



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 March 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>	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>	Apologies
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
Piers Winrow (‘PW’)	LDBS Finance Officer	Present (until 7pm)

Part 1 – Public minutes

Item	Delegate	Deadline
071 / 18-19	Welcome and introductions	Chair
71.1	The meeting, being quorate, was started by the Chair at 7.11pm, the LAC members having had a talk from LDBS Finance Manager prior to the LAC formally commencing.	



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072	Opening prayer	Chair to nominate	
72.1	The Chair asked CH to open in prayer.		
073	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
73.1	The Clerk informed the LAC that apologies had been received from DS and CT, due to existing family and work commitments.		
73.2	CH informed the LAC that he had to vacate the meeting at 8pm due to a further work commitment.		
73.3	The LAC requested the Clerk to update the register of attendance.		
73.3a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
074	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
74.1	No declarations of interest were stated or further received.		
075	Finance Report	PW/Chair	
75.1	LDDBS Finance Manager, PW, provided Governors with finance papers and a budget update for the School, and reviewed this in full.		
75.2	The current budget covers spend to the end of current school year, together with forecast for 19/20.		
75.3	Governors agreed that, while there is no appointed Link Governor for Finance, any finance and budget queries would be raised at future LAC meetings at the appropriate point, collated and forwarded to Piers by Chair/HT/Clerk for review and response, rather than sending him individual queries throughout the month.		
076	Declaration of any other business not already on Agenda	All LAC Governors	
	1. Reception class for Sept 2019		



PART 1 MINUTES

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	<ul style="list-style-type: none"> 2. Admissions Policy 3. KCSIE – signed by Governors 05-03-19 4. Ocean Centre update (Chair) 5. CT update re: epipens 		
077	Approval of the minutes from the previous Local Academy Committee Meeting of 5 February 2019	Chair	
77.1	No further matters arising from the minutes of the previous meeting and the Minutes were formally approved.		
77.2	The Chair signed the Part 1 Minutes as a correct record and passed to HT for filing.		
77.3	<p><u>Actions from last minutes:</u></p> <p>54.1a Governors' walk – CH/AJ/AM/DH/LM to attend.</p> <p>57.1a Safeguarding – School Business Manager to update Single Central Record</p> <p>62.2a New Governors biography – some remain outstanding</p> <p>62.2b/c – website review – ongoing work with Chair and HT</p>		
77.1.a	<i>File the signed minutes from the previous meeting.</i>	<i>HT</i>	<i>ASAP</i>
77.1b	<i>Upload the minutes to GovernorHub</i>	<i>Clerk</i>	<i>ASAP</i>
77.1c	<i>CH to liaise with School Business Manager re: update of Single Central Record</i>	<i>CH</i>	<i>ASAP</i>
77.1d	<i>Chair to send CT biography to LM for website</i>	<i>Chair</i>	<i>ASAP</i>
77.1e	<i>DS/AJ to send biography to LM for website</i>	<i>DS/AJ</i>	<i>ASAP</i>
078	Chair's Items	Chair	
78.1	<p><u>Recruitment of new Governor</u></p> <p>The Chair requested that Governors think about any other individuals they may know who hold finance experience and may be interested in serving as a Governor to the LAC, in order to fill a skills gap in the LAC.</p>		
78.2	<p><u>Update from Chair about LAT Board Meeting 12 February 2019</u></p> <p>The Chair updated the LAC about her attendance the LAT Board Meeting convened on 12-02-19.</p> <p>Schools have been asked by LAT to practice their lockdown procedures in response to a significant incident experienced by a LAT school in Clerkenwell. St Richard's lockdown rehearsal is scheduled to occur before the end of Spring Term (date is set but not being shared by HT). Lockdown Procedure needs to</p>		



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78.3	<p>ensure any devices that can remotely open lockable gates are taken with staff to ensure emergency services can access the site.</p> <p>The Chair shared that there has been evidence of fraud from a catering provider used by a group of LAT schools and the LAT has taken on a new provider and the Trust aim to support kitchen staff to undertake training and increase skills and achieve qualifications. HT to liaise with Liz Wolverson at the LAT regards this.</p>		
78.4	<p><u>School Website</u></p> <p>The Chair reported that the LAT Secretary has provided a website checklist to ensure the School is Ofsted compliant. Once compliance is achieved, then the School can move into the redesign phase. CT has volunteered to conduct the compliance audit and this was unanimously supported by LAC members.</p> <p>AJ offered to work on website redesign but would need to work offsite. The Chair confirmed that unfortunately any work on website design would need to be undertaken on school premises due to safeguarding and compliance obligations. AJ was thanked for his willingness and the LAC agreed to consider options for him to assist with website design onsite.</p> <p>The Chair suggested that after CT produces the results of the website audit, a small group of LM, AJ and CT (with HT as required) could convene to timetable the work and plan redesign. Governors unanimously agreed to take this approach.</p>		
78.2a	<p><i>HT to report back about Lockdown procedure practice at next LAC</i></p>	HT	April LAC
78.2a	<p><i>CT to report back regarding website audit</i></p>	CT	April LAC
78.2b	<p><i>Governor photos to be taken at May LAC</i></p>	All	May LAC
079	Headteacher's Report	Headteacher	
79.1	<p><u>General update</u></p> <p>A teacher has been called to Jury Duty so the HT is working to deliver PPA cover via a pre-existing contact whom parents and students are familiar with, and possibly a secondary source if required.</p> <p>In response to a query from CH regarding covering costs for the staff to cover her absence, HT explained that money can be claimed from the Courts. The School Business Manager will work on this.</p> <p>The HT confirmed that Reports have been done and will be sent out next week, with Parent/Teacher meetings to follow.</p>		



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79.2	<p><u>Premises</u> The HT stated that a Governor Link for Premises/Health and Safety would be very helpful. HT is meeting fortnightly with School Premises Manager to cover works and ongoing issues. An audit of sports and PE equipment is imminent. Convector heaters will also be serviced over the Easter holidays. DS has volunteered to cover this role – Governors agreed this unanimously.</p> <p>The HT reported that a group of Community Service people continue to attend site over the weekends and they have been attending to the external grounds and building, including re-painting some areas.</p>
79.3	<p><u>Appraisals & Staff Targets</u> LDBS Quality Assurance officer is attending School 7 March 2019 for a second visit.</p>
79.4	<p>NQTs will be completing their second term with school at the end of Spring term. HT will be meeting with all teaching staff before end of term.</p>
79.5	<p><u>Health and Safety Review</u> Nothing further to report in Part 1.</p>
79.6	<p><u>Half term dates - October 2019/20 - update from PTA</u> The HT reported she has asked parents for feedback about proposed half term dates, and has to date only heard from one parent. All parents have been asked for feedback via newsletter and notices in classrooms. Nothing further has been heard back.</p> <p>The Chair read an email from DS regarding parental positions regarding half-term dates. The LAC referred to the decision made at the meeting on 5 February 2019 that it will not be offering a parental vote on the half term dates. The PTA feedback was an opportunity for wider school parents to offer their opinions and questions about potential half term dates. The HT asked the PTA about half term and no further questions were raised.</p> <p>Half term dates – now set at 21 October 2019 to 1 November 2019 (2 weeks for this year only). The HT confirmed that next year neighbouring Boroughs will all have aligned term and half term dates.</p>
79.7	<p><u>School Evaluation & Improvement Plan</u> HT has shared this with all Governors and it is ready for the LDBS Quality Assurance Officer as far as possible.</p>



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	In response to a query from the Chair regarding to the need for an updated SEIP for discussion and review during the Governor's Walk, the HT responded that she will update according to any outcomes from the LDBS Quality Assurance Officer visit prior to the Governor's Walk. All Governors are expected to have read and reviewed the updated SEIP prior to the Governor's Walk.		
080	Safeguarding – Part 1 items	Headteacher/CH	
80.1	No safeguarding items were raised for Part 1.		
081	Governor Link Roles/Monitoring Visit Cycle	Headteacher and Chair	
81.1	<u>Governors Walk 19 March 2019</u> The Chair shared three main focus points for Governors' Walk:- <ol style="list-style-type: none"> 1. Breadth of Curriculum 2. Expanded Nursery 3. School Evaluation and Improvement Plan 		
81.2	<u>Governor training and monitoring</u> The Chair shared the School is working on a template for Governor Training and Monitoring Visits cycle.		
81.3	The Chair informed there is New Governor training available on the LDBS website and encouraged DS and AJ to attend.		
81.1a	<i>To bring template Governor Training and Monitoring Visit Cycle to next LAC</i>	<i>Chair/HT</i>	<i>April LAC</i>
81.1b	<i>To bring updated Yearly Planner to next LAC for Governors</i>	<i>Chair/HT</i>	<i>April LAC</i>
082	Election of Parent Governors	Clerk and Headteacher	
82.1	Clerk updated the Governors in respect of the LAT(2) Board meeting convened on 12-02-19, and confirmed that DS, AJ and LM have all been officially confirmed by the LAT(2) Board as Governors and their term of office expires 11-02-2023. AJ and DS to complete DBS forms and give to HT for submission.		
82.1a	<i>To complete DBS forms and submit to HT</i>	<i>AJ/DS</i>	<i>ASAP</i>
083	Adoption of Local Academy Trust Policies	LAC members	



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83.1	<i>LAT policies can be found at the following web address:</i> http://www.ldbsact.org/policies/#		
83.2	Early Years Staffing – ADOPTED		
83.3	Early Years Foundation Stage - ADOPTED		
83.4	<p><u>Non-Teaching Staff Pay Policy</u> - ADOPTED The Chair noted that LAC is now responsible for setting pay scales, for an annual pay review and that Governors need to note that this is a responsibility going forward. The HT proposed using the existing Hounslow pay scales, which are compliant with London Living Wage requirements. Governors unanimously agreed with this approach.</p> <p>Policies approved at LAT & LAT(2) Board Meet 12-02-19 not inc above:-</p>		
83.5	<p>Admissions Policy - ADOPTED</p> <p>The HT explained the school has an agreed Admissions Policy – the Local Authority has changed the way they measure the ‘distance from school’ measurements. In-year applications are dealt with as per standard procedure. The HT has adjusted School policy accordingly and returned this to Hounslow.</p>		
83.6	LAC Governor Role Description - ADOPTED		
83.5a	<i>School Policy and LAT Admissions Policy to be filed together</i>	<i>HT</i>	<i>ASAP</i>
084	Any other matters for consideration declared under Agenda Item 52	LAC members	
84.1	<p><u>Reception</u> The HT reported that the Local Authority has provided the list of children who have applied for the school. HT and School Administrator has worked through the list and CH has signed the list off for action. There were 39 applications, no Looked After Children, 10 siblings (with potential for 1 more sibling), 12 in Parish, 17 living outside of Parish, ordered via distance from school. The HT has a Place Planning meeting for West Hounslow on 06-03-19.</p>		
84.3	<p><u>Keeping Children Safe in Education</u> All Governors in attendance at the meeting signed that they have read KCSIE. All Governors to confirm the same via Governor Hub.</p>		



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84.4	<p><u>Breakfast Club</u> An issue related to costs of Breakfast Club was raised by DS via email later on 05-03-19. The HT informed that at present St Richard's Breakfast Club runs at a loss and has done for some years, and is the cheapest in the area. Wraparound care in the school continues as it assists in attracting people to send their children to the school. The Chair noted that this was raised too late to be addressed at March LAC so could be tabled for review at the April LAC; the HT confirmed that it is an operational matter best addressed directly to the HT. The Chair proposed and all Governors agreed that the ongoing loss-making nature of the Breakfast Club be addressed at the April LAC in the context of the quarterly budget update.</p>		
84.5	<p><u>Epipen Update from CW in writing</u> The Clerk read CT's emails regarding schools holding a spare Epipen and that the school in Bucks that has one holds it from a time before they were so difficult to obtain.</p>		
84.6	<p><u>Ocean Centre</u> The Chair informed that there are ongoing negotiations between the LAT(2) and Hounslow regards the income stream for Ocean Centre. Hounslow have offered a single lump sum, paid in monthly instalments, however this has been rejected by LAT(2) as this doesn't take into account staff salaries. LAT(2) have counter offered and matter is sitting with Hounslow's SEN Team Leader. Outcome remains pending and the LAT Secretary continues negotiations. The Chair confirmed that she will continue to update Governors monthly on this matter.</p>		
84.7	<p><u>Governor Lanyards</u> When the school updates their lanyards, Governors to be issued with new ones.</p>		
84.2.a	<p><i>All Governors to confirm on Governor Hub that they have read KCSIE (via the Governor link 'Declarations')</i></p>	All	ASAP
84.2.a	<p><i>Clerk to add DS and AJ to Governor Hub</i></p>	Clerk	ASAP
84.4a	<p><i>HT to bring Breakfast Club costs/losses to April 2019 LAC</i></p>	Clerk	ASAP
085	<p>Items for the next agenda (for the Local Academy Committee Meeting on Tuesday 2 April 2019)</p>		



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85.1	<ol style="list-style-type: none"> 1. Website audit and next steps 2. Quarterly Finance Report 3. LDBS Quality Assurance Officer report 4. Approved policies from LAT 5. Monitoring of mid-year appraisals 6. Further standing items
86	Dates of the remaining meetings of the Local Academy Committee
86.1	<p>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 2 April 2019 at 6:00pm at the School.</p>

Part 1 of this LAC meeting finished at 833pm

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 March 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