



MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Thursday 6th October 2022 at 7.00 pm

Present:

Simon Bamford (SB)

Alan Broomhead (AB)

Linda Burton (LB)

Alan Dunstan (AD) - Chair of Meeting

Vicki Hamilton (VH)

Sarah Parish (SP)

Lucy Phipps (LP)*

Christine Reeves (CRe)

Catherine Roche (CR)

Kirsty Rogers (KR)

Jan Seal-Roberts (JSR)

Nima Zarrabi (NZ)

Apologies:

*Lucy Phipps (LP) will be late to the meeting due to School's Post 16 Options Evening

Annie Temple (AT)

Clive Watts (CW)

No Apologies:

Jesse Cleverly (JC)

In attendance:

Jo Cundy (JCu) – Clerk

Governor challenge is shown in red

1. Introduction

- Quorum was confirmed.
- Apologies tendered were accepted.
- AOB: Appointment of Company Secretary.
- No governor declared a material interest in any agenda item.

Signed

Date

Langtree School, Woodcote, Reading, Berkshire RG8 0RA

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Headteacher: Mr S. Bamford Deputy Headteacher: Ms S Burman

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Company Registration Number: 07980335 Registered Office: Langtree School. Woodcote. Reading. RG8 0RA

2. ATB meeting, 7th July 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, and confirm read and understood KCSIE **Action: JC**
- Amend the wording of the Complaints policy at the next review **Action: VH**

3. Langtree 2022-2023

- Election of Chair and Vice Chair:** Nominations for Chair and Vice Chair were circulated prior to the meeting, AD and CR as Chair and Vice Chair, respectively, received nominations. The appointments were unanimously agreed.
- Confirmation of committees, including membership and terms of reference:** It was agreed that the same structure and composition of committees will remain for the upcoming year. Committee Vice Chairs have been appointed. Sadly, due to personal reasons, Ashley Pearce has resigned from the governing board effective 30th September 2022. **Action: JCu** to update the Langtree School Governing Body 2022-23 document with governor changes, and amend 'Appointed by' column.
- Individual responsibilities:
 - Health & Safety: CW
 - Pupil Premium: CR
 - Safeguarding: VH
 - SEND: SP
 - Careers: NZ (Considering the role pending further information from SB)
- Governors returned their signed Code of Practice for Academy School Governors, and Declaration of Business Interests forms.

4. Headteacher's Section:

4.1 Exam results:

Chris Nonweiler presented the 2022 exam results. The cohort was a slightly more able group of children than recent years. The A8 and P8 were 57.6 and 0.53 respectively, the highest Langtree has ever seen. A P8 of 0.5 has been the long term goal, school is thrilled with this result. **What impact has the pandemic had on these results?** The P8 is a standardised score across the country, there was no advantage or disadvantage, everyone was in the same boat.

It was noted that two students on roll, and included in the result, were never educated at Langtree but have had a significant impact on the public figures. A verbal agreement had been made with Oxfordshire County Council (OCC) for one of the students - if Langtree allowed them to be on roll there would be no negative impact towards the school's results, unfortunately this has not been the case. It is therefore felt that the result is not a completely accurate reflection on the students who did attend lessons.

Signed

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The P8 for English was 0.30 and Maths was 0.34. Drama was the strongest performing subject. Computer Science and Business Studies also appear to have exceptionally strong results.

Disadvantaged students achieved a P8 of -0.62 and have therefore performed worse than average. However, without the two students (noted above), the P8 was 0.03. The Low Prior Attainment group have achieved a higher P8 score, at 0.70, a likely reflection of all of the hard work done on literacy interventions, the two coaches may also have helped here. **Has Langtree sacrificed High Attainers for Low Attainers?** No, High Prior Attainers may have a target of 8 and achieve 9, they can only score +1 and therefore have limited upside, however, Low Attainers have more space to travel to get a better P8 score, they have more wiggle room. **Are disadvantaged pupils in all three groups?** Yes, but the majority are in the middle, there are only a couple in the high prior attainment group. **How does Langtree's disadvantaged pupils compare with those from other schools?** Other schools are doing better, there is not such a large gap between advantaged and disadvantaged pupils. However, Langtree's results are slightly skewed due to the smaller number of disadvantaged pupils. Attendance for disadvantaged children is lower, this has a significant impact on their education, if they don't attend school the teachers can't work with them. It was also noted that a number of disadvantaged children are struggling with their well-being, they receive extra help from the pastoral team but it can be at the expense of dropping a subject, which impacts P8.

*Lucy Phipps joined the meeting.

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

- **How do you know that the Open Evening was a success?** Entry was ticketed and it was oversubscribed. It was very busy, there was a great buzz, and the feedback received was overwhelmingly positive.
- The openness of the school site continues to be discussed, especially in light of the recent attack at a nursery in Thailand. **Has a lockdown drill taken place yet this year?** Not yet. The one way system has been adapted, this takes students away from the front of the school and allows the school gates to be closed, should it be needed, without much disruption to the school day. It was noted that the openness of the site will be discussed at the next F&GP committee meeting.
- VH said that online safety has become more of a talking point and governors should be aware of the number of online concerns reported so that governor monitoring can take place.

Action: SB to report online safety concerns within the Headteacher's report

- **If Langtree were to move to a different data management system, when would this take place and who will manage the project?** The time scale is rapidly changing, SIMS has now introduced a three year contract, opposed to one year, the current contract ends in 2025. The preferred new system has a promise that you don't pay for it while you still have the outgoing platform. Langtree is currently tied in with SIMS but there are add ons that can be removed that would justify paying for the new system. Chris Nonweiler will manage the project. Langtree would ideally like to move at Easter 2023 but it will possibly be a year later. Carolyn Ventress, new school business manager, has already been through the process at her previous school and has reported the move being seamless.

Signed

Date

5. Safeguarding update - VH

VH thanked governors who have already completed their Safeguarding training on Smart Log and the Cyber Security training. KCSIE 2022 puts more emphasis and onus on governors, it states that governors should receive Safeguarding training, this has already been taking place at Langtree. At the December 2022 FGB meeting Sarah Burman will present some Safeguarding cases that she has experienced.

KCSIE 2022 has changed peer on peer abuse to child on child abuse, it includes domestic abuse being a risk to children. Langtree's PSHE curriculum now includes domestic abuse. Preventing harm is a whole school issue. All policies are impacted by safeguarding. When reviewing school policies there is a requirement to consider Public Sector Equality Duty, Equality Act 2010 and Human Rights 1998.

All governors have signed Langtree's ICT Acceptable Use policy. Chris Nonweiler has confirmed that there have been no concerns of users abusing Langtree's ICT systems since he has been managing the system. **Is there a system in place to track reported low level concerns?** A Google Form is used for both pupils and teachers, all concerns go to SB. CR noted that it is important that the culture is such that pupils and teachers feel that they can report concerns.

6. Pupil Premium (PP) update – CR

CR recently met with SB, AT and Susannah Wood, her notes from the meeting were circulated to all governors within the September 2022 Pastoral and Community Committee minutes. The notes outline the importance of PP at Langtree and work being done to close the PP gap.

PP children are about 10% of Langtree's population, this is lower than the national average which is closer to 20%. The DfE have published a number of ways they recommend that PP money is spent to achieve the best outcomes for pupils: High quality teaching, targeted academic support, and wider strategies to address non-academic barriers to success. Langtree must show how the PP funding is being used, the PP statement is published on the school website each year. The PP strategy, and progress against the strategy, is reviewed on a regular basis.

SB noted that AT has been the PP coordinator for some time but has recently taken on a new role. AT continues the PP work voluntarily, which Langtree are hugely grateful for, while a new person is recruited to take over the role.

There is a new school nurse, she will be on the school site for 2.5 day. It was also noted that Sarah Burman has been working on the Well-being survey which will go out soon, this time it will not be anonymised. **Will pupils be honest in their feedback if it is not anonymous?** Believe they will, yes, if anonymised it is difficult to act on issues. There will also be a Stakeholder survey which will be anonymous.

Signed

Date

7. Governance Review – AD

A succinct paper on Langtree Governance Review, written by AD, was circulated prior to the meeting. The DfE expects that every school undertakes regular governance reviews, by either using a self-review method or engage an independent agency. AD has examined both options. To ensure an objective assessment of Langtree’s approach to governance AD recommends an External Governance Review (EGR). The National Governance Association (NGA) are extremely knowledgeable and will conduct an EGR at a cost of £2,250. Governors unanimously agreed to an EGR, with the plan to start the review in November 2022.

Action: AD will engage with NGA to discuss the next steps.

8. Committee reports

Finance and General Purposes: Minutes of 21st September 2022 had been circulated.

- Carolyn Ventress, new School Business Manager, has now started at Langtree. The F&GP Terms of Reference were approved. AD was elected as Committee Vice Chair.
- Langtree’s Scheme of Delegation will be reviewed at the next F&GP Committee meeting, after which it will come to the December 2022 FGB meeting for approval.
- Project work: The roofing project is going well, however the pipework project is not running as smoothly. The issue is possibly more the agent/middle man who has taken on the work based on an initial assessment and design completed by a third party, more investigative work is required. AB attended a meeting last week, he believes that things are now moving in the right direction. ***If the design significantly changes, will there be a cost implication?*** AB said that he was reassured at the meeting that this shouldn’t be the case as less boxing in, fewer fan assisted heating units, etc. would be required.
- The working budget, with real life information built into it, looks significantly worse now than it did when was first drawn up. The income looks a little flat which may not be realistic. The working budget is now being assessed as to how accurate it is, this will help Carolyn understand if any action is required to balance the budget in the coming months. The bulge year, a year whereby Langtree has periodically taken an additional 24-30 pupils, has previously helped with the budget. A decision will be taken next year on whether another bulge year is required in the near future.
- The audit is underway. In previous years the auditors have presented to FGB but, in the absence of any major issues, AB can talk governors through the findings. Governors agreed that as long as the auditors presented to the F&GP committee, and there were no significant issues, it was not necessary for the auditors to present to FGB.
- All governors are required to read Section 8 of the Trust Handbook.

Action: Jo to circulate Trust Handbook to governors, governors to read Section 8.

- The committee approved the Redundancy policy.

Curriculum and Standards: Minutes of 20th September 2022 had been circulated.

- The Committee Vice Chair will be agreed at the November 2022 meeting. The C&S Terms of Reference were approved.
- The committee reviewed the 2022 exam results.

Signed

Date

- The Ofsted questions for governors, and a SWOT analysis, were discussed.
- There were no policies ready for review.

Pastoral & Community: Minutes of 20th September 2022 had been circulated.

- LB was elected as Committee Vice Chair. The P&C Terms of Reference were approved.
- Langtree’s mental health strategy, and the anonymisation of the Well-being survey were discussed.
- The new school nurse will hopefully be in school 2.5 days a week, great news!
- Attendance and behaviour has been really good so far this term.
- The Admissions policy, and Child Protection and Safeguarding policy, were both approved.

Drama Studio update

- JC was not in attendance and therefore unable to provide an update on the Drama Studio. AD said that JC has made progress, the working group has been shown some design ideas made by the architect. JC will now take the designs to the graphic designer to plan the brochure.
- There is concern that the current economic environment might mean that securing a sponsor may be more difficult than previously thought.

Approval of statutory policies

- The Admissions policy had been reviewed and approved by the P&C committee. SB noted that there is one significant difference regarding how the distance from the school is measured – OCC have changed it to ‘as the crow flies’ instead of to the nearest road. The policy must go to public consultation before it is fully ratified. The policy was approved by the full governing board.
- The Child Protection and Safeguarding policy is an OCC model policy, it has been reviewed and approved by the P&C committee. The policy was approved by the full governing board.

9. Any Other Business

Carolyn Ventress was appointed as the Company Secretary.

Date of next meeting: Thursday 8th December, 7:00pm

Finally, AD thanked SB and all governors for their time and input, and closed the meeting at 21:18

Signed

Date

ACTIONS LIST from FGB meeting, 6th October 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	Amend the Complaints policy wording at the next review	VH/LB	November
3.2	Update the Langtree School Governing Body 2022-23 document	JCu	ASAP
4.0	Report Online Concerns within the Headteacher's report	SB	Ongoing
7.0	Engage with NGA regarding EGR next steps	AD	November
8.0	Circulate Trust Handbook to governors, governors to read Section 8.	JCu	ASAP
8.1	Governors to read Section 8 of the Trust Handbook	All	November
8.5	Approved Policies to go on school website, where appropriate: Child Protection and Safeguarding	JCu	ASAP
8.5	Admissions policy to go to public consultation	MTL	ASAP
	Include Drama Studio update as standing item on FGB agendas	JCu	Ongoing

Signed

Date