



**MINUTES of a Meeting of the Directors of the Academy Trust, held at Langtree School,
Woodcote, RG8 0RA on Thursday 10th July 2025 at 7.00 pm**

Present:

Deborah Allen (DA)

Emma Ashley (EA)

Simon Bamford (SB)

Alan Dunstan (AD) - Chair of Meeting

Kathryn Foster (KF)

Andy Lowe (AL)

Sarah Parish (SP)

Martina Platts (MP)

Catherine Roche (CRo)

Christine Reeves (CRe)

Jan Seal-Roberts (JSR)

Clive Watts (CW)

Apologies:

Hayley Scott (HS)

Victoria Vaughan (VV)

In attendance:

Jo Cundy (JC) – Clerk

Carolyn Ventress (CV) – School Business Manager

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, 15th May 2025

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. SB said that the review of the annual PP report with regards to Trustee monitoring is ongoing.

Signed

Date

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

- It has been an incredibly busy term, with GCSE and other exams concluding successfully and positive outcomes expected. School prom and sports day also took place. There were two Inset days last week, this was a good use of time to wrap up the year and do handovers for the next academic year. The Inset days also coincided with the Festival of Education at Wellington College to support staff development and learning. The School Development Plan (SDP) was also discussed with staff.
- Regular communication and collaboration have been maintained with other Head Teachers, this has been really useful for idea generation and networking.
- Work on the science labs is well under way. Progress is good, the relationship between the school and builders continues to be strong.

Action: SB to add photos of the progress on the school website.

- Thank you to JSR for reading and judging the year 9 short story competition. JSR said that the stories were fantastic. Thanks also goes to the PTA for all of the work they did at the recent 'Love our Langtree' event to tidy up the internal courtyards.

4. Trustee Updates:

- School Development Plan (SDP) (Incl. AI): SB said that a significant amount of self-reflection, as well as various surveys, exam results, progress etc. help to form the SDP. There are five Intents, these largely fit in with current Ofsted criteria. Every Intent includes a focus on Pupil Premium (PP). The SDP is filtered into department development plans and personal development plans.
- Intent 1 – Enrich the Quality of Teaching and Learning within the School - SB noted that there are a few new staff this year, it is important that they are well supported. There will be a move towards a coaching model, with more self-reflection. There will also be a move away from performance related pay. **Will there still be performance indicators so that performance can be tangible, with performance targets?** SB said that there will still be structure, with set objectives. **Will there be training for managers?** Absolutely, all staff should be trained in coaching. Different training providers and models are currently being reviewed, the new model will not be implemented until 2026/27. Developing the use of Adaptive Teaching Techniques, with a focus on Metacognition, will also be taking place, this will be embedded in 2025/26.
- Intent 2 – Ensure Curriculum is Appropriate and Monitoring of Students Accurately - SB said that he wanted to ensure that all progress grades are evidence based. All assessment and report grades are recorded in Satchel so it should be possible to automate this in the future.
- Intent 3 – Ensure the highest expectations of Behaviour, Attendance and Safeguarding – the huge amount of work already taking place will continue. Attendance has improved but is not yet back to pre-Covid levels. There have also been some incidents of racism within year 7, this will not be tolerated and is being treated very seriously.
- Intent 4 – Ensure School is inclusive and all students achieve well - this includes working with vulnerable students and to ensure high aspirations across all groups.
- Intent 5 - Leadership and Governance – Continue to review communication strategy and practice, maintain focus on staff wellbeing, among others. **With AI assisted technology almost all Intents could be improved, is there additional budget for this?** SB said

that, as an academy, there is more autonomy on where the budget is spent, within reason, however there is no additional funding. **Are we teaching students about the responsible use of AI?** Yes, it is built into the curriculum, not only in lessons but regular assemblies and tutor time.

Action: SB to include AI updates within the HT report going forward.

5. Trustee Approval

- **Proposal for new Co-opted Trustee to join – Dan Brooks.** Unfortunately, Dan was unable to join this meeting due to a prior engagement but his Biography had been circulated before the meeting. Trustees unanimously voted Dan onto the Trustee Board. Dan will join the Curriculum & Standards Committee.
- **School Budget 2025/26:** CV said that the 3-year budget has been reviewed extensively by the F&GP committee and they are recommending it for approval. The financial position improves in the 2nd year. While not winning the CIF bid was disappointing, the result was actually good for the budget as they will not need to use any of the Reserves. In order to assess whether more risk should be built into the budget, CV is looking into the differential between where a budget is set at the beginning of the year and where it finishes. **With Reserves being quite high, is there potential next year for additional staffing?** SB said that he is meeting someone next week to discuss additional science support, that will have a one-year affect on the budget. **There are a higher number of EHCP pupils starting in Year 7 in September, has that been considered?** CV said that they don't yet know what the funding will be so it can't be included in the budget, however, the TA budget has been increased. Furthermore, until the students arrive in school staff do not know what additional support may be required. **Does Langtree have sufficient investment in AI for SEN students?** CV said that the DfE have an AI plan and it is something that schools must work through. Trustees approved the three-year budget.
- **Letter to Accounting Officer:** The letter draws attention to some of the more significant changes noted in the 2025/26 Academy Trust Handbook which has just been released. The key changes are: Greater clarity on Executive Pay; Setting standards for Digital and Technology by 2030; Guidance on Oversight, support and intervention and, finally, the Recovery of Funds where there is irregularity or fraud. Do we have the DfE required Sustainability/Climate Action Plan in place? SB confirmed that he is drafting a Sustainability Policy which should be ready for the October ATB meeting.

6. Trustee Updates

- **Annual Planner 2025/26:** This is currently in draft form as the 2025/26 template is not yet available. **Action:** JC to finalise and save in the July and October ATB Google folders.
- **School Development Plan (Incl. AI):** This was discussed in item 3.
- **School Improvement Partner (SIP) – Progress Update:** AD said that he and SB recently held exploratory talks with River Learning Trust (RLT) regarding their SIP package which will give access to their digital platform, support and central services. RLT is an Oxfordshire based MAT so they are geographically local to Langtree. SB and AD have since met with RLT's Simon Duffy, ex Head Teacher at Chipping Norton; it was agreed that he would be the new SIP.
- **Trustee training (standing item):** There are currently no outstanding items.

- **Meeting Dates 2025/26 (Provisional):** AD has checked that the proposed dates don't conflict with important school engagements. **Action:** Committees to review meeting dates.
- **External Auditors – Letter of Engagement:** has been signed by AD, this has been circulated to trustees.

5. Committee Reports

- a) **Finance and General Purposes:** Minutes of 26th June 2025 had been circulated.
- EA said that the benchmarking report had been discussed, specifically relating to educational supplies as it was reported to be high vs. other similar schools. After looking into this further it was apparent that trips were included. As Langtree is particularly good at providing an enriched curriculum, costs appear high in this category thus resulting in a poor benchmarking comparison.
 - An internal scrutiny report, carried out by Fairmead Professional Services Ltd., was reviewed. The report has highlighted a weakness in 'action reporting'. This can be overcome by applying the Smartlog data capture facility which Langtree already has access to.
 - The Risk Register was reviewed. The P&C committee had provided feedback on the Risk Register which was accepted. An updated version will be circulated in due course.
 - Policies approved were: Data Protection, Health & Safety and Register of Pecuniary Interests. Managing Sickness Absence was deferred to October.
- b) **Curriculum and Standards:** Minutes of 24th June 2025 had been circulated.
- Nia Jarvis, Head of Humanities provided a departmental update which was really positive, including reporting on good GCSE results. Travel & tourism results were lower than expected last year, this is being addressed through additional teaching for years 10 and 11.
 - Adaptive teaching was discussed; this has been successfully adopted.
 - PP progress was reported to be quite good but not as strong as Nia would like.
 - Tracking data charts for P8 for years 8-11 were provided as a visualisation which was really helpful, thank you to SB for providing these.
 - The SDP and its progress this academic year, as well as a staffing review, were discussed.
 - KF agreed to look at the risk review, it will be reviewed by the C&S at the next committee meeting.
 - Policies approved were: Accessibility, ECT, Homework.
- c) **Pastoral & Community:** Minutes of 18th June 2025 had been circulated.
- The Risk Register was reviewed, areas were highlighted and reported back to F&GP.
 - Sarah Burman's detailed report on areas of attendance, behaviour, exclusions, safeguarding, etc. was discussed in detail, including how some pupil strategies are being actively managed.
 - The lack of external support services from OCC, and Health/CAMHS, is very challenging. This is a national issue with other schools experiencing reduced levels of support. CRe suggested that a letter to the local MP regarding lack of services might be beneficial.
 - Sarah Burman is looking into Alternative Provision and which services are providing the most/least benefits, she will report on this at the next committee meeting.

- Policies approved were: Behaviour, Behaviour Written Statement, Designated Teacher for Children we Care for.

6. Approval of statutory policies

- The Data Protection policy had been reviewed and approved by the F&GP committee. Some minor editorial updates are required by SB. The policy was approved by the ATB.
- Early Careers Teacher policy had been reviewed and approved by the C&S Committee. **How do trustees know that Langtree is fulfilling the requirements noted within the bullet points?** SB said that a lot of the ECT training is outsourced, he is confident that it is happening. **Action:** JC to add to the annual planner that C&S will monitor this once a year. The ECT policy was approved by the ATB.
- The Health & Safety policy had been reviewed and approved by the F&GP committee. Some minor editorial updates are required by SB. The policy was approved by the ATB.

7. AOB

AD thanked CRo for standing in as Chair of the March and May ATB meetings in Alan's absence.

Trustee board objectives 24/25: At the last review there were three outstanding objectives:

- i) To complete the refurbishment of science labs: This is now well underway. Completed.
- ii) Confirm how trustees and members will work together: Members met last week and agreed the way forward. Alan Broomhead has confirmed that he will chair the Members meeting. Completed.
- iii) Succession plans for the Chair: Currently there is no plan in place. DA has generously offered to be a Co-chair but she wouldn't be the ideal person for the job due to already working full time and not living within close proximity to school. This objective is still outstanding.

Finally, AD thanked SB and all trustees for their time and input, and closed the meeting at 20:56

Date of next meeting: 16th October, 7:00pm

ACTIONS LIST from ATB meeting, 10th July 2025:

Minute	Action	By whom?	By when?
3c	Add photos of science lab build to school website	SB	July 21 st
4f	Include AI updates within the HT report going	SB	Ongoing
6a	Finalise 2025/26 Annual Planner	JC	July 21 st
6e	Review proposed meeting dates and confirm	Committee Chairs	July 21 st
6	Report on AI updates within the HT Report	SB	Ongoing
	Review annual PP report with regards to Trustee monitoring	SB	October 25
	Include Trustee Training as a standing item on each agenda going forward	JC	Ongoing
	Approved Policies <i>to go on school website</i> : Accessibility, Data Protection, Health & Safety, Homework, Behaviour	JC	July
	Committees to review the ATB Scheme of Delegation at the start of the Academic year (alongside Terms of Reference)	Committees	September