors thanks to KB	SB	ASAP
	Include Drama Studio update as standing item on FGB agendas	JCu	

Signed

Date