



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 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>
Allan Joseph ('AJ')	Elected Parent Governor <i>Appointed by the LDBS Academies Trust 2</i> <i>Expiration of Term in Office: 11-02-2023</i>
Lauren McCarthy ('LM')	Elected Staff Governor <i>Appointed by the LDBS Academies Trust 2</i> <i>Expiration of Term in Office: 11-02-2023</i>
Cecilia Thwaites ('CT') (Vice-Chair)	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 11-11-2022</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>
IN ATTENDANCE	
Steve Laffey ('Clerk')	Clerk to the Local Academy Committee
Jodie Knock ('JK')	Deputy Headteacher
Debs Wignall (DW)	Vicar, St Richard's Church, Hanworth <i>(Appointment by the LDBS Academies Trust 2 Pending)</i> <i>Expiration of Term in Office: Not applicable</i>



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 2020

Time: 6pm

Part 1

The meeting started at 6.04pm

Note: Minute item numbers follow the protocol that each academic year starts with 001.

Item		Delegatee
2020/21 061	Opening	
061.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at 6:04pm	
062	Opening Prayer	
062.1	The Chair opened the meeting in prayer.	Chair
063	Welcome and introductions	Chair
063.1	The Chair welcomed and introduced Debs Wignall the newly appointed Vicar of St Richard's church and asked her to say a few words about herself. Then each LAC member was invited to introduce themselves briefly. <i>Clerk's note: SA and AJ joined at 6.07pm</i>	
064	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk
064.1	The Chair noted that as all the LAC was present no apologies were needed.	
064.2	The LAC requested the Clerk to update the register of attendance.	
064.2a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>
065	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors
065.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.	
066	Declaration of any other business (AOB)	All LAC Governors
066.1	The Chair proposed and it was unanimously accepted by the LAC that the following items be covered under agenda item 11: <ul style="list-style-type: none"> • Chair to provide an update on the pay review panel • Chair to provide an update on recent DfE documents relating to Governors 	
066.2	The Chair proposed and it was unanimously accepted by the LAC that the quarterly financial reports which had been received late should be discussed at the January 2021 LAC meeting.	



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 2020

Time: 6pm

067	Approval of the minutes from the previous LAC Meeting held on 10th November 2020 at 6pm.	Chair
067.1	The minutes from the previous LAC meeting (10 th November 2020) had been circulated prior to the meeting.	
067.2	The minutes of the meeting were held to be a true and accurate record of the meeting.	
067.3	The Chair agreed to sign and date a physical copy of meeting minutes at the earliest opportunity.	
067.4	DH agreed to file the signed minutes following the Chair's signature.	
068	Review of Actions' List	All LAC Governors
068.1	<u>008.6a Governors' Training</u> MT reported that he had undertaken some training modules on appraisals via the National Governance Association (NGA) website and had allocated some other days in December to undertake more. He had updated his training record on Governor Hub.	MT
068.2	<u>028.6 DBS Information</u>	
068.2.1	AJ reported that he had visited the school today to check the visitors' log and noted that visitors routinely failed to sign out. He asked the School Business Manager to ensure greater vigilance in this regard. This will be reviewed again in January and reported at the February 2021 LAC meeting.	AJ
068.2.2	AJ reported that he will check how DBS checks for volunteers are validated before the end of this term and report to the January 2021 LAC meeting.	AJ
068.2.3	A Governor asked about the process for validating DBS checks for supply teachers. The HT responded by stating that the supplying agency conducts all of the DBS checks that the school is required to carry out, and the school then verifies the information by cross-checking that information against documentation provided to the school.	



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 2020

Time: 6pm

<p>068.3</p> <p>068.4</p> <p>068.5</p>	<p><u>028.16b Ofsted Governors' Template</u> The Chair asked the link Governors if they were on target to meet with the assigned area teachers to complete the templates and share with the LAC at the January meeting.</p> <ul style="list-style-type: none"> • AP reported she had met with JK and LM for teaching and learning • CT reported she had an initial meeting with CB on SEND to discuss policy and would arrange a follow-up meeting. CT stated that she needed to speak to the Ocean centre leader. • MT stated he had met with JK and was preparing the template. • AJ reported that he had scheduled to meet with HK to discuss parental engagement. • The Chair reported that she had met the RE and Collective Worship lead but was still due to schedule a meeting with HK about early years. • There was a discussion on SA's financial management role and the extent to which he should focus on strategic matters. The LAC meeting in January would focus on operational finance – monitoring of the quarterly accounts. The strategic matters in the SEIP would be de-coupled from this meeting but once the new financial system was working satisfactorily, then his focus would switch to more strategic financial issues. <p><u>049.5 ICT User Agreement</u> The HT and LM confirmed they had signed the agreement as part of their staff conditions.</p> <p>The outstanding actions for the January meeting are itemised below, with changes from the previous month in red.</p>	<p>CT</p> <p>MT</p> <p>Chair</p>	
Reference	Action	Delegatee	Due
281.3b	CT to carry out the Medicines and Supporting Pupils at School with Medical Conditions Visit with Agnieszka Wojtas, the School Administrator. CT to discuss with DH when it would be possible to come into school. CT to arrange a telephone call with the teacher and follow-up with a school visit. <i>Discussed and minuted under Part 2 minutes at December meeting.</i>	CT	January meeting



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 2020

Time: 6pm

028.6	AJ to check how DBS information is stored for the volunteer register and report at the next meeting. AJ will discuss this next week when he visits the school. <i>AJ to report on volunteers at the January meeting and visitors at the February meeting.</i>	AJ	<i>January/February meetings</i>
028.16a	Governors to prepare for Ofsted inspection by writing one-page summaries for their individual areas of responsibility.	LAC Governors	January meeting
049.1	Meetings to be arranged with appropriate teachers and SEIP evaluation form completed.	LAC Governors	Ongoing
049.5	The Clerk to send ICT User Agreement Policy to all Governors for them to read and sign the declaration at the end. Signed declarations are to be returned to the Clerk for recording. <i>Clerk to resend email to those Governors which have not responded.</i>	Clerk	<i>January meeting</i>
049.7	Declaration of Eligibility be signed and returned to the Clerk for recording. <i>Clerk to resend email to those Governors which have not responded.</i>	<i>Clerk</i>	<i>January meeting</i>
050.3.3	Terms of reference for premises refurbishment committee to be written and presented to LAC <i>for final approval.</i>	Chair/DH	<i>January meeting</i>
050.6	Chair and HT to meet to discuss the QA Report from LAT QA Consultant and report back to the LAC.	Chair/DH	December meeting
<i>069.2.1</i>	<i>Escalation of Clarification of school reserves to Trust CEO and report to LAC.</i>	<i>Chair</i>	<i>January meeting</i>
<i>069.2.5</i>	<i>Premises refurbishment committee to hold first meeting</i>	<i>SA, LM, AJ</i>	<i>January meeting</i>
<i>069.3</i>	<i>Discussion on reconvening LAC meetings at the school or continue with Zoom</i>	<i>LAC Governors</i>	<i>January meeting</i>
<i>073.3.4</i>	<i>Write a letter to Hounslow Council on behalf of the LAC about the diminishment of the Educational Health Care Plan (EHCP).</i>	<i>CT</i>	<i>January meeting</i>
<i>074.5.5</i>	<i>Examine how data from target tracker could be presented to better inform parents.</i>	<i>HT/JK</i>	<i>January meeting</i>
<i>077.3</i>	<i>Record any questions on the financial reports and send them to the HT before the end of term</i>	<i>SA</i>	<i>End of winter term</i>



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 2020

Time: 6pm

069	Chair's Items	Chair
069.1	<u>SG Link Governor Report</u> Covered by item 068.2 of these minutes.	
069.2	<u>TOR for Premises Refurbishment Committee</u>	
069.2.1	The Chair stated that she wished to set some context for this subject. The Chair reported that the school and LAC were waiting for a definitive statement on the size of the school reserves from the LAT finance manager. The LAT finance manager had in the past week indicated that £200k should be used as a working figure. The Chair stated that, to the frustration of the Chair, HT and LAC, the numbers notified over the past 12 months had changed 3 times and varied between £125k and £200k. This uncertainty was making planning difficult. The Clerk asked if the problems were due to the wider problems with the new financial system but the Chair stated that the issues pre-dated the roll-out. A Governor asked the Chair to escalate her concerns about having clarification on the school reserves to the LAT CEO. The Chair confirmed that she was prepared to do so and asked for the support of the LAC; this was unanimously given.	Chair
069.2.2	A Governor asked if not knowing the exact reserves would stop any work. The Chair responded that no work is planned before January so nothing would be affected.	
069.2.3	The Chair stated that under the TOR the members of the committee would be the HT (non-voting) and 3 Governors. She asked the LAC members for volunteers and after a brief discussion SA, LM and AJ agreed to serve. The Chair thanked them for their efforts.	
069.2.4	The Chair stated that the core objective of the committee was to present a plan to the June LAC meeting of the proposed work to be completed for approval. The Chair reminded the committee that any work proposed over £10k needed to be presented to the LAT for approval.	
069.2.5	The Chair stated that the committee should go ahead and organise their first meeting.	SA, LM, AJ



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 2020

Time: 6pm

069.2.6	The Chair asked the LAC if anyone had any questions on the TOR. A Governor asked how the figure of using 30% of the reserves had been determined. The HT responded by saying that the LAT finance manager had suggested using the reserves for improvement works and the original work identified for improvements had amounted to 30% of the reserves at that time. The HT added that 30% was prudent given there will be costs associated with the engagement of additional supply teachers during the pandemic. The HT mentioned that the Government have stated that reserves must be used for these costs before they will refund schools. A Governor stated , and the LAC generally affirmed , that there ought to be flexibility on the 30% figure depending on the improvements recommended.	
069.2.7	The Chair and HT will finalise the TOR for approval at the January LAC meeting.	Chair/HT
069.3	The Chair asked the LAC for their views on reconvening LAC meetings at the school following the lifting of lockdown 2. The Chair added that the latest advice from the DfE was to be pragmatic and continue with remote meetings whilst acknowledging that schools could progress with a blended approach. A Governor stated that with Christmas approaching it was probably better to continue with remote meetings for the time being. The LAC unanimously agreed to continue with remote meetings and revisit the decision in January.	LAC Governors
070	Headteacher's Report	DH
070.1	The HT presented her written report to the LAC which had been placed in Governor Hub in advance of the meeting.	
070.2	<u>COVID Risk Assessment and Update</u>	
070.2.1	The HT provided the LAC with a verbal update. The HT reported that the risk assessment is working well and the school has not had a confirmed positive test at all this term. The risk assessment has been updated to include changes to the Behaviour Policy whilst the school is working under the pandemic restrictions. The Behaviour Policy sanctions will change to stop cross contamination between class bubbles when applying sanctions.	



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 2020

Time: 6pm

070.3	<u>Teaching and Learning</u>	
070.3.1	The HT reported that one supply teaching assistant (TA) had fulfilled her contract with her agency and will join the school as permanent staff in January 2021. She is an excellent TA and the HT is pleased that she will stay on. Since the TA has been with the agency for at least one year, the agency will waive the recruitment fee. A Governor asked if there was a financial benefit to the school by shifting her into permanent employment. The HT replied that any benefits were realised by the individual in terms of better personal employment benefits. The Chair asked if any other LAC members had any questions, no-one did.	
073.3.2	The Chair stated that the emphasis on learning in the report is helpful but asked the HT about having the worst staff absenteeism of the LAT schools. The HT replied that she was optimistic this would change since 1 staff member previously on long-term sick leave has resigned and, in the future, there would be fewer staff shielding.	
073.3.3	The Chair asked about the diminishment of Hounslow's funding of Educational Health Care Plans (EHCP) for pupils and how this would affect the school. The HT stated there would be an inevitable financial effect. The Chair requested that this would be covered in greater detail at the February LAC meeting. The HT stated that it would be a good idea for CB (SEND specialist teacher) to attend the LAC; the LAC unanimously agreed .	
073.3.4	CT asked if there would be any merit in writing to Hounslow Council voicing the LAC's concerns about the reduction in SEND funding. After a brief discussion CT agreed to draft a letter to the Council on behalf of the LAC.	CT
073.3.5	The Chair asked about the NTP mentors' scheme and the school's success in securing tutors. The HT replied that the scheme is a cheap way of bringing staff into the school since the school only pays for any on-costs. The school had been allocated 2 mentors and JK mentioned that they would have Teach First training on 15 th January 2021. The Governors were delighted at the school's success in receiving NTP mentors.	



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 2020

Time: 6pm

073.3.6	The Chair asked about the safeguarding social worker leaving the employment of Hounslow Council and whether they would be replaced. The HT replied that she anticipated another social worker being appointed. The Chair asked about the consequential effect on vulnerable children if the post was not filled. The HT stated that the social worker was a useful sounding board and therefore would be a loss if not replaced.	
073.3.7	The HT reported that the school would be joining with the 52 Lives charity again and they would be delivering presents to school for those children in receipt of the pupil premium.	
073.4	<u>Finance</u>	
073.4.1	The HT reported that no monthly finance report was available due to the on-going problems with the school's ability to access and use the finance system.	
073.4.2	The HT reported that AJ had met with the school's technician from Platinum IT, from whom we buy our ICT support, to discuss the supply of 8 laptops for the school. However, due to the higher cost of supply teachers the HT stated that it was not appropriate to spend on laptops at this time.	
073.4.3	The HT reported that Platinum IT had acquired several old Civic Centre laptops which were being configured for school use.	
074.5	<u>Pupil Progress and Teaching/Learning Targets</u>	
074.5.1	The Chair invited JK to give a presentation on the pupil attainment assessment process for 2020/21. The presentation had been placed on Governor Hub in advance of the meeting and the LAC governors informed.	
074.5.2	<p>JK stated that the purpose of the presentation was to explain how the data processes of the school all work together and how they are applied to determine any interventions required. The full presentation is on Governor Hub, the highlights are:</p> <ul style="list-style-type: none"> • The progress and attainment processes were explained. JK stated that it has not changed due to the pandemic with each year being divided into 5 attainment steps and targets placed against each step. 	



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 2020

Time: 6pm

	<ul style="list-style-type: none"> • The target tracker facility is used to track children falling behind and thence to determine intervention targets. • Target tracker can be used to look at data for particular groups of children. • A sample of a data booklet was shown. These are produced each half-term and owned by the class teacher. • A sample of an on-track grid was shown 	
074.5.3	<p>After the presentation, the Chair asked for questions from the LAC since none had been placed in the 'chat' facility of Zoom. A Governor asked for clarification on the tabulated data on slide 5 of the presentation. JK explained that the top table showed cumulative data and the lower table showed data for individual children.</p>	
074.5.4	<p>A Governor asked if the on-track grid included SEND children. JK confirmed that it did not.</p>	
074.5.5	<p>A Governor commented that if parents could see the data it would help communication. After a brief discussion the Chair requested JK and the HT to respond to this request on how parents could be better informed and report at the January LAC.</p>	HT/JK
074.5.6	<p>The Chair asked if the new testing process for year 6 announced by the Government could be accommodated by the target tracker. JK confirmed it could.</p>	
074.6	<p><u>Pupil Premium and Catch-up Premium</u></p>	
074.6.1	<p>The Chair thanked JK for her work in producing the catch-up premium plan.</p>	
074.6.2	<p>The Chair asked the HT if she had anything to add to the catch-up plan. The HT stated that LM and HK would be mentoring year 6 staff for one day a week from 21st January 2021 for 6 weeks. The Chair asked LM about whether there would be any issues with managing her workload. LM explained her working week and said she would plan the lessons for her year 3 class which would be delivered by an experienced and competent HLTA. Her class remained her first priority and she would step back from mentoring</p>	



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 2020

Time: 6pm

	and return to her class if there were problems. This was also the case with HK.	
075	LAT 2 Board Policies for Adoption	All LAC Governors
075.1	No policies were presented for Adoption at this meeting.	
075.2	Post Meeting Note: The Pay Policy for Teaching Staff (29 th September 2020) has been corrected by the LAT but the HT has raised further questions which may result in the policy being issued again.	
076	Non-LAT School Policies for approval	All LAC Governors
076.1	The review of all Non-LAT School Policies has been deferred until the end of the pandemic as a means of reducing headteacher and SLT workload during the pandemic.	
077	Any other matter arising for consideration (declared under Item 5)	
077.1	<u>Pay Review Panel</u> The Chair referred to the report which had been placed in Governor Hub in advance of the meeting and Governors informed. The report was unanimously accepted by the LAC without any questions.	
077.2	<u>DfE Updates</u> The Chair stated that she wished to inform the LAC about the latest updates from the DfE. Ofsted will resume monitoring inspections of schools requiring improvement in January 2021 but this will not apply to the school because it has converted to an academy since the last inspection. The Chair stated that, possibly, there may be an inspection in the summer term.	
077.3	<u>Financial Reports</u> Although the quarterly financial reports would be discussed at the January LAC meeting, the Chair requested SA to record any questions on the financial reports and send them to the HT before the end of term.	
078	Date of the next meeting	For information
078.1	The next meeting of the LAC will be held on Tuesday 12th January 2021 at 6pm virtually via Zoom.	



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

PART 1 MINUTES

**Meeting of the
Local Academy Committee**

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th December 2020

Time: 6pm

Part 1 of the meeting finished at 7:54pm

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 **8th December 2020** virtually via Zoom at 6pm.

Signed: _____

Date: _____

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