



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: 4 December 2018 at 6:00pm

Register of Attendance

PRESENT	
Dionne Hurst ('Headteacher')	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i>
Rev Craig Holmes ('RCH')	Incumbent of the St Richard's Church <i>Appointed by the LBDS Academies Trust 2</i>
Vacancy	Elected Parent Governor <i>Appointed by the LBDS Academies Trust 2</i> <i>Expiration of Term in Office:</i>
Vacancy	Elected Parent Governor <i>Appointed by the LBDS Academies Trust 2</i> <i>Expiration of Term in Office:</i>
Vacancy	Elected Staff Governor <i>Appointed by the LBDS Academies Trust 2</i> <i>Expiration of Term in Office:</i>
Anne Messer ('AM')	Appointee of the LBDS Academies Trust 2 <i>Expiration of Term in Office: 4 November 2022</i>
Cecilia Thwaites ('CT')	Appointee of the LBDS Academies Trust 2 <i>Expiration of Term in Office: 11 November 2022</i>
Vacancy	Appointee of the LBDS Academies Trust 2 <i>Expiration of Term in Office:</i>
Vacancy	Appointee of the LBDS Academies Trust 2 <i>Expiration of Term in Office:</i>
IN ATTENDANCE	
Lauren McCarthy ('DHT')	Acting Deputy Headteacher
Liz Wolverson ('Chair')	Chief Executive of the LBDS Academies Trust 2 (LAT2)
Bree Oliver-Moss ('Clerk')	Clerk to the Local Academy Committee

Part 1 – Public minutes

Item	Delegatee	Deadline
014 / 18-19	Welcome and introductions	Chair
14.1	The meeting, being quorate, was started by the CEO of LAT2, (acting as Chair for this meeting) at 6.21pm.	
14.2	The Chair welcomed CT as a new LAC Governor, now formally appointed by the Local Academies Trust Board.	



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015	Opening prayer	Chair to nominate	
15.1	The Chair asked Rev. Craig Holmes to open in prayer.		
016	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
16.1	The Clerk informed the LAC that no apologies had been received. The LAC requested the Clerk to update the register of attendance.		
16.1a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
017	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
17.1	The HT reviewed the required forms she had for Governors to complete. These were stated to be: Register of Interest for Governors, Head Teachers and Staff and the Disqualification from Membership of a Governing Body.		
17.2	The Clerk declared that she had not yet received a Declaration of Interest form to complete.		
17.1.a	<i>Chair to send templates of Declaration of Interest and Disqualification forms to HT and Clerk.</i>	<i>Chair</i>	<i>ASAP</i>
018	Declaration of any other business	All LAC Governors	
18.1	No other items were declared by the governors for consideration under the 'Any Other Business' Item.		
019	Approval of the minutes from the final meeting of the Governing Body of St Richard's prior to conversion	Chair	
19.1	No further matters arising from the minutes of the previous meeting and the Chair signed the minutes as a record.		
19.1.a	<i>File the signed minutes from the previous meeting.</i>	<i>HT</i>	<i>ASAP</i>



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020	Review of the Actions List and any other matters arising not on the Agenda	Chair
20.1	The HT reported that School Evaluation and Improvement Plan and Headteacher's Report templates had been received.	
20.2	The HT reported that the School had submitted the Target Tracker form and was now joined to the programme. Target Tracker software not compatible with the existing School computer operating system but ongoing liaison with the LDBS support to resolve.	
20.3	The HT reported that updates to and review of the School Vision is ongoing.	
20.4	Governor Link roles assigned as follows: <ul style="list-style-type: none"> • Finance – not yet assigned • SEN & Disability - CT • Safeguarding – CH • Premises – not yet assigned 	
20.5	The Chair advised that the LAC would fill the remaining vacancies once the Parent Governor elections had been completed.	
021	Chair's Items	Chair
21.1	The Chair stated that there were no Chair's items to raise	
022	Headteacher's Report	Headteacher
22.1	The HT gave a verbal update.	
22.2	The HT reported that LAT(2) Policies are being reviewed locally at School, and have been sent out to Staff team for reading, particularly those Policies which are used more frequently.	
22.3	HT queried Policies Trips and Absences for Staff – the Policy says LAC to sign off as well as HT – wanted clarification that this could be a member of the LAC? Chair confirmed that it would be for the LAC Chair to sign off. Overnight or overseas trips are to be submitted to LAT(2) CEO for sign off.	
22.4	HT queried how staff absences are to be managed. Chair explained that LAT(2) has superseded the historically used 'Burgundy Book' to update leave	



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	entitlements by giving freedom to HTs to work with LAC to make localised, flexible decisions related to individual staff members and the context of the leave request.
22.5	The HT reported a very positive meeting with the Hounslow LA Advisor to School. The visit was brief and focused. School to join Moderation for the LA, and an Early Years Staff member will attend.
22.6	The LDBS Quality Assurance Officer due in 11-12-18. Staff team are aware.
22.7	SEIP is underway. Chair confirmed that every section of the SEIP requires completion. HT reported she has had support from Stanwell Fields PS, which has been helpful.
22.8	HT queried the SEN Policy as the Ocean Centre is separate to the school and run by the Local Authority. Chair explained the existing contract is currently complex and undecipherable so has been returned to the LA with proposed alternatives. This offer has been with the LA for 3 weeks, without a response to date. CH queried whether would be to School's benefit to have the Ocean Centre included as part of school provision – Chair confirmed this will be dependent on what is in the final version of the SLA.
22.9	<p><u>PREMISES</u></p> <p>HT reported 3 x estate agents visited the Bungalow to inform with respect to potential letting prices. Rental ranges sit within £1450-1650 a month. One agency charges 8% and other two are 12% to manage the property. (Dexters , Hunters £1650 + 8% and Tiffin £1450 12% + VAT).</p> <p>HT proposed renting out the property via Hunters estate agents. Agreed unanimously by those present.</p>
22.10	<p>HT has sourced bungalow blinds for £370 and builders will install for free.</p> <p><u>APPRAISALS AND STAFF TARGETS</u></p> <p>HT reported that 4 members of staff are eligible to move to next pay point. HT, AM and CH met prior to this LAC to review. HT proposed to proceed with pay increases and AM and CH supported unanimously.</p> <p>CH raised that one teacher is at top of pay scale and will be acting up during another staff member's maternity leave, and queried the need to think about that</p>



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	teacher's role moving forward. Chair advised that the School move that staff member onto the Leadership Scale Framework and expand the Senior Leadership Team at the School. LDBS HR Officer can support redrafting Job Description.		
22.10.a	<i>HT to author revised School staffing structure for review at next LAC</i>	<i>HT</i>	<i>Next LAC</i>
023	Finance Report	Headteacher	
23.1	The HT reported there had been no budget post-October 2018 as the School transferred to becoming an Academy via LAT(2). LDBS Finance Manager to attend in January 2019 to set budget now that school is LAT(2).		
23.1a	<i>HT to liaise with LDBS Finance Manager to set new Budget</i>	<i>HT</i>	<i>Jan 2019</i>
024	Safeguarding	Headteacher	
24.1	HT reported 2 referrals to Local Authority since the last meeting of LAC – to be discussed further in Part 2.		
24.2	HT reported that the School has been updating posters across the School buildings with information about who the designated Safeguarding lead is, with associated information, for both school staff and children.		
025	Election of Parent Governors and Staff Governors	Headteacher and Clerk	
25.1	The Clerk explained the next steps for Parent Election Process.		
25.2	Four nominations received, and to date 2 Personal Statements returned. One further Personal Statement has been promised, and candidate has been given one more day to complete. Once received, then a ballot process will be run.		
25.3	If the third Personal Statement is not received then the two existing names to be submitted to the LAT(2) Board for review and Appointment at the December LAT(2) Board.		
25.4	School to progress with commencement of Staff Election process.		
25.2	<i>Clerk to liaise with HT regarding submitted Personal Statements, and to complete Ballot process to finalise election results.</i>	<i>Clerk and HT</i>	<i>From 04-12-18 and ongoing</i>
25.4	<i>School to progress Staff Election to LAC</i>	<i>HT</i>	<i>ASAP</i>
026	Adoption of Local Academy Trust Policies	All members	



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26.1	<p>The following Policies were reviewed and adopted or postponed:</p> <ol style="list-style-type: none"> 1 Admissions – ADOPTED 2 Behaviour and Anti-Bullying – Nov 2018 – ADOPTED 3 Data Protection – ADOPTED 4 Directors & LAC Governors Code of Conduct – for next LAC (HT to personalise) 5 Educational Visits Procedures – Nov 2018 – ADOPTED 6 Equality Plan – for next LAC 7 Exclusions – ADOPTED 8 First Aid – for next LAC 9 Health and Safety – for next LAC (HT to complete local information) 10 Lockdown Procedures – ADOPTED 11 Medicines & Supporting Pupils at School with Medical Conditions – ADOPTED 12 Physical Restraint – for next LAC 13 Safeguarding and Child Protection – for next LAC (HT completed – to go on GovHub, LAC to review) 14 Special Educational Needs & Disability - ADOPTED 		
26.2	<p>Policies approved at LAT & LAT(2) Board Meet 21-11-18 not inc above:-</p> <p>12.15 Business Continuity Plan – for next LAC 12.16 Pay Policy – Teaching Staff – for next LAC 12.17 Relationship & Sex Education – for next LAC</p>		
26.1.q	<i>To send Clerk localised School versions to upload to GovernorHub</i>	<i>HT and Clerk</i>	<i>ASAP</i>
26.1.b	<i>To send Ocean Centre Policy to Clerk for uploading to GovHub</i>	<i>HT</i>	<i>ASAP</i>
26.1.c	<i>To identify what Policies Ocean Centre may need as additional to those existing.</i>	<i>HT</i>	<i>For next LAC</i>
027	Items for next Agenda	LAC members	
27.1	Policies as per LAT(2) Policy Schedule, and to include those mentioned in 26.2		
27.2	Parent Election results		
27.3	Staff Election update		



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27.4	LDBS Quality Assurance Officer report – Part 2 Agenda	
028	Dates for Meetings of the Local Area Committee	LAC members
28.1	Tuesday 5 February 2019, 6pm Tuesday 5 March 2019, 6pm Tuesday 2 April 2019, 6pm Tuesday 7 May 2019, 6pm Tuesday 4 June 2019, 6pm Tuesday 2 July 2019, 6pm Tuesday 10 September 2019, 6pm Next meeting of the Local Academy Committee will be held on Tuesday 9 January 2019 at 6:00pm at the School.	
029	Closing Prayer	
29.1	Delivered by CH.	

Part 1 of this LAC meeting finished at 750pm

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 **4 December 2018** at the School, Forge Lane, Hanworth, TW13 6UN at 6pm

Signed: _____

Date: _____

Elizabeth Wolverson
CEO and interim Chair of the Local Academy Committee
St Richard's Church of England Primary School