

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 18th May 2022 at 6.30pm**

Constitution, Membership and Attendance

Local Authority Governors - 1	Maria Widdowson (MW) (<u>Vice-Chair</u>)
Parent Governors – 2	Susan Boughton (SB) Telmo Valido (TV)*
Staff Governors – 1	Avani Bakrania (AB) – Class Teacher and KS1 Phase Leader
Co-opted Governors – 10	Gemma Cass (GC) 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) Jennifer Wright (JW)
Headteacher - 1	Tom Holmes (TH)
Associate (Non-Voting) Governors – 3	Louise Dear (LD)* – School Business Manager – <i>attends ad-hoc</i> Laura Jeffery (LJ) – Assistant Headteacher, Inclusion Leader and DSL Maria O’Brien (MOB) – Deputy Headteacher and DDSL
Clerk to the board	Sarah Bellingham (Clerk)
Also in attendance	Rob Kennedy (RK) – Class Teacher and Upper KS2 Phase Leader

* Absence(s) are noted in Bold

The London Borough of Richmond Upon Thames



Sheen Mount School

Action List of the Full Governing Body Meeting of 18.05.2022

No:	Minute item	SUMMARY OF ACTION POINTS	Date by when	Person responsible	For Next FGB Agenda
1	1.3-1.5	Record committee and link role updates as needed.	End of summer term	Clerk	
2	2.2	Induction information to GC, take references, and liaise with office on DBS	ASAP	Clerk	
3	8.11	Draw up the 2022-2023 SDP for discussion with the Board	September 2022	TH	

Minutes

1. Apologies, Declarations of Interest/AOB, and confirmation of current governor role allocations

- 1.1 JH welcomed everyone and introduced proposed new governor, GC. Apologies had been received from TV.
- 1.2 It was noted that a quorum was present (*half of the total number of voting governors, excluding vacancies (The Key for School Governors 25.01.2022)*). 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.
- 1.3 JH updated the Board on committee and link role allocations. DC, the Standards committee chair, would be leaving at the end of summer term. GC would join the Standards committee, with no change to the remainder of that group (including KH). TV would be moving to Standards from the Resources committee, and the Board would advertise for an HR-experienced governor to step into Resources (as well as continuing to advertise for a governor with legal skills for that committee).
- 1.4 KH would pass the lead safeguarding link role to JW, with HE remaining in post as second safeguarding link governor. SB would be picking up Equality, again with HE in the second link role for that area.
- 1.5 It was noted that a new staff governor was due to replace AB and start in September 2022.

ACTION - CLERK

2. Confirm Board approval of new co-opted governor, Gemma Cass (GC)

- 2.1 The Clerk had already circulated the proposal from JH to appoint GC as a new co-opted governor. A majority of the governors had responded by e-mail in favour of the appointment.
- 2.2 The governors unanimously confirmed their approval, and GC's term of office would start on 18th May 2022, subject to the satisfactory receipt of references and DBS certificate. The Clerk would liaise with the school office to ensure that induction and on-boarding items were initiated as soon as possible. **ACTION – CLERK**

3. Ofsted Inspection: Overview and Next Steps

Summary of Ofsted Inspection and Outcome

- 3.1 JH spoke to her slides circulated before the meeting. Feedback received was that the inspection process was a fair one. JH expressed her recognition for the enormous amount of hard work from staff and governors during the inspection. In particular, thanks were extended to MOB and LJ for their commitment and initiatives during the autumn term of 2021, and to TH for the fine tuning and hard work done following his arrival in January 2022.

The London Borough of Richmond Upon Thames



Sheen Mount School

- 3.2 The focus of this session would be to discuss and agree lessons learned and actions for the next academic year, for both governors and staff. Governors were split into teams of four to talk through the points on the pre-prepared work sheets. TH identified the importance of also discussing and agreeing the valuable processes and projects which had been started before the inspection. The outcomes of this meeting would be cross checked against the full Ofsted report once available.
- 3.3 The governor teams presented their priority action points under the following headings (from the Ofsted Inspection Framework) for the School and for the Board: Leadership & Management, Quality of Education, Behaviour & Attitudes, and Personal Development. These were captured for inclusion in the SDP for the coming academic year.

4. Ofsted - Communications Approach

- 4.1 JH spoke to key parts of her presentation.
- 4.2 Governors agreed that it would be important to emphasise the excellent outcomes for Behaviour and Attitudes, and Personal Development (especially in light of the challenges faced by families and staff during Covid), to emphasise the excellence in core curriculum subjects, also to circulate information produced by Ofsted or other external/independent sources about the framework changes, and to communicate that there were no areas identified for development in Leadership and Management.
- 4.3 Other points in the messaging to consider included the difference between how existing parents would feel about the judgement versus prospective parents, as well as parents with children at lower or higher stages in the school. Positive, balanced messaging was key.
- 4.4 The governors agreed it would be important to go out with the planned communications on the date of the formal report being issued, and not before. Inviting parents to forum sessions would be valuable to produce additional key Q&A's to those initially produced.
- 4.5 It was agreed that it would be important to communicate the inspection outcome to the children, to explain the judgement in an appropriate and thoughtful way focussing on a growth and development mind set, and to reward them for their behaviour and hard work, noting the wonderful pupil voice which came through on the inspection days.
- 4.6 Governors discussed the role of the Board in the communications strategy: it was agreed TH and JH would share responsibility for finalising/signing off on key documents to be sent out, and that TH would host the face to face parent forums with supported from JH, other governors and staff. JH would test approaches with core governors, and TH with the SLT similarly.
- 4.7 The PSA and the 'class rep' networks would be considered as part of the strategy, to help ensure consistency of messaging.
- 4.8 Prior notice to staff in some way before communicating to parents would be important.

5. School Development Plan (SDP) Strategy Planning - Presentation by JH and Agree Key Actions

- 6.1 JH ran through her slides on screen.
- 6.2 It was agreed that the focus for the Board and the SLT would be on the annual development plan for 2022/23, to be signed off in October 2022, following a period of development with staff and governors in September. TH welcomed governors attending the inset day in September 2022 to help with this process.
- 6.3 It was acknowledged that in future, the ELT and all staff should know the key aspects of the SDP applicable for that academic year. There should be staff ownership of this process.
- 6.4 A three/five year plan would be in place by March 2023, to input into the budget cycle for the next financial year.

The London Borough of Richmond Upon Thames



Sheen Mount School

- 6.5 An SDP working group of governors for September 2022 was identified as follows: JS, AH, DM, MW, SB, DJ, and KH.
- 6.6 TV had offered to work on the three/five year plan with TH, based on his prior experience of this. He would help TH develop a process for getting this ready by March 2023. TH and the Board were in agreement with this proposal.

6. School Development Plan (SDP) 2022-2023 Priority Areas

- 8.1 The focus of this session would be to discuss and agree priority areas for the next academic year, for both governors and staff. Some of these would have been covered in the Ofsted discussion earlier but there would likely also be other areas. Governors were again split into teams of four to talk through the points on their pre-prepared work sheets.
- 8.2 The governors discussed priority areas against the four Ofsted framework pillars. These were noted down for future reference.
- 8.3 It was agreed by the Board that TH and the SLT would review these items to decide on key SDP priorities and would bring a proposal back to the governor SDP working party in September 2022. **ACTION - TH**

Meeting ended at 21:15