



Meeting of the Local Academy Committee  
St Richard's Church of England Primary School

Venue: The School, Forge Lane, Hanworth, TW13 6UN

Date and Time: 10<sup>th</sup> September 2019 at 6pm

## Register of Attendance

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



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## Part 1

| Item                  |  | Delegatee                | Deadline    |
|-----------------------|--|--------------------------|-------------|
| <b>153/<br/>19-20</b> | <b>Welcome and introductions</b>   | <b>Chair</b>             |             |
| 153.1                 | The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at <b>18:06pm</b> .  |                          |             |
| <b>152</b>            | <b>Opening prayer</b>  | <b>Chair</b>             |             |
| 152.1                 | The Chair opened the meeting in prayer.  |                          |             |
| <b>153</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>     |             |
| 153.1                 | The Clerk informed the LAC that apologies had been received from RCH and DS. The <b>apologies were accepted</b> . The Chair updated the LAC that RCH would only remain in office for another two months.<br><br>The LAC <b>requested</b> the Clerk to update the register of attendance. |                          |             |
| 153.2                 | <i>Update the LAC Register of attendance.</i>  | <i>Clerk</i>             | <i>ASAP</i> |
| <b>154</b>            | <b>Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda</b>   | <b>All LAC Governors</b> |             |
| 154.1                 | No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.  |                          |             |
| <b>155</b>            | <b>Declaration of any other business</b>   | <b>All LAC Governors</b> |             |
| 155.1                 | CT requested to update governors further on the matter arising from the previous meeting.  |                          |             |
| <b>156</b>            | <b>Approval of the minutes from the previous LAC Meeting held on 9 July 2019 at 6pm.</b>   | <b>Chair</b>             |             |
| 156.1                 | The minutes from the previous LAC meeting had been circulated prior to the meeting. The minutes were <b>held</b> to be a <b>true and accurate</b> record of the meeting.   |                          |             |
| 156.2                 | The minutes were <b>signed and dated</b> by the Chair.   |                          |             |



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| 156.3      | There were <b>no further amendments</b> .   |                    |                |
| 156.4      | The signed minutes were passed to the HT for filing.  |                    |                |
| 156.5      | <i>File the signed minutes from the previous LAC meeting.</i>   | <i>HT</i>          | <i>ASAP</i>    |
| <b>157</b> | <b>Review of the Actions List and any other matters arising from the minutes of the previous LAC Meeting</b>  | <b>Chair</b>       |                |
| 157.1      | 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:   |                    |                |
| 157.1.1    | 127.1a HT is awaiting confirmation from the LDBS Accountant to complete the closure of accounts from 2018/19.   |                    |                |
| 157.1.2    | 127.1b HT will provide the draft budget and any accompanying explanatory notes to LAC members asap and full report at the next meeting.   |                    |                |
| 157.1.3    | 131.1a CT will provide verbal report to the LAC on the website audit at the next LAC meeting.   |                    |                |
| 157.2      | <u>Updates on the completed actions</u><br>142.1b MT and SA <b>confirmed</b> they have signed the Governor code of conduct.   |                    |                |
| 157.3      | <i>Prepare the website audit report for LAC meeting.</i>  | <i>CT</i>          | <i>Sept 30</i> |
| 157.4      | <i>Email DS and RCH to confirm they have signed the Governor code of conduct.</i>   | <i>Clerk</i>       | <i>Asap</i>    |
| <b>158</b> | <b>Election of the Vice Chair of the LAC</b>  | <b>All members</b> |                |
| 158.1      | CT was nominated as the Vice Chair and the LAC voted unanimously in favour.   |                    |                |
| <b>159</b> | <b>Annual governance requirements</b>   | <b>Chair</b>       |                |
| 159.1      | <u>Assigning link governor roles</u><br>The Chair <b>outlined</b> the expectations and responsibilities for each of the key link governor roles. The Chair noted that last year's Link Governor for Health & Safety (DS) would cease in this role due to his current work commitments. The LAC agreed that the link roles would be assigned as follows: |                    |                |
| 159.1.2    | The Chair noted that last year's Link Governor for Health & Safety (DS) would cease in this role due to his current work commitments. The LAC agreed that the link roles would be assigned as follows:  |                    |                |
| 159.1.3    | Health and Safety - Chair<br>Safeguarding – AM<br>SEN – CT  |                    |                |



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|---------|--|
|         | <p>Finance – SA<br/>Data Protection/Website Compliance - MT</p>  |
| 159.1.4 | <p>The Chair <b>informed</b> the link governors of the specific policies and resources on GovernorHub relevant to their role.</p>  |
| 159.2   | <p><u>Governor school visit reports</u><br/>Governors were reminded to submit a written report to the LAC each time they visited the school. The pro forma template for governor visits was handed out and the Clerk confirmed a link to the electronic copy on GovernorHub had been sent to all members.</p>  |
| 159.3   | <p><u>Compliance</u><br/>All members signed the Register of Declarations and Business Interests. The Chair reminded governors to read the updated KCSiE 2019 published on 3<sup>rd</sup> September. The LAC agreed to sign the declarations to confirm they have read KCSiE 2019 and the ICT user agreement at the next meeting.</p>   |
| 159.3.1 | <p>LAC members signed the declarations of interests and eligibility forms.</p>   |
| 159.4   | <p><u>Training</u><br/>The Chair highlighted the upcoming governance training dates at the LDBS and the following training has been confirmed:<br/>23<sup>rd</sup> Sept - The Chair will attend Ofsted training at the LDBS.<br/>2<sup>nd</sup> Dec – HT, DHT and Chris from St Richard's Church will attend SIAMS training<br/>5<sup>th</sup> Dec – Chair will attend Safer Recruitment training</p>  |
| 159.4.1 | <p>A governor recommended that the LAC use the Key for School Governors and NGA webinars as helpful resources for keeping up to date.</p>  |
| 159.5   | <p><u>LAC Year Planner</u><br/>Governors <b>reviewed</b> the draft LAC's Year Planner and agreed the schedule for link governor school visit dates.</p>  |
| 159.5.1 | <p>The Chair <b>proposed</b> that in accordance with the <b>three core aims of governance</b>, the LAC members should do a school walk around twice a year, in November and February. The former would focus on evaluation of Spirituality, ethos and vision. The latter would focus on educational attainment and progress. It was agreed that the finance link governor would attend quarterly meetings with the HT and LA Accountant.</p> |



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| 159.5.2    | The first LAC school walk around ( <b>spirituality, ethos and vision meeting</b> ) was scheduled for <b>Weds 6<sup>th</sup> November at 8:55am to lunchtime.</b>   |                    |                               |
| 159.5.3    | The Chair asked governors to comment and send any amendments regarding the rest of the proposed dates on the annual visit schedule.  |                    |                               |
| 159.6      | <p><u>LAC meeting dates:</u><br/>The Chair <b>confirmed</b> that LAC meetings will remain on Tuesdays at 6 to 8pm on the following dates:</p> <p>10 September 2019<br/>8 October 2019<br/>12 November 2019<br/>10 December 2019<br/>14 January 2020<br/>11 February 2020<br/>10 March 2020<br/>12 May 2020<br/>9 June 2020<br/>7 July 2020</p>                       |                    |                               |
| 159.7      | <p><u>Governor email accounts</u><br/>The governors agreed to activate and use the school email accounts set up by the HT.</p>   |                    |                               |
| 159.8      | <i>LAC to download and read KCSiE 2019</i>   | <i>All members</i> | <i>30<sup>th</sup> Sept</i>   |
| 159.9      | <i>LAC members to send amendments/feedback on the LAC Year Planner to Chair in advance for Oct LAC meeting</i>   | <i>All members</i> | <i>30<sup>th</sup> Sept</i>   |
| 159.10     | <i>LAC members to activate their school email account and send confirmation of set up to HT</i>  | <i>All members</i> | <i>8<sup>th</sup> October</i> |
| <b>160</b> | <b>Headteacher's Report – verbal</b>   |                    | <b>Headteacher</b>            |
| 160.1      | The HT <b>updated</b> governors on the start of the new term so far. The Nursery and Reception induction was reduced this year and pupils commenced their full-time hours from Monday 9 <sup>th</sup> Sept rather than the usual staggered start, to accommodate working parents. The school has received very positive feedback from Nursery and Reception parents. |                    |                               |



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| 160.2   | Governors were informed of the LA SEND advisor's visit to school, meeting with the HT, Ocean Centre Leader and SEND leader, on the 10/09/19.  |
| 160.3   | The HT <b>reported</b> on the building lettings over the summer holiday to two churches and football club. The HT <b>commented</b> that it was an excellent use of the building and served the community. The LAC were delighted with the positive external feedback from the churches and parents. The church parishioners expressed admiration of the wall displays around the school and were impressed by the quality of the pupils' work.  |
| 160.4   | The HT met with RCH to <b>review</b> the school vision. The school has incorporated its own vision in addition to the adopted LAT vision. Though slightly longer, the HT is keen to ensure that the school implements the wider LAT vision in a concise measurable way. A printed copy of the vision has been stuck up in each classroom.   |
| 160.5   | The HT has <b>not yet received</b> the monthly finance report due to delays with the Trust Accountant and will report to the LAC as soon as the 2018/19 have been closed. The Chair <b>requested</b> that the HT to forward the report as soon as received.   |
| 160.6   | The HT <b>updated</b> governors on the restructure to the catering team. In July, the Cook had resigned due to retirement and another kitchen staff member resigned shortly after. The Cook has agreed to continue employment at the school until a permanent replacement is found. The HT has redeployed another staff member to the catering team however the school needs another member of staff as this member of staff is part-time. The hours are being temporarily covered by an agency staff member while training and recruitment is carried out. |
| 160.7   | The HT <b>informed</b> governors that the LAT 2 board recommended the Chefs in Schools programme to initiate healthier school meals, they also agreed to help with recruitment of staff to the kitchen. Chefs in Schools contacted the HT and the new staffing structure will cost an additional £10k. This will absorb all of the savings of the organisational restructure that was carried out last year.  |
| 160.7.1 | The HT <b>informed</b> that the LAT board might absorb the additional costs incurred for the first 12-18 months. This 12-18 month assistance is because the LAT board expect an increase in uptake of school meals once Chefs in Schools is established. After the 12-18 months have ended, the School will be expected to fund any shortfall through this increased uptake.  |



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| 160.7.2 | The HT <b>informed</b> governors that initiatives undertaken in prior years to increase school meal uptake have only resulted in a marginal increase. The HT <b>explained</b> that this is due to the lack of affordability across the pupil demographic rather than the quality of meals. School meals are currently priced at £2.30 and due to increase to £2.35 after Christmas. |
| 160.7.3 | A governor <b>questioned</b> whether increased meal prices are likely to impede school meal uptake. The HT confirmed that this is a possibility, based on the school's prior experiences.   |
| 160.7.4 | The Chair questioned whether it would be possible to have a short-term contract with Chefs in Schools (12-18 months) as a test to see whether increased uptake did in fact occur. The HT agreed to follow this and other options, up with the LAT.  |
| 160.7.5 | The LAC <b>agreed</b> to have further discussion on the feasibility of commencing the Chefs in Schools programme, according to the LAT's agreement to financial support and length of time for assistance. The Chair <b>asked</b> the HT to report accurately on the profit and loss if they do participate in the programme.   |
| 160.8   | The HT <b>informed</b> governors that the annual condition survey highlighted the following building works to be carried out:   |
| 160.8.1 | Some fire exit points urgently need the safety release bar installed.   |
| 160.8.2 | The fire alarm system urgently needs updating and emergency lighting needs replacing. This will be included within the school funding bid for 2019/20.  |
| 160.8.3 | Two classroom white boards urgently need replacing, which is having a significant impact on learning. The HT estimated that based on the average of the three quotes obtained, the replacement boards will cost 10K. The LAC <b>agreed</b> that the Chair and the finance link governor could approve this spend once the updated finance report has been received.                 |
| 160.8.4 | Light fittings around the school need replacing.  |
| 160.8.5 | The letting of the caretaker's bungalow is another stream of income.  |
| 160.9   | The HT informed the LAC of <b>updates</b> to the Staff Handbook which were minor changes, such as the infants' lunch sitting times have been changed. The HT agreed to send the Staff handbook to governors.  |



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| 160.10     | Following parent feedback, that governors should be more visible within the school, the HT <b>informed</b> governors of key school events scheduled for the term and invited the LAC to attend.  |                          |                             |
| 160.10.1   | The DHT will forward the key school event dates and the Clerk will circulate.  |                          |                             |
| 160.11     | <i>HT to provide a written report on end of year accounts from 2018/19</i>   | <i>HT</i>                | <i>30<sup>th</sup> Sept</i> |
| 160.12     | <i>HT to submit detailed and profit and loss report on the Chef in School Programme with confirmation of funding to be received from the LAT</i>   | <i>HT</i>                | <i>8<sup>th</sup> Oct</i>   |
| 160.13     | <i>HT to send Staff handbook</i>   | <i>HT</i>                | <i>ASAP</i>                 |
| 160.14     | <i>Clerk to circulate key school events dates</i>  | <i>Clerk</i>             | <i>ASAP</i>                 |
| <b>161</b> | <b>Website Audit</b>   | <b>CT</b>                |                             |
| 161.1      | CT was not in a position to report on the website audit as there are still a few actions being completed. The Chair asked CT to report to the LAC at the next meeting.   |                          |                             |
| 161.1a     | <i>CT to report on the Website audit at the next LAC meeting</i>   | <i>CT</i>                | <i>8<sup>th</sup> Oct</i>   |
| <b>162</b> | <b>Review and adoption of policies</b>   | <b>Chair/All Members</b> |                             |
| 162.1      | The following policies approved by the LAT 2 Board <b>on 11<sup>th</sup> June 2019</b> were <b>reviewed</b> and <b>adopted</b> by the LAC:<br><br>Online Safety policy   |                          |                             |
| 162.1.1    | The Chair queried who was appointed as the School's ICT Manager for the purposes of the policy. The HT and DHT confirmed that the DHT is the appointed ICT Manager under the policy.   |                          |                             |
| 162.1.2    | The Chair noted that the newly appointed Link Governor for Safeguarding (AJ) has responsibilities under the Online Safety Policy.  |                          |                             |
| 162.1.3    | In response to a question from a Governor, the DHT confirmed that the School's curriculum for years 1-6 and current processes and procedures about ICT use in the School, including children's phones/devices, comply with the policy. |                          |                             |





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|            | In response to a question from a Governor, the DHT confirmed that a few children do bring phones to school. These are handed in to reception upon arrival and returned to the children at pickup at the end of the day.   |                        |                             |
| <b>163</b> | <b>Any other matter arising for consideration (declared under Item 5)</b>   |                        |                             |
| 163.1      | CT withdrew her request noted from the previous meeting to gift the School activity books (Superwings) to the pupils, as this may be a conflict in interest.  |                        |                             |
| <b>164</b> | <b>Items for the next agenda</b>  | <b>All members</b>     |                             |
| 164.1      | The following items for the next agenda (in addition to the standing items) were noted: <ol style="list-style-type: none"> <li>1. <i>HT to report on Premises update and provide draft Managing Premises policy for LAC consideration and approval</i></li> <li>2. <i>Sign KCSIE, ICT User agreement and Code of Conduct</i></li> <li>3. <i>Headteacher's verbal report and written financial account statement from 2018/19</i></li> <li>4. <i>Approve and adopt policies passed from LAT</i></li> <li>5. <i>Check school policy schedule for non LAT policies and prepare schedule for review</i></li> <li>6. <i>Review profit and loss report on Chefs in Schools Programme</i></li> <li>7. <i>Approve quotes for replacement whiteboards</i></li> </ol> |                        |                             |
| 164.3.2    | There were no other items requested to be added to the next agenda.   |                        |                             |
| 164.3.3    | The LAC <b>requested</b> the Clerk to ensure the items were included into the agenda for next meeting.  |                        |                             |
| 164.4      | <i>Clerk to include the above listed items into the agenda for next LAC Meeting.</i>  | <i>Clerk</i>           | <i>30<sup>th</sup> Sept</i> |
| <b>165</b> | <b>Date of the next meeting</b>   | <b>For information</b> |                             |
| 165.1      | Next meeting of the LAC will be held on 8 <sup>th</sup> October 2019 at 6pm at the School, Forge Lane, Hanworth, TW13 6UN.  |                        |                             |

*Part 1 of the meeting finished at 19:49pm.*

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



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I, Chair of the Local Academy Committee of St Richard's 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> September 2019 at the School, Forge Lane, Hanworth, TW13 6UN at 6pm.

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

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

Anne Messer

**Chair of the Local Academy Committee**

St Richard's Church of England Primary School