



MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Thursday 5th October 2023 at 7.00 pm

Present:

Simon Bamford (SB)

Alan Broomhead (AB)

Linda Burton (LB)

Alan Dunstan (AD) – Chair of Meeting

Sarah Parish (SP)

Lucy Phipps (LP)**

Catherine Roche (CRo)

Hayley Scott (HS)

Jan Seal-Roberts (JSR)*

Clive Watts (CW)

Apologies:

Jesse Cleverly (JC)

Vicki Hamilton (VH)

Christine Reeves (CRe)

In attendance:

Jo Cundy (JCu) – Clerk

*Via video

**Due to a school event will be late

Trustee challenge is shown in red

1. Introduction

- Quorum was confirmed.
- Apologies tendered were accepted.
- No trustee declared a material interest in any agenda item.

Signed

Date

2. ATB meeting, 6th July 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:

Langtree Highlights 2022/23

Looking back to the last academic year, AD reminded everyone of the progress made due to the hard work put in by trustees and school staff. Highlights included:

- Successful Ofsted inspection with a fantastic outcome.
- NGA External Governance Review which is making great strides, more detail provided in 5b.
- Successful CIF bids for Pipework and School Roof projects. This involved a total expenditure of £1,153,600, Langtree's contribution towards this was £174,200 (15%).
- Fabulous GCSE results, amazing achievement in comparison to many schools in England

3. Langtree 2023-24

a) **Election of Chair & Vice Chair for 2023-24:** AD and CR as Chair and Vice Chair, respectively. The appointments were unanimously agreed.

b) **Confirmation of committees, including membership and terms of reference:** The 'Committee Membership and Link Trustees' document was circulated prior to the meeting. It was agreed that the structure and composition of committees will remain unchanged for the upcoming year. The committees had also reviewed Langtree's Scheme of Delegation (SoD). **LB noted that VH had raised a question regarding the SoD and accountability.** AD explained that the SoD is a simplified document and favours either decision making and/or consultation. Committees should review trends and highlight concerns to the Trust Board for a ruling/decision after consultation with the Headteacher, as is the current process. Trustees approved the SoD.

Action: JCu to upload SoD to the school website

c) **Confirm Link Trustees Responsibilities:** The 'Committee Membership and Link Trustees' document was circulated prior to the meeting. HS has kindly agreed to be the Careers Link Trustee, everything else remains unchanged.

d) **Code of Practice & Declaration of Business Interests for signature:** Trustees returned their signed Code of Practice, and Declaration of Business Interests forms.

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

Discussion raised the following points:

- The Open events (1 Evening and 6 Mornings) were really well attended. Thank you to Patrick Williams estate agent for very kindly producing the prospectus.
- Commissioned by the DoE, surveyors inspected the school site and found no Reinforced Autoclaved Aerated Concrete (RAAC).
- Deputy Head Teacher Sarah Burman has completed her NPQH. Succession plans are in place for all key staff.

- Admissions: Four year 9 appeals were lost. School was already 1 over the Published Admission Number (PAN). This creates logistical issues with some classrooms simply not large enough to fit 31 students, or have enough PCs in computer rooms. **What impact will this have?** It will be difficult to manage with significant re-rooming involved. It will be detrimental to the effective education of other students.

Action: Trustees to write a letter to OCC highlighting issues with the process

- Year 10 numbers are down with four students leaving. Prefer not to accept students into Year 10 as their Options don't always match with Langtree's offering.
- There have been a number of staffing changes, predominantly due to retirements and maternity leaves.
- **There are 130 students with attendance below 90%, how many of these are of real concern? And which year groups?** SB said that a virulent cold affected attendance. There are about 20 students who have significant school avoidance tactics. Persistent attendance is more prevalent in the older year groups.
- Summer building work included: Resurfacing the school hall floor, pipework project which is almost complete, stripping and re-tiling the hall roof.

Exam Results: Extremely pleased with the impressive GCSE results which were above the national average. 89.3% of students achieved 4+ in both English and Maths, and 70.2% achieved 5+. Langtree's average GCSE grade was 5.7, the national average was 4.6. **How well does Langtree do with the more able students?** The 'higher' students have a lower P8 than the 'lower' students, this means that the 'lower' students are being pulled up more. However, the 'higher' students with a target grade of 9 are unable to improve on that; this is a fairly normal profile but the top end need to be stretched more. The history department performed particularly well with an average grade of 6.7 for 56 students! German, French, food, computer science and business studies also performed really well.

SB noted that the Post 16 Options Evening, with 24 exhibitors from far and wide, is being held at school today. Also, the Duke of Edinburgh programme is up and running again, for year 9. The SDP will be discussed at the December ATB meeting.

Action: JCu to add SDP on Dec 2023 ATB agenda

LP joined the meeting at 8.10pm

5. Trustee Updates

- a) Trustees unanimously agreed to renew the term of office for Clive Watts as Co-opted Trustee for a further 4 years. Clive's term of office will start on 3rd December 2023.
- b) External governance review: AD said that significant progress has been made, to date about 80% of the recommendations have been completed.
- c) CR said that a Strategic Planning Workshop is scheduled for 14th November from 2-5pm.
- d) AB said that Langtree has received the Letter to the Accounting Officer. It has been discussed at the F&GP committee and can be found in the Google Docs folder. Some of the key points in the letter are:
 - A push for more simplification of the financial oversight regime and the returns demanded from schools

- Reminder that Trustees are responsible for the ongoing safety of the school buildings and infrastructure
- Reference to the Academy Trust Handbook (ATH) changes and a new tabular checklist to monitor adherence to the ATH's content.

6. Committee reports

Finance and General Purposes: Minutes of 20th September 2023 had been circulated.

- The F&GP Committee Terms of Reference were approved.
- The overall carry forward from 2022/23 will be circa £48,000, to be confirmed by the auditors.
- The DfE has released the indicative funding for 2024/25, this looks to be an increase of ~£190,000 on the original budget forecast! Having an idea of funding this far in advance is a huge advantage. Langtree's outgoing years look to be a much healthier picture.
- The new catering contract got off to an extremely disappointing start. SB said that there was a delay in the signing of contracts and the new provider refused to order food or do any marketing before the contracts were formally agreed. The food on offer for the first few days of term was nothing like what was provided at the tender presentation. The kitchen team are the same as previously and have done an excellent job throughout. Things are now improving and sales are higher than ever.
- A new ATH was issued during the summer with a number of changes, these were discussed.
- Following extensive work with Norfolk CC by Carolyn Ventress, a new Business Continuity Plan was presented, discussed and approved.
- Good initial signs of support from OCC towards the use of S106 funds as CIF bid seed money to improve the science labs.
- A banking platform has been identified to improve the return on invested reserves but also ensures the easy management of the savings account.
- The Teaching and Support Staff pay policies are not yet available from OCC. They will hopefully be available in time for the November meeting.
- Policies approved were: Business Continuity & Emergency Plan. The SoD was also reviewed and approved.

Curriculum and Standards: Minutes of 26th September 2023 had been circulated.

- Following the departure of Kirsty Rogers, JSR has kindly agreed to take on the role of Committee Chair for this academic year. HS has joined the C&S committee; she has also taken on the role of Careers Link Trustee.
- The C&S Committee Terms of Reference were approved.
- The 2023 GCSE exam results were reviewed.
- Staffing changes were discussed.
- Policies approved were: Careers, and Exams. The SoD was also reviewed and approved.

Pastoral & Community: Minutes of 20th September 2023 had been circulated.

- The P&C Committee Terms of Reference were approved.
- Some reports, such as attendance and behaviour, were not yet available as it was too early in the term for any meaningful data. These data sets will be reviewed at the November committee meeting.
- Sarah Burman to present Filtering and Monitoring at the December ATB meeting.
Action: JCu to add to the ATB December agenda.
- Policies approved were: Admissions, Children with Health Needs Who Can't Attend School, and Child Protection and Safeguarding. The SoD was also reviewed and approved.

Drama Studio update

JC was not in attendance and therefore unable to provide an update on the Drama Studio.

7. Approval of statutory policies

- The Admissions policy had been reviewed and approved by the P&C committee. The policy was approved by the Academy Trust Board.
- The Careers policy had been reviewed and approved by the C&S committee, in addition to HS - Careers Link Trustee. The policy was approved by the Academy Trust Board.
Action: SB to make a couple of editorial changes.
- 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 Academy Trust Board.
Action: SB to make a couple of editorial changes.
- Children with Health Needs who Can't Attend Schools had been reviewed and approved by the P&C committee. The policy was approved by the Academy Trust Board.

AOB

- AD noted that The Governors for Schools organisation is holding a webinar on Exploring Behaviour from a Governance Perspective at 8am on 19th October, if of any interest. AD to circulate the information to all Trustees.
- AD said that he has an NGA - Governing a Multi-Academy Trust Handbook, please let him know if you are interested in reading it.
- HS said that she is meeting with the PTA next week and to let her know if there is anything she should ask for feedback on.

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

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

ACTIONS LIST from FGB meeting, 5th October 2023:

Minute	Action	By whom?	By when?
3b	Upload SoD and Finance SoD to school website	JCu	October
4	Write a letter to OCC highlighting issues with admissions process	SB/AD	ASAP
	Add SDP on Dec 2023 ATB agenda	JCu	December
	Add Filtering & Monitoring (Sarah Burman) to the ATB December agenda	JCu	December
6.0	Editorial changes required to the Careers and CP & Safeguarding policies	SB	ASAP
6.0	Approved Policies to go on school website: Admissions, Careers, CP & Safeguarding, Exams	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