



Sheen Mount School

Minutes and Action List of the Full Governing Board Meeting  
held at Sheen Mount on 2<sup>nd</sup> July 2025 at 18.30

**MINUTES**

**Membership and Constitution**

Governor Category	Name
Local Authority Governors - 1	Maria Widdowson (MW) (Vice Chair)
Parent Governors – 2	Susan Boughton (SB) (Chair) <b>Charlene White (CW)</b>
Staff Governors – 1	Rob Kennedy (RK)
Co-opted Governors – 10	<b>David Carter (DC)</b> Nicole Constantopoulos (NC) Anna Hare (AH) Jodi Hunt (JH) David Morley (DM) (Resources Committee Chair) <b>Aarti Patel (AP)</b> <b>Tej Patel (TP) (Curriculum and Learning Chair)</b> <b>Nicola Peatfield (NP)</b> Jennifer Wright (JW) (Pastoral Committee Chair) Vacancy
Associates – 4	Debbie Canner (ad-hoc) (DCN) <b>Dan Jameson (DJ)</b> Laura Jeffery (LJ) Maria O'Brien (MOB)
Headteacher – 1	Tom Holmes (TH)
Non-Governor Attendees	<b>Felice Oxborrow (Clerk – joining in September)</b>

Absences in bold

**MINUTES**

**1. Welcome, Apologies and Declaration of Interests**

- 1.1 SB welcomed everyone. Apologies were noted from Charlene White, Tej Patel, Aarti Patel and David Carter. Nicola Peatfield is on maternity
- 1.2 No interests were declared.

**2. Minutes and Actions from 21<sup>st</sup> May 2025 meeting**

Actions from the previous meeting were either completed or in progress.

- 2.1 Publicising of school's enrichment activities – Enrichment staff member to be appointed by next FGB. To be covered in Head Teacher Review presentation and additions to website (**Action TH by Oct FGB**)



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- 2.2 Investigate local websites to recruit new governors – We are now registered with Richmond RVS. Thank you MW.
- 2.3 SB voted by board to co-opted governor role commencing September 2025.
- 2.4 New staff governor – Meghan Humphries to take role. (Governor Hub and AfC logins required – **Action DC.**)
- 2.5 PPG, PHSE roles to be reallocated - JW will take PHSE, AP PPG. NC will cover Maths maternity for NP. Music still to find cover. **(Action SB)**
- 2.6 ECT networking and support - Induction documents now available for ECT Y1, Y2 and for any new joiners. ELT discussion supported staff observation, inside and outside of Sheen Mount where possible. However time and money constraints will be ongoing obstacle.
- 2.7 Video to support school fund - SB to meet with members of PSA to consider next steps. **(Action SB).**
- 2.8 Potential changes to ARBOR to clarify outstanding payments - Claire Bravati to contact ARBOR about possible options. Review figures raised by swimming and meal contributions and put to resources. **(Action TH)**
- 2.9 System for centralising data held on first 20% group - To be reflected in 25/26 SDP **(Action TH)**
- 2.10 Revisions to Equality Policy/Objectives/Report – to be completed by Oct FGB. **(Action TH)**
- 2.11 Allocate money to gift for cyclist after fundraising ride - Ice creams were purchased by SB on behalf of governors.

### 3 Governing Body Membership

- 3.1 Clerk recruitment process was successful. Two candidates were interviewed. Felice Oxborrow will join us in September and begin undertaking AfC training.
- New potential candidate has been identified for Co Op vacancy. Next steps of meeting SB and school tour with TH to be arranged. **(Action SB/TH)**
- Meghan Humphries will join board as new Staff Governor from September.
- 3.1 Parent governor election to be held in Autumn term.
- 3.2 JW will now cover PHSE. TP to Chair C and L and cover Science. AP will cover PPG.



#### 4 Head Teacher Report

4.1 TH outlined positive position as covered in detail in report re numbers on role. Anticipating 600 on role for census day. There is a waitlist for Reception. 11 leavers in Y2 – some relocation, a few to local prep schools. All parents are sent feedback form – nothing of note raised. Current Y1 was not full in Reception but will be at 89 in autumn term.

4.2 Inclusion. Child that repeated Reception will move to Y1 for 25/26 but still with contact to Reception classes. School, Borough and parents all in agreement that a specialist place is required but there is no availability.

Suspension. Y5 child has had number of suspension through 24/25 for behaviour. Another suspension was added this week. Alternative school provisions have been offered but none accepted by parents. Anticipated racking up of suspensions will be how situation continues to play out.

MW – What does ‘racking up’ suspensions mean?

TH – Suspensions will continue to accumulate. Further action on occurs if number goes beyond 45 days and this is not anticipated to be the case.

EHCP number of 31 anticipated for September.

Team around the Child approach. LJ – 2 SENCO’s from other schools had made contact to ask how the approach was working in SM. Borough expects all schools to move to this model. Annual review has shown that all children covered by this approach have made progress. Some at greater rate than previously. Confidence and independence are notable areas where strength has built.

4.3 Staff Wellbeing. Survey has been complete by a significant number of staff. Results have not been analysed yet.

There were some questions around the justification of more personal questions at beginning of survey. It was made clear to staff that survey was not compulsory, questions could be omitted and that the Google form platform is completely anonymous and confidential.

4.3 SB asked about blending learning strategies that are used to focus Y5 and 6 learning down into lower KS2.

TH responded that this is still the desired strategy but there is some preconception from staff that it will increase workload. This is not the desired outcome – it really is about looking to adopt a ‘smarter approach’. Reinforcement of message to staff to use data and communication with teachers from previous year to get better clarity of what a child needs to achieve by the end of forthcoming year.

TH gave a positive example of using the data where a gap in spelling knowledge was identified in Y4 girls. A parent with experience in specialist support was able to come in and assist and additionally checks were made of the way specific spellings were taught.

4.4 SB asked how SATs had gone. RK – Tests themselves were more reasonable and in line with what had been taught that in 2023 and 24. Approach was positive from children, families and staff.

4.5 Residential trips have all been very successful and TH wished to note thanks to all staff involved for their support.



## 5 SIP Report

5.1 TH commented on benefits of support from our current SIP Tom Gibson. Finance and staffing levels have taken up a lot of the dialogue.

JW asked if he would continue next year – Yes.

DM referred to point stated again about ‘balanced budget staffing structure’. Board are happy that this has been worked through sufficiently and a realistic picture obtained.

SIP met with 4 staff to discuss their experience of Team around the Child.

The model is hard to adapt in some ways as the needs can be very varied - recently we have seen a couple of cases requiring increased support due to medical needs on the safety grounds.

5.2 SB asked for more detail around how the ‘Young Interpreters Scheme’ mentioned works. It’s essentially a buddy system for new multilingual children joining SM. Short videos are used as an icebreaker. It has relative low costs to set up. Training and new assessment scheme for levelling children on entry to school is being adopted via Hounslow Language service and good transition materials are supplied.

5.3 Professional development for Support Staff was discussed. This is being funded by Richmond Foundation (previously Richmond Parish Lands). There is a TA conference in January.

## 6 SDP – review of 24/25 and looking forward

6.1 SP asked if year of Reading focus had seen any notable outcomes. TH – CPD delivery was strong. English lead delivering very strong response from working with English hub.

It was discussed that having SDP items that cover 2 or even 3 years would be a beneficial approach for some areas of learning – more time for reinforcement.

This also compliments that some staff CPD and performance management targets are for more than one year.

6.2 SP noted that the new Ofsted framework will finally be published in autumn term. First 20% will remain a priority regardless and now looking at possibility of a specific link governor. All subject visit should ensure clarity of understanding of first 20% is reported back. Visit report form may be edited to include this as standard. (Action SB)

## GOVERNANCE

### 7 Curriculum and Learning

No significant updates beyond information covered earlier in meeting.

Staff member with Diversity focus to be nominated. (Action TH)

### 8 Resources update/minutes

DM – No significant update. Final Resources meeting of year scheduled for 17/07/2025.

MW updated on H and S visit. Major Incident Plan still to be firmed up – offsite evacuation drill has been scheduled.

DC – Invacuation alarm has been investigated. Webinar attended with Team SOS. Potential inexpensive solution based around connecting to all devices used onsite. Testimonials are strong and it is recommended by our IT supplier. Costs would be significantly less than hardwired alarm modification.

TH/SB – Recent incident has flagged we would benefit from having a standalone First Aid Policy that clarifies response to incidents. To be written, approved (under Pastoral) and added to website under Medical. (Action TH / Pastoral committee)



**9 Pastoral Committee update/minutes**

Safeguarding – covered earlier in meeting. EDI update scheduled for next term

JW will conduct exit interviews of two members of staff leaving at end of academic year.

**COMMUNICATION & WRAP-UP**

**10 Communication to PSA, Staff and Parents**

10.1. SB to write message for final newsletter of 2025/26. Brief summary of what we have done and acknowledgement of massive PSA support to school. (Action SB)

SB to write message of thanks to those that took part in cycle. (Action SB)

10.2 A very big thank you to Rob Kennedy our staff governor who is now leaving the school. We will miss your humour and insight – you are bit of a legend!

**Date of next FGB Meeting: 8th October 2025**

Meeting ended at 20:33 hrs.