



**MINUTES of a Meeting of the Directors of the Academy Trust,
held via video conference on Thursday 14th May 2020 at 7.00 pm**

Present:

Simon Bamford (SB)
Geoff Braham (GB)
Alan Broomhead (AB)
Linda Burton (LB)
Jesse Cleverly (JC)
Alan Dunstan (AD)
Jean-Francois Fava-Verde (JF)

Vicki Hamilton (VH)
Neil McIntosh (NM)
Sarah Parish (SP)
Lucy Phipps (LP)
Jan Seal-Roberts (JSR) – Chair
Annie Temple (AT)
Clive Watts (CW)
Graham Webber (GW)

Apologies:

Will Bromage (WB)
Ken Coveney (KC)
Duncan French (DF)

In attendance:

Sarah Burman (SBu)
Jo Cundy (JCu) – Clerk

Governor challenge is shown in red

1. Introduction

- Quorum was confirmed.
- Apologies tendered were accepted.
- As the first point of the meeting JSR asked governors if they were in agreement that this meeting could be held remotely - this was agreed by all governors.
- No governor declared a material interest in any agenda item.

Signed

Date

2. ATB meeting, 19th March 2020

2.1 Minutes which had been circulated were approved as an accurate record, and were signed by JSR. 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:

- **Outstanding DBS checks** (item 2.2): DBS is now complete for CW. JSR to check with Mary Taylor-Lane that the DBS is complete for SP. **Action:** JSR
- **Complete Prevent and GDPR training** (item 2.2): Not yet completed by one governor. **Action:** JC
- **Charity Law** (item 2.2): Thank you to VH for her work on this. There have been no further questions raised by governors so we will therefore consider this closed.
- **Openness of school site** (item 2.2): SB is waiting for the Assistant Local Area Designated Officer (LADO) to get in touch regarding risk-assessing the Langtree site – although due to Covid-19 restrictions this is unlikely to be anytime soon. **Action:** SB to report back at future FGB meeting.
- JSR asked Committee Chairs if they felt the remote meetings were working appropriately for their committees. All Chairs confirmed that they were.
- VH confirmed that governor inductions are taking place during the Covid-19 lockdown.
- New Sex and Relationships curriculum is being finalised and will be discussed at the June C&S Committee meeting. **Action:** GW to add to C&S agenda

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

- At point of lock down pupil attendance was slightly lower than normal, likely due to parents pulling their children out of school because of Covid-19. There are currently about 15 students attending school on a regular basis. This number is creeping up, perhaps because children are vulnerable at home or they have keyworker parents going back to work.
- Sarah Burman and Susannah Wood have done sterling work to ensure pupil safeguarding, undertaking regular phone calls and emails. School has had a two-tier approach: a list of vulnerable students (those with an EHCP or on the edge of social care) who were identified early on: this tier has had more regular contact, and all other students should have had at least one contact from school. Disadvantaged students and those with learning needs have an allocated school key worker associated to them. SB feels confident that school has had a secure communication to all students who may be struggling. Staff have been reminded that any safeguarding concerns should be noted on the Record of Concern. Since lockdown there have been 12 Records of Concern. *Is there anything else that you wished school could be doing considering the circumstances?* SBu replied that she felt confident that school is doing all it can. Most concern is for the disadvantaged students – it's important for teachers to have a continued dialogue with them.

Signed

Date

- *In comparison with other local schools, is the current plan of teaching and learning similar?* SB has spoken with a few other local schools and the majority are doing similar things. Most are not attempting online video learning by school staff. *Is it possible for a disadvantaged child to have a school tutor?* The next phase might be providing a home tutoring service. *It seems that, generally, schools have between 30-60% participation rate with their home learning - how does Langtree compare?* SB advised that he believes that about 97% of students are regularly handing in their work on time. However, some students are struggling with the amount of work - these will be having a dialogue with school to find ways to help.
- *What are the thoughts so far in terms of reintegrating students back into school?* At the moment we are waiting further information on timescales and numbers. If students do come back, it may be more like seminar learning, in small groups. Students will have had hugely different experiences during lockdown, emotionally and in their learning - we may therefore have to bring some more vulnerable students back to school earlier. We have started to build a list of students that may require extra reintegration work, this might include an extra visit to school, etc. *Is 1st June too early?* We believe Langtree can manage what it is being asked to do within the guidelines. *How is the wellbeing of staff?* We have had one or two individuals who needed additional support and contact from colleagues, but otherwise there is a good sense of camaraderie with staff checking in with each other. **JSR asked SB to please reiterate governors' thanks, admiration and encouragement for all they continue to do – sometimes in very difficult personal circumstances.**
- School admissions for September 20 are strong. We are currently going through the second round of appeals with 10 families who were initially declined a place. There is a waiting list of 43 students. Originally there were 16 siblings of current students that we couldn't take – but thankfully this is now down to 5. There has been an upsurge with students with an EHCP, with five expected in the upcoming year 7. This may be problematic, and we might have to employ an extra couple of TAs to cater for their needs.
- *How is the grading for Year 11 GCSEs going?* Most departments have submitted their grades. These will be sent to Fischer Family Trust for moderation in due course.
- Curriculum update: Due to low uptake of German, this has proved over the years not to be financially viable. We have therefore made the decision to remove German from the option students are given at the end of year 7. However, German will continue to be taught for next year's 9, 10 and 11.
- Relationships and Sex Education (RSE) programme was on track prior to lockdown, and work will continue on the curriculum map. There has already been some informal consultation with parents, and there will also be a formal consultation with parents which will hopefully take place later this term - after which the policy should be formalised and ready for approval by governors.

SIP update:

SB presented an update on the current SIP, which governors were pleased to see – although they expressed appreciation that our short-term planning now has other more pressing priorities. The plan for the current year has been recently reviewed: given the shutdown there are a number of aspects which remain incomplete, but SB remains confident that we will achieve a great deal by the end of the year. However, there are likely to be areas that have to be carried over into next year's plan.

Signed

Date

4. Governor Updates:

- Health and Safety update:
 - CW has recently completed his latest check and was satisfied with progress. He noted that the audit report had flagged items as not being available – but this was due to the respective documentation being included within the Standard Operating Procedures and not within the Health and Safety policy. However, this has now been addressed and Langtree can now state that these items are done.
 - VH said that the Pastoral & Community Committee had given consideration to the absence of an infectious diseases policy, and that reference to reportable diseases has now been added to the Health and Safety policy.
 - JSR and AB had recently attended a Webinar on Covid-19 contingencies, and asked about Personal Protective Equipment (PPE) provision. SB confirmed that there is a need for schools to purchase their own PPE, and that staff should have access to PPE in case someone needs care. SB said that the level of PPE required will depend on the number of returning students – and that this will be addressed more fully in our re-opening plan that is currently being finalised. This plan will be discussed by SB, JSR and AB in the first instance, and then circulated to governors for wider information in the next week or so. **Action:** SB to provide details of Re-Opening Plan and associated risk assessment to JSR for discussion before circulating more widely to all governors.
 - Langtree currently has 50 face masks and is buying an abundance of sanitiser. *Would Langtree ensure children have the NHS Covid-19 tracking app?* Can't insist but can recommend.
- Drama studio: JC has been in touch with a well-known theatre architect company who believe they can provide a more ecologically friendly building but also at significantly less cost than the initial proposal. SB, Gill Pimm (Head of Drama), JSR and AB as well as the Fund-Raising team are involved in discussions, and conversations currently seem very promising! JC will continue to work with the architect and will provide a further update at the next FGB meeting. **Action:** JC

5. Committee Reports

- **Finance and General Purposes:** Minutes of 30th April had been circulated.
 - Budget: At the 19th March 2020 FGB meeting an in-year deficit of about £17,000 was reported. With school being closed to most pupils, assuming that departmental spending won't happen for the rest of this academic year, the working assumption is now about £36,000 surplus. Good news!
 - The budgeting cycle for next year has been postponed by ESFA, which might mean that the budget may need to be completed during the school holidays.
 - An additional £400 per pupil has been promised by the government for the next academic year – bringing the amount per head to about £5k.
 - In line with our Langtree values, we are continuing to pay contractors such as cleaners and caterers irrespective of whether they can do their job. This seems to us to be the ethical thing to do – and we also want them still to be in business when school fully reopens.
 - There is obviously currently no lettings income at the moment: this has been factored into the school forecast.

Signed

Date

- **Curriculum and Standards:** Minutes of 28th April had been circulated.
 - One key concern is that disadvantaged students are expected to come back even more disadvantaged than before – so careful consideration is needed for how school will plan for that. The committee will keep a careful eye on this.
 - Jan Holroyd, AHT, responsible for Teaching and Learning, presented to the meeting and spoke about what is going on in school during the lockdown – it was a very refreshing presentation, and governors had been impressed by her positivity and clarity of purpose despite the current difficulties being experienced by so many.
 - The year 10 reports were written just before lockdown. These show very similar anticipated results to the current year 11 at the same time.
- **Pastoral & Community:** Minutes of 27th April had been circulated.
 - VH and GB advised that there have been several articles in the press over the past 6 months about a legal case surrounding Oxfordshire County Council's (OCC) transgender toolkit. Students who identified as being male were using female toilets and other facilities on school trips, etc. and many parents had complained. As a result OCC are now reviewing their toolkit. JSR reminded governors that we had previously expressed concern re this Toolkit, and had been pleased with Simon's pragmatic solution of offering the disabled toilet and changing areas for any transgender students if and as required.
- **Approval of statutory policies:**
 - Covid-19 Safeguarding Addendum: It was confirmed that all governors had read the addendum previously circulated, and that no further questions had been raised. The addendum had previously been approved by JSR on behalf of all governors in accordance with the contingency provision currently allowed, and is now available on the school website.
 - The Health and Safety policy was presented by the Finance and General Purposes committee which they had reviewed and approved. CW (Safeguarding Governor) confirmed that he considers the policy is fit for purpose. The Health and Safety policy was ratified by the full governing body. JSR thanked Clive for all the work done on this policy.

JSR thanked SB and all school staff for the work they are doing during this difficult time, SB also conveyed his thanks to staff and governors for all the help, messages, feedback and positive reinforcement.

Date of next meeting: Thursday 9th July, 7:00 pm

JSR thanked all governors and closed the meeting at 21:40 pm.

Signed

Date

ACTIONS LIST from FGB meeting, 14th May 2020:

Minute	Action	By whom?	By when?
2.2	Ensure SP's DBS check has been completed by school	JSR	ASAP
2.2	Complete online Prevent and GDPR training and confirm when complete	JC	ASAP
2.2	SB to discuss the openness of the site with LADO and report back to governors.	SB	July 2020
2.2	Sex and Relationships curriculum to be discussed at the June C&S Committee meeting	GW	June 2020
4.1	SB to provide details of Re-Opening Plan and associated risk assessment to JSR for discussion before circulating more widely to all governors.	SB	ASAP
4.2	Provide Drama studio update at next FGB meeting	JC	July 2020
5.4	Health and Safety policy approved, upload to website	JCu	ASAP
	Provide update on LEAF's student initiative regarding BP	SB	Late 2020
	Ofsted Inspection Framework Informational Sessions	SB	Sept 2020
	Critchley's to attend FGB if medium or high risks reported during audit	JSR/DC	Ongoing
	Consider next steps of governor training	VH	Ongoing

Signed

Date