



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: 6 November 2018 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 LDBS Academies Trust 2</i>
Vacancy	Elected Parent Governor <i>Appointed by the LDBS Academies Trust 2</i> <i>Expiration of Term in Office:</i>
Vacancy	Elected Parent Governor <i>Appointed by the LDBS Academies Trust 2</i> <i>Expiration of Term in Office:</i>
Vacancy	Elected Staff Governor <i>Appointed by the LDBS Academies Trust 2</i> <i>Expiration of Term in Office:</i>
Anne Messer ('AM')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 4 November 2022</i>
Vacancy	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office:</i>
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IN ATTENDANCE	
Lauren McCarthy ('DHT')	Acting Deputy Headteacher
Liz Wolverson ('Chair')	Chief Executive of the LDBS Academies Trust 2 (LAT2)
Bree Oliver-Moss ('Clerk')	Clerk to the Local Academy Committee

Part 1 – Public minutes

Item	Delegatee	Deadline
001 / 18-19	Welcome and introductions	Chair
1.1	The meeting, being quorate, was started by the CEO of LAT2, (acting as Chair for this meeting) at 6.05pm.	
1.2	The Chair noted that the LAC group was currently small as the school has only officially had Academy status since 1 November 2018.	
1.3	The CEO will act as LAC Chair for the first 2-3 meetings and then the Academies Trust will appoint a Chair for ongoing meets. The Vice-Chair will be appointed by the LAC group.	



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1.4	Two further applications for Governorship have been received and will be reviewed by the Trust. LAC to meet monthly hereafter, with no additional Committees to be set up.		
002	Opening prayer	Chair to nominate	
2.1	The Chair asked Rev. Craig Holmes to open in prayer.		
003	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
3.1	The Clerk informed the LAC that no apologies had been received, as the LAC was a newly formed group post-Academy status for the school as of 01-11-18.		
3.2	The LAC requested the Clerk to update the register of attendance.		
3.2a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
004	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
4.1	The Clerk declared that she had also been appointed as the Clerk to the Local Academy Committee of Stanwell Fields Church of England Primary School by the LDBS Clerking Service. No further declarations made by the governors.		
005	Declaration of any other business	All LAC Governors	
5.1	No other items were declared by the governors for consideration under the 'Any Other Business' Item.		
006	Approval of the minutes from the final meeting of the Governing Body of St Richard's prior to conversion	Chair	
6.1	The draft minutes from the final meeting of the Governing Body of St Richard's Church of England Primary School had been prepared by the previous Clerk, and had been submitted to the HT for approval.		
6.2	The Chair requested the HT to forward to the Clerk the minutes once approved by the HT. This would allow the minutes to be signed, filed and complete the records prior to conversion of the school-		



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6.3	The LAC asked the Clerk to file the signed, corrected minutes and the agenda pack.		
6.2a	<i>Send amended minutes to Clerk</i>	<i>HT</i>	<i>ASAP</i>
6.3a	<i>File the signed minutes from the previous meeting.</i>	<i>Clerk</i>	<i>ASAP</i>
007	Review of the Actions List and any other matters arising from the previous meeting	Chair	
7.1	There were no specific updates on other completed actions from the previous meeting.		
008	Scheme of Delegation	Chair	
8.1	The Chair confirmed that the Trust has approved the new Scheme of Delegation for St Richards. It is an important document that the school must ensure is on their website, and is something Ofsted will check.		
8.1a	<i>Send Scheme of Delegation to existing LAC membership</i>	<i>Clerk</i>	<i>7 days</i>
009	Approval of Code of Conduct for LAC Governors	Chair	
9.1	The approval of the Code of Conduct was deferred till the next meeting of the LAC.		
9.1a	<i>The LAC to review and approve the Code of Conduct at its next meeting.</i>	<i>Clerk</i>	<i>04-12-18</i>
010	Headteacher's Report	Headteacher	



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10.1	The Chair asked the Clerk to liaise with the LDBS Academies Trust 2 Administrative Assistant to procure the Headteacher's Report template and forward it to the Headteacher to complete termly. The Chair clarified that for the current meeting, the Headteacher may deliver her report to the LAC orally.
10.2	<u>School Roll</u>
10.3	All classes currently small in size (Nursery – 20, Reception 22, Year 1 – 29, Year 2 – 27, Year 3 – 25, Year 4 – 18, Year 5 – 18, Year 6 – 23) which is reflective of the pattern across some Feltham schools. Ocean Centre currently has 16 children across 2 classes.
10.4	Years 4 / 5 / 6 are combined and then split across 2 classes for afternoon hours. To ensure that they receive tailored education the Higher Level Teaching Assistants support the teachers during the afternoon classes to ensure that the pupils obtain the best education possible.
10.5	<u>Local Authority Focus School Monitoring Visit</u>
10.6	The final Local Authority Focus School Monitoring Visit, on 8 October 2018, went well and consisted of a learning walk, teaching and learning review, and some book monitoring.
10.7	Dialogue Visit for information sharing will be conducted by Local Authority on an annual basis as the School is now part of the LDBS Academies Trust 2. The next dialogue visit is scheduled to take place on 28 November 2018.
10.8	<u>Environmental Display</u>
10.9	School received positive feedback on its current environmental display and clear evidence of progress in work since beginning of term is present. The Headteacher explained that further areas of development related to the quality of work in topic books and teacher's feedback on pupils' marked work. The Headteacher highlighted that the School has an initiative underway to improve the quality of feedback provided to pupils.
10.10	<u>Staff appraisal update</u>
10.11	The Headteacher informed the governors that the staff appraisals were being conducted, with all staff members with the exception of the DHT and the HT having completed their appraisals. The HT stated that the DHT's appraisal will be completed shortly. The Chair informed the governors that the HT's appraisal will be



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	<p>completed soon.</p> <p><u>Assessment week update</u></p>
10.12	The HT informed the governors that the school had held its assessment week during the week commencing 8 October 2018. The next assessment week will be
10.13	held during the week commencing 3 December 2018.
	<u>Academy conversion update</u>
10.14	The HT stated that the School had converted to an academy on 1 November 2018 and joined the LDBS Academies Trust 2. The HT confirmed that all staff had been
10.15	transferred to the new employer, the LDBS Academies Trust 2, by virtue of the Transfer of Undertakings (Protection of Employment) Regulations 2006. The HT stated that the parents had been informed and no queries or complaints have been received by the School or the Trust in relation to the conversion.
10.16	<u>Premises update</u>
10.17	The HT updated the governors on the ongoing building works. The HT stated that the Bungalow was due to be completed this week.- The HT stated that all funds obtained from the rental of the bungalow will be used to improve the School buildings.
10.18	The HT stated that the School was currently in the process of installing a new toilet in the School entrance area. The School further planned on installing an enclosure in the playground to protect children from ball_games. In response to a question from the governors regarding whether the parents were being kept informed, the HT stated that the School had ensured that the parents were kept well informed of the building improvement -timescales and the projects being conducted.
10.19	The HT stated that the LDBS School Building Consultant had visited and reviewed school premises with the Site Manager. The Consultant had identified some remedial work to improve the emergency lighting and comply with the Fire Risk Assessment. The HT stated that the School will work with the LDBS School Building Consultant to prepare and submit a Capital Improvement Fund bid. The HT stated that the Health & Safety Assessment and the Fire Risk Assessment would be conducted on 8 November 2018.



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10.20	<u>Finance update</u>		
10.21	The HT stated that the finance handover meeting between the Trust, the School and the Local Authority was convened on 30 October 2018. The School has adopted the Trust's financial year, which runs from September till August, as opposed to the previous system, where the financial year ran from April till March. The HT stated that the School would undertake all tasks required to effect the transition from one financial year to the other, including closure of existing bank account and cancellation of insurances.		
10.22	The HT stated that the School will be undertaking a review of the current Service Level Agreements ('SLA') that it has in order to identify which ones it will continue to maintain. The Trust's Finance Manager would be assisting the School to ensure that the School benefitted from efficiencies of scale when entering into or renewing SLAs.		
10.23	The HT stated the issues surrounding The Ocean Centre continuing to provide the Special Educational Needs service to the pupils remained to be resolved, but that the Trust's Company Secretary was working closely with the Local Authority to create an agreement.		
10.1a	<i>Send Headteacher's Report template to HT</i>	<i>Clerk</i>	<i>7 days</i>
10.22a	<i>Review SLAs in partnership with LDBS support (Piers)</i>	<i>HT</i>	<i>Ongoing</i>
011	Academy status updates	Chair	
11.1	The Chair delivered a short verbal report on the conversion status of the School and some of the changes that will be introduced as a result.		
11.2	The Chair stated that the School would be moving to Target Tracker for the purposes of evaluating teaching and learning. This is because Target Tracker is used by all the academies within the Trust and helps the Board fulfil their function of ensuring that the School continues to perform well and more efficiently.		
11.3	The Chair asked the Headteacher to complete the School Evaluation and Improvement Plan ('SEIP') and submit it to the next LAC meeting for review.		
11.4	The Chair also asked the Headteacher to review and update the School's vision and values. The Chair stated that this was an important aspect of the Statutory Inspection of Anglican and Methodist Schools ('SIAMS') assessment. The Chair recommended that the Headteacher reviewed the Trust's vision and values, which		



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	has been uploaded to the GovernorHub.
11.5	The Chair informed the LAC that the Trust has a well-developed system of quality assurance, which the School would become part of. The Trust will be instructing its Quality Assurance Officer to visit the School once per half term to assess the quality of the teaching and learning. At the end of each visit, the Quality Assurance Officer will meet with the Headteacher and the Deputy Headteacher along with the wider Leadership team, if necessary, to identify specific areas for improvement, which would be reviewed at the following visit.
11.6	The Chair stated that the Board has a duty to ensure that it remains aware of the absence and lateness statistics of the School and asked the Headteacher to provide the Trust's Administrative Assistant the attendance statistics once per term. The Trust rewards pupils with excellent attendance records (above 98%) with certificates and prize stickers on a termly basis. The Trust also has a yearly award for excellent attendance (pupils who achieve 100% attendance), which is normally a book voucher.
11.7	In terms of decreasing lateness, the Chair suggested that the School should implement the 'Earlybird' competition for classes.
11.8	The School will move to the Trust's finance system and the Trust's Finance Manager will support the School through this process. The School will become subject to termly internal audits and annual external audits, which is a best practice that the Trust has implemented across all its academies. The Trust, as mentioned earlier with reference to a change in the financial year, has a financial year that runs from September till August, which means that 31 August 2019 will be the official budget 'closedown' and will be followed by the final audit.
11.9	The Chair clarified that all data from the Quality Assurance Officer's visits and the internal and external audits will be shared with the governors.
11.10	The Chair informed the governors that the Local Authority and the Trust were in negotiations regarding the Ocean Centre to ensure that an agreement was in place. The Chair stated that the progress on the agreement had been delayed due to the
11.11	Local Authority taking too long to supply relevant information. As a result, the Trust and the Local Authority had entered into a letter of comfort, which would guarantee that the per-pupil funding for the Ocean Centre would not change till after April 2019.
	The Chair explained to the governors that a key responsibility of the governors was to form a link role with a specific area of the School. In this regard, the Chair



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	inquired whether any governor would volunteer to form a link with Finance, Special Educational Needs and Disability, Safeguarding and Premises, which are four very key link roles. The LAC decided that it would review the link roles again at its next meeting.		
11.12	The Chair stated that the Trust's Safeguarding Officer, holds termly training lunches and invites the Headteachers, Designated Safeguarding Leaders and the Designated Safeguarding Governor to the sessions. The School will receive its invitation for next term's training session.		
11.13	The Chair informed the governors that the Department for Education has recently started to release national information concerning how many children achieve greater depth. However, greater depth remains an area where Schools struggle nationally due to lack of clarity over its definition. As a result, the Trust has created a Greater Depth Policy to assist its academies in ensuring that all pupils across the Trust are held to the same standard and therefore the teachers are able to accurately determine which children have achieved greater depth.		
11.14	The Chair stated that the Trust releases a weekly newsletter, which is sent out on Fridays and contains updates from a number of sources including the Department for Education and any changes to regulation. The Chair stated that if governors are not receiving the newsletter, they should contact the Headteacher and the Trust's Administrative Assistant who is in charge of creating and mailing the newsletter.		
11.2a	<i>HT to speak with LDBS (Piers) about Target Tracker support</i>	<i>HT</i>	<i>ASAP</i>
11.2b	<i>Chair to arrange training for school staff on Target Trackers</i>	<i>Chair</i>	<i>ASAP</i>
11.3a	<i>Send SEIP Template to HT</i>	<i>Clerk</i>	<i>7 days</i>
11.4a	<i>HT to update School Vision to align with SIAMs</i>	<i>HT</i>	<i>Ongoing</i>
11.8a	<i>To send Clerk existing Budget Plan to be uploaded to pre-Academy document bundle on GovernorHub</i>	<i>HT</i>	<i>7 days</i>
11.11a	<i>LAC to identify volunteer Governors to act as links for Finance, SEN & Disability, Premises and Safeguarding</i>	<i>LAC</i>	<i>04-12-18</i>
11.12a	<i>To let Clark know if school wishes to buy into any LDBS-supplied Governor training</i>	<i>HT</i>	<i>As required</i>
0012	Adoption of Policies	Chair	
12.1	1. All Policies scheduled for adoption and/or review are to have been read by the		



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12.2	LAC membership prior to LAC meets.		
12.3	2. Admissions Policy – left up to school, to reflect local community and local needs,		
12.4	3. Behaviour and Anti-Bullying – LDBS policy, standard for Academy Trust. At rear is section for Rewards and Sanctions, for school to make decision about,		
12.5	4. Complaints Procedure – read and adopt,		
12.6	5. Data Protection Policy – read and adopt,		
12.7	6. Education Visits Procedures – can't be changed, is procedural. School now part of the Academy Trust, which is now legally liable if anything occurs on an Education Visit. Every Education Visit the form must be completed, including the Risk Assessment, and signed off by Head and Local Chair of Academy Committee. If the Educational Visit is abroad or overnight then HT to complete and send to CEO Academy Trust in good time, to sign off,		
12.8	7. Equality Plan – read and adopt,		
12.9	8. Exclusions Policy – read and adopt,		
12.10	9. First Aid Policy – read and adopt, having completed section specific to school,		
12.11	10. Health and Safety Policy – read and adopt, having completed section specific to school,		
12.12	11. Lockdown Procedures – read and adopt, having completed section specific to school,		
12.13	12. Medicines and Supporting Pupils at School with Medical Conditions Policy October 2018 – read and adopt,		
12.14	13. Physical Restraint Policy – read and adopt,		
12.15	14. Safeguarding and Child Protection Policy September 2018 – new as of 03-09-18, read and adopt, having completed section specific to school,		
12	15. Special Educational Needs and Disability Policy – read and adopt		
12	<i>For LAC to review and adopt regime of Policies required as part of membership to Academy Trust</i>	LAC	<i>From 04-12-18 and ongoing</i>
0013	Items for the next agenda	All members	
13.1	The following items for the next agenda (in addition to the standing items) were noted: (1) Adoption of Policies (2) Election of Parent Governors		
13.2	There were no other items requested to be added to the next agenda.		
13.3	The LAC requested the Clerk to ensure the items were included into the agenda for next meeting.		
13.1	<i>Clerk to include the above listed items into the agenda for</i>	<i>Clerk</i>	<i>Within</i>



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	<i>next Board Meeting.</i>		<i>timescales</i>
0014	Date of the next meeting	For information	
14.1	Next meeting of the LAC will be held on 4 December at 6pm at the School, Forge Lane, Hanworth, TW13 6UN		

The meeting finished at 753pm

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 **6 November 2018** at the School, Forge Lane, Hanworth, TW13 6UN at 6pm

Signed: _____

Date: _____

Elizabeth Wolverson
CEO and interim Chair of the Local Academy Committee
St Richard's Church of England Primary School