

The London Borough of Richmond Upon Thames



Sheen Mount School

Minutes and Action List of the Full Governing Board Meeting
held at Sheen Mount on 21st May 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) Charlene White (CW)
Staff Governors – 1	Rob Kennedy (RK)
Co-opted Governors – 10	Caroline Bones (CB) (C and L Committee Chair) David Carter (DC) Nicole Constantopoulos (NC) Anna Hare (AH) Jodi Hunt (JH) David Morley (DM) (Resources Committee Chair) Aarti Patel (AP) Tej Patel (TP) Nicola Peatfield (NP) Jennifer Wright (JW) (Pastoral Committee Chair)
Associates – 4	Debbie Canner (ad-hoc) (DCN) Dan Jameson (DJ) Laura Jeffery (LJ) Maria O'Brien (MOB)
Headteacher – 1	Tom Holmes (TH)
Non-Governor Attendees	Vacancy (Clerk)

- Absences in bold

Action List of the Full Governing Body Meeting of 21.05.2025

No:	Minute item	SUMMARY OF ACTION POINTS	Date by when	Person responsible	For Next FGB Agenda`
1	2.5	Further consider how to increase publicising of the school's enrichment activities	Autumn 2025/2026	TH	
2	3.5	Investigate local websites for recruitment of school governors	Summer 2025	MW	
3	3.6	Propose election of SB to a co-opted vacancy with effect September 2025	Next FGB	MW	Y
4	3.7	Appoint new staff governor for 2025/26	Autumn 2025	TH	
5	3.4	PPG and PHSE link roles to be reallocated. Maternity cover for NP to be arranged for Maths and Music as required	Autumn 2025	SB	
6	5.4	Promote ECTs networking through SM initiative with neighbouring schools		TH	



7	6.3	Collaborate on producing a short video (90 seconds) highlighting the top three priorities and how much these cost.		TH/CW	
8	6.4	Explore changing the online system to make the contribution process clearer (ARBOR)		DCN/TH	
9	6.6	Consider system for centralisation of information about the teaching and learning provision for the first 20% so that other stakeholders have access		TH	
10	8.1	Revisions to the Equality Policy and Equality objectives to be presented for FGB approval FGB meeting (ACTION: JW/TH).	Next FGB	JW/TH	Y
11	9.2	Allocate money from the Governor kitty for drinks after the Cycle ride		SB	

MINUTES

1. Welcome, Apologies and Declaration of Interests

- 1.1 SB welcomed everyone. Apologies were noted from Caroline Bones, Tej Patel, Anna Hare and Jennifer Wright.
- 1.2 No interests were declared.

2. Minutes and Actions from 19th March 2025 meeting

- 2.1 Actions from the previous meeting were either completed or in progress.
- 2.2 Reading link governor (NC) to be invited to the next English CPD (2.9).
- 2.3 AP's induction is ongoing (3.7).
- 2.4 DCN stated that electric checks for the caretaker's house has been added to the annual schedule and is booked for Summer Term (4.17).
- 2.5 TH will give further consideration to promoting school enrichment activities such as a factsheet for new parents (5.11).
- 2.6 DCN is seeking further quotes for the lockdown sounder (9.3).
- 2.7 Pastoral committee discussed Equality Policy and Equality objectives and proposed revisions will be considered at the next meeting.
- 2.8 The school's website already contains specific pages for Equality, SEND and PP but these are not immediately visible. TH will consider if "About Us" is the best way of signposting these pages (9.7).
- 2.9 DCN is producing a risk assessment for the chickens (10.2).

3. Governing Body Membership

- 3.1 Following the Clerk's resignation recruitment is underway. A candidate with Clerking experience is being interviewed after half term.
- 3.2 TP will take over from Caroline as Chair of the Curriculum and Learning Committee. He will also take on the Science Link role alongside his existing PE.
- 3.3 JH will take the role of Safeguarding deputy which will now also assimilate EDI responsibilities following revisions of strategy at the last Pastoral meeting. She will continue with her EYFS role.
- 3.4 PPG and PHSE are now to be reallocated. Maternity cover for NP for Maths and Music to be arranged as necessary.



- 3.5 Succession planning became more difficult after *Inspiring Governance* ceased to operate in September. Governors for Schools charge £300 + VAT for their recruitment service. The Governors suggested using local websites as this would be more likely to capture local residents who can travel to the school for meetings (**Action MW**)
- 3.6 Parent governor election will take place in the Autumn (replacing SB who is hoped will continue as co-opted governor - **Action MW**).
- 3.7 A new staff governor will be required to replace RK who retires at the end of this academic year (**Action TH**)

4. School Tour

- 4.1 TH gave a tour of recent premises and grounds developments, including the woodland walk, outdoor gym, chickens coop and recently refurbished toilets.
- 4.2 Priorities for next areas of development (e.g. playground and sports cage) were discussed.

5. SDP and SEF

- 5.1 Measures of current position, to identify areas of prime focus for the next 12 months, were discussed. Ofsted is moving to a report card format details of which are not yet finalised. Indications are of greater focus on 'the big picture' through case studies; not of the top 20% but of 100% provision for 100% of the children. The next Ofsted visit is likely to take place in 2026/27.
- 5.2 **Q: What is required to be Ofsted ready?**
A: There are multiple measures and particular aspects to consider, including:
- SEF and the SIP reports need to align
 - The impact of the "team around the child" model as it continues to evolve
 - impact of AI, which the school is looking at and needs to understand more from a staff viewpoint
- 5.3 **Q: How are staff affected by Ofsted considerations?**
A: Curriculum requirements versus individual teacher's interpretation could be in tension. At Sheen Mount staff want more consistency from a pedagogic perspective. The school is looking to achieve this through feedback and continuous improvement although the logistics of (e.g.) peer observation is a challenge. Typically, this happens once per term.
- The school is conducting a 360-degrees feedback survey on the leadership team.
 - There is also a staff wellbeing survey.
 - ECT outcomes demonstrate good recruitment and CPD practices.
- 5.4 **Q: Could the school consider promoting exchange visits or social events for ECTs to facilitate networking?**
A: There is a forum for ECT's but this does not facilitate group socialising. Regular locality contact with other schools promotes sharing of best practice. Governors suggested supporting ECTs networking, possibly by Sheen Mount hosting a social evening in the school hall (**ACTION TH**).

6. Governing Board Self Evaluation

- 6.1 The Board considered its current structure and spread of specific governor responsibilities to be working well. These arrangements and schedule of meetings will continue much the same as this year, including the recent changes to meet the earlier budgeting timetable set by the LA.
- 6.2 The Board discussed the continued pressure on budgets and impact of growing reliance on financial contribution from parents. It imperative that all funding initiatives are clearly voluntary and, recognising differences in family incomes, parents should never feel under pressure to donate.
- 6.3 It was suggested that parents don't understand the School Fund, where that money is invested, or how it is different to, for example, from the PSA's cycle ride fund raiser. Suggested producing a short video (90 seconds) highlighting the top three priorities and how much these cost. (**ACTION: TH and CW**).



- 6.4 The board discussed difficulties parents experience in making contributions (e.g. for school meals and day trips) due to the online system (ARBOR) which shows a credit rather than a debit/contribution. It was proposed to explore changing the system to make the contribution process clearer (**ACTION: DCN/TH**).
- 6.5 Regarding an Ofsted inspection, there have been lots of improvements:
- Safeguarding is in a better position than last time.
 - The school has a good handle on individual attendance cases and overall, attendance is above the national rate.
 - The SEN/EHCP offer is really strong, but the school needs to be front-footed.
 - Last time, Ofsted nit-picked on one particular theme (reading) and could do this again.
 - The school needs to use the “first 20%” approach and develop case studies.
 - It will be important to show clear rationale where there is any non-access to the curriculum.
- 6.6 **Q:** SB asked whether information about the teaching and learning provision for the first 20% was held centrally so that other stakeholders such as parent volunteers could pick up easily (**ACTION: TH**)
- Early Years is in a stronger place now with successful job-sharing of the phase leader role, participation in the Early Years Forum, visiting nurseries and borough contacts.

GOVERNANCE

7. Resources update/minutes – Approval of 2025/26 budget

- 7.1 DM summarised the 2024/25 position, explaining that the operating deficit had been smaller than forecast primarily due to the late arrival of invoices. **The 2025/26 operating deficit is estimated to be £155k** with a carry forward at the end of the year of £80k. The expenditure includes a number of substantial one-off costs, some of which will be met from the School Fund and some contribution by the PSA. Risks include: potential for unfunded pay rises; reliance on lettings and the PSA; unplanned estate spend.
- 7.2 DCN advised of a couple of further small changes required:
- A slightly higher quote for the server (£15.5k + a cost for data migration)
 - Asbestos removal from the caretaker’s house + drain works and scaffolding.
- 7.3 The 2025-26 budget presented received approval from the Governors Board subject to minor adjustments as noted above. A finalised version would be re-circulated to governors ahead of the submission deadline of 6th June (**ACTION: DCN**).
- 7.4 **FOLLOW-UP NOTE:** Subsequent to the Board meeting, DfE announced a 4% pay increase for teachers with 3% being funded. Based on the grant calculator provided and the 2.8% pay provision already included in the original budget, the overall impact has been estimated to be minimal in 2025/26. The Governors Board received the five-year budget forecast with all the revisions (in 2025/26 operational deficit of £158 and carry forward of £74k) on 23 May 2025.

8. Pastoral Committee update/minutes

- 8.1 The committee had met on the morning of 21 May and so minutes were not yet available. Revisions to the Equality Policy and Equality objectives would be presented for approval at the next FGB meeting (**ACTION: JW**).

COMMUNICATION & WRAP-UP

9. Communication to PSA, Staff and Parents

- 9.1. Governors were invited to let TH know if they were attending upcoming events, which include:
- Year 6 performance evenings (16/17 June)
 - Celebration assemblies (Fridays at 9am)

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- Summer Party (PSA initiative) on 20th June.
- Cycle Ride on 29th June.

9.2 Money from the Governor kitty would be allocated to provide drinks after the Cycle ride (ACTION: SB)

Date of next FGB Meeting: 2nd July 2025

Meeting ended at 20:30 hrs.