



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 9th June 2020

Time: 6pm

Register of Attendance

PRESENT	
Anne Messer ('Chair')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 04-11-2022</i>
Dionne Hurst ('DH')	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Shehzad Awan ('SA')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10-06-2023</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>
Anita Pinnalawatta ('AP')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10-02-2024</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>
IN ATTENDANCE	
Jen Ciarleglio ('Clerk')	Clerk to the Local Academy Committee
Jodie Knock ('JK')	Deputy Headteacher

Part 1

The meeting started at 6.05pm

Item	Delegatee	Deadline
308	Welcome and introductions	Chair
308.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at 6:05pm	
	The Chair reminded the members of the agreed protocol for Zoom meetings, including:	



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	<ul style="list-style-type: none"> - All attendees should use gallery screen so that they can see each other - All attendees will agree not to record the meeting, and will agree to place themselves in a context where others cannot overhear our discussions - We will use no names of staff or children - instead we will say 'teacher a', 'child b' etc. - We will show our vote by raising a physical hand. 		
309	Opening prayer	DH	
309.1	DH opened the meeting in prayer.		
310	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
310.1	The Clerk informed the LAC that no apologies had been received in advance.		
310.2	The LAC requested the Clerk to update the register of attendance.		
310.2a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
311	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
311.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.		
312	Declaration of any other business	All LAC Governors	
312.1	Three items were noted for discussion under other business.		
312.2	<ol style="list-style-type: none"> 1. New agenda This item was addressed at the beginning of the meeting as, due to a clerical error, the incorrect agenda was distributed before the meeting. The LAC unanimously approved the agenda submitted by the Chair and HT at the beginning of the meeting. 		
312.3	<ol style="list-style-type: none"> 2. Status of school improvement plan going forward, including the Year Planner 		
312.4	<ol style="list-style-type: none"> 3. Staff workload (to be discussed under Part 2) 		
313	Approval of the minutes from the previous LAC Meeting held on 12th May 2020 at 6pm.	Chair	
313.1	The minutes from the previous LAC meeting had been circulated prior to the meeting.		



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313.2	The minutes were held to be a true and accurate record of the meeting.	
313.3	The Chair agreed to sign and date all physical copies of meeting minutes once the school has re-opened sufficiently for the Chair to visit.	
313.4	There were no further amendments .	
313.5	DH agreed to file all signed minutes once the school has re-opened sufficiently for the Chair to visit.	
314	Review of the Actions List and any other matters arising from the minutes of the previous LAC Meeting	Chair
314.1	The following items have further actions :	
314.1.1	296.3.1a	SA to send JK a picture for their Governor ID. JK also confirmed that AP's introduction on the school website was complete. JC to send an email to remind SA.
314.1.2	296.3.5a	LAC members to look at the training, particularly around Safeguarding, available online during the lockdown: www.bettergovernor.co.uk/ www.governorsforschools.org.uk/ Chair requested Governors to email the Clerk when they complete any training so that the Skills Audit can remain up to date.
	*Clerk note SA and AJ entered the meeting 6:15pm	
314.2	The following action was reported on at this point:	
314.2.1	296.3.6a	LM, JK, DH to report back to the LAC on how to distribute books to children at home in place of the Summer Reading and Library Visit initiatives, bearing in mind the constraints the school has.
	LM reported that the school has considered this very carefully, remembering that the school has recently invested heavily in staged books for every Year Group, and must effectively be prepared to lose any books that are sent home.	



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314.2.2	<p>LM stated that in the week of the LAC meeting taking place, the school is trialling the following process for pupils in school:</p> <ul style="list-style-type: none"> - A child picks books from the class library and takes them home, - When the child returns the books, they put them in special returns box in their classroom on a Thursday - The books are isolated in the returns box for the weekend - The books are wiped down on the Monday and returned to the class library. 		
314.2.3	<p>LM reported that this process had so far been successful, and should it continue to be successful, the school may widen the scale of the process, and put a returns box outside the school gate. LM stated that the trial would also include reviewing the additional workload for staff.</p>		
314.2.4	<p>JK noted that the school faces the challenge of parents failing to collect learning packs for the children (they need to come to school to collect these), even in circumstances where the families do not have the technology at home to support online learning. In response to a Governor's query regarding e-learning programmes with translation support, JK noted that the school had provided the children with logins for e-learning, and the take-up had been 40-50%. In response to a Governor's query regarding conducting lessons over Zoom, JK noted that a lot of children only have access to technology via their parents' phones, and the safeguarding issues related to Zoom lessons are prohibitive.</p>		
314.2.5	<p>In response to a Governor's query regarding the cost of postage to send learning packs to those families that weren't collecting them, DH stated that the school did not have the financial or staff resources to post learning packs.</p>		
314.2.6	<p>AP noted that some parents have English as a second language and so cannot help their children with their learning packs. DH noted that the school has telephoned parents and have not had feedback regarding a language barrier, but that she would ask again.</p>		
314.3	<p>All other actions were either completed or on-going.</p>		
314.1.1a	<p>JC to send a reminder email to SA to send JK a picture for his Governor ID.</p>	JC	ASAP
314.1.2a	<p>Governors to email the Clerk when they complete any training so that the Skills Audit can remain up to date.</p>	ALL	Ongoing



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315	Chair's Items	Chair	
315.1	<u>Governors' Annual Report</u> The Chair remarked that the Governors had produced the first annual report ever at the end of the previous academic year, and that she was happy to create a skeleton draft with contributions from other Governors inserted.		
315.1.1	Governors were invited to suggest topics, which included the following: <ol style="list-style-type: none"> 1. how the Governors have assisted the school in dealing with the pandemic 2. the key achievements of the school such as reading, improved learning environments and reading corners 3. the money spent on school improvements such as fire doors and curriculum resources 4. transitioning to Chefs in Schools initiative 5. Two Year 6 pupils being accepted into Hampton School for boys. 		
315.1.2	The following actions were agreed with a deadline of the LAC July meeting: <ol style="list-style-type: none"> 1. The Chair agreed to write a skeleton draft and a Covid19 pandemic summary. 2. CT agreed to write a paragraph on the school's reading achievements and improvements following the Governors Walk. 		
315.1.2a	<i>The Chair to write a skeleton draft of the Governors' Annual Report and include a Covid19 pandemic summary</i>	AM	July meeting
315.1.2b	<i>CT to write a paragraph on the school's reading achievements and improvements following the Governors Walk and send to the Chair for inclusion in the Governors' Annual Report.</i>	CT	ASAP
316	Finance Report		
316.1	DH drew the LAC's attention to the three documents that she had submitted for this meeting's Finance Report: <ol style="list-style-type: none"> 1. Covid19 Statement 2. Monthly Finance Statement 3. Third Quarter Finance Report 		
316.2	DH stated that she was concerned that the monthly statement did not correspond to the quarterly statement. DH informed the LAC that she and the SBM had spoken to Piers		



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	<p>Winrow (PW) and he explained that the income discrepancy was due to the lack of receipt of LA funding for EYFS and SEND, but that he was confident that by the end of the financial year the school's financial position would be clear. DH informed the LAC that PW was due to meet with DH and the SBM in a few weeks' time.</p>
<p>316.3</p>	<p>DH also noted that the overspend was currently approximately £4,000 but that this did not include the items that the Governors had approved throughout the year such as:</p> <ol style="list-style-type: none"> 1. Whiteboards 2. Fire doors 3. Floor cleaner 4. Phone system
<p>316.4</p>	<p>DH noted that if these items were included in the overspend, that would be an additional approximately £24,000, unless those items were taken from the surplus. The Chair reminded the LAC that each of those expenditures had been evaluated against specific line items, as the LAC had not known what the surplus amount was at that time. The Chair noted that the Quarterly Report does not seem to reflect the decisions of the LAC as the expenditures have not been allocated to the line items that were proposed to the LAC. The Chair noted that although PW and the SBM seemed to be familiar with the financial reports, the LAC was unable to carry out their duty of holding the school to account if they were not able to understand the finance reports, and this difficulty was increased by the fact that the monthly financial report and the quarterly financial report figures did not correspond.</p>
<p>316.5</p>	<p>The Finance Link Governor put a number of questions to the HT from the three finance documents received with the following actions agreed:</p> <ol style="list-style-type: none"> 1. The Clerk to request that PW and the SBM attend the July LAC meeting, as well as every meeting in 2020-2021 where the Quarterly Finance Reports are being discussed. 2. DH agreed to source three quotes on disinfectant spray equipment and bring them back to the next LAC meeting. 3. DH clarified that the church playgroup is not using the nursery. 4. The Chair to follow up with SBM to ensure that every item the LAC has approved spending for should be reflected in the finance report and submitted at the next meeting. 5. The Chair to raise the LAC's concerns with the finance reports with the LAT2 Board should they be unable to resolve them at the next meeting.
<p>316.6</p>	<p>A summary of the queries raised and observations made against the Monthly and Quarterly Reports follows:</p>



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1. SA **noted** that the LAC had previously agreed that PW and SBM would attend the LAC meetings where the Quarterly Reports were due to be reviewed.
2. DH **reported** that she has found the finances of an academy very different from pre-academisation.
3. Capital Funding has been **included** in the Quarterly Report, but will come out again.
4. The LA **provides** its EYFS and SEN funding throughout the year at unscheduled times.
5. The LA's new SEN funding formula had been **received** by the school on the day of the LAC meeting, which DH will be reviewing shortly.
6. The LA held a consultation on Ocean Centre funding which JK completed with the school's Ocean Centre lead, and the LA have now **changed** the way they fund the Ocean Centre but they did not follow the school's recommendation.
7. The LA group payments to the school together without providing a breakdown, and withdraws money owed by the school from the payments they make, so it is very **difficult** to be clear on what the LA owes the school, and what the school owes the LA.
8. The main LA staff member that the school worked with has recently **left** the LA so that might explain some of the communication issues with the LA.
9. The school must insist that it receives a **breakdown** of every charge and payment from the LA.
10. A100 Salaries The school will **save** on salaries as the vacant post of TA in the Ocean Centre has not been filled due to the partial school closures.
11. A300 Other Staff Costs The school had made payments of approximately £10,000 out of this line item due to **two** staff members being signed off by Occupational Health.
12. B100 Repairs and Maintenance The school **hired** a company to clean the school with disinfectant spray at a cost of £840. The company kindly suggested the school purchase their own equipment as it would be more cost-effective. DH **agreed** to source three quotes and bring them back to the next LAC meeting.
13. I940 Catering Income The school is **collating** a list of pandemic costs to claim from the government, although the guidance states that lost income cannot be claimed against, only additional expenses. The school is spending more on food as pupils are not allowed to bring in lunch boxes, so it is worth keeping a record of meals that would have to be paid for under normal circumstances, as that would be an additional expense.
14. I950 Other Income The school will **not** be receiving any income from letting the grounds to an outside football club in the holidays.



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	<p>15. The school had concluded that it would not apply for government funding to furlough staff, as the amount provided balanced against the negative impact on staff would not be worth it.</p> <p>16. Monthly budget codes should be reviewed and streamlined.</p>		
316.5a	<i>The Clerk to request that PW and the SBM attend the July LAC meeting, as well as every meeting in 2020-2021 where the Quarterly Finance Reports are being discussed.</i>	JC	ASAP
316.5b	<i>DH to source three quotes on disinfectant spray equipment and bring them back to the next LAC meeting.</i>	DH	July meeting
316.5c	<i>The Chair to follow up with SBM to ensure that every item the LAC has approved spending for should be reflected in the finance report and submitted at the next meeting.</i>	AM	July meeting
316.5d	<i>The Chair to raise the LAC's concerns with the finance reports with the LAT2 Board should they be unable to resolve them at the next meeting.</i>	AM	September
317	Headteacher's Report	DH	
317.1	The Chair thanked DH for her written report, including the material on Covid19, and reminded the LAC that they had agreed to take the Headteacher's report as read, and invited questions, following any further updates from DH.		
317.2	<u>Covid-19 and Risk Assessments for school re-opening</u> DH further commented that the school's risk assessments were all complete, including the assessments for the Oceans Centre and for all staff members. The LAC agreed to approve the changes to the risk assessments.		
317.2.1	DH commented that Year 5 were a priority group to return to school, and the school would consider them returning based on the numbers returning from Reception classes, otherwise will keep to the current plan of them returning a month before the end of term. Following a question from a Governor, DH clarified that the school would be opening first to Year 6, then to Early Years and Year 1, then possibly Year 5. DH stated that while social distancing rules were applicable there was simply no more room on school ground to bring in other Year Groups.		
317.2.2	In response to the Chair's question regarding whether the RAs had omitted any risks that had come up since the school had opened, DH clarified that there were certain interactions that had needed to be reconsidered such as how children dropped off their		



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	dinner plates following lunch, but that the RAs had been written in a way that at the current level of risk management they did not need to be redrafted.
317.2.3	In response to the Chair's question regarding how the school is upholding their Christian vision and ethos with the limitations to collective worship, DH clarified that each class teacher should be conducting their own assemblies each day. Another Governor gave an example of another school that was streaming the HT's assembly message into each class room, along with any particular announcements to ensure consistency of message.
317.2.4	LM noted that the Year 6 children have re-adjusted really well after being nervous of the changes initially, as well as catching up quickly in their studies.
317.3	<u>Curriculum Update</u> JK informed the LAC that prior to school reopening a lot of progress had been made on the curriculum for next year, including factoring in an increase of outdoor learning due to the pandemic, and that the curriculum should be ready by September.
317.3.1	In response to a Governor query, JK clarified that the curriculum was being written as if 100% of children were back at school, but if less than that were back due to the pandemic the curriculum would have to be adjusted.
317.3.2	In response to a Governor's query regarding further communication with parents on the school's preparation for the children returning, as parents were keeping children at home for fear of the virus, DH confirmed that the school newsletter had a picture of the cleaning company disinfecting the school. DH stated that a lot had been communicated to reassure parents, and the remainder would be parents gaining confidence through word of mouth. To build further confidence, DH confirmed that she would put some more pictures in the next newsletter and JK agreed to put some pictures showing the precautions the school was taking up on the website.
317.3.3	In response to a Governor's question on whether LW should send out a letter to parents, the Chair clarified that schools across the LATs were taking different approaches and so a letter from the CEO would not be practicable. However, the Chair agreed that the LAC could send a letter showing support for the senior leadership team.
317.4	<u>Staffing</u> DH informed the LAC that the school had received a resignation, for which they had held two interviews and had appointed a gentleman who had interviewed very well, subject to references and DBS.



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317.3.2a	<i>JK to update the website with pictures showing the hygiene precautions the school was taking.</i>	<i>JK</i>	<i>ASAP</i>
317.3.3a	<i>The Chair to draft a letter to parents from the LAC regarding the precautions the school was taking to be ready for the return of the children.</i>	<i>AM</i>	<i>ASAP</i>
318	Policies for adoption approved by LAT2 Board in June 2020:	DH/Chair	
318.1	The Chair confirmed that there were no LAT2 Board Policies to adopt.		
319	Non-LAT School Policies for Review and Approval by LAC	DH/Chair	
319.1	The Chair confirmed that there were no School policies to adopt.		
320	Any other matter arising for consideration (declared under Item 5)		
320.1	<p><u>SEIP</u> The Chair reminded the LAC that DH had produced a draft SEIP last autumn according to the LAT2 Board specifications, but it had not yet been reviewed or approved by the LAC because HTs had given the LAT2 Board feedback that the format was unwieldy. The Chair stated that this was still the position when DH went on sabbatical at the end of autumn term. The Chair then explained that the Covid19 pandemic had thus far put all strategic planning on hold, and the Chair and DH suggested that the school finalise a SEIP for the forthcoming school year, which would also account for the learning gap caused by the pandemic, so that the Governors had a document to hold the school to account from the autumn.</p>		
320.1.1	DH noted that she hoped to have a plan encompassing a two-year period by the July meeting, and if not definitely by the September LAC meeting.		
320.2	<p><u>Year Planner</u> The Chair stated that the SEIP needed to be finalised before the LAC's Year Planner could be completed.</p>		
321	Items for the next agenda		
321.1	There were no additional items to the standing items requested to be added to the next agenda.		
322	Date of the next meeting	For information	



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

MINUTES

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322.1	The next meeting of the LAC will be held on Tuesday 7th July 2020 at 6pm virtually via Zoom.
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Part 1 of the meeting finished at 7:51pm

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 **9th June 2020** virtually via Zoom at 6pm.

Signed: _____

Date: _____

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