



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 7th July 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>
Anita Pinnalawatta ('AP')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10-02-2024</i>
Cecilia Thwaites ('CT')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 11-11-2022</i>
IN ATTENDANCE	
Jen Ciarleglio ('Clerk')	Clerk to the Local Academy Committee
Jodie Knock ('JK')	Deputy Headteacher
APOLOGIES	
Mayank Taneja ('MT')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10-06-2023</i>
VISITORS	
Piers Winrow ('PW')	LDBS Trust Finance Manager
Paulette Wynter ('SBM')	School Business Manager



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Part 1

The meeting started at 6.04pm

Item		Delegatee	Deadline
328	Welcome and introductions	Chair	
328.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at 6:05pm		
328.2	The Chair reminded the members of the agreed protocol for Zoom meetings, including: <ul style="list-style-type: none"> - All attendees should use gallery screen so that they can see each other - All attendees will agree not to record the meeting, and will agree to place themselves in a context where others cannot overhear our discussions - We will use no names of staff or children - instead we will say 'teacher a', 'child b' etc. - We will show our vote by raising a physical hand. - When not actively speaking, we will mute ourselves to ensure clarity on the call. 		
328.3	All attendees confirmed that they had made every effort to ensure they were in a confidential environment.		
328.4	The Chair requested that the Clerk add to future Zoom invitations that members should identify themselves clearly when they log in to the meeting so that there is no issue admitting them to the call.		
328.4a	<i>Clerk to add to future Zoom invitations that members should identify themselves clearly when they log in to the meeting so that there is no issue admitting them to the call.</i>	<i>Clerk</i>	<i>Ongoing</i>
329	Opening prayer	DH	
329.1	DH opened the meeting in prayer.		
330	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	



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330.1	The Clerk informed the LAC that no apologies had been received in advance with the exception of MT. The LAC accepted MT's apologies for his absence.		
330.2	The LAC requested the Clerk to update the register of attendance.		
330.2a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
331	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
331.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.		
332	Declaration of any other business	All LAC Governors	
332.1	No items were noted for discussion under other business.		
333	Approval of the minutes from the previous LAC Meeting held on 9th June 2020 at 6pm.	Chair	
333.1	The minutes from the previous LAC meeting had been circulated prior to the meeting.		
333.2	The minutes were held to be a true and accurate record of the meeting.		
333.3	The Chair agreed to sign and date all physical copies of meeting minutes at the first physical meeting of the LAC in the next academic year.		
333.4	There were no further amendments .		
333.5	DH agreed to file all signed minutes following the Chair signature.		
333.3a	<i>Chair to sign and date all physical copies of meeting minutes at the first physical meeting of the LAC in 2020-21.</i>	<i>Chair</i>	<i>ASAP</i>
333.5a	<i>DH to file all signed minutes following the Chair's signature.</i>	<i>DH</i>	<i>ASAP</i>
334	Review of the Actions List and any other matters arising from the minutes of the previous LAC Meeting	Chair	
334.1	The following items have further actions :		



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334.1.1	317.3.3a	<i>The Chair to draft a letter to parents from the LAC regarding the precautions the school was taking to be ready for the return of the children.</i>	AM
334.1.2		The Chair reported that she and the HT had agreed that due to the extensive amount of communication being received by parents, the purpose of this letter would be incorporated into the Governor's Report. JK agreed to send parents a summary of the Government's current guidance in the week of the meeting.	
334.1.3	296.3.4a	<i>JK to send the Relationship & Sex Education Policy electronically to parents and display it on the website until a consultation and a Parents Evening can be held. JK informed the LAC that the SLT had decided that it was important that the consultation did not get lost in all the current Covid19 communications to parents and so would be sent out at the beginning of July.</i>	JK
334.1.4		JK informed the LAC that the Policy was now available on the website, and that a consultation with parents had started with an email on 6 July 2020, which will end on 30 September 2020. Parents can send in any comments or queries to office@strichards.hounslow.sch.uk and the aim is for the HT to respond to parents' comments in October, possibly offering a zoom consultation with parents. Governors will receive any feedback from parents at their September meeting to feel confident that parents have engaged with this non-standard consultation. JK stated that they were planning on sending a follow up query in September using Google forms asking parents if they have read the policy and if they have any questions. The Chair suggested that the form also include the invitation to attend a zoom meeting. The LAC approved this approach.	
334.1.5	316.5b	<i>DH to source three quotes on disinfectant spray equipment and bring them back to the next LAC meeting.</i> DH updated the LAC that a lot of sites were out of stock but that the approximate average price was £995. The Chair noted that according to the financial reports at the June meeting, the school had no funds for this, but that she was confident that it would be possible to claim for this cost under the Government guidelines. DH noted that	DH



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334.1.6	<p>PW had cautioned schools not to rely too heavily on the Government's funding just in case it is not approved. In response to the finance link governor's query clarifying whether the £995 figure was the entire figure for the year, including equipment and refills, DH agreed to clarify what the annual amount would be. DH stated that to pay a company to clean the school would cost £840 per clean. JK noted that there were other benefits to the school owning their own equipment, such as the regular norovirus or flu outbreaks. DH noted that the deadline for claims for government funding was in July, so the LAC agreed that DH would send the confirmed annual cost for equipment and refills to SA, AM and LM by Friday 10 July 2020 in order for the school to make the correct claim for Government funding. The Chair reminded the LAC that every item the LAC is asked to approve spending on should have a budget line item to which the spend will be allocated.</p>	
334.2	<p>**Clerk's note: SA arrived at 18:10</p> <p>The following actions were reported on at this point:</p>	
334.2.1	<p><i>317.3.2a</i> JK to update the website with pictures showing the hygiene precautions the school was taking. JK reported that there had been no feedback regarding parents' confidence in returning to the school but approximately 35% of children were in school (six Year Fives and 10 Year Twos, 100% of Year Sixes). AM noted that DH's weekly newsletters were very encouraging.</p>	JK
334.2.2	<p><i>296.3.2a</i> DH to prepare a list of the smaller items on the wish list with costings for the June meeting. DH informed the LAC that the school's CIF bid had been unsuccessful, and at the time of the meeting only the decision was known not the reasons why.</p>	DH



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334.2.3	314.1.2a	(296.3.5a) LAC members to look at the training, particularly around Safeguarding, available online during the lockdown: www.bettermgovernor.co.uk/ www.governorsforschools.org.uk/ Chair requested Governors to email the Clerk when they complete any training so that the Skills Audit can remain up to date. The Chair requested that the LAC update the Clerk with any training they had undergone, no Governors had undergone any further training. The Chair informed the LAC that LDBS training for the autumn was available for registration now.	ALL	
334.3	All other actions were either completed or on-going .			
334.1.2a	JK to send parents a summary of the Government's current guidance on schools re-opening safely in the week of the meeting.	JK	10 July	
334.1.4a	JK to send a follow up query in September using Google forms asking parents if they have read the policy and if they have any questions along with an invitation to attend a zoom meeting with the school.	JK	September	
334.1.6a	DH agreed to clarify what the total annual cost would be for the school to purchase its own cleaning equipment, including refills of disinfectant spray, including the budget line item the spend would be allocated to.	DH	10 July	
335	Headteacher's Report	DH		
335.1	The Chair thanked DH for her written report, including the material on Covid19, and reminded the LAC that they had agreed to take the Headteacher's report as read, and invited questions, following any further updates from DH.			
335.2	<u>Roll and Pupil Data</u> DH drew the Governors' attention to the fact that the school vision would be revisited in September.			
335.3	<u>Behaviour</u>			



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	Governors had no further questions on this section of the HT's Report.
335.4	<u>Staffing</u> DH reminded the LAC that a new member of staff has started at the school.
335.4.1	At the reminder of the Clerk, DH confirmed that the school had received three references for the new staff member as per the recommendation in absence of a face-to-face interview during the pandemic.
335.4.2	DH noted that another TA had resigned, but observed that most staff want to stay at the school.
335.4.3	In response to a Governor's query regarding whether the school can transition any agency staff into the permanent roles needed, DH clarified that if the school hires an agency staff member in their first year at the school, the agency charges an additional fee to the school.
334.4.4	DH noted a correction to the data on staff vacancies, with the correct information being that the school had two TA and two SEN one-to-one vacancies, all of which are currently filled with agency staff.
334.4.5	DH also noted , and apologised, that the staff list submitted to the LAC is inaccurate – the Year 5 and Year 6 teachers should be switched around.
334.4.6	In response to a Governor's query on staff shielding, DH noted that the school had four staff who were expected to return to the school on Thursday 6 August 2020, of those four, two were shielding and two were in households with vulnerable people.
334.5	<u>Teaching and Learning</u> The Chair commended the school on its use of its outdoor space during the pandemic, and requested an update on the school's vulnerable and disadvantaged children.
334.5.1	DH briefed the LAC on the status of pupils with SEN, as follows: <ul style="list-style-type: none"> - Another RA is needed for children with an EHCP. - A positive of the current arrangement is that due to the much lower number of children attending school, all children are receiving more attention from staff. - The school is in regular contact with the parents of children with SEN.
334.5.2	DH briefed the LAC on the status of vulnerable pupils, as follows:



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	<ul style="list-style-type: none"> - Although the school has made every reasonable effort, the school has the lowest number of vulnerable children returning to school in Hounslow. - DH has personally visited some of these children, and parents have been concerned to leave the house in the pandemic. - The school has been keeping in regular contact with vulnerable children by phone, and sometimes is more up to date on the children's challenges than their social workers.
334.5.3	<p>LM updated the LAC on the progress of children back at school:</p> <ul style="list-style-type: none"> - that the teaching structure was a full English, and Maths lesson structure along with a reading system has been working. - The Year 6s have been back in school the longest, and have reached the level they should be at. - Years 5 & 6 have been doing more sport, to encourage an increase in fitness after the pandemic lockdown, so they are doing daily tennis & other exercise in break and lunch.
334.5.4	<p>DH updated the LAC on the children's use of learning packs:</p> <ul style="list-style-type: none"> - parents of children who are still at home are being asked if they would like a learning pack as they have not been being used. - the school had been investigating the best ways to help children learn at home, including consulting with other HTs and school leaders, but it's not been easy. - some children only have access to the internet through their parents' mobile phone. - it is frustrating for teachers to organise learning packs for them not to be used.
334.5.5	<p>The Chair requested that the HT make a list of everything that the school has tried and list the learning points in order to track outcomes.</p>
334.5.6	<p>Governors discussed the school's challenge with learning packs and made the following points:</p> <ul style="list-style-type: none"> - CT observed that she heard on the news that there was an initiative for supply laptops to schools. The Chair noted that Gavin Williamson had promised the laptops in March and that to date the school had received six laptops. CT queried whether the local MP could be contacted. DH noted that even with laptops, pupils didn't necessarily have access to the internet. - The Chair noted that due to the Governments catch up programme, the school may have volunteers who can assist in the delivery of learning packs to lift the burden from teachers.



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	<ul style="list-style-type: none"> - A Governor noted that some children have a holiday mindset, and perhaps if deadlines were given for when to complete work and say that completion will contribute to their final grade. - DH noted that the Governor had a valid point, even though teachers telephone parents every week asking how it's going, and teachers speak to the children, children are just not managing to do it. - LM noted that now that children are in school, the additional work of preparing leaning packs for those at home is proving incredibly challenging. - JK noted that the new guidance that has come out for September is much more specific and demanding, with a virtual learning platform being promoted, with daily work being submitted to a teacher, however it still relies on children having a laptop and access to the internet. - DH noted that it is impossible to persuade children to do the work remotely, and that the school wants to believe that parents will be involved in persuading the children to do it. - JK noted that the Google classroom approach can work without parents being directly involved, as it is a very simple video teaching with follow up questions. The Chair noted that surely this approach would only be suitable for Key Stage 2 and up, not EYFS. DH noted that the school had only just started trialling Google classroom. - DH stated that packs had been prepared for parents to set expectations for September and for work over the summer, including a Reading Challenge with the prize of an Amazon voucher, as well as some Arts and Crafts activities.
334.5.7	<p>The Governors discussed the online learning offers available, and made the following points:</p> <ul style="list-style-type: none"> - A Governor noted that Education City had been discontinued. - JK noted that the school is using Education Shed for Maths homework with a game setup with is better value for money. - JK noted that Education City and Mathletics which the school had used previously, were very expensive (Education City was £1000pa), and as there was only a 40% take up it was not cost effective. - A Governor responded that it was a shame as those children who had participated in Education City had really enjoyed it. - JK noted that White Rose, Oak Academy and Daily Phonics are all available for free.
334.5.8	<p>The Chair noted that there were three outcomes in the future:</p> <ol style="list-style-type: none"> 1) Localised outbreak so only keyworkers.



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	<p>2) An outbreak will cause a whole bubble to stay at home including their teacher so will have time to set work for the children.</p> <p>3) If the teacher is sick – that will be a big challenge.</p>
334.5.9	JK noted that the issue of attendance in September was concerning.
334.6	<p><u>Finances</u></p> <p>The Chair noted that PW would be attending to cover the finance questions raised by the LAC at its previous meeting, but invited any further questions from the LAC.</p>
334.6.1	In response to a Governor's query regarding the use of £500 donation from the church for allowing the use of school premises, and whether it could go toward school cleaning costs, DH noted that the donation was intended to go towards the blinds in the school halls, as the cheapest quotes the SBM could find for replacing them was over £4,000.
334.7	<p><u>Covid-19 Update</u></p> <p>In addition to reading the report, the Chair commended the HT for the school's flexibility with staff arriving back from lockdown.</p>
334.8	<p><u>SEIP</u></p> <p>The Chair clarified with the HT that the submitted SEIP was a draft version for the Governors' information, with a final draft to be submitted for approval in September 2020.</p>
334.8.1	DH confirmed that Sections 1 and 3 of the SEIP would be complete by the September meeting and that only Section 2 was included at this meeting.
334.8.2	<p>DH explained what Sections 1-3 would include as follows:</p> <p><u>Section 1:</u> the context of the school which would normally include results of tests, but obviously they were not available this year.</p> <p><u>Section 2:</u> school's SEIP targets.</p> <p><u>Section 3:</u> SIAMS SEIP.</p>
334.8.3	DH proposed that the school keeps its Targets from the 2019/2020 academic year as they are still relevant. The Governors approved the targets listed in Section 2.
334.8.4	The Chair thanked DH and JK for their hard work and requested that the appropriate link governors' names be put against the targets in the final version for September.



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334.8.5	DH also noted , and apologised, that Section 3: SIAMS SEIP was intended to be attached, but that she had not had enough time.		
334.9	<p><u>Curriculum</u></p> <p>JK informed the Governors that the school had been preparing a remote learning piece in the curriculum, due to the risk of remote learning being required. JK explained that teachers will plan a two-week block of learning that can stand alone, including a bank of reading, this would cover two scenarios:</p> <ol style="list-style-type: none"> 1) If there was a local lockdown, teachers could deliver the learning 2) If the teacher themselves needs to isolate or quarantine, the SLT has two weeks of relevant learning to provide to pupils. 		
334.9.1	JK also noted that the curriculum from September would be a recovery curriculum containing English, Maths, RE, Science and PE. JK explained that although the Government guidelines stated that schools should reintroduce a full curriculum by summer 2021, the school is aiming to go back to a full curriculum by January 2021. JK noted that White Rose has adapted to recovery curriculum which was helpful.		
334.9.2	<p>DH stated that LW and the Trust Executive Headteachers had agreed the following proposal:</p> <ul style="list-style-type: none"> - The academic year will begin with two weeks of revision of past material. - Then the school will carry out assessments to get a baseline of pupils' comprehension, and from there set targets for children for the academic year. - The rest of the half term will focus on a recovery curriculum then at half term, the usual assessments will be carried out to evaluate the efficacy of the recovery curriculum. 		
334.5.5a	<i>The HT to make a list of everything that the school has tried with home learning packs and list the learning points in order to track outcomes.</i>	DH	Summer
334.8.1a	<i>The HT to include Sections 1 and 3 of the SEIP at the September meeting.</i>	DH	September
334.8.4a	<i>DH and JK to include appropriate link governors' names against the targets in the final version of the SEIP for September.</i>	DH, JK	September
335	Chair's Items	Chair	
335.1	<u>Governors Report</u>		



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	<p>The Chair informed the LAC that she had received email feedback from MT regarding including the Governors' plans to attend the Parents Evening and conduct the Parent Survey, as well as the Governors' several attempts to meet with the PTA Chair, even though the attempts were unsuccessful due to circumstances outside the LAC and the school's control.</p>												
335.1.1	<p>The Chair also updated the LAC that she had added CT's comments regarding the celebration of the two boys who were awarded bursaries to attend Hampton Boys school. LM noted that there were other children who sat the tests for Hampton Boys school and Lady Eleanor Hollis school. CT stated that all these children should be commended for the work they put in. The Chair agreed to amend the Governor's Report accordingly.</p>												
335.1.2	<p>JK noted that the vision stated in the Report was the LAT vision rather than the school vision, the Chair agreed to use the school vision for clarity.</p>												
335.1.3	<p>The Chair stated that she would email the Governors a new draft by Friday 10 July 2020, and requested that Governors' comments be returned to her by the end of the weekend.</p>												
335.2	<p><u>LAC Governors' role review:</u> The Chair clarified that this item was not regarding the performance of the LAC, but rather to confirm that Governors were happy to remain in their link governor roles for another year. The Chair stated that she felt that it would be good for Governors to remain in their roles for another year to consolidate their skills in their area.</p>												
335.2.1	<p>All link Governors confirmed they would remain as follows:</p>												
	<table border="1"> <thead> <tr> <th>Governor</th> <th>Link role</th> </tr> </thead> <tbody> <tr> <td>SA</td> <td>Finance</td> </tr> <tr> <td>MT</td> <td>Data and Website</td> </tr> <tr> <td>AJ</td> <td>Safeguarding</td> </tr> <tr> <td>CT</td> <td>SEN, Medicines in Schools</td> </tr> <tr> <td>AM</td> <td>Premises, Health & Safety, Whistleblowing</td> </tr> </tbody> </table>	Governor	Link role	SA	Finance	MT	Data and Website	AJ	Safeguarding	CT	SEN, Medicines in Schools	AM	Premises, Health & Safety, Whistleblowing
Governor	Link role												
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335.2.2	<p>The Chair proposed that AP take on the role of Teaching and Learning link governor given the LAC's concern that teaching and learning take more a centre stage in the LAC's meetings. As the Assistant Headteacher responsible to teaching and learning, LM supported the creation of this role on the LAC.</p>												



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335.2.3	AP agreed to take on the role of the Teaching and Learning (“T&L”) link governor, and requested that she be provided with a list of what needed to be done.			
335.2.4	<p>The Chair and HT gave a brief overview of the responsibilities of a T&L governor, which included the following:</p> <ul style="list-style-type: none"> - Keeping up to date with JK on Curriculum progress and changes, including the school’s approach and strategies on remote learning, - Taking a lead on raising questions in this area at LAC meetings, - Speaking to pupils, the school council and teachers to gain an appreciation of the challenges and progress in this area. 			
335.2.5	The Chair proposed that a Zoom meeting should be held with AP, JK and LM in September to discuss T&L issues, especially the recovery curriculum. AP, JK & LM agreed .			
335.2.6	The Chair thanked AP for being willing to take on this new role.			
335.2.7	DH noted that another area that would benefit from focus by the LAC was RE to aid compliance with SIAMS. The Chair noted that this would normally be covered by the membership of the Vicar of St Richards church on the LAC, but stated that it was an area that could sit with the Chair until a new Vicar is appointed. The Chair agreed to contact St Richards church for an update on the progress of appointing a Vicar. The Clerk agreed to update the LAC records to show both new roles.			
335.3	<p><u>Risk Assessment Task Force</u></p> <p>The Chair stated that some Governors were needed to be available over the summer to review and approve a new risk assessment that needed to be written for the school’s re-opening. The Chair clarified that this was a short-term role, and asked DH to give a timeframe. DH explained that the Government guidance had only just been released, and she advocated waiting as the LA or the Trust may provide further guidance in response to the Government’s guidance, but the school may also need to create a basic structure to start off with. DH stated that Governors would need to be available at the end of August to review the RAs.</p>			
335.3.1	<p>The following Governors agreed to be part of this group, which was approved by the LAC:</p> <table border="1" data-bbox="347 1899 769 2002"> <tr> <td>Risk Assessment Task Force</td> </tr> <tr> <td>AM</td> </tr> <tr> <td>CT</td> </tr> </table>	Risk Assessment Task Force	AM	CT
Risk Assessment Task Force				
AM				
CT				



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	AP		
335.4	<p><u>Dates for the 2020-21 Meetings of the LAC</u> The LAC agreed to keep the current system of meeting every second Tuesday of the month, with the exception of July 2021, which would be the first Tuesday to account for SATS results.</p>		
335.1.1a	<i>The Chair to amend the Governors' Report to reflect a commendation of all the children who worked towards being accepted by Hampton Boys school and Lady Eleanor Hollis school.</i>	AM	ASAP
335.1.2a	<i>The Chair to use the school vision rather than the LAT vision in the Governors' Report.</i>	AM	ASAP
335.1.3a	<i>The Chair to email the Governors a new draft of the Governors' Report by Friday 10 July.</i>	AM	Friday 10 July
335.1.3b	<i>Governors' comments to be returned to the Chair by Sunday 12 July 2020.</i>	ALL	Sunday 12 July
335.2.5a	<i>The Chair, AP, JK and LM to meet over Zoom in September to discuss T&L issues, especially the recovery curriculum.</i>	AM, AP, JK, LM	September
335.2.7a	<i>The Chair to contact St Richards church for an update on the progress of appointing a Vicar.</i>	AM	ASAP
335.2.7b	<i>Clerk to update the LAC records to show both T&L and RE link roles.</i>	Clerk	September
336	Finance Report		
	* Clerk's note: PW and SBM entered meeting at 19:05		
336.1	The Chair welcomed PW and SBM to the meeting, and expressed the LAC's thanks for their availability.		
336.2	<p><u>Monthly Return & Quarter Three Report</u> The Chair explained that the high-level issue the LAC had was that the Quarter Three Report was out of sync with the Monthly Return that the LAC had received at its last meeting.</p>		
336.2.1	PW stated that the Monthly Return is a snapshot of the school's finances, whereas the Quarter Three Report is a projection for the rest of the year based on assumptions regarding income and expenditure. PW advised the school and Governing Body to focus on the following:		



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	<ul style="list-style-type: none"> - Any underspend or overspend - What decisions should be made to adjust spending
336.2.2	<p>PW noted the following regarding the Quarter Three Report</p> <ul style="list-style-type: none"> - Income: it was still not known what income would be coming in, and so the Report was created with the assumption that the levels of government income would stay as they were, however a reduction in EYFS income had been overestimated, and no future income had been assumed. PW stated that now that the school had re-opened, the school's income would increase. - Expenditure: there was an overspend on supply, but an underspend on salaries which would effectively cancel each other out. - Overspend: The projected overspend at Quarter Three was £4,500, however the school's income was underestimated, and the expenditure was overestimated. - Funding: the school probably will have an increase in Pupil Premium funding in the April – March financial year based on the census information from October 2019, which will translate to an increase of approximately £5,000 - £6,000 resulting in an underspend of approximately £1,700 assuming there is no further expenditure.
336.2.3	<p>In response to a Governor's query as to whether PW's summary matched what the HT had found, DH confirmed that it was unless the school needs to do anymore spending related to the pandemic. The Chair noted that the disinfectant spray could be bought with the £1,700 excess.</p>
336.2.4	<p>In response to the finance link governor's query regarding whether there were any more significant income or expenditures expected, PW confirmed that there were not, and the significant change had occurred due to a misunderstanding with the Hounslow LA processes, where PW had double-counted the school's GAG funding.</p>
336.2.5	<p>PW reminded the LAC that the school was able to claim back additional Covid-19 costs from March – July 2020 up to a limit of £25,000, and that the deadline for submitting the claim was 21 July 2020. In response to a Governor's query regarding confirmation of the date as the LAC thought it was 16 July 2020, PW confirmed that it was in fact 21 July 2020.</p>
336.2.6	<p>In response to DH's query regarding whether the school should rush through purchases that the school have not yet been able to source three quotes for in order to meet the Covid claims deadline, PW stated that the school could add the item e.g. sinks, as long</p>



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336.2.7	<p>as it fits into the category of Cleaning and Premises, even if the school has yet to pay for the item themselves.</p> <p>In response to the Chair's request for clarity on whether the school still has a lump sum of £138,000 available for use on capital works, PW confirmed that it did, and that the Quarter Three Report did not show that amount as it reflects day-to-day spending not all the school's accounts. PW also confirmed that although the CIF bid was unsuccessful, there was between £5,500 and £6,000 of capital funding available, and reminded the LAC that for spending under £1,000, one quote was needed, and above £2,500 three quotes were needed.</p>
336.3	<p><u>Budget 2020-2021</u> The Chair thanked the SBM and congratulated the HT, JK and the SBM that the overspend had been managed.</p>
336.3.1	<p>The Chair invited PW to take the LAC through the budget, and he made the following points:</p> <ul style="list-style-type: none"> - The amount budgeted for salaries is a given. - The budget spreadsheet has notes on the right-hand side explaining each line item in detail.
336.3.2	<p>DH noted that she, JK and the SBM had invested a lot of time in specifically listing what the planned spend was against each line item and proposed that this budget with comments should be at every meeting of the LAC next year as the money had been allocated very closely. The LAC agreed and the Chair requested that the Clerk add this budget document to every meetings' set of papers for the next academic year. The Chair also noted that any spending request to the LAC should include the budget line item to which it is being allocated.</p>
336.3.3	<p>DH then noted that the school's low Roll number is causing the budget to be tight each year as the school's numbers have been in decline. DH stated that in 2020/2021 the Roll is 176. PW noted that it would be beneficial if the October census information is ready for the October LAC meeting, the LAC would know what its funding will be for the following year, and stated that if the school roll falls below 176, the budget the following year will be extremely tight. PW explained that if the school were to have an estimated 68 pupils with Pupil Premium funding, they would have a deficit budget of £8,000 - £9,000, but if that number increased to 76, the funding would increase by £11,000, meaning that the budget would have a surplus of just under £2,000. The LAC</p>



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336.3.4	<p>requested that the Clerk add an item reporting on the October census information to its Agenda next year.</p>
336.3.5	<p>PW noted that the school had had to cut additional TA supply, so the question the school must ask itself is it is possible for the school manage with the TAs it has when one extra child with an EHCP will severely affect the budget? PW stated that there is a small amount of flexibility, as the Grant funding will increase due to the teachers' pay award and teachers' pension fund. PW also noted that the proposed budget has been set with a small surplus without using the £138,000 lump sum.</p>
336.3.6	<p>The Chair thanked PW for his contribution on behalf of the LAC.</p>
336.3.7	<p>In response to the finance link governor's query regarding whether the phone system would be included in the year's budget or next year's, the SBM stated that due to lockdown the phone systems were still in the process of being implemented.</p>
336.3.8	<p>DH noted that the school blinds are important and should possibly be taken from the CIF budget. The Chair stated that all spends should be considered in context of the others such as those listed below, and that a spending strategy should be applied:</p> <ul style="list-style-type: none"> - The blinds - Relocating the Oceans Centre on the school grounds - Nursery improvements
336.3.9	<p>PW advised the LAC to wait for the October census numbers, as if the school lost approximately five children, the school will be in financial difficulty.</p>
336.4	<p>In response to the Chair's query regarding whether it was realistic to have 45 Key Stage 2 children having paid school meals, PW clarified that between Years 3-6 45 children was a low number, and the school must encourage more children to take up school meals. PW noted that the school should review what is causing the reduction in take up from Year 2 to Year 3, apart from the cost, and is there anything the school can do to increase those numbers, as paid school meals bring an income of £400 pa per child. JK noted that as children have not been allowed to bring in lunch boxes during the lockdown, it has given the children an opportunity to try new foods and given the chefs an idea of what the children like to eat. PW noted that a lot of schools are insisting on no lunch boxes from September.</p>
	<p>The Chair invited Governors to ask any further questions, and as there were none thanked PW, the SBM, DH and SA for their work in preparing the budget and clarifying the Quarterly Report and Monthly Return.</p>



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336.5	<p>**Clerk's note: PW and the SBM exited the meeting at 19:41</p> <p>The LAC unanimously approved the 2020-2021 budget.</p>		
336.3.2a	<i>Clerk to ensure that the 2020-21 budget document with comments should be at every meeting of the LAC next year as the money had been allocated very closely.</i>	<i>Clerk</i>	<i>September</i>
336.3.3a	<i>Clerk to add an item reporting on the October census information to its October 2020 meeting agenda.</i>	<i>Clerk</i>	<i>September</i>
337	Policies for adoption approved by LAT2 Board in June 2020:	DH/Chair	
337.1	<p><u>1. Flexible Working Policy</u> The LAC reviewed and agreed to adopt the Flexible Working Policy.</p>		
337.2	<p><u>2. Freedom of Information Publication Scheme</u> The LAC reviewed and agreed to adopt the Freedom of Information Publication Scheme.</p>		
338	Non-LAT School Policies for Review and Approval by LAC	DH/Chair	
338.1	<p><u>1. Staff Handbook 2020-21</u> The LAC reviewed and approved the Staff Handbook 2020-21 without queries.</p>		
338.2	<p><u>2. Collective Worship Policy</u> The Chair stated that in another role, she had jointly conducted a training course with a SIAMS inspector which had given her some insight into this issue, and she had some suggestions of text to include in this policy to reflect SIAMS criteria:</p> <ul style="list-style-type: none"> - To add as one of the aims of collective worship: "to embed that child and adult is a unique individual treasured by a loving God" - To add as part of the collective worship rationale: "to help every child and adult flourish as God's unique creation" 		
338.2.1	<p>AM agreed to amend the Policy, and to bring it back to the LAC in September for its review and approval.</p>		
338.2.2	<p>AM noted that the timetable listed in the policy will not reflect the timetable in the next academic year, due to the necessity of bubbles. DH clarified, and apologised, that the Policy Appendix should have been included which mentions that assemblies will be</p>		



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	held by classroom. DH agreed to include the Appendix when the Policy comes back to the LAC in September with the Chair's amendments.		
338.2.1a	<i>AM to amend the Collective Worship Policy as agreed, and to bring it back to the LAC in September for its review and approval.</i>	AM	September
338.2.2a	<i>DH to include the Appendix on classroom assemblies when the Collective Worship Policy comes back to the LAC in September.</i>	AM	September
339	Any other matter arising for consideration (declared under Item 5)		
339.1	There were no further matters arising.		
340	Items for the next agenda		
340.1	There were no additional items to the standing items requested to be added to the next agenda.		
341	Date of the next meeting	For information	
341.1	The next meeting of the LAC will be held on Tuesday 8th September 2020 at 6pm virtually via Zoom.		

Part 1 of the meeting finished at 8:12pm

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 **7th July 2020** virtually via Zoom at 6pm.

Signed: _____

Date: _____



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

MINUTES

**Meeting of the
Local Academy Committee**

Venue: Zoom Virtual Meeting Room

Date: Tuesday 7th July 2020

Time: 6pm

Anne Messer

Chair of the Local Academy Committee

St Richards Church of England Primary School