



## Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 12<sup>th</sup> January 20201

Time: 6pm

### Register of Attendance

| PRESENT                               |  |
|---------------------------------------|--|
| Anne Messer (Chair)                   | Appointee of the LDBS Academies Trust 2<br><i>Expiration of Term in Office: 04-11-2022</i>   |
| Dionne Hurst (DH)                     | Headteacher<br><i>Appointed by virtue of office (Ex-Officio)</i><br><i>Expiration of Term in Office: Not applicable</i>                          |
| Debs Wignall (DW)                     | Vicar, St Richard's Church, Hanworth<br><i>Appointed by virtue of office (Ex-Officio)</i><br><i>Expiration of Term in Office: Not applicable</i> |
| Shehzad Awan (SA)                     | Appointee of the LDBS Academies Trust 2<br><i>Expiration of Term in Office: 10-06-2023</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>                      |
| Cecilia Thwaites (CT)<br>(Vice-Chair) | Appointee of the LDBS Academies Trust 2<br><i>Expiration of Term in Office: 11-11-2022</i>   |
| Anita Pinnalawatta (AP)               | Appointee of the LDBS Academies Trust 2<br><i>Expiration of Term in Office: 10-02-2024</i>   |
| Mayank Taneja ('MT)                   | Appointee of the LDBS Academies Trust 2<br><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   |



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### Part 1

*The meeting started at 6.02pm*

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

| Item                   |  | Delegatee                    |
|------------------------|--|------------------------------|
| <b>2020/21<br/>085</b> | <b>Opening</b>   |                              |
| 085.1                  | The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at <b>6:02pm</b>   |                              |
| <b>086</b>             | <b>Opening Prayer</b>  |                              |
| 086.1                  | DW <b>opened</b> the meeting in prayer.  | <b>DW</b>                    |
| <b>087</b>             | <b>Welcome and introductions</b>   | <b>Chair</b>                 |
| 087.1                  | The Chair <b>stated</b> that Debs Wignall had been appointed as a Governor by the LAT on 15 <sup>th</sup> December 2020 and <b>welcomed</b> her as a full member of the LAC.   |                              |
| <b>088</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>         |
| 088.1                  | The Chair <b>asked</b> the Clerk if any apologies had been received and the Clerk stated none had been.  |                              |
| 088.2                  | The LAC <b>requested</b> the Clerk to update the register of attendance.   |                              |
| <i>088.2a</i>          | <i>Update the LAC Register of attendance.</i>  | <i>Clerk</i>                 |
| <b>089</b>             | <b>Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda</b>   | <b>All LAC<br/>Governors</b> |
| 089.1                  | No conflicts of interest were <b>declared</b> by the LAC Governors, other than those already recorded within the Register of Business Interests.   |                              |
| <b>090</b>             | <b>Declaration of any other business (AOB)</b>   | <b>All LAC<br/>Governors</b> |
| 090.1                  | The Chair <b>asked</b> if any Governors had any items to be covered under agenda item 11:  |                              |
| 090.2                  | No Governors had any items to be considered. CT <b>mentioned</b> that she had signed up for SEN training to be provided by Hounslow Council. The Chair <b>proposed</b> that CT might <b>present</b> a summary of the course at a later date. CT agreed to do this. |                              |
| <b>091</b>             | <b>Approval of the minutes from the previous LAC Meeting held on 8<sup>th</sup> December 2020 at 6pm.</b>  | <b>Chair</b>                 |
| 091.1                  | The minutes from the previous LAC meeting (8 <sup>th</sup> December 2020) 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.                                |                              |



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|            |  |                          |
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| 091.2      | All Governors <b>confirmed</b> they had read the minutes. No Governors had any matters arising and the minutes of the meeting were <b>held</b> to be a <b>true and accurate</b> record of the meeting.   |                          |
| 091.3      | The Chair <b>agreed to sign and date</b> a physical copy of meeting minutes at the earliest opportunity.   |                          |
| 091.4      | DH <b>agreed</b> to file the signed minutes following the Chair's signature.   |                          |
| 091.5      | <i>Clerk's note: AP and AJ arrived at 6.08pm.</i> The Chair <b>asked</b> both if they had declarations of interest to declare, neither did.  |                          |
| <b>092</b> | <b>Review of Actions' List</b>   | <b>All LAC Governors</b> |
| 092.1      | <u>028.6 DBS Information</u><br>Since no visitors and volunteers were coming into the school because of the lockdown the Chair <b>proposed and it was unanimously accepted</b> that this action should be deferred until the school re-opened.                       | MT                       |
| 092.2      | <u>028.16b Ofsted Governors' Template</u>  |                          |
| 092.2.1    | The Chair <b>asked</b> the link Governors if they had <b>discussed</b> the content with the assigned area teachers to complete the templates. All had apart from CT who needed to complete some follow-up work once the school re-opens and then share with the LAC. | CT                       |
| 092.2.2    | The Chair <b>proposed</b> that the reports be completed and issued in time for the February meeting if possible, and for the March meeting at the latest. This was to <b>gain momentum</b> in the summer term. This was <b>unanimously accepted</b> by the LAC.      | Link Governors           |
| 092.2.3    | The Chair <b>stated</b> that once Ofsted started monitoring schools again they would be focussing on remote learning and the wellbeing of staff and pupils. In that regard the LAC was up to date.   |                          |
| 092.3      | <u>077.3 Questions on Financial Reports</u><br>The Chair <b>asked</b> the Governors to implement the discipline of sending questions in advance to the HT and by the Friday preceding the LAC meeting at the latest.   | LAC Governors            |



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| 092.4               | The <b>outstanding actions</b> for the February meeting are itemised below, with changes from the previous month in red.   |                     |  |
|---------------------|--|---------------------|--|
| 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. Discussed and minuted under Part 2 minutes at December meeting. <i>CT to finish discussion with Camille Bertram, the SEND lead teacher.</i> | CT                  | <i>Defer until the school re-opens</i> |
| 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. AJ to report on volunteers at the January meeting and visitors at the February meeting.   | AJ                  | <i>Defer until the school re-opens</i> |
| 028.16a             | Governors to prepare for Ofsted inspection by writing one-page summaries for their individual areas of responsibility.   | LAC<br>Governors    | <i>February meeting</i>                |
| 049.1               | Meetings to be arranged with appropriate teachers and SEIP evaluation form completed.  | LAC<br>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. Clerk to resend email to those Governors which have not responded. <i>AP and AJ to respond.</i>  | <i>AP &amp; AJ</i>  | <i>ASAP</i>                            |
| 049.7               | Declaration of Eligibility be signed and returned to the Clerk for recording. Clerk to resend email to those Governors which have not responded. <i>AP and AJ to respond.</i>  | <i>AP &amp; AJ</i>  | <i>ASAP</i>                            |
| 050.3.3             | Terms of reference (TOR) for premises refurbishment committee to be <i>revised</i> and presented to LAC for final approval.  | Chair/ <i>Clerk</i> | <i>February 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            | <i>February meeting</i>                |
| 069.2.5/09<br>4.3.4 | Premises refurbishment committee to hold first meeting. <i>HT to initiate process for first meeting.</i>   | SA, LM,<br>AJ, HT   | <i>February meeting</i>                |



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|              |  |               |  |
|--------------|--|---------------|--|
| 069.3        | Discussion on reconvening LAC meetings at the school or continue with Zoom.  | LAC Governors | <i>Defer until the school re-opens</i> |
| 073.3.4      | Write a letter to Hounslow Council on behalf of the LAC about the diminishment of the Educational Health Care Plan (EHCP). <i>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>   | <i>CT/HT</i>  | <i>February meeting</i>                |
| 074.5.5      | Examine how data from target tracker could be presented to better inform parents.  | HT/JK         | <i>Defer until the school re-opens</i> |
| 077.3        | Record any questions on the financial reports and send them to the HT.   | SA            | <i>Ongoing</i>                         |
| <i>093.6</i> | <i>Seek clarification on from the LAT finance manager on the catering subsidy.</i>   | HT            | <i>February meeting</i>                |
| <i>093.7</i> | <i>Seek clarification on from the LAT finance manager on the COVID-19 catch-up premium.</i>  | HT            | <i>February meeting</i>                |
| <i>095.4</i> | <i>Review COVID-19 risk assessment.</i>  | LAC Governors | <i>February meeting</i>                |
| <i>095.5</i> | <i>Submit questions on the QA report.</i>  | LAC Governors | <i>February meeting</i>                |
| <b>093</b>   | <b>Financial Quarterly Statement</b>   |               |  |
| 093.1        | The Chair <b>explained</b> that the school business manager (SBM) would be attending the February LAC meeting and not this meeting as originally planned. The HT would <b>answer</b> any financial questions from the LAC on her behalf. It was <b>noted</b> that the last quarterly statement had been prepared by the LAT finance manager and not the SBM. The Chair and SA had <b>identified</b> similar queries which were put to the HT by the Chair. |               |  |
| 093.2        | <u>Item102-A0100</u> : The Chair <b>asked</b> when were the pension percentage changes announced and why didn't the school budget for this in July? The HT <b>stated</b> that the projected increase was announced after the budget was completed and therefore it had not been included. The Chair <b>expressed</b> her disappointment at the timing since this would result in a significant variance to the budget.                                     |               |  |



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|       |  |    |
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| 093.3 | <p><u>Item 102-A0200</u>: The Chair <b>asked</b> if the current partial school closure would lead to cost savings on agency staff this term? The HT <b>replied</b> that cost savings could be made and she had written to the agencies to release staff. One agency staff member had been retained for the Ocean centre to maintain minimum staffing levels. The HT <b>made the point</b> that agencies could furlough staff if they wished.</p>   |    |
| 093.4 | <p><u>Items 102-A0600/102-I0100</u>: The Chair <b>asked</b> when the capital income will be received to offset this cost (repairs and maintenance) and how much exactly is expected since the notes say 'the majority.' The Chair added that the LAT finance manager had <b>stated</b> that the <b>overspend</b> on repairs and maintenance would be approximately £42,000 with most of this recoverable through Devolved Formula Capital (DFC). The HT <b>replied</b> that the LAT finance manager had reported a deficit of £42,676 but income of £36,176 was available although item 102-I0100 shows an expected capital income of £32,854.</p> <p>The HT <b>commented further</b> that most repairs and maintenance work is carried out at the beginning of the academic year because it is <b>considered essential</b> at that point. For the rest of the year the expenditure tends to diminish.</p> |    |
| 093.5 | <p><u>Item C0210</u>: The Chair <b>asked for an</b> explanation of this item since she was under the impression that the school received a sports premium. The HT <b>replied</b> that the school received a sports premium of £16,000 last year and this item is showing £1000 expenditure against this. The Chair <b>expressed concern</b> that this item was being <b>reported incorrectly</b> and that the quarterly statements should reflect this as a discrete item. The HT <b>agreed</b> that it would be useful for the individual grants to be sub-itemised as separate line items to show how the total was made up.</p>   |    |
| 093.6 | <p><u>Item 102-I0060</u>: The Chair <b>asked</b> what sum of money had been reported to the school by the LAT finance manager in regard of subsidy that the LAT had promised to provide for lost catering income in the first 18 months of the Chefs in Schools scheme. She further asked about the actual uptake and the impact of the new school partial closure. The LAT finance manager had <b>attended</b> the October LAC meeting and <b>stated</b> that he would inform the LAC of</p>  | HT |



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|  |   |                     |
|--|---|---------------------|
| <p>093.7</p> <p>093.8</p> <p>093.9</p> | <p>the subsidy and when it would be paid. The HT stated that she would seek <b>further clarification</b> from the LAT finance manager.</p> <p><u>Item 102-I0040</u>: The Chair asked if this item included the COVID-19 catch-up fund of £19,500. She added that she would like to ringfence the COVID-19 catch-up grant for the targeted efforts on catch-up learning which has mainly been via teachers' salaries. Currently it looks as though it's being used to manage the deficit. <b>JK commented</b> that the COVID-19 catch-up fund was paid in 3 tranches throughout the school year. The HT stated that she will <b>clarify</b> with the LAT finance manager if the COVID-19 catch-up premium has been included within this quarterly financial statement.</p> <p>The Chair <b>commented</b> that the stated deficit of £46,000 may be impacted by the capital fund, the COVID-19 catch-up fund and whether the budget statement accounts for the sports premium and the LAT catering subsidy.</p> <p>SA asked about the format of the report as it is different to the reports received last year. He stated greater detail was needed to clarify what items were included under each heading. The HT <b>stated</b> that the LAC should consider what additional explicit information is needed from the financial system since the current report format is different when working with the new reporting system. <b>The Chair agreed and stated that one of the prime duties of the LAC was to account for the financial income and expenditure. If these items were not identified in sufficient detail then it became impossible for the LAC to fulfil that duty.</b></p> | <p>HT</p>           |
| <p><b>094</b></p>                      | <p><b>Chair's Items</b></p>   | <p><b>Chair</b></p> |
| <p>094.1</p> <p>094.1.1</p>            | <p><u>Head Teacher Transition</u></p> <p>The Chair <b>mentioned</b> that she had spoken to the Governors individually last week and <b>confirmed</b> that the HT would be leaving the school at the end of the Spring term. She <b>invited</b> the HT to speak openly to the LAC. The HT <b>stated</b> that she had come to her decision after a period of reflection when she concluded that she wished to switch to a role concentrating on 2 or 3 responsibilities rather than the broader role of a head teacher. She <b>added</b> that she was comfortable with her situation and that she had</p>   |                     |



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|         |   |  |
|---------|---|--|
|         | no immediate plans but felt there were several areas where she could work successfully.   |  |
| 094.1.2 | The Chair <b>invited</b> members of the LAC for any comments in response. There were many <b>positive comments</b> from the Governors and collectively the LAC said they would miss her and wished the HT the best of luck for the future.  |  |
| 094.1.3 | The Chair <b>explained</b> the recruitment process for the new HT. In our Multi Academy Trust (MAT), the head teacher is employed by the MAT which is responsible for the recruitment process. The CEO of the MAT (LAT) will form an <b>advisory panel</b> including three members from the LAC as part of the recruitment process. At the CEO's request, the panel will consist of the Chair, the Vicar and AJ (as the longest-standing parent governor). The final interviews will be held on 26 <sup>th</sup> March 2021 with a short-list drawn up before then. |  |
| 094.2   | <u>Governor Priorities During School Closure</u>  |  |
| 094.2.1 | The Chair <b>opened</b> a discussion on the list of priorities for the governors to focus on during the school closure saying it was based on advice from the National Governance Association (NGA).  |  |
| 094.2.2 | The Chair <b>stated</b> that she had <b>received comments</b> from MT suggesting that the wellbeing of the pupils should be considered as well as the staff. MT <b>explained</b> that he had done a gap analysis between the suggested list and suggestions from Hounslow Council and the NGA.  |  |
| 094.2.3 | The Chair <b>explained</b> that the wellbeing of the pupils should be added to the list as well as the senior leadership team (SLT) as a group. The Chair <b>stated</b> that the Covid-19 risk assessment was a living document and should be updated and brought to the LAC as needed. She <b>asked</b> if the Governors had any further issues to raise and no-one did.   |  |
| 094.3   | <u>Premises Refurbishment Committee</u>   |  |
| 094.3.1 | The Chair <b>asked</b> if the LAC had any issues with the formation of the committee and its activities in the light of the HT's resignation,   |  |





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|                   |  |                    |
|-------------------|--|--------------------|
| <p>094.3.2</p>    | <p>but no Governors had any. The Chair then <b>asked</b> the HT and JK if they had any comments. The HT <b>said</b> that refurbishment projects were a long process and perhaps quotations could be solicited at this time. JK (and LM) <b>agreed</b> that during the shutdown was a good time to get work done and recommended that the committee should proceed.</p> <p>The Chair <b>asked</b> AJ if he had time to serve on the Premises Refurbishment Committee as well as the advisory committee for the HT recruitment. AJ <b>replied</b> that he would prefer to serve on the HT recruitment panel only but if there were no volunteers for the Refurbishment Committee he would continue to serve. The Chair asked for others to volunteer but no-one did so AJ would continue to serve.</p> | <p>Chair/Clerk</p> |
| <p>094.3.3</p>    | <p>The Clerk <b>suggested</b> that, given the impending departure of the HT, JK should be <b>co-opted</b> onto the committee and that this should be written into the Terms of Reference. This was agreed.</p>   | <p>HT</p>          |
| <p>094.3.4</p>    | <p>The Chair <b>stated</b> that £41,000 was available for refurbishment and asked the HT to initiate the first meeting of the Premises Refurbishment Committee. The LAC <b>unanimously agreed</b> to this approach.</p>  |                    |
| <p><b>095</b></p> | <p><b>Headteacher's Report</b></p>   | <p><b>DH</b></p>   |
| <p>095.1</p>      | <p>The HT <b>gave her verbal report</b> to the LAC although a written précis had been placed in Governor Hub <b>in advance</b> of the meeting.</p>   |                    |
| <p>095.2</p>      | <p><u>COVID Risk Assessment and Update</u></p>   |                    |
| <p>095.2.1</p>    | <p>The HT <b>stated</b> that the risk assessment needed to be updated to include the therapists in the Ocean centre. There had been <b>changes</b> in the bubble arrangement owing to a staff member not being present in school.</p>  |                    |
| <p>095.2.2</p>    | <p>The HT <b>stated</b> that 2 pupils were considered as <b>vulnerable</b> with social worker involvement. Two other families with social worker involvement had been taken of the child in need (CIN). The school remained <b>concerned</b> and had offered them school places during the lockdown; 1 family had taken up the offer.</p>  |                    |



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|          |  |  |
|----------|--|--|
| 095.3    | <u>Update on remote and In-school Learning</u>   |  |
| 095.3.1  | The HT <b>stated</b> that the Ocean Centre had 15 pupils in school.  |  |
| 095.3.2. | The HT <b>stated</b> that some teachers are working remotely but do attend school for preparation work. The school is <b>supporting</b> families via Google classrooms, Google forms, and telephone. She added that this support is important for wellbeing.   |  |
| 095.3.3  | LM <b>stated</b> that videos are uploaded each Monday morning by teachers and that comments via Google classrooms had been <b>positive</b> .   |  |
| 095.3.4  | A Governor <b>asked</b> if the children were joining in at the same time as the teachers. The HT <b>said</b> that videos were being used because flexibility was needed by parents. She <b>added</b> that there had been a discussion on the media being used and this was <b>being continually reviewed</b> particularly as Government requirements change. JK <b>added</b> that the school was taking one step at a time with parents by introducing changes incrementally, to help them adapt to remote learning. |  |
| 095.3.5  | LM <b>stated</b> that 'live' lessons will be trialled in the next few weeks. The Chair <b>asked</b> if the school would be using national BBC lessons provided on free-to-air TV. The HT <b>replied</b> that the school was taking a multi-faceted approach but avoiding paper packs because of the COVID risk arising from staff distributing them, and the risk that parents would fail to pick them up.   |  |
| 095.3.6  | The HT <b>stated</b> that parents' opinions would need to be solicited in a survey.  |  |
| 095.3.7  | The HT <b>stated</b> there were some issues with staff being told to self-isolate leading to pressure on the remaining staff. She added that some staff are not happy with being in school but the risk assessment was being followed. The Chair <b>stated</b> that if the risk assessment was being followed then staff should be in school, as it would mean that school was a safe environment for them.  |  |
| 095.3.8  | The Chair <b>asked</b> if staff members were being referred to DfE counselling if needed and the HT <b>thanked</b> her for the reminder.   |  |



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|            |   |                              |
|------------|---|------------------------------|
| 095.3.9    | The HT <b>stated</b> that laptops agreements were now in place with parents since the laptops belong to the school. <b>The school had received 25 laptops so far and applied</b> for another 11 laptops. The HT <b>expressed the concern</b> that the laptops might not be looked after in certain family contexts (some given by social care and not loaned by the school, in the last lockdown had already been broken and return to school for repairs). She <b>added</b> that some parents were struggling with basic parenting skills and this was likely to become more of a problem as time went on. | LAC Governors                |
| 095.3.10   | A Governor <b>expressed appreciation</b> for the extra work being undertaken by the staff and this was <b>endorsed</b> by the remainder of the LAC.   |                              |
| 095.3.11   | The Chair <b>asked</b> if there were any questions on the HT's report but there were none.  |                              |
| 095.3.12   | The Chair <b>asked</b> if the safeguarding policy addendum from last March still applied and the HT <b>confirmed</b> it did. The Chair <b>asked</b> , as part of pupil well-being, if parents could be referred to other agencies for counselling. JK <b>replied</b> that the Hounslow Council parent programme is over-subscribed and there was a waiting list. The HT <b>added</b> that there was a limit to what staff could do and, where possible, they were being supportive and signposting other sources of support where possible.   |                              |
| 095.4      | The Chair <b>stated</b> if the LAC were satisfied with the risk assessment it would be reviewed at next month's meeting.  |                              |
| 095.5      | <u>QA Report</u><br>In the interests of time and SLT workload, the Chair <b>requested</b> that questions on the QA report be sent to the HT in advance of next month's meeting, when the report would be discussed.   |                              |
| <b>096</b> | <b>LAT 2 Board Policies for Adoption</b>  | <b>All LAC<br/>Governors</b> |
| 096.1      | The following policies approved by LAT 2 Board were <b>unanimously adopted</b> by the LAC:<br><ol style="list-style-type: none"> <li>1. Managing Sickness Absence Policy and Procedures</li> <li>2. Business Continuity Plan for Disaster Recovery in the Event of a Critical Incident</li> </ol>   |                              |



## Meeting of the Local Academy Committee

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|            |  |                        |
|------------|--|------------------------|
| 096.2      | The Pay Policy for Teaching Staff (29 <sup>th</sup> September 2020) corrected by the LAT was unanimously adopted by the LAC.   |                        |
| 096.3      | To reduce the workload of teaching staff, the Chair <b>stated</b> that she had written to the CEO of the LAT 2 Board and suggested that the revision of further LAT policies be held until the end of the pandemic. She would inform the LAC of the reply when received. |                        |
| <b>097</b> | <b>Non-LAT School Policies for approval</b>  |                        |
| 097.1      | 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>098</b> | <b>Any other matter arising for consideration (declared under Item 5)</b>  |                        |
| 098.1      | No matters for had been declared for consideration under item 5  |                        |
| <b>099</b> | <b>Date of the next meeting</b>  | <b>For information</b> |
| 099.1      | The next meeting of the LAC will be held on <b>Tuesday 9<sup>th</sup> February 2021</b> at 6pm virtually via Zoom.   |                        |

**Part 1 of the meeting finished at 7:43pm**

### 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 **12<sup>th</sup> January 2021** virtually via Zoom at 6pm.

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

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

Anne Messer

**Chair of the Local Academy Committee**

St Richards Church of England Primary School