

The London Borough of Richmond Upon Thames



Sheen Mount School

Minutes of the Full Governing Board Meeting

Held at School on

2nd October 2019 at 7.00pm

Constitution, Membership and Attendance

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

There were no absences

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.

No. Item	Item (Lead)	Action
	Welcome by JH An extended welcome given at this first FGB of the new academic year. Each governor including the two new governors Dan Jameson and Avani Bakrania introduced themselves.	
	BUSINESS	

Signed.....

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1a	<p>Declaration of Interests (JH) There were no declarations of interests.</p> <ul style="list-style-type: none"> Completed and signed Declaration of interest forms for the new academic year 2019/20 received from all present – still to be completed by KH/MP. Declaration of interest forms to be signed at next FGB meeting. Acceptable IT Use Policy & Agreement - all governors (as holders of a school network login) signed the individual policy document for staff, contractors and volunteers applicable from September onwards – still to be completed by NC/AB/IH/KH/DJ/LJ/MOB/MP. Acceptable IT Use Policy & Agreement to be signed at next FGB meeting. 	<p>KH/MP</p> <p>NC/AB/IH/ KH/DJ/ LJ/ MOB/MP</p>
1b	<p>A. Minutes and actions from the June meeting (JH) Minutes were approved with the additional discussion captured below.</p> <ul style="list-style-type: none"> Governors Hub: The logon details have been circulated. Action: Governors to register and add their training details. Pupil Premium: This report wasn't ready for today's meeting. Action: 2019 Pupil Premium report to be brought to next FGB meeting (c/f) Action: Health & Safety Policy: H&S Link Governor to check whether the policy includes a clause to protect staff when travelling with children in their car. Policy, if updated, will go to Resources for approval, not FGB. SIP: How FGB and committees can use the SIP's time and report to best effect. Action: Recommendations to be brought to FGB following discussion with SIP. Committee Minutes: All Committee Chairs to bring their outstanding signed minutes to the school for scanning and uploading. Action: Follow up with Committee Chairs to ensure this process is complete. Policies: Freedom of Information – When policy is ready for endorsement an e-vote will be set up to ratify the Freedom of Information policy. Action: Committee Chairs ensure all the policies for which their committee is accountable for are up to date and on the website. 	<p>All</p> <p>HE/LJ</p> <p>MP/MW/TW</p> <p>JH/IH</p> <p>Clerk</p> <p>Committee Chairs/Clerk</p>
	<p>B. E-votes (JH) There were sufficient e-votes to pass the following:</p> <ul style="list-style-type: none"> Re-appoint Maria O'Brien & Marianne Paemen for another four-year term as Associate members & sit on Standards and Resources committees respectively with limited voting rights as per the Terms of Reference. 	

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2b	<p>A. Review Terms of Reference (ToRs) for each committee</p> <ul style="list-style-type: none"> Approved by the committees, the ToRs were brought to the FGB meeting for ratification. The new ToRs were ratified with a unanimous show of hands in favour at 7.34pm. (See Annex) 	
2c	<p>A. Code of Conduct (All)</p> <ul style="list-style-type: none"> Further to their distribution, the meeting was made aware of a minor amendment made – the word ‘strong’ added to leadership in the definition of governance reflecting the new Governance Framework. The Code of Conduct was approved with a unanimous show of hands and all governors signed the Code of Conduct and Expectations signatory sheet. There are no outstanding signatures required. (See Annex with amended wording as per below action). <p>Action: Amendment of the wording agreed at FGB to be made to the Code of Conduct document.</p>	Clerk
2b	<p>Governor Skills, Training Update (JH/All)</p> <p>A. Sheen Mount Governance Approach</p> <p>JH talked briefly to her presentation pre-circulated around governance. Governors were also reminded of the boards achievements over the past year- results of the reading/writing/maths SATS test, one of the SDP objectives and the swimming pool project. JH thanked the governors for their support and dedication to the school.</p> <p>Action: Governors, particularly those new, to arrange 1:1 session with JH to discuss in greater depth if they feel the need.</p> <p>JH shared that she as Chair, Headteacher and KH had been invited to an AfC training session for schools who had not received an Ofsted visit for over ten years.</p> <p>Action: Any learnings from the training to be shared with FGB.</p>	All

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	<ul style="list-style-type: none"> • Dan Jameson as a Co-opted Governor & sit on Standards committee with full voting rights. 	
2a	<p>Governing Body Membership (JH)</p> <ul style="list-style-type: none"> • Re-election of Chair: JH left the room as the Chair has to be re-elected every year when they have a four-year term. All supported the decision to re-elect the governor JH as Chair - proposed by KH and seconded by CR. <p>Vote held to re-elect Chair by a show of hands at 7.21pm - unanimous approval.</p> <p>JH then took over the meeting.</p> <ul style="list-style-type: none"> • Re-election of Vice Chair: The role of Vice Chair continues to be open following KH changing from this role and transferring to the role of Standards Chair as agreed by the board. • Introduction of new Staff Governor: It was confirmed that Avani Bakrania was elected to the Board via the correct process for staff governors. She was welcomed and will be joining the Standards Committee. • Confirmation of new Co-opted Governor: JH introduced Dan Jameson as the new Co-opted Governor on Standards Committee. • Update on governing board membership: One Co-opted vacancy remains open and sits on the Standards Committee. JH opened up a discussion around changing a governor's category from Parent Governor to Co-opted Governor and the benefits and drawbacks given that a Parent Governor position is Elected by the parent body. <p>Action: To reconsider this in light of the findings of the recent skills audit, to be presented at the next FGB and consideration of board succession planning.</p> <ul style="list-style-type: none"> • Governor Roles and responsibilities were confirmed with reference to the Governor Board Roles document. (See Annex with amended wording as per below action). <p>Action: Clerk to amend – Pukar Mehta no longer a parent; vacancy on Standards; TW - Data Protection & Information Security; MW - Headteacher Performance Management panel; remove JH and add JS to Bi-annual Surveys panel.</p>	<p>JH/KAC</p> <p>Clerk</p>

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- The borough has asked us to explore the feasibility of having a potential Specialist Resource Provision for SEND – with our strong reputation for SEND, the LA are keen to build on this. IH described how space is an issue however they have been proactive and held a first meeting with the LA on this – it is very early days.
- Governors asked a number of questions around:
 - The financial implications - there would be a separate budget, specialist teachers, separate TA's, but there could be some financial implications.
 - The provision at other local schools – IH indicated this isn't fully utilized currently and had challenged the LA on this. Barnes and East Sheen Primary as well as Holy Trinity have provisions.
 - Whether the LA had approached other schools – IH indicated that Sheen Mount was a preference for them but they were probably discussing with others too.
 - Where the approval lies for this facility – IH said this lies with the governing board. JH indicated they had discussed this and should there be some sensible options around space and discussions go further that we would discuss at FGB how to fully investigate all the potential implications.

A. 2018/19 School Results

Action: Circulate last year's data to the new governors.

IH gave an update on the last academic year's statutory assessment data at EYFS, Phonics, KS1 and KS2. Presenting earlier than normal meant that IH didn't yet have the breakdown of pupils by different groupings e.g. gender.

Sheen Mount's performance data was really strong, especially KS2. Particularly pleasing were the KS2 greater depth combined results across reading, writing and maths at 32% up significantly on last year. This was a focus on the SDP last year and marks significant progress.

One area of positive significance is KS2 Reading. For 2018 'Greater Depth' is at 43%. This is very strong and something that the staff and Governors should be very proud of.

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	<p>B. Skills Audit</p> <p>JH thanked governors for participating in the annual skills audit over the summer and in the 1:1 feedback sessions. The results of the Skills Audit and the Self Evaluation will be carried over to the next FGB meeting.</p> <p>Action: Send out the Skills Audit to new governors and to NC to complete so that the results can be incorporated into final presentation.</p> <p>Action: The findings of the Skills Audit and individual governor feedback to be presented for discussion at the next FGB meeting in November.</p>	<p>KAC/AB/DJ/ NC KAC</p>
SCHOOL IMPROVEMENT AND PROGRESS		
3a	<p>Headteacher report (IH)</p> <p>A top line summary of the Head's Report was provided with the following points highlighted or discussed:</p> <ul style="list-style-type: none"> The local traffic consultation is highly controversial. The school have outlined a neutral position which puts the health and safety of the children as it's priority. MOB is leading the curriculum work as a result of the Ofsted framework. She invited governors to attend the sessions in school on Wed evenings which share the output of the working groups on each subject. The SEN numbers are higher than expected at 8 children in reception, some without EHCPs that the children need. Some of the new SKIP packages are in place to support some of these children, which is a step forward. Budget that had been allocated for a welfare role to support LJ has been used to provide one to one support for these reception children. The board expressed concern that this did not help LJ which was the aim of the original budget. LJ also indicated she was no longer sure that the nature of support she needed was in welfare. <p>Action: AH and JS to have discussion with LJ to understand: the full implications of having the additional reception SEND children; LJ's current needs for support; the financial implications (in conjunction with TW).</p>	<p>All</p> <p>AH/JS/LJ/TW</p>

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	<p>The working party's aim was to recommend to FGB the complete financial position and assessment of risks to enable project approval and go ahead with the investment of £460K with the terms and conditions outlined in the annex.</p> <p>The board acknowledged that Gemma Roberts had provided pro bono work through Goodwin Proctor LLP and were incredibly grateful for her services.</p> <p>Action: The board to formally thank Gemma and Goodwin Proctor.</p> <p>It was noted that a new request only two days previously and subsequent to the presentation being circulated for FGB had come from Swimway to extend the term of the deal to from 10 to 15 years. The details about why and precisely what is wanted remain unclear at this stage, but it is clear Swimway are seeking certainty of income for a longer period.</p> <p>PM, as a new face at this final stage, has agreed to negotiate with Swimway regarding the final terms of their contract for which the board thanked him.</p> <p>Vote held for all in favour of the Project Griffin going ahead based on the current proposal. A show of hands at 8.48pm to approve resulting in a unanimous vote.</p> <p>Vote held for all in favour to give PM and the Swimming Pool Working party the ability to negotiate the final terms of the contract with Swimway with a potential extension to 15 years only on the basis that the contract contains clauses to allow Sheen Mount flexibility at 10 years to review or exit the contract retaining control over the subsequent five years. A show of hands at 8.54pm to approve resulting in a unanimous vote.</p> <p>Action: The final version of the commitment with Buckland and Swimway, following PM's negotiations, will be approval via e-vote, assuming it fulfills the above votes.</p> <p>If the negotiated terms are any different to the presentation with the additional stipulation above, then it needs to come back to the FGB at another meeting - EGM.</p> <p>The chair thanked all the governors involved in the Swimming Pool Working party and in particular, NC for her time and very valuable experience.</p>	<p>CR</p> <p>PM/All</p>
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	<p>IH was very proud to highlight the third position of Sheen Mount in Richmond and Kingston in the expected standard in reading, writing and maths. IH highlighted national and local authority benchmarks to provide context - Richmond is one of the top performing boroughs in the country – so is particularly strong. A useful LA chart was shown outlining which schools in the borough had made substantial progress over the last year. IH suggested that it would be a good idea to approach those schools to see what steps they have actively taken in order to gain this traction.</p> <p>This year's results show that a focus for 2019/20 needs to be on driving KS1 performance and if any additional support can be given to the current year 3.</p> <p>Q: Does the number of children with SEND in the KS1 results cohort and their behavior have any impact on the KS1 results?</p> <p>Action: IH indicated that the behavior of children had not impacted the results. IH to share confidential data with KH and JH ahead of SIP visit around KS1 data without SEND children with EHCPs.</p> <p>The next steps are to review the data in depth on Friday 4th October with the SIP. JH and KH are also attending that meeting.</p> <p>Action Following SIP visit and more detailed breakdown by gender etc discuss results in more detail at the next Standards committee.</p> <p>The Chair thanked IH for the insightful results presentation and acknowledged the great set of results which had been delivered by all the staff.</p> <p>B. SDP 2019/20</p> <p>Following recent discussions in the Standards and Pastoral committees and following the upcoming SIP visit, the SDP will require updating. It was agreed that the headline objectives are the right ones, it is the detail that requires further work.</p> <p>Action: The SDP headline objectives were ratified and the detail will be ready for circulation to the next committees.</p>	<p>IH</p> <p>IH</p> <p>IH</p>
3b	<p>Financial Management</p> <p>A. Swimming Pool Update and Approval (Swimming Pool Working Party)</p>	

Signed.....

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	This section will be carried forward to the next FGB meeting due to materials not being ready for this meeting. These items include Pupil Premium, Staff Pay Policy and Freedom of Information Policy.	HE/ Resources Committee
4c	<p>Sub Committee Updates:</p> <p>There were no further updates from the Chairs of committees or questions following circulation of the minutes.</p>	
4d	<p>Overview of Admission Arrangements review for 2019/20 (IH)</p> <p>IH confirmed that there are no changes to the admission arrangements and the borough model is being followed.</p>	
COMMUNICATIONS SCHEDULE		
5a	<p>Communication to PSA, Staff and Newsletter (JH)</p> <p>A. Sheen Mount Annual Report</p> <p>IH asked for feedback from the governors on the initial structure of the new Annual Report. The following areas were covered in discussion:</p> <ul style="list-style-type: none"> - The target audience is existing parents. It's a report on what Sheen Mount has achieved and its pitched in such a way that it's not a prospectus. - The level of detail shared around the school statutory results - Suggestions were made around having a highlights page around a wider set of subjects not just art, music and sport; including some stats around participation numbers in certain activities; making it more fun with something from the children or some findings from the survey e.g. the wordcloud. <p>B. Key messages to staff, PSA and newsletter</p> <ul style="list-style-type: none"> • Staff meeting: This Friday at 8.25am – JH to attend. • PSA meeting: the PSA still needs to elect a Chair. TW agreed to attend on 16 October. • Newsletter bullet points are as follows: 	JH TW

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4a	<p>FGB Standing Items</p> <p>A. Safeguarding (CR)</p> <p>All governors present acknowledged they had read Part 1 and Annex A and signed the Keeping Children Safe in Education signatory sheet. There are no outstanding signatures required.</p> <p>B. Equality and Diversity – no updated required this meeting</p> <p>C. SEND (AH)</p> <p>A very positive presentation was provided by AH following the very successful visit to the school.</p> <p>The low percentage of SEND support was queried. Sarah Herbert (lead SEND coordinator for SEND at AfC) mentioned on SEN training that this should be around 10%.</p> <p>There were 36 on the SEND register at the time of discussion and 18 of these are EHCPs. The percentage is 3.55% and AW and JS queried if this was too low? East Sheen in comparison is 11.5% and the borough average is 7.53% so AW and JS queried whether this number is too low and if SEN support are being identified?</p> <p>Action: LJ suggested that they could buy in some time from the authority to ask Sarah Herbert to look at the level of SEND (non EHCP) and see if they are getting this level of support right.</p> <p>Q: Is restraint training something that you need?</p> <p>Action: Look into the cost of restraint training.</p> <p>The Chair thanked JS and AH for the thorough work undertaken and for linking in the borough training into the report with all aspects covered.</p>	<p>AH</p> <p>AH</p>
4b	Link Governor Update / Policies Update	

Signed.....

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	<ul style="list-style-type: none"> ○ Results overview – will be shared in Annual Report ○ SEND visit ○ Swimming Pool – <i>high level messaging to be agreed with IH</i> 	JH
5d	AOB (All)	

The Chair thanked those in attendance and the meeting was adjourned at 9:35pm.

Date of the next Full Governing Board Meeting: 27th November 2019.

Signed by the Chair:


 Justine Hebert (JH)

Dated:


 5th February 2020

Signed.....



