



Meeting of the Local Academy Committee
St Richard's Church of England Primary School

Venue: The School, Forge Lane, Hanworth, TW13 6UN

Date and Time: 2 April 2019 at 6:00pm

Register of Attendance

PRESENT		
Dionne Hurst (‘Headteacher’)	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i>	Present
Rev Craig Holmes (‘RCH’)	Incumbent of the St Richard’s Church <i>Appointed by the LDBS Academies Trust 2</i>	Present
Darren Stephenson (‘DS’)	Elected Parent Governor <i>Appointed by the LDBS Academies Trust 2</i> <i>Expiration of Term in Office: 11-02-2023</i>	Present
Allan Joseph (‘AJ’)	Elected Parent Governor <i>Appointed by the LDBS Academies Trust 2</i> <i>Expiration of Term in Office: 11-02-2023</i>	Present
Lauren McCarthy (‘LM’)	Elected Staff Governor <i>Appointed by the LDBS Academies Trust 2</i> <i>Expiration of Term in Office: 11-02-2023</i>	Present
Anne Messer (‘Chair’)	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 4 November 2022</i>	Present
Cecilia Thwaites (‘CT’)	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 11 November 2022</i>	Present
Vacancy	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office:</i>	
Vacancy	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office:</i>	
IN ATTENDANCE		
Bree Oliver-Moss (‘Clerk’)	Clerk to the Local Academy Committee	Present

Part 1 – Public minutes

Item	Delegate	Deadline
090 / 18-19	Welcome and introductions	Chair
90.1	The meeting, being quorate, was started by the Chair at 6.01pm.	



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091	Opening prayer	Chair to nominate	
91.1	The Chair requested CH to open in prayer.		
092	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
92.1	The Clerk informed the LAC that no apologies had been received.		
92.2	The LAC requested the Clerk to update the register of attendance.		
92.2a	<i>Update the LAC Register of attendance</i>	<i>Clerk</i>	<i>ASAP</i>
093	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
93.1	No declarations of interest were stated or further received.		
094	Declaration of any other business not already on Agenda	HT/Chair	
94.1	No business declared by any Governor present.		
095	Approval of the minutes from the previous Local Academy Committee Meeting of 5 March 2019	All LAC Governors	
95.1	No further matters arising from the minutes of the previous meeting and the Minutes were formally approved.		
95.2	The Chair signed the Part 1 Minutes as a correct record and passed to HT for filing.		
95.3	<u>Actions from previous minutes</u>		
95.3a	77.1c – CH confirmed he has liaised with the School Business Manager and awaiting further action from SBM		
95.3b	The Chair reiterated Governors to confirm on GovernorHub that they have read Keeping Children Safe in Education		
95.1a	<i>File the signed minutes from the previous LAC and upload minutes to GovernorHub</i>	<i>HT/Clerk</i>	<i>ASAP</i>
95.3a1	<i>HT to liaise with SBM regarding 77.1c</i>	<i>HT</i>	<i>ASAP</i>
95.3b1	<i>DS and AJ to complete bio for school website and send to LM</i>	<i>DS/LM/AJ</i>	<i>ASAP</i>



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096	Finance	Chair	
96.1	<u>Budget Update</u> This information is delivered as part of the HT Report to Governors at item 98.		
96.1.a	<i>File the signed minutes from the previous meeting.</i>	<i>HT</i>	<i>ASAP</i>
96.1b	<i>Upload the minutes to GovernorHub</i>	<i>Clerk</i>	<i>ASAP</i>
097	Chair's Items	Chair	
97.1	<u>Governors' Strategic Role</u>		
97.1.1	The Chair shared she attended the LDBS training regarding the responsibilities of the role of Governors and Local Academy Committees (LAC), and delivered a slide presentation regarding the role of Governors. The slide pack had previously been shared with Governors via email and is made available on Governor Hub.		
97.1.2	<u>Four main functions of the Local Academy Committee:-</u> <ol style="list-style-type: none"> 1. Clarity of vision and ethos of school, and strategic vision for School 2. Hold Headteacher to account for educational performance of the School 3. Oversee financial performance of the School and ensure money is well spent, and 4. Ensure the school's Christian vision is established and promoted at all levels within the School. 		
97.1.3	The Chair clarified that the LAC should be concentrating on strategy and school improvement, the implementation of this to be delegated to the Headteacher (eg: drafting local School policies, teaching quality, behaviour and discipline, extra-curricular programmes, uniforms).		
97.1.4	The Chair explained that key tools to be used to assist in delivery of the Governance role of the LAC include the School's Scheme of Delegation, School Evaluation and Improvement Plan (SEIP), annual schedule of Governor Visits and Link Governor Roles, monthly and quarterly reports from the School Business Manager, monthly verbal and termly written reports from the HT, and regular evaluation of the strategic impact of the LAC. The School's Yearly Plan will also contribute to setting a programme for review.		
97.1.5	The Chair suggested that at the end of every LAC the Governors ensure they are delivering strategic value by minuting the challenging questions asked by Governors, reviewing and challenging process where appropriate. Governors agreed unanimously to set this as a standing Agenda item.		
97.1.6			



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97.1.7	The Chair asked Governors if they had any suggestions, queries or ideas to contribute to ensure strategic oversight and challenge is being appropriately driven by the LAC membership, then to please raise them as they arise.
97.2	The HT recommended that any other Governors able to attend training at the LDBS to do so.
97.2.1	<u>School Website Audit and next steps</u>
97.2.1	CT presented a report reviewing the Website audit using the London Grid for Learning template provided by the LDBS. The report had been shared with all Governors prior to the LAC and was made available on GovernorHub.
97.2.2	The report used RAG rating to measure compliance, with Green items compliant, Amber underway/part complete, and Red to be completed.
97.2.3	The link for parents to access Performance and Results on the dropdown menu does not work.
97.2.4	The Behaviour Policy, Online Safety Policy needs an electronic signature added (Chair and HT)
97.2.5	Pupil Premium information needs completion, and Financial Handbook to be added.
97.2.6	Annual Reports and Accounts for Academies and Free Schools, Articles of Associations and Names of Trustees all can be included on the appropriate page. Annual Reports and Accounts to be uploaded after the school has functioned as an Academy for a full year.
97.3	The Chair thanked CT for her work delivering the Website Audit and confirmed a commitment to continue to review and ensure statutory compliance as a Phase 1 priority and then work through the 'highly recommended' section as Phase 2 priority. CT, together with AJ and LM, to review further in July 2019 for the LAC.
	<u>LAC Yearly Plan – links to meetings, walks and the SEIP</u> The Chair requested all Governors review the Yearly Plan and make edits and suggestions in time for the next meeting and further as issues arise through the summer term.



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97.2.1a	<i>Governor's email to be added to the website so that anyone can contact the Chair via the email portal, next to the Chair's details on the appropriate page.</i>	<i>LM</i>	<i>ASAP</i>
97.2a	<i>To circulate form to set up school emails for all Governors to complete and return</i>	<i>HT</i>	<i>ASAP</i>
97.2c	<i>Dropdown for parents to access Performance and Results to be resolved and Behaviour Policy to be 'signed'</i>	<i>HT/LM</i>	<i>ASAP</i>
97.2d	<i>To address Red areas for follow up on the Website Audit, to resolve, with priorities being Financial Handbook and Articles of Association and Register of Trustees and Members, as well as publishing minutes of LAC meetings and Declarations of Interest.</i>	<i>HT/LM</i>	<i>ASAP</i>
97.2e	<i>To work together to follow up on the Amber and other recommended areas for improvement of the school website throughout the summer term, and report back to July meeting.</i>	<i>CT, AJ, LM</i>	<i>By July LAC</i>
098	Headteacher's Report - Written	Headteacher	
98.1	<u>General update</u>		
98.1.1	The HT shared that there continues to be a churn of students, but the total numbers of children remains fairly steady.		
98.1.2	There is currently a high Pupil Premium Grant of approximately 41.3% and the national average of pupils eligible for School Meals sits at 13%.		
98.1.3	Attendance is currently at 94.43%, which is not the lowest in the local area but is not currently at target (96%). Persistent Absence remains a significant issue at 17.82%, which this year has been directly attributed to illness and term-time holidays. Some known children with attendance at around 50% are currently known to Children's Services. Numbers at St Richard's are impacted by the fact the total school population is fairly small.		
98.1.4	In response to a query from CH regarding whether children who have low attendance can be removed from roll, the HT explained that you cannot remove children from roll unless they are registered to begin attending another school, or they are to be homeschooled.		
98.1.5			



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98.1.6	Educational Welfare is currently working with a couple of families, one of whom is moving towards being prosecuted.
98.1.7	In response to a query from the Chair regarding an update in response to the drop in Attendance numbers in the Summer term, the HT responded that a close view on cause and effect regarding attendance will remain in place and will bring further information back in future LACs.
98.2	LM reported that in response to several incidents in school relating to children using a racist word, Behaviour Letters had been sent out and work done with children and teachers to ensure appropriate support in school to promote appropriate language and behaviour.
98.3	<p><u>Teaching and Learning</u> The HT shared that the Senior Leadership Team agreed with the LDBS QA assessment of the two NQT teachers as 'required improvement', but that said teachers were continuing to be supported in gathering experience and delivering improved marking, teaching, lesson planning and classroom environments.</p>
98.3.1	<u>Finance</u>
98.3.2	The HT reported ongoing difficulties with delivering finance reporting with the School Business Manager requiring more training. It has not been possible for the monthly and quarterly finance reports to be produced for the April LAC meet as a result.
98.3.3	The HT reported that the school bank account had not been funded sufficiently in order to cover staffing and other costs, despite the LDBS Finance Manager reassuring Governors that the LAT Board would ensure this would be covered whilst the Local Authority account was being finalised and closed, and the new budget systems set up. The LDBS Finance Manager is generally available on the phone. There is a lag between sending through information and support requests and hearing back from LDBS.
98.3.4	<p>The Chair requested that it be minuted that the School Business Manager is not receiving the promised support from the Local Academy Trust and LDBS Finance Manager, with regards to:</p> <ol style="list-style-type: none"> 1. training in the new finance reporting systems; and 2. monitoring the school bank account to ensure that the Trust provides funds to cover staffing and other running cost shortfalls while the school waits for the LA account to be transferred.



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98.3.5	<p>The Chair stated that this was a very difficult position for the School to be put in. DS and the Chair suggested that the HT and School Business Manager identify a potential required monthly budget and inform LDBS to ensure they have delivered the School enough funds to cover the running of the School.</p>
98.4	<p>The Chair queried whether there were sufficient funds to cover the Ocean Centre costs from April onwards, since the contractual arrangements between the LA and the Local Academy Trust are yet to be finalised. The HT will follow up on this at the next meeting. Some Early Years funds are supplied by the Local Authority however are not itemised nor explicitly titled as Ocean Centre spends.</p>
98.4.1	<p><u>Premises</u></p>
98.4.2	<p>DS confirmed he has set a date with the HT to visit school and deliver a Premises review in role as Governor Link for Health and Safety.</p>
98.5	<p>In response to a query from DS regarding what Governors would like him to focus on, the HT explained that taking an overall view would be helpful in the first instance, and that the Premises Manager will liaise with DS regarding priority areas (lighting, electrical wiring,) in the context of what the LAC Governor link oversight requires.</p>
98.6	<p><u>Staffing</u> Pension contributions – ongoing review continues in partnership with the LDBS Human Resources Manager to resolve the issue of pension contributions that staff are paying not showing up in total pension contribution amounts.</p>
98.6.1	<p><u>Draft School Evaluation and Improvement Plan</u></p>
98.6.2	<p>Governors were asked to review the Draft SEIP and highlight any issues or send through any comments to the HT.</p>
98.7	<p>In response to a query from the Chair regarding funding the Ocean Centre, the HT confirmed that she is unclear whether any of the funding the School has received from the Local Authority is for the Ocean Centre.</p>
98.7.2	<p><u>LDBS Quality Assurance Officer Visit</u></p>
98.7.3	<p>The LDBS Quality Assurance Officer attended School on 7 March and her report was generally positive, with her report having been shared with Governors prior to the LAC, and the document available on GovernorHub.</p>



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98.7.4	The QA Officer conducted observations, and reviewed workbooks. The Senior Leadership Team have asked teachers to focus on the presentation of books and quality of work inside, as part of continued development on from work the teaching team undertook on an inset day.		
98.7.5	The Chair commented the QA Officer report is generally positive, and requested that at the May 2019 LAC that HT and LM educate Governors in how best to interpret the new format data is reported.		
	The Chair proposed that the Wrap-Around Care Agenda item be deferred to the May 2019 LAC. Governors unanimously agreed.		
98.3a	<i>To follow up with LDBS Finance Manager regarding training and support of School Business Manager to ensure familiarity with new financial systems, and to ensure the funding is made available to School to cover running and staff costs in the period between the Local Authority account being closed and the LDBS Budget being set. Chair to follow up subsequently with HT and SBM.</i>	Chair	ASAP
93.3b	<i>To review draft SEIP and send comments to HT.</i>	All governors	ASAP
099	Safeguarding – Part 1 items	Headteacher/CH	
99.1	No safeguarding items were raised for Part 1.		
99.2	No further information regarding the update of the Single Central Register – to be advised at May 2019 LAC.		
0100	Governor Link Roles/Monitoring Visit Cycle	Headteacher and Chair	
100.1	<u>Governors Walk 19 March 2019</u> Governor's Walk notes shared prior to the LAC and are available on GovernorHub. The format used to report on the Governors' Walk is that to be used for all future Governor Visits.		
0101	Adoption of Local Academy Trust Policies	LAC members	
101.1	<i>LAT policies can be found at the following web address:</i> http://www.lbsact.org/policies/# 1. Abusive Parents and Visitors Policy - ADOPTED 2. Complaints Procedures - ADOPTED		



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	<ul style="list-style-type: none"> 3. Early Years Foundation Stage Policy - ADOPTED 4. Intimate Care Policy - ADOPTED 5. Physical Restraint Policy – ADOPTED 		
101.2	In response to a query from the Chair regarding the updated Complaints Procedures about teachers being aware of the new policy and their frontline role in terms of informal resolution of parental complaints, the HT confirmed that teachers understood their role and what they need to do should a complaint be raised by a parent.		
101.3	The School Website needs to have the contact details of the Clerk in order that parents are able to send complaints.		
101.4	The HT confirmed that all teachers will be informed of what policies have been adopted post-LAC. The Chair clarified that Intimate Care Policy requires some staff training, and the HT confirmed that this will be undertaken and clean wipes and spare underwear are kept on site.		
101.1a	<i>School Policy and LAT Admissions Policy to be filed together</i>	HT	ASAP
101.3a	<i>Update website with Clerk's details for any complaints</i>	LM	ASAP
0102	Any other matters for consideration declared under Agenda Item 94, or Any Other Business	LAC members	
102.1	Lanyards, Governors to be issued with new ones – for May 2019 LAC		
102.2	SEN Disability Link Role training – (CT) – to meet to School SEN lead prior to attending training at LDBS after Summer half term.		
102.3a	<i>To liaise with School SEN Lead to arrange a meeting</i>	CT	ASAP
0103	Items for the next agenda (for the Local Academy Committee Meeting on Tuesday 7 May 2019)		
103.1	<ul style="list-style-type: none"> 1. Formal approval of SEIP 2. Adoption of LAT Trust Charging Remissions and Lettings Policy Nov 2017 3. Wrap Around Care 4. Single Central Record update 5. Lanyards and Governor Photos 6. Data booklet – how to read it and what it means 7. Staffing Structure update (Part 2) 		
0104	Dates of the remaining meetings of the Local Academy Committee		
104.1	<ul style="list-style-type: none"> Tuesday 7 May 2019, 6pm Tuesday 4 June 2019, 6pm Tuesday 2 July 2019, 6pm Tuesday 10 September 2019, 6pm 		



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	Next meeting of the Local Academy Committee will be held on Tuesday 7 May 2019 at 6:00pm at the School.
0105	LAC Reflection on strategic value
105.1	<p>Adding value:-</p> <ol style="list-style-type: none"> 1. Finance – probed and supported current situation regarding LDBS support and existing Local Authority account not yet being closed, 2. Website Audit – legal compliance and ‘wishlist’ of ideal additions, 3. LDBS School Improvement via QA visit – review of report and challenge on findings, as well as actions on areas for improvement, moral and emotional support for teaching staff , 4. Link Governor Roles – planning for Health & Safety and SEN Link Governor work from now to end of academic year, 5. Role of LAC Governance – reviewed and LAC agreed to contribute to Yearly Planner and SEIP

Part 1 of this LAC meeting finished at 7.49pm

Approval of the minutes by the Chair of the Local Academy Committee

I, Chair of the Local Academy Committee of St Richard's Church of England Primary School approve these minutes as an accurate representation of the Local Academy Committee Meeting Part 1, which took place on **2 April 2019** at the School, Forge Lane, Hanworth, TW13 6UN at 6pm

Signed: _____

Date: _____

Anne Messer
Chair of the Local Academy Committee
St Richard's Church of England Primary School



PART 1 MINUTES

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