

The London Borough of Richmond Upon Thames



Sheen Mount School

**Minutes and Action List of the Full Governing Board Meeting**  
**Held Virtually on 19<sup>th</sup> May 2021 at 7pm**

**Constitution, Membership and Attendance**

|  |   |
|--|---|
| <b>Local Authority Governors - 1</b>               | Maria Widdowson (MW)  |
| <b>Parent Governors – 2</b>                        | Telmo Valido (TV) (in part)<br><i>Vacancy</i>   |
| <b>Staff Governors – 2</b>                         | Avani Bakrania (AB)<br>Ian Hutchings (IH) (in part)   |
| <b>Co-opted Governors – 10</b>                     | Kelly-Ann Cahillane (KAC)<br><b>Helen Edward (HE) – Apologies received</b><br>Anna Hare (AH)<br>Justine Hebert (JH) (Chair)<br>Kathryn Higgins (KH) (Standards Committee Chair)<br>Dan Jameson (DJ)<br>David Morley (DM) (Resources Committee Chair)<br>Catherine Riley (CR) (Pastoral Committee Chair)<br>Julia Sandell (JS)<br><i>Vacancy</i> |
| <b>Associate Governors – 3</b>                     | Laura Jeffery (LJ)<br>Maria O’Brien (MOB)<br>Marianne Paemen (MP)   |
| <b>Clerk to the board</b>                          | Sarah Bellingham (Clerk)  |
| <b>Also in attendance, for part of the meeting</b> | Karen Feeney (KF) – School Improvement Partner<br>Robert Kennedy (RK) – Staff ELT<br>Robert Stefanini (RS) – Staff (ELT)<br>Paula Teeling (PT) – Staff (ELT)<br>Jeanie Jovanova (JJ) – Ofsted Trainer   |

\* **Absence(s) in Bold**

## The London Borough of Richmond Upon Thames



## Sheen Mount School

**Action List of The Full Governing Body Meeting of 19.05.2021**

| No: | Minute item | SUMMARY OF ACTION POINTS   | Date by when                        | Person responsible                               | For Next FGB Agenda |
|-----|-------------|--|-------------------------------------|--|---------------------|
| 1   | 1.1         | Ensure the school website's content is compliant with statutory requirements, to include publication of the equality statement and objectives, plus inclusion of the general governor e-mail address for queries | Summer term 2021                    | ALL GOVERNORS (check) & MP/IH (check and action) |                     |
| 2   | 1.1         | Compile a list of Ofsted questions recorded by schools who have undergone recent Ofsted inspections  | Summer term 2021                    | JJ/KF  |                     |
| 3   | 1.1         | Compile a SEN update report for governors following the summer term link governor visit with LJ  | Summer term 2021                    | AH/LJ  |                     |
| 4   | 1.3         | Update SEF and present to governors  | 23 <sup>rd</sup> June 2021 FGB      | IH   | Yes                 |
| 5   | 1.4         | Update PPG report with case studies  | 23 <sup>rd</sup> June 2021 FGB      | HE   | Yes                 |
| 6   | 1.5         | Discuss and action safeguarding spot checks and check clarity of out of hours website disclosure process   | Summer term 2021                    | CR/MP  |                     |
| 7   | 1.6         | Check sufficiency of Core Docs and Ofsted folders on the Hub in readiness for an Ofsted inspection   | Summer term 2021                    | JH/Clerk   |                     |
| 8   | 1.7         | Organise an extra FGB in July to discuss and follow-up on SIP and external review outcomes plus staff response to those  | July 2021                           | MOB/JH/Clerk                                     |                     |
| 9   | 3.1         | Create approved version of minutes from 24 <sup>th</sup> March 2021 FGB and arrange for signature  | Summer term 2021                    | Clerk/JH   |                     |
| 10  | 5.1         | IH to bring a 1-year SDP to the June FGB following input from the three committees following the next round of meetings this term.   | 23 <sup>rd</sup> June FGB 2021      | IH & CHAIRS                                      | Yes                 |
| 11  | 5.2         | Discuss changes to the (Resources) committee cycle in relation to budget setting with sight of a final SDP   | Summer term 2021                    | JH/DM  |                     |
| 12  | 6.1         | Progress survey ideas based on discussions at the FGB  | Summer term 2021                    | Survey WP, with AB & MP                          |                     |
| 13  | 7.3         | Place advert with TES for Headteacher vacancy  | By Friday 28 <sup>th</sup> May 2021 | JH/MP/MW   |                     |
| 14  | 8.1         | Include review of April/May 2021 committee minutes in June FGB agenda  | 23 <sup>rd</sup> June FGB 2021      | Clerk  | Yes                 |

## The London Borough of Richmond Upon Thames



## Sheen Mount School

### Minutes

#### 1. Ofsted Training Session – Jeanie Jovanova

- 1.1 JJ delivered her training session, supported by KF. She shared her slide pack on the screen. Questions and answers arising throughout the session were noted by the Clerk and recorded in a separate document. Actions arising were recorded in the action list. **ACTIONS**
- 1.2 JJ and KF left the meeting at approximately 20.20. The ELT members left the meeting at 20.27.
- 1.3 IH would be presenting an updated SEF document to governors in the following weeks. **ACTION - IH**
- 1.4 CR would ask HE to update the PPG report she was currently working on with the sorts of (anonymous) case studies being used by LJ for staff training purposes. **ACTION – CR/HE**
- 1.5 MP and CR would discuss carrying out spot checks to understand if external instructors and assistants running school clubs on site were sufficiently familiar with the school’s safeguarding procedures, as well as checking that it was sufficiently clear to stakeholders how to make disclosures out of hours via the school website. **ACTION – MP/CR**
- 1.6 JH would speak with the Clerk after the meeting to ensure that the Core Documents and the Ofsted folders on Governor Hub contained everything in preparation for an Ofsted inspection. **ACTION – JH/CLERK**
- 1.7 MOB would let the Clerk and JH know, when she did, of the staff meeting following (the expected) receipt of both KF’s SIP report and JJ’s external review report. After that JH and the Clerk would organise an extra FGB in July 2021 to follow up on outcomes. **ACTION – MOB/JH/CLERK**
- 1.8 TV attended from 20.48.

#### 2. Apologies and Declarations of Interest

- 2.1 It was noted that due notice of the meeting had been given to all members of the FGB, a quorum was present and that the meeting could proceed. HE had given apologies which were approved.
- 2.2 No-one had any personal or pecuniary interests to declare. It was noted that all the documents to be referred to in the meeting had been posted onto Governor Hub prior to the meeting for governors to read.

#### 3. Minutes and Action List from 24<sup>th</sup> March 2021 FGB Meeting

- 3.1 The minutes from the meeting of 24<sup>th</sup> March 2021 were approved and would be signed by JH. **ACTION – JH/Clerk**
- 3.2 All actions were either completed, in progress, on the current meeting’s agenda or noted as for inclusion on the agenda for the 23<sup>rd</sup> June 2021 FGB meeting.

#### 4. SVFS – For Approval

- 4.1 MP explained what the document covered, that it was updated annually, and that she had brought this to the Resources Committee twice for review. She was recommending it for approval. DM also supported this recommendation.
- 4.2 The governors approved the SVFS unanimously.

## The London Borough of Richmond Upon Thames



## Sheen Mount School

**5. Head teacher's SDP update**

5.1 IH would be putting together a one-year plan, with responsibility for a 3-5 year SDP passed to the new Headteacher once appointed. IH would bring this to the FGB meeting on 23<sup>rd</sup> June 2021, following receipt of input from the SLT, and from the Committee Chairs (via the staff governor on each committee) following the next cycle of their meetings.

**ACTION – IH & CHAIRS**

5.2 **Q:** How best could the Resources Committee tie in budget setting with sight of the final SDP?

**A:** JH would discuss this with DM offline, to ensure the cycle of meetings was a better fit from a resources perspective. The SDP cycle was September to July, whereas the budget cycle was Easter to Easter. **ACTION – JH/DM**

**6. Survey Update 2020-2021**

6.1 The governors discussed ideas for the forthcoming survey, following CR's update after the working party's meeting the previous evening. Whilst a full survey is done biannually it was felt a more targeted survey would be more appropriate at this time given the Covid situation this year. JH summarised that the Board and school saw value in a survey which asked about well-being and about the curriculum for the pupils, covering behaviour as a development area from the survey two years ago. It would be a 'pulse' survey, meaning that it would be shorter than the full version done previously, focused on key development areas informed by the latest SDP. The survey working party (AH, JS and CR) would work on this with support from AB and MP. The Board agreed that this needed to be done as a priority this term.

**ACTION – Survey WP**

**7. HT Recruitment Process Update**

7.1 JH outlined key aspects of the Headteacher recruitment process which had taken place so far, following the unsuccessful first round. She also described discussions which were ongoing to ensure MOB and the SLT were supported in the autumn term.

7.2 **Q:** What had been the cost of advertising the role so far?

**A:** MP confirmed it had not cost anything so far.

7.3 The Board discussed the benefits, downsides and cost options of placing an advert in the TES publication. After holding a vote, a majority of 8 governors approved the estimated spend of between £4k-5k on this item. JH, MP and MW would ensure the most cost-effective package was sought, to achieve the desired additional visibility amongst the teaching community. **ACTION – JH/MP/MW**

**8. AOB**

8.1 Review of the committee meeting minutes from the April/May 2021 cycle would be carried forward to the next FGB meeting in June 2021. **ACTION - CLERK**

8.2 The date of the next full governing body meetings were confirmed as Wednesday 23<sup>rd</sup> June and Wednesday 30<sup>th</sup> June 2021.

**Meeting ended at 22.01**

Signed by the Chair: \_\_\_\_\_

Dated: \_\_\_\_\_

Justine Hebert (JH)