



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: 9 January 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
Liz Wolverson ('LW')	Chief Executive of the LBDS Academies Trust 2 (LAT2)
Bree Oliver-Moss ('Clerk')	Clerk to the Local Academy Committee

Part 1 – Public minutes

Item	Delegate	Deadline
032 / 18-19	Welcome and introductions	Chair
32.1	The meeting, being quorate, was started by the Chair at 6.04pm.	
32.2	LW welcomed the new Chair. The Chair confirmed intention to remain in post for the balance of the academic year 2018/19.	



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015	Opening prayer	Chair to nominate	
32.3	The Chair asked CH to open in prayer.		
033	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
33.1	The Clerk informed the LAC that no apologies had been received. The LAC requested the Clerk to update the register of attendance.		
33.1a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
034	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
34.1	None received.		
035	Declaration of any other business not already on Agenda	All LAC Governors	
35.1	<ol style="list-style-type: none"> 1. Half Term Autumn 2019 - HT 2. Request for Leave (Compassionate Leave request) 		
036	Approval of the minutes from the final meeting of the Governing Body of St Richard's prior to conversion	Chair	
36.1	No further matters arising from the minutes of the previous meeting and Minutes formally approved. LW signed as a correct record and passed to HT for filing.		
36.1.a	<i>File the signed minutes from the previous meeting.</i>	<i>HT</i>	<i>ASAP</i>
037	Chair's Items	Chair	



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37.1	<u>Agreed Term Limit</u> The Chair clarified that their commitment to the role of Chair was for the balance of the 2018/19 academic year. The Chair will inform the LAC Committee of future plans and availability by June 2019.		
37.2	<u>Current Complaints and Investigations</u> The Chair reported that there were currently two (2) complaints against the HT, which the Chair is managing as per the updated LAT(2) Complaints Policy. Both complaints at Stage 3, requiring the LAC Chair to investigate. The Chair reported that one complaint may be resolved at Stage 3 however the second complaint may progress to Stage 4. The LAC Committee will be updated as required.		
37.2.a	<i>To update LAC on progress and/or resolution of existing Complaints</i>	<i>Chair</i>	<i>Next LAC</i>
038	Headteacher's Report		Headteacher
38.1	<u>General update - verbal</u> The HT reported that the Christmas period went well in school, including Christingle and the Nativity. The PTA-run Christmas Fair made around £800 profit and was thus very successful.		
38.2	Pupil progress meetings are ongoing with Teaching staff.		
38.3	Target Tracker training is scheduled for 17-01-19 and all but three teaching staff are likely to be able to attend.		
38.4	Two Inset Days for staff were convened at the beginning of term. Day 1 was committed to Safeguarding training, and the HT will ensure any staff who could not attend are delivered of the training subsequently. Day 2 was focused on Christian/Distinctiveness, and SIAMs to help inform future targets. Staff also reviewed H&S and new Medicines Policy. Both days were well received with good engagement from staff.		
38.5	<u>Implementation of new Trust Policies</u> The HT confirmed that staff are always informed in writing of any new Trust policies, and are sent electronic copies with requests that they read and review. The School Website is being updated accordingly.		
38.6	<u>Budget - update and timeframe for receipt</u> Due to meet LDBS Finance Officer this month. The HT reported that the Local Authority had not yet closed the School accounts.		



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<p>38.7</p> <p>38.8</p> <p>38.9</p> <p>38.10</p>	<p>In response to a query from the Chair asking whether School Budget included Ocean Centre funding, LW clarified that the LDBS has sent a response to the Local Authority, who subsequently confirmed that they wish LDBS to take responsibility for existing Ocean Centre employees. The LDBS Company Secretary is continuing work to deliver an appropriate contract before month's end.</p> <p>The HT confirmed plans to liaise with the LAT(2) Company Secretary about staffing budgets and child-to-teacher ratios in order to be in a position to report accurately on that basis. LDBS HR will support any ongoing work required related to this.</p> <p>The HT updated with respect to the ongoing pension contributions issue. The money is being paid but it remains unclear where it is ending up because it is not going into staff pension accounts as it should do. LDBS HR is investigating and will follow up accordingly.</p> <p><u>Premises</u> HT reported that the Bungalow and ongoing premises works require some snagging. HT liaising with LDBS Property Manager and then once completed then the Bungalow can go to rental market.</p> <p><u>Appraisals & Staff Targets</u> These are now all complete. HT appraisal was completed 08-01-19. All previously agreed increments to be live in Jan 2019 pay packets.</p>			
<p>38.6.a</p>	<table border="1"> <tr> <td data-bbox="336 1406 1090 1480"><i>To follow up with LDBS Finance Manager to set a date for setting school Budget.</i></td> <td data-bbox="1090 1406 1259 1480">HT</td> <td data-bbox="1259 1406 1415 1480">ASAP</td> </tr> </table>	<i>To follow up with LDBS Finance Manager to set a date for setting school Budget.</i>	HT	ASAP
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<p>039</p>	<p>Finance Report</p>			
<p>39.1</p>	<p>The HT stated there were no further Budget updates outside that shared in the HT Report.</p> <p>In response to a query from the Chair in respect of when can the LAC realistically expect to have a School Budget, the HT explained there is ongoing work with the LDBS Finance Officer to manage this process.</p> <p>LW informed the LAC that the LDBS will be appointing a Finance Manager for LAT(2) schools, and this person should be in post by February 2019.</p> <p>Budget will be set in time for review at the February 2019 LAC.</p>			



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39.1a	HT to liaise with LDBS Finance Manager to set new Budget	HT	Jan 2019
040	Safeguarding	Headteacher	
40.1	LW informed the LAC about the Safeguarding Report requirements via the written HT Report template, and that the single page pro-forma within that report can be used for LAC meetings hereon in.		
041	Governor Link Roles/Monitoring Visit Cycle	Headteacher and Chair	
41.1	The Chair confirmed intention to appoint further Governor Link Roles when the new Parent Governors commence in role.		
41.2	CH was confirmed as Safeguarding Lead.		
41.3	The Chair reported plans to confirm a Governors' Walk before the Easter holidays, after Feb half term. The LAC agreed a date of 19 March 2019 at 845am.		
41.4	LM reported no staff governors have come forward and thus proposed herself as Staff Governor. LW approved this nomination on behalf of LAT(2) ACTION – Clerk to send Company Secretary LW nomination		
41.2.a	CH to liaise with LDBS regards Safeguarding training	CH	ASAP
41.3.a	To read QA report before next LAC in order to plan focus for Governors' Walk	LAC	Before Feb LAC
41.4.a	To notify Company Secretary of LM's nomination as Staff Governor, for LAT(2) Board to review and confirm	Clerk	ASAP
042	Election of Parent Governors	Clerk and Headteacher	
42.1	Clerk confirmed the results of the election. Three candidates were put forward to ballot, and there were two clear winners. The HT confirmed she was happy with the result of the election and thus the names to proceed to January LAT Board for confirmation. It was agreed that CT be confirmed as Governor Link for SEN.		



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42.1.a	To ensure set-up of school emails for all members of LAC	HT	ASAP
42.1.b	To ensure set-up new LAC members on Governor Hub once confirmed by LAT(2) Board	Clerk	Once confirmed
42.1.c	To send information regards how to welcome new parent governors to Chair and HT.	Clerk	ASAP
043	Adoption of Local Academy Trust Policies	LAC members	
43.1	<p>LAT policies can be found at the following web address: http://www.lubsact.org/policies/#</p> <p>Governors confirmed they have read all relevant policies.</p> <p><u>Directors & LAC Governors Code of Conduct</u> – ADOPTED</p> <p><u>Equality Plan</u> – ADOPTED but HT to update with info and data and held till next LAC. In response to a query from the Chair, LW confirmed that Equality Plans are reviewed termly via the HT's written report.</p> <p><u>First Aid</u> – HT confirmed First Aid people have all had copy of this Policy. ADOPTED</p> <p><u>Health and Safety</u> – HT confirmed this policy was reviewed with all staff on the recent Inset Day. In response to a query from CT, the HT confirmed the School has a safe for cash, and a cash box the money is kept in. LW stated that the School should look towards being as cash-free as possible. The HT reported the School has requested card-reader facilities.</p> <p>The Chair noted that LAC has responsibilities under this policy and the importance of appointing a Governor Link for H&S at the next LAC. ADOPTED</p> <p><u>Physical Restraint</u> – the HT confirmed this policy was mentioned to staff at recent Inset Day training. Currently only one child at Ocean House who may require physical restraint and the Ocean Centre Lead has had the appropriate training. In response to a query from CH about training opportunities for wider staff, LW confirmed LDBS runs training on this if needed.</p> <p>The Chair queried why the legal framework mentioned in Policy is Northern Irish.</p>		



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<p>43.2</p>	<p><u>Safeguarding and Child Protection</u> – HT confirmed all staff up to date and have read this policy. ADOPTED</p> <p><u>Business Continuity Plan</u> – HT has sent out to other staff members for additional meeting. To review at next LAC 5 Feb 2019</p> <p><u>Pay Policy – Teaching Staff</u> – ADOPTED</p> <p><u>Relationships and Sex Education</u> – LW informed the LAC that an updated R&SE Policy is due Summer 2019. ADOPTED</p> <p>Policies approved at LAT & LAT(2) Board Meet 11-12-18 not included above:-</p> <p><u>Directors' and LAC Governors' Allowances and Expenditure Policy</u> – Hold to next LAC 5 Feb 2019</p> <p><u>Accounting Policy</u> - ADOPTED</p> <p>LW informed the LAC that implementation timeframes for those policies where there are new documents, policies or procedures need to be established within the school to ensure compliance</p> <p>In response to a query from the Chair related to LAT(2) expectations of timeframes for Policy adoption, LW clarified that LACs should follow the list of policies via the Policy Adoption Schedule and this is to be worked through as agenda items at LAC meetings until such time all policies have been adopted. Policies will be reviewed under instruction from the LAT Board as new updates and changes are made. Any changes are highlighted on updated versions to reduce workload for LAC members. LAT Weekly Newsletters deliver assistance and information in keeping up to date with this.</p>		
<p>43.1.a</p>	<p><i>To update policies as required for February LAC.</i></p>	<p><i>HT</i></p>	<p><i>By next LAC</i></p>
<p>43.1.b</p>	<p><i>To inform Company Secretary re: re-drafting of Restraint Policy to reflect appropriate legislative framework.</i></p>	<p><i>Clerk</i></p>	<p><i>ASAP</i></p>
<p>43.1.c</p>	<p><i>Upload Safeguarding and Child Protection Policy to Governor Hub.</i></p>	<p><i>Clerk</i></p>	<p><i>ASAP</i></p>
<p>43.1.d</p>		<p><i>CH</i></p>	<p><i>5 March</i></p>



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43.2.a	To monitor and review obligations in Safeguarding Policy as Link Governor lead and to report back to LAC on termly basis (when HT delivers termly written report).	HT	and ongoing
43.2.b	To ensure newsletters are forwarded onto Governors. To deliver an audit of policies to review any required implementation and to report back to Governors before end of term.	HT & Chair	Ongoing Jan 2019
044	Any other matters for consideration declared under Agenda Item 35.1	LAC members	
44.1	<p>1. <u>Half Term Autumn 2019/20</u> – HT reported the London Borough of Richmond and Surrey have a different half term to Hounslow, Hillingdon and rest of London. Hounslow dates begin 21-10-19 and Richmond & Surrey begin 28-10-19. This impacts on many school staff, including Senior Leadership Management Team, as well as families with children at school in both Boroughs.</p> <p>Chair recommended the LAC defer a decision in order to consult with new parent governors. Existing LAC members want the confidence of hearing from new parent governors before taking a decision as to next steps.</p> <p>2. <u>Request for Leave Compassionate Leave request</u>) – Discussed in Part 2</p>		
44.1.a	To return to next LAC with potential proposals for 2019/20 Autumn half term dates	HT & LM	February LAC
45	Items for the next agenda (for the Local Academy Committee Meeting on Tuesday 5 February 2019)		
45.1	<p>1. Update from LDBS CEO and Company Secretary in relation to Ocean Centre</p> <p>2. Governor Link Roles and Visit Cycle</p> <p>3. Governors' Walk - 19 March 2019</p> <p>4. Welcome to new Governors</p> <p>5. Budget</p> <p><u>Part 2</u></p> <p>1. Staffing structure – proposal for new staff structure</p>		
46	Dates of the remaining meetings of the Local Academy Committee		



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46.1	<p>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</p> <p>Next meeting of the Local Academy Committee will be held on Wednesday 5 February 2019 at 6:00pm at the School.</p>
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Part 1 of this LAC meeting finished at 736pm

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 **9 January 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