



**MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School,
Woodcote, RG8 0RA on Thursday 17th October 2024 at 7.00 pm**

Present:

Sarah Parish (SP)	
Deborah Allen (DA)	Catherine Roche (CRo)
Simon Bamford (SB)	Christine Reeves (CRe)*
Linda Burton (LB)	Jan Seal-Roberts (JSR)*
Alan Broomhead (AB)	Hayley Scott (HS)
Alan Dunstan (AD) – Chair of Meeting	Clive Watts (CW)
Vicki Hamilton (VH)	

Apologies:

Kathryn Foster (KF)
Martina Platts (MPI)
Victoria Vaughan (VV)

In attendance:

Jo Cundy (JCu) – Clerk
Chris Nonweiller – Assistant Head Teacher

*Attended the meeting remotely

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

2. ATB meeting, 4th July 2024

- 2.1.** ATB minutes which had been circulated were approved as an accurate record. The minutes will be signed by AD and filed in school.
- 2.2.** Review of Actions/matters arising. Unless otherwise discussed, assigned actions had been completed. The Training & Development Link Trustee role did not get a volunteer after July FGB. HS has agreed to cover the trustee induction part of the role.

Signed

Date

3. Langtree 2024-25

a) Election of Chair & Vice Chair for 2024-25: AD and CR as Chair and Vice Chair, respectively. The appointments were unanimously agreed.

b) Confirmation of committees, terms of reference and ATB scheme of delegation: The 'Committee Membership and Link Trustees' document was circulated prior to the meeting, trustees agreed that the structure will remain unchanged for the upcoming year. AD will take on the role of chair for both the Pay and F&GP committees. All Committee Terms of Reference were reviewed and approved. The committees also reviewed and approved Langtree's ATB Scheme of Delegation (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. AD confirmed that, from December, HS will take on the partial role of Induction of new Trustees.

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:

- Chris Nonweiler presented the **2024 exam results**. The headline data is good, similar to 2023 results. The EBACC 5+ measure is lower than it has been in the past due to a lower number of students taking a language. Preliminary data is showing the overall P8 at +0.7, the second-best Langtree has ever achieved and within the top 10% of schools in the country. Using the FFT's own attainment measure, 10 subjects were in the top 10% of schools, with Business Studies being in the top 1%!
- The overall results reflect a whole school contribution, all of the staff come together to make Langtree as successful as it is. Nationally, the P8 gap between girls vs. boys, SEN vs. Non SEN, Langtree is performing better than average. However, Langtree's P8 gap for PP vs. non-PP children is larger than average, SB recognises that this is an area that needs to improve. **Can Langtree tap into other, similar schools and see what they have done to improve the PP gap?** SB said that they have done a lot of work with other schools, have met with head teachers to understand what they are doing. Chris said that attendance is key, but also very challenging. Having an understanding of each individual is important. **Is resourcing a drawback when it comes to attendance?** Chris said that school staff are doing so much, including home visits to talk to students and parents. CRo said that she would like to see more regular, clearer, reporting on each year group at the P&C committee.
- **Stakeholder Survey Results:** Langtree bought into Kirkland Rowell's expertise for the latest survey, it was believed that benchmarking against similar schools would be helpful. The number of respondents was lower than usual, possibly due to the time of year, but also the completion window was shorter due to some administration issues. **Student Survey:** Student satisfaction, most responses were at least 'good' or 'very good'. Similarly, more than 90% of students said that they 'would recommend Langtree' to other students. Community Spirit, Personal Development, Behaviour Management

and Quality of Teaching were noted as Strengths. Areas for Development were Regular Feedback, and Relationship with Non-Teaching Staff, these are both a focus on the School Development Plan. **Parent Survey:** Overall parent satisfaction is high with 96% being either 'Good' or 'Very Good'. Strengths were shown as Caring Teachers, Behaviour Management, Happiness of Child and Personal Development while Areas for Development were School Facilities. **Staff Survey:** Overall staff satisfaction showed 88% of staff as either 'Good' or 'Very Good'. A number of strengths were listed; Areas for Development were Communication between SLT and Staff and Clarity of Head Teacher Vision. Further investigation has taken place with some areas already being worked on. More focus on the survey results will take place at the Trustee Open Day in November.

5. Trustee Approval

Due to time pressures, the School Improvement Plan and Langtree Board Objectives for 2024/25 were delayed until the December 2024 meeting. **Action:** JCu to ensure these are on the 12/24 ATB agenda.

6. Trustee Updates

- a) **SEND report discussion:** In June, SP wrote a report on her recent SEND meeting with Susannah Wood (SW). SP was unable to attend the July ATB meeting and has therefore provided a brief synopsis this evening, a few of the items mentioned are noted here. CAT scores are not used for analysing underlying and specific SEND needs, they are mainly for target setting. Langtree does not do official testing for dyslexia or ADHD. Neurodiversity is a medical diagnosis and is assessed either by CAMHS or privately, Langtree might advise parents to take this route and can help complete the referral form. Post assessment, individual plans are created with the use of external reports, and staff updates. Plans are formally shared with parents/carers in Years 7 and 9, they can be updated throughout the year if needed. Weekly meetings are held between SW and the TAs where any concerns are highlighted and, where possible, strategies are monitored. SP felt reassured that Langtree staff are doing a great deal of work for SEND students but recognised that more can always be done. There had been feedback that requesting 14 new chrome books for the TAs, in addition to more space to work with SEND students, would be really beneficial. SB said that Langtree upgrades computer systems using a methodical approach, a seven-year rolling system, and SEND had an upgrade three years ago. **TAs are fundamental to SEND children and they have a clear need.** **Action:** CRo to write a letter to local corporations to enquire about funding for Chrome books.
- b) The Academy Trust Handbook 2024, Section 1.23 states that, except for the Headteacher or CEO, Staff Trustees are no longer permitted. Lucy Phipps and Ben Bradley have therefore very graciously stepped down from the Staff Trustee roles but will be Staff Representatives and continue to attend committee meetings. The Board thanked Lucy and Ben for all of their contributions and look forward to continuing to work with them at committee level.
- c) Andrew Lowe has been voted in as the new Parent Trustee. Andrew's background is really interesting, he should be a great asset to the board. The board recognised the contributions of outgoing Parent Trustee Jesse Cleverly and

thanked him for his 8 years of service. Jesse's input and creativity towards the Drama Studio and his drive for improvement in SEND attainment and willingness to challenge has helped to develop and enhance Langtree School.

- d) Trustee training (standing item), nothing to report.
- e) Two Letters to the Accounting Officer were circulated prior to the meeting, and noted.

7. Committee Reports

Finance and General Purposes: Minutes of 3rd October 2024 had been circulated.

- The F&GP Committee Terms of Reference were approved, with a small change. Both the Financial Scheme of Delegation (SoD), and ATB SoD were also approved.
- The 2024/25 budget position has moved from a deficit of £27,000 to £150,000. The initial budget was forecast before the general election and, at the time, pay rises were unknown. The number of TAs have increased. That, along with the staff pay rise, means that staff costs have increased by £130,000. Furthermore, income has decreased by approximately £12,000.
- At the beginning of term there was a serious flood at school which caused considerable disruption and significant damage. RPA (insurance) has agreed to pay the full cost of remedials. There could be significant water damage to the sports hall floor, this will be investigated during half term.
- The DfE is very concerned about risk. AD, with significant help from AB, has updated Langtree's risk register; it will be reviewed at the January F&GP committee meeting. The Risk Management Policy is a new annual policy. **Action:** JCu to add Risk Management Policy to the policy tracker.
- The CIF bid is being worked on with the consultant, it's likely that a bid will go in for the science labs.
- Policies approved were: Capability Management, Staff Disciplinary, Anti bullying, Harassment and Discrimination Policy (formerly Dignity at Work policy) will be approved by email after some changes were agreed to 'localise' the text.

Curriculum and Standards: Minutes of 1st October 2024 had been circulated.

- The C&S ToR and ATB SoD were both reviewed and approved. Discussion ensued on how best to monitor SEND provision, SB will talk further about progress of sub groups at a future meeting.
- DA kindly agreed to oversee the arrangements of educational trips, in conjunction with CW (H&S Link Trustee), and the value they provide to students.
- SB provided an update on staffing, including a discussion on INSET days. The Careers role is still to be filled.
- SB provided an in-depth review of 2024 GCSE results.
- Policies approved were: E-Safety and ICT Acceptable Use and Exams. The Careers Statement will be reviewed at the next meeting.

Pastoral & Community: Minutes of 2nd October 2024 had been circulated.

- The P&C ToR, and ATB SoD were both reviewed and approved.
- The usual Operational Report including Attendance, Behaviour, Exclusions, Safeguarding, Staff Wellbeing and Complaints was discussed.
- Outcomes for PP students for Academic Year 23/24 was discussed, Susannah Wood was

very clear on which areas worked well. A small amount of progress has been made but the gap is still greater than the national average. The PP strategy will be reviewed at the December ATB before being published by 31st Dec.

- Committee Priorities were discussed. Suggestions were to monitor the support for TAs to support effectiveness around their work. Also, to look at the impact of having an HR staff member for support staff.
- Policies approved were: Admissions, Children with Health Needs who Cannot Attend School, Home School Agreement, Safeguarding, and Staff Code of Conduct.

Drama Studio update: Jesse Cleverly is no longer a Parent Trustee and therefore did not attend the meeting, no update was provided. The focus has somewhat moved away from the Drama Studio with less to update trustees with on a regular basis, this item will, therefore, be removed as a standing item.

8. Approval of statutory policies

- The Admissions policy had been reviewed and approved by the P&C committee. The policy was approved by the ATB.
- Children with Health Need Who Cannot Attend School had been reviewed and approved by the P&C committee. The policy was approved by the ATB.
- 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 ATB.

9. Strategic Development

Due to the meeting over running, this item will be discussed at the December 2024 ATB meeting. **Action:** JCu to ensure this is on the 12/24 ATB agenda.

AOB

SBa noted that Careers Advisors, Adviza Partnership, entered Administration in September. This is the reason for the delay to the Careers Statement.

AD intended to discuss Trustee Attendance; this will be held over to the December ATB meeting.

HS held a very successful Murder Mystery evening raising over £900 for Langtree!

Finally, AD thanked SB and all trustees for their time and input, and closed the meeting at 21:28

Date of next meeting: 12th December, 7:00pm

ACTIONS LIST from ATB meeting, 17th October 2024:

Minute	Action	By whom?	By when?
3b	Upload Langtree's Scheme of Delegation (SoD) to the school website.	JCu	Nov 2024

	Circulate invitation to Trustee Open morning/afternoon	SBa	Nov 2024
5a/b	School Improvement Plan and Board Objectives to be on Dec 2024 ATB agenda	JCu	Dec 2024
6a	Write a letter to local corporations to enquire about funding for Chrome books.	CRo	Nov 2024
5g	Include Trustee Training as a standing item on each agenda going forward	JCu	Ongoing
7	Add Risk Management to policy tracker, to be reviewed annually	JCu	Nov 2024
7.0	Approved Policies <i>to go on school website:</i> Safeguarding	JCu	ASAP
AOB	Trustee Attendance on December ATB agenda	JCu	Dec 2024
	Committees to review the ATB Scheme of Delegation at the start of the Academic year (alongside Terms of Reference)	Committees	September