

The London Borough of Richmond Upon Thames



Sheen Mount School

Minutes and Action List of the Full Governing Board Meeting
Held at Sheen Mount Primary School on 6th October at 7pm

Constitution, Membership and Attendance

Local Authority Governors - 1	Maria Widdowson (MW) (<u>Vice-Chair</u>)
Parent Governors – 2	Telmo Valido (TV) <i>Vacancy</i>
Staff Governors – 2	*Avani Bakrania (AB) Maria O'Brien (MOB) (<u>Acting Headteacher</u>)
Co-opted Governors – 10	Dahs Chae (DC) (Standards Committee Chair) Helen Edward (HE) Anna Hare (AH) Justine Hebert (JH) (<u>Chair</u>) Kathryn Higgins (KH) Dan Jameson (DJ) David Morley (DM) (Resources Committee Chair) Julia Sandell (JS) (Pastoral Committee Chair) <i>Vacancy</i> <i>Vacancy</i>
Associate Governors – 3	Laura Jeffery (LJ) *Rob Kennedy (RK) <i>Vacancy</i>
Clerk to the board	Sarah Bellingham (Clerk)

* Absence(s) in Bold

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Action List of the Full Governing Body Meeting of 06.10.2021

No:	Minute item	SUMMARY OF ACTION POINTS	Date by when	Person responsible	For Next FGB Agenda
1	2.1	Chair to sign minutes of 23 rd June 2021	October '21 Half Term	Clerk & JH	
2	3.7	Clerk to update records of LJ and RK's appointments	October '21 Half Term	Clerk	
3	4.16	Share phonics, SEN and maths audit reports with Board	Once received	MOB	
4	5.1	Circulate latest SDP to Board	Immediate	MOB & Clerk	
5	6.4	Circulate feedback from financial audit	Once received	DM	
6	7.1 & 7.3	Progress pupil, parent and staff survey actions	Once full data received and at December FGB	MOB,LJ & JS	YES
7	7.4	Update Board on pupil leaver survey analysis	December FGB	DC	YES
8	8.1	Update Board on outcome of safeguarding link visit	December FGB	KH	YES
9	8.4 & 8.5	SEND link governor visit with LJ & cross check SEND review outcomes against summer 2021 external review notes to produce and circulate headline points with evidence	December FGB	AH & LJ	YES
10	9.1 & 9.2	Update website, Governor Hub and policy review schedule with latest policy versions	October '21 Half Term	Clerk	
11	11.4	Ofsted working party to update and circulate Q&A document to Board	October '21 Half Term	TV,MW & Clerk	
12	12.1	Include Chair of Governors' update in Friday's school newsletter	Friday 8 th October '21	JH	

Minutes

1. Apologies and Declarations of Interest

1.1 JH welcomed governors to the meeting. It was noted that a quorum was present (*50% of total number of voting governors, excluding vacancies*). Governors had no personal or pecuniary interests to declare. Documents referred to in the meeting had been posted onto Governor Hub prior to the meeting, except where noted in the minutes.

1.2 JH expressed her thanks on behalf of the Board to MOB and LJ for their hard work and enthusiasm in this unusual and challenging start to the academic year.

2. Minutes and Action List from 23rd June 2021 FGB Meeting

Minutes

2.1 The minutes from the meeting of 23rd June 2021 were approved and would be signed by JH and posted onto the school website to view. **ACTION – JH/Clerk**

Actions from 23rd June 2021 (and matters relating to them)

2.2 Actions from the previous meeting were either completed or in progress, to include noting that:

- The pupil well-being survey was an action recorded and owned by the Pastoral committee for after half term;
- Covid catch-up funding information had been included in the October 2021 Headteacher's Report for this meeting;

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- JH and MOB had agreed to postpone producing the school's annual report until the following year, given the limited resources and the lack of SATS data for 2020-2021;
- The action on regular spot checks of external providers' safeguarding compliance had been noted by (safeguarding link governor) KH for discussion at her safeguarding visit to LJ at the school the following day; and
- AH and JS had agreed with LJ to meet after half-term to pool and share EHCP data.

3. Autumn Term 1 FGB Items

- 3.1 *Elect Chair and Vice-Chair:* JH and MW had each been re-elected as Chair and Vice-Chair of Governors respectively, for the 2021-2022 academic year, based on sufficient votes received from governors by e-mail to the Clerk prior to the meeting.
- 3.2 *Autumn term signature sheet:* the Clerk reminded those who had not yet signed this, of the importance of doing so to demonstrate having read and understood key Governing Board and school documents to include the latest safeguarding guidance from the DfE, and the updated Fair Processing Notice supplied by the Chair of Resources, which would be finalised with the inclusion of the DPO's details once available.
- 3.3 *Approve 2021-2022 Code of Conduct:* this was approved unanimously by the Board.
- 3.4 *Approve 2021-2022 Terms of Reference for Committees:* this was approved unanimously by the Board.
- 3.5 *Review and confirm committee and link responsibilities:* JH expressed her thanks to governors having taken on the following committee and/or link roles this year: DC as Chair of Standards and Maths link governor, KH as lead safeguarding governor as well as link governor for science and for sports premium, JS as Chair of Pastoral, and DJ as English link governor. Other link roles would remain as they were, and with a review once governor vacancies had been filled.
- 3.6 *Update on 1 x parent vacancy recruitment & 2 x co-opted governor recruitment:* there had been lots of interest so far and JH was having dialogue with potential candidates to assess skills, experience and commitment levels. It would be important to balance the parent and co-opted governor numbers on each committee. The parent governor vacancy would be filled first, and the election process would start after the half term.
- 3.7 *Approve associate governor roles:* LJ left the room and the remaining governors voted unanimously for her to be re-elected for a four year term. RK was unanimously voted in as an associate governor for the autumn term 2021, supporting the Standards Committee. The Clerk would update the records as needed. **ACTION – Clerk**

4. Headteacher's Report

- 4.1 The Board expressed thanks to MOB for the level of detail provide in key areas of the report. MOB took questions on each section.
- 4.2 **Q:** What was the school's financial risk with pupil numbers at current levels?
A: DM noted that this would be on the agenda for the Resources Committee to look at further. This year's funding had been locked in. Pupil numbers on the roll this year would underpin the income generated for 2022-2023, and the anticipated funding amount appeared fine. It was the funding for 2023-2024 which might mean a hard year. This was in the context of increasing numbers of SEN pupils, noting that the school had to fund the first £6k of the additional teaching costs for each SEN pupil.
- 4.3 **Q:** What was the overlap between SEN and PPG pupils?
A: There were approximately 6 pupils who fell into both categories. It was clarified that the school was not permitted to use its PPG funding to pay for teaching assistants for SEN pupils on an EHCP.
- 4.4 **Q:** What were local school numbers like?

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A: Sheen Mount was one of few local schools that was full in Reception. One local school was only at 75%. It would be important to retain pupils at lower levels, and recruit more into the older classes. The data was being carefully monitored, with support from the Resources committee. New Headteacher Tom Holmes was keen to enhance the marketing strategy from 2022.

4.5 Q: Noting the data in the Report regarding the impact of Covid on progress in reading, writing and maths for Reception and KS1, what was the school's recovery and adaptation strategy? Would a fast track approach work? What were the expectations of a Reception group, which had lower than usual starting points based on an absence of nursery time?

A: The school was carrying out baseline assessments and the data would be reviewed by the class teachers. That might lead to a shift in the approach in this first term. A new early reading and phonics scheme was due to start soon but might be rolled out differently based on the data obtained.

4.6 Q: What relationships did the school have with feeder nurseries?

A: There are approximately 9 main feeder nurseries, given the lack of nursery provision at the school. The school knows these well and works closely with them.

4.7 Q: Did the school need extra support in the Reception classes?

A: It was a possibility, although the classes were already adult heavy given the number of EHCPs at that level. There were four pupils in Reception with an EHCP, 3 of which had serious levels of additional needs.

4.8 Q: Were these four pupils in school full time?

A: Not yet, as they had needed a very gradual start given the challenge of joining a busy mainstream school.

4.9 Q: Was the reference to 12 'incidents' a reference to incidents which had happened since the start of this term?

A: That was correct and was in the context of the pupil in question having only attended for two hours per school day.

4.10 Q: Was there any mechanism to have these cases reviewed?

A: A review was possible if it could be shown that the school was not meeting the needs of the pupil as set out in the EHCP.

4.11 Q: What was the school doing as regards the impact on the non EHCP pupils, and the expectations of their parents regarding the quality of their education?

A: JH said that discussions were taking place with Tom Holmes. There were some challenges to work through. It would be important going forward for the school to understand clearly what its rights and obligations were regarding numbers of pupils at the school with EHCPs, to ensure the best outcomes for pupils with additional needs and the impact of trying to meet those needs on other pupils in each classroom, not least in terms of teaching space and resources.

4.12 Q: Could the school get professional support assigned to children on an EHCP?

A: This was possible, if the parents agreed to it, based on a confirmed medical diagnosis. Not every parent was keen to have such a diagnosis applied to their child.

4.13 Q: How was the school dealing with the increased potty-training needs in the younger classes and were there strategies for communicating with parents about this?

A: This was not a significant issue. The school was communicating with parents in general terms as needed, and was in conversations with the school nurse and occupational therapist in relation to a specific child.

4.14 Q: Looking at SEN support outcomes, was this a good result?

A: MOB and LJ confirmed not, and that the school expected 6 steps of progress in a standard academic year. The current SEN pupil group comprised 17 children, some of whom were on a pathway to a EHCP plan. Those children might end up on a plan later in the year, and some of these pupils were new to the school. These pupils might face very specific issues such as dyslexia, which would require specialist staffing resources to enable very specific interventions. AH added that this data had come out of the recent school SEN Review and that this was being followed up on.

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4.15 Q: Did MOB measure the cohort for greater depth in this Report as well?

A: MOB confirmed that this data was measured, namely via the target tracker and in the S+ category at year end, however there had been no national data recently.

4.16 The Board discussed the current roll-out of a new DfE-validated phonics scheme, as well as the plan to adopt a more flexible approach for making best use of TA resources, in Maths tuition especially. MOB would be sharing the latest phonics, SEN and maths audit reports with the Board once received, after this meeting. **ACTION – MOB**

4.17 Q: Year 3 appeared boy-heavy. Was this impacting on behaviour in that year group?

A: MOB said that this had been picked up on by teachers and parents, but that so far there had not been any negative impact on behavior or friendship groups.

4.18 Q: In the staffing section of the Report, what was the reference to ‘agency staff’ and also ‘tutors’?

A: In Reception, there was a pupil who attended accompanied by a specialist tutor who supported the pupil during school hours. This was an unusual arrangement. The agency staff were a useful, temporary resource, to help with children who might be moved to another setting in due course. Some of the current agency staff were very good, and the school was exploring the possibility of keeping them on as members of staff for the longer term.

5. SDP 2021-2022 Update

5.1 MOB shared the latest version of the SDP on the physical screen in the room and ran through key points. JH gave an update on how this had been developed and enhanced via focused input from various sources, to arrive at its final form. The document would be circulated to the Board after the meeting. **ACTION – MOB & Clerk**

6. Financial Management Update

6.1 DM ran through key items from his financial presentation, which contained numbers correct as at end August 2021. These items included the £62k surplus for the year to date, the total surplus for this year of £235k which factored in the brought forward surplus from the previous year, a number of variances and the rationale for these, teachers’ pay increases, an increase in employer’s national insurance, as well as staffing, energy and EHCP costs.

6.2 The latest financial scheme of delegation had been agreed by the Resources Committee and was now available to view in the committee’s folder on Governor Hub. DM would act as an approver until a School Business Manager had been appointed.

6.3 DM explained that there was an Education Account, held separately to the school’s funds, which held money raised from events such as uniform sales and coffee mornings. This had been in place since 2018. DM had now signed off on the 2019 and 2020 accounts. The 2018 accounts were still with the auditor. Each accounting period ran to August in a calendar year, so the next set of accounts would come to the Resources committee.

6.4 Q: Was this account something which would be looked at in the financial audit this term?

A: Yes it would. However, the account held funding up to £20k only, so it would not be material item. This audit would take place the following week. DM would be attending the feedback session and would update the Board afterwards. **ACTION - DM**

6.5 Q: Why was an audit taking place?

A: MOB confirmed that it happened every 3-5 years. The last full one took place in 2011, with a more limited version which took place in 2014. This audit now would look at the previous 12 months of activity. Tom Holmes’ current School Business Manager (SBM) was helping with this at the moment. The school had also been assigned a mentor Headteacher from Orleans Park Primary. That school had been audited 3 weeks ago, and helpfully Orleans Park had agreed for its SBM to connect with Carolyn Moore, to provide support.

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6.6 DM updated everyone about the ongoing recruitment process for a SBM for Sheen Mount. No-one had been shortlisted from the first round of candidates, therefore the role had been re-advertised. Already one new applicant had expressed interest. The governors discussed where the role had been advertised and ideas for alternative places to advertise the role. MOB asked governors to let her know by e-mail if further ideas came to mind.

6.7 **Q:** What did the school know about the 'school-led tutoring grant'?

A: MOB had looked into it, and had received advice from School Improvement Partner, Karen Feeney. MW would discuss this offline with MOB, involving PPG link governor, HE.

Covid Catch Up Funding Report

6.8 DM and MOB confirmed that no report had been produced yet, but that this was on MOB's action list. It was agreed by the Board that the SEF document was a priority, given the limited resources at the school currently.

7. Stakeholder Voice

Survey – working party progress update

7.1 JS had circulated her paper earlier in the day about the pupil survey outcomes. MOB was pleased with the number of positive responses. The governors discussed aspects of the pupil survey results and actions were noted as follows:

- JS to share the detailed data with MOB and LJ, for them to identify challenges amongst specific year groups and in some cases, specific classes, and to make teachers aware of these;
- MOB and LJ to monitor whether such challenges were being properly actioned and feedback loops closed, which would include cross-checking against data produced from the incident recording system;
- JS to carry out a follow-up behaviour link visit to discuss and monitor these activities at the school; and
- MOB and LJ to plan a survey feedback session for the pupils, for example a 'you said...we've done' session, as well as to consider a feedback session for the parents reflecting actions following pupils' responses.

ACTIONS – MOB, LJ & JS

7.2 A parent survey had been carried out. The data was due to be analysed. The staff one was also in progress. It was agreed to triangulate the three sets of results as well as to look each set of results in a stand-alone manner.

7.3 JH asked that the detailed survey data from each survey be shared with the three committee Chairs, by the end of the first week in November 2021, to allow committees to discuss and recommend actions and next steps. These recommendations would be brought to the FGB meeting on 8th December 2021. **ACTION – MOB & JS**

Pupil Leaver Survey Analysis – progress update

7.4 DC updated the Board about her work to date exploring feedback from parents whose children had left the school, to help identify trends and turnover, areas needing change, and any factors potentially persuasive for families to stay at the school. The outcomes could feed into the SDP. This work was ongoing. A further update would be provided at either the December 2021 FGB, or at the first FGB in 2022 with Tom Holmes present. **ACTION – DC & JH**

8. FGB Standing Items

Safeguarding

8.1 KH would update the Board in December 2021 following her safeguarding link visit with LJ the following day. **ACTION – KH**
As part of that, an updated version of the safeguarding and child protection policy would be produced for approval. LJ also

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summarised the range of training and learning opportunities which were taking place with staff. The Board acknowledged that safeguarding must underpin and impact the review and implementation of all school-related activities and policies.

Equality & Diversity

8.2 There were no updates for this meeting.

SEND

8.3 AH attended the recent SEND review at the school and the report had just been received. LJ summarised the many positive aspects which had come out of it. The school had already invested in new software to help track progress of various interventions, and LJ would be monitoring and assessing the extent to which interventions were having a specific and measurable impact on pupils' work. It was agreed by the Board that impact assessment was critical.

8.4 AH and LJ would be cross referencing the review outcomes against the notes from the Ofsted session at the summer external review meeting, to ensure the school and Board could succinctly discuss the headline points, with reference to evidence and examples in support of those. **ACTION – AH & LJ**

8.5 In addition, AH would shortly be planning a link governor visit to do a learning walk and book look with LJ at the school. **ACTION – AH**

9. Link Governor Update / Policies Update

Policy Reviews

Approve Pay Policy 2021 and approve Data Protection Policy 2021 (with updated Fair Processing Notice)

9.1 DM explained purpose of the Pay Policy and data it was based on. It had been reviewed by the Resources Committee and there were limited changes, which DM identified. The Committee were recommending this for Board approval.

The Board unanimously approved the policy. **ACTION - Clerk**

9.2 The Data Protection Policy had been reviewed with the former School Business Manager in the summer term as part of DM's link governor visit. DM explained the updates made, which were based on advice from the Information Commissioner's Office (ICO). DM also identified the changes to the Fair Processing Notice (FPN) and that this was available to view on Governor Hub. Both documents would be updated with the details of the new (external) Data Protection Officer (DPO) in a few days' time. The Board unanimously approved the policy and the FPN and the Clerk would upload the items to the website once ready. **ACTION - Clerk**

10. Committee Updates and Minutes

10.1 No further updates were raised by the committee Chairs.

10.2 In relation to the Pastoral Committee minutes, the Board discussed with MOB and LJ whether additional support was needed to help with the high, and increasing, number of SEN pupils, especially in relation to EHCP paperwork. MOB and LJ would be discussing this on Friday of that week. It was noted that it had already been agreed to recruit extra admin support for the school office, as well as a replacement SBM. It was recognized that a discussion about resources would be valuable with Tom Homes, once in post.

11. Ofsted Readiness

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Outcome of July school review – next steps

- 11.1 It was acknowledged that the report had been circulated already, that some of the actions to come out of it had been discussed already in the meeting. It was noted there was a lot of activity taking place at the school and as part of work being carried out by committees and link governors. Tom Holmes had held a recent session with parents, which in part addressed the likelihood of an inspection soon and what was being done to build on the outstanding practices already taking place at the school.
- 11.2 MOB explained that following any inspection, the report would only be received by the school several weeks afterwards. This would allow time for discussion about the appropriate communication strategy with parents.

Recent Ofsted training – key takeaways

- 11.3 MOB had taken part in a practice Ofsted call recently, and the feedback from that had been helpful.

Board preparation

- 11.4 The working party were continuing to work on three goals. These focussed on timely website and Governor Hub updates, the identification of and familiarity with key school and Board documentation and their location, as well as producing a detailed Q&A document to assist lead responders and the Board in general with the structure and content of the answers to anticipated inspection questions. The working party would update the Q&A document in several days' time, once committee Chair and link governor input had been received, to highlight lead responders and their contact details, and to ensure sufficient and suitable evidence had been cited within answers. The updated document would be circulated to the Board. **ACTION – TV, MW & Clerk**

12. Communication to PSA, Staff and Parents

- 12.1 JH would add in a piece to the newsletter due out on Friday to inform parents of what had been covered at the Board meeting. **ACTION - JH**

13. AOB

- 13.1 The date of the next full governing body meeting was confirmed as Wednesday 8th December 2021, at 7pm.

Meeting ended at 21.39