



## Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 9<sup>th</sup> February 2021~~0~~

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>
Debs Wignall (DW)	Vicar, St Richard's Church, Hanworth <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 (DHT)	Deputy Headteacher
Paulette Wynter (SBM)	School Business Manager



St Richard's  
Church of England  
Primary School

PART 1 MINUTES

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### Part 1

*The meeting started at 6.03pm*

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

Item		Delegatee
<b>2020/21 106</b>	<b>Opening</b>	
106.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at <b>6:03pm</b>	
<b>107</b>	<b>Opening Prayer</b>	
107.1	DW <b>opened</b> the meeting in prayer.	<b>DW</b>
<b>108</b>	<b>Welcome and introductions</b>	<b>Chair</b>
108.1	The Chair <b>stated</b> that AJ and LM had <b>contacted</b> her prior to the meeting and that she had <b>agreed to release them</b> from the meeting at 7pm since they had other meetings to attend.	
<b>109</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>
109.1	The Chair <b>asked</b> the Clerk if any apologies had been received and the Clerk stated none had been.	
109.2	The LAC <b>requested</b> the Clerk to update the register of attendance.	
<i>109.2a</i>	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>
<b>110</b>	<b>Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda</b>	<b>All LAC Governors</b>
110.1	No conflicts of interest were <b>declared</b> by the LAC Governors, other than those already recorded within the Register of Business Interests.	
<b>111</b>	<b>Declaration of any other business (AOB)</b>	<b>All LAC Governors</b>
111.1	The Chair <b>asked</b> if any Governors had any items to be covered under agenda item 11:	
111.2	No Governors had any items to be considered. The Chair <b>stated</b> that she had 2 items to be considered but these would be covered as part of the actions' list review.	
<b>112</b>	<b>Approval of the minutes from the previous LAC Meeting held on 12<sup>th</sup> January 2021 at 6pm.</b>	<b>Chair</b>



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112.1	The minutes from the previous LAC meeting (12 <sup>th</sup> January 2021) had been circulated <b>prior</b> to the meeting. The Chair <b>asked</b> if the Governors had read the minutes and whether there were any matters arising.		
112.2	All Governors <b>confirmed</b> they had read the minutes. MT had <b>informed</b> the Clerk prior to the meeting that action 092.1 should be against AJ not himself. This correction was accepted by the LAC. No Governors had any other matters arising and with this change the minutes of the meeting were <b>held</b> to be a <b>true and accurate</b> record of the meeting.		
112.3	The Chair <b>agreed</b> to <b>sign and date</b> a physical copy of meeting minutes at the earliest opportunity.		
112.4	DH <b>agreed</b> to file the signed minutes following the Chair's signature.		
<b>113</b>	<b>Review of Actions' List</b>	<b>All LAC Governors</b>	
113.1	<u>073.3.4 Educational Health Care Plan (EHCP)</u> The Chair <b>stated</b> that Hounslow Council had reached out to all Chairs of school Governing Bodies <b>inviting them</b> to a meeting on 19 <sup>th</sup> February 2021 to <b>explain the changes</b> . The Chair will send the meeting agenda to CT for comment. Following the meeting the Chair and CT will work together to consolidate feedback to the Council.		Chair/CT
113.2	<u>093.7 COVID-19 Catch-up Premium</u> The first tranche has been received; the second tranche can be seen in the school accounts.		
113.3	The <b>outstanding actions</b> for the March meeting are itemised below, with changes from the previous month in red.		
Reference	Action	Delegatee	Due
073.3.4	Write a letter to Hounslow Council on behalf of the LAC about the diminishment of the Educational Health Care Plan (EHCP). CT to prepare a draft and distribute to the LAC. DH to send any communications from the Council to support the letter's content. <i>Discussed and minuted at the meeting.</i>	CT/HT	<i>March meeting</i>



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093.6	Seek clarification on from the LAT finance manager on the catering subsidy. <i>SBM has spoken to LAT finance manager but he has still to provide an answer.</i>	HT	<i>March meeting</i>
115.2.3	<i>Present SLT ideas on strategy for dealing with well-being (within HT's report)</i>	<i>HT</i>	<i>March Meeting</i>
115.2.5	<i>Present evaluation from DfE document 'What's Working Well in Remote Learning'</i>	<i>HT</i>	<i>March Meeting</i>
281.3a	<i>The Chair to carry out the Health and Safety Audit as the Link Governor. To be discussed.</i>	<i>AM/DH</i>	<i>March Meeting</i>
<b>114</b>	<b>Monthly financial Update</b>		
114.1	The HT <b>explained</b> that she had worked through the report with the DHT and SBM. They had <b>spoken to the LAT Finance Manager</b> for clarification and it materialised that individual numbers within the new financial system <b>did not match</b> the numbers within the original school budget. The SBM <b>explained</b> that this was due to data entry errors by Civica staff, and impacted the other school in LAT2.		
114.2	The SBM <b>reported</b> that it was not possible at the moment to understand the fuller financial situation from the system without extra additional work to ensure the budgeted amounts for each item were correct. However, she was <b>hopeful</b> that the next monthly financial update would have the correct figures since school staff had <b>spent time in reconciling</b> the 2 sets of numbers.		
114.3	The Chair had <b>submitted</b> several questions to the HT prior to the LAC meeting and these were answered. <ol style="list-style-type: none"> <li>1. The budgeted amounts <b>do not match</b> the amounts shown in the report because of the general issue described in 114.1 of these minutes.</li> <li>2. The commitment (i.e. invoices raised) column is at zero for all budget lines because of a software issue. This had been <b>reported</b> to the LAT Finance Manager who is investigating.</li> <li>3. The SBM <b>reported</b> that it was possible to add bespoke columns in the report and she would add a column for cumulative monthly total expenditure. Later in the discussion it was explained that the figures were</li> </ol>		



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<p>114.4</p>	<p>cumulative and it was agreed that the additional columns were not needed.</p> <p>4. I02-A0200: The SBM <b>stated</b> that savings would be made by not employing supply staff during the lockdown but it was difficult to predict. The HT <b>stated</b> that the school were currently employing supply staff as a last resort with existing staff being deployed to cover shortfalls where possible. The Chair <b>explained</b> that the Government would only refund schools for extra supply staff once existing reserves were used. The DHT <b>stated</b> that the school was <b>scrutinising</b> where savings could be made across all budget lines. The HT <b>stated</b> that expenditure which could wait until the next academic year would not be spent.</p> <p><i>Clerk's note: SA temporarily left the meeting between 6.15 pm and 6.33pm owing to poor internet connectivity.</i></p> <p>5. I02-A0600: The SBM <b>reported</b> that she had spoken to the LAT Finance Manager but he could not state when the CIF income would be paid.</p> <p>6. I02-A0750: The Chair <b>stated</b> that the reported budgeted amount seemed too low. The HT <b>agreed</b> and said that it was when the school looked at this, they realised there was something wrong with the numbers in the finance system. She <b>added</b> that this amount will be corrected once the budget numbers are allocated correctly.</p> <p>7. I02-A0830/0840: The SBM <b>stated</b> that these were inaccurate figures due to the mis-mapping of the budgeted numbers to the new financial system.</p> <p>8. I02-C0250: The SBM <b>stated</b> that this figure was due to the school paying for a virtual pantomime.</p> <p>9. I02-I0050: The SBM <b>stated</b> that the LAT Finance Manager had not answered the question on the catering subsidy yet.</p> <p>The Chair <b>asked</b> if there were any other questions from the Governors but there were none. SA <b>said</b> that he would separately meet with the SBM to address any outstanding questions he had. The Chair <b>thanked</b> the SBM for her hard work.</p>	
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114.5	<p><i>Clerk's note: The SBM left the meeting at 6.38 pm.</i></p> <p>The HT <b>stated</b> that it was frustrating dealing with the new financial system and confirmed that the SBM had been working very hard to produce useful financial statements for the LAC. The HT said that she will be <b>requesting</b> that the LAT Finance Manager come into school to help the school to <b>resolve</b> matters. She particularly <b>noted</b> that the school had requested training on the new system but this was only delivered 5 months into the roll-out. The DHT <b>added</b> that they had asked the LAT Finance Manager for a copy of the original budget and codes so that the school could <b>correctly map</b> against the new system but were told that they were not needed.</p>	
115	<b>Chair's Items</b>	<b>Chair</b>
115.1	<u>Head Teacher Transition Update</u>	
115.1.1	<p>The Chair <b>reported</b> that she (with the LAT Primary School advisor) had reached out to the various school constituencies (staff, parents, pupils) and <b>asked</b> them what they would like to see in a new HT. She <b>shared</b> her screen to show <b>a presentation</b> which summarised (by year group) what the pupils wished to see. The Chair <b>praised</b> LM for her work in preparing the children's responses. LM <b>suggested</b> that staff could share the presentation during the Google classroom live session they hold with their respective year groups. The LAC considered this to be a good idea.</p>	
115.1.2	<p>The DHT <b>asked</b> when the post was being advertised. The Chair <b>responded</b> that the recruiting panel would be meeting week commencing 22<sup>nd</sup> February 2021 and the advertisement would be posted that week. Applications would close at noon 17<sup>th</sup> March 2021; a shortlist would be drawn up thereafter with interviews scheduled for 26<sup>th</sup> March 2021.</p>	
115.2	<u>SEIP Monitoring</u>	
115.2.1	<p>The Chair <b>thanked</b> the LAC for their submitted reports and <b>asked</b> the LAC how they wished to proceed as a collective body, given the ongoing lockdown and partial school closures. She particularly <b>asked</b> whether a discussion session at the next meeting should be held and what the next steps for monitoring progress should be, given the current school closure.</p>	



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115.2.2	A Governor <b>stated</b> that there would be challenges once the school re-opened owing to general weariness. The LAC needed to <b>consider</b> how they could help in <b>maintaining learning</b> in the healthiest way possible. The HT <b>replied</b> that in this lockdown more bereavement and serious illness had been experienced and this was easier to detect because the staff were seeing more of the pupils. More counselling would be needed once school returned.	
115.2.3	The Chair <b>asked</b> the HT if the SLT have strategies in place to deal with <b>well-being</b> . The HT <b>replied</b> that there had been on-going meetings with colleagues to help matters. She <b>reported</b> the Vicar had been helping by sending voice messages to staff over the last couple of weeks. There are quiet break-out areas within in the school and there were many <b>nascent ideas</b> which needed to be captured in narrative. The Chair <b>requested</b> that these be presented in March's report from the HT.	HT
115.2.4	The Chair <b>stated</b> that the LAC should continue to monitor the situation to be prepared for the school returning after lockdown. She <b>asked</b> what specific information is needed from the HT and what needs to be <b>measured</b> so that the LAC fulfils its duties without over-burdening the HT and SLT.  <i>Clerk's note: LM and AJ left the meeting at 7.00 pm.</i>	
115.2.5	The DHT <b>stated</b> that the school is already using a document issued by the DfE called 'What's Working Well in Remote Learning'. The Chair <b>noted</b> that this is a 29-page document and expressed concerns that it might be onerous on staff to complete it. The DHT <b>stated</b> that she was finding it (partially) useful to help review the school's remote learning provision and suggested that this review could be presented to the LAC at its next meeting. The Chair <b>asked</b> if this included reference to the impact of the pandemic on disadvantaged children in particular. The HT <b>confirmed</b> it included disadvantaged children and that with a little revision the document could be presented at the next meeting. The Chair <b>asked</b> if the LAC were happy with this approach which they were.	HT
115.2.6	A Governor <b>asked</b> whether computers were being made available for the pupils. The DHT <b>stated</b> that 39 Chromebooks were	



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	available to use, the HT <b>added</b> that over lockdown parents and pupils have become noticeably more computer literate as they have adapted to the remote learning platforms used by the school.	
115.2.7	A Governor <b>asked</b> how the children's approach to reading was being <b>assessed</b> and how this would be after lockdown. The HT <b>reported</b> that with children submitting work it was easy to assess and after lockdown there would be an assessment to reset the baseline.	
115.2.8	The HT <b>reported</b> that there was a group of hard-to-reach children that were <b>not engaging</b> with remote learning. The Chair <b>asked</b> what percentage of children hard-to-reach and what tactics were being applied to reach them. The HT <b>estimated</b> that 25% of children were hard-to-reach and the usual communications media were being used. In <b>safeguarding</b> situations the school were threatening to escalate the issue. A Governor <b>asked</b> about the reasons given by parents for non-engagement and the DHT replied that a myriad of excuses was being given. The Chair <b>asked</b> if any of the 25% could be brought into school. The HT <b>replied</b> that vulnerable children were already in school and there was not the capacity to bring others into school under the COVID risk assessment.	
115.2.9	The Chair <b>proposed</b> that the LAC monitor link areas in the second half-term back after lockdown, to give the school time to assess the children. She <b>asked</b> the LAC if they agreed that this was an <b>acceptable approach</b> and they agreed it was.	
115.2.10	A Governor <b>asked</b> about the training taken by the HT and DHT on spirituality. The DHT <b>replied</b> that she, along with the Assistant Headteachers and the RE leader attended training about spirituality in an educational setting and how this was evidenced.	
<b>116</b>	<b>Headteacher's Report</b>	<b>HT</b>
116.1	The HT <b>gave her verbal report</b> to the LAC although a written safeguarding report had been placed in Governor Hub <b>in advance</b> of the meeting.	



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116.2	<u>COVID Risk Assessment and Update</u>	
116.2.1	The HT <b>stated</b> that lateral flow testing was being conducted for all staff.	
116.2.2	The HT <b>reported</b> that in <b>safeguarding</b> situations the school were threatening to escalate action if families did not engage with the school in the first instance. Weekly contact meetings were continuing.	
116.2.3	The HT <b>reported</b> that there had been an incident where a section on Google classrooms had been used by one pupil to upset another; this section had now been closed by the school.	
116.2.4	The HT <b>reported</b> the school was maintaining a list of SEND pupils and tracking them. In terms of <b>pupil well-being</b> the HT <b>stated</b> that the Google meet facility was helping pupils to keep contact with their friendship groups.	
116.2.5	The HT <b>reported</b> that special boxes had been <b>designed and distributed</b> to SEND pupils to provide extra stimulus for them.	
116.2.6	The HT <b>reported</b> that some families were declining the offer of school provided laptops. A Governor <b>asked</b> why this was happening and the HT responded by saying there were a variety of reasons, including that some families were happy for their children to work on phones or did not want to take a laptop if it could benefit another instead.	
116.2.7	The HT <b>reported</b> that to aid staff well-being, a weekly staff meeting was being held. She <b>added</b> that some staff were suffering by being at home. In these cases staff were <b>invited</b> into school to have a general chat, and were also given the opportunity to prepare their remote lessons on-site rather than from home. The DHT <b>said</b> staff were planning a social event post lockdown so they had something to look forward to.	
116.3	<u>QA Report</u> The QA report and a first tranche of questions answered by the SLT had been placed in Governor Hub <b>in advance</b> of the meeting. Subsequently, the Chair and another Governor had <b>submitted</b> a	



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<p>116.3.1</p>	<p>second tranche of questions to the HT prior to this LAC meeting and these were answered in the meeting.</p> <p><u>Chair's Questions:</u></p> <ol style="list-style-type: none"> <li>1. The Chair <b>asked</b> if targets would need to be adjusted to be lower given the effects of the lockdown. The HT <b>replied</b> that the school would do the utmost to <b>maintain</b> the existing targets. This would be <b>difficult</b> but once a baseline had been set on return after lockdown the school would have a better idea.</li> <li>2. The Chair <b>asked</b> what help would be given to the SENCO to aid their development. The HT <b>replied</b> that the SENCO had taken a step forward and had been able to re-invigorate her role. Also, the HT and SENCO meet regularly.</li> <li>3. The Chair <b>asked</b> what the plan is to assess the impact of the lockdown on reading/phonics, writing and catch-up. The HT <b>replied</b> that once a baseline had been set on return after lockdown the school would have a better idea on how to deal with any impacts.</li> </ol>	
<p>116.3.2</p>	<p><u>Governor's Questions:</u></p> <ol style="list-style-type: none"> <li>1. A Governor <b>asked</b> about the relationship between the teaching staff and parents because there appeared to be some ambiguity in different parts of the report. The HT <b>acknowledged</b> the ambiguity in the report but stated that relationships were positive and that parents <b>appreciate</b> the effort that the teaching staff are making and that there has been <b>good feedback</b> about the application of Google Classrooms.</li> <li>2. A Governor <b>asked</b> how the 2 teachers recruited under the National mentors' programme were settling in to the school. The HT <b>replied</b> that it was difficult to say since there was no face-to-face contact but both have settled in well. One is an experienced teacher whilst the other is a university graduate.</li> <li>3. A Governor <b>asked</b> how the very heavy workload for teachers was being monitored to ensure that it was manageable. The HT <b>replied</b> that currently it was not possible to do the level of mentoring planned for in</li> </ol>	



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	<p>November 2020. However, the SLT were <b>monitoring</b> on-line teaching and supporting teachers in their development.</p> <p>4. A Governor <b>asked</b> about the process to implement the points in green written in the Leadership and Management section of the QA report. The HT <b>replied</b> that this would be addressed in the next QA audit.</p> <p>5. A Governor <b>asked</b> about the progress made in the development of more able pupils. The HT <b>replied</b> that this would be progressed more effectively after the school returned after lockdown.</p>	
116.4	<p><u>Premises Update</u> The HT <b>reported</b> that the first meeting of the premises committee was scheduled for 17<sup>th</sup> February at noon. The Chair <b>reported</b> that she would complete the H&amp;S audit with the HT on 3<sup>rd</sup> March 2021.</p>	Chair/HT
116.5	<p><u>Spending Requests</u> No spending requests were presented for approval this month.</p>	
<b>117</b>	<b>LAT 2 Board Policies for Adoption</b>	<b>All LAC Governors</b>
117.1	<p>The following policies approved by LAT 2 Board were <b>unanimously adopted</b> by the LAC:</p> <ol style="list-style-type: none"> <li>1. Special Leave</li> <li>2. Professionalism and Staff Code of Conduct</li> </ol>	
<b>118</b>	<b>Non-LAT School Policies for approval</b>	
118.1	The review of all Non-LAT School Policies has been deferred until the end of the pandemic as a means of <b>reducing headteacher and SLT workload</b> during the pandemic.	
<b>119</b>	<b>Any other matter arising for consideration (declared under Item 5)</b>	
119.1	No matters for had been declared for consideration under item 5	
<b>120</b>	<b>Date of the next meeting</b>	<b>For information</b>
120.1	The next meeting of the LAC will be held on <b>Tuesday 9<sup>th</sup> March 2021</b> at 6pm virtually via Zoom.	

**Part 1 of the meeting finished at 7:46pm**



**St Richard's  
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**PART 1 MINUTES**

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Local Academy Committee**

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**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 **9<sup>th</sup> February 2021** virtually via Zoom at 6pm.

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

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

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