



Meeting of the Local Academy Committee

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

Date: Tuesday 14th January 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 |
| Hannah Kimber ('HK') | Assistant Headteacher |



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Part 1

The meeting started at 6.11pm

| Item | | Delegatee | Deadline |
|------------|---|--------------------------|-------------|
| 225 | Welcome and introductions | Chair | |
| 225.1 | The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at 18:12pm | | |
| 226 | Opening prayer | Chair | |
| 226.1 | The Chair opened the meeting in prayer. | | |
| 227 | Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences | Chair / Clerk | |
| 227.1 | The Clerk and Chair informed the LAC that no apologies had been received in advance. | | |
| 227.2 | The LAC requested the Clerk to update the register of attendance. | | |
| 227.2a | <i>Update the LAC Register of attendance.</i> | <i>Clerk</i> | <i>ASAP</i> |
| 228 | Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda | All LAC Governors | |
| 228.1 | No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests. | | |
| 229 | Declaration of any other business | All LAC Governors | |
| 229.1 | Two items were noted for discussion under other business. <ul style="list-style-type: none"> - Term dates for upcoming academic year - Possible change in school telephone provider | | |
| 230 | Approval of the minutes from the previous LAC Meeting held on 10th December 2020 at 6pm. | Chair | |
| 230.1 | The minutes from the previous LAC meeting had been circulated prior to the meeting. | | |



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| 230.2 | The minutes were held to be a true and accurate record of the meeting. | | |
| 230.3 | The minutes were signed and dated by the Chair. | | |
| 230.4 | There were no further amendments . | | |
| 230.5 | The signed minutes were passed to the AHT for filing. | | |
| 230.5a | <i>File the signed minutes from the previous LAC meeting.</i> | AHT | ASAP |
| 231 | Review of the Actions List and any other matters arising from the minutes of the previous LAC Meeting | Chair | |
| 231.1 | The LAC Governors noted that all actions arising from the previous meeting had been completed with the following updates: | | |
| 231.1.1 | 213.6.2a Chair to purchase chocolates for school staff from the Governors. The AHT expressed thanks to the Governors for their gift on behalf of the staff. | | |
| 231.1.2 | 214.3.1a DH to ensure that the email inbox for Governors was active. The Chair confirmed that DH had diverted the governors' email address to the current Chair's email inbox prior to leaving on sabbatical. | | |
| 231.1.3 | 214.7.1a All LAC members to read the December Finance Report before the next meeting, and bring any queries to the January meeting. The Chair clarified that the December Finance Report was not available for this meeting and this item will be discussed further later in the meeting. | | |
| 231.1.4 | 215.4a JK to present a wish list with known costs for the February meeting. The AHT informed the LAC that the capital bids would not be known in time for the wish list to presented at the February meeting. The LAC agreed that the wish list would be presented at the March meeting. | | |
| 231.1.5 | 216.1.6a Clerk to confirm with CT whether she can take responsibility for an additional termly monitoring visit or bring item back to January agenda. CT agreed to take responsibility for the termly monitoring visit related to the Children with Medical Conditions Policy. | | |



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|-------------|--|--------------|---|----|--------------|----------|---|----|-------|----------|---|----|--------|--|--|
| 231.1.5.1 | The LAC agreed to the Clerk ensuring that all LAC communication, including GovHub is carried out through lgfl email accounts, and not governors' personal email accounts. | | | | | | | | | | | | | | |
| 231.1.5.2 | CT agreed to liaise with the school's IT manager to ensure access to her lgfl account. | | | | | | | | | | | | | | |
| 231.1.6 | The Chair noted that the following action items are ongoing: | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>217.2.5a</td> <td>LM to report to the Governors on the outcome of the Summer Reading and Library visit initiatives.</td> <td>LM</td> <td>July meeting</td> </tr> <tr> <td>217.3.2a</td> <td>JK to update the LAC on the Curriculum at the March meeting of the LAC.</td> <td>JK</td> <td>3 Mar</td> </tr> <tr> <td>217.3.2b</td> <td>Clerk to add a Curriculum Update to the March meeting agenda.</td> <td>JC</td> <td>25 Feb</td> </tr> </table> | 217.2.5a | LM to report to the Governors on the outcome of the Summer Reading and Library visit initiatives. | LM | July meeting | 217.3.2a | JK to update the LAC on the Curriculum at the March meeting of the LAC. | JK | 3 Mar | 217.3.2b | Clerk to add a Curriculum Update to the March meeting agenda. | JC | 25 Feb | | |
| 217.2.5a | LM to report to the Governors on the outcome of the Summer Reading and Library visit initiatives. | LM | July meeting | | | | | | | | | | | | |
| 217.3.2a | JK to update the LAC on the Curriculum at the March meeting of the LAC. | JK | 3 Mar | | | | | | | | | | | | |
| 217.3.2b | Clerk to add a Curriculum Update to the March meeting agenda. | JC | 25 Feb | | | | | | | | | | | | |
| 231.1.4a | <i>(215.4a) The AHT to present the wish list at the March meeting.</i> | AHT | 10 Mar | | | | | | | | | | | | |
| 231.1.5a | <i>CT to take responsibility for the termly monitoring visit related to the Children with Medical Conditions Policy.</i> | CT | Spring Term | | | | | | | | | | | | |
| 231.1.5.1 a | <i>Clerk to ensure that all LAC communication, including GovHub is carried out through lgfl email accounts, and not governors' personal email accounts.</i> | Clerk | Easter | | | | | | | | | | | | |
| 231.1.5.2 a | <i>CT to liaise with the school's IT manager to ensure access to her lgfl account.</i> | CT | 11 Feb | | | | | | | | | | | | |
| 232 | Welcome to the PTA Chair and discussion of PTA-LAC working relationship | Chair | | | | | | | | | | | | | |
| 232.1 | HK informed the LAC that due to circumstances outside the PTA Chair's control, she was unable to attend this meeting. The LAC agreed to postpone this item to a later date. The Chair asked HK to invite the PTA to either the February or March meeting, depending on her availability. | | | | | | | | | | | | | | |
| 232.1a | <i>Chair, in liaison with HK, to reschedule the PTA Chair's visit for the February or March meeting of the LAC.</i> | Chair/HK | 11 Feb | | | | | | | | | | | | |



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| 233 | Assistant Headteacher's report | | | |
| 233.1 | <u>Early Years Foundation Stage Report by Hannah Kimber (Assistant Headteacher)</u> | | | |
| | HK briefed the LAC on the nursery and Reception progress: | | | |
| 233.1.1 | Nursery: | | | |
| | <table border="1"> <tr> <td data-bbox="354 900 1388 936">Progress</td> </tr> <tr> <td data-bbox="354 936 1388 1205">Progress overall in focus areas is broadly expected and slightly better than expected in L&A and U. Girls have made slightly more progress than boys and progress between WB and NWB is broadly similar. The two SEND children have been referred to a number of outside professionals for further support and advice. Evidence for EHCPs is being gathered so that applications can be made late spring. A successful application has been made for them to access Inclusion Funding. The inclusion funding will be used to commission OT and SLT and buying resources for Bucket Time. Both children are being referred to the EP for further assessment.</td> </tr> </table> | | Progress | Progress overall in focus areas is broadly expected and slightly better than expected in L&A and U. Girls have made slightly more progress than boys and progress between WB and NWB is broadly similar. The two SEND children have been referred to a number of outside professionals for further support and advice. Evidence for EHCPs is being gathered so that applications can be made late spring. A successful application has been made for them to access Inclusion Funding. The inclusion funding will be used to commission OT and SLT and buying resources for Bucket Time. Both children are being referred to the EP for further assessment. |
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| 233.1.2 | Reception: | | | |
| | <table border="1"> <tr> <td data-bbox="354 1312 1388 1348">Progress</td> </tr> <tr> <td data-bbox="354 1348 1388 1505">Progress overall in focus areas is above expected, however accelerated progress is needed as not all children started Reception at 40b+. Boys have made better progress than girls overall and specifically in Writing, and Mathematics. SEN pupils have made good progress and progress between WB and NWB is broadly similar, except in Number. Pupils without EAL have made better progress than EAL pupils.</td> </tr> </table> | | Progress | Progress overall in focus areas is above expected, however accelerated progress is needed as not all children started Reception at 40b+. Boys have made better progress than girls overall and specifically in Writing, and Mathematics. SEN pupils have made good progress and progress between WB and NWB is broadly similar, except in Number. Pupils without EAL have made better progress than EAL pupils. |
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| 233.1.3 | AJ & SA arrived at 6:36pm | | | |
| 233.1.4 | The Clerk noted that the Data Booklet contained information that needed to be redacted to preserve anonymity. The AHT agreed to provide an amended Data Booklet to replace the current one on GovHub. | | | |
| 233.1.5 | HK informed the LAC that three children had joined as rising threes. The Chair noted that DH's initiative to implement the rising 3s had been successful, particularly to facilitate siblings joining. HK informed the LAC that playgroup numbers (at St Richard's Church) were down. The Chair noted that DH had been aware of that risk. HK noted that both nursery and reception had poor attendance due to childhood illnesses such as chicken pox and conjunctivitis but as they are not of statutory school age this does not reflect in the school's numbers. | | | |



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| 233.1.6 | HK informed the LAC that she had held an inset day on phonics last week for teachers up to KS2. |
| 233.1.6.1 | LM reported that changes to the way the school taught phonics in Key Stage 2 had already been implemented following that inset day. LM stated that the school had reassessed the half of each class in KS2 that had the lower phonics scores, and discovered that while most could read all the phonics sounds, the children could not write most of them. A Governor commended the school on taking the initiative to carry out this clearly worthwhile exercise. |
| 233.1.6.2 | LM stated that with the evidence gathered the school had devised a scheme to re-address phonics with these children. LM confirmed that Year 3 phonics practice would be reinstated to ensure the children have fully assimilated it into their learning. HK explained that there were now nine streams of phonics doing small group work across Reception and KS1. |
| 233.1.6.3 | A Governor congratulated the school on taking action on this highlighted need so quickly. |
| 233.1.6.4 | The Chair noted that the new Ofsted Framework put an emphasis on reading and requested that LM report back to the LAC in the Summer Term on the effectiveness of the new phonics approach at KS2. |
| 233.1.6.5 | LM agreed and clarified that at KS2 reading is very good, but writing is falling behind. LM noted that phonics lessons cover reading and writing together but when the lessons previously had come to an end at the end of Year 2, the children's spelling had begun to suffer. |
| 233.1.6.6 | The Governors expressed their thanks to HK for attending the meeting and presenting the EYFS data. |
| 233.1.7 | The Chair also commended HK for personally completing 34 Pupil Premium applications to assist families and ensure the school had the funding to support these children. |
| 233.1.8 | HK left the meeting at 6:45pm |
| 233.2 | <u>Year 1 Data Update</u> |



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The AHT **informed** the Governors that Year 1 had 26 children in total which consists of 24 children in the Year 1 class and 2 children in the Ocean Centre, and **briefed** the LAC on the following information:

Progress overall is below expected in all areas for the cohort overall and all groups.

| Reading | Writing | Maths |
|--|---|---|
| B/G: Broadly similar progress. | B/G: Girls have made better progress than boys. | B/G: Girls have made better progress than boys. |
| PP: Non-disadvantaged pupils made slightly better progress than disadvantaged pupils. | PP: Non-disadvantaged pupils made better progress than disadvantaged pupils. | PP: Non-disadvantaged pupils made better progress than disadvantaged pupils. |
| EAL: Non-t EAL pupils have made better progress than EAL. | EAL: EAL pupils made less progress. | EAL: Not EAL pupils have made better progress than EAL. |
| WB/NWB: WB pupils have made better progress than NWB. | WB/NWB: Broadly similar. | WB/NWB: NWB pupils made slightly better progress. |
| SEND: Below expected progress. | SEND: Expected progress. | SEND: Below expected progress. |

233.2.1 The AHT **noted** that all children with no SEN have a target of “expected” by the end of the year, Year 1 data is not on track due to less than good teaching over the autumn term. A new teacher was appointed for this class and started this term.

233.3 Year 2 Data Update
The AHT **briefed** the Governors that Year 2 currently had 32 children in total which consists of 30 children in the Year 2 class and 2 children in the Ocean Centre, and talked the LAC through the following information:



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| | Progress is expected in all areas. | | |
| | <p>Reading B/G: Girls have made more progress.</p> <p>PP: Non-disadvantaged have made more progress.</p> <p>EAL: Broadly similar progress.</p> <p>WB/NWB: Broadly similar progress.</p> <p>SEND: Just below expected progress.</p> | <p>Writing B/G: Girls have made more progress.</p> <p>PP: Broadly similar progress</p> <p>EAL: Identical progress.</p> <p>WB/NWB: Broadly similar progress. significantly better progress.</p> <p>SEND: Just below expected progress.</p> | <p>Maths B/G: Broadly similar progress.</p> <p>PP: Non-disadvantaged have made slightly more progress</p> <p>EAL: Broadly similar progress.</p> <p>WB/NWB: WB have made slightly better progress</p> <p>SEND: Just below expected progress.</p> |
| 233.3.1 | The AHT expressed concern about reaching the school's targets by the end of the academic year for Year 2. The AHT stated that the Spring 1 data would be key in providing a clear indication of whether the targets could be achieved or not. | | |
| 233.3.2 | The AHT explained to the Governors that 10 children had been targeted to attend a Maths Club as a booster to their progress. | | |
| 233.3.3 | LM explained that the school had changed their intervention approach in KS2 and was focussing on different specific areas for improvement every half term, rather than trying to cover too much at one time. LM stated that this half term the topics were phonics and handwriting. A Governor requested that the school review this approach and report to the LAC at the March meeting. | | |
| 233.3.4 | The AHT remarked that another factor to consider when looking at the data was the movement of children joining and leaving the school. LM further stated that every class changes every term. | | |



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| 233.3.5 | A Governor queried what the school's approach was for the remaining children who have not achieved ARE or GD as they were not on the data report provided to the LAC. LM clarified that the LAC had previously agreed to receive this version of the pupil data, where only the anonymised data was shown and the additional table that the staff see listing the remaining children by name and what interventions were planned for them was not shown. The Chair further reminded the LAC that they had agreed to not require the school to prepare a separate report for the LAC to save the school time, and that the LAC had been satisfied that the data that was provided was sufficient. |
| 233.3.6 | A Governor queried how and whether parents are made aware of this information. LM explained that the school holds a parents' evening three times per academic year, where teachers discuss each child's individual progress with the parents. |
| 233.3.7 | A Governor queried how often intervention plans are reviewed and revised. LM stated that half termly Pupil Progress meetings include a discussion of any interventions, with the following as examples of outcomes of those meetings: <ul style="list-style-type: none"> - if the children no longer need the intervention it will be stopped, - sometimes they need a break from extra activities, - the school will move children from one intervention activity to another. |
| 233.3.8 | The AHT reported that KS2 is progressing well, and that the school is addressing the Year 5 class's attitude to learning and backfilling some gaps in their learning which had appeared due to the quality of teaching they had previously received. |
| 233.4 | <u>Finance Report</u> The AHT presented the quarterly financial statement and a separate one-page Excel spreadsheet entitled Sep-Dec Quarter 1+. The AHT stated that she found the Excel spreadsheet easier to understand. Several governors agreed , and the Excel spreadsheet formed the basis for the LAC discussion of the school's financial position. |
| 233.4.1 | The AHT stated that she had scheduled to meet with PW to brief her on the finances of the school. The LAC agreed that SA should also be present at that meeting to bring his queries to PW. The AHT agreed to ensure this was the case. |
| 233.4.2 | The AHT informed the LAC of the following: <ol style="list-style-type: none"> 1. The school is on track to spend what has been budgeted 2. The first quarter spend does not indicate the school yearly spend, a better indication can be given by the second quarter report. |



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| 233.4.3 | 3. A100 – current variance is -£33,712, due to both replacing a teacher on M6 of the pay scale with an NQT and PW overestimating the difference between the school not having to pay DH but increasing the AHT's pay. |
| 233.4.4 | 4. A400 – 124% of the budget has been spent, £3,500 was spent on 5 Voices training for the Leadership Team. |
| 233.4.5 | 5. A500 – £8,000 had been budgeted as a contingency pot rather than paying for staff insurance items such as the AHT's maternity leave. A Governor queried what issues are covered by line item A500. The AHT clarified that issues such as maternity leave and long-term sickness were covered but not staff injuries. A Governor requested that the AHT check the gov.uk website for how it recommends that schools handle this type of insurance. Another Governor queried what the risk was of not having this insurance should a staff member choose to sue the school in the case of injury. Another Governor requested that the AHT obtain a written statement from the Trust with their official advice on different types of insurance that the school should have. The AHT noted that she had a meeting with Robert Bullett and Fiona Andrews who was taking over the HR for the LAT2 and agreed to raise these queries related to what types of insurance A500 covers at that meeting. |
| 233.4.5.1 | MT offered to enquire from other schools what their practice was on this issue and report at the next meeting. |
| 233.4.6 | 6. B400 technology costs is high due to the purchase of new whiteboards. |
| 233.4.7 | 7. C200 this line is negative due to the donation from 52 lives for educational trips. |
| 233.4.8 | The Chair thanked the AHT for her report and stated that it was concerning that the LAC had not seen a monthly financial report since the October 2019 meeting. |
| 233.4.9 | The Chair also informed the LAC that the auditor's report was not received by the school in time to present and consider it at this meeting. The Clerk agreed to add the auditor's report to the February meeting agenda. |
| 233.4.10 | A Governor queried where the surplus is recorded as it didn't show up in the auditor's report or the financial report. |
| 233.4.11 | The AHT noted that a clear idea of financial spend was needed by the LAC and the school. A Governor noted that the LAC wanted to be confident in the financial information they were given. A Governor stated that the LAC wanted to release funds for teachers' spending but needed the information to do so. |



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| 233.4.12 | The Governors agreed that at the February meeting the LAC needed to see fully comprehensive backdated monthly reports up to the week before the meeting, as well as a clear statement of all the school's accounts. The AHT stated that she was confident that was possible and noted that PW was not concerned about the budget. |
| 233.4.13 | A Governor proposed and the LAC agreed that in future pupil data and the budget should not be discussed at the same meeting, due to the time constraints. |
| 233.5 | <u>SIAMS / SEIP</u> The AHT reported that targets have been set and shared with staff, and that the SLT had RAG-rated the first ten targets. |
| 233.5.1 | The AHT reported that the Headteacher from Stanwell Fields CofE Primary School, Caroline Welch, was going to help the AHT feed the targets into the SIAMS template and noted that the new RE lead, Jane Glenister, is focusing on spirituality and asking big questions. |
| 233.5.2 | A Governor requested clarification regarding target number nine and how the expectation for staff to link spirituality to Cornerstones themes affected the teachers' workload. The AHT stated that this was a standard expectation and interpretation of the curriculum: |
| Target 9. Strand 2: Wisdom, Knowledge & Skills | |
| To develop Cornerstones so it enables deeper thinking relating to spirituality. | |
| 233.5.3 | A Governor requested clarification on how the target of parental engagement linked to the description of Strand 3: |
| Target 10. Strand 3: Character Development: Hope, Aspiration & Courageous Advocacy | |
| To have better parental engagement in the life of the school. | |
| The AHT stated that the numbers show that when parents are engaged children achieve, and when parents are disengaged children don't have aspirations. LM noted that Kingston University holds a free aspirations day with a mini-graduation at the end of the day, that LM has booked for the children. | |
| 233.6 | <u>Spring Term Dates</u> The Chair stated that all Governors were more than welcome to attend any of the school events listed. |



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| 233.6.1 | The Chair drew the Governors' attention to the Parents' Evenings on 17 and 19 March (not 18 as previously stated). The Chair reminded the LAC that they had agreed to run a stall and invite parents to complete the Parent View survey in order to contribute to boosting parent engagement. The LAC agreed to send their availability to the Clerk by 18 January 2020, in order for two Governors to be attending throughout the Parents Evening. | | |
| 233.1.4a | <i>The AHT to provide an amended Data Booklet to replace the current one on GovHub.</i> | <i>AHT</i> | <i>ASAP</i> |
| 233.1.6.4a | <i>LM to report back to the LAC in the Summer Term on the effectiveness of the new phonics scheme at KS2.</i> | <i>LM</i> | <i>Summer Term</i> |
| 233.3.3a | <i>LM to report back to the LAC on the new intervention approach of focusing on one or two activities per term.</i> | <i>LM</i> | <i>10 Mar</i> |
| 233.4a | <i>SA to attend meeting with PW and AHT to address budget queries.</i> | <i>SA & AHT</i> | <i>11 Feb</i> |
| 233.4.5a | <i>The AHT to clarify with RB and FA what types of insurance line item A500 on the budget covers.</i> | <i>AHT</i> | <i>11 Feb</i> |
| 233.4.5.1a | <i>MT to enquire from other schools what their practice was on A500, either having insurance or their own contingency fund and report at the next meeting.</i> | <i>MT</i> | <i>11 Feb</i> |
| 233.4.9a | <i>The Clerk to add the auditor's report to the February meeting agenda.</i> | <i>Clerk</i> | <i>28 Jan</i> |
| 233.4.12a | <i>The LAC to receive fully comprehensive backdated monthly reports up to the week before the meeting, as well as a clear statement of all the school's accounts.</i> | <i>SBM</i> | <i>11 Feb</i> |
| 233.4.13a | <i>Clerk to update Yearly Planner to ensure that pupil data and the quarterly budget are not discussed at the same meeting, due to time constraints.</i> | <i>Clerk</i> | <i>11 Feb</i> |



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| 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> | <i>Clerk</i> | <i>18 Jan</i> |
| 234 | Health, Safety and Premises Update | | |
| 234.1 | <p><u>1. Holiday damage update</u> The AHT informed the LAC that two windows were smashed over the Christmas holidays and reported on the following:</p> <ol style="list-style-type: none"> 1. A tree is obstructing CCTV view of gate which needs to be cut down. 2. Police attended the scene, but were unable to contact the school. 3. Police charged the school £300 for boarding up the windows. 4. In the interest of security, three quotes were not obtained for the window replacement, and it cost £404 to repair both windows. | | |
| 234.2 | The Chair noted that under the Finance Manual, three quotes were only required for the LAC to address requests for spending above £1,000. | | |
| 234.3 | <p><u>2. Installation of fire doors</u> The AHT informed the LAC that fire doors were replaced on 2 January 2020.</p> | | |
| 234.4 | <p><u>3. Playground doors replacement</u> The AHT informed the LAC that the playground doors require replacement. She stated that Neville Brown had previously sourced a quote from his preferred supplier, DGH Construction. The AHT stated that the preferred supplier had quoted £7,964 + VAT.</p> | | |
| 234.4.1 | A governor queried where this proposed work was provided for in the budget. A governor requested that the LAC be provided with two further quotes to enable a decision to be made about whether or not to proceed. The AHT informed the LAC that she had only been provided with the DGH quote by the Premises Manager. | | |
| 234.4.2 | The LAC requested that PW and SBM clarify that the playground doors were budgeted for as soon as possible. | | |
| 234.4.3 | The LAC agreed that without seeing the other two quotes they could not approve the spend, but agreed to delegate authority to SA, the Chair and the AHT to approve the spend once the AHT had provided the history of the proposal and three quotes. | | |



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| 234.4.2a | <i>PW and SBM to confirm that the playground doors were budgeted for.</i> | <i>SBM</i> | <i>ASAP</i> |
| 234.4.3a | <i>AHT to discuss the provision of three quotes for the work with the Premises Manager, and to ensure that three quotes are obtained.</i> | <i>AHT</i> | <i>11 Feb, or when three quotes are obtained</i> |
| 234.4.3b | <i>SA, AM and AHT to review the history of the proposal and bid from DGH Construction, review the three quotes once obtained, and approve the spend should all be in order, then report back to the LAC.</i> | <i>SA, AM, AHT</i> | <i>11 Feb, or when three quotes are obtained</i> |
| 235 | Chair's items | | |
| 235.1 | <p><u>1) Parent-Governor Election and Appointment process</u> The Chair informed the Governors that the Election notice was sent out on Friday 10 January 2020, and therefore the closing date for applications would be Monday 27 January 2020. The Chair stated that should the timetable and number of applications permit, the proposed candidate's case would be submitted to the LAC for approval at its next meeting on Tuesday 11 February 2020, and then to the LAT2 Board meeting the following week. The Chair hoped that should this timetable be successful or not the new Parent Governor could at least join as an observer to the LAC from the March meeting. A Governor queried whether any interest had been registered by the time of this meeting. The AHT clarified that there had not as yet.</p> | | |
| 235.1.1 | <p>A Governor suggested that perhaps a sign could be put in reception for parents to see and also a reminder could be sent in the upcoming newsletter. The AHT agreed to action both of these suggestions.</p> | | |
| 235.2 | <p><u>2) Non-LAT Policy Review Schedule</u> The Chair briefed the LAC on the AHT and the Chair's efforts to ensure that the policies were in order and that only current policies are available to staff and the wider school community. The Chair reported that she found that the up-to-date school policies are not all clearly recorded and available to staff on the staff drive, and that some out of date and obsolete polices are stored there. The AHT clarified that all staff had received every policy that had been approved by email, but that the central repository was not in order.</p> | | |



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| 235.3 | The Chair expressed confidence that the hardcopy folder of policies, stored in the office, was now nearly complete with the exception of the following: | |
| | Policy | Action Plan |
| 235.3.1 | 1. Accessibility Plan | The Chair clarified that that the school has a version of this policy but that it is due to be reviewed and approved by the LAC. The AHT agreed to bring this policy to the March meeting of the LAC for review and approval. |
| 235.3.2 | 2. Attendance and Punctuality Policy | The Chair noted that this policy needs to be revised to reflect the ways in which the new software, Arbor Education, has changed the school's approach to attendance and punctuality. The AHT agreed to revise the policy and bring it to the February meeting of the LAC for review and approval. |
| 235.3.3 | 3. CCTV System Policy | The Chair clarified that this policy is now obsolete due to the new collection of data management policies from the LAT. The AHT agreed to ensure that this policy had been removed from any public and staff space by the February meeting of the LAC. |
| 235.3.4 | 4. Collective Worship Policy | The AHT agreed to bring this policy to the February meeting of the LAC for review and approval. |
| 235.3.5 | 5. English as an Additional Language | The Chair clarified that this would now be part of the Inclusion Policy, rather than a separate document. |
| 235.3.6 | 6. Packed Lunch Policy | The LAC agreed to review this policy in Summer 2020. |
| 235.3.7 | 7. Marking Policy | The LAC agreed to review this policy in Summer 2020. |
| 235.3.8 | 8. Safer Recruitment Policy | The Chair agreed to bring this policy to the February meeting of the LAC. |
| 235.3.9 | 9. Homework Policy | LM agreed to include the work being undertaken at the moment on the development of the curriculum and bring this policy to the March meeting of the LAC. |
| 235.4 | The Chair noted that the school does not have a comprehensive set of policies for the staff and governors to refer to, and stated that it needed to resolve how policies are stored online to ensure confidence that staff are acting in line with them. A Governor queried whether policies could be stored on the website. MT volunteered to put | |



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| | <p>policies up on the website, and the AHT agreed that as long as MT could be on site to carry out this work, she would be very grateful for his assistance with that task.</p> | | |
| 235.4.1 | <p>The Chair requested and the AHT agreed to bring a proposed solution and timeline for a secure way to store the school's policies to the February meeting of the LAC.</p> | | |
| 235.4.2 | <p>The Clerk agreed to check whether it was good practice to use the school website as the single central repository for school policies.</p> | | |
| 235.5 | <p><u>3) LAC Effectiveness Review</u> The Chair proposed that this item is postponed to the February meeting of the LAC due to time constraints on this meeting. The LAC agreed.</p> | | |
| 235.5.1 | <p>The Chair encouraged the Governors to consider the strengths, weaknesses, opportunities and threats of the LAC and frankly share them so that the LAC could continue to improve.</p> | | |
| 235.6 | <p><u>4) Spring Term Governors Training</u> The Chair informed the Governors of the following training dates at London Diocesan House, 36 Causton Street, London, SW1P 4AU:</p> | | |
| 235.6.1 | <p>1. Diocese Safer Recruitment one-day training, 9am – 3:30pm 3 March 10 June A Governor queried which Governors should attend this meeting, and suggested that it should be the Chair as the Chair is a consistent member of Recruitment Panels. The Chair agreed.</p> | | |
| 235.6.2 | <p>2. New Ofsted Framework Briefing, 2pm – 4pm, 23 March CT informed the LAC that she had signed up.</p> | | |
| 235.6.3 | <p>3. Making Sense of Primary School Data, 1:30pm – 3:30pm, 12 May MT stated that he would attend this training.</p> | | |
| 235.6.4 | <p>4. New Governor Induction, 4 June The Chair noted that the new Parent Governor should attend this training, and agreed to suggest it once they were appointed.</p> | | |
| 235.6.5 | <p>5. SEN Governor Training, 10am – 12pm, 18 June CT noted that she had signed up to this training already.</p> | | |
| 235.1.1a | <p><i>The AHT to put a sign up in reception to encourage parents to consider applying to be the new Parent Governor, and a reminder to be sent in the upcoming newsletter.</i></p> | AHT | ASAP |



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| 235.3.1a | <i>The AHT to bring the Accessibility Plan policy to the March meeting of the LAC for review and approval.</i> | AHT | 10 Mar |
| 235.3.2a | <i>The AHT to revise the Attendance and Punctuality policy and bring it to the February meeting of the LAC for review and approval.</i> | AHT | 11 Feb |
| 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.</i> | AHT | 11 Feb |
| 235.3.4a | <i>The AHT to bring the Collective Worship policy to the February meeting of the LAC for review and approval.</i> | AHT | 11 Feb |
| 235.3.6a | <i>The LAC to review the Packed Lunch policy in Summer 2020.</i> | ALL | Summer 2020 |
| 235.3.7a | <i>The LAC to review the Marking policy in Summer 2020.</i> | ALL | Summer 2020 |
| 235.3.8a | <i>The Chair to bring the Safer Recruitment policy to the February meeting of the LAC.</i> | Chair | 11 Feb |
| 235.3.9a | <i>LM to include the work being undertaken at the moment on the development of the curriculum and bring the Homework policy to the March meeting of the LAC.</i> | LM | 10 Mar |
| 235.4a | <i>MT to assist the AHT in uploading all necessary policies to the school website.</i> | AHT & MT | 11 Feb |
| 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.</i> | AHT | 11 Feb |
| 235.4.2a | <i>The Clerk to check whether it was good practice to use the school website as the single central repository for school policies.</i> | Clerk | ASAP |
| 235.5a | <i>The LAC to review its effectiveness at its February meeting due to time constraints on the meeting.</i> | ALL | 11 Feb |



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| 235.6.1a | The Chair to attend the Diocese Safer Recruitment one-day training. | Chair | June |
| 235.6.3a | MT to attend the Making Sense of Primary School Data training. | MT | 12 May |
| 236 | Policies for adoption approved by LAT2 Board in January 2020: | AHT/Chair | |
| 236.1 | The LAC was unable to review these policies at this meeting: 1) Sex & Relationships Education Policy prior to Parental consultation The Clerk agreed to amend to Relationship and Sex Education Policy and attach to February meeting papers. | | |
| 236.1.1 | 2) Health, Safety and Security Policy The AHT agreed to complete amendments to this policy and submit to the February meeting of the LAC. | | |
| 236.2 | The LAC reviewed and agreed to adopt the following LAT policies: | | |
| 236.2.1 | 3) Lockdown (Critical Incidents) Policy LM gave clarification on what kind of incident is covered by this policy on request from a Governor. | | |
| 236.2.2 | 4) Managing Industrial Action Policy 5) Accounting Policy 6) Accounting - Anti-Fraud Policy 7) Accounting - Staff Expenses Policy 8) Directors and Governors Allowances & Expenses Policy 9) Finance Manual 10) Finance Manual - Whistleblowing Policy | | |
| 236.2.3 | On the Chair's request, the Clerk agreed to clarify from LW whether there had been a change in the process of how the LAT records its review and amendment of policies. The Chair recalled that LW had said (at the time of academisation) that any changes or new policy text would be highlighted in a different colour or different font. The Chair stated as an example that there were no visibly highlighted sections in the Finance Manual or the Health and Safety Policy, to indicate where the changes had been made. | | |
| 236.1a | The Clerk to attach the Relationship and Sex Education Policy to February meeting papers. | Clerk | 28 Jan |



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| 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> | AHT | 11 Feb |
| 236.2.3a | <i>Clerk to clarify from LW whether there had been a change in the process of how the LAT identifies for LACs the extent to which policies have been changed through the review process.</i> | Clerk | 11 Feb |
| 237 | LAC Monitoring Visits | | |
| 237.1 | <p><u>1. Safeguarding</u> AJ stated that he had carried out the Safeguarding Visit in December but was concerned to discover that the Single Central Register was incomplete, with staff data being inaccurate including start dates, leaving dates and DBS check dates.</p> | | |
| 237.1.1 | <p>The LAC agreed that this was a very concerning outcome which needed to be addressed immediately. The Chair noted that she was confident in the previous safeguarding governor's commitment to ensuring this type of data was accurate, and that since the last Safeguarding Visit in Spring 2019 there had been significant staff changeover which could possibly have caused these errors.</p> | | |
| 237.1.2 | <p>The AHT also clarified that at the time of academisation, the SBM was required to transfer the SCR into a new format, and that data may have been misfiled as part of this process. The AHT noted that this same issue had been highlighted in the recent Financial Audit and agreed on the LAC's request to correct these issues as a matter of urgency and report at the February meeting of the LAC.</p> | | |
| 237.1.2.1 | <p>AJ agreed to assist the SBM to match up staff data regularly.</p> | | |
| 237.1.2.2 | <p>The AHT agreed to ensure that the SBM addresses the Single Central Record errors the day after this meeting.</p> | | |
| 237.1.2.3 | <p>The AHT also agreed to contact HR to find out how often they recommend that DBS checks are renewed.</p> | | |
| 237.1.3 | <p>AJ also highlighted that Governors DBS checks were not recorded on the Single Central Register, and that it appeared that DBS checks were incomplete for AJ and CT. The AHT agreed to the LAC's request to ensure that all Governors were DBS checked and recorded on the Single Central Register, and that AJ and CT's DBS check was progressed as a matter of urgency by a member of the school's office staff.</p> | | |



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| 237.1.4 | AJ raised a query regarding the social care register, asking whether the school helped to educate parents before their children were put on the social care register. The AHT clarified that the purpose of the social care register was to provide parents with that help and that the school is not equipped to provide parenting advice. The AHT also noted that when the school has run programmes to assist and equip parents, they are expensive (costing about £26,000 to run) and have a low impact and low uptake. | | |
| 237.1.5 | AJ queried whether having an electronic system rather than a paper system to record the social care register would save staff time. The AHT responded that there are electronic systems available but that they are expensive and for the number of children the school currently had the paper system works well. | | |
| 237.2 | <p><u>2. Governor Learning Walk (November)</u> LM presented photos of the updated book corner displays following the Governor's Learning Walk feedback. LM stated that the photos were taken on the day of the meeting, and informed the Governors that the book displays are based on the Cornerstones topic for that Year group. LM stated that she intends to keep the photos and build up a reference on the staff drive for teachers to access.</p> | | |
| 237.2.1 | In response to a Governor query, LM also stated that the children love the new displays. | | |
| 237.2.2 | The Governors congratulated LM on the success of the initiative. | | |
| 237.3 | <p><u>3. Upcoming Visit Planning</u> The Chair highlighted that the following themed visits were due to take place:</p> <ol style="list-style-type: none"> 1. GDPR Policy Review by MT and SA 2. Health and Safety Audit by AM | | |
| 237.3.1 | The AHT informed the Governors that she and the SBM were due to have a meeting with the DP Officer on 4 February 2020 at 9:30am and invited MT to attend if he was available. | | |
| 237.1.2a | AHT to work with SBM to correct the data issues as a matter of urgency and report at the February meeting of the LAC. | AHT | 11 Feb |
| 237.1.2.1 a | AJ to assist the SBM to match up staff data regularly. | AJ | Ongoing |



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| 237.1.2.2 a | <i>SBM to address the errors in the Single Central Record the day after this meeting.</i> | SBM | 15 Jan |
| 237.1.2.3 a | <i>The AHT to contact HR to find out how often they recommend that DBS checks are renewed.</i> | AHT | 11 Feb |
| 237.1.3a | <i>The AHT to ensure that all Governors were DBS checked and recorded on the Single Central Register, and that AJ and CT's DBS check was progressed by a member of the school's office staff.</i> | AHT | 11 Feb |
| 238 | Any other matter arising for consideration (declared under Item 5) | | |
| 238.1 | <p><u>1. Term dates for upcoming academic year</u> The AHT stated that staff had requested that the two-week October half term be repeated in the 2020-21 school year, particularly since there is an 18-week autumn term. The AHT noted that the two week October half term worked really well last time, and proposed two models with dates for the Governor's review and approval:</p> <p>Model A: one week for October half term Model B: two weeks for October half term</p> | | |
| 238.1.1 | A Governor queried what was the staff opinion on the different inset structure in Model B. The AHT clarified that the staff had not been impacted previously by the change, and that the new model for inset afternoons was working to everyone's advantage. | | |
| 238.1.2 | In response to a Governor's query, LM noted that a few parents had resisted the change and one had written in to the school to express their view. | | |
| 238.1.3 | The LAC agreed that this decision was operational and therefore for the AHT to make, but requested that the school review this decision on a year by year basis. | | |
| 238.2 | <p><u>Possible change in school telephone provider</u> The AHT tabled a proposal by the SBM to move the school from their current provider to VOIP as the school's contract with their current provider had now expired.</p> | | |
| 238.2.1 | In response to a Governor's query, the AHT noted that that the cost of running the new system was £1587.70 including set up and desk handsets. | | |



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| 238.2.2 | A Governor noted that according to the Finance Manual three quotes are needed, and that the proposed expenditure needed to be mapped to the budget line items so governors could clarify the availability of funds. | | |
| 238.2.3 | A Governor proposed to delegate this decision to SA, the Chair and the AHT, due to the pressing nature of the expired contract. The Clerk advised that delegation of authority was meant to be a rare action and had been resorted to in this meeting for another issue. | | |
| 238.2.4 | A Governor queried the cost of the removal and disposal of the current system as that was not listed in the proposal brought to the LAC. A Governor also queried the cost of the renewal of the current BT contract. | | |
| 238.2.5 | The LAC agreed that the SBM needed to bring a proposal back to the LAC at the February meeting answering these queries along with quotes from two other suppliers. | | |
| 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> | <i>SBM</i> | <i>11 Feb</i> |
| 239 | Items for the next agenda | | |
| 239.1 | There were no additional items to the standing items requested to be added to the next agenda. | | |
| 240 | Date of the next meeting | For information | |
| 240.1 | Next meeting of the LAC will be held on Tuesday 11th February 2020 at 6pm at the School, Forge Lane, Hanworth, TW13 6UN. | | |

Part 1 of the meeting finished at 9:03pm



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

MINUTES

**Meeting of the
Local Academy Committee**

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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 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 **14th January 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