



**MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School,
Woodcote, RG8 0RA on Thursday 16th March 2023 at 7.00 pm**

Present:

Simon Bamford (SB)

Alan Broomhead (AB)

Linda Burton (LB)

Jesse Cleverly (JC)

Alan Dunstan (AD) – Chair of Meeting

Sarah Parish (SP)

Lucy Phipps (LP)

Christine Reeves (CRe)

Catherine Roche (CRo)

Jan Seal-Roberts (JSR)

Hayley Scott (HS)

Apologies:

Vicki Hamilton (VH)

Kirsty Rogers (KR)

Clive Watts (CW)

In attendance:

Jo Cundy (JCc) – Clerk

Lynne Fletcher – NGA (via video link)

Governor challenge is shown in red

1. Introduction

- Quorum was confirmed.
- Apologies tendered were accepted.
- No governor declared a material interest in any agenda item.
- AD welcomed Lynne Fletcher (NGA) who joined remotely, to complete the final stage of her External Governance Review - observing a board meeting.

Signed

Date

2. ATB meeting, 26th January 2023

- 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: Admissions policy has gone to public consultation, still waiting to hear back from OCC

3. Ofsted Inspection Report

SB reported that he was, on the whole, very happy with the outcome of the Ofsted Inspection. The judgement was, generally, what he was expecting. The noted areas for development were fair, and they had already been identified within the SDP. SB said that he was slightly disappointed that Ofsted chose to deep dive Modern Foreign Languages given the staffing issues experienced in that department and a new team leader starting only a few weeks before. AD noted that, having read the report, which was very positive, he was disappointed by the grade that was given. Governors thanked SB and the whole staff on their hard work and congratulated them on the final outcome.

LP arrived at 7.20

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

- Today was the last of the announced four teacher strike days, no parent complaints had been received by SB regarding the handling of the strikes and some parents had voiced their support. There were approximately 30% of teaching staff that were on strike, this meant that it was impractical to open the school. If more strike days are announced closer to exam season the current plan will be re-visited.
- Governors expressed their whole hearted thanks to Mr Parker whose stage lighting sales company has donated an incredible amount of LED lighting to Langtree. Mr Parker also spent a day helping rig the lighting for the school play.
- Year 11 PPE results are strong. There is some concern that, generally, the year group seems a little complacent. Work continues on their revision planning. **What might be driving the complacency?** SB said that it's difficult to isolate the group dynamic and pinpoint a particular cause. The important thing is that teachers recognise the issue and are doing what they can to encourage pupils to work harder.
- The Local Authority Designated Officer (LADO) visited recently to audit Langtree's site security. Some suggestions have been made but there were no major concerns. An internal report is being written.
- Governors thanked Stephen Henderson, Music Team Leader, for his strong contributions during his tenure at Langtree, Stephen will be retiring at the end of term. Fortunately an excellent replacement has been found; Ben Bradley will be starting at Langtree in Term 6. Stephen will continue to support the Year 11 Music students through their GCSEs.
- **How does the number of oversubscribed pupils moving up to Year 7 compare with previous years?** SB said that the data comes from various Local Authorities, and is a moving picture with frequent changes but the year group was significantly oversubscribed - with 151 1st

choices and 111 2nd choices for the 120 places. **Is Langtree doing enough to help parents feel part of the community?** SB said that the transition programme is phenomenal, for both students and parents, including parent workshops, coffee mornings, etc.

- **Why is the attendance of FSM pupils so low, even compared with the national average for FSM?** SB said that the attendance is largely affected by 4 students in the cohort who have almost 0% attendance. CR added that a huge amount of work has been going on, involving parents, school staff are very focussed on the issue and should continue to be.
- 26th June is a possible dates for governor days to discuss the catering re-tender.

5. Governance Updates

AD informed governors that Nima Zarrabi has sadly resigned from the governing board, effective 13th March 2023, due to family commitments. The governing board thanked Nima for his efforts. The board is now looking to fill the Careers Governor Link role which Nima had recently taken on.

- a) Finance governor recruitment: AB said that they have not yet found a suitable person to fulfil the vacancy on the finance committee, but added that the committee is managing okay at the moment. They are not necessarily looking for an accountant but someone with financial experience within business. SB has searched Inspiring Governance but to no avail. Governors suggested the School Newsletter and other local publications such as the Goring Gap.
- b) Staff governor replacement - SB will announce the non teaching staff vacancy at next week's staff meeting. The tenure of LP, who is also a staff governor, ends in May 2023; SB will also let staff know that this role will become available.

Action: SB to announce staff governor vacancies

- c) School Improvement Partner (SIP) - the current SIP has retired but has kindly offered to stay on for another year at Langtree, which has been agreed.,Langtree are working on finding a new SIP, there are two potential candidates. The hope is that there will be a new SIP in place by the Autumn term, this should allow for a comprehensive handover.
- d) Link Governors:
Unfortunately the Careers and Health & Safety updates were not able to be delivered due to the very recent resignation of Nima, and late notice that CW was unable to attend the FGB meeting.

6. Committee reports

Finance and General Purposes: Minutes of 1st March 2023 had been circulated.

- An additional grant from the government has resulted in additional income of £52,000 for 2022/23 and £125,000k for 2023/24. This makes a big difference to the financial viability of later years.
- Carolyn Ventress (SBM) has been carrying out a detailed look at each room and has RAG rated them, a systematic approach which is very welcome.
- Section 106 funding of approximately £300,000 from two local developments will be funded to Langtree. The money must be spent on school expansion and in a relatively short period of time - by March 2025. **Do we have a longer term plan of what Langtree might need in the future?** SB said that there is an informal wish list and

Carolyn is also working on a more comprehensive list. *Is there an expectation that Langtree should increase the number on roll?* SB said that he didn't believe so.

- As noted earlier, the Catering contract is due for re-tender. Two dates have been suggested for the prospective catering companies to come into school and gather intelligence. VH was suggested as a good choice for governor representation, SP (vegetarian), and LB voiced an interest to attend on behalf of governors.
- Langtree is moving its Management Information System from SIMS to Satchel. The two systems are running in parallel, it is critical that the move goes well.
- Policies approved were: Support Staff Pay policy, Capability Management, Competitive Tendering, Data Protection, Trips and Visits.

Curriculum and Standards: Minutes of 28th February 2023 had been circulated.

- Charlotte Davis, Teaching and Learning Assistant Head Teacher, spoke about the curriculum and learning in the classroom. Governors noted that the teaching practice has really improved from years gone by. Consideration of the learning experience is made and maximised as much as possible, ensuring that children feel confident answering questions with hands down questioning, and that Best Practice is used consistently across the whole of the school.
- SB also presented the Y11 data compared to outcomes from last year. Attainment is reasonably high but progress is lower.
- Policies approved were: Remote Learning policy. The Target-Setting, Assessment and Reporting policy is still being worked on.

Drama Studio update

JC said that the final version of the brochure is almost complete. He has had some really good discussions with the architects who are extremely engaged with the project, and have found some interesting contacts which he will follow up with. As the project moves into the next phase, JC believes that some form of committee will be required to execute the body of work. This will need to be considered in the near future, AB will arrange a working group meeting to discuss. Governors discussed the Section 106 funding and whether this could be used towards the Drama Studio. AB said that a better understanding of how the Section 106 money could be spent was needed.

Action: AD to arrange Drama Studio working group meeting, and also review how Section 106 funding can be spent.

Pastoral & Community: Minutes of 22nd February 2023 had been circulated.

- The Exclusions policy wording was scrutinised and updated with the latest recommendations in mind.
- The school nurse has left the school nursing service, and therefore has left Langtree. There is a new, more experienced nurse who is coming into school one day a week. This is less days than the previous nurse. However, it was felt that, due to her experience, the decrease in her number of days would not have too large an impact.
- The cost of living crisis was discussed. Some local parish funds are available to those who need it but only at the request from families, not by Langtree. However, Langtree can

raise awareness of the funds by noting it in the weekly newsletter. The PTA are keen to set up a second hand uniform shop to help with the rising cost of living, they have arranged for a facility in the local area, separate to school, to operate the shop from.

- CR, as the Young Carer (YC) Link Governor, recently met with Lucy Gerard Carr, the new YC Champion. CR reported that Lucy is still finding her feet in the role. CR is reviewing the definition of YC which she finds slightly vague. Issues were raised that some YCs were arriving at school late, untidy and having not eaten breakfast. Further work will be done.
- Policies approved were: Exclusions (Behaviour policy has been delayed)

Approval of statutory policies

- The review of the Behaviour policy has been delayed to the May committee and FGB meetings. **Action:** Review the Behaviour policy at the May FGB meeting
- The Competitive Tendering policy was scrutinised and approved by the F&GP committee. CR asked if wording on Environmental, Social and Governance (ESG) should be included in the policy, to at least ask companies what they are doing in this area? Governors agreed that some wording on ESG should be included. The Competitive Tendering policy was approved subject to the addition of ESG. **Action:** AB and AD to add ESG language.
- The Data Protection policy had been reviewed and approved by the F&GP committee. JSR noted that she has some editorial edits. The Data Protection policy was approved subject to editorial changes.

NGA External Review, Lynne Fletcher - Prog Update

Lynne Fletcher provided a summary of the various stages of the NGA External Review and said that she is almost at the Conclusion stage. An internal report will be provided to the governing body, it will not be sent to anyone else. The report will be a forensic look at everything the governing body does, and an action plan will be provided. The draft report should be completed next week after which a quality assurance process will be undertaken by NGA to check the facts, the final report will then be issued.

AOB

SB noted that Oxfordshire County Council have been in touch regarding funding SEN provision. The Secretary of State has made the decision that, to boost the underfunded SEN provision, money will be taken from school's budgets. For Langtree this will result in approximately £24,000 being taken from the budget.

Date of next meeting: Thursday 11th May, 7:00pm

Finally, AD thanked SB and all governors for their time and input, and closed the meeting at 21:05

ACTIONS LIST from FGB meeting, 16th March 2023:

Minute	Action	By whom?	By when?
2.2	Admissions policy has gone to public consultation, waiting to hear further		Ongoing
5b	Announce staff governor vacancies at the Staff Meeting	SB	March 2023
6d	Arrange Drama Studio Working Group meeting	AD	May 2023
6d	Review how Section 106 funding can be spent	AD	April 2023
6d	Review Behaviour policy at May FGB meeting	All	May 2023
6e	Add ESG language to Competitive Tendering policy	AD/AB	ASAP
6.5	Approved Policies to go on school website, where appropriate: Data Protection, Trips & Visits, Remote Learning, Suspension & Exclusion	JCu	ASAP
	Include Drama Studio update as standing item on FGB agendas	JCu	Ongoing
	Committees to review the FGB Scheme of Delegation at the start of the Academic year (alongside Terms of Reference)	Committees	September 2023