



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: 5 February 2019 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 ('Chair')	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
Darren Stephenson ('SD')	Parent Governor Elect – attending as Advisor
Allan Joseph ('AJ')	Parent Governor Elect – attending as Advisor
Bree Oliver-Moss ('Clerk')	Clerk to the Local Academy Committee

Part 1 – Public minutes

Item	Delegate	Deadline
048 / 18-19	Welcome and introductions	Chair
48.1	The meeting, being quorate, was started by the Chair at 6.14pm.	
48.2	The Chair welcomed the new Parent Governors Elect. All LAC members introduced themselves to the Governors Elect. The Clerk confirmed that AJ, DS and LM should be formally appointed Governors after LAT(2) Board meeting scheduled for 12-02-19. The Clerk will add AJ and DS to GovernorHub once formally appointed.	



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049	Opening prayer	Chair to nominate	
49.1	The Chair asked CH to open in prayer.		
050	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
50.1	The Clerk informed the LAC that no apologies had been received. The LAC requested the Clerk to update the register of attendance.		
50.1a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
051	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
51.1	Completion of the Declaration of Business (Pecuniary) Interests Form undertaken by Governors Elect AJ, DS and LM. Also completed by Chair and CT, Clerk and CH for HT to keep on record.		
052	Declaration of any other business not already on Agenda	All LAC Governors	
52.1	<ol style="list-style-type: none"> 1. CH – safeguarding review in school – to be discussed Part 2 2. CT – First Aid Policy 3. Chair – Review and update of School Website – Governors Information 		
053	Approval of the minutes from the final meeting of the Governing Body of St Richard's prior to conversion	Chair	
53.1	No further matters arising from the minutes of the previous meeting and Minutes formally approved. The Chair signed the Part 1 Minutes as a correct record and passed to HT for filing.		
53.1.a	<i>File the signed minutes from the previous meeting.</i>	<i>HT</i>	<i>ASAP</i>
53.1b	<i>Upload the minutes to GovernorHub</i>	<i>Clerk</i>	<i>ASAP</i>
054	Chair's Items	Chair	



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54.1	<p><u>Governor's Walk – 19 March 2019</u> CT informed that she is unable to attend on the proposed date.</p> <p>915am start time, but all Governors are welcome to attend earlier for Assembly.</p>		
54.2	<p><u>Parental Complaints update</u> The Chair informed investigations related to 2 x parental complaints from December 2018 are now complete. Letters of findings have been sent to parents and no feedback has been received from either parent to date. No further action on either complaint at this stage.</p>		
54.3	<p><u>Update from LDBS CEO and Company Secretary in relation to Ocean Centre</u> The Chair presented an update related to the Ocean Centre for the benefit of new Governors Elect. The Ocean Centre is funded via Hounslow but staff contracts are with the School. When the School became an Academy, LAT(2) wanted clarify funding and staffing of Ocean Centre. LAT(2) has proposed new contract to Hounslow and are awaiting feedback. HT to attend meeting related to Consultation for SEN Centres in Hounslow on 12-02-19. Governors agreed to wait for further information and instruction from LAT(2).</p>		
54.1a	<i>Governors to confirm ability to attend scheduled Governor Walk</i>	<i>Governors</i>	<i>ASAP</i>
54.1b	<i>To send information via email regarding Governor Walk plans</i>	<i>Chair</i>	<i>ASAP</i>
055	Headteacher's Report		Headteacher
55.1	<p><u>Appraisals & Staff Targets</u> To be reviewed in March 2019.</p>		
55.3	<p><u>Half term dates - October 2019/20</u> HT explained background to issue with setting October half term 2019/20 dates. Surrey and Richmond have one set of dates from 28/10 and Hounslow have half term dates starting 28/10. HT conducted a survey of School staff and majority vote was to have two full weeks of October half term with inset days at the start of term.</p> <p>LM explained that inset days at the beginning of term are much preferred by teaching staff, helps planning and setting strategy for the term ahead. DS noted that families with children in Richmond and Surrey are likely to be older and so have less childcare needs. Chair noted that Autumn term is 15 weeks and thus particularly long, and a longer break may be a positive thing.</p> <p>DS suggested speaking with PTA for consultation and comment, and the Governors unanimously agreed with this approach.</p>		



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55.3a	<i>To speak with PTA about two-week option to get their views, and to return to March LAC for signoff. HT to decide based on PTA consultation.</i>	<i>HT & Chair</i>	<i>By March LAC</i>
056	Finance Report	Headteacher	
56.1	The HT confirmed the LDBS Budget for the School is now in place via LDBS Finance Officer.		
56.2	The current budget sits within an exceptional timeframe due to Academisation (previous budget ran from April 2018-October 2018) and is currently set for November 2018-August 2019.		
56.3	In response to a query from CH regarding how the School has moved from a deficit to surplus, the HT agreed to liaise with LDBS Finance Officer to extrapolate.		
56.4	The HT summarised the new budget, with potential for surplus, some of which is carried over. Spending in School continues to be very closely monitored by HT.		
56.5	The HT explained that monthly reports from hereon will show underspend or overspend across each section, for Governors to review and challenge. The School Business Manager will deliver this report and make available to		
56.6	Governors.		
56.7	The HT explained that the School is to bring in ParentPay for parents to pay online for additional trips, excursions, other extra-curricular spends.		
	In response to a question from CH about the School Business Manager being able to keep track of spend on ParentPay, the HT confirmed that it appeared to be straightforward and the office staff member responsible for maintaining it will be very capable of managing it.		
56.2a	<i>Chair to invite the LDBS Finance Officer to attend the March LAC to deliver information to LAC Members regarding responsibilities related to Finance Governance</i>	<i>Chair</i>	<i>ASAP</i>
56.3a	<i>HT to liaise with LDBS Finance Officer regards proposed surplus.</i>	<i>HT</i>	<i>ASAP</i>
057	Safeguarding – Part 1 items	Headteacher/CH	
57.1	CH reported he has reviewed Safeguarding Policy responsibilities of LAC and SG Governor in terms of what is required for check. Status update in respect of SG oversight:-		



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57.2	<ol style="list-style-type: none"> 1. Keeping Children Safe In Education – all staff are to have read and signed Part 1 – those staff present at the most recent Inset Day were asked to read and sign. The HT confirmed the balance of staff will have read and signed by 08-02-19 with training to staff – completed on the January 2019 inset day 2. Review of the Single Central Record – CH has reviewed this on 05-02-19. Wherever possible the SCR should not be printed for confidentiality reasons. CH reported the SCR was not completely up to date so the School Business Manager will update before next LAC 05-02-19. The School Business Manager to draw up a template for form to show SCR has been reviewed. 3. Volunteers to school not currently required to do SG training – CH queried whether this this something to cover? 4. Volunteer Risk Assessments are to be completed – School has a Volunteer Working Agreement but may need to do a formal Risk Assessment on Volunteers as per policy. The Chair commented that the DBS process should deliver this function. 5. Two contact numbers for each child to be held by the School – current records look well on this front 6. Section 128 Checks have been done – CH queried what this was, and Chair confirmed this will be clarified. 7. Name of Designated SGL and Deputy must be displayed across the school – this information is not in all classrooms. LM is ensuring this is followed up and appropriate information displayed in all in all classrooms. <p>In response to a query from CH regarding whether DBS checks for Governors was the responsibility of the School or the Trust, and whether Governor details needs to be included in the Single Central Record, the Chair confirmed this would be clarified with the Company Secretary and resolved accordingly.</p>		
57.1a	<i>To update the Single Central Record and create a template to record reviews of SCR</i>	<i>School Business Manager</i>	<i>By March LAC</i>
57.1b	<i>To clarify School responsibilities in relation to Section 128 Responsibilities</i>	<i>Chair</i>	<i>ASAP</i>
57.1.8a	<i>To ensure appropriate information related to DSL and Deputy is displayed in all classrooms</i>	<i>LM</i>	<i>ASAP</i>
57.2a	<i>To clarify with LAT Company Secretary whether S128 and DBS information regarding Governors to be</i>	<i>Chair/ Clerk</i>	<i>ASAP</i>



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	<i>recorded on the SCR, and to clarify if School or Trust should ensure Governor DBS checks are carried out.</i>		
058	Governor Link Roles/Monitoring Visit Cycle	Headteacher and Chair	
58.1	The Chair explained the Governor Link roles to Governors Elect and proposed further Link Roles are assigned at the March LAC.		
58.1a	<i>Governor Link Roles and Visit Cycle to be added to March LAC Agenda</i>	<i>Clerk</i>	<i>March LAC</i>
059	Election of Parent Governors	Clerk and Headteacher	
59.1	Clerk updated the Governors in respect of LAT(2) Board meeting 12-02-19 and confirmed the new Governors Elect to complete Declaration of Eligibility Forms, which will be sent to the LAT Company Secretary, along with the Parent Governor Personal Statements, for the LAT Board to consider and formally confirm appointment.		
59.1.a	<i>To send completed Declaration of Eligibility Forms and Personal Statements to LAT Company Secretary</i>	<i>Clerk</i>	<i>ASAP</i>
060	Adoption of Local Academy Trust Policies	LAC members	
60.1	<i>LAT policies can be found at the following web address: http://www.lbsact.org/policies/#</i>		
60.2	Governors confirmed they have read all relevant policies.		
60.3	<ul style="list-style-type: none"> • Equality – to be brought to next LAC 05-03-19 • Business Continuity Plan – ADOPTED IN PRINCIPLE (HT to finalise and liaise with Chair) • Directors and LAC Governors Allowances and Expenditure Policy - ADOPTED • Managing Staff Sickness Absence - ADOPTED • Managing Unsatisfactory Performance and Capability Process – ADOPTED • Special Leave - ADOPTED • Staff Appraisal - ADOPTED • Abusive Parents and Visitors – In response to a query from CT regarding School methods for ensuring staff members are not left alone with parents where personal safety may be a concern, the HT confirmed that there is informal protocols to ensure this occurs. ADOPTED 		



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60.4	<ul style="list-style-type: none"> Prevent Policy – ADOPTED – HT confirmed teacher and TA training completed under Prevent Policy 29-01-19 Finance Manual – ADOPTED <p>The Chair alerted the LAC members to their increased responsibility for financial oversight now that the school is an Academy, and until the LAC has appointed a Link Governor for Finance, the Governing Body has a whole will maintain collective responsibility for compliance with the Finance Manual.</p> <p>The Chair noted that Monthly Budget Report will be a standing item on the LAC agenda from hereon in.</p>	
60.5	<p>Policies approved at LAT & LAT(2) Board Meet 15-01-19 not inc above:-</p> <ul style="list-style-type: none"> Special Leave; Professionalism and Staff Code of Conduct; ADOPTED Finance Manual.- HT confirmed final budget to be on June LAC meeting and Chair proposed LAC approve yearly budget at May LAC. <p>In response to a query from Chair regarding ensuring all staff have reviewed Policies related to Staffing roles and responsibilities, the HT confirmed this is being delivered and is underway.</p>	
60.1.a	Clerk to send Chair and HT LAT Yearly Planner template	Clerk ASAP
061	Any other matters for consideration declared under Agenda Item 52	LAC members
61.1	In response to a query from CT regarding allergic reactions and whether the school has a spare epipen on the premises, the HT responded that there was no spare on site as they are generally prescribed. CT will investigate further.	
61.2	<p>The Chair shared that it had come to light the Governor section on the School website needs a full update to reflect existing position of school and LAC.</p> <p>In response to discussion related to how the website is used to communicate with parents and the wider community, and how it can be used to deliver key messages, CH recommended ensuring website is compliant regarding what information about Governance is required to be made available to parents, and recommended a Governor volunteer to take this work forward.</p> <p>The HT and LM explained that the website had become out of date as the staff member responsible for maintaining it has been on maternity leave since last year.</p>	



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	<p>The Chair requested that all Governors provide short bio paragraphs for the website, and confirmed that the new Parent Governors would be added to the website after confirmation of their appointments at the LAT(2) Board meeting scheduled for 12-02-19.</p> <p>CH noted that the budget template had a line for web budget items, and LAC members agreed to have a future discussion related to potential budget spend on website maintenance. To be scheduled.</p> <p>LM confirmed she has updated the list of current Governors on the website.</p>		
62.2a	<i>All new Governors to send short bio for website to LM</i>	<i>New Governors</i>	<i>15-02-19</i>
62.2b	<i>All Governors to attend March LAC with proposals for what Governors section of website should look like and contain</i>	<i>All Governors</i>	<i>March LAC</i>
62.2c	<i>To meet and review website in full to review information and compliance</i>	<i>HT, Chair, School Business Manager</i>	<i>w/c11-02-19</i>
63	Items for the next agenda (for the Local Academy Committee Meeting on Tuesday 5 March 2019)		
63.1	<ol style="list-style-type: none"> 1. Governor's Walk 2. October 2019/20 Half term dates 3. Governor Link Roles 		
64	Dates of the remaining meetings of the Local Academy Committee		
64.1	<p>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</p> <p>Next meeting of the Local Academy Committee will be held on Wednesday 5 March 2019 at 6:00pm at the School.</p>		

Part 1 of this LAC meeting finished at 753pm



PART 1 MINUTES

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Date and Time: 5 February 2019 at 6:00pm

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 **5 February 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