



Meeting of the Local Academy Committee

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

Date: Tuesday 12th November 2019

Time: 6pm

Register of Attendance

PRESENT	
Dionne Hurst ('DH')	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Rev Craig Holmes ('RCH')	Vicar, St Richard's Church, Hanworth <i>Appointed by the LBDS Academies Trust 2</i> <i>Expiration of Term in Office: Not applicable</i>
Allan Joseph ('AJ')	Elected Parent Governor <i>Appointed by the LBDS Academies Trust 2</i> <i>Expiration of Term in Office: 11-02-2023</i>
Lauren McCarthy ('LM')	Elected Staff Governor <i>Appointed by the LBDS Academies Trust 2</i> <i>Expiration of Term in Office: 11-02-2023</i>
Anne Messer ('Chair')	Appointee of the LBDS Academies Trust 2 <i>Expiration of Term in Office: 04-11-2022</i>
Cecilia Thwaites ('CT')	Appointee of the LBDS Academies Trust 2 <i>Expiration of Term in Office: 11-11-2022</i>
Shezad Awan ('SA')	Appointee of the LBDS Academies Trust 2 <i>Expiration of Term in Office: 10-06-2023</i>
Mayank Taneja ('MT')	Appointee of the LBDS Academies Trust 2 <i>Expiration of Term in Office: 10-06-2023</i>
IN ATTENDANCE	
Jen Ciarleglio ('Clerk')	Clerk to the Local Academy Committee
Jodie Knock ('DHT')	Deputy Headteacher
ABSENT	
Darren Stephenson ('DS')	Elected Parent Governor <i>Appointed by the LBDS Academies Trust 2</i> <i>Expiration of Term in Office: 11-02-2023</i>



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Part 1

The meeting started at 18.05pm

Item		Delegatee	Deadline
187	Welcome and introductions	Chair	
187.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at 18:05pm		
188	Opening prayer	Chair	
188.1	The Chair invited RCH to open the meeting in prayer.		
189	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
189.1	The Clerk and Chair informed the LAC that apologies had been received in advance from DS. The Chair also informed the LAC that CT, AJ and SA would be arriving late. These apologies were accepted .		
189.2	The LAC requested the Clerk to update the register of attendance.		
189.2.2a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
190	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
190.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.		
190.2	The Clerk signed a Declaration of Interest form to be recorded within the Register of Business Interests.		
190.3	CT and SA arrive at 18.15		
191	Declaration of any other business	All LAC Governors	
191.1	Three items were noted for discussion under other business. <ul style="list-style-type: none"> - Admissions Policy - Hampton Boys School Update 		



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	- Farewell to RCH		
192	Approval of the minutes from the previous LAC Meeting held on 8th October 2019 at 6pm.	Chair	
192.1	The minutes from the previous LAC meeting had been circulated prior to the meeting.		
192.1.1	The minutes were held to be a true and accurate record of the meeting with the exception of the following two amendments: 178.4.3 - change £4,500 to £3,250 The Chair asked how the LAC can best support the HT and SLT to implement the recommendations. The HT would like the senior leadership team to complete training called Interscope to develop and extend effective communication to the teaching staff. The cost would be £4,500, which exceeds the current budget of £3000 allocated to staff training. The HT asked the LAC if they would approve a virement for the additional £1,500 to cover the training. The LAC voted unanimously in favour of the senior team undertaking this training. 179.2 - change £3,168 to £2,540 The cost (excluding the fitting charges) were quoted as follows: Promethean board= £1,995 Smart board = £2,699 Clever touch board = £3,168		
192.1.2	The minutes were signed and dated by the Chair.		
192.1.3	There were no further amendments .		
192.1.4	The signed minutes were passed to the HT for filing.		
192.1.4a	<i>File the signed minutes from the previous LAC meeting.</i>	<i>HT</i>	<i>ASAP</i>
193	Review of the Actions List and any other matters arising from the minutes of the previous LAC Meeting	Chair	
193.1	The LAC Governors noted that all actions arising from the previous meeting had been completed .		



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194	Chair's items	
194.1	<u>Review PTA and parent engagement</u>	
194.1.1	The Chair invited the LAC Governors to suggest ideas to cement a formal connection between the LAC and the PTA.	
194.1.2	A Governor queried whether the PTA has an AGM or whether there were specific meetings of the PTA and LAC that governors and PTA members could attend periodically. The HT clarified that the PTA did not have an AGM, but that attending PTA meetings might be possible.	
194.1.3	A Governor suggested that the LAC could invite parents to complete the Parent View questionnaires in the Spring Term Parents' Evening in March. The Governors agreed that the LAC would have a stall in the school Reception area at the Spring Term Parents' Evening with Governors present from 3:30 – 7pm the first day and 3:30 – 5pm the second day. The Governors agreed that the DHT would prepare paper questionnaires using the Ofsted guidance of approximately 15 questions, and be the staff contact for the LAC stall at the March Parents' Evening. The Chair agreed to organise a Governor attendance rota for there to be Governors present during the entire Parents Evening.	
194.1.4	The Governors also agreed that the Chair and CT would manage a book stall at the school Christmas fair, and that the HT would be the staff contact assisting the Governors in the organisation of the stall.	
194.1.5	The Chair agreed to contact the PTA and suggest that some PTA members attend the January LAC meeting as that may be the most useful for the PTA to attend.	
194.1.6	AJ arrived at 18:25	
194.1.7	A Governor suggested a tea and coffee morning with the LAC for parents to attend. The HT noted that from previous experience the best parent attendance is at events such as the Christingle service and therefore Governors could attend these types of events to be available to parents. The HT suggested that a tea and coffee morning with a narrower focus such as new parents could be tried. AJ volunteered to connect with new parents.	



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194.1.8	<p>The Chair requested that the Governors were reminded of the school Christmas event dates:</p> <ul style="list-style-type: none"> - Christmas fair, 6 December from 3:30 – 5pm - Nativity plays, second to last week of term - Christingle service, 20 December at 2pm <p>All these events will be held at the school, as St Richard's church is having its roof repaired.</p>
194.1.9	<p>A Governor queried whether the upcoming general election had any impact on the school. The HT informed the Governors that the playgroup is impacted, but no other parts of the school.</p>
194.2	<p><u>Appoint pay review panel and schedule meeting in late November</u></p> <p>The Chair informed the Governors that the Pay Review Panel for teaching staff needed to be convened, and consists of three Governors – the Chair of the LAC and two others. A Governor queried whether the Finance Governor should be on the panel, and the HT clarified that the purpose of the panel was not to look at the budget, but whether staff had met their targets that year. The HT also informed the LAC that the panel meeting should take approximately 60 – 90 minutes.</p>
194.2.1	<p>A Governor queried whether a non-teaching staff pay review panel would be held, which the Chair agreed to clarify.</p>
194.2.2	<p>A Governor queried whether the HT's review should be conducted at the same time. After discussion it was agreed that it would not be held at the same time as the other teaching staff reviews, due to the length of the time commitment.</p>
194.2.3	<p>The Pay Review Panel Governors membership was approved by the LAC as:</p> <p>LAC Chair, Anne Messer Shezad Awan Mayank Taneja</p>
194.2.4	<p>The HT agreed to contact the members of the panel and suggest three possible meeting dates from 6-7:30pm.</p>



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194.3	<u>Parent governor update and election planning</u> The Chair informed the LAC that due to changes in his work commitments, DS had had to tender his resignation to the LAC. The Chair and Governors expressed regret in losing DS, and had greatly valued his contribution and his skill set on the LAC.		
194.3.1	The LAC regretfully accepted DS's resignation from the role of Parent Governor, and requested that the Clerk inform the LAT2 Board.		
194.3.2	The Governors agreed that a new Parent Governor Election and Appointment must be held and the Chair requested that the Clerk initiate that process.		
194.3.3	The Governors agreed that the notification to parents that nominations for Parent Governors are open should include wording from the Chair recognising DS's contribution. The Chair agreed to send the wording to the Clerk.		
194.1.3a	<i>The DHT to work with the LAC to</i> - <i>prepare a LAC stall in the school reception area at the March Parents' Evening</i> - <i>prepare a Parent View questionnaire for the LAC at the March Parents' Evening</i>	<i>DHT</i>	<i>28th Feb</i>
194.1.3b	<i>The Chair agreed to organise a Governor attendance rota for there to be Governors present during the entire Parents Evening.</i>	<i>Chair</i>	<i>28th Feb</i>
194.1.4a	<i>HT to be the staff contact for the LAC members assisting with the Christmas fair book stall</i>	<i>HT</i>	<i>6th Dec</i>
194.1.5a	<i>the Chair to invite a PTA representative to attend the LAC January 2020 meeting.</i>	<i>Chair</i>	<i>19th Dec</i>
194.1.7a	<i>AJ to contact new parents and encourage them to participate in any events held by the LAC to engage with parents.</i>	<i>AJ</i>	<i>On-going</i>
194.2.1a	<i>The Chair agreed to clarify whether a non-teaching staff pay review panel was required to be convened.</i>	<i>Chair</i>	<i>ASAP</i>
194.2.4a	<i>HT to contact the Pay Review Panel with three suggested meeting dates.</i>	<i>HT</i>	<i>29th Nov</i>



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194.3.1a	Clerk to inform LAT2 Board of DS' resignation.	JC	ASAP
194.3.2a	Clerk to initiate Parent Governor Election and Appointment Process.	JC	ASAP
194.3.3a	the Chair to send wording thanking DS for his service for the Clerk to include in the notice of a Parent Governor election.	Chair	ASAP
195	Headteacher's report		
195.1	<p><u>Monthly financial update</u> The HT informed the Governors that PW had stated that it was not possible to have a column in the Nominal Budget Report giving the exact spend to date on the budget. PW gave the reason that the budget is not spent linearly so the data could not be used to give an indication on the health of the budget.</p>		
195.1.1	The HT informed the Governors that the budget spend was on track.		
195.1.2	The HT also informed the Governors that the auditor's report will be available in December, but that the belief was that there would only be approximately a £2,000 adjustment to the figures.		
195.1.3	The HT noted that the school was very pleased to have a £250,000 surplus.		
195.1.4	<p>The Chair recommended that a plan should be put in place to ensure that those funds were spent appropriately. Items suggested by the LAC which should be considered in decisions taken include:</p> <ul style="list-style-type: none"> - whether a short-term finance committee should be formed to provide oversight to the allocation of those funds. - that there were a number of facilities repairs and updates needed across the school. - A Governor suggested that PW and possibly the SBM should attend the LAC meeting where the next quarterly finance report is discussed (January 2020) to provide advice and information on a plan for the surplus. 		
195.1.5	The HT agreed to work with the SLT, the facilities manager and the SBM to provide the LAC with the school's wish list for the surplus.		



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195.1.6	The Chair agreed to contact PW and request his attendance at the January 2020 LAC meeting to discuss the best approach to the surplus.
195.1.7	The HT highlighted that the emergency lighting and fire system had gone out for DfE funding bid. The Diocese had organised the quotes for the bid, and the school had already had a plan in place to address the oldest lighting first, prior to being aware of the surplus. The DfE funding decision will be made known in January / February 2020 .
195.2	<u>Pupil Data</u> The DHT informed the Governors that the Pupil Progress meetings were to be held in the coming week.
195.2.1	The DHT gave a brief report on each year group so far, this academic year: <ul style="list-style-type: none"> - Year 1 were not quite where they were expected to be, which is discussed further below. - Year 2 were on track for Greater Depth - Year 3 and 4 were on track for Expected and Greater Depth - Year 5 were on track for Expected and Greater Depth Reading and Writing, but unfortunately not for Maths - Year 6 were on track for Maths and at Greater Depth for Writing. - Girls continue to outperform boys, and other ethnicities to outperform white British children. - Children with Pupil Premium are not doing as well as the school hoped, but the DHT clarified that a significant number of these children also have additional needs.
195.2.2	The DHT informed the Governors that Ofsted no longer requires the large Data Booklet that was also available to the Governors. The school is aware that both the LAC and LAT2 still need reports and is working on anonymising the ratified summary report data. The DHT informed the LAC that in this report Attendance, Attainment and Progress data would be grouped under categories such as SEND, EAL, non-EAL, and would be brought to the LAC termly . As well as this data, Year Group Target grids against national targets would also be reported termly to the LAC.
195.3	<u>Delegation of responsibilities (in preparation of sabbatical)</u> The LAC reviewed the paper detailing the HT's proposed SLT arrangements for 2020.



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195.3.1	The Chair queried whether the DHT was the LAC contact for budget and finance queries while DH was on sabbatical. The DHT clarified that that was the case, with the SBM supporting the DHT.
195.3.2	A Governor noted that the LAC had not yet met Hannah Kimber. The DHT agreed to action HK's attendance at the January 2020 meeting to present the Early Years data to the LAC.
195.3.3	The LAC approved the HT's proposed delegated responsibilities paper.
195.4	<u>SEIP</u> The HT reminded the LAC that the SIAMS information was not available the last time the Governors saw the SEIP. Since then the HT has attended the Trust HT working group which reviewed different formats of reporting the SIAMS requirements which had been very useful.
195.4.1	The HT informed the Governors that CK, the DHT and HT attended a SIAMS training, which they all found very helpful, and together have formed a working group to adapt the SEIP to the revised SIAMS criteria and establish how to collate evidence against targets.
195.4.2	The HT agreed to draft a one-page SEIP document including SIAMS requirements before going on sabbatical.
195.4.3	A Governor suggested that SIAMS requirements should be added to the LAC agenda. The Chair agreed to add the SIAMS requirements to the LAC Year Planner.
195.5	<u>Update on staff appraisals and staff vacancies</u> The HT informed the LAC that the school had had a few resignations this term before the closing date for class teachers of 31 st October. Two TAs had had to leave due to family circumstances.
195.5.1	The HT also informed the LAC that at the school's recent INSET day, there had been some hard discussions regarding raising standards, serving the local community and making the school's children a priority. However, the SLT had also been open to feedback on how they could further assist teachers in the pursuit of these goals, and the day ended positively .



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195.5.2	The HT informed the LAC that all staff appraisals had taken place except the DHT, and that DH would be making recommendations to the Pay Panel.		
195.1.5a	<i>HT to work with the SLT to produce a wish list for the surplus amount in the current budget.</i>	<i>HT</i>	<i>end of term</i>
195.1.6a	<i>Chair to contact PW to attend January 2020 LAC meeting to advise the LAC on using the surplus amount in the current budget.</i>	<i>Chair</i>	<i>end of term</i>
195.3.2a	<i>The DHT to ensure that HK presents the Early Years report at the January 2020 LAC meeting.</i>	<i>DHT</i>	<i>end of term</i>
195.4.2a	<i>HT to prepare a one-page SEIP document for the LAC which includes SIAMS requirements.</i>	<i>HT</i>	<i>end of term</i>
195.4.3a	<i>The Chair to add SIAMS requirements to the LAC Agenda via the LAC Yearly Planner.</i>	<i>Chair</i>	<i>12th Dec</i>
196	Health, Safety and Premises Update		
196.1	The HT noted that at the previous meeting, the LAC had approved urgent repairs to (a) fire doors; (b) whiteboards; and (c) hall projector bulb. The HT informed the LAC that none of the items had yet been installed, but that the repairs to the school hall and the replacement whiteboards were due to be completed the week after this meeting. The HT informed the LAC that the cost of those two items (b and c) would be £5,906.		
196.2	The HT was pleased to confirm that the two purchased whiteboards were compatible with the school's Promethean software.		
196.3	The HT additionally notified the LAC that someone was coming to look at the three worst fire doors on Friday 15 November.		
196.4	A Governor suggested that replacing all the fire doors could be an item on the school's surplus spend wish list, the HT agreed to add this to the list.		
196.4a	<i>HT to add the replacement of all fire doors to the surplus spend wish list.</i>	<i>HT</i>	<i>end of term</i>



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197	Website audit (written report) and agree next steps	MT and CT	
197.1	The Revd Chris Kennedy, curate at St Richard's arrived and introduced himself to the LAC. The Chair welcomed CK and expressed the LAC's thanks on his contributions to the school's work on the SIAMS requirements.		
197.2	The Governors thanked MT and CT for the website RAG audit report.		
197.3	MT and the DHT went through the website audit report, with the DHT responding to MT's queries and the following actions were agreed :		
197.3.1	- The DHT and the HT agreed to inform the LAC exactly what the Pupil Premium Funding Agreement is.		
197.3.2	- The DHT explained that in the absence of a relevant Ofsted report there was a link directing people to the current performance page.		
197.3.3	- The SBM should ensure that the DfE webpage does not link to the old Ofsted report.		
197.3.4	- The HT to look into the Equality Objectives Policy, and clarify the school's responsibility to this policy		
197.3.5	- The HT to add a mobile-friendly format for the website to the surplus spend wish list, since it was acknowledged by governors that most parents would access the website on their mobiles in most instances.		
197.4	The LAC and the DHT thanked MT and CT for their efforts on the website audit.		
197.5	MT offered his website expertise to HT and the DHT. They thanked him and clarified that he would have to be on-site to work on it. They agreed to discuss further after the meeting.		
197.6	The LAC agreed that the next audit should take place in the Summer Term – in May / June. The DHT agreed to schedule that audit.		
197.3.1a	<i>The DHT and the HT agreed to inform the LAC exactly what the Pupil Premium Funding Agreement is.</i>	<i>DHT and HT</i>	<i>10th Dec</i>
197.3.3a	<i>The SBM should ensure that the DfE webpage does not link to the old Ofsted report.</i>	<i>SBM</i>	<i>ASAP</i>
197.3.4a	<i>The DHT to look into the Equality Objectives Policy, and clarify the school's responsibility to this policy</i>	<i>DHT</i>	<i>10th Dec</i>



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197.3.5a	The HT to add a mobile-friendly format for the website to the surplus spend wish list.	HT	end of term
197.5a	MT, the HT and the DHT to discuss how to use MT's website expertise to continue improving the website.	MT, HT and DHT	ASAP
197.6a	HT to schedule the next website audit for the Summer Term.	HT	beginning of summer term
198	Policies for adoption approved by LAT2 Board on 15th October 2019:	HT/Chair	
198.1	The LAC reviewed and agreed to adopt the following LAT policies:		
198.1.1	1. <u>Teachers' Pay Policy</u>		
198.1.2	2. <u>Non-Teaching Staff Pay Policy</u>		
198.1.3	3. <u>Keeping Children Safe in Education</u> The HT confirmed that this policy had been updated with the correct identity and contact information for all relevant staff.		
198.1.4	4. <u>New Director Induction Protocols</u> The Chair clarified that this policy is for the LAC's information only.		
198.1.5	5. <u>New LAC Governor Induction Protocols</u>		
198.1.6	6. <u>LAC Skills Audit Proforma</u> The Chair agreed to oversee a LAC skills audit in the Summer Term 2020, in order to give the new parent governor time to settle in.		
198.1.7	7. <u>LAC School Visiting Protocols</u> The Chair noted that the LAC is already using the prescribed report format.		
198.1.6a	Chair to oversee a LAC skills audit in Summer Term 2020	Chair	Summer term
199	Non-LAT Policy Review Schedule		
199.1	The Chair invited the LAC to note that the non-LAT policies were in the minority, and at least half of those were very much in need of review.		
199.2	The Chair reminded the LAC that the LAT policies were the LAC's priority and the LAC agreed that (a) the first priority is to ensure all LAT policies are adopted and up-to-date; and (b) the non-LAT policies would start being reviewed in January 2020.		



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199.3	The Chair requested that the Clerk add this item to the January agenda.		
199.3a	Clerk to add the Non-LAT Policy Review Schedule to the January 2020 LAC meeting agenda	Clerk	7 th Jan
200	LAC Monitoring Visits		
200.1	The LAC had scheduled monitoring visits for the half term for:		
200.1.1	1) <u>Safeguarding</u> AJ and CH had now agreed to carry out this visit together, following the auditors visit and before the end of November.		
200.1.2	2) <u>Health and Safety</u> - 10 October The LAC acknowledged receipt of the Health and Safety Visit report and thanked the Chair for completing it. The LAC had no questions regarding this report.		
200.1.1a	AJ and CH to carry out Safeguarding Monitoring Visit and submit report to the LAC.	AJ, CH	2 nd Dec
201	Any other matter arising for consideration (declared under Item 191)		
201.1	<u>Admission Policy</u> The HT reported that she had undertaken several enquires with other LA and the LDBS, and had been in contact with the regional commissioner to amend the nursery admission policy to take rising threes i.e. the term after the child becomes three. Prior to this meeting, the HT had sent this change to the Diocese and the Company Secretary querying whether this change can go to consultation. The HT still has to clarify the length of the consultation period from the LA. The HT is not expecting any push-back.		
201.1.1	A Governor queried what increase in nursery numbers could be expected from this amendment. The HT informed the LAC that 21 out of 26 current nursery places are occupied, and the SLT knows of three other children whose parents wanted them to join had the amended policy been in place. The HT clarified that no staff changes would be required for this change.		
201.1.2	The LAC approved the amended Admissions Policy subject to consultation process.		



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201.2	<u>Hampton Boys School Update</u> LM informed the Governors that due to the Chair's contact at Hampton Boys School, year 7 teachers from Hampton and the Lady Eleanor Holles school had attended the school during the past term to do extension work with year 6 children working at Greater Depth. The teachers were very impressed by the standard of the children's work in Maths and English, and strongly encouraged three boys and three girls to apply to the schools' bursary programmes. The Governors expressed their approval and excitement at this possible result for the children involved.	
201.3	<u>Farewell to RCH</u> The Chair reminded the Governors that this meeting was the last that RCH would attend. The LAC was very sad to lose RCH after over nine years of service	
201.3.1	The HT reminded the Governors that they were welcome at RCH's last service on Sunday 24 November, 10 am at St Richard's school.	
201.3.2	The Governors expressed their appreciation for RCH's wisdom and experience as well as the grace with which his insights were offered.	
201.3.3	RCH observed that it was hard to convey the strides forward that the school has made in recent years.	
201.3.4	RCH clarified that it would likely be summer 2020 before another vicar would be appointed, and that CK would be available to the LAC for relevant queries, but due to his increased workload would not be able to be a member of the LAC.	
201.4	<u>Apologies for the December meeting</u> CT and MT both gave their apologies for not being able to attend the next LAC meeting on 10 th December. The LAC accepted their apologies.	
202	Items for the next agenda	
202.1	There were no additional items to the standing items requested to be added to the next agenda.	
203	Date of the next meeting	For information
203.1	Next meeting of the LAC will be held on Tuesday 10th December 2019 at 6pm at the School, Forge Lane, Hanworth, TW13 6UN.	



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

MINUTES

**Meeting of the
Local Academy Committee**

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Part 1 of the meeting finished at 19:40pm

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 **12th November 2019** 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