



## Meeting of the Local Academy Committee

**Venue:** Zoom Virtual Meeting Room

**Date:** Tuesday 12<sup>th</sup> May 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>
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 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
ABSENT	
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>



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### Part 1

*The meeting started at 6.02pm*

Item		Delegatee	Deadline
<b>290</b>	<b>Welcome and introductions</b>	<b>Chair</b>	
290.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at <b>6:05pm</b>		
290.2	The Chair warmly <b>welcomed</b> Dionne back from her sabbatical on behalf of the whole LAC.		
290.3	On the Chair's request the LAC <b>reviewed</b> and agreed to <b>adopt</b> the suite of LDBS Data Protection Policies, which were in effect from the beginning of this meeting: <ul style="list-style-type: none"> <li>a. Data Protection Policy</li> <li>b. Acceptable terms for Virtual Teleconferencing</li> <li>c. Data Retention Schedule</li> <li>d. ICT User Agreement</li> <li>e. Privacy Notice - Directors, Governors, Volunteers</li> <li>f. Privacy Notice - Job Applicants</li> <li>g. Privacy Notice - Pupils and Parents</li> <li>h. Privacy Notice - School workforce</li> <li>i. Privacy Notice - Suppliers, Consultants and Contractors</li> <li>j. Teaching Online Safety Policy</li> </ul>		
290.4	The Chair proposed and the LAC <b>agreed</b> that all votes taken in this and future Zoom meetings would be by show of hands.		
<b>291</b>	<b>Opening prayer</b>	<b>Chair</b>	
291.1	The Chair <b>opened</b> the meeting in prayer.		
<b>292</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>	
292.1	The Clerk <b>informed</b> the LAC that <b>no apologies</b> had been received in advance.		



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292.2	The LAC <b>agreed</b> to accept the absences at this meeting due to the difficult times in which the LAC members find themselves and the Chair <b>agreed</b> to follow up with those absent.		
292.3	The LAC <b>requested</b> the Clerk to update the register of attendance.		
292.3a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
<b>293</b>	<b>Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda</b>	<b>All LAC Governors</b>	
293.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.		
<b>294</b>	<b>Declaration of any other business</b>	<b>All LAC Governors</b>	
294.1	Two items were noted for discussion under other business. <ul style="list-style-type: none"> <li>- One additional LDBS Policy: Special Needs and Disability Policy</li> <li>- Chair's proposal for a sub-committee to assist the school with risk assessments needed before school re-opening.</li> </ul>		
<b>295</b>	<b>Approval of the minutes from the previous LAC Meeting held on 10<sup>th</sup> March 2020 at 6pm.</b>	<b>Chair</b>	
295.1	The minutes from the previous LAC meeting had been circulated prior to the meeting.		
295.2	The minutes were <b>held</b> to be a <b>true and accurate</b> record of the meeting.		
295.3	The Chair <b>agreed</b> to <b>sign and date</b> all physical copies of meeting minutes once the school has re-opened sufficiently for the Chair to visit.		
295.4	There were <b>no further amendments</b> .		
295.5	DH <b>agreed</b> to file all signed minutes once the school has re-opened sufficiently for the Chair to visit.		
295.3a	<i>Chair to visit the school to sign and date minutes once the school has re-opened sufficiently for her to do so.</i>	<i>Chair</i>	<i>ASAP</i>
295.5a	<i>File the signed minutes from all previous LAC meetings once the Chair has signed them.</i>	<i>DH</i>	<i>ASAP</i>



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296	Review of the Actions List and any other matters arising from the minutes of the previous LAC Meeting	Chair			
296.1	<p>The Chair <b>stated</b> that DfE advice stated that Governors' core duties during lockdown were as follows:</p> <ul style="list-style-type: none"> <li>- safeguarding &amp; wellbeing of pupils</li> <li>- wellbeing and welfare of staff</li> <li>- safety, security and cleanliness of school premises</li> <li>- ensure budget is being overseen</li> <li>- support HT and SLT as much as possible</li> </ul>				
296.2	<p>The Chair also <b>reminded</b> the LAC that all complaints, exclusion appeals deferred until school is fully re-opened.</p>				
296.3	<p>The following items have further actions:</p>				
	<table border="1"> <tr> <td data-bbox="354 1193 491 1261">282.3a</td> <td data-bbox="491 1193 1216 1261"><i>JK to provide lanyards for MT, AP and SA</i></td> <td data-bbox="1216 1193 1347 1261"><i>JK</i></td> </tr> </table>	282.3a	<i>JK to provide lanyards for MT, AP and SA</i>	<i>JK</i>	
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296.3.2	<table border="1"> <tr> <td data-bbox="354 1339 491 1574">275.1.6a</td> <td data-bbox="491 1339 1216 1574"> <p><i>(231.1.4a) Clerk to add the presentation of the wish list to the May agenda.</i></p> <p>The LAC <b>agreed</b> that, as the outcome of the capital bid was not yet known, DH would prepare a list of smaller items with costings for the June meeting, and the items costing a significant amount would wait until the outcome of the capital bid was known.</p> </td> <td data-bbox="1216 1339 1347 1574"><i>JC</i></td> </tr> </table>	275.1.6a	<p><i>(231.1.4a) Clerk to add the presentation of the wish list to the May agenda.</i></p> <p>The LAC <b>agreed</b> that, as the outcome of the capital bid was not yet known, DH would prepare a list of smaller items with costings for the June meeting, and the items costing a significant amount would wait until the outcome of the capital bid was known.</p>	<i>JC</i>	
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	<table border="1"> <tr> <td data-bbox="354 1843 491 1977">257.1b</td> <td data-bbox="491 1843 1216 1977"> <p><i>The AHT to either inform the LAC on the approval of the Relationship and Sex policy or bring it back for consideration to the May meeting of the LAC if there had been parental feedback.</i></p> </td> <td data-bbox="1216 1843 1347 1977"><i>AHT</i></td> </tr> </table>	257.1b	<p><i>The AHT to either inform the LAC on the approval of the Relationship and Sex policy or bring it back for consideration to the May meeting of the LAC if there had been parental feedback.</i></p>	<i>AHT</i>	
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296.3.4		<p>The Chair <b>reported</b> that the Policy is still in draft, and proposed that it should be sent electronically to parents and displayed on the website and will remain in draft until a consultation and a Parents Evening can be held. The LAC <b>agreed</b> the Chair's proposal.</p> <p>In response to a Governor's query, JK <b>noted</b> that under the Christopher Winter Project two or three families chose to withdraw their children from those lessons. JK <b>noted</b> that now parents did not have that option as the lessons were classified as Health, and so the school was considering offering face-to-face meetings with parents. JK also <b>stated</b> that it was a difficult time to send out a consultation for a sensitive topic as there was so much communication regarding the pandemic, and it could get lost, but the school will send out the consultation as soon as possible.</p>	
296.3.5	275.1.2a	<p><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></p> <p>The Chair <b>noted</b> that the following websites had training that Governors could do online if they are able:  <a href="http://www.bettergovernor.co.uk/">www.bettergovernor.co.uk/</a>  <a href="http://www.governorsforschools.org.uk/">www.governorsforschools.org.uk/</a>          LAC members <b>agreed</b> to look at the training available online.</p>	ALL
296.3.6	217.2.5a	<p><i>LM to report to the Governors on the outcome of the Summer Reading and Library visit initiatives.</i></p> <p>In response to a Governor's query regarding encouraging children to keep reading for pleasure during lockdown, DH <b>noted</b> that the SLT was meeting in the coming week to discuss books, and after some discussion of the options, the LAC <b>agreed</b> that LM, JK, DH would report back on how to distribute books, bearing in mind the constraints the school has.</p>	LM
	254.1.1c	<p><i>The Safeguarding Link Governor would annually go through the HR files to review the questions asked at interviews.</i></p>	AJ



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296.3.7	The Chair <b>agreed</b> to contact the SBM and ensure that she knew she should contact AJ if she has any Safeguarding queries.																
296.4	The following actions have been completed:																
248.2a	<i>Update the LAC Register of attendance.</i>	Clerk															
251.5a	<i>File the signed minutes from the previous LAC meeting.</i>	AHT															
282.4.1a	<i>A committee to meet to consider the VOIP spend request, and report back to the LAC at the next meeting.</i> AM and SA reviewed the request and recommended a vendor.	AM, SA, PW															
282.5.1a	<i>Premises Manager to contact DGH Construction to ask them to price match Pro Door's quote on the playground fire doors.</i> DH reported that the school is on DGH Construction's list of work for the month of June.	JK, WO															
296.5	The remaining actions have either been deferred to the Autumn Term or are ongoing as specified.																
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															
281.1a	<i>MT to send his website audit report to the Clerk to upload to GovHub.</i> As MT is a key worker, the LAC agreed that MT would send his report in to the Clerk when he is able.	MT															
282.1a	<i>Governors to attend Parents Evening to the following schedule:</i> <table border="1" data-bbox="507 1715 1198 1883"> <thead> <tr> <th></th> <th>Tue 17-March 2020</th> <th>Thu 19-March 2020</th> </tr> </thead> <tbody> <tr> <td>15:30 - 16:00</td> <td>CT and AM</td> <td>SA and AM</td> </tr> <tr> <td>16:00 - 17:00</td> <td>CT and AM</td> <td>SA and AM</td> </tr> <tr> <td>17:00 - 18:00</td> <td>MT and AJ</td> <td>---</td> </tr> <tr> <td>18:00 - 19:00</td> <td>MT and AJ</td> <td>---</td> </tr> </tbody> </table>		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	---	CT, AM, MT, AJ, SA
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	DH reported that the Spring Term Parents Evening had been cancelled, so the LAC agreed that they would re-do																



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	the above rota for the next Parents Evening that would possibly be in the Autumn Term.	
278.1a	<i>The Chair to coordinate a meeting of the Non-Teaching Staff Panel in April or May.</i> DH noted that as no usual, specific performance targets had been set for staff at the beginning of the Summer Term, there were no targets to review, so performance meetings had not been scheduled.	AM
278.2a	<i>The LAC to review the Yearly Planner 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>	ALL
275.1.7a	<i>(235.3.4a) The Clerk to add the Collective Worship Policy to the May agenda.</i>	JC
275.1.8a	<i>(252.1.1a) Clerk to add the CCTV Policy to the May agenda.</i>	JC
281.3a	<i>The Chair to carry out the Health and Safety Audit as the Link Governor.</i>	AM
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>	CT
233.1.6.4a	<i>LM to report back to the LAC in the Summer Term on the effectiveness of phonics interventions in KS2.</i> LM <b>reported</b> that the interventions were being successful and were ongoing until the school closed. LM also <b>noted</b> that it was challenging that Years 3,4 & 5 are currently last back to school as they will struggle the most with the lack of interventions. In response to a Governor's query regarding teaching the children online, JK <b>noted</b> that children find it difficult to focus at home, and that online phonics learning available is very much directed at younger children. The Chair <b>thanked</b> the SLT for its planning with phonics and looked forward to hearing on progress in due course.	LM
235.3.6a	<i>The LAC to review the Packed Lunch policy in Summer 2020.</i>	ALL
235.3.7a	<i>The LAC to review the Marking policy in Summer 2020.</i>	ALL



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278.3a	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.	JC	
235.6.3a	MT to attend the Making Sense of Primary School Data training. The Chair <b>informed</b> the LAC that LDBS training will commence by Zoom from the Autumn Term.	MT	
254.1.1e	The Safeguarding Link Governor would work with the AHT 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.	AJ, AHT	
275.1.3a	JK to contact Helen Ridding to schedule an LDBS audit.	JK	
275.1.5a	(252.1.5a) AJ and SBM agreed to meet in mid-April to review the Single Central Record data.	AJ, SBM	
275.1.2b	CT to attend LDBS Safer Recruitment Training	CT	
275.1.9a	(233.3.3a) Clerk to add LM's report back on the new intervention schedule approach to the July meeting agenda.	JC	
217.2.5a	LM to report to the Governors on the outcome of the Summer Reading and Library visit initiatives.	LM	
237.1.2.1a	AJ to assist the SBM to match up staff data regularly.	AJ	
296.3.1a	AP and SA to send JK a picture for their Governor ID.	AP, SA	ASAP
296.3.2a	DH to prepare a list of the smaller items on the wish list with costings for the June meeting.	DH	June meeting
296.3.3a	AP to follow up with JK why she hadn't been able to log in to her lgfl email account, and to let JC know when it was done.	AP, JK	ASAP
296.3.4a	JK to send the Relationship & Sex Education Policy electronically to parents and display it on the website until a consultation and a Parents Evening can be held.	JK	June meeting
296.3.5a	LAC members to look at the training, particularly around Safeguarding, available online during the lockdown: <a href="http://www.bettergovernor.co.uk/">www.bettergovernor.co.uk/</a> <a href="http://www.governorsforschools.org.uk/">www.governorsforschools.org.uk/</a>	ALL	June meeting
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	LM, JK, DH	June meeting



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	<i>and Library Visit initiatives, bearing in mind the constraints the school has.</i>		
296.3.7a	<i>The Chair to contact the SBM and ensure that she knew she should contact AJ if she has any Safeguarding queries.</i>	AM	ASAP
<b>297</b>	<b>Headteacher's Report</b>		
297.1	The Chair <b>thanked</b> DH 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 DH.		
297.2	<u>Finance Report</u> DH <b>informed</b> the LAC that she was confident that the carry forward figure of approximately £8,000 would remain what the school would end the budget year with.		
297.2.1	In response to a Governor's query, DH <b>confirmed</b> that a deep clean had not taken place during the Easter holidays, although the kitchen had been deep cleaned.		
297.2.2	In response to a Governor's query regarding whether the cleaning budget would be overspent due to requirements of Covid-19, DH <b>stated</b> that the staff needed to discuss the school's approach to the Government's guidance on school re-openings issued the day before this meeting. DH and JK also made the following points in discussion: <ul style="list-style-type: none"> <li>- some of the Government guidance would be difficult to implement at the nursery level such as cleaning toys in between each child's interaction with them.</li> <li>- a possible idea was to leave doors open to reduce the number of 'touchpoints' in the school building.</li> <li>- a possible idea was to keep children in the same group, with their own table, pens etc throughout the school day so that only the group has the potential to become infected rather than the whole school.</li> <li>- a fulltime cleaner was impractical.</li> <li>- there is a lot of discussion happening between schools and unions.</li> </ul>		
297.2.3	DH <b>reported</b> that the Government is still giving the school the money for free school meals, even though EdenRed vouchers are being given to individual families, but due to the pandemic the school is not selling school meals to children who would have paid.		



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297.2.4	In response to a Governor query highlighting that the LDBS had agreed to cover Chef in Schools costs assuming there would be an income, DH <b>stated</b> that she needed to sit with PW to look at what money has come in for paid meals, and compare it with staffing costs. DH <b>reported</b> that currently the budget doesn't include the LDBS subsidy to the school to cover the cost of Chefs in Schools.
297.2.5	In response to the Chair's query, DH <b>confirmed</b> that the school was still waiting for the Early Years funding but that the LA had let the school know that the LA was recalculating the SEND funding with a new formula. DH is waiting for the LA to send and explain this new formula.
297.2.6	In response to a Governor's query, DH <b>confirmed</b> that the school had no staff that had been furloughed, and agreed that the school should apply to the Government for any extra Covid-19 funding available to cover the many extra costs the school will have, once staff have been consulted.
297.3	<p><u>Covid-19 Operations</u></p> <p>DH <b>talked</b> through her written report on Covid-19 operations, reporting that the DfE advice is still for children to stay at home, and that the school has a duty of care to its staff as well as its pupils.</p>
297.3.1	<p>DH <b>reported</b> that parents are being telephoned every week, and where they have not been able to be contacted, staff have carried out home visits (to their gate etc). DH <b>reported</b> that parents have appreciated the staff offers of help, and that the school newsletters had also been well received. In response to a Governor's query, DH <b>noted</b> that across the nation there were very few vulnerable children attending school, but that the school was keeping in contact with all of them, even those who had not been assigned a social worker. JK <b>noted</b> that the school was also in contact with the social workers, and that social workers were also doing home visits. In response to a Governor's query, JK <b>stated</b> that in the case of vulnerable children the social worker, not the parents, decides when the child should return to school. In response to a Governor's query, DH <b>stated</b> that many parents were concerned about their children returning to school, especially where there is a vulnerable family member and that parents will not be penalised for not sending children back after the 1 June 2020.</p>
297.3.2	<p>DH <b>reported</b> that school maintenance checks are still ongoing such as fire alarms.</p>
297.3.2	<p>DH also <b>noted</b> that the school had been working with the local church to give out meals to the local community with an initiative called Friday Night Take Out, in order</p>
297.3.3	<p>to help families in the local community who may be struggling financially. It also</p>



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297.3.4	<p>assists with continued connection with the Hanworth community, an increase in the school's profile, and hopefully the number of children on the roll in September.</p> <p>DH <b>reported</b> that there are two local centres where teachers and their family members can be tested for the coronavirus.</p> <p><u>Staffing</u></p>
297.4	<p>DH <b>reported</b> that where the school had staff vacancies interviews will be carried out over Zoom, and the advice was to seek three referees rather than the usual two.</p>
297.4.1	<p>The school also <b>wanted</b> to extend its grateful thanks to AJ who made himself available to deliver free school meals and learning packs around Hounslow to the more distant school pupils. DH <b>noted</b> that it had been a real team effort.</p> <p>The Chair <b>invited</b> any more questions of which there were none.</p>
297.4.2	<p>A number of Governors offered their help to the school as they were either on furlough or had free time and were <b>thanked</b> by the Chair.</p>
297.4.3	<p><u>Update on the boys who had sat the entrance exams for Hampton Boys School</u></p>
297.5	<p>LM was very happy to <b>announce</b> that two out of the three boys who sat the exam had been offered both places with full bursaries and had accepted them. The LAC congratulated the boys, their families and the school.</p>
<b>298</b>	<p><b>Policies for adoption approved by LAT2 Board in April 2020:</b></p>
298.1	<p><u>1. Exclusions Procedure</u> The LAC <b>reviewed</b> and agreed to <b>adopt</b> the Exclusions Procedure.</p>
298.2	<p><u>2. Intimate Care Policy</u> The LAC <b>reviewed</b> and agreed to <b>adopt</b> the Intimate Care Policy.</p>
298.3	<p><u>3. Special Educational Needs and Disability Policy</u> The LAC <b>reviewed</b> and agreed to <b>adopt</b> the SEND Policy.</p>
<b>299</b>	<p><b>Non-LAT School Policies for Review and Approval by LAC</b></p>
299.1	<p><u>1. Safeguarding Policy Addendum</u></p>



## Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 12<sup>th</sup> May 2020

Time: 6pm

	The LAC <b>reviewed</b> and <b>approved</b> the DfE recommended Safeguarding Policy addendum, and noted its necessity where Safeguarding Leads were unable to be on the premises.	
<b>300</b>	<b>Any other matter arising for consideration (declared under Item 5)</b>	
300.1	<b>1. Special Needs and Disability Policy</b> The LAC <b>reviewed</b> and agreed to <b>adopt</b> the Special Needs and Disability Policy.	
300.2	<b>2. Chair's proposal for a sub-committee to assist the school with risk assessments needed before school re-opening.</b> In response to the Chair's proposal to the school that Governors could be available to assist the school with the Risk Assessments needed prior to school re-opening, the HT <b>thanked</b> the Governors and said it would need to be in the next few weeks before the LAC met again.	
300.2.1	The following Governors were available in that timeframe and the LAC <b>agreed</b> for them to represent the feedback of the LAC on the risk assessments:  CT AM AP SA – possibly.	
<b>301</b>	<b>Items for the next agenda</b>	
301.1	There were <b>no</b> additional items to the standing items requested to be added to the next agenda.	
<b>302</b>	<b>Date of the next meeting</b>	<b>For information</b>
302.1	Next meeting of the LAC will be held on <b>Tuesday 9<sup>th</sup> June 2020</b> at 6pm virtually via Zoom.	

**Part 1 of the meeting finished at 7:30pm**

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



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

**MINUTES**

**Meeting of the  
Local Academy Committee**

**Venue:** Zoom Virtual Meeting Room

**Date:** Tuesday 12<sup>th</sup> May 2020

**Time:** 6pm

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 **12<sup>th</sup> May 2020** virtually via Zoom at 6pm.

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

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

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