

The London Borough of Richmond Upon Thames



Sheen Mount School

**Minutes and Action List of the Full Governing Board Meeting**  
**Held Virtually on**  
**10<sup>th</sup> October 2020 at 7pm**

**Constitution, Membership and Attendance**

<b>Local Authority Governors - 1</b>	Maria Widdowson (MW)
<b>Parent Governors – 2</b>	Nikki Christmas (NC) <i>Vacancy</i>
<b>Staff Governors – 2</b>	Avani Bakrania (AB) Ian Hutchings (IH)
<b>Co-opted Governors – 10</b>	Kelly -Ann Cahillane (KAC) Helen Edward (HE) Anna Hare (AH) Justine Hebert (JH) (Chair and temporary Resources Committee Chair) Kathryn Higgins (KH) (Standards Committee Chair) Dan Jameson (DJ) David Morley (DM) Catherine Riley (CR) (Pastoral Committee Chair) Julia Sandell (JS) <i>Vacancy</i>
<b>Associate Governors – 3</b>	Laura Jeffery (LJ) Maria O'Brien (MOB) Marianne Paemen (MP)
<b>Clerk to the board</b>	Sarah Bellingham (SB)

\* Absence(s) in Bold

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**Action List of The Full Governing Body Meeting of 10<sup>th</sup> October 2020**

No:	Minute item	SUMMARY OF ACTION POINTS	Date by when	Person responsible	For Next FGB Agenda
1	2.1	Sign June FGB minutes and file on Hub	Oct '20	JH & Clerk	
2	2.2	Discuss mental health budget with IH and LJ and put onto Resources agenda for November committee meeting	Nov '20	MP	
3	2.3	Obtain feedback from parents about the Behaviour Principles	Oct '20	JH	
4	3.2	Check all governors have signed the FGB signature sheet	Oct '20	Clerk	
5	3.3	Record DM as having taken the DP link role	Oct '20	Clerk	
6	5.2	Share parent exit survey data with governors	Oct '20	IH & MOB	
7	5.4	Standards committee to review the parent exit survey data at its next committee meeting	Nov '20	KH	
8	5.7	Share Year 4 pupil progress meeting data with Standards committee for its next meeting	Nov '20	MOB	
9	5.10	Add a remote learning plan section into future Head Teacher Reports	Nov '20	IH	
10	5.11	Investigate new home learning option	Autumn Term	IH & MW	
11	5.12	Share the staff CPD plan for 2020-21 with governors	Oct '20	IH	
12	5.13	Draw up a questionnaire to capture parent feedback after a period of self-isolation	Oct '20	IH	
13	6.9	Put pupil premium progress into the next Standards committee agenda	Nov '20	KH	
14	7.1	Circulate latest SDP to governors before next committee meetings	Nov '20	IH	
15	8.4	Explore how local primary schools were coping financially and update governors (IH) & make contact with Chair of the governors at Barnes Primary to discuss school finances (CR&JH)	Nov '20	IH & CR/JH	
16	8.7	Write a joint letter about school finances to parents with request for support	Oct '20	IH & JH	
17	9.1	Discuss how to conduct a safeguarding link call/virtual visit and produce the termly safeguarding report	Oct '20	IH & CR	
18	10.1	Update the latest Pay Policy version with 2020 figures and send to the Clerk for the website and Hub	Oct '20	MP & Clerk	
19	12.2	E-mail governors with the details of the next staff meeting suitable for them to join	Autumn Term	IH	
20	12.3	Add a message into the next Chair's newsletter column about the governors' support for closing after school clubs this term on safety grounds	Oct '20	JH&IH	
21	13.2	Send a communication to parents informing of actions taken in response to the last parent survey	Autumn Term	IH&JH	
22	13.3	Discuss producing a SEN parent and pupil survey	Autumn Term	AH&LJ	

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### Minutes

#### 1. Apologies and Declarations of Interest

- 1.1 JH welcomed governors to the first full governing body meeting of the Autumn term. Introductions were made to new governor DM.
- 1.2 It was noted that due notice of the meeting had been given to all members of FGB, a quorum was present and that the meeting could proceed.
- 1.3 No-one had any personal or pecuniary interests to declare in relation to the agenda items at this meeting.
- 1.4 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. Additionally, IH showed the governors a presentation on his screen about the completed swimming pool project. The governors expressed their congratulations to the school and the swimming pool team.

#### 2. Minutes and Action List from the previous FGB meeting of 24<sup>th</sup> June 2020

##### Minutes

- 2.1 The minutes from the previous meeting were approved and would be signed by JH after this meeting. **ACTION – JH & CLERK**

##### Actions

- 2.2 MP said that it would be helpful to carry forward the mental health budget item, which had not yet been actioned. MP would discuss this with IH and LJ and would put it on the next Resources committee meeting agenda. **ACTION - MP**
- 2.3 The other item requiring action related to obtaining feedback from parents about the behaviour principles introduced at the school. JH would take this item forward. **ACTION - JH**

#### 3. Autumn Term (FGB 1) Items:

##### Elect Chair and Vice-Chair

- 3.1 JH and MW left the room while the remaining governors considered the re-appointment of JH and MW as Chair and Vice-Chair, respectively. The governors agreed to each reappointment by unanimous agreement.

##### Approve Governing Board Code of Conduct

- 3.2 JH clarified that the proposed 2020 Code of Conduct had been updated to align with the 2020 AfC model, but still retained key strategic wording from the 2019-2020 Sheen Mount version. The governors approved the new Code of Conduct by unanimous approval. The Clerk asked governors to confirm their approval to this document and the other items on the signature sheet in the Governor Hub folder using the electronic signature method explained to them previously. The clerk would check this at the end of the week. **ACTION - CLERK**

##### Review and confirm committee and link role responsibilities:

##### *Sports Premium Link Governor & Committee, Delivery of Curriculum to SEND pupils & DP Link Governor*

- 3.3 It was confirmed that the new governor due to be appointed into the Standards Committee vacancy would be allocated the Sports Premium link role. The delivery of curriculum to SEND pupils was confirmed as a Standards Committee area. New governor DM had agreed to take on the data protection link role **ACTION - CLERK.**

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**4. Governing Body Membership**

- 4.1 JH confirmed that the Standards Committee was still looking for a suitable candidate to fill its co-opted governor vacancy. IH explained that the parent election process required to fill the parent governor vacancy on the Resources Committee would take place this term, hopefully starting within the next two weeks. The Clerk would support as needed.

**5. Head Teacher's Update**

- 5.1 JH asked the governors to raise any questions or make comments based on having read IH's report before the meeting.
- 5.2 **Q:** Please would the school provide the feedback obtained relating to the pupils who had left from the current Year 3 at the end of the 2019-2020 academic year, given the higher than normal numbers. For example, had issues been raised about the standard of teaching in that year group or that pupils were not happy?  
**A:** IH confirmed that whilst the end of Year 2 was a typical transition point for entry into the independent sector, 2019 had been an abnormal year. The school had seen many families relocating out of London as well as overseas. The school had not received negative feedback from families when asked about the reason for leaving. IH would share the exit survey data with governors after the meeting and would include letters written by several of the departing families. MOB would also share the exit data looked at in the recent Standards Committee meeting, which contained a detailed breakdown of the numbers and the reasons for pupils leaving across all year groups. **ACTION – IH & MOB**
- 5.3 **Q:** Has any family raised academic standards as a reason for a pupil leaving to join the independent sector?  
**A:** IH said it had not, and that reasons provided to him had included planning for the future as well as making pupils' transfer to secondary school easier later. IH did not believe it reflected teaching standards.
- 5.4 **Q:** Will the parent exit surveys be reviewed by the governors?  
**A:** JH asked that these be looked at by the Standards Committee at its next meeting, with findings fed through to the next FGB meeting this term. **ACTION – KH**
- 5.5 **Q:** Was the mobility percentage known in relation to this?  
**A:** IH said this was 14.2 % last year and that the updated percentage would be in his next report once the DfE had provided information.
- 5.6 **Q:** What would be the impact of this number of pupils leaving the school?  
**A:** IH had filled several places. Two more pupils would start later in the week. The budget implications were serious, noting that each child on the roll at the annual October census date brought in £3.5-4k. However, the school was better able to absorb the reduction in numbers and funding than smaller local schools in a similar position. JH summarised that the school would face a funding shortage of approximately £100k based on 37 fewer pupils on the roll this autumn term. IH would be pushing for a minimum future funding guarantee at the next Schools Forum meeting.
- 5.7 **Q:** One of the governing board's areas of focus had been to review the progress of the current Year 4 group, given its results at the end of Year 2. Given that outcomes were not been measured in the summer term of 2020 due to Covid-19, did the school know how this group were progressing now?  
**A:** IH confirmed that pupils' progress was being closely monitored and was being discussed at pupil progress meetings. The Year 4 pupil progress meetings were happening the following day. IH had observed that the group seemed settled and engaged. KH asked MOB to update the Standards Committee at its next meeting. **ACTION - MOB**
- 5.8 **Q:** Were pupil absences due to self-isolating requirements for school bubbles being counted in the attendance data?  
**A:** If a bubble was self-isolating, they were still counted as present for attendance purposes. The school's attendance data was strong against the local and national data.
- 5.9 **Q:** What were the reasons for the strong attendance data?  
**A:** IH thought that parents might be keen for children to make up for lost time in the summer term, and also wondered if parents might be nervous to keep a child home with a minor ailment in case others suspected Covid-19.

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5.10 **Q:** Noting that the DfE had requested schools to have in place by 30<sup>th</sup> September a strong plan for an 'on-tap' remote learning offer, please would you put an update on this for the governors within future Head Teacher reports?

**A:** IH agreed (**ACTION – IH**). He confirmed that the school's remote learning offer was switched on permanently. If a whole bubble needed to self-isolate, the availability of the class teachers of that bubble to enhance this offer would depend on whether the teachers were well. The school had already had a teacher with a confirmed Covid-19 result.

5.11 **Q:** A local primary school in Richmond had been helping a self-isolating bubble with home learning, by making the lessons held at school for other bubbles visible online. Was this approach something the school could consider?

**A:** IH would look into this. MW would supply information to IH if she found additional details. **ACTION – IH&MW**

5.12 **Q:** How was the school able to find time to train and upskill its teachers? There was a useful training plan in place in the previous academic year. Was this in place for 2020-2021?

**A:** MOB confirmed that she had completed the training and CPD plan for staff for 2020-2021 and this contained a remote learning skills element. IH would share this with the governors. **ACTION - IH**

5.13 **Q:** Had the school had any negative parent feedback about the remote learning offer to date, or was there anything else that would be useful for the governors to know about?

**A:** IH said that there only been positive feedback about the return to school this autumn term. MOB said that she would expect feedback from parents about home learning after the bubbles returned following the current self-isolation periods. JS said she thought it would be important to formally capture feedback from parents who have isolated and home-schooled. IH agreed and would devise a communication to be sent to parents in these circumstances. **ACTION - IH**

## 6. Covid-19 Risk Assessment Update

6.1 IH updated the governors about systems in place at the school based on the latest risk assessment. Key learnings related to the need for staff to better socially distance amongst themselves, and for the leadership team to better delegate responsibilities like cleaning, and queue management at the start and end of the school day.

6.2 **Q:** Did the school have a stock of home testing kits?

**A:** The school had been sent 10 kits, which had all been used now. MP confirmed that more had been received recently, however it was intended that these be used as a last resort in cases such as test-centre unavailability or for families reluctant to carry out testing when asked.

6.3 **Q:** Did the school have any resources for preventative testing, such as taking pupils' temperatures on arrival?

**A:** IH confirmed that the guidance was clear that temperature testing was unreliable and should not be carried out as a preventative measure. Instead, a pupil's temperature would be taken if he/she looked or reported feeling unwell or hot.

6.4 **Q:** To date there had been natural intervals for reviewing the school's risk assessment. Noting that this was a constantly evolving document, and noting that school terms and the overall timetable would be more standard going forward, at what intervals should the school and the governors be monitoring this?

**A:** CR said she had not seen any material changes to the risk assessment recently from a safeguarding perspective. IH agreed and confirmed that the priority was better communicating to staff what they were required to do based on the current risk assessment, rather than changing the assessment materially. The governors discussed several options. It was agreed that IH would update the document periodically as needed and would circulate each updated version to governors, with the opportunity to review the latest version at each termly health and safety meeting.

6.5 **Q:** Had the school been told about a half-term lock down?

**A:** MOB said not.

6.6 **Q:** Was there a risk to IH and MOB's health given that they had been crossing bubbles?

**A:** This was being addressed and would be kept under review.

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6.7 **Q:** Had the school included suppliers or similar bodies as part of the risk assessment?

**A:** School supplier practices had been reviewed as part of the assessment.

6.8 **Q:** What had been the impact of the lockdown on pupil premium children and on the gap between the most vulnerable and the more confident pupils?

**A:** LJ said that pupil premium children who were required to stay at home for shielding or similar reasons were being supported closely by members of staff, to the extent that this was welcomed by those families.

6.9 **Q:** Had the school carried out an assessment at the end of last term to see the extent of the impact on pupil premium children?

**A:** Most pupils had only attended school for a short time towards the end of the summer term, so the focus had been on emotional well-being. Assessments were now being carried out to measure progress and identify gaps. Pupil progress meetings were taking place to discuss the findings. JH asked KH to include pupil premium progress in the agenda at the next Standards meeting and asked HE and others to feed into KH with relevant data. **ACTION - KH**

## 7. SDP 2020-21 Update

7.1 IH would send this out to the governors as soon as it was ready, but in advance of the next round of committee meetings.

**ACTION - IH**

## 8. Financial Management Update

### *Financial Bridge*

8.1 **Q:** What was the reason for the £23K allocated to the risk of a loss of future income? Was this connected with Covid-19?

**A:** MP confirmed that this had been discussed at the Resources committee. It was based on the possibility of a future full school lock down, in which case losses would be made linked with not being able to use the pool, and not having Fit for Sport able to use to the site.

8.2 JH and MP identified that the school was no longer in a strong financial position linked with the impact of Covid-19. The situation would be looked at carefully in forthcoming committee meetings.

8.3 **Q:** How big an impact was the reduced income from fundraising having on the budget and how could this be mitigated?

**A:** IH said that despite the PSA's enthusiasm the previous academic year, far less money had been raised. It would be challenging to raise money this year, especially given that a Christmas fair would not be possible. That event alone typically raised £15K. The PSA were currently exploring virtual fundraising options.

8.4 **Q:** How were local primary schools coping?

**A:** IH would share information about that once he had found out more. **ACTION – IH** MP said she understood that local schools were in similar positions financially. Sheen Mount was in a better situation than some, given the higher pupil numbers. CR agreed to put JH in touch with the Chair of governors at a primary school in Barnes, so that JH could discuss this issue with him/her. **ACTION – CR & JH**

8.5 MP highlighted key items from her swimming pool slide pack, which the governors had received before the meeting. There were no questions raised.

8.6 **Q:** How would the PSA be able to afford the £50k funding requested for the swimming pool by the school, when it was only holding 68K in its account and it would need funding for other items during the year?

**A:** IH would discuss this with both PSA treasurers. IH explained that the PSA had a £20k buffer in addition to the money held currently. MP added that if the full £50K was not available, there was a school fund with a small amount in it which could be put towards some of the items which it had been envisaged would be paid for by the PSA funding.

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8.7 The governors discussed sending a letter to parents jointly from IH and the Board to explain the school's financial position and request support. It was agreed that IH and JH would discuss this after the meeting, noting that it would be important to explain the content of the letter to staff before circulating, to avoid concerns about job security. **ACTION – IH & JH**

## 9. FGB Standing Items

### *Safeguarding*

9.1 CR had no updates to give. IH and CR agreed to talk after the meeting about how to produce the termly safeguarding report, which would normally occur after the link governor visit in person to the school after half term **ACTION – IH&CR**. JH confirmed that safeguarding was a priority and would be grateful for the report being fed into the November FGB meeting as normal.

### *Equality & Diversity*

9.2 KAC had NO updates for the governors. IH thanked HE for the resource suggested by her and said that he had circulated the information to his team.

### *SEND*

9.3 AH and LJ were due to meet in the following few days. LJ confirmed that there were currently 25 SEND pupils at the school, with one more joining in two weeks' time. The number might rise to 28 by the end of the year.

9.4 **Q:** Given that the number of children on the roll was down by 37, would the school be reconsidering the extent of the special needs pupils it could take on?

**A:** IH confirmed that the outcome of the latest external assessment by the Borough was that the school did not have enough space to host a specialist unit, which had been a possibility. This was out of the school's hands for the moment.

## 10. Policies Review & Link Governor Report Update

### *Pay Policy for Approval*

10.1 The Pay Policy was unanimously approved, subject to it being updated with the 2020 figures by MP. **ACTION – MP&CLERK**

## 11. Committee Updates and Terms of Reference for Approval

11.1 MP offered to provide the financial data for AH and LJ to address an outstanding Resources Committee item requiring discussion of the financial implications of future increases in SEN pupils.

11.2 KH confirmed that due to Covid-19 concerns the school would not be able to hold the Curriculum Day this academic year.

## 12. Communication to PSA, Staff and Newsletter

12.1 JH confirmed she would write her normal column for the school newsletter updating parents following the FGB meeting. She would include mention of the pool and the school's efforts in relation to pupil and staff safety connected with Covid-19.

12.2 **Q:** Were governors welcome to join the regular staff meetings, held virtually?

**A:** IH said that the governors would be welcome to join any of the regular CPD sessions held for staff. He suggested that the weekly staff meetings were less suitable as they were so short and there was pressure to finish promptly. IH would circulate details of the next suitable meeting. **ACTION – IH**

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12.3 **Q:** What communications were being set out about extra-curricular activities?

**A:** MP clarified that these clubs would not be available for the remainder of the term at least, given Covid-19 restrictions. JH agreed to add a message in her column to explain to parents that whilst the governors recognised the value to families of the after-school provision, they were supportive of the school's decision to keep these clubs closed this term as a means of prioritizing staff and pupils' safety. **ACTION - JH**

12.4 **Q:** Would there be an annual report this year?

**A:** IH said that he was keen to do it, but that it depended on capacity. IH would review this in due course.

### 13. AOB

13.1 The parent survey was due this year. The same working party were happy to work on this again. These were JS, KH, CR and KAC. NC offered to help with Excel skills.

13.2 IH and JH would talk after the meeting about producing a communication to parents confirming actions taken in response to the last parent survey, to be done this term before the next survey was sent out. **ACTION – IH&JH**

13.3 AH and LJ agreed to include discussion of a SEN parent survey in their forthcoming meeting. **ACTION – AH&LJ**

13.4 The date of the next full governing body meeting was confirmed as Wednesday 25<sup>th</sup> November 2020.

Signed by the Chair: \_\_\_\_\_  
Justine Hebert (JH)

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