



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 July 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>	Absent
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
Shezad Awan (‘SA’)	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10 June 2023</i>	Present
Mayank Taneja (‘MT’)	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10 June 2023</i>	Present
IN ATTENDANCE		
Bree Oliver-Moss (‘Clerk’)	Clerk to the Local Academy Committee	Present
Jodie Knock (‘JK’)	Deputy Headteacher	Present

Part 1 – Public minutes

Item	Delegate	Deadline
0137 / 18-19	Chair	
137.1	The meeting, being quorate, was started by the Chair at 6.05pm.	



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0138	Opening prayer	Chair to nominate	
138.1	The HT opened the meeting in prayer.		
0139	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
139.1	The Clerk informed the LAC that apologies had been received from CH.		
139.2	The LAC requested the Clerk to update the register of attendance.		
139.2a	<i>Update the LAC Register of attendance</i>	<i>Clerk</i>	<i>ASAP</i>
0140	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
140.1	No declarations of interest were stated or further received.		
140.2	The Chair noted that as CH was not present, it was important to raise that St Richard's church is in negotiations with the HT to make use of the school premises for the duration of the summer holiday break up to the October half-term. CH will declare any interests that arise in future Local Academy Committee meetings.		
0141	Declaration of any other business not already on Agenda	HT/Chair	
141.1	1. Thank yous to staff and governing team - Chair		
0142	Approval of the minutes from the previous Local Academy Committee Meeting of 4 June 2019	All LAC Governors	
142.1	The Chair reviewed the outstanding actions from the previous minutes. 125.2a The Chair will complete a Yearly Planner for September 2019 LAC 126.5a DS, CH, MT and SA are still to sign the Code of Conduct 129.1a HT and Chair to review Premises Management Policy in September 2019 129.1d KCSIE is updating in September 129.1e School website review occurring 10-07-19 with LM and JK, Governor's page has been updated.		
142.2	LM congratulated the Chair on the Governors' Report to Parents.		
142.1a	<i>File the signed minutes from the previous LAC and upload minutes to GovernorHub</i>	<i>HT/Clerk</i>	<i>ASAP</i>
142.1b	<i>Emails to be sent to DS, CH, MT and SA to remind them to sign the Governor Code of Conduct</i>	<i>Clerk</i>	<i>ASAP</i>



0143	Budget – Academic Year 2019/20	Chair
143.1	1. <u>Budget Review</u>	
143.1.1	The HT shared the current budget draft with all Governors present, which demonstrated an existing forecast surplus of £8,737.70. The budget presented by the HT at the meeting was an updated version to that sent to Governors in advance of the meeting. The HT explained that the original deficit of approximately £17,000 had moved to the surplus of £8k+ due to an increase in the budget of £14,000 in the SEN and £12,000 in the Pupil Premium incomes.	
143.1.2	The HT explained that staffing budgets are based on ‘bare bones’ staffing structures, related to low nursery enrolment. The School will make use of under-used Nursery staff to fill other in-School staffing requirements as required.	
143.1.3	In response to a query from MT in relation to how the forecast figures were sourced, the HT explained that the Budget was delivered via the LDBS Finance Manager. The LDBS Finance Manager informed the HT that the Budget wasn't a ‘forecast’ but rather a standalone budget for funding for the School in the coming academic year. The HT confirmed that the forecast numbers for future school years (2020-21 and 2021-22) should be ignored for the time being as they were automatically produced by the budget system and has not been scrutinised for accuracy.	
143.1.4	The HT informed the school has £137,000 surplus for the academic year 2018/19, leftover from the Local Authority funding and altogether the local Authority owed the school £202,000.	
143.1.5	In response to a query from the Chair regarding what proportion of the £202,000 is to be paid to the LDBS Trust, the HT explained that the School will pay £120,000 owed to the LDBS Trust, with the remainder being left to the School.	
143.1.6	The Chair commented that expenditure is extremely specific, down to pounds and pence. In response to a query from the Chair regarding whether those numbers are accurate, the HT explained that staff salaries are made up of various spend streams and thus rarely end up as a round number. The proposed recruitment costs present in the Budget are a ‘guestimate’ based on previous year’s expenditure.	
143.1.7	In response to a query from the Chair regarding Licences and Subscription spends in the Budget at £15,000 for the year 2019/20 and dropping to £0 in 2020/21, the HT explained that licences and subscriptions relate to specific learning resources and materials but also reminded the LAC not to look at the forecast figures.	



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143.1.8	In response to a query from the Chair as to whether the Licence and Subscription spend also relates to ParentPay, the HT noted that it is likely to be the case.
143.1.9	In response to a question from MT regarding how the budgetary numbers were come to, the HT explained that it is gathered via previous year spends, pupils on roll at school and other experience. Because the School is now a member of the LDBS LAT(2) Trust it is a new Budget and will evolve throughout the course of the year.
143.1.10	In response to a query from SA regarding increases in spend from year to year being forecast, the HT explained that the reasons for any increases depend on what constituted the costs in the previous years and estimates were made on that basis.
143.1.11	In response to a query from the Chair regarding the new agency Year 5 teacher coming on board, and a potential move from agency to permanent staff, the HT explained that the Agency has suggested she stay in post as an agency worker M5 level teacher for two terms, and then the School could appoint her as a permanent member of staff from thereon in, without financial penalty. If she moved to permanent staff it would need to be at an appropriate salary level otherwise the School will keep her on as an agency teacher.
143.1.12	In response to a query from the Chair regarding Chefs in Schools and the impact on the School budget, the HT explained that work is ongoing to clarify the situation regarding a potential chef for the School, and that the HT is not yet clear about relative costs. The School Budget currently costs for the existing Cook post.
143.1.13	In response to a query from the Chair regarding whether there are any 'known unknowns' in the Budget, the HT responded that the reduction in available staff in School funded in the new Budget may well need addressing, but this will not be clear until the new staffing levels are tested.
143.1.14	The Chair noted that the current forecast surplus is too small to carry a significant level of increased staffing.
143.1.15	The Chair noted that at the end of the first Quarter of the forthcoming academic year, the issues related to Midday and Nursery staff, and kitchen staff levels, are to be reviewed and discussed, particularly within the context of the LDBS Chefs in Schools programme, and potential costs to the School not currently budgeted for.
143.1.16	The HT informed that an LDBS financial audit occurred on 4 July 2019. The School will be working to improve systems in the office to ensure spend is signed off monthly to deliver a better understanding of income and spend in general. The



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	HT is working on a document to detail at what points in the academic year the School can expect to receive funds, the source of those funds, and the likely funding levels.				
143.2	2. <u>Approval</u>				
143.2.1	The Chair proposed that the Governors approve the Budget for 2019/20.				
143.2.2	The Governors approved unanimously.				
143.2.3	The Budget for the academic year 2019/20 was approved.				
143.2.3	To inform LDBS Finance Manager that the Budget was approved by the LAC	HT	ASAP		
144	Headteacher's Report - Written	Chair			
144.1	The HT reviewed the major areas of focus of the SEIP with Governors, including phonics and SATs results for Key Stage 1. Key Stage 2 results arrived on 9 July 2019.				
144.2	LM shared the Key Stage 2 SAT results with Governors, and data includes Ocean Centre data.				
		St Richard's Expected (%)	National Average Expected (%)	St Richard's Greater Depth (%)	National Average Greater Depth (%)
	Reading	81	73	15	28
	Grammar & Spelling	81	78	27	34
	Writing	81	78	31	20
	Maths	77	79	31	24
	Reading, Writing & Maths	77	65	12	10
144.3	The HT informed this data had been shared with the LAT Trust, who have passed on their congratulations.				
144.4	Early Years results were in line with the National average and maintaining an even keel.				
144.5	Phonics Key Stage 1 was in line with National average and maintaining an even keel.				
144.6	Phonics Key Stage 2 was almost in line with National average and maintaining an				



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	even keel.
144.7	Key Stage 1 results are broadly in line with National average in all areas at Expected level, and Greater Depth slightly less than National average in Reading but broadly in line with writing, maths and reading, writing and maths combined.
144.8	JK commented that the Average Scaled Scores for Maths have improved and should impact positively on the School's progress scores.
144.9	The HT commented the named SEIP Priorities for 2019/20 include writing, improving results for boys, and reading, as well as Pupil Premium students.
144.10	The HT and LM shared work is ongoing to support the broadening of pupil horizons with more planned excursions, as these trips have a demonstrable impact on improvements in language, writing, story-telling and understanding of the world.
144.11	Attendance continues to improve but it remains under the National average at 94.5%, with the average being at 96%. The persistent absence number remains high, albeit has dropped from historical numbers.
144.12	The HT informed some works will be undertaken on the premises over Summer to fix fire shutters.
144.13	In response to a query from MT regarding the maximum numbers of children the School can take, the HT explained that there is a required ratio of staff to children depending on children's age. The School can take on a total of 30 children in each year group, plus 26 in Nursery.
144.14	In response to a query from SA about children leaving School after Year 2, the HT explained there have been some parents who planned to remove their children from School for Year 3 and beyond, but on 4 occasions recently the HT has managed to work with families to convince them to stay on roll.
114.15	The Chair proposed the setting up of a Working Party or similar, jointly with the PTA, to help promote the School across the wider community, and this proposal to be reviewed in the new Academic year.
144.16	The HT shared that the School was closed on 12 June 2019 at 11am due to the widespread Thames Water incident.
144.17	In response to a query from the Chair regarding the current Year 5s and how the School looks to evaluate what made the current Year 6s so robust and to support the



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144.18	Year 5s to achieve similarly, LM shared that there are some particular methods that have proven successful and these will be rolled out again for the new year (morning boosters, working in small focused groups). The current Year 5 class consist of pupils who either sit at the low end of achievement, or the high, with only 1 student who sits in the middle.		
144.19	LM noted that the children sitting at the lower end of achievement in the current Year 5s have made enormous progress this year.		
144.20	The Chair and CT noted the hard work to date, and professional sacrifice, LM has made to commit to taking the existing Year 5 class through to Year 6.		
144.21	In response to a query from MT regarding whether the School was subject to review and observation the HT explained that the School had multiple channels of inspection and review, including the LDBS Quality Assurance Officer.		
144.22	The Chair congratulated the HT regarding Free School Meals and Pupil Premium results.		
144.23	In response to a query from the Chair regarding Attendance and persistent absence and what does and doesn't work in terms of strategies, the HT explained that the Local Authority has begun to speak to local parents a little more efficiently. JK clarified that work to encourage pupils has limited reach as the issues with persistent absence tend to be related to the parents.		
144.24	In response to a query from the Chair regarding staff pensions and the related issues, the HT explained that staff have been instructed to check their statements and inform whether monies owed have been deposited.		
144.25	The Chair queried the terms of the contract for St Richards Church and Church of the Living God. The HT explained that they have been asked to provide policies covering issues such as safeguarding, health and safety, agreements about building safety and appropriate insurances. The HT advised that the churches and playgroup would be using the premises free of charge and the contracts would last through the October half term.		
	In response to a query from CT regarding teachers who did not complete the KCSIE inset day training, the HT confirmed they had now completed the training.		
0145	Governor Link Roles/Monitoring Visit Cycle	Chair/HT/All	
145.1	1. Governor Visit Report – SEN		



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	<p>The Chair thanked CT for her SEN Governor Visit Report, particularly the focus on the policy objectives and analysis of how Governors add value.</p> <p>CT shared that the SEN leader noted that the School may not be the right place for children who may need specialist support, and that this can sometimes be difficult to manage with families.</p> <p>The Chair noted that the Q&A report raised various SEN issues for the link governor to be aware of, especially with regards to year 5.</p>		
145.2	<p>2. <u>Governor Visit Report – Safety & Premises</u></p> <p>The Chair noted that DS did not complete a Governor Visitor Report but did send an email with an outline of work with School staff regarding Safety and Premises. The Chair read the email to all Governors present.</p>		
145.3	<p>3. <u>Website Audit</u></p> <p>The HT informed that website work covers both appearance and compliance requirements. Further work is required to ensure all compliance information and the audit will be completed in September, to give the School further time to complete the work and update the website.</p> <p>JK shared that the website is required to have a cookie pop-up in order to comply with GDPR requirements, and this will be reviewed on 10-07-19. Wordpress is particularly difficult to use and JK raised that a discussion regarding a change to the website provider may be required.</p>		
145.3a	<i>To ensure the website complies with GDPR requirements and has a cookie pop-up, including contact with website provider.</i>	LM/JK/ CH/MT	ASAP
145.3b	<i>To present the website audit to the September LAC</i>	CT	Sept 19
0146	Governors' Report to Parents		All
146.1	<p>1. <u>Review</u></p> <p>Governors confirmed they had read the Report and were satisfied it covered all appropriate areas to be shared with parents.</p> <p>The Chair commented that the link to the Health and Safety Policy was for the LDBS LAT(2) website.</p> <p>The Chair confirmed all post-Academisation Part 1 minutes are to be put on the website (from November 2018).</p> <p>The Introduction and Contact information section will be on the Governor's</p>		



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146.2	webpage and the whole document available on the website. The report will be emailed to parents. 2. <u>Final Approval</u> The Chair proposed that the Governor's approve the final version of the Governors' Reports to Parents. The Governors approved unanimously.		
146.1	To upload the Governor's report to Parents and send out to Parents	HT/LM	ASAP
0147	Set LAC dates for Academic Year 2019/20	All	
147.1	The Chair confirmed that LAC meetings will remain on Tuesdays, 6-8pm. 10 September 2019 8 October 2019 12 November 2019 10 December 2019 14 January 2019 11 February 2019 10 March 2019 12 May 2019 9 June 2019 7 July 2019		
148	Any Other Business		
148.1	The Chair expressed her thanks to School staff who have worked extremely hard on the work following the School's Academisation. The Governors agreed that the following staff should receive a thank you card: <ul style="list-style-type: none"> • School Business Manager • Lauren McCarthy - Assistant Head • School Office Staff • Year 6 teacher – SATs results • School Cook – retiring after 20+ years 		
148.2	The HT thanked LM for her work and support in holding the fort, working incredibly hard on the Data Booklet and further support during the past year.		
148.3	CT queried whether she could gift the School activity books (Superwings) to see how children enjoy engaging with them. The HT confirmed that a meeting with CT		



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	outside of the LAC should occur to discuss this further.		
0149	Next Meeting of the LAC	All	
149.1	Next meeting of the Local Academy Committee will be held on Tuesday 10 September 2019 at 6:00pm at the School. <u>Items for LAC 10 September 2019</u> 1. Policies for Adoption – LAT Board June & July 2019 2. Website Audit – verbal report (CT) 3. Link Governor Visiting Cycle – set dates/themes/Governor walks 4. Finance Governor – agree Link Governor/Job Description 5. School Evaluation Improvement Plan 6. New Academic Year documents – Declarations of Interest, KCSIE, Code of Conduct, Instrument of Government 7. Governor attendance at School events/award ceremonies		
0149	Review of the Strategic Value of the Meeting	Chair	
149.1	<u>Governors reviewed the Strategic Value of the Meeting and delivered challenge in relation to:</u> 1. Budget 2. Headteacher's Report 3. Governor Visit Reports and Governors holding school staff to account 4. SATs results and the link with the LDBS Quality Assurance Report comments 5. The LAC being an effective 'sounding board' for the HT as the school moved to an Academy Trust School 6. Thorough review and analysis of policies and policy adoption schedule		
149.2	<u>Growing and learning as a LAC, and improving how the LAC works:</u> 1. Further training for Governors (via Local Authority and LDBS) 2. New Ofsted framework training 3. Link-role theme training 4. Documenting Governor visits to a high standard 5. For Governors to be a more visible presence in and around the School		
	Meeting moved to Part 2		

Part 1 of this LAC meeting finished at 8.37pm



PART 1 MINUTES

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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 **9 July 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