



## Meeting of the Local Academy Committee

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

**Date:** Tuesday 10<sup>th</sup> March 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>
Jodie Knock ('JK')	Acting 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>
Anne Messer ('Chair')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 04-11-2022</i>
Anita Pinnalawata ('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
Liz Wolverson ('LW')	CEO of LDBS Academies Trusts
Piers Winrow ('PW')	Finance Manager of LDBS Academies Trusts
Paulette Wynter ('SBM')	School Business Manager



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### Part 1

*The meeting started at 6.02pm*

Item		Delegatee	Deadline
<b>268</b>	<b>Welcome and introductions</b>	<b>Chair</b>	
268.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at <b>6:02pm</b>		
<b>269</b>	<b>Opening prayer</b>	<b>Chair</b>	
269.1	The Chair <b>opened</b> the meeting in prayer.		
<b>270</b>	<b>Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences</b>	<b>Chair / Clerk</b>	
270.1	The Clerk <b>informed</b> the LAC that <b>no apologies</b> had been received in advance.		
270.2	The LAC <b>requested</b> the Clerk to update the register of attendance.		
270.2a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
<b>271</b>	<b>Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda</b>	<b>All LAC Governors</b>	
271.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.		
<b>272</b>	<b>Declaration of any other business</b>	<b>All LAC Governors</b>	
272.1	Three items were noted for discussion under other business. <ul style="list-style-type: none"> <li>- Logistics for Parents Evening and topics covered by the Parent Survey</li> <li>- Spending Requests from the SBM and the Premises Manager</li> <li>- 2020-2021 Budget briefing by PW, Finance Manager</li> </ul>		
<b>273</b>	<b>Approval of the minutes from the previous LAC Meeting held on 11<sup>th</sup> February 2020 at 6pm.</b>	<b>Chair</b>	
273.1	The minutes from the previous LAC meeting had been circulated prior to the meeting.		



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273.2	The minutes were <b>held</b> to be a <b>true and accurate</b> record of the meeting.			
273.3	The minutes were <b>signed and dated</b> by the Chair.			
273.4	There were <b>no further amendments</b> .			
274.5	The signed minutes were passed to JK for filing.			
274.5a	<i>File the signed minutes from the previous LAC meeting.</i>	JK	ASAP	
<b>275</b>	<b>Review of the Actions List and any other matters arising from the minutes of the previous LAC Meeting</b>	<b>Chair</b>		
275.1	The LAC Governors noted that <b>all actions</b> arising from the previous meeting had been <b>completed</b> with the following updates:			
275.1.1	253.1a	<i>JK to extend the LAC's open invitation for the PTA Chair to attend a LAC meeting this academic year.</i> As the current PTA Chair had had to resign due to work commitments, the school is currently advertising for a new PTA Chair. JK agreed to extend this invitation to the new PTA Chair once they had been recruited.	JK	ASAP
	254.1.1a	<i>The LAC to ensure that all its members underwent Safeguarding Training / Safer Recruitment training.</i> The LAC members agreed to find Safeguarding training that is suitable and to report back on their completion of it by the next meeting. CT was scheduled to attend the LDBS Safer Recruitment training on 10 June 2020.	ALL	ASAP
275.1.3	254.1.4a	<i>JK to contact the HT from the other LAT2 school to ask how Ofsted had investigated their safeguarding procedures in their recent inspection.</i> Stanwell Fields fed back that the audit carried out by LDBS adviser Helen Ridding was useful, but Helen Ridding had advised St Richard's to complete the LA audit.	JK	March meeting



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		LW advised that the requirement for St Richard's is to comply with the KCSiE legislation, not the LA, and that it might be advisable to invite Helen Ridding to St Richard's to carry out an audit. JK agreed to contact Helen Ridding to schedule an LDBS audit.		
275.1.4	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> The Clerk fed back that the LDBS had confirmed that the school was coming to the end of the first cycle of the LDBS policies, and that in future when any changes were made they would be highlighted with a colour change so the Governors would not have to scrutinise the entire document again. LW also confirmed this practice would be continued.	Clerk	March meeting
275.1.5	252.1.5a	<i>AJ to review the data in March once the SBM had fully populated the new system, and to confirm with JK whether any further action is needed.</i> SBM had not yet fully populated the new system at the time of the meeting, AJ and SBM agreed to meet in mid-April to review the data.	AJ	April
275.1.6	231.1.4a	<i>(215.4a) JK to present the wish list at the March meeting.</i> Deferred to the May meeting as the outcome of the capital bid is still unknown. Clerk to add to the May agenda.	JK	Deferred to May meeting
275.1.7	235.3.4a	<i>JK to bring the Collective Worship policy to the March meeting of the LAC for review and approval.</i> The Collective Worship Policy and the RE Policy have been separated into two policies, one to be considered at this meeting, and the other, the Collective Worship Policy, to be considered in May. The Clerk to add the Collective Worship Policy to the May agenda.	JK	May meeting



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275.1.8	252.1.1a	<i>The Chair to bring the CCTV Policy back to the March meeting due to further information becoming available. Deferred to the May meeting, Clerk to add to the May agenda.</i>	Chair	<i>Deferred to May meeting</i>
275.1.9	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. Deferred to the July meeting, Clerk to add to the July meeting agenda.</i>	LM	<i>Deferred to July meeting</i>
The Chair <b>noted</b> that the following action items are ongoing:				
	231.1.5a	<i>CT to take responsibility for the termly monitoring visit related to the Children with Medical Conditions Policy.</i>	CT	<i>Spring Term</i>
	231.1.5.1a	<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	<i>Easter</i>
	235.6.3a	<i>MT to attend the Making Sense of Primary School Data training.</i>	MT	<i>12 May</i>
	254.1.1e	<i>The Safeguarding Link Governor would work with JK to create a Safer Recruitment checklist for the school's use when hiring agency staff, and would bring that checklist to the LAC for approval.</i>	AJ, JK	<i>May meeting</i>
	257.1b	<i>JK 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>	JK	<i>May meeting</i>
	217.2.5a	<i>LM to report to the Governors on the outcome of the Summer Reading and Library visit initiatives.</i>	LM	<i>July meeting</i>
	233.1.6.4a	<i>LM to report back to the LAC in the Summer Term on the effectiveness of the phonics interventions in KS2.</i>	LM	<i>Summer Term</i>



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	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
	254.1.1c	<i>The Safeguarding Link Governor would annually go through the HR files to review the questions asked at interviews.</i>	AJ	Summer Term
	237.1.2.1a	<i>AJ to assist the SBM to match up staff data regularly.</i>	AJ	Ongoing
275.1.1a	<i>JK to extend the LAC's invitation to attend a meeting this year to the new PTA Chair once they had been recruited.</i>		JK	ASAP
275.1.2a	<i>The LAC members agreed to find Safeguarding training that is suitable and to report back on their completion of it by the next meeting.</i>		ALL	May meeting
275.1.2b	<i>CT to attend LDBS Safer Recruitment Training</i>		CT	June
275.1.3a	<i>JK to contact Helen Ridding to schedule an LDBS audit.</i>		JK	May meeting
275.1.5a	<i>(252.1.5a) AJ and SBM agreed to meet in mid-April to review the Single Central Record data.</i>		AJ, SBM	May meeting
275.1.6a	<i>(231.1.4a) Clerk to add the presentation of the wishlist to the May agenda.</i>		JC	28 April
275.1.7a	<i>(235.3.4a) The Clerk to add the Collective Worship Policy to the May agenda.</i>		JC	28 April
275.1.8a	<i>(252.1.1a) Clerk to add the CCTV Policy to the May agenda.</i>		JC	28 April
275.1.9a	<i>(233.3.3a) Clerk to add LM's report back on the new intervention schedule approach to the July meeting agenda.</i>		JC	23 June
<b>276</b>	<b>Finance Report</b>		<b>SBM and Piers Winrow</b>	
276.1	The Chair <b>invited</b> PW and the SBM to give the Finance Report following this information:			



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276.1.1	<p>PW <b>informed</b> the LAC that, whereas previously he had informed SA and the LAC that the school would finish the academic year with a saving of £51,000, there were two factors that had contributed to the <b>projected variance for this year now being - £99,000</b>, although once the Early Years funding has been received this will <b>reduce to - £85,000</b>:</p> <ul style="list-style-type: none"> <li>- The LA and academies run on different financial years (LA April – March, and academies September – August).</li> <li>- It was unclear from the LA data that pupil funding from the borough (£85,000) was included in the overall GAG funding amount.</li> </ul>
276.1.2	<p>PW <b>clarified</b> that the school was likely to end the year on budget or a small underspend as savings are made in other areas.</p>
276.1.3	<p>In response to a Governor query, PW <b>noted</b> that a buffer had been budgeted in, and the reserve surplus of £138,000 which was not listed in this budget report was available but PW <b>advised</b> that it should not be used for day-to-day expenses.</p>
276.1.4	<p>In response to a Governor query on whether this uncertainty was the same for all schools, PW <b>clarified</b> that it was, and that the LA would only make its finance decisions in February of each year, and so the budget would always be set on historical information. PW <b>encouraged</b> the school to respond promptly to any financial consultation with the LA.</p>
276.1.5	<p>In response to LM's query regarding the budget for next year's curriculum resources, PW <b>advised</b> the school to time the expenditure for those resources in order for them to come out of next year's budget.</p>
276.1.6	<p><u>Finance Report:</u> PW <b>briefed</b> the LAC on the significant spends so far this year:</p> <ul style="list-style-type: none"> <li>- A100 Salaries: Only DH's salary had been changed, no one else's salary adjustments had been accounted for.</li> <li>- A200 Supply Staff Costs: There have been five long term supply teachers, two PPA supply teachers and two long term sicknesses accounted for in this budget.</li> <li>- A500 Staff Insurances: The school has bought no insurance this year, so it can put the money in this budget line toward the supply budget.</li> <li>- B100 Building Repairs and Maintenance:</li> </ul>



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276.1.7	<p>The school will possibly have a deep clean in the Easter holidays, one cleaner has been made redundant, but the school may need an additional cleaner to help with the deep clean. In response to a Governor's query, the SBM clarified that deep cleans are scheduled for Easter and Summer, as well as the kitchen annually.</p> <ul style="list-style-type: none"> <li>- B200 Other Occupancy Costs: The SBM listed the following items to be completed this year: <ul style="list-style-type: none"> <li>- Tree survey,</li> <li>- Playground drainage survey due to regular flooding</li> </ul> </li> <li>- B400 Technology Costs: The spend under this budget item was for the recent whiteboards purchase and installation.</li> </ul> <p>The Chair <b>thanked</b> PW and the SBM for their report and they left the meeting at 6:53pm.</p>
<b>277</b>	<b>(Acting) Headteacher's Report</b>
277.1	<p>The Chair <b>thanked</b> JK for her written report, and reminded the LAC that they had <b>agreed</b> to take the report as read, and <b>invited</b> questions, following any further updates from JK.</p>
277.2	<p><u>Roll</u> The Chair <b>noted</b> that the Pupil Premium Grant remains high, which has an effect in the school's results and other areas. No other Governors had any other questions on this section.</p>
277.3	<p><u>Attendance</u> The Chair <b>noted</b> that the Arbor Education system made following up on pupil absences much easier, including referrals to the Education Welfare Service. JK <b>informed</b> the LAC that letters to parents regarding children's absence were sent out weekly.</p>
277.3.1	<p>In response to the Chair's query, JK <b>clarified</b> that there had not been any further improvement in pupil attendance. JK <b>highlighted</b> that 9.8% is the national average for persistent absence.</p>
277.3.2	<p>JK also <b>informed</b> the LAC that Arbor has a coronavirus code, so the school would be able to monitor absences related to the outbreak.</p>





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277.3.3	JK <b>highlighted</b> that where children were being kept at home due to the family's concerns regarding the coronavirus that the school had sent the parents a letter explaining that the child would still be recorded as absent.
277.3.4	A Governor <b>congratulated</b> the school on its clear and informative web page on the coronavirus outbreak.
	<u>Behaviour</u>
277.4	A Governor <b>commended</b> the school on dealing with the incident involving a child with SEND.
277.4.1	The Chair <b>queried</b> how the increased number of exclusions were impacting teaching and learning objectives. LM <b>informed</b> the LAC that the children were responding positively to a zero-tolerance approach to applying the behaviour policy.
277.4.2	JK <b>noted</b> that two children in the Ocean Centre were looking to be transferred as they needed a different type of provision.
277.4.3	The Chair <b>queried</b> the effect the interventions have on teaching and learning for SATS. LM <b>informed</b> the LAC that exclusion is the school's last resort as it does affect the child's learning, however the school has a responsibility for the rest of the class. LM <b>noted</b> that exclusions are having the desired effect, and most parents are on board and supportive of the school's approach. A Governor <b>queried</b> whether the school liaises with Social Services. JK <b>informed</b> the LAC that in some cases behaviour support appointments have not been kept, but warnings have been effective on the whole.
277.4.4	In response to a Governor query on whether exclusions affect the money the school receives for pupils, JK <b>informed</b> the LAC that funding for pupils is received at the beginning of the financial year.
277.4.5	In response to a Governor query on how exclusions affect the school's SATs results, LM <b>explained</b> that SAT results are allocated to the school if a child is on the school's roll, so if they have been permanently excluded or managed transferred they are no longer on roll.
277.4.6	In response to a Governor query on how exclusions reflect the school's Ofsted outcome, JK <b>made</b> the following points:



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	<ul style="list-style-type: none"> <li>- Ofsted will only consider this year's results, as the school is considered a new school since academisation.</li> <li>- If the Ocean Centre results were separated from the rest of the school's results, the school's results will be well above average.</li> </ul> <p>The Chair <b>noted</b> that the new Ofsted Framework was no longer as data driven as previously. LM <b>noted</b> that it was still unfortunate that the Framework was attainment driven, and not progress driven.</p>
277.5	<p><u>Staff Update</u></p> <p>The Chair <b>noted</b> that it was excellent news that the school had managed to recruit a TA that met the school's requirements.</p>
277.5.1	<p>JK <b>highlighted</b> that staff welfare was a currently concern, and was also impacting the school's budget, due to several staff being absent. LM <b>noted</b> that it was difficult for the school to focus on improving teaching and learning provision with supply teachers who were employed on a week-by-week basis, as the permanent staff could be back any time or could provide a doctor's note and be signed off for longer.</p>
277.5.2	<p>In response to a Governor's query on what the school was doing to address staff welfare, LM <b>noted</b> that the school was looking into mental wellbeing training for staff.</p>
277.5.3	<p>In response to a Governor's query on whether there was a pattern to the staff absences, LM <b>clarified</b> that they were all unique cases, where unfortunate events had occurred.</p>
277.5.4	<p>In response to a Governor's query on whether staff wellbeing was a nationwide issue, LM <b>stated</b> that standards were high which meant workloads were high.</p>
277.5.5	<p>In response to a Governor query on whether there were any ways in which the school culture is <b>not</b> contributing to staff wellbeing, LM <b>listed</b> the following provisions made for staff:</p> <ul style="list-style-type: none"> <li>- PPA time can be taken at home.</li> <li>- Staff are given a day at home to write school reports.</li> </ul> <p>The Chair <b>noted</b> that this provision is for teachers not for TAs, and requested that the school keep a watching brief on this area.</p>
277.6	<p><u>Teaching &amp; Learning</u></p> <p>JK <b>noted</b> that she is doing the Year 2 interventions as HK is not currently able to support the interventions as she did in the first Spring half term. The Chair <b>noted</b> that it was great news that the interventions had been showing success in Spring 1.</p>



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277.6.1	The Chair <b>queried</b> what the Year 1 solution would be if JK was covering Year 2. LM <b>noted</b> that HK would be covering Year 1 from Monday.
277.6.2	JK <b>noted</b> that the SEN leader from St Paul's was coming in to help as JK is not SENCO trained, and there is no one else at the school who has the capacity to fulfil the role in the SEND leader's absence. JK <b>informed</b> the LAC that the school is looking at paying a SENCo for one day a week should the school's SEND leader be signed off further.
277.6.3	In response to a Governor query on how JK is handling her workload with the absence of one Assistant Head, JK <b>noted</b> that LM had been very supportive recently, acting more as a Deputy Head rather than Assistant Head.
277.6.4	A Governor <b>noted</b> that teacher absences will impact children, and another suggested that the school ask parents to volunteer for help with reading. LM <b>agreed</b> to request parents to do this, and also asked parent governors to ask parents they knew as well. A Governor queried whether parents need to be DBS checked, and JK <b>said</b> that there is a different process for parents which is quicker.
277.6.5	JK <b>noted</b> that the school continues to monitor the quality of supply teachers provided by the agency. LM <b>noted</b> that supply teachers' lesson plans are reviewed by LM and HK which also adds to their workload but is necessary.
277.7	<u>Finances</u> The Chair <b>noted</b> that this item had been discussed with PW in detail.
277.8	<u>Building Update</u> The Chair noted that to thank the school for allowing them to use the school premises, the Church had offered to fit the offices and two school halls with new blinds. They had also paid for a new projector and screen in the main school hall.
277.8.1	JK <b>informed</b> the LAC that the playgroup was asking to continue using the school facilities for the next half term, and JK had stipulated to the playgroup that they must commit to adding children to the school nursery if they want to stay long term.
277.9	<u>SEIP</u> The Chair <b>remarked</b> that World Book Day had been a great day for the pupils and the school.



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277.9.1	The Chair also <b>noted</b> that the curriculum is looking great. JK <b>highlighted</b> that the planning is taking longer than expected. The Chair <b>queried</b> whether the timetable is at risk, JK <b>confirmed</b> that it wasn't, and couldn't be.	
277.9.2	The Chair <b>queried</b> whether there were any other comments, which there were none.	
277.10	<u>SIAMS</u> The Chair <b>noted</b> that it was encouraging that Jane Glenister was bringing in Mary Thorne, the Primary RE Adviser at LDBS to visit the school.	
277.11	<u>Coronavirus Update</u> In response to a Governor query regarding the school's contingency plan regarding the coronavirus, LW <b>stated</b> that the LDBS was expecting the government to order schools to close with the exception of the children of key workers.	
277.12	<u>Update on the boys who had sat the entrance exams for Hampton Boys School</u> LM was very happy to <b>announce</b> that two out of the three boys who sat the exam were offered places, one with a full bursary for the first year, the other was first on the waiting list for a bursary and that Hampton Boys school were pursuing other funding options as they were very keen to have him.	
<b>278</b>	<b>Chair's Items</b>	<b>Chair</b>
278.1	<u>1. Non-Teaching Staff Panel</u> The LAC <b>approved</b> the Panel to consist of the following members, and the Chair agreed to coordinate a meeting in April or May:  Anne Messer – Chair of the Local Academy Committee Dionne Hurst – Headteacher Shehzad Awan – Governor Mayank Taneja – Governor	
278.2	<u>2. New Yearly Planner and Agenda format</u> The LAC <b>agreed</b> to review the document the Chair and JK had prepared before the next meeting, and in the light of the following, send feedback to the Chair by mid-April: - Does it reflect the requirements of the DfE Governance Handbook (link <a href="#">here</a> )	



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	<ul style="list-style-type: none"> <li>- Does it add value to the roles of the members of the LAC?</li> <li>- Does it assist the LAC in being objective?</li> <li>- Does it ensure the LAC does not repeat the work of the Quality Assurance Report?</li> </ul> <p>The Chair also <b>welcomed</b> suggestions from Governors on checklists of questions, particularly around Finance.</p>		
278.2.1	<p>In response to a Governor's query on whether there was any training for Governors on the Curriculum and what Ofsted expected Governors to know about it, a discussion was had, and the LAC <b>concluded</b> that although the Curriculum is operational, the LDBS general Ofsted training on 23 March would be useful for Governors to attend. A Governor also <b>highlighted</b> that subscriptions to the Key and the NGA were also useful.</p>		
278.3	<p><u>3. Governor Walk</u> The LAC <b>agreed</b> for the next Governor Walk to be scheduled for Tuesday 5 May 2020, Governors were reminded that they were welcome to attend the school assembly which begins at 8:50am. The Clerk <b>agreed</b> to compile the Governor Walk Topics that had been listed at previous meetings.</p>		
278.4	<p><u>4. Thanks to Jodie as Dionne returns from sabbatical after Easter</u> On behalf of the LAC the Chair <b>thanked</b> JK for her performance in her role as Acting Headteacher and highlighted the following points that the LAC had particularly appreciated:</p> <ul style="list-style-type: none"> <li>- JK had been very organised, especially with regards to the school policies.</li> <li>- JK had been willing to learn and grow in the role.</li> <li>- JK had tackled the multiple uniquely challenging issues that had arisen with aplomb.</li> <li>- JK had been willing to seek advice when necessary.</li> <li>- JK and LM had been a successful and hardworking team, together with HK.</li> </ul>		
278.1a	<i>The Chair to coordinate a meeting of the Non-Teaching Staff Panel in April or May.</i>	<i>AM</i>	<i>End of March</i>
278.2a	<i>The LAC to review the document the Chair and JK had prepared and send feedback to the Chair by mid-April based on the points listed in the minutes.</i>	<i>ALL</i>	<i>15 April</i>



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278.3a	<i>The Clerk to compile the Governor Walk Topics that had been listed at previous meetings in time for the next Governor Walk on Tuesday 5 May 2020.</i>	JC	4 May
<b>279</b>	<b>Policies for adoption approved by LAT2 Board in January 2020:</b>	<b>JK/Chair</b>	
279.1	<u>1. Medicines and Supporting Pupils at School with Medical Conditions Policy</u> The LAC <b>reviewed</b> and agreed to <b>adopt</b> the Medicines and Supporting Pupils at School with Medical Conditions Policy.		
279.2	<u>2. Admissions Policy</u> The LAC <b>reviewed</b> and agreed to <b>adopt</b> the Admissions Policy.		
279.3	<u>3. Local Academy Committee - Governor Role Description</u> The LAC <b>reviewed</b> and agreed to <b>adopt</b> the Local Academy Committee - Governor Role Description.		
279.4	<u>4. Physical Restraint Policy</u> The LAC <b>reviewed</b> and agreed to <b>adopt</b> the Physical Restraint Policy.		
279.5	<u>5. Health, Safety &amp; Security Policy</u> The LAC <b>reviewed</b> and agreed to <b>adopt</b> the Health, Safety & Security Policy.		
<b>280</b>	<b>Non-LAT School Policies for Review and Approval by LAC</b>	<b>JK/Chair</b>	
280.1	<u>1. Admissions Policy</u> The LAC <b>reviewed</b> and <b>approved</b> the Non-LAT Admissions Policy.		
280.2	<u>2. RE Policy (including RE Statement of intent)</u> The LAC <b>reviewed</b> and <b>approved</b> the RE Policy, and noted that the Collective Worship Policy will be a separate document.		
280.3	<u>3. Safer Recruitment Policy</u> The LAC <b>reviewed</b> and <b>approved</b> the Safer Recruitment Policy.		
280.4	<u>4. Homework Policy</u> The LAC <b>reviewed</b> and <b>approved</b> the Homework Policy.		



## Meeting of the Local Academy Committee

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**Time:** 6pm

280.5	<u>5. Relationships &amp; Sex Curriculum Framework</u> The LAC noted that the LAT Policy had been adopted previously, but <b>reviewed</b> and <b>approved</b> the Relationships & Sex Curriculum Framework that was specific to the school. The Chair <b>reminded</b> the LAC that the Framework was subject to parental consultation, and if there was feedback the Framework would return to the May meeting, but if there was no feedback the Framework would be implemented as it now stands. JK <b>noted</b> that the Government had increased the amount of the Curriculum that was statutory, and depending on the level of parental response the school was open to scheduling an additional Parents Evening for discussion. In response to a Governor's query, the Chair <b>confirmed</b> that RE education was compulsory.		
<b>281</b>	<b>LAC Monitoring Visits</b>		
281.1	<u>1. Website Audit Report</u> The Chair <b>thanked</b> MT for his website audit report, MT <b>agreed</b> to send the report to JC to upload to GovHub.		
281.2	<u>2. Governor Budget Meeting Report</u> The LAC <b>thanked</b> SA for his report, the contents of which had been discussed with PW and SBM earlier in this meeting.		
281.3	The Chair <b>noted</b> that there were two further Governor Visits due to be carried out shortly, and <b>agreed</b> to carry out the Health and Safety Audit as the Link Governor, and CT <b>agreed</b> to carry out the Medicines and Supporting Pupils at School with Medical Conditions Visit with Agnieszka Wojtas, the School Administrator.		
281.1a	<i>MT to send his website audit report to the Clerk to upload to GovHub.</i>	<i>MT</i>	<i>ASAP</i>
281.3a	<i>The Chair to carry out the Health and Safety Audit as the Link Governor.</i>	<i>AM</i>	<i>Before Summer Term</i>
281.3b	<i>CT to carry out the Medicines and Supporting Pupils at School with Medical Conditions Visit with Agnieszka Wojtas, the School Administrator</i>	<i>CT</i>	<i>Before Summer Term</i>
<b>282</b>	<b>Any other matter arising for consideration (declared under Item 5)</b>		
282.1	<u>Logistics for Parents Evening and topics covered by the Parent Survey</u> The LAC <b>agreed</b> the final timetable for the Governors' Table at the upcoming Parents Evening:		



Meeting of the  
Local Academy Committee

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Date: Tuesday 10<sup>th</sup> March 2020

Time: 6pm

		Tue 17-March 2020	Thu 19-March 2020	
		15:30 - 16:00	CT and AM	SA and AM
		16:00 - 17:00	CT and AM	SA and AM
		17:00 - 18:00	MT and AJ	---
		18:00 - 19:00	MT and AJ	---
282.2	In response to a Governor query, JK <b>informed</b> the LAC that the questions on the Parent Survey are set.			
282.3	JK <b>agreed</b> to provide lanyards for MT, AP and SA, and MT, AP and SA agreed to send JK a picture for their Governor ID.			
282.4	<p><u>Spending Requests from the SBM and the Premises Manager</u></p> <p>1. VOIP - The Chair <b>informed</b> the LAC that this item had come up following the distribution of the agenda, and proposed that a small committee comprised of the following should meet after the Parents Evening on Thursday 19 March 2020 to consider the SBM's proposal:</p> <p>The Chair, Anne Messer The Finance Link Governor, Shehzad Awan The School Business Manager, Paulette Wynter.</p>			
282.4.1	The LAC <b>agreed</b> to delegate responsibility on this decision to this committee, and to receive a report back at the next meeting.			
282.5	2. Fire Doors – JK <b>informed</b> the LAC that the two fire exit doors to the playground needed to be replaced due to safety, and that the Premises Manager had <b>submitted</b> a spend request against budget code B100, and recommended Pro Door as the cheapest at £7,692.			
282.5.1	After discussion, the Governors <b>approved</b> the spend, but requested that DGH Construction be contacted and asked to price match Pro Door's quote, as they have experience with the school and would be eager to keep the school's business.			
282.1a	Governors to attend Parents Evening to the following schedule:		CT, AM, MT, AJ, SA	17 March
		Tue 17-March 2020	Thu 19-March 2020	
		15:30 - 16:00	CT and AM	SA and AM





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	16:00 - 17:00	CT and AM	SA and AM		
	17:00 - 18:00	MT and AJ	---		
	18:00 - 19:00	MT and AJ	---		
282.3a	JK to provide lanyards for MT, AP and SA			JK	ASAP
282.3b	MT, AP and SA to send JK a picture for their Governor ID.			MT, AP, SA	ASAP
282.4.1a	A committee to meet to consider the VOIP spend request, and report back to the LAC at the next meeting.			AM, SA, PW	19 March
282.5.1a	Premises Manager to contact DGH Construction to ask them to price match Pro Door's quote on the playground fire doors.			JK, WO	May meeting
<b>283</b>	<b>Safeguarding Report</b>				
283.1	The LAC <b>thanked</b> JK for the Safeguarding Report.				
283.2	JK <b>noted</b> that a lockdown drill had been carried out on 28 February 2020, but would need to be repeated as it had not been successful.				
283.3	In response to a Governor's query, JK <b>confirmed</b> that the school ensures that all agency staff do undergo safeguarding checks.				
<b>284</b>	<b>Items for the next agenda</b>				
284.1	There were <b>no</b> additional items to the standing items requested to be added to the next agenda.				
<b>285</b>	<b>Date of the next meeting</b>			<b>For information</b>	
285.1	Next meeting of the LAC will be held on <b>Tuesday 12<sup>th</sup> May 2020</b> at 6pm at the School, Forge Lane, Hanworth, TW13 6UN.				

**Part 1 of the meeting finished at 8:05pm**



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

**MINUTES**

**Meeting of the  
Local Academy Committee**

**Venue:** St Richard's Church of England Primary School,  
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**Date:** Tuesday 10<sup>th</sup> March 2020

**Time:** 6pm

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

I, Chair of the Local Academy Committee of St Richards Church of England Primary School approve these minutes as an accurate representation of the Local Academy Committee Meeting Part 1, which took place on **10<sup>th</sup> March 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