



## Meeting of the Local Academy Committee

**Venue:** Zoom Virtual Meeting Room

**Date:** Tuesday 13<sup>th</sup> October 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>
Mayank Taneja ('MT')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10-06-2023</i>
Cecilia Thwaites ('CT')	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 11-11-2022</i>
IN ATTENDANCE	
Steve Laffey ('Clerk')	Clerk to the Local Academy Committee
Jodie Knock ('JK')	Deputy Headteacher
Piers Winrow (PW)	Finance Manager, LDBS Academies Trust



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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	Deadline
<b>2020/21 019</b>	<b>Opening</b>		
019.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at <b>6:03pm</b>		
019.2	The Chair <b>proposed</b> and it was <b>accepted</b> by the LAC that item 8.5 of the agenda (End of Year Accounts) be dealt with after item 6.1 of the agenda (approval of minutes) to facilitate PW leaving once this item was concluded.		
<b>020</b>	<b>Opening Prayer</b>		
020.1	DH <b>opened</b> the meeting in prayer.	<b>DH</b>	
020.2	Clerk's note: SA Arrived at 6.06pm		
<b>021</b>	<b>Welcome and introductions</b>	<b>Chair</b>	
021.1	The Chair <b>summarised</b> the agreed protocols for Zoom meetings, including: <ul style="list-style-type: none"> <li>- All attendees should use gallery screen so that they can see each other</li> <li>- All attendees will agree not to record the meeting, and will agree to place themselves in a context where others cannot overhear our discussions</li> <li>- We will use no names of staff or children - instead we will say 'teacher a', 'child b' etc.</li> <li>- We will show our vote by raising a physical hand.</li> <li>- When not actively speaking, we will mute ourselves to ensure clarity on the call.</li> </ul>		
021.2	Clerk's note: AJ Arrived at 6.07pm		
<b>022</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>	
022.1	The Clerk <b>informed</b> the LAC that <b>no apologies</b> had been received in advance.		
022.2	The LAC <b>requested</b> the Clerk to update the register of attendance.		
022.2a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>	<i>ASAP</i>



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<b>023</b>	<b>Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda</b>	<b>All LAC Governors</b>
023.1	No conflicts of interest were <b>declared</b> by the LAC Governors, other than those already recorded within the Register of Business Interests.	
<b>024</b>	<b>Declaration of any other business (AOB)</b>	<b>All LAC Governors</b>
24.1	JK <b>proposed</b> and it was <b>accepted</b> by the LAC that the <b>Relationship and Sex Policy Consultation</b> with parents be discussed under AOB. <i>Clerk's note: in fact, this was covered by the review of the actions' list (minute item 27.3).</i>	
24.2	AJ <b>proposed</b> and it was <b>accepted</b> by the LAC that the topic of <b>resumption of PTA meetings</b> be discussed under AOB.	
<b>025</b>	<b>Approval of the minutes from the previous LAC Meeting held on 8<sup>th</sup> September 2020 at 6pm.</b>	<b>Chair</b>
025.1	The minutes from the previous LAC meeting (8 <sup>th</sup> September 2020) had been circulated <b>prior</b> to the meeting.	
025.2	The minutes of the meeting were <b>held</b> to be a <b>true and accurate</b> record of the meeting.	
025.3	The Chair <b>agreed to sign and date</b> a physical copy of meeting minutes at the earliest opportunity.	
25.4	DH <b>agreed</b> to file the signed minutes following the Chair's signature.	
25.5	There was a <b>discussion</b> about how the LAT receive approved minutes. The Clerk undertook to ensure that the LAT administrative assistant would only download minutes from Governor Hub once they were approved by the LAC.	
<b>026</b>	<b>Review of Year End Accounts (2019/20). Agenda item 8.5</b>	<b>All LAC Governors</b>
26.1	SA <b>asked</b> about income item I930 of £4779. PW <b>explained</b> that this was grants and other payments received by the school. The HT <b>explained</b> that a significant grant had been received from a charity, 52 Lives, which the school wanted to use in providing <b>enriching outdoor experiences</b> for the children. This had not been possible to date because of the COVID-19 restrictions.	
26.2	SA <b>asked</b> about income item I950 (other income) of £9909. PW <b>explained</b> that this arose from clubs, parent pay and other miscellaneous items including interest from the school current account. Because of the unpredictability of this	



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	income the budget is set low, but the actuals can be greater. PW <b>referred</b> the LAC to the worksheet tab where the amounts for each item were shown in greater detail.	
26.3	SA <b>made the observation</b> that the supply costs (item A200) were double the budget. PW <b>explained</b> that only one supply teacher had been budgeted for but more had been engaged. The Chair <b>asked</b> if the budget for the current academic year included full cover for supply teachers. PW <b>explained</b> that this budget <b>included</b> for 3 full-time teaching assistants.	
26.4	PW <b>explained</b> that the over-budget amount in item B100 (Repairs and Maintenance) was due to the <b>expenditure</b> on fire doors. PW said <b>he would speak</b> to the Auditors to see if it would be possible to move £6200 of unused Devolved Formula Capital to the operating budget to offset this overspend. PW <b>explained</b> that £6800 reserved for LCVAP could also be applied to item B100. The Chair <b>requested</b> that an email be sent to the HT <b>explaining</b> the reallocations once they occur.	
26.5	SA <b>asked</b> how the £12,748 deficit was viewed by the LAT. PW <b>explained</b> that no deficit could be considered good but given that it could be explained by a one-off <b>safety expenditure</b> it could not be considered worrying since there was <b>no systemic reasons and no loss of financial control</b> .	
26.6	PW <b>noted</b> that ca. £9000 had been <b>successfully claimed</b> for COVID-19 expenses and St Richard's was the only school in the LAT that had done this. This amount was included in the 2019/20 budget.	
26.7	PW <b>noted</b> that the school had increased pupil numbers by 8 children. This <b>stabilisation</b> of numbers would help with financial planning going forward.	
26.8	A Governor <b>asked</b> if the last 3 years budgets were examined for trends when setting a budget. PW <b>explained</b> that once salaries were accounted for, budgets were set based on previous years' expenditure.	



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26.9	The Chair <b>noted</b> that the school's decision to join the Chefs in School programme was due to the 18-month subsidy from the LAT for this programme, allowing time to increase pupil take-up and achieve viability. The Chair <b>noted</b> the lost income due to the school closure during summer term and <b>asked</b> how the LAT was going to <b>manage this loss</b> across all participating schools (item I940) for the COVID-19 period. PW <b>explained</b> that the subsidy had not been added to the end of year accounts but would be added to the 2020/21 budget. The Chair <b>asked</b> about the timing of this. PW <b>explained</b> that, due to workload, this would probably be in the Spring term.	
26.10	PW <b>explained</b> that 85% pupil participation was the threshold for Chefs in School to be viable in the long-term. Classes were being encouraged one at a time to maintain uptake especially <b>key stage 1 (KS1)</b> who do not pay for meals. The grant for providing KS1 meals goes directly to the school from the Government. PW <b>explained</b> that free school meals are part of GAG funding.	
26.11	DH <b>noted</b> that she and the school's business manager had been following this situation closely and would follow up with PW separately by email.	
26.12	There were no further questions for PW and he left the meeting at 6.45pm.	
<b>027</b>	<b>Actions List</b>	
027.1	The Chair <b>requested</b> that the <b>Actions List</b> be sent out as soon as possible following the LAC meeting. The <b>Actions List</b> was <b>reviewed</b> item by item and the Clerk was <b>requested</b> to update it for the next meeting.	Clerk
027.2	There was now <b>no backlog</b> in minutes of meeting needing a physical signature and the HT had filed all signed copies.	
027.3	The <b>approval</b> of the Relationship and Sex Education policy was conditional on taking account of comments from parents. There had been <b>no feedback nor comments</b> from parents, so the policy was unconditionally approved.	



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027.4	CT to send verification of her <b>safer recruitment training</b> to the Clerk.	CT	
027.5	CT is now the only Governor certified for <b>safer recruitment</b> .		
027.6	Teaching and Learning recovery is covered in the HT's report.		
027.7	AP is the T&L link Governor. The Chair is the RE link Governor. Clerk <b>to check</b> if Governor Hub is up to date.	Clerk	
027.6	The SEIP has been <b>updated</b> with the Chair's comments. The LAT quality assurance consultant had <b>audited</b> the SEIP during a meeting with the HT and SLT today.		
027.7	The <b>outstanding actions</b> (including deferred actions) for the November meeting are itemised below, with changes from the previous month in red.		
Reference	Action	Delegatee	Due
296.3.2a	<i>DH to prepare a list of the smaller items on the premises wish list with costings for the June meeting.</i>	<i>DH</i>	<i>November meeting</i>
028.4	<i>HT to provide photographs of classroom safeguarding signs to AJ</i>	<i>DH</i>	<i>November meeting</i>
028.6	<i>AJ to check how DBS information is stored for the volunteer register and report at the next meeting.</i>	<i>AJ</i>	<i>November meeting</i>
028.8	<i>JK to respond how the sports' premium and pupil premium statements will be reported on the school website.</i>	<i>JK</i>	<i>November meeting</i>
028.9	<i>Remote Learning page to be added to the school website.</i>	<i>JK</i>	<i>November meeting</i>
028.11	<i>Clerk to contact the LAT Company Secretary on how the LAC should manage the requirements of the following documents:</i> <i>1. ICT user agreement</i> <i>2. Governors' code of conduct</i> <i>3. Declaration of Eligibility</i>	<i>Clerk</i>	<i>November meeting</i>



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028.16b	<i>Prepare a draft template for Governors to use in action 028.16a.</i>	<i>Chair</i>	<i>November meeting</i>
028.17	<i>Narrative thanking staff for all their hard work during the pandemic to be written for school newsletter and a governors' email to staff</i>	<i>CT</i>	<i>21<sup>st</sup> October 2020</i>
030.3	<i>LAT policy to be populated with school specific information.</i>	<i>DH</i>	<i>November meeting</i>
030.4	<i>Consider how the Zoom experience could be improved and feedback to Chair and the HT.</i>	<i>LAC Governors</i>	<i>November meeting</i>
032.1	<i>HT to send an email to AJ to introduce him to the SLT member with this responsibility, to revitalise the PTA</i>	<i>DH</i>	<i>ASAP</i>
233.1.6.4a	<i>LM to report back to the LAC in the Summer Term on the effectiveness of phonics interventions in KS2. LM reported that the interventions were scheduled to start in the 4<sup>th</sup> week of term after re-assessment and would be conducted by teaching assistants during the afternoons. Some classes in KS2 had started as part of the recovery curriculum. LM to give an update in November.</i>	<i>LM</i>	<i>November meeting</i>
<b>028</b>	<b>Chair's Items</b>	<b>Chair</b>	
028.1	<u>Register of Declaration of Business Interests</u> The Clerk <b>stated</b> that all Governors had reviewed and signed the <b>Register</b> .		
028.2	<u>Updated KCSiE Guidance</u> The Clerk <b>stated</b> that all Governors had read and committed to the <b>KCSiE Guidance</b> .		
028.3	<u>Safeguarding Link Governor Visit</u> The Chair <b>thanked</b> AJ for his report and said the report would be taken as read. The Chair <b>asked</b> the Governors if there were any questions and there were none.		
028.4	The Chair <b>asked</b> if AJ had observed the <b>safeguarding signs</b> in the classrooms during his visit. AJ <b>replied</b> that to protect the integrity of the 'bubbles' this was not possible. The		



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	Chair <b>requested</b> and it was <b>agreed</b> that the school would take photographs of the signs and send to AJ.	DH
028.5	The Chair <b>asked</b> if the school had 2 contact numbers for each child. JK <b>stated</b> staff <b>continually stress</b> the need for keeping the school fully up to date especially during COVID-19. JK <b>further stated</b> that procedures were in place with welfare services to obtain contact numbers by other means if necessary.	
028.6	The Chair <b>asked</b> if the volunteer register had been checked for current DBS checks. AJ to check how DBS information is stored for the volunteer register and report at the next meeting.	AJ
028.7	<u>Website and Data Management Link Governor Visit</u> The Chair <b>thanked</b> MT for his report and said the report would be taken as read. The Chair asked the Governors if there were any questions and there were none.	
028.8	MT <b>asked</b> how the sports' premium and pupil premium statements will be reported on the school website. JK to respond by the next meeting.	JK
028.9	JK <b>stated</b> that a page on remote learning would be added to the school webpage.	
028.10	The HT <b>requested</b> that next year's budget include an element to <b>develop</b> a better platform for the school website. This should include provisions for a social media platform and training.	Chair/HT
028.11	The Chair <b>requested</b> that the Clerk take advice from the LAT Company Secretary on how the LAC should <b>manage the requirements</b> of the following documents: <ol style="list-style-type: none"> <li>1. ICT user agreement</li> <li>2. Governors' code of conduct</li> <li>3. Declaration of Eligibility</li> </ol>	Clerk



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028.12	<u>HT's Appraisal</u> The HT's appraisal will take place mid-November with the LAT Chief Executive Officer (CEO); the Chair will be in attendance.	
028.13	<u>Ofsted Preparation</u> The Chair <b>stated</b> that the school was overdue for an Ofsted inspection and the LAC should <b>prepare</b> in advance.	All LAC Governors
028.14	The Chair <b>said</b> that Governors would need to be ready to <b>answer</b> all leadership and management related questions within the Ofsted framework. The Chair <b>proposed</b> that all Governors work <b>to prepare</b> for the forthcoming Ofsted visit by writing information sheets on their link governor areas.	All LAC Governors
028.15	The Chair <b>proposed</b> that she would prepare a template for this in time for discussion at the November meeting, to maintain consistency. Governors were asked to meet with the appropriate teachers and <b>prepare</b> their summary information to share with governors in time for the December meeting. The LAC unanimously agreed this.	Chair
028.16	The Chair <b>confirmed</b> that it would be <b>essential</b> for all Governors <b>to know</b> the SEIP and for link Governors to have spoken to the relevant SLT teacher for their <b>areas of responsibility</b> . CT <b>stated</b> that she needed to meet with the SEN teacher and the teacher responsible for medicines.	CT
028.17	<u>Supporting Staff and HT During the Pandemic</u> The Chair <b>asked</b> how the LAC could <b>support teachers</b> during these times. JK <b>replied</b> that with the ever-changing situation it was <b>difficult to see</b> how the LAC could provide tangible help. The HT <b>suggested</b> that the LAC could write some <b>words of appreciation</b> for the half-term newsletter. CT <b>undertook</b> to do this. It was <b>suggested</b> that each Governor could provide narrative for school newsletters on a rotational basis.	CT
028.18	The Chair <b>requested</b> teachers to inform the LAC if it was increasing their workload.	



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029	Headteacher's Report	DH
029.1	<p><u>COVID Operations and Update</u> The HT <b>stated</b> that the COVID report had been sent out <b>in advance</b> of the meeting, and the report was taken as read by the LAC. The HT <b>reported</b> that staggered start times had changed and that ingress/egress times had reduced from 30 to 15 minutes through 2 entrances, which considerably saved time for staff and parents. The HT <b>reported</b> that the pupil role has increased by 8 pupils.</p>	
029.2	<p><u>Teaching and Learning</u> The HT reported that there would be formal lesson observations of staff on Thursday 15th October followed by staff appraisals next week.</p>	
029.3	<p>JK <b>reported</b> that the curriculum had been <b>temporarily suspended</b> for the foundation topics to allow time for catch-up in maths and English. Arts had been <b>suspended temporarily</b> but some craft subjects had been <b>retained</b> for balance and enjoyment. The situation would be <b>reviewed</b> at the end of term.</p>	
029.4	<p><u>Contingency Plans for Remote Learning</u> JK <b>reported</b> that from 22<sup>nd</sup> October 2020 contingency learning for remote learning would be a legal requirement. JK <b>reported</b> that although the LAT platform is MS 360 the school was using Google classrooms. There would be 2 weeks' worth of work <b>prepared</b> in case isolation of year bubbles was required. Children will be <b>expected</b> to engage with remote learning and parents will be emailed with instructions on how to guide their children through remote learning. Children were practicing logging in to Google classrooms in school. As a pilot, 1 homework task would be set next week via Google classrooms. The Chair <b>asked</b> what percentage of children do not have internet access. JK <b>responded</b> by saying 12 children do not have access which represented about 4 households. JK <b>stated</b> that, if necessary, the school would issue paper packs for learning.</p>	
029.5	<p>A Governor <b>asked</b> what work had been done in identifying children who did not have devices. Another Governor <b>asked</b> what support the Government was giving. JK <b>responded</b> by saying the school <b>had conducted</b> a Google survey to parents asking them about their devices and laptops had been issued to vulnerable children by the Government but if the children did not have an internet connection the use of laptops was limited.</p>	
029.6	<p><u>Safeguarding Update</u> The HT <b>reported</b> that parental compliance with social distancing and COVID face coverings was working well. The HT reported a <b>Police visitation</b> at the school</p>	



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	following an <b>allegation of racial abuse</b> between parents. However, no CCTV footage was available to progress the matter further.	
029.7	The HT <b>reported</b> that there would be a review of the premises during half-term and she would report back to the LAC afterwards.	
<b>030</b>	<b>LAT 2 Board Policies for Adoption</b>	<b>All LAC Governors</b>
030.1	<u>Items Deferred from the September Meeting (Agenda item 9.1)</u> The Chair <b>proposed</b> and the Governors <b>unanimously adopted</b> all these items.	
030.2	<u>Other Policies (Agenda item 9.2)</u> The Chair <b>proposed</b> and the Governors <b>unanimously adopted</b> items 1 to 17. The Chair <b>requested</b> that all link Governors <b>review</b> the list of adopted policies and become familiar with those pertaining to their areas of responsibility.	
030.2.1	The Chair <b>drew attention</b> to paragraph 7.2 of item 18 (Medicines and Supporting Pupils at Schools with Medical Conditions Policy (29 <sup>th</sup> September 2020). This paragraph needs populating with school specific information and would be presented for <b>adoption</b> at the November meeting.	
030.3	<u>LAC Code of Conduct</u> The Chair <b>made reference</b> to the LAC code of conduct and made the <b>observation</b> that virtual Zoom meetings were perhaps inhibiting the LAC from <b>expressing</b> their views openly and honestly. She <b>requested</b> the Governors to consider how the Zoom experience could be improved and feedback to her and the HT.	
<b>031</b>	<b>Non-LAT School Policies for approval</b>	<b>All LAC Governors</b>
031.1	The Chair <b>reported</b> that she and the HT had <b>reviewed</b> the review schedule of non-LAT school policies. She <b>stated</b> that the non-LAT policies were not time sensitive and non-statutory. The Chair <b>proposed</b> and the LAC <b>agreed</b> to extend the review dates of all non-LAT school policies to the next school year as a means of reducing headteacher and SLT workload during the pandemic.	
<b>032</b>	<b>Any other matter arising for consideration (declared under Item 5)</b>	
032.1	AJ <b>reported</b> that some parents had approached him asking about the <b>reinstatement</b> of PTA meetings. It was <b>stated</b> that a new PTA chair needed to be <b>elected</b> but in the meantime the HT <b>would send</b> an email to AJ, to introduce him to the SLT member with this responsibility, to revitalise the PTA.	



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

**PART 1 MINUTES**

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032.2	A Governor <b>asked</b> about if new COVID guidance banners were available from Hounslow Council. It was <b>stated</b> that if the COVID guidance changed the assumption was that new banners would be made available.	
<b>033</b>	<b>Date of the next meeting</b>	<b>For information</b>
033.1	The next meeting of the LAC will be held on <b>Tuesday 10<sup>th</sup> November 2020</b> 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 8:08pm**

**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 **13<sup>th</sup> October 2020** virtually via Zoom at 6pm.

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

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

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