



Meeting of the Local Academy Committee

Venue: School Premises/ Zoom Meeting

Date: Tuesday 14th September 2021

Time: 6pm

Register of Attendance

PRESENT	
Anne Messer (Co-Chair) AM	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 04-11-2022</i>
Cecilia Thwaites (Co-Chair) CT	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 11-11-2022</i>
Jodie Stilwell (HT or JS)	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Vacant	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: Vacant</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>
Anna Juniper (AnJ)	Elected Staff Governor (Proposed) <i>To be appointed by the LDBS Academies Trust 2</i> <i>Expiration of Term in Office: TBA</i>
Debs Wignall (the Vicar or DW)	Vicar, St Richard's Church, Hanworth <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
PRESENT VIA ZOOM	
Anita Pinnalawatta (AP)	Appointee of the LDBS Academies Trust 2 <i>Expiration of Term in Office: 10-02-2024</i>
Mayank Taneja (Vice-chair or 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
Lauren McCarthy (DHT or LM)	Deputy Head Teacher



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Part 1

The meeting started at 6.10pm

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

Item		Delegatee
2021/22 001	Opening	
001.1	The meeting, being quorate, was started by AM acting as Chair for this meeting of the Local Academy Committee ('LAC') at 6:10pm	
002	Opening Prayer	
002.1	The prayer had been said at the strategy session held prior to this meeting.	
003	Welcome and introductions	Chair
003.1	AM welcomed the LAC members to the meeting. She introduced Anna Juniper (AnJ) who had been duly elected as the replacement staff Governor. The Clerk commented that this election would need to be approved at the next LAT Board meeting and until then AnJ could not be allowed to vote, per the LAT articles of association and scheme of delegation.	
004	Apologies received in advance of the meeting and the Local Academy Committee's acceptance or rejection of any absences	Chair / Clerk
004.1	Since all members were present there were no apologies, although AP would arrive late.	
004.2	The LAC requested the Clerk to update the register of attendance. <i>Clerk's note: MT temporarily left the meeting at 6.13pm</i>	
004.2a	<i>Update the LAC Register of attendance.</i>	<i>Clerk</i>
005	Change in Organisational Structure of the LAC	
005.1	AM stated that she had discussed and agreed with the LAT CEO that from this meeting she would be sharing the Chair's duties with CT. Henceforth both would be referred as Co-Chairs. The change had been approved by the LAT CEO and no changes to the scheme of delegation were needed.	
005.2	AM stated that she had approached MT to act as vice-chair who had agreed to take on the role. When he returned she would propose a vote by the LAC. The Clerk interjected to remind AM	



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	that other members of the LAC should also be asked if they were interested in taking on the office. AM asked the LAC if anyone was interested in taking on the role of vice-chair; no-one was. When MT returned at 6.24pm CT proposed and the HT seconded the candidature of MT who was elected unanimously.	
006	Declarations of interest, pecuniary or otherwise, in relation to any item on the agenda	All LAC Governors
006.1	No conflicts of interest were declared by the LAC Governors, other than those already recorded within the Register of Business Interests. AM reminded all Governors that, at the beginning of the academic year, that they needed to revalidate the Register of Business Interests on Governor Hub.	
007	Declaration of any other business (AOB)	All LAC Governors
007.1	AM asked if any Governors had any items to be covered under agenda item 13:	
007.2	AJ stated that he wished to discuss the progress of the revitalised PTA.	
007.3	AM stated that she wished to give an update on the skills audit and the election of new Governors. This is covered under items 009.3 and 12 of these minutes.	
007.4	AM stated that she wished to give an update on Governor learning walks.	
007.5	The Clerk stated that CT had submitted 2 link reports that should be discussed. It was agreed to do this at the October LAC meeting.	
008	Approval of the minutes from the previous LAC Meeting held on 13th July 2021 at 6pm.	Chair
008.1	The minutes from the previous LAC meeting (13 th July 2021) had been circulated prior to the meeting. AM asked if the Governors had read the minutes and whether there were any matters arising.	
008.2	All Governors confirmed they had read the minutes.	
008.3	In respect of minute 198.1, the HT stated that she had been contacted by the LAT CEO to clarify that the school did not have a contract with Chefs in School but with the LAT who in turn held the contract with Chefs in School. Therefore, the school could not terminate the contract but could only make operational changes. Apart from this correction there were no other matters arising and the minutes of the meeting were held to be a true and accurate record with DW abstaining since she was not at the meeting.	



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	AM signed and dated a physical copy of meeting minute. The HT agreed to file the signed minutes following the Chair's signature.		
008.4	<i>Clerk's note: AP arrived at 6.28pm</i>		
009	Review of Actions' List	All LAC Governors	
009.1	<u>028.6 (2021/21) Single Central Register (SCR)/Volunteer Register</u> After some discussion it was decided that there did not need to be a check of the volunteer register and the SCR would be checked towards the end of September and report made at the October LAC meeting.	AJ	
009.2	<u>175.12 (2020/21) Hounslow Reading</u> LM reported that herself (as coordinator) and 2 other teachers had attended the second workshop for 'Get Hounslow Reading' – a scheme designed to improve the love of reading in schools. There would be a third workshop before Christmas. LM agreed to provide a termly update on school reading initiatives to the LAC, with the next due in January. Accordingly, this item was now considered closed.		
009.3	<u>177.5 (2020/21) Governor skills' audit</u> AM proposed using the new strategic priorities and school improvement plan to determine what skills were needed on the LAC to meet these stated objectives and what gaps needed to be filled with the recruitment of new Governors.		
009.4	The outstanding actions for the October meeting are itemised below, with changes from the previous month in red.		
Reference	Action	Delegatee	Due
177.5	Complete skills' audit template and return to Chair Update: The Chair stated that MT, AJ and the HT still needed to complete the audit. She requested that this be done before the end of term so the results can be consolidated for the October meeting. <i>Discussed and minuted at the meeting</i>	LAC Governors	<i>Oct Meeting</i>
197.2	Send out tips for link Governor roles which were accessible to the Chair via her subscription to the Key.	<i>Chair</i>	<i>Nov Meeting</i>



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007.5	<i>Place CT submitted link reports on agenda</i>	<i>Clerk</i>	<i>Oct Meeting</i>
010.4	<i>Seek approval from the LAT CEO to suspend requirement for monthly finance reports.</i>	<i>AM</i>	<i>Oct Meeting</i>
012.5	<i>Contact a potential Governor who had expressed an interest in the role.</i>	<i>AM</i>	<i>Oct Meeting</i>
012.6	<i>Produce a summary of the SEIP targets on one page for the October LAC meeting.</i>	<i>HT</i>	<i>Oct Meeting</i>
013.2	<i>Revert to the LAT with proposed changes on PDP related policies.</i>	<i>AM</i>	<i>End of Autumn term</i>
015.2	<i>Chair and vice-chairs of PTA to be invited to attend the November LAC meeting</i>	<i>Clerk</i>	<i>Nov Meeting</i>
015.3	<i>All Governors to confirm the acceptability of 17th November 2021 as the next Governor learning walk date.</i>	<i>LAC Governors</i>	<i>Oct Meeting</i>
010	Chair's Items	Chair	
010.1	<p><u>Validation of the updated KCSiE</u> The Clerk stated that the DfE had updated the KCSiE and this would be effective from 1st September 2021. This included substantial changes on safeguarding which are summarised in annex G of the KCSiE. All Governors would need to read and revalidate the KCSiE on their Governor Hub profile.</p>	LAC/Clerk	
010.2	<p><u>Staff Handbook</u> The HT stated that there had been a staff consultation before the handbook had been updated. AM asked how the wellbeing of staff had been covered. The HT replied the staff felt more valued by being recognised, an upgraded staff room and with wellbeing days being granted for good attendance.</p> <p>AM asked if there were any questions from the LAC; there were none. The staff handbook was unanimously approved.</p>		
010.3	<p><u>Governor Training</u> CT reported that she would be attending Governor training on the curriculum provided by Hounslow Council on 18th November 2021.</p>		



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010.4	<p>The HT reported that she would be attending a designated safeguarding lead (DSL) refresher training course. She added that herself and the DHT would be undertaking deep dive training.</p> <p><u>Finance Reporting Update</u> AM gave an update on how financial reporting would be covered in the near future. Following departures, the LAT was now actively recruiting for a Company Secretary and a finance administrator. AM reported that, currently, the school SBM had no capacity to provide monthly finance reports. AM added that the priority for the SBM must be to close out the accounts for the 2020/21 financial year and these were needed before an audit in a week's time. Therefore AM proposed that, for the remainder of this calendar year the financial reports would be prepared quarterly to enable the SBM to complete the end of year financial accounts. She would seek approval from the LAT CEO for this.</p>	AM
011	Headteacher's Report	HT
011.1	<p>The HT gave her verbal report to the LAC although written documents in support of the report had been placed in Governor Hub in advance of the meeting. She presented summary highlights to the LAC:</p> <ul style="list-style-type: none"> • The new COVID guidance for schools had resulted in changed procedures: <ul style="list-style-type: none"> ○ Bubbles were no longer in operation ○ Staggered start and finish times were no longer in operation. ○ Isolation rules had changed with no isolation necessary for people who were double vaccinated or for close contacts (of a positive Covid case) who are under the age of 18. ○ Test and trace ceased on 19th July 2021. The HT stated that she had asked the LAT CEO if the school needed to inform the community should COVID cases occur in the school and had been told that she did not. ○ Parents are allowed to be back in school ○ External school visits had restarted 	



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011.2	<ul style="list-style-type: none"> ○ The risk assessment had been revised and was now simpler ○ An outbreak management plan (Covid contingency framework) is now required in all schools ● The HT reported that in the case of another national lockdown, which could be issued by national government, the LA or PHE, under the contingency framework, access to face-to-face teaching in school had been prioritised for the following groups: <ul style="list-style-type: none"> ○ Children in receipt of an EHCP ○ Vulnerable children having social worker involvement ○ Children of key workers ○ Reception, Year 1 and Year 2 pupils <p>If further restrictions are required, the school will stay open for:</p> <ul style="list-style-type: none"> ○ Children in receipt of an EHCP ○ Vulnerable children having social worker involvement ○ Children of key workers 	
011.2.1	AM asked if there were any questions on the risk assessment and the COVID contingency framework. There were none and both were approved unanimously.	
011.2.2	AM asked the LAC how often they felt she felt they should be updated on the risk assessment. The HT suggested that she report by exception if the situation changed. AM suggested the HT report at the first meeting of each term and the LAC agreed to this.	
011.3	<p><u>Draft SEIP/Ofsted & SIAMS Targets</u></p> <p>The HT reported that the School Evaluation and Improvement Plan was in 3 parts:</p> <ul style="list-style-type: none"> ● School evaluation framework (SEF) ● Improvement priorities for Ofsted ● Improvement priorities for SIAMS 	



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011.4	<p>The HT stated that there were 11 targets listed in the Ofsted section and wished to draw attention to point 7 (Bullying). Previously, the definition of bullying had been misunderstood and the anti-bullying processes needed to be more robust. She added that it was the intent of the school to apply for a bronze award from the anti-bullying quality mark and that the school council's focus this term would be on qualifying as anti-bullying ambassadors.</p> <p>AM asked the LAC to return comments by the October meeting and suggested that the new 6 values of the school be written into the SEIP. The HT agreed that this was a good idea.</p> <p>A Governor asked how the SIAMS section worked when trying to engage non-Christians. The HT replied that 2 Muslim families had raised concerns about their children going to Church. The HT stated that she had told them that for a Church of England school taking the children to church was normal, there was no pressure on children to worship, and they are not under an obligation to pray. A general discussion was had about how governors could support the SLT in responding to parents who raised concerns about this. The HT agreed to follow up with AM and DW.</p> <p>AM thanked the HT and DHT for their hard work on the SEIP which she found aspirational and balanced.</p> <p><u>Premises</u> The HT summarised the work that had been conducted on the premises:</p> <ul style="list-style-type: none"> • Lighting had been upgraded in all classrooms, offices, corridors and toilets. • External lighting would be upgraded during the October half-term. • Emergency lighting had been left and a quote requested for replacement. The HT added that there was no legal requirement for emergency lighting which depended on a risk assessment for egress routes. • Blinds had been upgraded in classrooms and offices • There is a leaking roof in the reception and meeting room next to year 4. Unfortunately, this had not been replaced at 	
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011.5	<p>the same time as other roofing 6 years ago and was therefore not under warranty.</p> <ul style="list-style-type: none"> • The carpet in the EYFS has been damaged due to an ongoing leaking roof and the HT is soliciting quotations for a laminate replacement. • Upcoming work includes: <ul style="list-style-type: none"> ○ Replacement WiFi ○ Replacement of 3 fire doors ○ Hallway SIAMS signage ○ There may be a need to fix the leaking roof; this has not been budgeted for as it was an unknown problem at the time when the budget was prepared. <p><u>Safeguarding (SG)</u> The HT stated that the only SG issue to report in part 1 was that there had been a lockdown drill on 14th September 2021. All classes responded appropriately although some had left lights and screens on. One fire door had been left open; feedback had been provided to staff.</p>	
012	Link Roles for Governors	
012.1	<p>AM led a discussion to identify the link roles currently allocated to Governors:</p> <ul style="list-style-type: none"> • AP – T&L and curriculum • AJ – safeguarding and parental engagement • CT – Medicine and special needs • AM – H&S and early years • MT – Data and website • DW – Religion • Vacant – Finance 	
012.2	<p>AM stated that applying the priorities stated in the SEIP the workload needed to be shared equally. The intent would be to define a list of link governor roles and then allocate Governors to those roles following the skills' audit. However, in light of a pending Ofsted inspection it was agreed to retain the roles as presently allocated to retain the knowledge.</p>	



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012.3	CT agreed to be the linked Governor responsible for targets 8 and 14 of the SEIP.	
012.4	DW agreed to be the linked Governor responsible for target 18 of the SEIP.	
012.5	AM stated that target 5 of the SEIP (curriculum) needed a new link Governor but suggested that it was a good idea for the curriculum duties to be divided between different Governors. After some discussion the curriculum duties were agreed: <ul style="list-style-type: none"> • AP – Reading and phonics • MT – Maths and science • AM – Arts, DT and music • CT – Geography, history and Spanish • AJ – PSHE and PE <p><i>Clerk's note: AP left at 7.47pm</i></p>	
012.5	AM noted that the LAC therefore still faced a skills gap regarding finance. AM stated that she would contact a potential Governor who had expressed an interest in the role via the former finance link governor, who resigned from the board last June; this is a contact at the mosque in Ashford/Staines.	AM
012.6	The HT stated that she would produce a summary of the SEIP targets on one page for the October LAC meeting.	HT
013	LAT 2 Board Policies for Adoption	All LAC Governors
013.1	The following policies approved by LAT 2 Board on 31 st August 2021 were unanimously adopted by the LAC: <ol style="list-style-type: none"> 1. Behaviour & Anti-Bullying Policy (<i>changes relating to the clarification of the definition of bullying</i>) 2. Code of Conduct for Governors (<i>no changes</i>) 3. Governor Induction Protocol (<i>no changes</i>) 4. Governor Role Description (<i>no changes</i>) 5. Keeping Children Safe in Education Policy (<i>no changes</i>) 6. Keeping Children Safe in Education Policy for Academies (<i>no changes</i>) 	



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	7. Skills Audit Proforma (<i>no changes</i>)	
013.2	AM reported that the recent PDPs had demonstrated that certain LAT policies did not provide clear guidance about the requirements on the school to record incidents of bullying or about the difference between 'serious' and 'extremely serious' breaches of the behaviour policy. She proposed to revert to the LAT with proposed changes this term, in a joint letter with the HT. This was unanimously agreed by the LAC.	AM
014	Non-LAT School Policies for approval	
014.1	No non-LAT School Policies were presented for approval.	
015	Any other matters arising for consideration (declared under Item 5)	
015.1	AJ informed the LAC about the progress of the PTA. A new chair and 2 vice-chairs had been elected with the treasurer and secretary retained from the previous committee. The next stage was to schedule the first meeting and produce an agenda with a view to holding the first meeting before the end of September.	
015.2	AM proposed that the chair and vice-chairs of the PTA should be invited to attend the November LAC meeting and that CT should attend a PTA meeting. This was agreed by the LAC.	Clerk
015.3	AM proposed 17 th November 2021 as the date for the next Governor learning walk. This would be combined with meetings with school subject matter leads (10 minutes), a meeting with the school council and a visit to St. Richard's church. All Governors to confirm the acceptability of this date. <i>Clerk's note: AJ left the meeting at 7:56pm</i>	All Governors
016	Date of the next meeting	For information
016.1	The next meeting of the LAC will be held on Tuesday 12th October 2021 at 6pm at the school premises and virtually via Zoom for those Governors unable to attend in person.	

Part 1 of the meeting finished at 8:00pm



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

PART 1 MINUTES

**Meeting of the
Local Academy Committee**

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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 **14th September 2021** at the school premises and virtually via Zoom at 6pm.

Signed: _____

Date: _____

Anne Messer/Cecilia Thwaites
Co-Chairs of the Local Academy Committee
St Richards Church of England Primary School