



## Meeting of the Local Academy Committee

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

**Date:** Tuesday 8<sup>th</sup> October 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	
Tara Rodrigues ('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 18.06pm*

Item		Delegatee	Deadline
<b>170</b>	<b>Welcome and introductions</b>	<b>Chair</b>	
170.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at <b>18:06pm</b>		
<b>171</b>	<b>Opening prayer</b>	<b>Chair</b>	
171.1	The Chair invited RCH to open the meeting in prayer.		
<b>172</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>	
172.1	The Clerk and Chair informed the LAC that <b>no apologies</b> had been received in advance from DS. This absence <b>was not authorised</b> .		
172.2	The LAC <b>requested</b> the Clerk to update the register of attendance.		
172.2a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
<b>173</b>	<b>Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda</b>	<b>All LAC Governors</b>	
173.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.		
<b>174</b>	<b>Declaration of any other business</b>	<b>All LAC Governors</b>	
174.1	One item was noted for discussion under other business.		
<b>175</b>	<b>Approval of the minutes from the previous LAC Meeting held on 10<sup>th</sup> September 2019 at 6pm.</b>	<b>Chair</b>	
175.1	The minutes from the previous LAC meeting had been circulated prior to the meeting.		
175.1.1	The minutes were <b>held</b> to be a <b>true and accurate</b> record of the meeting.		



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175.1.2	The minutes were <b>signed and dated</b> by the Chair.		
175.1.3	There were <b>no further amendments</b> .		
175.1.4	The signed minutes were passed to the HT for filing.		
175.1.4a	<i>File the signed minutes from the previous LAC meeting.</i>	<i>HT</i>	<i>ASAP</i>
<b>176</b>	<b>Review of the Actions List and any other matters arising from the minutes of the previous LAC Meeting</b>	<b>Chair</b>	
176.1	The LAC Governors noted that <b>all actions</b> arising from the previous meeting had been <b>completed</b> with the exception for Actions list item numbers:		
176.2	157.3 Due to the transfer of responsibility between governors, the website audit will be completed by the new link governor and reviewed by the LAC at the next meeting.		
176.3	157.4 RCH will sign the LAC Code of Conduct		
176.2a	<i>Complete the website audit and provide report at next LAC meeting</i>	<i>MT</i>	<i>12<sup>th</sup> Nov</i>
<b>177</b>	<b>Chair's items</b>		
177.1	<u>LAC Year Planner</u> The LAC <b>agreed</b> the Year Planner will be a working document. The HT <b>updated</b> the LAC that data will be removed as a standing item for monthly meetings and will be retained on the agenda for the following months in November, January, March, May and July.		
177.1.1	The HT and Chair are drafting the policy review schedule for non-LAT policies. This will inform and update the LAC Year Planner.		
177.2	<u>Scheme of Delegation</u> The Scheme of Delegation approved by the LAT was <b>reviewed and adopted</b> by the LAC. The Chair <b>highlighted</b> that the LAC could approve of school spending under £10,000. Larger sums need to be approved by the LAT2 Board in the first instance.		



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177.2.1	The Chair <b>explained</b> the importance of attendance and where not possible apologies must be received in advance. The Scheme of Delegation states that governors who are absent more than three times in a row without notice will automatically cease.
177.3	<u>Sign declarations for KCSIE, ICT User agreement</u> Governors signed declarations to confirm that they have complied with their statutory duty to read Part 1 of KCSiE 2019.
177.4	<u>LAC school email accounts</u> Governors were <b>reminded</b> to ensure their school email accounts are working properly. The HT <b>requested</b> that the LAC members use their school email accounts for all governance and school related communication.
177.5	<u>Summary of New Ofsted Framework training</u> The Chair attended Ofsted training on 23 <sup>rd</sup> September and debriefed governors on the key changes of the new inspection framework. A summary sheet was circulated in advance of the meeting.
177.5.1	The Chair <b>informed</b> the LAC that governance will be monitored under the assessment area of 'Leadership and Management.' Governors will be judged on the effectiveness of their contribution to and impact on the other four categories of inspection.
177.5.2	The school anticipate an inspection is likely to occur during the next academic year. The last Ofsted inspection was in October 2017 and the school was rated as requiring improvement with aspects of good.
177.5.3	The Chair <b>explained</b> that the following new and expanded areas for governance will be assessed under the Inspection framework: <ul style="list-style-type: none"> <li>• Curriculum (a deep body of knowledge supported by wide reading) and its' impact</li> <li>• Safeguarding</li> <li>• Clarity of vision, ethos and strategic direction</li> <li>• Teacher workload reduction and sustainable work practices</li> <li>• Financial performance, including effective use of pupil premium funding to ensure SEN/disadvantaged are better able to access the curriculum</li> <li>• Decision-making processes account for views of all stakeholders (including parents)</li> </ul>



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177.6	<ul style="list-style-type: none"> <li>• Reading and vocabulary</li> <li>• Personal development, with a particular focus on equality and mental well-being of pupils and staff (also extra-curricular activities)</li> <li>• Behaviour and attitudes, including bullying and off-rolling/gaming</li> </ul> <p>The LAC <b>agreed</b> to discuss their engagement with parents and the PTA, as part of the Ofsted requirements. The LAC asked the Clerk to add this as an agenda item.</p>		
177.7	The Chair asked all members to read through the Ofsted Framework and review the summary sheet. The LAC agreed to discuss the SEIP and follow on actions at the next meeting.		
177.7.1	The LAC requested that the Clerk to add this item to the agenda.		
177.8	<u>Governor Walks</u> Governors agreed the governor walk in November would focus on the vision and ethos of the school.		
177.8.1	The LAC <b>agreed</b> that the Christian ethos of the school should be distinguishable in each classroom (the reflection corner) and wholly distinct from any RE wall displays that address other faiths.		
177.8.2	A group of class reps from each year group will engage with governors during this visit to feedback on a short pupil survey: <ol style="list-style-type: none"> <li>1. What do you like most about what we learn?</li> <li>2. What would encourage you to read more?</li> </ol>		
177.7.1a	<i>Clerk to add the following agenda items for next meeting:</i> <ol style="list-style-type: none"> <li>1. PTA and parent engagement</li> <li>2. Review SEIP and agree follow up actions</li> </ol>	<i>Clerk</i>	<i>5<sup>th</sup> Nov</i>
177.8	<i>JK to prepare a presentation for the Governor Walk on the curriculum map for 15-20mins</i>	<i>JK</i>	<i>6<sup>th</sup> Nov</i>
177.8.2	<i>LM to liaise with class teachers to ensure pupil reps are available and ready to answer Governor queries at the Governor Walk.</i>	<i>LM</i>	<i>6<sup>th</sup> Nov</i>
<b>178</b>	<b>Headteacher's report</b>		
178.1	<u>End of year accounts (2018/19)</u>		



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	<p>The HT distributed the Quarter 4 finance report to the LAC. The Finance Manager reported that there is a £137,824 surplus being carried forward to 2019/20. This is in addition to the account balance of £118,120.</p>
178.1.1	<p>A governor <b>asked</b> why the variance is so large. The HT <b>explained</b> that the accounts have not yet been audited, so the figure may change slightly. The HT <b>further detailed</b> that there was a much larger income received than expected coupled with frugal school spending.</p>
178.2	<p><u>Chefs in School Programme</u> The HT <b>updated</b> the LAC that the LAT have agreed to absorb the additional £10,000 expenditure for a minimum of 18 months for the Chefs in School Programme. The Chair <b>asked</b> whether the school will proceed. The HT <b>confirmed</b> the initial stages are already underway and updated governors that a new catering assistant is now in post.</p>
178.3	<p><u>Update on the monthly financial budget update for 2019/20</u> The HT briefly <b>updated</b> the LAC that there has not been much movement on the budget thus far for the academic year.</p>
178.4	<p><u>QA report</u> The HT was disappointed with the report as the teaching staff did not perform to their usual high standard. The school will implement some of the recommendations and streamline practices highlighted in the report. The Chair <b>asked</b> if these reports would be taken into account on an Ofsted inspection. The HT <b>informed</b> the LAC that this is purely developmental for informing school improvement and is only carried out in Church schools.</p>
178.4.1	<p>The LAT sent a letter of congratulations to the school for the outstanding Key Stage 2 results.</p>
178.4.2	<p>Another QA report will be completed on Wednesday 27<sup>th</sup> November.</p>
178.4.3	<p>The Chair <b>asked</b> 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 £3,250, which exceeds the current budget of £3000 allocated to staff training. The HT <b>asked</b> the LAC if they would approve a virement for the additional</p>



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178.4.3	£1,500 to cover the training. The LAC voted <b>unanimously in favour</b> of the senior team undertaking this training.		
178.5	The Chair <b>asked</b> the HT to include a summary of the delegated responsibilities in the HT written report in anticipation of the HT's sabbatical.		
178.5.1	<p><u>Approve SEIP Targets Part 1 (Ofsted)</u></p> <p>The HT provided the LAC with the 11 targets spread across the 5 key areas outlined under the new Ofsted inspection framework. The LAC agreed that a short term panel would be advisable to review and feed into the SEIP and SIAMS monitoring and evaluation. The LAC agreed the panel would be the Chair, CT and the vicar to be appointed to office in November (Chris). The SEIP and SIAMS targets will be approved by the December LAC meeting.</p> <p>A governor <b>asked</b> if the typo on Target 10 which refers to the LAT board under 4.4, should be amended to the LAC. The HT <b>confirmed</b> that this error would be amended. SA agreed to take on the responsibility under 4.1 to challenge, monitor SLT at 1.3 and 1.4.</p>		
178.4.3a	<i>HT to submit written report detailing delegated responsibilities to LAC at next meeting.</i>	<i>HT</i>	<i>5<sup>th</sup> November</i>
<b>179</b>	<b>Premises Update</b>		
179.1	The HT <b>updated</b> the LAC on the quotes for the replacement whiteboards needed.		
179.2	The cost (excluding the fitting charges) were quoted as follows:  Promethean board= £1,995 Smart board = £2,699 Clever touch board = £2,540		
179.2.1	A governor <b>asked</b> whether the software the school currently use would be compatible with each of the boards quoted. The HT will <b>confirm</b> whether the software the school currently use will be transferrable to each of the whiteboards. The LAC <b>unanimously</b> agreed that the school should accept the most suitable boards as long as the cost including the fitting does not exceed the £10,000.		



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179.2.2	The bulb in the projector in the school hall is also in need of replacement. No quotes for the work were submitted to the LAC for the bulb replacement cost. The HT estimated £5,000 due to the cost to erect a tower to reach the bulb, as the projector is on the centre of the very high ceiling. The LAC <b>agreed</b> with the HT that this is a significant and urgent item to address.		
179.2.3	The LAC <b>unanimously agreed</b> to prioritise the specific updates to the school hall board and one new interactive classroom white board with a cumulative spend of £10,000.		
179.2.4	A governor offered to assist with fitting the new whiteboard.		
179.3	Replacement fire doors have been quoted at £2266 per door which would cost £7988 in total. The Chair <b>highlighted</b> that this is within the allocated budget of £13,000 for premises costs. The LAC <b>unanimously</b> agreed that the works should be completed as soon as possible.		
179.4	RCH left the meeting at 20:00pm		
179.2.1	<i>HT to investigate whether the replacement whiteboards will be compatible with the current software.</i>	<i>HT</i>	<i>5<sup>th</sup> November</i>
179.3	<i>HT to arrange the replacement hall bulb, the fire doors, and one interactive board asap.</i>	<i>HT</i>	<i>ASAP</i>
<b>180</b>	<b>Website audit (written report) and agree next steps</b>	<b>CT</b>	
180.1	The LAC <b>agreed</b> to defer this item to the next meeting and asked the Clerk to add this item to the November meeting agenda.		
180.1a	<i>Clerk to add Website Audit to next meeting agenda</i>	<i>Clerk</i>	<i>5<sup>th</sup> November</i>
<b>181</b>	<b>Policies for adoption approved by LAT 2 Board on 10<sup>th</sup> Sept 2019:</b>	<b>HT/Chair</b>	
181.1	The LAC <b>reviewed</b> and <b>agreed</b> to adopt the following LAT policies:		
181.1.1	1. <u>Complaints Procedure</u>		



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181.1.2	<p>A governor <b>asked</b> whether the school has any concerns about social media etiquette associated with the parents of the school. The HT <b>explained</b> that the parents' social media posts and PTA Facebook is respectful and there are no issues that currently need addressing.</p> <p>2. <u>Managing Change Policy</u></p>
<b>182</b>	<b>Policy Review</b>
<b>182.1</b>	<p>The LAC <b>reviewed</b> and <b>agreed</b> to adopt the following non-LAT policies:</p> <p><u>Premises Management Policy</u> A governor queried whether the school currently complies with the terms of the policy. The HT <b>confirmed</b> that the school is currently in compliance with this policy.</p>
<b>183</b>	<b>LAC Monitoring Visits</b>
183.1	<p>The LAC scheduled monitoring visits for the half term for:</p> <ol style="list-style-type: none"> <li>1) Safeguarding</li> <li>2) Health and Safety - 10<sup>th</sup> October</li> </ol>
<b>184</b>	<b>Any other matter arising for consideration (declared under Item 174)</b>
184.1	<p>The HT <b>informed</b> the LAC of two payment options available for the service level agreement with the Educational Psychologist. The school can pay for ad hoc services with at an hourly rate of £107 or can agree three days per year at a reduced hourly rate of £100 and the hourly rate SLA (annually this would cost £1800).</p>
184.1.1	<p>The SLA for three days is more cost effective as the school will certainly need a minimum of three days per year to meet the provision of pupils with additional needs. A governor <b>asked</b> what line of the budget this would come out of. The HT <b>informed</b> the LAC that this would come out of the budget for bought in professional services for non-curriculum costs.</p>
184.1.2	<p>The LAC unanimously agreed to that the school should sign the SLA for 3 days of Educational Psychologist provision.</p>



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184.1.3	The Chair <b>asked</b> the HT that for future spending proposals to be approved, the LAC would need the financial breakdown in advance of the meeting with the cross reference to the relevant budget line.		
<b>185</b>	<b>Items for the next agenda</b>		
185.1	The following items for the next agenda (in addition to the standing items) were noted: <ul style="list-style-type: none"> <li>1. Receive reports from Link Governors</li> <li>2. Safeguarding (written), Health &amp; Safety (verbal)</li> <li>3. PTA and parent engagement</li> <li>4. SEIP – to agree follow up actions</li> <li>5. To receive website audit</li> <li>6. Approve policies passed from LAT</li> <li>7. Review and approve schedule of non-LAT policies</li> <li>8. Governors to monitor appraisal schedule</li> <li>9. Headteacher's written report, including: monthly financial update, data, premises update, delegation of responsibilities (in preparation of sabbatical), confirm whiteboards</li> <li>10. Website written report (and agree next steps)</li> <li>11. Appoint pay review panel</li> <li>12. Part 2 Safeguarding Report</li> </ul>		
185.1.1	There were no other items requested to be added to the next agenda.		
185.1.2	The LAC <b>requested</b> the Clerk to ensure the items were included into the agenda for next meeting.		
185.1.2a	<i>Clerk to include the above listed items into the agenda for next LAC Meeting.</i>	<i>Clerk</i>	<i>5<sup>th</sup> Nov</i>
<b>186</b>	<b>Date of the next meeting</b>		<b>For information</b>
186.1	Next meeting of the LAC will be held on <b>Tuesday 12<sup>th</sup> November 2019</b> at 6pm at the School, Forge Lane, Hanworth, TW13 6UN.		

*Part 1 of the meeting finished at 20:12pm*