



Meeting of the Local Academy Committee

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

Date: Tuesday 11th February 2020

Time: 6pm

Register of Attendance

PRESENT	
Jodie Knock ('AHT')	Acting 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>
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>
Shehzad 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



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Part 1

The meeting started at 6.07pm

Item		Delegatee	Deadline
246	Welcome and introductions	Chair	
246.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at 18:07pm		
247	Opening prayer	Chair	
247.1	The Chair opened the meeting in prayer.		
248	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
248.1	The Clerk and Chair informed the LAC that no apologies had been received in advance, but that AJ was running late.		
248.2	The LAC requested the Clerk to update the register of attendance.		
248.2a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
249	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
249.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.		
250	Declaration of any other business	All LAC Governors	
250.1	Two items were noted for discussion under other business. <ul style="list-style-type: none"> - Governor Expenses and Printing Costs - Proposal for Floor Cleaner purchase 		
251	Approval of the minutes from the previous LAC Meeting held on 14th January 2020 at 6pm.	Chair	
251.1	The minutes from the previous LAC meeting had been circulated prior to the meeting.		
251.2	The minutes were held to be a true and accurate record of the meeting.		



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251.3	The minutes were signed and dated by the Chair.			
251.4	There were no further amendments .			
251.5	The signed minutes were passed to the AHT for filing.			
251.5a	<i>File the signed minutes from the previous LAC meeting.</i>	AHT	ASAP	
252	Review of the Actions List and any other matters arising from the minutes of the previous LAC Meeting	Chair		
252.1	The LAC Governors noted that all actions arising from the previous meeting had been completed with the following updates:			
252.1.1	235.3.3a	<i>The AHT to ensure that the CCTV System policy had been removed from any public and staff space by the February meeting of the LAC. The Chair stated that the CCTV Policy would be brought back to the March meeting due to further information becoming available.</i>	AHT	Feb meeting
	235.3.4a	<i>The AHT to bring the RE and Collective Worship policy to the February meeting of the LAC for review and approval.</i>	JK	Deferred to the March meeting
	235.4.1a	<i>The AHT to bring a proposed solution and timeline for a secure way to store the school's policies to the February meeting of the LAC. The AHT stated that the school would keep the minimum number of policies on the website, that the staff drive was up to date, and she would replace old policies with new ones as necessary. The LAC agreed that the Chair would conduct an annual review of policy storage to ensure policies are up to date and that staff have access to them. The Clerk agreed to add this to the Yearly Planner. The AHT also stated that only emergency policies would be kept on paper for reference should there be an IT problem.</i>	JC	ASAP
252.1.2				
252.1.3				



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252.1.4	235.6.1a	<i>The Chair to attend the Diocese Safer Recruitment one-day training.</i> The Chair explained that she was unable to attend the LDBS Safer Recruitment training on Tuesday 3 March 2020, but had attended a webinar through Governors for Schools. The Vice Chair volunteered to attend the June LDBS Safer Recruitment Training in the Chair's stead.	Chair	June
	236.1.1a	<i>The AHT to complete amendments to the Health and Safety policy and submit to the February meeting of the LAC.</i> The Chair noted that Health and Safety Policy review had been deferred to the March meeting.	AHT	March meeting
	237.1.2a	<i>The AHT to work with SBM to correct the data issues as a matter of urgency and report at the February meeting of the LAC.</i> The AHT reported that she, the SBM and AJ had worked together to implement a new system for monitoring the Single Central Register which included noting when DBS checks are due for renewal. AJ agreed to review the data in March once the SBM had fully populated the new system, and to confirm with the AHT that all is in order or if further changes are needed.	AJ, SBM	March meeting
252.1.5	The Chair noted that the following action items are ongoing:			
	217.2.5a	<i>LM to report to the Governors on the outcome of the Summer Reading and Library visit initiatives.</i>	LM	July meeting
	217.3.2a	<i>JK to update the LAC on the Curriculum at the March meeting of the LAC.</i>	JK	3 Mar
	217.3.2b	<i>Clerk to add a Curriculum Update to the March meeting agenda.</i>	JC	25 Feb
	233.4.13a	<i>Clerk to update Yearly Planner to ensure that pupil data and the quarterly budget are not</i>	JC	ASAP



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		<i>discussed at the same meeting, due to time constraints.</i>		
	233.6.1a	<i>The LAC to send their availability to the Clerk with the aim to schedule two Governors to be attending throughout the Parents Evening.</i>	ALL	ASAP
	238.2.5a	<i>The SBM to bring a telephone contract supplier proposal back to the LAC at the February meeting answering the LAC's queries along with quotes from two other suppliers.</i>	SBM	ASAP
252.1.1a	<i>The Chair to bring the CCTV Policy back to the March meeting due to further information becoming available.</i>		Chair	3 Mar
252.1.2a	<i>The Chair to conduct an annual review of policy storage to ensure policies are up to date and that staff have access to them.</i>		Chair	Annually
252.1.3a	<i>The Clerk to add the annual review of policy storage to the Yearly Planner.</i>		JC	ASAP
252.1.4a	<i>The Vice Chair to attend the LDBS Safer Recruitment Training in the Chair's stead.</i>		CT	ASAP
252.1.5a	<i>AJ to review the data in March once the SBM had fully populated the new system, and to confirm with AHT whether any further action is needed</i>		AJ	March meeting
253	Welcome to the PTA Chair and discussion of PTA-LAC working relationship		Chair	
253.1	The AHT informed the LAC that the PTA Chair was unable to attend this meeting and had sent her apologies. The AHT agreed to the Chair's request that the AHT pass on the LAC's open invitation for the PTA Chair to attend a LAC meeting this academic year.			
253.1a	<i>The AHT to extend the LAC's open invitation for the PTA Chair to attend a LAC meeting this academic year.</i>		AHT	ASAP
254	Chair's Items		Chair	



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254.1	<p><u>Safer Recruitment Training</u></p> <p>The Chair reported to the LAC on the Safer Recruitment Governors for Schools webinar training she attended on Thursday 30 January 2020. The Chair informed the Governors that in relation to recruitment they needed to be assured of three things:</p> <ol style="list-style-type: none"> 1. The school needs to assure Governors that every recruitment process for staff (including agency staff), volunteers and governors includes the correct safeguarding checks. The required safeguarding checks include DBS checks and, in the case of SLT and Governors, section 128 checks, but also include asking relevant questions during the interview process regarding the interviewees' safeguarding experience and training to date. 2. The school needs to assure Governors that every recruitment panel has members that have had safer recruitment training. At least two Governors must be trained in safer recruitment for all senior appointments. 3. The school needs to assure Governors that all staff understand the concept of Regulated Activities i.e. all circumstances where safeguarding checks are required.
254.1.1	<p>In response to the Chair's report, the LAC agreed the following actions:</p> <ul style="list-style-type: none"> - The LAC agreed that all its members would ensure they updated their Safeguarding Training, and two governors would attend safer recruitment training - The Chair agreed to ask the Trust if online training was available due to the time it takes for Governors to access the Trust's training given its location in relation to the school. - The LAC agreed that the Safeguarding Link Governor (AJ) would go through the HR files annually to review the questions asked at interviews, and to confirm that appropriate checks have been carried out for agency staff. - The Clerk agreed to add this item to the Yearly Planner.
254.1.2	<p>The Chair also encouraged Governors to sign up to Governors for Schools (https://www.governorsforschools.org.uk/) to use as a resource.</p>
254.1.3	<p>The AHT noted that the LA had just sent through their Safeguarding self-audit tool for the school to complete, and although the school is not under an obligation to complete it, Helen Ridding at the LDBS advised the AHT to complete it. The AHT highlighted that it is a lengthy process. In response to the Chair's query on whether Ofsted has a similar tool that the school could use instead, the AHT noted that all safeguarding issues are dealt with by the LA, so using their tool is a way to keep in contact with the LA.</p>



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254.1.4	The AHT agreed to contact the HT from the other LAT2 school to ask how Ofsted had investigated their safeguarding procedures in their recent inspection, and noted that they are in a different LA with different practices.				
254.2	<p><u>Parent Governor Update</u></p> <p>The Chair informed the LAC that there had been one application for the role of parent governor: Mrs Anita Pinnalawatta. The Chair briefed the LAC on AP's background in business, and her involvement at the school with a child in Year 1, and St Richard's church. The Chair informed the LAC that the Trust will be considering AP's application at their next meeting and if it was successful AP would be joining the LAC from March.</p>				
254.3	<p><u>LAC Effectiveness Review</u></p> <p>The Chair expressed her hope that the Governors had reflected on the LAC's effectiveness and had come prepared to be gracefully frank on the LAC's strengths, weaknesses, opportunities and threats. The Chair also reminded the Governors that the LAC will carry out a Skills Audit in the summer term once a new Parent Governor has had a chance to settle in.</p>				
254.3.1	<p>The Chair opened the floor to the Governors to feedback on their views of the LAC, and the Governors listed the following:</p> <table border="1" data-bbox="355 1435 1394 1980"> <thead> <tr> <th data-bbox="355 1435 874 1473">Strengths of the LAC</th> <th data-bbox="874 1435 1394 1473">Weaknesses of the LAC</th> </tr> </thead> <tbody> <tr> <td data-bbox="355 1473 874 1980"> <ul style="list-style-type: none"> - Teamwork - Listening to each other. - Recognise duty to scrutinise the school - Have a range of skills and use them to benefit the school. - Frequency of Governor Visits and high levels of Governor attendance - Regularity of meetings means Governors are very familiar with the school. - Openness of discussion in meetings. </td> <td data-bbox="874 1473 1394 1980"> <ul style="list-style-type: none"> - Time-keeping at meetings (particularly start times) - Parent representation has been low, but hopefully addressed with new Parent Governor candidate - Chair feels she is still on a learning curve with knowing what level of disclosure is sufficient - Safeguarding and safer recruitment awareness among Governors - SEIP accountability by Governors </td> </tr> </tbody> </table>	Strengths of the LAC	Weaknesses of the LAC	<ul style="list-style-type: none"> - Teamwork - Listening to each other. - Recognise duty to scrutinise the school - Have a range of skills and use them to benefit the school. - Frequency of Governor Visits and high levels of Governor attendance - Regularity of meetings means Governors are very familiar with the school. - Openness of discussion in meetings. 	<ul style="list-style-type: none"> - Time-keeping at meetings (particularly start times) - Parent representation has been low, but hopefully addressed with new Parent Governor candidate - Chair feels she is still on a learning curve with knowing what level of disclosure is sufficient - Safeguarding and safer recruitment awareness among Governors - SEIP accountability by Governors
Strengths of the LAC	Weaknesses of the LAC				
<ul style="list-style-type: none"> - Teamwork - Listening to each other. - Recognise duty to scrutinise the school - Have a range of skills and use them to benefit the school. - Frequency of Governor Visits and high levels of Governor attendance - Regularity of meetings means Governors are very familiar with the school. - Openness of discussion in meetings. 	<ul style="list-style-type: none"> - Time-keeping at meetings (particularly start times) - Parent representation has been low, but hopefully addressed with new Parent Governor candidate - Chair feels she is still on a learning curve with knowing what level of disclosure is sufficient - Safeguarding and safer recruitment awareness among Governors - SEIP accountability by Governors 				



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	<ul style="list-style-type: none"> - Availability of Chair to Governors and SLT. - Approachability of Governors to other Governors. - Clarity of Governor roles. - LAC has undergone a steep learning curve in their capacity to analyse and interrogate the school finance reports. - Willingness of Governors to undergo training. - Clarity of the minutes. - AHT feels challenged and supported by Chair of Governors. - Staff initially were anxious about the Governor Visits but have had good experiences and feedback that has been both encouraging and challenging, and so are more relaxed about them. - Staff feel challenged, and held accountable - Staff feel the Governors are thorough, organised and efficient (example given of recent safeguarding issue, where AJ fulfilled the purpose of his Governor Visit, the Governors recognised the seriousness of the issue and supported the school in resolving it quickly.) 	<ul style="list-style-type: none"> - No experience yet of disagreement as a Governing Body - So far this academic year, the LAC has focused on policies and school finances over pupil learning outcomes.
	<p>Opportunities of the LAC</p> <ul style="list-style-type: none"> - Focus on teaching and learning on a more regular basis - Relationship with the PTA 	<p>Threats of the LAC</p> <ul style="list-style-type: none"> - Governors are not yet familiar with the school curriculum



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	<ul style="list-style-type: none"> - Skills Audit for any skills gaps and identification of latent skills that could benefit the school - Relationships with other teachers than DH, JK, LM - Relationships with parents 	<ul style="list-style-type: none"> - Staff are not yet ready to justify the rationale behind the school's curriculum - Inadequate monthly budget reporting to date - Ofsted due from September 2020 - SIAMS inspection following Ofsted 	
254.3.2	<p>Following the Governors' analysis of the LAC's strengths, weaknesses, opportunities and threats, the following actions were agreed:</p> <ul style="list-style-type: none"> - MT agreed to send Governors a presentation on Ofsted questions from another school which mentions the curriculum. - The Clerk agreed to contact the Trust regarding the policy adoption plan and when they foresee the number per meeting reducing. - The Chair agreed to propose changes to the yearly planner and the agenda format at the March meeting that aimed to reflect the LAC's re-prioritisation of teaching and learning outcomes, including SEIP and SIAMS scrutiny. The Chair clarified that the adoption of a new agenda template would await DH's return and that it would take into account staff governors' concerns regarding confidentiality as the school is small. - CT agreed to prepare a template of teaching and learning questions for Governors based on the QA reports. 		
254.3.3	<p>The Chair and AHT thanked all the Governors for their feedback and commitment to the school.</p>		
254.1.1a	<p><i>The LAC to ensure that all its members underwent Safeguarding Training / Safer Recruitment training.</i></p>	ALL	ASAP
254.1.1b	<p><i>The Chair to ask the Trust if online training was available due to the time it takes for Governors to access the Trust's training given its location in relation to the school.</i></p>	Chair	March meeting
254.1.1c	<p><i>The Safeguarding Link Governor would annually go through the HR files to review the questions asked at</i></p>	AJ	Summer Term



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	<i>interviews and confirm that the appropriate checks have also been carried out for agency staff.</i>		
254.1.1d	<i>The Clerk to add this item to the Yearly Planner.</i>	Clerk	ASAP
254.1.4a	<i>The AHT to contact the HT from the other LAT2 school to ask how Ofsted had investigated their safeguarding procedures in their recent inspection</i>	AHT	March meeting
254.3.2a	<i>MT to send Governors a presentation on Ofsted questions from another school which mentions the curriculum.</i>	MT	March meeting
254.3.2b	<i>The Clerk to contact the Trust regarding the policy adoption plan and when they foresee the number per meeting reducing.</i>	Clerk	March meeting
254.3.2c	<i>The Chair to propose changes to the yearly planner and agenda format at the March meeting that aimed to reflect the LAC's re-prioritisation of teaching and learning outcomes, including SEIP and SIAMS scrutiny.</i>	Chair	March meeting
254.3.2d	<i>CT to prepare a template of teaching and learning questions for Governors based on the QA reports.</i>	CT	March meeting
255	Finance Governor's Items		
255.1	1. Audit Report The LAC assured the Finance Governor that they had all read the audit summary report.		
255.1.1	SA noted that all three high priority recommendations in the Audit Report had been actioned, of the four medium priority recommendations the second, third and fourth were already completed, and internal operational processes such as monthly monitoring had been changed to make this possible.		
255.1.2	The AHT agreed to ensure that the school account statement should be included in the monthly budget report to the LAC.		
255.1.3	SA noted that low recommendations are also in train.		



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255.1.4	<p>In response to a Governor query on how the surplus came about, given that the LAC had historically been told that the school was in deficit, the AHT listed the three main factors:</p> <ul style="list-style-type: none"> - a staff restructure and not re-appointing Teaching Assistants who left the school, - a miscommunication from the LA to DH that the school was in deficit, which meant that DH was pragmatic with school spending, - the LA had not made payments that were due and these followed subsequently.
255.2	<p><u>2. Update on meeting with LAT2 Finance Manager</u></p> <p>SA briefed the LAC on the status of the surplus, making the following points:</p> <ul style="list-style-type: none"> - SA had seen the school bank account and seen the surplus amount in it (account has a total of £400,000, of which £200,000 is surplus) - SA confirmed that the monthly reports the Governors had been receiving were accurate and up to date, and the variance that could be seen from month to month was due to, at the time of the meeting, the monthly salary payments had sometimes come out, and sometimes had not yet. - SA confirmed that the SBM prepares the monthly reports and Piers Winrow at the LDBS Trust 2 prepares the quarterly reports. - SA highlighted to the Governors that the school operationally controls approximately 10% of the budget (approximately £50,000), the remaining 90% is taken up by fixed costs, rates and staff salaries.
255.2.1	<ul style="list-style-type: none"> - SA had agreed with the SBM that she would attend LAC meetings quarterly, but stated that for PW to attend the March meeting was too rushed.
255.3	<p>SA then informed the LAC that PW's recommendations were as follows:</p> <ul style="list-style-type: none"> - when allocating the surplus spend the school and the LAC should leave £150,000 as a buffer for paying unplanned for costs such as supply staff - the school was still owed £100,000 from the LA for Early Years and SEND funding, the Early Years funding is paid monthly, but the SEND funding can come at any point in the year. However, the LA has had to put a debt recovery plan in place due to overspending on SEND. - As the bank account and rolling money were secure, the LAC was encouraged to approve the school's spend requests with the aim to have a £10,000 reserve at the end of the year.
255.4	<p>In conclusion, SA confirmed that the AHT can start responding positively to teachers' requests for resources. LM confirmed that the SLT had planned to do an audit of the</p>



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255.5	school's resources based on the curriculum for September and would schedule a day after half term for that purpose. The Chair stated that the LAC would welcome spending requests, including the playground doors, with the following criteria as per the Finance Manual: <ul style="list-style-type: none"> - Three quotes must be presented - A budget line item must be declared against which the cost is incurred - The request must be received by the LAC one week before the meeting. 		
255.6	LM notified the LAC that a large number of small items related to the curriculum would be being purchased at one time that would amount to a significant spend, and would be considered and approved by the SLT but would not be presented to the LAC.		
255.1.2a	<i>The AHT to ensure that the school account statement should be included in the monthly budget report to the LAC.</i>	AHT	ASAP
255.2a	<i>The SBM to attend LAC meetings quarterly with a date for the next meeting to be confirmed by the March meeting</i>	SBM	March meeting
256	(Acting) Headteacher's Report		
256.1	<u>1. Financial Update - monthly accounts</u> The LAC agreed that SA's update was sufficient for this meeting.		
256.2	<u>2. QA Visit Update</u> The AHT stated that the QA had submitted a positive report, and that the SLT had been praised for their energy and problem-solving.		
256.2.1	The AHT reported that unfortunately KS1 standards were not on track to reach the school's targets, and so HK was providing additional support for Year 1 and Year 2 to ensure that school targets were met.		
256.2.2	The AHT noted that the QA report had said that every KS2 class was making good progress. The Chair noted that the QA Consultant had also congratulated the school on their prompt phonics intervention, as had the Governors at the January meeting of the LAC.		
256.2.3	In response to the Chair's query regarding the workload of HK, the AHT noted that the SLT had reflected on both the Assistant Headteachers' workload, and had freed up HK		



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<p>256.2.4</p> <p>256.3</p>	<p>for an hour a week to support the additional work in Year 1 and Year 2. LM also clarified that regarding the phonics intervention scheme, LM was monitoring HK's workload.</p> <p>CT noted that both the Year 4 and Year 5 teachers were absent on the day of the QA visit. LM responded that the QA would make a point of reviewing them on her next visit and that it was unfortunate and unavoidable that they both could not be present.</p> <p><u>3. Safeguarding Update (matters raised by Safeguarding governor)</u> The Safeguarding Governor informed the LAC that there were no urgent safeguarding matters to report.</p>	
<p>257</p>	<p>Policies for adoption approved by LAT2 Board in January 2020:</p>	<p>AHT/Chair</p>
<p>257.1</p>	<p><u>1. Relationships & Sex Policy prior to Parental consultation</u> The Chair clarified that the Governors were required to adopt the LAT policy and then prepare a school-specific policy (based on the Appendix to the LAT policy). This policy needs to be put to parents for consultation and then approved by the LAC. After discussion, the LAC agreed:</p> <ul style="list-style-type: none"> - The LAC to adopt the LAT policy at this meeting - The Chair agreed to compare Appendix A of the LAT policy to the school's current comprehensive policy on this issue, and bring the finalised policy to the March meeting for the LAC to review and approve subject to parent feedback. - The school would then provide parents with a two-week consultation period for feedback and if no feedback is given the policy would be considered approved, however if there is parental feedback the LAC would consider the policy again in light of that feedback at its May meeting. 	
<p>257.2</p>	<p><u>2. Health, Safety and Security Policy</u> The LAC agreed to defer adoption of its Health, Safety and Security Policy to the following meeting given that the LAT2 Board were reviewing it at their concurrent meeting.</p>	
<p>257.3</p>	<p><u>3. Special Leave Policy</u> The LAC reviewed and agreed to adopt the Special Leave Policy. The Chair clarified that there is no provision for staff to take leave if their children are unwell, however teachers can request up to 5 days special – leave from the Headteacher due to the sickness of a dependent.</p>	



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257.4	<u>4. Professionalism & Staff Code of Conduct Policy</u> The LAC reviewed and agreed to adopt the Professionalism & Staff Code of Conduct Policy.		
257.1a	<i>The Chair to compare Appendix A of the LAT Relationship and Sex policy to the school's current comprehensive policy on this issue, and bring the finalised policy to the March meeting for the LAC to review and approve subject to parent feedback.</i>	Chair	March meeting
257.1b	<i>The AHT to either inform the LAC on the approval of the Relationship and Sex policy or bring it back for consideration to the May meeting of the LAC if there had been parental feedback.</i>	AHT	May meeting
257.2a	<i>The LAC to defer adoption of its Health, Safety and Security Policy to the following meeting given that the LAT2 Board were reviewing it at their concurrent meeting.</i>	ALL	March meeting
258	Non-LAT School Policies for Review and Approval by LAC		AHT/Chair
258.1	<u>1. Admissions Policy</u> The LAC agreed to defer the Admissions Policy to the following meeting.		
258.2	<u>2. Accessibility Plan</u> The LAC reviewed and approved the accessibility plan. The LAC also agreed that the accessibility plan should be monitored by the SEN Governor on an annual basis. The Clerk agreed to add this item to the Yearly Planner.		
258.3	<u>3. Attendance & Punctuality Policy</u> The LAC reviewed and approved the attendance and punctuality policy.		
258.4	<u>4. Inclusion Policy</u> In response to a Governor's query, the AHT clarified that the questions on page three of the inclusion policy are asked during the Pupil Progress Reviews. In response to another Governor's query, the AHT clarified that although the Ocean Centre is not mentioned specifically, any guidance in the policy related to SEND also applies to the Ocean Centre. The LAC reviewed and approved the inclusion policy.		



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258.2a	<i>The Clerk to add that the accessibility plan should be monitored by the SEN Governor on an annual basis to the Yearly Planner.</i>	<i>Clerk</i>	<i>March meeting</i>
259	LAC Monitoring Visits		
259.1	<u>1. Data protection compliance</u> The LAC agreed to defer this item to the following meeting due to time constraints.		
259.2	<u>2. Website audit actions</u> The LAC agreed to defer this item to the following meeting, and MT agreed to submit his report in the LAT2 template format.		
259.2a	<i>MT to submit his website audit report in the LAT2 template format at the March meeting.</i>	<i>MT</i>	<i>3 March</i>
260	Any other matter arising for consideration (declared under Item 5)		
260.1	<u>1. Governor Expenses and Printing Costs</u> The Chair proposed that to encourage security, and save school printing expenses, papers would no longer be printed by the school for LAC meetings. Instead, Governors could print their own or work electronically. Governors printing their own papers would be reimbursed from the school paper supplies at the end of the school year (one pack of paper per governor).		
260.2	The LAC agreed to this proposal. <u>2. Proposal for Floor Cleaner purchase</u> The AHT submitted the Premises Manager's request for the purchase of a floor cleaner, as opposed to manual mopping. The AHT briefed the LAC on the Premises Manager's proposal containing three quotes, with the preferred model costing £1,500, which would come out of budget line item B100 Building Maintenance. The LAC agreed to this proposal.		
261	Items for the next agenda		
261.1	There were no additional items to the standing items requested to be added to the next agenda.		



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

MINUTES

**Meeting of the
Local Academy Committee**

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

Date: Tuesday 11th February 2020

Time: 6pm

262	Date of the next meeting	For information
262.1	Next meeting of the LAC will be held on Tuesday 10th March 2020 at 6pm at the School, Forge Lane, Hanworth, TW13 6UN.	

Part 1 of the meeting finished at 8:05pm

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 **11th February 2020** 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