



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 10th November 2020

Time: 6pm

Register of Attendance

PRESENT	
Anne Messer ('Chair')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 04-11-2022</i>
Dionne Hurst ('DH')	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Shehzad Awan ('SA')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10-06-2023</i>
Allan Joseph ('AJ')	Elected Parent Governor <i>Appointed by the LDBS Academies Trust 2</i> <i>Expiration of Term in Office: 11-02-2023</i>
Lauren McCarthy ('LM')	Elected Staff Governor <i>Appointed by the LDBS Academies Trust 2</i> <i>Expiration of Term in Office: 11-02-2023</i>
Cecilia Thwaites ('CT') (Vice-Chair)	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 11-11-2022</i>
APOLOGIES	
Anita Pinnalawatta ('AP')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10-02-2024</i>
Mayank Taneja ('MT')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10-06-2023</i>
IN ATTENDANCE	
Steve Laffey ('Clerk')	Clerk to the Local Academy Committee
Jodie Knock ('JK')	Deputy Headteacher



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Part 1

The meeting started at 6.05pm

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

Item		Delegatee
2020/21 041	Opening	
041.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at 6:05pm	
042	Opening Prayer	
042.1	DH opened the meeting in prayer.	DH
043	Welcome and introductions	Chair
043.1	The Chair commented that the agreed protocols for Zoom meetings were well established and needed no further summary.	
044	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk
044.1	The Chair informed the LAC that apologies had been received in advance from AP and MT. These were accepted by the LAC.	
044.2	The LAC requested the Clerk to update the register of attendance.	
<i>044.2a</i>	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>
045	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors
045.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.	
046	Declaration of any other business (AOB)	All LAC Governors
46.1	The chair proposed and it was unanimously accepted by the LAC that the HT give a brief introduction to the new Vicar of St. Richard's Church under agenda item 11.	
047	Approval of the minutes from the previous LAC Meeting held on 13th October 2020 at 6pm.	Chair
047.1	The minutes from the previous LAC meeting (13 th October 2020) had been circulated prior to the meeting.	
047.2	The minutes of the meeting were held to be a true and accurate record of the meeting.	
047.3	The Chair agreed to sign and date a physical copy of meeting minutes at the earliest opportunity.	



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047.4	DH agreed to file the signed minutes following the Chair's signature.		
047.5	<i>Clerk's note: SA arrived at 6.18pm and reported that he had experienced problems using the Zoom link. The Clerk undertook to investigate if there were any issues around SA's email address and revert to him.</i>		
048	Review of Actions' List	All LAC Governors	
048.1	<u>Reporting of Sport's and Pupil Premium (cross refer to item 050.2.2)</u> JK reported that the full impact of the utilisation of these premia was not possible owing to the pandemic closures. LM then explained how catch-up in the phonics area was progressing: <ul style="list-style-type: none"> All children in years 1 to 4 had been retested in phonics at the start of the school year and daily phonics lessons had started in these year groups. Pupil progress meetings were completed today (10 th November) and intervention groups (in the afternoons) would start on 16 th November with year 4. The intervention would be applied in small groups to those pupils needing it.		
048.2	The Chair asked about the percentage of children that had shown regression in their learning. JK responded that, generally, all children had fallen behind and their learning had effectively stopped with the first lockdown until return to school in September. This was noticeable with the younger children because of their limited time in education. JK noted that all children have regressed in some areas, and some children more than others.		
048.3	JK explained that a programme of intervention was needed using the Catch-Up Premium funding to acquire additional staff through the National Tutoring Programme, since resources were not currently available.		
048.4	The outstanding actions (including deferred actions) for the December meeting are itemised below, with changes from the previous month in red.		
Reference	Action	Delegatee	Due
278.1a	<i>The Chair to coordinate a meeting of the Non-Teaching Staff Panel in November 2021 to align dates with the teachers.</i>	AM	<i>December meeting</i>



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	DH noted that as no usual, specific performance targets had been set for staff at the beginning of the Summer Term, there were no targets to review, so performance meetings had not been scheduled. <i>Discussed and minuted at November meeting.</i>		
028.6	<i>AJ to check how DBS information is stored for the volunteer register and report at the next meeting. AJ will discuss this next week when he visits the school.</i>	AJ	<i>December meeting</i>
028.16b	<i>Prepare a draft template for Governors to use in action 028.16a. Discussed and minuted at November meeting. Tabulation of assigned Governors to be presented for approval.</i>	Chair	<i>December meeting</i>
049.4	<i>Terms of reference for pay review panel to be written and presented to LAC.</i>	Chair/DH	<i>December meeting</i>
049.5	<i>The Clerk to send ICT User Agreement Policy to all Governors for them to read and sign the declaration at the end. Signed declarations are to be returned to the Clerk for recording.</i>	Clerk	<i>December meeting</i>
049.7	<i>Declaration of Eligibility be signed and returned to the Clerk for recording.</i>	LAC Governors	<i>December meeting</i>
050.3.3	<i>Terms of reference for premises refurbishment committee to be written and presented to LAC.</i>	Chair/DH	<i>December meeting</i>
050.5	<i>HT to update parts 2 and 3 of the SEIP</i>	DH	<i>December meeting</i>
050.6	<i>Chair and HT to meet to discuss the QA Report from LAT QA Consultant and report back to the LAC.</i>	Chair/DH	<i>December meeting</i>
051.1.1	<i>Addendum to LAT Behaviour and Anti-Bullying Policy to be prepared and presented to the LAC for approval.</i>	DH	<i>December meeting</i>
049	Chair's Items	Chair	
049.1	<u>SEIP Evaluation Form</u> The form had been circulated prior to the meeting. The Chair proposed that key activities identified in the SEIP be assigned to Governors individually and that, once assigned, the Governors arrange a Zoom call with the relevant teacher to complete the template jointly. The form template could be adapted if needed. JK requested that Governors submit any questions in advance of the meetings with teachers	LAC Governors	



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The finalised tabulation of Link Governors and teachers is:

Area	Staff members	Governors
SEND	Camille	Cecilia
Teaching and learning / curriculum	Jodie	Anita
Reading	Lauren	Anita
RE	Jane	Anne
Collective Worship	Jane & Dionne	Anne
Pupil behaviour and attitudes to learning	Dionne	Cecilia
Early years	Hannah	Anne
Parental engagement	Hannah	Allan
Safeguarding	Dionne	Allan
Financial management	Dionne & Paulette	Shehzad
Attendance	Jodie	Mayank

049.1.1 The tabulation will be presented for final approval by the LAC at the December meeting.

049.1.2 The chair **proposed** and it was **accepted** by the LAC to include a question on how vulnerable children are being impacted in each area. The HT **reported** that the **vulnerable** groups tracked are:

- Those in receipt of the pupil premium
- White British pupils
- Pupils who are boys
- SEND pupils

It was **agreed** by the LAC that these groups would be reviewed separately on the monitoring form.

The Chair **proposed** and it was **agreed** by the LAC that the templates for each area would be completed to share with the LAC by the January meeting, and would thereafter be updated termly.

049.2 Visits during Lockdown

The Chair **asked** the LAC how they wished to manage governor monitoring visits during the pandemic once lockdown 2 was lifted. The HT **commented** that it might be a good idea to commence with a learning walk after such a long absence. This would help Governors to re-establish their understanding of the general values and ethos of the school as well as its Christian vision. To maintain the integrity of bubbles, different groups of Governors could visit different areas of the school. The LAC **indicated** they were comfortable with this concept. The Chair **stated** that visits should

Chair

LAC Governors



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	recommence in March 2021 when the pandemic had hopefully receded.	
049.3	<u>Link Governor Visit Reports</u> There were no reports for this month	
049.4	<u>Pay Review Panel</u> The HT explained that the earliest the Pay Review Panel could meet would be December, after all appraisals were complete. The Chair proposed that the panel should comprise of herself, SA and MT (same members as last year) with rotation of members next year. This was unanimously agreed by the LAC. The terms of reference would need to be written but in broad terms would cover the HT's appraisal of teaching and non-teaching staff. It was noted that the current budget assumes that all staff will move up one grade at the next review.	Chair/HT
049.5	<u>ICT User Agreement Policy</u> The Clerk will send this 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/LAC Governors
049.6	<u>Governor's Code of Conduct</u> The Governors unanimously agreed that they will read and abide by the LAT Governor Code of Conduct adopted at the October LAC meeting.	
049.7	<u>Declaration of Eligibility</u> Governors were requested to sign and return the Declaration of Eligibility distributed prior to this meeting to the Clerk for recording.	All LAC Governors
050	Headteacher's Report	DH
050.1	<u>COVID Risk Assessment and Update</u> The HT provided the LAC with a verbal update. The HT reported that there had been small changes in the Government advice and as a result parents must now wear masks whilst on school premises and after school clubs had temporarily stopped for the current lockdown.	
050.1.1	One parent with a shielding letter and one other with an exemption were being allowed to pick-up their children 5 minutes early.	



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050.1.2	A Governor asked about the isolation period for individual pupils under different scenarios. The HT and DHT clarified the guidance framework for isolation.	
050.2	<u>Curriculum/Teaching and Learning</u>	
050.2.1	The HT reported that the school was focussing on the well-being of the staff and pupils. She had recently received training on post-pandemic trauma training. The highlight was what she learned about looking after the staff since this has a consequential effect on the children.	
050.2.2	The HT stated that at a recent staff meeting the staff had discussed the impact of the pandemic on the teaching of children. It was decided that would be intervention teaching for phonics, to be provided by JK to provide continuity to all pupils and across all years. It is proposed that this would be achieved by using the catch-up premium to fund supply teachers so that JK could be released. JK stated that a catch-up plan was being devised to justify the expenditure. (cross refer to item 048.1).	
050.2.3	The HT reported that the school had signed up for the National Tutoring Programme funded partly by the DfE and were waiting to see if this had been approved. This scheme is dependent on any tutors registering in the school's area. The HT noted that the school's distance from central London might mean that there were no such tutors available.	
050.2.4	The Chair asked whether a catch-up contingency plan might be needed for the Spring term. The HT agreed that this would be the case.	
050.3	<u>Premises Update</u>	
050.3.1	The HT stated that the Buildings List and Buildings Priority List had been sent out in advance of the meeting, and both were taken as read by the LAC. The HT reported that the architect had conducted an annual condition survey in the half-term. Priorities were established as being lights and doors. The priorities had been discussed with the premises manager whose view was that the priorities were lighting, toilets and drains. There was £2000 in the	



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	current budget against drains but a survey of the drains as recommended by the architect was estimated at £6000.	
050.3.2	The HT reported that the architect was compiling a bid for emergency lighting which would be a standalone system.	
050.3.3	The Chair stated there was a budget surplus available for spending. She asked the view of the LAC about establishing a committee of Governors (short-term possibly over 2 terms) to assess and plan for the refurbishment of school premises. The LAC unanimously agreed . Terms of reference would be drawn up for the December meeting with a view to nominating members and implementation in January.	Chair/HT
050.4	<u>Safeguarding Update</u> Covered in the Part 2 minutes.	
050.5	<u>Presentation of the SEIP for LAC Approval</u>	
050.5.1	The HT stated that all 3 parts of the SEIP had been sent out in advance of the meeting. The Chair stated that the linked Governor for each target should be changed to reflect the allocated responsibilities of linked Governors (refer to minute item 049.1.1): <ul style="list-style-type: none"> • SEIP Part 2 Target 1a AP • SEIP Part 2 Target 2b AP • SEIP Part 2 Target 4d AP • SEIP Part 2 Target 6a CT • SEIP Part 2 Target 7b MT 	
050.5.2	The Chair observed that SEIP Part 2 Target 11b referred to the LAT when it should the LAC.	
050.5.3	The Chair stated that the linked Governor for each target should be changed to reflect the allocated responsibilities of linked Governors (refer to minute item 049.1.1): <ul style="list-style-type: none"> • SEIP Part 3 Strand 3 Target 15 (3a) AJ • SEIP Part 3 Strand 4 Target 16 (4b) MT • SEIP Part 3 Strand 5 Target 18 (5a, 5c) AJ 	
050.5.4	The Chair proposed that the SEIP be approved subject to the above changes. This was unanimously agreed by the LAC.	



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050.6	<p><u>QA Report from LAT QA Consultant</u> The Chair proposed that she and the HT meet separately to discuss aspects of this report and report back at the December LAC meeting. This was unanimously agreed by the LAC.</p>	
050.7	<p><u>Report from Data Protection Visit</u> The HT stated that the Data Protection report had been sent out in advance of the meeting, and the report was taken as read by the LAC.</p>	
050.8	<p><u>Financial report and spending requests</u> The HT reported that there had been a meeting with the LAT between the LAT finance manager and the school business manager to discuss the financial system and the ongoing problem of providing monthly financial reports. The LAT finance manager explained to the HT and the SBM that the problem exists across all schools in the LAT and LAT2, and the Board will be escalating the matter to the system provider's management team for resolution. There were no spending requests for approval.</p>	
051	LAT 2 Board Policies for Adoption	All LAC Governors
051.1	<p><u>Policies for Adoption approved by the LAT 2 Board in November (Agenda item 9.1)</u> The Chair proposed and the Governors unanimously adopted all these items:</p> <ol style="list-style-type: none"> 1. Admissions policy 2. Admission Appeal Timetable 3. Educational Visit Policy 	
051.1.1	<p>JK commented that there were differences in the Behaviour and Anti-Bullying Policy which the school was applying during the pandemic. These changes were centred on pupil movement around the school if a pupil was subject to particular sanctions. The Chair proposed and it was unanimously agreed by the LAC that the LAT policy be adopted but that an addendum be prepared and presented to the LAC at the December meeting.</p>	



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051.2	<u>Other Policies (Agenda item 9.2)</u> The Chair proposed and the LAC unanimously approved the Medicines and Supporting Pupils at Schools with Medical Conditions Policy (29 th September 2020).	
052	Non-LAT School Policies for approval	All LAC Governors
052.1	The Chair stated that the schedule of non-LAT school policies had been sent out in advance of the meeting. She apologised for the short notice and asked if the LAC were comfortable with discussing the document at this meeting. After a short discussion the LAC unanimously approved the Chair's proposal to defer the review of these policies until the end of the pandemic as a means of reducing headteacher and SLT workload during the pandemic.	
53	Any other matter arising for consideration (declared under Item 5)	
53.1	The HT reported that the newly appointed Vicar at St Richard's Church is currently waiting the Area Bishop's appointment as an ex-officio member of the LAC. She hopes to attend the next LAC as an observer. The Chair and HT would follow this up before the December meeting and begin her induction.	
054	Date of the next meeting	For information
054.1	The next meeting of the LAC will be held on Tuesday 8th December 2020 at 6pm at the School, Forge Lane, Hanworth, TW13 6UN or virtual via Zoom depending on the regulations in force at that time.	

Part 1 of the meeting finished at 8:03pm



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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 **10th November 2020** virtually via Zoom at 6pm.

Signed: _____

Date: _____

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