



Meeting of the Local Academy Committee

Venue: Zoom Virtual Meeting Room

Date: Tuesday 8th September 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



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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
2020/21 001	Welcome and introductions	Chair	
001.1	The meeting, being quorate, was started by the Chair of the Local Academy Committee ('LAC') at 6:03pm		
001.2	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. 		
001.3	All attendees confirmed that they had made every effort to ensure they were in a confidential environment.		
001.4	The Chair welcomed the new Clerk explaining that the previous incumbent has resigned for family reasons. The Chair invited the new Clerk to introduce himself which he did briefly.		
002	Opening prayer	DH	
002.1	DH opened the meeting in prayer.		
003	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk	
003.1	The Clerk informed the LAC that no apologies had been received in advance.		
003.2	The LAC requested the Clerk to update the register of attendance.		



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003.2a	Update the LAC Register of attendance.	Clerk	ASAP
004	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors	
004.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests.		
005	Declaration of any other business (AOB)	All LAC Governors	
005.1	The Chair proposed and it was accepted by the LAC that item 8.4 of the agenda be moved to AOB since this was part of a revised agenda (sent 7 th September) that the LAC had had limited time to review. <i>*Clerk's note: SA arrived at 18:13</i>		
006	Approval of the minutes from the previous LAC Meeting held on 7th July 2020 at 6pm. Approval of the minutes from the previous extraordinary LAC Meeting held on 20th July 2020 at 6pm.	Chair	
006.1	The minutes from both the previous LAC meetings had been circulated prior to the meeting.		
006.2	The minutes of both meetings were held to be a true and accurate record of the meeting.		
006.3	The Chair agreed to sign and date all physical copies of meeting minutes at the first physical meeting of the LAC in the current academic year.		
006.4	There were no further amendments .		
006.5	DH agreed to file all signed minutes following the Chair signature.		
006.6	The Chair noted that the Actions List had been updated by the Clerk and proposed that each action be addressed separately since many were now complete. The Actions List was reviewed and the Clerk was requested to update it for the next meeting.		
006.3a	Chair to sign and date all physical copies of meeting minutes at the first physical meeting of the LAC in 2020-21.	Chair	ASAP
006.5a	DH to file all signed minutes following the Chair's signature.	DH	ASAP
006.6a	Clerk to update the Actions List . (Clerk's note: this will be appended to these minutes in future.)	Clerk	ASAP



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007	Election of the Vice Chair of the LAC	All LAC Governors
007.1	CT was unanimously elected as the Vice Chair of the LAC	
008	Chair's Items	Chair
008.1	<u>Register of Declaration of Business Interests</u> The Chair asked the Governors if they had reviewed and signed the Register . Only MT had done so. The Chair requested the remaining Governors to do so by the next meeting. The Clerk was requested to update the response by the next meeting.	All LAC Governors/Clerk
008.2	<u>Updated KCSiE Guidance</u> The Chair asked the Governors to confirm if they had read and committed to the KCSiE Guidance. Only MT had done so. The Chair requested the remaining Governors to do so by the next meeting. The Clerk was requested to update the response by the next meeting. The Clerk stated that there was a direct link to the KCSiE Guidance on the relevant page of the DfE website on each individual Governor's profile page.	All LAC Governors/Clerk
008.3	<u>LAC Year Planner</u> The Chair presented the LAC planner for the 2020/2021 academic year. She stated that there would be focus on a particular Governor oversight item for each LAC meeting. In this way Teaching and Learning (T&L) would be built into the meetings. On the year planner changes owing to COVID-19 were annotated in green. Of note were: <ul style="list-style-type: none"> • How the Government catch-up premium was being used • How vulnerable families were coping • How local lockdowns might have an effect on the school The Governors had no questions or comments and unanimously approved the Year Planner.	



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008.4	<u>Forthcoming Meetings</u> Discussed under AOB	
008.5	<u>Link Governor Visits</u> The Chair stated that staff needed to be comfortable before the visits resumed since they were wary of being exposed to COVID-19. There would be a full discussion at the October meeting.	
008.6	<u>Governor Training</u> The Chair encouraged all Governors to engage with training particularly by using: www.bettergovernor.co.uk/ www.governorsforschools.org.uk/ The Chair requested Governors to email the Clerk when they complete any training so that the Skills Audit can remain up to date.	All LAC Governors/Clerk
008.7	CT reported that she was undertaking a webinar on the new Ofsted framework on 29 th September 2020.	
008.1a	<i>Governors to review and sign the Register of Declaration of Business Interests. Clerk to update responses.</i>	LAC Governors/Clerk
008.2a	<i>Governors to review and sign the Updated KCSiE Guidance. Clerk to update responses.</i>	LAC Governors/Clerk
008.6a	<i>Governors to inform the Clerk of any training undertaken. Clerk to update the Skills' Audit.</i>	LAC Governors/Clerk
009	Headteacher's Report	DH
009.1	The Chair thanked DH for her written report, including the material on COVID19.	
009.2	<u>COVID Operations and Update</u> DH stated that the COVID report had been sent out in advance of the meeting. DH reported that social distancing had been difficult on the first day of term but things were improving with parents now understanding better. There was a calm atmosphere in school and staff were comfortable in raising issues. There had been an attendance rate of 92% on the first day of term and 98% on the second.	



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009.2.1	DH reported that there had been ca. 140 replies to the COVID survey sent out and the replies has been used to assess any potential needs before the school re-opened. JK reported that the survey had been used to contact families reporting anxieties.
009.3	The Chair asked if the teaching on Google classrooms had been positive and whether more bespoke teaching materials were being planned. DH replied that a more bespoke programme was being planned in case of a local lock down and this would be ready in 2 weeks. This programme would be more aligned to what was being taught in the classrooms.
009.3.1	CT asked about hard to reach children. JK replied that a benefit of Google Classrooms was that face to face was more interactive and children must engage. LM stated that maths and spelling homework were provided on a separate platform called and maths shed and spelling shed.
009.3.2	CT asked about children without access to the internet. DH replied that there would be a survey conducted on 9 th September to determine what devices the children had access to. DH stated that there were helpful schemes in place: <ul style="list-style-type: none"> • BT were offering free internet access • Hounslow Council were offering free devices As a last resort the school could provide material on paper.
009.3.3	DH reported that some children had returned to school physically unfit and that extra coaching would be offered to increase wellbeing. The Chair stated that the LAC must approve the use of the catch-up premium.
009.4	<u>Risk Assessment</u> DH reported that the mitigation measures were proving successful and the school newsletter to be published 11 th September would cover the use of masks. There were no questions or feedback raised by the Governors.
009.4.1	The Chair stated that the Health and Safety Executive (HSE) would be conducting spot checks on schools. DH was requested to ensure that the front office staff were kept fully informed of all measures the school was taking so that they could respond confidently to any HSE inspectors which may present themselves at the school. It would not be acceptable for the office staff to defer to other staff members.
009.5	<u>Finance Report</u> Deferred to the October meeting.



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009.6	<u>Premises and Buildings update</u>
009.6.1	DH reported that the new telephone system was operational. The answering facility was via computer so the office staff could actually see the messages.
009.6.2	DH reported that the capital bid allocation for the fire alarm system was lower than anticipated. Wiring had been updated, call-points added and alarms for lockdown added. Transfer to the new system would take place in half-term.
009.6.3	Some trouble shooting for the new server had been necessary and some classroom computers had not been connected to the system. The Chair thanked AJ for helping DH in resolving the server issues.
009.7	<u>School Evaluation & Improvement Plan (SEIP)</u>
009.7.1	The Chair thanked DH for preparing the SEIP.
009.7.2	DH explained the context of the 3 parts of the SEIP: <ul style="list-style-type: none"> • Part 1: This defines the baseline for the school which the senior leadership team (SLT) will populate with data. • Part 2: These are the Ofsted targets to be met • Part 3: This covers the SIAMS part and includes targets to be met DH stated that the targets had been presented to staff and that a RAG status would be assigned to each target every half term.
009.7.3	The Chair stated that the LAC had to agree on the targets. She suggested that Governors' walks presented a good opportunity to update the targets and that a selection of targets would be reviewed each LAC meeting.
009.7.4	All link Governors confirmed they were satisfied with their allocated roles.
009.7.5	The Chair stated that the organisation described in point 11 of SEIP on a page was this LAC.
009.7.6	The Chair presented some comments to strengthen the narrative of Part 1 of the SEIP: <ul style="list-style-type: none"> • Highlight that a SEND governor was building a relationship with the school • In respect of the section 48 SIAMS inspections highlight that the LAC are conducting Governors' walks to assess that the Christian ethos of the school extends into individual spirituality for the staff and children.



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	<ul style="list-style-type: none"> Highlight that in respect of L&M every link governor is engaging well with the school 		
009.7.7	The Chair will email other specific points to DH. DH encouraged all other governors to send comments to her on all 3 parts of the SEIP before the next meeting.		
009.7.7a	<i>Governors to review the SEIP and respond to DH with any comments or suggestions.</i>		All LAC Governors
010	LAT 2 Board Policies for Adoption		All LAC Governors
010.1	<u>Items 1 to 6</u> The Chair proposed and the Governors accepted that the approval of these items be deferred until the next meeting to allow the sections highlighted in yellow with specific school information to be populated by DH.		
010.2	<u>Items 7 to 13</u> These items were approved unanimously . The Chair made the point that for the Disciplinary Procedure it was imperative that the LAC did not involve itself in operational matters to retain objectivity should there be any consequential panel hearings.		
010.1a	<i>LAT policies (items 1 to 6) to be populated with school specific information.</i>	DH	ASAP
011	Non-LAT School Policies for approval		All LAC Governors
011.1	These items were approved unanimously . The Chair informed the LAC that a new Vicar had been appointed for St. Richard's Church and that she should be consulted on the collective worship policy once she is in post		
011.1a	<i>DH to consult with new Vicar on the Collective Worship Policy.</i>	DH	TBA
012	Any other matter arising for consideration (declared under Item 5)		
012.1	The Chair referred to the notice she had distributed detailing the conditions to be in place for physical meetings to resume in October, stating that individual Governors could continue to use Zoom should they wish. Each Board member and the Clerk were asked for their view and whether they would support a return to physical meetings. All Board members had no objections. The Chair proposed that physical meetings at the school should resume with the October meeting; this was unanimously approved .		



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

MINUTES

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013	Date of the next meeting	For information
013.1	The next meeting of the LAC will be held on Tuesday 13th October 2020 at 6pm at the School, Forge Lane, Hanworth, TW13 6UN.	

Part 1 of the meeting finished at 8:06pm

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 **8th September 2020** virtually via Zoom at 6pm.

Signed: _____

Date: _____

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