



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 June 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>	Apologies
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>	Apologies
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
Ammar Ahmed ('AA')	LDBS/LAT Trust Secretary	Present
Mayank Taneja ('MT')	Prospective Governor	Present
Shezhad Awan ('SA')	Prospective Governor	Present

## Part 1 – Public minutes

Item	Delegate	Deadline
0120 / 18-19	Chair	
120.1	The meeting, being quorate, was <b>started</b> by the Chair at 6.10pm.	



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<b>0121</b>	<b>Opening prayer</b>	<b>Chair to nominate</b>	
121.1	The Chair <b>opened</b> the meeting in prayer.		
<b>0122</b>	<b>Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences</b>	<b>Chair / Clerk</b>	
122.1	The Clerk <b>informed</b> the LAC that apologies had been received from RCH and DS.		
122.2	The LAC <b>requested</b> the Clerk to update the register of attendance.		
122.2a	<i>Update the LAC Register of attendance</i>	<i>Clerk</i>	<i>ASAP</i>
<b>0123</b>	<b>Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda</b>	<b>All LAC Governors</b>	
123.1	No declarations of interest were stated or further received.		
<b>0124</b>	<b>Declaration of any other business not already on Agenda</b>	<b>HT/Chair</b>	
124.1	CT <b>queried</b> when to table website audit – for July or September LAC.		
<b>0125</b>	<b>Approval of the minutes from the previous Local Academy Committee Meeting of 7 May 2019</b>	<b>All LAC Governors</b>	
125.1	The minutes were agreed by Governors as a true and correct record of the 7 May 2019 LAC meeting, signed by the Chair and to the HT for filing.		
125.2	<u>Review of Actions from previous minutes</u> <ol style="list-style-type: none"> <li>1. Action 106.3a - LM <b>confirmed</b> she has received biographies from AJ and DS,</li> <li>2. HT <b>confirmed</b> that the IT technician is working on lanyards for Governors,</li> <li>3. Action 109.1.4a - Chair – to add Data Booklet to Yearly Planner as agenda item,</li> <li>4. Action 112.1.3a - HT <b>confirmed</b> UVPC wall issue resolved, and quotes for lighting are underway,</li> <li>5. Action 116.1a - 9 July 2017 <b>confirmed</b> as final LAC for the 2018/19 Academic Year</li> </ol>		
125.1a	<i>File the signed minutes from the previous LAC and upload minutes to GovernorHub</i>	<i>HT/Clerk</i>	<i>ASAP</i>
125.2a	<i>Add Data Booklet to Yearly Planner</i>	<i>Chair</i>	<i>ASAP</i>
<b>0126</b>	<b>Chair's Items</b>	<b>Chair</b>	
126.1	<u>Update</u> The Chair <b>explained</b> that the Local Authority has yet to close down their accounts, and this has contributed to the amended agenda for the June LAC. The budget will		



	<p>be tabled for further discussion and review at the July LAC. The Chair <b>stated</b> that the July LAC will be extended to incorporate budget and other LAC business.</p>
126.2	<p><u>Welcome to our visitors</u> The Chair <b>formally</b> welcomed all attendees, particularly the potential community governors, and invited MT and SA to share their motivations and intentions with respect to potential membership of St Richard's Local Academy Committee.</p>
126.3	<p><u>Draft Governors' Report to Parents</u> The Chair <b>explained</b> that the draft Governors' Report to Parents is available on Governor Hub, and areas for contribution by the LAC members highlighted. The Chair <b>requested</b>:</p> <ul style="list-style-type: none"> <li>• CT contribute with respect to SEND</li> <li>• RCH to provide brief report on Safeguarding audits &amp; matters arising over the school year</li> <li>• DS to provide brief report on Health and Safety audits &amp; matters arising over the school year</li> <li>• HT to provide names of former governors and overall comments on report look &amp; feel.</li> </ul> <p>The Chari <b>requested</b> all Governors ensure they read the report and send feedback to the Chair via email by end June 2019, with the express aim of approving the Governors' Report to Parents at the July LAC.</p>
126.4	<p><u>Update on Governor Walks – Summer Term</u> The Chair <b>proposed</b> that the Governors Walk for the Summer Term is for the Link Visits, and termly Governor Walks in Autumn and Winter terms will be undertaken by all LAC members. Governors agreed unanimously with this approach.</p>
126.5	<p><u>Governors Code of Conduct signatures</u> All Governors have signed Code of Conduct to confirm they have read this, with CH and DS to sign at July LAC.</p>
126.6	<p><u>Training in September</u> The Chair <b>shared</b> that there is a list of training available on the LDBS website and encouraged all Governors to review and apply to attend. The HT <b>requested</b> that the LAC members review when the Safer Recruitment training is occurring and encouraged one or more members to attend.</p> <p>29 June – New Ofsted framework and new SIAMs schedule 1 October – SEN training</p>



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	7 November – new Governors training		
126.7	<p><u>New emails for Governors</u> The Chair <b>confirmed</b> that Governors now have school emails set up and requested that Governors respond and activate.</p>		
126.3a	<i>To contribute to Governors Report to Parents in respect to SEND</i>	CT	ASAP
126.3b	<i>To contribute to Governors Report to Parents in respect of Safeguarding audits and matters arising over school year</i>	CH	ASAP
126.3c	<i>To provide brief report on H&amp;S audits and matters arising over school year, for Governors Report to Parents</i>	DS	ASAP
126.3d	<i>To provide names of former Governors and overall comments on Governors Report to Parents look and feel</i>	HT	ASAP
126.3e	<i>For all Governors to give feedback about GRtP to Chair</i>	All	End June
126.5a	<i>To sign Governor's Code of Conduct confirmation</i>	DS, CH	July LAC
<b>127</b>	<b>Headteacher's Report - Verbal</b>		<b>Chair</b>
127.1	<p><u>Budget update</u> The HT <b>explained</b> that the Local Authority have not yet finalised and closed the School's accounts, but have provided an estimate of £125k coming to the School once accounts are closed, arrears from April 2018-March 2019. The HT will confirm with the Local Authority accountant timescales for closure and transfer of funds.</p> <p>The LA accountant confirmed that the Ocean Centre funding comes from the Local Authority. The total amount to come to School has not yet been clarified, and the LDBS Finance Officer is chasing this on behalf of the School AA <b>confirmed</b> that from April 2020 the Department for Education will channel the funds straight to LDBS/School.</p>		
127.2	<p><u>LDBS Trust 2 finance support update</u> The HT <b>confirmed</b> that the LDBS Finance Manager and the School Business Manager, along with the HT, are meeting on 7 June 2019 to review finances and to set the School budget for academic year 2019/20. This will give opportunity to plan for the year ahead, notwithstanding lack of clarity about Local Authority funds to be sent through.</p>		



127.3

Budget vs Actual for May

The HT **explained** the Nominal Budget Report, shared with Governors. The HT clarified that some coding clarifications are still to occur, to better reflect spending. The deficit currently showing will be met by the funds due to arrive from the Local Authority.

In response to a query from CT regarding carrying over underspend, the HT **confirmed** that any underspend can be carried over by the School into the next financial year.

For future LAC meetings the Nominal Budget Report will be shared with Governors prior to commencement of the LAC in order to give Governors time to prepare queries and challenges.

The Chair **acknowledged** the difficult situation the HT has experienced in relation to the lack of clarity of funding and budget for the School, including support from the LBDS Finance Officer. The Chair **proposed** that Governors endorse the HT and School Business Manager's approach to tight management of the existing monies, and Governors unanimously agreed.

127.4

LBDS Quality Assurance Officer - visit

The HT **shared** that the QA officer has completed a visit and a draft report has been issued, but is not yet in final form and thus has not been shared with Governors.

In response to a query from the Chair in relation to whether the HT felt the report accurately represented the visit, the HT **confirmed** that it did.

The QA Officer and HT set out what the School's understanding of SEN is, for current and future assessment of quality of achievement, teaching and learning.

Two year groups – Year 1 and Year 5 – are at risk of not meeting proposed targets. LM **explained** what was shared with the QA Officer in relation to the identified children and plans for supporting continued achievement.

Early Years Lead was complimented by the QA Officer in the draft report, and some suggestions regarding staffing structure are being reviewed by the HT and LM.

The QA Officer is due to return July 2019 to review booklets and targets and areas of improvement for 2019/20.



127.5	<u>SATS in years 2 &amp; 6 (prior to July results being released)</u> SATs are now completed and results will be shared in July.		
127.6	<u>New School Evaluation and Improvement Plan (SEIP) format</u> The HT <b>reported</b> that a day with other Headteachers regarding the new SEIP format has been planned for 18 June 2019.		
127.1a	<i>To confirm with LA Accountant timescales and final amounts for transfer of funds to School from closure of accounts</i>	HT	ASAP
127.1b	<i>To send draft budget and any accompanying explanatory notes to LAC members</i>	HT	2 July
<b>0128</b>	<b>School Vision – LDBS Vision Compatibility</b>	<b>Headteacher/RCH</b>	
128.1	<u>Update</u> The Chair <b>proposed</b> that as RCH is absent from the June LAC that the School Vision/LDBS Vision Compatibility item be postponed until September LAC. Governors agreed unanimously.		
<b>0129</b>	<b>Adoption of Local Academy Trust Policies</b>	<b>All</b>	
129.1	LAT policies can be found at the following web address: <a href="http://ldbs.co.uk/policies/">http://ldbs.co.uk/policies/</a>		
	<ul style="list-style-type: none"> <li>• <u>Online E-safety</u> – AA <b>informed</b> that a new E-Safety Policy will be sent out in the new Academic Year and as such the Chair <b>determined</b> that the E-Safety Policy will be pushed back until the updated version is made available.</li> <li>• <u>Premises Management</u> – AA <b>explained</b> that it is best practice to have a premises management policy, but due to differences between individual schools, no Trust policy is provided. Schools are instead encouraged to create their own. HT agreed the School would continue with the existing policy in this regard.</li> </ul>		
129.2	Policies approved at LAT & LAT(2) Board not including above:-		
	<ul style="list-style-type: none"> <li>• <u>Data Protection policy</u> - ADOPTED - the Chair <b>noted</b> that there are Data Protection Notices now made available and all Governors to ensure they become familiar with these.</li> <li>• <u>Early Years Foundation Stage Staffing policy</u> – ADOPTED – the HT <b>confirmed</b> the School is compliant with required ratios.</li> <li>• <u>Complaint Procedure</u> :- ADOPTED</li> <li>• <u>Keeping Children Safe In Education Policy</u> – the Chair <b>stated</b> that CH will</li> </ul>		



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	<p>need to ensure he has read fully as Safeguarding lead - ADOPTED</p> <ul style="list-style-type: none"> <li><u>SEND Policy</u> – ADOPTED – CT to review for changes and updates</li> </ul>		
129.1a	Follow up Premises Management Policy	HT/Chair	2019/20
129.1b	Send out completed E-safety Policy to Governors	BOM/HT	ASAP
129.1c	All Governors to ensure make confirmation on GovernorHub that they have read KCSIE	ALL	ASAP
129.1d	To review updated KCSIE and SEND Policies	CT/RCH	ASAP
129.1e	To publish on School website all relevant information regarding Data Protection/Policy	HT	ASAP
<b>0130</b>	<b>Governor Link Roles/Monitoring Visit Cycle</b>	<b>HT/Chair</b>	
130.1	Governor Visit Report – RCH- shared with Governors prior to the LAC.		
130.1a	To send any queries regarding the Safeguarding Visit report to RCH	ALL	ASAP
<b>0131</b>	<b>Any other matters for consideration</b>	<b>All</b>	
131.1	<p>1. Website Audit</p> <p>CT <b>shared</b> that the original timescale was to complete the audit and update the website accordingly, and present a second audit to the July LAC. CT <b>proposed</b> that the website be updated and the second audit completed, but the report be tabled at the July 2019 LAC and discussed at the September 2019 LAC.</p> <p>Governors unanimously agreed with the above approach.</p>		
131.1a	For CT to liaise with LM regarding updating School website, and to complete a second audit	CT/LM	July 2019
<b>0132</b>	<b>Items for the next agenda (for the Local Academy Committee Meeting on Tuesday 9 July 2019)</b>	<b>LAC members</b>	
132.1	<ol style="list-style-type: none"> <li>Health and Safety Governor – visit report</li> <li>SEN Governor – visit report</li> <li>Budget - final approval</li> <li>Set dates for academic year 2019/20</li> <li>Data booklet – SATs and attainment</li> <li>Headteacher's Report – written – to include SEIP</li> <li>QA Officer's Report</li> </ol> <p>The Chair <b>requested</b> that all Governor Visit reports be shared with the Clerk at</p>		



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	least 1 week prior to the July LAC date.		
	10 September 2019		
	<ul style="list-style-type: none"> <li>• Website Audit – review</li> <li>• Governor Walk – date setting</li> <li>• School Vision/LDBS Vision</li> </ul>		
132.1a	To share Governor Visit Reports with Clerk	By end-June	ALL
<b>0133</b>	<b>Dates of the remaining meetings of the Local Academy Committee (if changes to existing)</b>	<b>LAC members</b>	
133.1	Tuesday 10 September 2019, 6pm. <b>Note:</b> This meeting will continue until 9pm, and food and refreshments will be provided to attendees.		
<b>0134</b>	<b>Review of the Strategic Value of the Meeting</b>	Chair	
134.1			
	Meeting moved to Part 2		

*Part 1 of this LAC meeting finished at 7.21pm*





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**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 June 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