



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: 7 May 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>	Present
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>	
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IN ATTENDANCE		
Bree Oliver-Moss (‘Clerk’)	Clerk to the Local Academy Committee	Present

Part 1 – Public minutes

Item	Delegate	Deadline
0109 / 18-19	Welcome and introductions	Chair
109.1	The meeting, being quorate, was started by the Chair at 6.10pm.	



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0102	Opening prayer	Chair to nominate	
102.1	The Chair opened the meeting in prayer.		
0103	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
103.1	The Clerk informed the LAC that no apologies had been received.		
103.2	The LAC requested the Clerk to update the register of attendance.		
103.2a	<i>Update the LAC Register of attendance</i>	<i>Clerk</i>	<i>ASAP</i>
0104	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
104.1	No declarations of interest were stated or further received.		
0105	Declaration of any other business not already on Agenda	HT/Chair	
105.1	No business declared by any Governor present.		
0106	Approval of the minutes from the previous Local Academy Committee Meeting of 5 March 2019	All LAC Governors	
106.1	No further matters arising from the minutes of the previous meeting and the Minutes were formally approved. Clerk to amend points 92.2c and 97.2d to show 'July LAC'.		
106.2	The Chair signed the Part 1 Minutes as a correct record and passed to HT for filing.		
106.3	<u>Actions from previous minutes</u>		
106.3a	The Chair queried the outstanding Governor biographies from AJ and DS for the website. DS confirmed he has sent his through and AJ will send his through by 08-05-19.		
106.3b	The HT confirmed that the IT tech is working to identify email addresses for each Governor, and a central Governor's email for parents to access via website is already in existence.		
106.3c	In response to a query from the Chair regarding a meeting between CT, AJ and LM being set up, LM confirmed she is liaising with CT and AJ to set a date.		
106.1a	<i>File the signed minutes from the previous LAC and upload minutes to GovernorHub</i>	<i>HT/Clerk</i>	<i>ASAP</i>



106.3a	AJ to send through biography for website to LM	AJ	By 08-05-19
0107	Finance	Chair	
107.1	<u>Update on Trust Support (inc accounts and Ocean Centre) and Quarterly Finance Report (carried over from March LAC)</u>		
107.1.1	<p>The HT updated the Governors on Trust support. The Chair had a phone call with the LDBS Finance Manager and reported that three main areas of need were highlighted:</p> <ol style="list-style-type: none"> 1. Communication breakdown to date has led to School feeling unsupported, however this is now resolved and should improve hereon in, 2. The bounced cheque was not bounced; it was in fact returned, despite appearing on the accounts to be bounced. The School has the funds to cover bills and payroll for several months more, 3. Outstanding issues remain the financing of the Ocean Centre and closing out the account with London Borough of Hounslow. 		
107.1.2	<p>The Chair confirmed that School Business Manager is not yet able to be in full charge of the School finances, as there remain funds to which the School does not have access, due to Hounslow not yet closing the account. The Chair also confirmed that the LDBS Finance Manager advised that the main change to the School Business Manager's role on academisation is that she is now responsible for cash flow for the School, and is to manage finances on the basis of when things are due to be paid, rather than when they are invoiced.</p>		
107.1.3	<p>The HT explained that although the accounts presently appear to be in a position to cover the costs, this has not always been the case, and there have been occasions when the funds were not always available to cover all costs as required.</p>		
107.1.4	<p>The HT reviewed the Quarterly budget report with all Governors. There is a predicted surplus but this depends on the funds being actually received. The HT has contacted Hounslow regarding extension of funds to cover the finance programme licence required to liaise with the Local Authority.</p>		
107.1.5	<p>The HT confirmed that the Hounslow contact has informed that the Department for Education have not yet provided the SEN funds to close the account with the School. The LDBS Finance Manager is liaising with Hounslow regarding delivering detail around the additional funding that comes from the Local Authority.</p>		
107.1.5	<p>In response to a query from the Chair regards whether the Local Authority are merging and confusing the issues related to SEN funding, the Ocean centre funding,</p>		



	and the need to close the Hounslow account with the School, the HT explained that this does not appear to be the case.
107.1.6	The HT reiterated that the finance report with Governors for review covers the period November 2018-August 2019. The HT noted that any number on the report showing a minus sign is a surplus, and a plus sign is a deficit.
107.1.7	The Chair highlighted that on the finance report the Ocean Centre funding to date is a void, and that amount is currently unknown, although the spend is noted on the report.
107.1.8	In response to a query from CH regarding why the income/funding is showing as much higher than what was spent, the HT clarified that the money coming in to the School right now is unclear, as Hounslow have not closed the account, and thus the figures are not yet able to be confirmed as accurate. CH noted that 80% of the supply cost for the year has already been spent. The HT explained that there are several supply teachers on site covering various vacancies and maternity leave for teaching staff, and that there may well be SEN funding yet outstanding that hasn't yet been received by the school.
107.1.9	The HT confirmed the Local Authority have not yet provided their Service Level Agreements (SLAs) regarding extra commissions and specialist services.
107.1.10	In response to a query from AJ regarding the final figures on the report showing a surplus not being an accurate calculation, the HT clarified that the symbols provided on the report are confusing, and that once the Local Authority funds are received the picture will be healthier.
107.1.11	DS noted that in general it is better practice to ensure the School spends all the provided funds, in order to show the level of funding is required and won't be reduced in the next budget. The HT confirmed that the LDBS have reassured that they will not take this approach, even if the School is in surplus at year's end.
107.1.12	The Chair requested Governors think about what budget priorities there would be for the next financial year, in advance of forthcoming budget planning. The HT raised the issue of the interactive whiteboards and that some require replacing, and that there is premises work that needs prioritising (lighting, hand-dryers in toilets). There are also some ICT requirements that would be set as priority spends.
107.1.13	Regards future spends on premises, the HT informed that the improvement works will be prioritised as a schedule over the next few years.



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107.1.14	The Chair informed that LAC meetings will require a monthly budget report to be produced, a week prior to each LAC meeting, to enable governors' review. The HT confirmed that she and the School Business Manager are liaising with the LDBS Finance Manager to ensure this happens.		
107.1.14a	<i>To follow up with LDBS to set training dates with HT and School Business Manager, and ongoing support, and to produce monthly reports for LAC</i>	HT	ASAP
108	Chair's Items	Chair	
108.1	<u>Annual Governor Report to Parents</u>		
108.1.1	<p>The Chair explained that the Annual Governor Report to Parents is no longer a legal requirement for schools but recommended it was a good approach for the current group of Governors to share information with parents about the current school situation, particularly due to the recent Acadamisation.</p> <p>All Governors agreed to contribute according to Governor Link Roles, and wherever else possible, and the Chair will deliver information regarding Acadamisation.</p> <p>The Chair proposed to deliver a draft form of the Report to Parents by June, with a plan to approve by the July LAC. All Governors agreed unanimously.</p>		
0109	Headteacher's Report - Verbal	Headteacher	
109.1	<u>General update</u>		
109.1.1	<p>The HT reported the mock Year 6 SATs were run through last week. Most children went as expected, though there are some identified children who will need further support. LM clarified that the mocks analysis has helped to focus the learning and support the children need from now until the SATs week begins.</p> <p>The children dealt with the mock SATs very well.</p>		
109.1.2	The HT reported two further audits have been completed since the last LAC. A Safeguarding Audit has been completed, and is mostly rated green. A GDPR Audit was completed by a person from the LDBS Local Academies Trust, and rag-rated accordingly. Any red items were as expected and solutions have either already been identified, or are being worked on. The HT reported the visit from the GDPR Auditor was very helpful.		
109.1.3	<u>Premises</u> The HT shared that the bid to the DfE for an upgrade to Fire Doors, kitchen shutter		



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109.1.4	<p>and other items has been successful, and the LDBS Surveyor will take the lead in ensuring these works are carried out.</p> <p><u>Data booklet</u> LM reviewed the new format data booklet with Governors in order to clarify the meaning of data and how to interpret the reports. The Chair noted that this is the first time the Governors have had an opportunity to review pupil progress data since academisation.</p> <p>The data booklet information covers Early Years (Nursery and Reception), and Years 1-6.</p> <p>Target Tracker is the programme which tracks data for the School, including the Ocean Centre, and has been used by the School since January 2019.</p> <p>In response to a query from the Chair regarding 'expected' levels of attainment not being part of the Target Tracker data booklets, LM confirmed that data does exist, but it looks different than it did historically.</p> <p>The HT informed that the end of Key Stage data needs to be in by June of the academic year.</p> <p>In response to a query from the Chair regarding how often the Data Booklet is completed, the HT confirmed that it is completed twice a term. CH noted that if the Data Booklet was completed prior to the half term/holiday break, then the LAC could review at the first Governor's meeting back.</p> <p>CH thanked LM for her work explaining the data to the wider LAC group.</p> <p>The Chair thanked the Senior Leadership Team for all their work delivering the work and the information required to populate the booklet.</p> <p>The HT confirmed that all teaching staff have been attending other schools for moderation, in order to deliver an holistic approach to quality of teaching.</p>			
109.1.4a	<table border="1"> <tr> <td data-bbox="331 1664 1129 1704"><i>Review of Data Booklet to be added to Yearly Planner</i></td> <td data-bbox="1129 1664 1294 1704"><i>Chair</i></td> <td data-bbox="1294 1664 1428 1704"><i>ASAP</i></td> </tr> </table>	<i>Review of Data Booklet to be added to Yearly Planner</i>	<i>Chair</i>	<i>ASAP</i>
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110	<table border="1"> <tr> <td data-bbox="331 1704 1129 1744">School Evaluation and Improvement Plan – approval</td> <td data-bbox="1129 1704 1428 1744">HT</td> </tr> </table>	School Evaluation and Improvement Plan – approval	HT	
School Evaluation and Improvement Plan – approval	HT			
110.1	<p>The Chair confirmed to all Governors that the LAC must approve the SEIP as part of the role of the LAC, and that challenge and review will be asked of Governors in the Autumn term of 2019/20.</p> <p>The Chair proposed that the current SEIP be approved. All Governors agreed unanimously.</p>			



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0111	Safeguarding – Part 1 items	HT/CH	
0112	Governor Link Roles/Monitoring Visit Cycle	Headteacher and Chair	
112.1	<u>Health And Safety audit</u>		
112.1.1	DS reported that he conducted a walk-around the School with the Premises Manager on 04/04/19. There is much to cover for the Premises Manager role on site, and the current PM has previous experience in a similar role. The kitchen shutter door is wood and needs replacing.		
112.1.2	The fire exit door handles are of concern as they are used by children to enter the playground, and as such they need updating to ensure they have correct function.		
112.1.3	The HT confirmed that there is a quote in process for this repair.		
112.1.4	DS shared that there is a UVPC partition between the corridor and Year 3 classroom. The HT informed she will inspect the wall and discuss further with the Premises Manager.		
112.1.5	The lights in the school need replacing, and some do not have covers on. The HT shared that previous quotes have been received, and one needs further clarification about what works will take place in what room.		
112.1.6	The HT explained that there are some further works scheduled for the half term.		
112.1.7	DS confirmed that two further visits to site to review premises will be conducted over the Summer term.		
112.1.8	The Chair thanked DS for his work on Premises to date.		
112.1.3a	<i>To speak with Premises Manager regarding UVPC wall</i>	<i>HT</i>	<i>ASAP</i>
112.1.3a	<i>To follow up existing quote regarding lights</i>	<i>HT</i>	<i>ASAP</i>
112.1.7a	<i>Email DS copy of the Governor Visit form</i>	<i>Clerk</i>	<i>ASAP</i>
0113	Adoption of Local Academy Trust Policies	LAC members	
113.1	LAT policies can be found at the following web address: http://www.ldbsact.org/policies/#		
	1. Charging Remissions and Lettings Policy - ADOPTED		



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0114	Any other matters for consideration declared under Agenda Item 105, or Any Other Business	LAC members	
114.1	CH raised that the SCR needs to be made up to date. The HT confirmed that CH would be invited to a meeting on 23 May 2019 to review.		
<i>114.1a</i>	<i>To ensure SCR is up to date for next CH visit and to report back to June LAC</i>	<i>HT</i>	<i>23-5-19</i>
0115	Items for the next agenda (for the Local Academy Committee Meeting on Tuesday 4 June 2019)		
115.1	<ol style="list-style-type: none"> 1. Monthly finance report 2. First draft of Budget for academic year 2019/20 3. First draft of Governors' Report to Parents for academic year 2018/19 4. Safeguarding Governor Visit Report – CH (to include report for SCR) 5. Apologies for the 4 June LAC given by DS 6. Signing of Governor's Code of Conduct <p><u>July LAC Agenda items:</u></p> <ol style="list-style-type: none"> 1. Website report 2. Health and Safety Governor – visit report 3. SEN Governor – visit report 4. Budget final approval 5. Set dates for academic year 2019/20 6. Data booklet – SATs and attainment 		
0116	Dates of the remaining meetings of the Local Academy Committee		
116.1	<p>Tuesday 4 June 2019, 6pm Tuesday 9 July 2019, 6pm – <i>CHANGE TO PREVIOUS</i> Tuesday 10 September 2019, 6pm</p> <p>Next meeting of the Local Academy Committee will be held on Tuesday 4 June 2019 at 6:00pm at the School.</p>		
<i>116.1a</i>	<i>Governors to confirm their availability to attend the 9 July meeting</i>	<i>ASAP</i>	
0116	LAC Reflection on strategic value		
116.1	<p>The Chair noted that the Senior Leadership team are fulfilling the vision for attainment for children in the School, and this is made obvious by the detail involved in the Data Booklet presentation, and how well the staff know each individual child.</p> <p>CW commented that the LAC delivered challenge and query related to the Data Booklet in order to better understand the information and what it means for the wider school and teaching staff.</p>		



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The Chair **commented** that the LAC had provided challenge regarding budget and budget reporting.

Link Governors had reported about their visits and delivered findings and information to support decision-making

Part 1 of this LAC meeting finished at 8.22pm

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 **7 May 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