



## Meeting of the Local Academy Committee

**Venue:** St Richard's Church of England Primary School,  
Forge Lane, Hanworth, TW13 6UN

**Date:** Tuesday 10<sup>th</sup> December 2019

**Time:** 6pm

### Register of Attendance

PRESENT	
Dionne Hurst ('DH')	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
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>
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>
Anne Messer ('Chair')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 04-11-2022</i>
Shezad Awan ('SA')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10-06-2023</i>
IN ATTENDANCE	
Jen Ciarleglio ('Clerk')	Clerk to the Local Academy Committee
Jodie Knock ('DHT')	Deputy Headteacher
ABSENT	
Mayank Taneja ('MT')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10-06-2023</i>
Cecilia Thwaites ('CT')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 11-11-2022</i>



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### Part 1

*The meeting started at 18.11pm*

Item	Delegatee	Deadline
<b>206</b>	<b>Welcome and introductions</b>	
	<b>Chair</b>	
206.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at <b>18:11pm</b>	
<b>207</b>	<b>Opening prayer</b>	
	<b>Chair</b>	
207.1	The Chair <b>invited</b> DH to open the meeting in prayer, and suggested that, in the absence of a vicar, that other LAC members who are willing should take turns.	
<b>208</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>	
208.1	The Clerk and Chair <b>informed</b> the LAC that <b>apologies</b> had been received in advance from CT and MT. These <b>apologies</b> had been <b>accepted</b> at the previous meeting.	
208.2	The LAC <b>requested</b> the Clerk to update the register of attendance.	
208.2a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i> <i>ASAP</i>
<b>209</b>	<b>Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda</b>	
	<b>All LAC Governors</b>	
209.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.	
209.2	AJ arrived at <b>18.15</b>	
<b>210</b>	<b>Declaration of any other business</b>	
	<b>All LAC Governors</b>	
210.1	Three items were noted for discussion under other business.	
	<ul style="list-style-type: none"> <li>- Policies Planner with DH and the Chair.</li> <li>- LAT Quality Assurance Report</li> <li>- LAC Effectiveness Review schedule</li> </ul>	
<b>211</b>	<b>Approval of the minutes from the previous LAC Meeting held on 12<sup>th</sup> November 2019 at 6pm.</b>	
	<b>Chair</b>	



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211.1	The minutes from the previous LAC meeting had been circulated prior to the meeting.		
211.2	The minutes were <b>held</b> to be a <b>true and accurate</b> record of the meeting.		
211.3	The minutes were <b>signed and dated</b> by the Chair.		
211.4	There were <b>no further amendments</b> .		
211.5	The signed minutes were passed to the HT for filing.		
211.5a	<i>File the signed minutes from the previous LAC meeting.</i>	<i>HT</i>	<i>ASAP</i>
<b>212</b>	<b>Review of the Actions List and any other matters arising from the minutes of the previous LAC Meeting</b>	<b>Chair</b>	
212.1	The LAC Governors noted that <b>all actions</b> arising from the previous meeting had been <b>completed</b> with the following updates:		
212.1.1	194.3.2-3 The Chair <b>informed</b> the Clerk that the school would administer the Parent-Governor Election and Appointment process in-house, as it was not part of the school's core SLA with LDBS.		
212.1.2	195.4.2-3 The Chair <b>noted</b> that her action to add the SIAMS requirements to the LAC Year Planner could only be completed once DH had completed the integration of the SIAMS requirements into the SEIP.		
212.1.3	197.3.3 JK <b>updated</b> the LAC on the inaccurate data on the DfE website listing a previous Ofsted report prior to the school's academisation as current. JK <b>noted</b> that the website took its information from an IDSP and ASP document, and JK was in contact with the DfE to get the document changed.		
212.1.4	197.3.4 DH gave her <b>apologies</b> and requested that the Finance Report be deferred to the January meeting. The LAC <b>agreed</b> .		
212.1.5	200.1.1 AJ <b>informed</b> the LAC that the Safeguarding Visit is scheduled for Monday 16 December 2019. DH <b>agreed</b> to remind the SBM that the Safeguarding Report needs to be <b>completed</b> by the end of term.		
<b>213</b>	<b>Chair's items</b>		
213.1	<u>1) Parent-Governor Election and Appointment process</u>		



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213.1.1	The Chair <b>informed</b> the LAC that the Election and Appointment Process would be postponed until January.
213.1.2	A Governor <b>queried</b> what the school's term dates were.
213.1.3	DH <b>stated</b> that the school opens on Monday 6 January 2020, with the children returning on Tuesday 7 January 2020.
213.1.4	The LAC <b>agreed</b> that the letter of notice of parent governor election would go out to parents the following week, with the goal to <b>appoint</b> before the half term holiday.
213.2	<u>2a) Headteacher appraisal</u> The Chair <b>proposed</b> that the Headteacher Appraisal be moved to Part 2 of the meeting. The LAC <b>agreed</b> .
213.3	<u>2b) Teaching staff pay review panel</u> The Chair <b>informed</b> the LAC that the panel had confirmed, as per the policy, that the budget had made provision for every eligible staff member to progress.
213.3.1	The Chair <b>informed</b> the LAC that the Panel had <b>agreed</b> with the HT's recommendations for four staff to progress up a grade, and in addition the Panel had <b>proposed</b> that one other staff member also should progress, to which DH had <b>agreed</b> .
213.3.2	The Chair <b>informed</b> the LAC that a panel was no longer required under the new Pay Policy (to be approved later in the meeting) but that this could be considered good practice in future nonetheless.
213.4	<u>3) Non-teaching staff pay review panel</u> DH <b>informed</b> the LAC that the appraisal year for non-teaching staff runs from March.
213.4.1	The Chair <b>requested</b> that the Clerk ensure that the LAC appointing a Panel for a Non-Teaching Staff Pay Review is on the agenda at its <b>February</b> meeting.
213.4.2	The Chair <b>proposed</b> that the Panel membership should vary in order to develop the skills of the LAC membership, and after discussion the Chair <b>proposed</b> that this Panel should possibly consist of the Chair, SA and a rotating third Governor. The Chair <b>deferred</b> this decision to the February meeting.
213.5	<u>4) Report back on Christmas Fair book stall</u>



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	The Chair <b>reported</b> that the event went well, though the stall did not make significant money. It provided a good opportunity for the Chair and CT to meet parents and children, and to interact with the PTA. The Chair <b>reported</b> that a learning point was that the stall should have more children's books available for sale in the future. DH <b>noted</b> that she was not aware where the books were sourced from. JK <b>informed</b> the LAC that the Christmas Fair made an overall profit of approximately £560.		
213.5.1	The Governors <b>congratulated</b> the school on a successful event.		
213.6	<u>5) Christmas gift for staff from the LAC</u> The Chair <b>reported</b> to the LAC that it was not possible to send drinks to the staff Christmas party this year due to the particular party arrangements, but <b>proposed</b> that the Governors contribute a small amount each to a box of chocolates for staff.		
213.6.1	The Chair <b>requested</b> that DH confirm whether there were any allergy restrictions to be taken into account. DH <b>confirmed</b> that as the chocolates would be restricted to the staff area the LAC could supply chocolates with nuts in.		
213.6.2	The Chair <b>opened</b> the floor to any other ideas from the Governors. The LAC <b>agreed</b> to the Chair's proposal.		
213.1.4a	<i>Chair to confirm to the LAC that the Parent-Governor Election and Appointment process has begun</i>	<i>Chair</i>	<i>14 Jan</i>
213.4.1a	<i>Clerk to add appointing a Panel for a Non-Teaching Staff Pay Review to the February meeting agenda including the consideration of the Chair's proposal for the Pay Panels membership.</i>	<i>Clerk</i>	<i>28 Jan</i>
213.6.2a	<i>Chair to purchase chocolates for school staff from the Governors.</i>	<i>Chair</i>	<i>13 Dec</i>
<b>214</b>	<b>Headteacher's report</b>		
214.1	<u>Roll</u> DH <b>reported</b> that the school now has a total of 202 pupils attending, as two children joined last week. DH <b>stated</b> that Year 2 is now at capacity and a child had to be turned away, DH <b>consulted</b> with other schools in the area and it seems to be a full year across the borough. DH <b>reported</b> that she had consulted with Liz Wolverson and another Trust Director on whether it would be acceptable for the school to exceed its set		



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	<p>numbers. The LA has <b>agreed</b> for the school to exceed their numbers, but DH <b>clarified</b> that this discussion was ongoing with the <b>impact</b> on other pupils and the class teachers still being considered. DH also <b>noted</b> that pupil numbers have historically decreased in Year 3 due to pupils leaving. The Chair <b>noted</b> that this was an operational issue, but <b>requested</b> that the school consider the relevant class teachers' support and needs.</p>
214.1.1	DH <b>noted</b> that the Pupil Premium Grant is a large number currently, but is decreasing.
214.1.2	DH <b>informed</b> the LAC that the Regional Commissioner had approved the school's request to accept children the term after they turn three years old ("rising 3s").
214.1.3	The LAC <b>congratulated</b> the school on this outcome.
214.2	<p><u>Attendance</u> DH <b>reported</b> to the LAC that the school's attendance is still at 95.2%, although the school is still aiming for the 96% target.</p>
214.2.1	JK <b>informed</b> the LAC that the school now has 12 children under EWO. JK assured the LAC that all children are being followed up through monitoring and target letters, thanks to the new Arbor Education software.
214.3	<p><u>Behaviour</u> DH <b>noted</b> that the school had a low number of fixed term exclusions last year, and unfortunately, had to report a fix term exclusion of one pupil this year so far, for one day. DH <b>informed</b> the LAC that she had to add two and a half days in addition to the written report because of two Year 6 children's behaviour, and that the Pupil Referral Unit called The Bridge has been contacted to provide <b>assistance</b> with the situation.</p>
214.3.1	A Governor <b>queried</b> where parents' formal complaint emails are sent to now, as the Revd. Craig Holmes used to monitor the governors' email inbox. DH <b>agreed</b> to check that the correct email was being redirected to the correct person.
214.4	<p><u>Staff</u> DH <b>informed</b> the LAC that Year 4 teaching vacancy has been filled, and so the school now has a <b>full complement</b> of teachers.</p>
214.4.1	DH <b>stated</b> that agency staff are being used as TAs and <b>noted</b> that all three TAs will be trained to increase their experience.



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214.4.2	The Chair <b>queried</b> whether the supply budget allows for these three TAs. DH <b>clarified</b> that the supply budget does allow for three more staff, but the agency rates are a bit more expensive. DH <b>clarified</b> that the budget does not allow for the TA employed for the child with an EHCP, but that DH has <b>applied</b> for SEN funding.
214.4.3	The Chair <b>queried</b> whether SEN funding would cover the money already spent by the school on the TA's salary.
214.4.4	DH <b>explained</b> that in order to be considered for SEN funding, the school must prove that it has already spent £6,000 per child. DH <b>informed</b> the LAC that the paperwork requesting the funding had been sent off as the school's costs had passed the £6,000 threshold.
214.4.5	A Governor <b>queried</b> how much funding can the school expect to receive if the application is successful.
214.4.6	DH <b>noted</b> that Hounslow LA SEN is currently overspent by £6.1 million, and the last time the school applied for funding, they received £890.
214.4.7	DH <b>reported</b> to the LAC that children and parents are still in transition with the new school meals, but that the school is very pleased with the new chef.
214.4.8	DH also <b>informed</b> the LAC that the school has scheduled a Parent Tasting Session in the new year to enable parents to feel confident in what their children are being served.
214.5	<u>Staff Updates</u> DH <b>explained</b> to the LAC the reasons for the high number of support staff absences:
214.5.1	- DH <b>noted</b> that one staff had had family circumstances that had caused them a significant amount of stress and anxiety and had been signed off for the remainder of the term.
214.5.2	- DH noted that the other staff member had been mentioned at the previous meeting of the LAC, and it had been further discovered that the staff member had a fractured elbow due to the incident. DH <b>notified</b> the LAC that the incident had been reported to the HSE as per the RIDDOR, she is also signed off for the remainder of the term.
214.6	<u>Teaching and Learning</u> A Governor <b>queried</b> how the Pupil Premium grant was spent by the school.



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214.6.1	DH <b>clarified</b> that TAs are paid using this as well as the provision of school clubs.
214.6.2	The Chair <b>queried</b> whether clubs were free to pupils. JK <b>clarified</b> that some school clubs are free and that Pupil Premium children are prioritised when signing up for the clubs offered by the school.
214.6.3	The Chair <b>queried</b> whether parents attend the Pupil Premium engagement sessions offered by the school. DH <b>reported</b> that the attendance at PP engagement sessions was low.
214.6.4	The Chair <b>noted</b> the hard work that has been done in the past year to improve attendance and <b>queried</b> whether there were any attendance improvement strategies that the school has not yet tried. JK <b>explained</b> that JK and another staff member sit weekly and go through the attendance record provided by the Arbor Education software. JK noted that Arbor is very effective at helping write letters to parents and has improved the school's tracking method.
214.6.5	The Chair <b>queried</b> sports club attendance. LM confirmed that attendance at lunchtime is up but attendance at the after-school clubs is low.
214.6.6	A Governor <b>queried</b> whether the cost of the clubs was preventing children from attending.
214.6.7	DH <b>clarified</b> that cost was part of the issue, but even when the clubs are free attendance after school is still low. JK <b>explained</b> that children with siblings often don't attend after school clubs due to parents not being able to get back to the school for a second pick up.
214.6.8	LM <b>observed</b> that some of the children find the more active clubs challenging. JK <b>noted</b> that the Daily Mile initiative was not received well and has not been continued this school year.
214.6.9	DH <b>reported</b> that she was investigating an organisation called Kick London that is active in Richmond and Hampton. DH <b>explained</b> that they are a Christian organisation that provide mentoring through sport and dance clubs such as street dance and Bollywood. DH <b>stated</b> that the school's dance clubs are well attended so these clubs may be more successful.



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214.6.10	A Governor <b>queried</b> whether the school has any scheduled football matches. LM <b>explained</b> that the school has a number of in-house sports competitions as well as inter-school.
214.6.11	DH <b>noted</b> that the new curate, Chris Kennedy, pitched the Kick London organisation to DH and has taken the lead in pursuing funding avenues for it.
214.6.12	A Governor <b>queried</b> what were the benefits of Kick London.
214.6.13	DH <b>stated</b> that Kick London had a wider range of activities than other providers, as well as offering mentoring, so all activities were connected with a character value. DH <b>noted</b> that it was hoped it would be beneficial for the schools' boys to build up their resilience.
214.7	<u>Finance</u> DH <b>apologised</b> for not submitting a financial update and <b>agreed</b> that the School Business Manager would send the finance report to the Clerk for future meetings.
214.7.1	The LAC <b>agreed</b> that all members would read the finance report before the next meeting, and bring any queries to the January meeting.
214.7.2	DH <b>reported</b> to the LAC that the school had still not received the auditor's report. The LAC <b>expressed</b> their surprise and frustration as the auditor's report was expected at the October meeting.
214.7.3	DH <b>reported</b> that the School Business Manager has been becoming more familiar with the new finance software, but finds still using cheques time-consuming. DH <b>explained</b> that any errors made in writing a cheque has to be recorded in the system, adding to the length of the process. DH is continuing to discuss a move to the BACS system with the LDBS.
214.8	<u>Buildings</u> DH <b>reported</b> that the fire doors are being looked at over the Christmas break, with bids being received in the Spring Term.
214.8.1	DH also <b>reported</b> that the projector bulb in the hall had now been replaced, as a donation from St Richards church. The church also donated a new screen for the hall.



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214.8.2	A Governor <b>queried</b> how much longer the church would be using the school premises, noting that the original agreement had overrun. DH <b>reported</b> that the overrun was due to the church roof still being incomplete, and the church would finish up at the school before the end of this term.
214.8.3	LM <b>reported</b> that the teachers in the classes where the whiteboards have been replaced are very happy with them because they have greatly improved the learning environment for the children.
214.9	<u>Safeguarding</u> DH <b>noted</b> that this year the school had seen an increase in the number of families receiving social services support. DH <b>stated</b> that a letter had been sent to one of these parents highlighting the school's expectations of behaviour towards staff after a number of unpleasant interactions.
214.9.1	A Governor <b>queried</b> how teachers were feeling.
214.9.2	DH <b>explained</b> that the school tolerates a fair amount but sometimes expectations need to be made clear. DH <b>stated</b> that staff felt better after the letter was sent.
214.10	<u>Extended Day</u> DH <b>informed</b> the LAC that ten children attend the breakfast club in the morning, which justifies the provision two members of staff to the club. The after-school club has fewer children and only needs one staff member, however two are employed at the moment with the hope that numbers will increase.
214.11	<u>SEIP Targets</u> DH <b>updated</b> the LAC on the school's progress on its SEIP targets.
214.11.1	1. Quality of Education DH <b>agreed</b> that the Homework Policy should to be added to the Policy Schedule. The Chair <b>agreed</b> to add it when she reviewed the Policy Schedule.
214.11.2	2. Personal Development The Governors <b>congratulated</b> the school on being awarded £2,760 from the '52 Lives' charity to improve the school's educational visits provision in EY/KS1.
214.11.3	3. Leadership & Management



## Meeting of the Local Academy Committee

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214.12	DH <b>thanked</b> the LAC for being supportive of the school during the staffing changes over the term.		
	<u>SIAMS</u> DH <b>informed</b> the LAC that she and JK had attended a spirituality training in November, in order to develop the school's expression of its Christian ethos as per the SIAMS requirement.		
214.12.1	The Chair <b>invited</b> any further queries from the Governors on the Headteacher's Report. There were none.		
214.3.1a	DH to ensure that the email inbox for Governors was active.	DH	end of term
214.7a	School Business Manager to send the December Finance Report to the Clerk before the next meeting.	SBM	14 Jan
214.7.1a	All LAC members to read the December Finance Report before the next meeting, and bring any queries to the January meeting.	ALL	14 Jan
<b>215</b>	<b>Health, Safety and Premises Update</b>		
215.1	DH <b>confirmed</b> that two of the three items that required repair had been <b>completed</b> since the previous meeting; 1) whiteboards; and 2) hall projector bulb, and that the fire doors will be completed during the Christmas holidays.		
215.2	DH <b>provided</b> an update on the budget surplus wish list the LAC had requested. DH <b>informed</b> the LAC that she had met with the SBM and the Premises Manager and had made a list, but the items were not priced or prioritised yet. DH <b>noted</b> that the decision on the capital bid for new lighting, including emergency lighting, is expected by February, and this would need to be known before the wish list could be prioritised.		
215.3	The Chair <b>thanked</b> DH for her work on the wish list and <b>noted</b> that it would be good to try and complete a few items before the end of this academic year.		
215.4	JK <b>agreed</b> to present a wish list with all known costs for the February meeting.		
215.4a	JK to present a wish list with known costs for the February meeting.	JK	4 Feb



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<b>216</b>	<b>Policies for adoption approved by LAT2 Board on 12<sup>th</sup> November 2019:</b>	<b>HT/Chair</b>	
216.1	The LAC <b>reviewed</b> and <b>agreed</b> to adopt the following LAT policies:		
216.1.1	1. AMENDED Teacher's Pay Policy The Chair <b>noted</b> that under the revised policy, the LAC has delegated authority to decide on SLT pay awards but not for staff generally, which differs from the pay panel approach we have taken this year.		
216.1.2	2. Admissions Appeals Timetable 2019-20		
216.1.3	3. Capability Procedure		
216.1.4	4. Charging, Remissions and Lettings Policy		
216.1.5	5. Maternity Policy		
216.1.6	6. Supporting Children with Medical Conditions Policy The Chair <b>noted</b> that the LAC is obliged to carry out termly checks under this policy, and that it is recommended that this is carried out by the SEN link governor. The Chair <b>asked</b> the Clerk to confirm with CT whether she is willing to take responsibility for this termly governor monitoring visit. The LAC <b>agreed</b> that if CT is unable to do so, then the Clerk will add allocating this responsibility to the January meeting agenda.		
216.1.6a	<i>Clerk to confirm with CT whether she can take responsibility for an additional termly monitoring visit or bring item back to January agenda.</i>	<i>Clerk</i>	<i>14 Jan</i>
<b>217</b>	<b>LAC Monitoring Visits</b>		
217.1	<u>Safeguarding</u> AJ <b>reported</b> that it had been difficult to schedule a time to complete the Safeguarding report but that the visit was now <b>scheduled</b> for 16 December.		
217.1.1	The Chair <b>requested</b> that AJ complete the report and send to the Clerk to be uploaded to GovernorHub before Christmas. AJ <b>agreed</b> to this.		
217.1.2	DH also <b>requested</b> that AJ meet with DH and JK as part of the monitoring visit.		
217.2	<u>Governor Learning Walk (November)</u> The Chair <b>acknowledged</b> CT and MT's role in the Visit and <b>noted</b> that they were very helpful.		



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217.2.1	The Chair <b>remarked</b> that the Year 2 teacher's book corner and displays in particular were excellent.
217.2.2	The Chair <b>highlighted</b> that the report made a series of recommendations such as providing a way for other teachers to be aware of best practice when it comes to book corners. The Chair <b>queried</b> what was the method of follow up on Report recommendations.
217.2.3	LM <b>clarified</b> that book corners are updated every half term, so teachers could be made aware of the Governor's recommendations and then LM could report back on the changes made.
217.2.4	The Chair <b>agreed</b> and the LAC <b>requested</b> that LM either provide photos or a verbal report to the LAC next term on the book corners and displays.
217.2.5	LM <b>mentioned</b> that in the Summer Term there was a plan to do a summer reading challenge and class-by-class visits to Reading Libraries. LM <b>agreed</b> to report to the Governors on the outcome of these initiatives.
217.2.6	DH <b>stated</b> that she had recognised that some book corners weren't inviting.
217.2.7	LM <b>noted</b> that new books for book corners had been ordered two weeks ago following the Report. LM also <b>informed</b> the LAC that each KS2 pupil's reading level had been reassessed and each teacher now had a folder with a page for each child all the way to Year 6, to ensure their reading was being challenged and stretched well beyond the initial focus on reading in Year 2.
217.2.8	The Chair <b>queried</b> what the class teachers' response was to this additional workload. LM <b>clarified</b> that the school was held accountable for measuring children's reading progress and so a system was needed that achieved this.
217.2.9	The Governors <b>congratulated</b> LM on implementing a system that made such improvements given that the Visit occurred only a month ago.
217.2.10	DH <b>noted</b> that the school has expertise in the school to create solutions which needs to be better utilised than it already is at the moment.
217.2.11	DH <b>thanked</b> the Governors for their Visit, for fresh eyes and for being both positive and thorough.



## Meeting of the Local Academy Committee

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**Date:** Tuesday 10<sup>th</sup> December 2019

**Time:** 6pm

217.2.12	The Chair <b>thanked</b> LDBS for their helpful Report Structure.		
217.2.13	DH <b>noted</b> that the staff should have access to the Governors Report in order to see a different perspective.		
217.3	<u>Curriculum</u> The Chair <b>queried</b> how often a Curriculum update should be made to the Governors.		
217.3.1	JK <b>updated</b> the LAC that this term's work in the Action Plan was up to date and on-going, and that work was still needed on the long-term planning. JK also <b>noted</b> that staff would be attending a Subject Leadership Training being held at the Blue School on Thursday 16 January 2020.		
217.3.2	JK <b>agreed</b> that the next Curriculum update should be at the March meeting of the LAC, against the Action Plan.		
217.1.1a	<i>AJ to complete the Safeguarding report and send to the Clerk to be uploaded to GovernorHub before Christmas</i>	<i>AJ</i>	<i>16 Dec</i>
217.1.1b	<i>Clerk to upload Safeguarding report to GovernorHub before Christmas</i>	<i>Clerk</i>	<i>20 Dec</i>
217.2.4a	<i>LM either provide photos or a verbal report to the LAC next term on the book corners and displays.</i>	<i>LM</i>	<i>14 Jan</i>
217.2.5a	<i>LM to report to the Governors on the outcome of the Summer Reading and Library visit initiatives.</i>	<i>LM</i>	<i>July meeting</i>
217.2.13a	<i>DH to ensure that staff have access to the Governors Visit Report.</i>	<i>DH</i>	<i>14 Jan</i>
217.3.2a	<i>JK to update the LAC on the Curriculum at the March meeting of the LAC.</i>	<i>JK</i>	<i>3 Mar</i>
217.3.2b	<i>Clerk to add a Curriculum Update to the March meeting agenda.</i>	<i>Clerk</i>	<i>25 Feb</i>



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218	Any other matter arising for consideration (declared under Item 5)	
218.1	<p><u>Policies</u> The Chair <b>agreed</b> that she would collate and put to the LAC's review any outstanding LDBS Policies. The Chair <b>reported</b> that a large proportion of the school's policies not prescribed by the LDBS needed updating, such as the Attendance Policy, Inclusion Policy and RE Policy.</p>	
218.1.1	The Chair <b>proposed</b> that at the January meeting Governors would come prepared to volunteer to review policies. The LAC <b>agreed</b> to this proposal.	
218.1.2	DH <b>highlighted</b> that the LDBS Sex & Relationships Policy needed to be <b>reviewed and adopted</b> at the January meeting in order that parents have an opportunity to be consulted on it.	
218.1.3	DH <b>updated</b> the LAC on the Admissions Policy progress. DH <b>explained</b> that the first stage of a child's application goes to the LA, so certain wording in the Admissions Policy would be best to reflect the LA policy in order to simplify any appeals and avoid repetition.	
218.1.4	The Chair <b>queried</b> whether this policy has to be reviewed at the next meeting. DH explained that the policy needs to be <b>ratified</b> in the February meeting after the consultation period has been completed. The policy will then be published.	
218.2	<p><u>Quality Assurance Report</u> DH <b>reported</b> that the Quality Assurance report from Kathy Gisborne was much more positive than the previous QA report.</p>	
218.2.1	The Governors <b>congratulated</b> the school on a positive report.	
218.3	<p><u>LAC Effectiveness Review</u> The Chair <b>reminded</b> the LAC that it was good practice for the LAC to regularly <b>evaluate</b> its own effectiveness and impact and <b>proposed</b> that the LAC carry out a SWOT analysis termly.</p>	
218.3.1	The Chair <b>proposed</b> that the LAC reflect over Christmas and feedback on each member's analysis at the January meeting. The LAC <b>agreed</b> with this timetable.	



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218.3.2	The Chair <b>invited</b> DH to send input to the Chair and Clerk before she goes on sabbatical.		
218.3.3	The LAC <b>requested</b> LM to bring list of events Governors could attend in the Spring Term to the January meeting.		
218.1.1a	<i>Governors to come prepared to volunteer to review policies at the January meeting.</i>	ALL	14 Jan
218.1.2a	<i>Clerk to add the adoption of the LDBS Sex &amp; Relationships Policy to the January meeting agenda.</i>	Clerk	31 Dec
218.3.1a	<i>Governors to reflect over Christmas on LAC effectiveness and come prepared to share their views at the January meeting.</i>	ALL	14 Jan
<b>219</b>	<b>Items for the next agenda</b>		
219.1	There were <b>no</b> additional items to the standing items requested to be added to the next agenda.		
<b>220</b>	<b>Date of the next meeting</b>	<b>For information</b>	
220.1	Next meeting of the LAC will be held on <b>Tuesday 14<sup>th</sup> January 2020</b> at 6pm at the School, Forge Lane, Hanworth, TW13 6UN.		

*Part 1 of the meeting finished at 19:44pm*



**St Richard's  
Church of England  
Primary School**

**MINUTES**

**Meeting of the  
Local Academy Committee**

**Venue:** St Richard's Church of England Primary School,  
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**Date:** Tuesday 10<sup>th</sup> December 2019

**Time:** 6pm

**Approval of the minutes by the Chair of the Local Academy Committee**

I, Chair of the Local Academy Committee of St Richards Church of England Primary School approve these minutes as an accurate representation of the Local Academy Committee Meeting Part 1, which took place on **10<sup>th</sup> December 2019** at the School, Forge Lane, Hanworth, TW13 6UN at 6pm.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Anne Messer  
**Chair of the Local Academy Committee**  
St Richards Church of England Primary School