



Sheen Mount School

Minutes and Action List of the Full Governing Board Meeting
held at Sheen Mount on 8th October 2025 at 18.30

MINUTES

Membership and Constitution

Governor Category	Name
Local Authority Governors - 1	Maria Widdowson (MW) (Vice Chair)
Parent Governors – 2	Charlene White (CW) vacancy
Staff Governors – 1	Megan Humphreys (MH)
Co-opted Governors – 10	Susan Boughton (SB) (Chair) David Carter (DC) Nicole Constantopoulos (NC) Anna Hare (AH) Jodi Hunt (JH) <i>Ben Kinnear (BK)</i> David Morley (DM) (Resources Committee Chair) Aarti Patel (AP) Nicola Peatfield (NP) Jennifer Wright (JW) (Pastoral Committee Chair)
Associate (non-voting) Governors – 3	Debbie Canner (ad-hoc) (DCN) Laura Jeffery (LJ) Maria O'Brien (MO'B)
Headteacher – 1	Tom Holmes (TH)
Non-Governor Attendees	Felice Oxborrow (FO) (Clerk)

Absences in bold Pending appointment in italics

MEETING ADMIN

1. Welcome, Apologies and Declaration of Interests

- 1.1 SB welcomed everyone. Apologies were noted from Charlene White, Jennifer Wright, Aarti Patel, Megan Humphreys, Anna Hare and Jodi Hunt.
- 1.2 No interests were declared.
- 1.3 It was noted that the 2025/6 Register of Interest has received 1 update from DM.

2. Minutes and Actions from 2nd July 2025 meeting

The Minutes of the 2nd July 2025 meeting were approved and will be uploaded to the website. Actions from the previous meeting were either completed or in progress.



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- 2.1 Publicising of school's enrichment activities – Enrichment staff member to be appointed by next FGB. Enrichment statement to be prepared by Headteacher and consideration of separate Enrichment page for website (Action TH by Nov FGB)
- 2.4 New staff governor – Meghan Humphries to take role. (Governor Hub and AfC logins actioned. Thank you DC)
- 2.5 PPG, PHSE roles to be reallocated - BK will take PHSE, AP PPG. NC will cover Maths maternity for NP. Music still to find cover. (Action SB)
- 2.7 Video to support school fund - SB to meet with members of PSA to consider next steps (NB. TH did attend the last PSA meeting). (Action SB).
- 2.8 Potential changes to ARBOR to clarify outstanding payments - Claire Brivati 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: now reflected in 25/26 SDP. Thank you TH
- 2.10 Revisions to Equality Policy/Objectives/Report – to be completed by Nov FGB. (Action TH)

3. Governing Body Membership

- 3.1 The appointment of Ben Kinnear as a Co-opted Governor was approved by a unanimous show of hands.
- 3.2 Susan Boughton was elected as Chair and Maria Widdowson as Vice-Chair for the 2025-2026 academic year by a unanimous show of hands.
- 3.3 The Sheen Mount Code of Conduct for Governors for 2025-2026 and The Governing Board Committees Terms of Reference for 2025-2026 were approved by a unanimous show of hands.
- 3.4 Parent governor election to be held in Autumn term. (Action TH)
- 3.5 All Governors present signed the Autumn Term Signature Sheet (ACTION further Governors to sign at Nov FGB)



4. Head Teacher Report

- 4.1 TH presented on “Outcomes 2025 for Governors” (pdf located in documents for this meeting). He noted the coming emphasis on EYFS (“what happens in Reception sets the tone”). The significant achievements at KS2 were highlighted:- high Maths and Reading scores reflect the positive learning culture; the strong level of improvement in some multi-lingual pupils have demonstrable improvement; and the results were achieved with a group where only 50% of the children had started in Reception. It was also noted that with 34% of in year admissions, it is difficult to track progress as not all data is available. With areas to consider, TH talked about how Reading and Maths scores are objective scores whereas Writing at Greater Depth is a more subjective score: to address this point, moderation is receiving focus via the SDP and with the support of a Borough English lead providing CPD.
- 4.2 Q (DM) – Looking at the comparison between year groups, should we not see an “inch up”? TH responded that with children both leaving and arriving, comparison is difficult. TH noted that the school needs to be considering if children are being provided with enough feedback in order to improve their performance? Is the feedback given sufficiently direct? It is expected that the new assessment system (Insight) should allow data to be pulled across years.
- 4.3 Q (SB) – Taking account of the foundation subjects, is there a measure of the impact of the cultural capital that children will have picked up whilst at SM? TH responded that there isn’t a measure and emphasised that the school never narrows the curriculum as children progress up the school. This approach is valued by the teaching staff.
- 4.4 Q (SB) How about PPG and SEND pupils in this respect? TH responded that this aspect of school life will be picked up in the review of school culture by OFSTED. An effort grade has now been introduced to school reports. This reflects positive outcomes where the objective measure may not be solely strong.
- 4.5 TH and M O’B talked about both driving and evidencing improvement going forward: M O’B indicated that staff are encouraged in their performance and development not least as it’s good for them personally and TH talked about the importance of case studies to illustrate positive learning journeys that data alone cannot.
- 4.6 TH fed back that his online presentation to parents had gone well and had been well-attended. It was recognised that much of the information could be used in the upcoming Open mornings. MW commented that there seemed to be a lot of information presented and TH advised that “thinking time” had been factored in.
- 4.7 3 – 5 year strategy: SB noted that it was good to see the enrichment information included.
- 4.8 SDP – this year’s was initialised during the September inset day with the aim of achieving staff buy-in: TH believes that the session was productive and he will be hearing from staff in writing. Input was also taken from committee Chairs in the start of term Chairs Briefing meeting. There is a drive to change the school culture from a top-down approach to a more collegiate one. It’s recognised that this will take time and that the use of data allows ideas to become embedded. The SDP was then approved.
- 4.9 A discussion took place on the use of CPD:TH recognised that Primary school teachers have a lot of factors to balance in their work. There’s also a balance to be achieved in what the school needs to deliver and personal development.
- 4.10 Q (SB) asked how the Governors might evidence the use of CPD? It was suggested by LJ that there could be a termly review and TH is happy that matters be made more formal
- 4.11 TH noted (following input from the ELT) that CPD is being offered to support staff: there has been a science-themed session run so far. There is an aim to upskill and create specialists in areas who can then disseminate knowledge and also create an awareness of the need to use lenses eg SEN through which to view different subjects

- 5 The data provided in advance of the meeting was used to inform the above discussion.



GOVERNANCE

6 Curriculum and Learning

No significant updates beyond information covered earlier in meeting.

7 Resources update

DM – Commented that some priority information needs amending (Action TH to send to DM for amending)

8 Pastoral Committee update

Low level behaviour concern monitoring is now being undertaken by staff. TH commented that generally behaviour is not a problem. He noted that teachers are now making calls to parents rather than not reporting a concern that might develop. Staff now have more clarity on how to act.

Information from the staff wellbeing survey conducted at the end of last school year is still to be reviewed but it was noted that informal checks do take place during the school year.

M O'B noted that there are now Sustainability ambassadors throughout the school. Work is to be done on getting the relevant messages out (Action M O'B)

9 Scheme of Delegation

The Scheme of Delegation was approved with a unanimous show of hands.

10 New Ofsted Framework

It was noted that all need to prepare on this subject (Action M O'B to make 2 videos on this matter available). SB advised that the Governors want to provide "as much support as we can – we want staff to feel prepared."

11 Teachers' pay increase and recommendations

These have now been approved (Action Pay policy to be reviewed by the Resources committee and presented for Nov FGB)

12 FOI update

DM advised the two FOI requests previously received have been responded to with the input of the DPO.

13 Annual H&S Report

A H&S meeting has been held (Action DC to prepare a report)

14 Succession Planning

It was announced that JW will be leaving at the end of her term (the end of the 2025/26 academic year) and SB is considering reshaping the Board. She indicated her concern regarding the absence of Governors from meetings, particularly as she is mindful of meetings needing to be quorate. MW continues to carry out good work in sourcing candidates for the Board and there are presently 2 parents who are interested in Co-opted roles.



15 Parent Governor Election

(Action TH to send out a letter on 10.10.25, asking parents for nominations for this election)

16 Policy updates

The Safeguarding and Child Protection Policy was approved with the proviso that an appendix on AI (to be reviewed and approved by the Pastoral committee on 15.10.25) is added as soon as is possible. Thanks to M O'B for her work on this policy and she will put it on the website.

The Behaviour Policy was discussed in connection with the role of the school regarding reported behaviour outside of school (Action wording on this area to be added by LJ in readiness for review by the Pastoral committee)

The Complaints Policy (which has been updated with a clause regarding format for complaint submission) was approved

COMMUNICATION & WRAP-UP

Communication to PSA, Staff and Parents

All Governors are invited to attend the Governors Day on 26.11.25 (Action all)

TH also invited everyone to the various Christmas events that the school will be holding

AOB FO reminded everyone that a kitty (funded by the Governors) exists for miscellaneous expenses. The existing funds are presently to be transferred to her and she will be writing out to the Governors to request a suggested further individual contribution of £25 in due course.

Date of next FGB Meeting: 26th November 2025

Meeting ended at 20:48 hrs.