



MINUTES of a Meeting of the Trustees of the Academy Trust, held at Langtree School, Woodcote, RG8 0RA on Thursday 16th October 2025 at 7.00 pm.

Present:

Emma Ashley (EA)	Sarah Parish (SP)
Simon Bamford (SB)	Catherine Roche (CRo)
Dan Brooks (DB)	Christine Reeves (CRe)
Alan Dunstan (AD) – Chair of Meeting	Jan Seal-Roberts (JSR)
Kathryn Foster (KF)	Hayley Scott (HS)
Andy Lowe (AL)	Clive Watts (CW)

Apologies:

Deborah Allen (DA)

In attendance:

Sarah Lonorgan (SL) – Clerk, Chris Nonweiller – Assistant Head Teacher

Trustee questions, challenges, and support are shown in red italics.

1. Introduction

- The Chair opened the meeting at 19.05 (Following a view of the new Science Labs)
- Apologies tendered were accepted.
- Quorum was confirmed.
- AOB notifications were invited.
- No trustee declared a material interest in any agenda item.

2. Meeting of the previous ATB meeting, 10th July 2025

- a) The minutes of the meeting held on 10 July 2025 were approved as an accurate record and AD would sign and file in school.
- b) SB confirmed that the review of the annual Pupil Premium (PP) report, specifically the arrangements for trustee monitoring, was ongoing and would be reported back to the Board at the next ATB meeting. All other actions were reviewed and confirmed as either completed or covered within the current agenda. **Action:** SB to circulate the PP Report for review and approval at the December 11 meeting.

Signed

Date

3. Langtree 2025 – 26

- **Election of Chair & Vice Chair (2025-2026):** AD and CR **re-elected** as Chair and Vice Chair; **unanimously agreed**.
- **Confirmation of Committees and Terms of Reference:** Structure **unchanged**; all **ToRs approved**. The Chair commended the quality of chairing, minutes and ToR evolution.
- ***Should we standardise minute and ToR formats for consistency across committees?*** ATB supported this improvement. **Action: SL** to implement consistent templates for committee minutes/ToRs from the next cycle.
- Vacancies in the **F&GP** Committee to be filled with potential new trustees. **Action:** SL to ensure that the school website is updated.
- **Confirm Link Trustees Responsibilities:** The 'Link Trustees' document was circulated prior to the meeting and noted. **Action:** SL to ensure the school website is updated.
- **Code of Practice & Declaration of Business Interests for signature:** The Clerk outlined the process for Trustees to return their signed Code of Practice and Declaration of Business Interests forms, and e-sign-off of governance and training actions. **Action:** Trustees to complete the E-signature compliance documents on receipt. **Action:** SL to file securely

4. Headteacher's Report:

a) Exam Results:

- CNo presented the 2025 exam results. 2025 outcomes remain strong and consistent with recent years.
- Fisher Family Trust (FFT) puts Langtree in a very positive place, but the school aspires and is committed to continued improvements.
- The gap between Pupil Premium and Non-Pupil premium students was noted as ~0.5 of a grade (vs ~0.7 nationally).
- 32 students averaged grade 7+, Business Studies & Computing in the top 3% nationally: Further Mathematics also strong. English Language & Literature: Results disappointing.
- ***Did any changes in syllabus contribute to this?*** CNo confirmed that it was a tough year of results for all schools. Students unusually performed behind expectations and behind the mock results. Extra plans have been put in place to improve performance for 2025-6 around extended writing where the most marks were lost.
- ***Given the narrowing PP gap, what strategies will sustain progress for disadvantaged students this year?*** CNo noted Langtree remains comparable with high-performing local schools, though Gillotts reported an FFT P8 of +0.74.
- Attitude to Learning metrics have proven to be correlated with higher value-added outcomes.
- Departure of the Head of Business Studies noted; SB expressed confidence in the

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

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new practitioner and in wider departmental support.

- Travel and Tourism grades continue to underperform.
- ***Is there anything more we can do as Trustees to support improvement in this area, as it has been a challenge for parents over the longer term and an area of concern for Parents?*** SB confirmed a rigorous response with additional senior support in place.
- Trustees congratulated CNo and all Langtree staff on the continued strength and consistency of results.

b) Headteachers Report:

- SB reported a successful start to the year; Attendance ↑; FSM gains; Suspensions down; SCR up to date, Staff settled; enrichment expanding.
- ***Do we have a clear contingency and succession planning process for key staff roles?*** SB confirmed that there is a plan. It was agreed that it should be reviewed but due to the nature of its confidentiality remain confidential.

5. Trustee Approval

- a) New Trustee Nominations:** A new process to approve Trustees was noted. Provisional new Trustees to the Board, Karen Brown & Mark Taylor are undergoing DBS Checks prior to final approval. Action: SL to support the Chair to update and revise the Langtree Articles of Association.
- b) School Development Plan:** It was noted that there has been a slight revision on the SDP due to the new Ofsted framework. Can we schedule a review of metrics to see the impact of actions (Jan and July suggested) Action: SL will add the School Development Plan to the December ATB agenda, for approval at the December meeting.
- c) Langtree Board Objectives (2025-26): Action:** The Committee Chairs will put the Board Objectives onto their agendas for their November meetings.

6. Trustee Updates

- a) Parent Trustee Election Timetable:** It was noted that Parent elections are underway. Two nominations have already been received, and an election will be held in November.
- b) Trustee Training:** It was noted that all trustee training was up to date, and it was agreed that HS and the Clerk would develop a compliance document for ongoing review. **Action:** SL/HS to share the training compliance document at December 2025 ATB.
- c) Academy Trust handbook:** The handbook was circulated in advance of the meeting for review by all Trustees.
- d) ATB Meeting 11 December 2025:** Due to the meeting clash with the school production, it was agreed to start the meeting at 18.00pm. **Action:** SB to confirm meeting room. SL to amend calendar invite.
- e) Companies House: Trustee Identity Verification:** Requirements noted & actioned by all.

7. Committee Reports

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a) Finance & General Purposes (EA)

- The audit is underway. The 2024/25 outturn shows a £44k loss (vs £27k budgeted), an improvement vs. the June/July position, but reflecting continued volatility.
- **Has budgeting become less accurate?** EA confirmed that while patterns are inconsistent, budgets are set prudently. The reserves position can fluctuate and ensuring funds are used effectively remains key.
- The 2025/26 forecast is expected to worsen slightly. The Committee agreed to prioritise spending based on urgency and impact. The Committee also reviewed scrutiny reports, noting particularly strong work on health & safety reporting.
- Essential works on drains, sewage, and small gas boilers were discussed. Following the flood, it was agreed these items should be grouped into two CIF bids to evidence impact and ensure timely action.

b) Curriculum & Standards (JSR)

- The Committee welcomed Dan Brooks to the group. The Terms of Reference saw only minor changes.
- Highlights included: 94 students completed work experience placements; 19 participated in the Active Leaders course; A Careers Day for Years 8 and 9 was successfully held.
- Trustees agreed to send a thank-you message to employers for supporting work experience. **Action:** SL to advise the Headteacher's PA.
- The Committee reviewed the Risk Register and confirmed three monitoring meetings this academic year and one board review in January.
- Trustees encouraged continued focus on PP and SEND students and the inclusion of their outcomes in future minutes.
- The Debate Club continues to be well attended and sets Langtree apart from comparable schools.

c) Pastoral & Community (CR)

- The Committee discussed the ongoing challenge of securing early support from OCC Health Services, noting that this was reflected in the Safeguarding Audit.
- The senior team reported feeling well-supported and will undertake a deep dive into Pupil Premium at the next meeting. A greater focus on the PP strategy remains a standing priority.
- Committee members requested further clarity on EHCP funding; **Action:** Carolyn Ventress to attend the Spring P&C Committee meeting to explain the process.
- A deep dive on Alternative Provision was completed, focusing on value for money. Trustees discussed the balance between attendance, behaviour and flexible provision, noting the complexity but also the value of the work.

d) Committee Reflections

- SB thanked all Committee Chairs for their commitment to the new Policy Review reporting process.
- **Action:** SB and SL to discuss refinements, to ensure the new approach works efficiently.
- **Action:** SB to finalise the Financial Scheme of Delegation with Carolyn.

e) Approval of statutory policies

- The policies were approved as outlined in the agenda. Except Teachers Pay (deferred)
 - a) ATB Scheme of Delegation - approved
 - b) Financial Scheme of Delegation - approved
 - c) Careers Statement/Programme - approved
 - d) Admissions - approved
 - e) Children with Health needs who cannot attend School - approved
 - f) Safeguarding - approved
 - g) Teachers Pay – deferred till OCC issue policy. Carried over to December ATB.
- **Action:** SL to carry over to December 11 ATB.

8. Strategic Plan – Review

- Seven strategic aims confirmed; annual review agreed. **Action:** Each Committee to review the Strategic Plan at November meetings and bring any updates to the December ATB for approval prior to website publication.

9. Any Other Business

- It was noted that Goring and Stoke Row Primary Schools are forming a Federation from January, with one Headteacher and two Deputy Heads, prompted by declining pupil numbers and financial considerations.
- ***Is this a DfE-driven move?*** SB suggested that it was likely encouraged by local context and financial pressures.
- ***What is the difference between a federation and an academy?*** SB explained that a federation remains LA-maintained, whereas an academy operates as an independent trust.
- SB recorded thanks to CR for securing 10 laptops for school.
- SB outlined that the Trustee Open Day will focus on transition, in-year transfers, and metacognition. Proposed dates: 10 or 11 December, 8 January, or 5 February. **Actions:** SB to circulate Google Poll. **Actions:** Trustees to confirm availability
- AD thanked SB and all trustees for their time and input, and closed the meeting at 21:00pm

10. Date of next meeting: 11th December, 18:00pm

Action Items – Langtree ATB 16 October 2025

Agenda Item	Action Description	Responsible Person(s)	Status	Deadline/Notes
2a	Review of Annual Pupil Premium (PP) report, to be included in Dec HT report	SB	Carry Over	December 2025
3	Propose and implement consistent templates for committee minutes & ToR's	SL	New	Next cycle
3	Ensure school website is updated to reflect 2025-26 roles & responsibilities	SL	New	As soon as possible
3	File signed Code of Practice and Declaration of Business Interests forms securely	SL	New	On receipt
4	Support Chair to update and revise the Langtree Articles of Association	SL	New	As required
5	Add School Improvement Plan (SIP) to December ATB agenda for approval	SL	New	December 2025
5	Committee Chairs to put Board updates onto their November meeting agendas	Committee Chairs	New	November 2025
6	Share training compliance document at December ATB	SL/HS	New	December 2025
6	Amend calendar invite for December 11 meeting to start at 18:00	SL	New	Completed
6	Confirm meeting room for December 11 meeting	SB	New	Complete
7	Advise Headmaster's PA to send thank-you messages to employers supporting work experience	SL	New	As soon as possible
7	Confirm attendance of SLT member at next Pupil Premium deep dive	SB	New	Next meeting
7	Discuss refinements to new policy review processes to ensure efficiency	SB and SL	New	As required
7	Finalise Financial Scheme of Delegation with Carolyn	SB	New	Complete
7	Each Committee to review Strategic Plan at November meetings and bring updates to December ATB for approval	Committee Chairs	New	December 2025
8	Carry over Teachers Pay policy to December 11 ATB	AD	Carry Over	December 2025
10	Circulate Google Poll for Trustee Open Day dates and Trustees to confirm availability	SB (poll), Trustees (confirm)	New	As soon as possible