

The London Borough of Richmond Upon Thames



Sheen Mount School

Minutes and Action List of the Full Governing Board Meeting
Held Virtually on 2nd December 2020 at 7pm

Constitution, Membership and Attendance

Local Authority Governors - 1	Maria Widdowson (MW)
Parent Governors – 2	Nikki Christmas (NC) <i>Vacancy</i>
Staff Governors – 2	Avani Bakrania (AB) Ian Hutchings (IH)
Co-opted Governors – 10	Kelly -Ann Cahillane (KAC) Helen Edward (HE) Anna Hare (AH) Justine Hebert (JH) (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> (Resources Committee Chair)
Associate Governors – 3	Laura Jeffery (LJ) Maria O'Brien (MOB) Marianne Paemen (MP)
Clerk to the board	Sarah Bellingham (SB)

* **Absence(s) in Bold**

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Action List of The Full Governing Body Meeting of 02.12.2020

No:	Minute item	SUMMARY OF ACTION POINTS	Date by when	Person responsible	For Next FGB Agenda
1	2.1	Sign approved minutes of October FGB	December 2020	JH	
2	2.2	Update action 13 in October minutes	December 2020	Clerk	
3	2.3	Add mental health budget into Resources committee agenda for January '21	January 2021	JH	
4	2.4	Parent exit survey data to KH and KH add to next Standards agenda	January 2021	IH & KH	
5	2.7	Finalise joint letter to parents on school finances	December 2020	JH	
6	2.8	Inform parents of actions following last survey round	With 2021 survey comms	IH	
7	3.1	Update governor records, website and GIAS with JH/KAC term of office data	December 2020	Clerk	
8	3.2	Update governors about parent governor election outcome, and update JH with co-opted candidate details	December 2020	IH & MW	
9	4.2	Send Clerk latest self-evaluation document and upload to Hub	December 2020	IH & Clerk	
10	4.5	Consider SEND survey questions for survey committee to include	January 2021	LJ & AH	
11	4.6	BAME data into next equality report, and inclusion of BAME data into attendance reports for Pastoral meetings	January 2021	IH & KAC, LJ	
12	4.7	Add curriculum experience of SEND pupils to next Standards meeting agenda	January 2021	KH	
13	4.13	Seek Science Lead's feedback on Tig Tag teaching resource	January 2021	IH	
14	4.15	Share next round of pupil exit data with governors	As it arises	IH	
15	4.16	Share December '20 data drop details with committee Chairs for next committee meeting and include mention in next Head Teacher's Report	January 2021	IH	
16	4.23	Discuss curriculum review work to go into next equality report	Spring Term '21	KAC, IH, KH	
17	5.3	Enhance comms to parents on method of receipt of reimbursements for trips	December 2020	MP	
18	6.4	Update JH on outcome of Yr 6 child/social media incident	December 2020	IH	
19	7.1	Finalise approved safeguarding policy and circulate/publish as needed	December 2020	Clerk	
20	7.2	Finalise approved SEND policy and circulate/publish as needed	December 2020	LJ & Clerk	
21	7.5	Finalise PP Strategy and Report and circulate/publish as needed	December 2020	HE & Clerk	
22	7.7	Send Clerk latest H&S risk assessment and upload to Hub	December 2020	IH & Clerk	
23	9.3	LJ to input into survey committee on SEND Qs, and ensure Qs in pupil survey are age-appropriate	January 2021	CR, LJ & AB	
24	9.5	Ensure surveys include Qs enabling behaviour data to be tracked	January 2021	CR	
25	11.1	Invite governors to staff inset day in January 2021	January 2021	IH	
26	11.2	Chair's article for weekly newsletter	December 2020	JH	

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Minutes

1. Apologies and Declarations of Interest

- 1.1 JH welcomed governors to the meeting. 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.
- 1.2 No-one had any personal or pecuniary interests to declare. 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.

2. Minutes and Action List from 7th October 2020 FGB MeetingMinutes

- 2.1 The minutes from the meeting of 7th October 2020 were approved and would be signed by JH. **ACTION - JH**

Actions

- 2.2 The Clerk would remove the word 'premium' from action 13, and KH confirmed it had been completed. **ACTION – CLERK**
- 2.3 For action 2, the mental health budget would be included in the Resources Committee agenda for January. **ACTION – JH**
- 2.4 Regarding actions 6 and 7, IH would supply the parent exit survey data with governors by Wednesday 20th January 2021 ready for the next round of committee meetings. The item would be included on the next Standards committee agenda, and governors were asked to feed comments into KH by end of February 2021. **ACTION – IH & KH**
- 2.5 Action 9 was noted by IH for future reports.
- 2.6 Regarding action 12, IH had a survey ready to go if needed. He had already sent out the survey to parents around access to technology.
- 2.7 For action 16, JH would review the latest draft of the joint letter to parents on school finances, and supply comments to IH. **ACTION – JH**
- 2.8 For action 21, it was agreed that next term IH would send the communication to parents updating about progress on actions from the last survey, together with the new survey. The survey committee had met this week and an update was due later in the meeting. **ACTION - IH**

3. Governing Body Membership

- 3.1 JH and KAC left the room. The governors unanimously approved each governor's reappointment for a further term of office following the end of their current term on 9th January 2021 and 6th February 2021 respectively. **ACTION - CLERK**
- 3.2 IH would be updating everyone with the results of the parent governor election on Monday 7th December. MW would be updating JH shortly about her discussions with three candidates for the co-opted governor vacancy. **ACTION – IH & MW**

4. Autumn Term SIP Visit Report and Head Teacher Update

SIP Visit Report

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- 4.1 **Q:** In terms of Ofsted readiness, would the school be having the planned external review this academic year?
A: IH said that it was planned for the summer term but could be brought forward if needed.
- 4.2 **Q:** Had the school updated its self-evaluation document?
A: IH would share the latest version with governors via the clerk. **ACTION – IH & Clerk**
- 4.3 **Q:** Was there any best practice from comparable local schools which could be adopted to make Sheen Mount even better?
A: Best practice was regularly shared amongst local schools in a structured way and IH was continually looking out for that type of information.
- 4.4 **Q:** Had the school reported on its use of the Covid-19 catch-up funding on the school website?
A: IH confirmed this had been done.
- 4.5 JH asked the governors to consider the questions posed by Karen in her SIP Report. JH asked Anna to comment on the questions on page 5 concerning children with SEND. Anna explained that this had been looked at in her previous meeting and said the evidence was hard to measure. LJ said that steps of progress data was more meaningful in this context than target tracker information and could be easily share with governors. However well-being was harder to measure. Potential tools for this were the inclusion of questions into a survey for SEND pupils and/or their parents. LJ would look into this and AH would feed suggestions into the survey committee. **ACTION – LJ & AH**
- 4.6 JH asked for responses to the question on page 4 about BAME groups' achievement. KH and IH commented, and IH confirmed he was regularly reviewing this, and expected to have more data later in the academic year. KAC would pick up on this for the 2020-21 equality report **ACTION – IH & KAC**. In addition, CR would pay close attention to the attendance reports produced by LJ for each Pastoral committee meeting. In future these should include BAME group data as well as SEND and PPG pupil data. **ACTION – LJ**
- 4.7 JH asked governors to comment on the monitoring of the school curriculum experience which Karen had asked about on page 6. KH said that this was discussed in part at the recent Standards meeting, but not the SEND element. KH would pick up in more detail on the curriculum experience of SEND pupils at the next committee meeting. **ACTION – KH**
- 4.8 In response to Karen's question on page 6 about how the school would build on the success of the virtual 1-2-1 meetings with parents in October 2020, IH said he had received positive feedback. The plan going forward, Covid-19 situation permitting, would be to give parents the choice of a virtual meeting or a physically attended meeting on the school premises.
- 4.9 **Q:** How was the sharing of the target tracker data in these meetings?
A: IH said that overall the feedback showed that parents were pleased with the detail and the questions it sparked. AB added that the covering letter which accompanied the data appeared to help focus parents' minds on learning gaps, goals and next steps.
- 4.10 **Q:** How did staff feel about these conversations with the benefit of this data having been shared?
A: Overall this had been perceived as beneficial. IH was now feeding into the SDP this different way of sharing data and how this fed into outcomes and communications with parents about the child's journey.
- 4.11 **Q:** Was there a plan to repeat this method of data sharing for these conversations?
A: IH said that the data would be clearer next time round, given that the assessments would have been back in place. IH would use the same format of data sharing for pupils' end of year reports. However, he was not yet sure how he would do the March 2021 briefings with parents. AB added that the teachers had also shared with parents a piece of writing which the children had produced. This had been well received by parents, who otherwise were not able to see the children's writing books in the classroom.

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4.12 **Q:** Karen had mentioned the school having done the science quality mark. Were there others it would be valuable to think about?

A: IH discussed the types of accreditations available and the ones promoted by other primary schools. However, IH thought it best only to pursue those which would be genuinely linked to a specific improvement goal. Karen was due to come back to IH with ideas for these. IH would welcome ideas from governors on this as well.

4.13 HE flagged that there was a primary school teaching resource called Tig Tag, which might be valuable for the school. IH had already shared this with the school's science lead and would seek her feedback about it. **ACTION - IH**

Verbal Head Teacher Update

4.14 Attendance was still tracking above 98%. This was the strongest position the school had ever been in.

4.15 Pupil numbers had increased since the last governing board meeting, to 601. Year 1 would soon have 91, after a parent's legal appeal had successfully challenged the 30 pupil class size limit. Some families were still due to relocate out of London, and IH would share the pupil exit data with governors. **ACTION – IH**

4.16 Attainment data had been shared with the Standards committee already this term and another data drop was due this Friday. This was tracking positively from what IH could see. IH would share this at the next round of committee meetings and in this January 2021 head teacher's report. **ACTION – IH**

4.17 On the SDP, IH was continuing to track three main objectives, which included a focus on cultural diversity in the curriculum, a focus on wellbeing through a variety of initiatives, and enhancing communications about pupil data for example at parent teacher meetings and in the end of year reports.

4.18 On safeguarding, the link governors had just met with IH for the termly safeguarding session and the report had been completed.

4.19 There were ongoing issues with the website, and the loss of data upon the transition to a new provider. MP was working hard to replace content.

4.20 IH had been offering parents of prospective pupils virtual tours of the school and been receiving good feedback about those.

4.21 The parent governor election had been done, and as mentioned earlier in the meeting, the outcome would be shared as soon as possible.

4.22 By way of update on remote learning, IH reported that no bubbles were shut at present. Staff had been offered several CPD modules to enhance skills and knowledge in the event of future bubble closures. IH and MOB had worked hard to produce a set of clear remote learning expectations for staff and IH discussed various aspects of these. IH reported that following a parent survey, 35% responded that they would be unable to access live lessons during the school day in the event of needing to supervise home schooling. Therefore, IH had noted the need to maintain flexibility within the school's remote learning offer.

4.23 IH, LJ and KAC agreed that they would connect after the meeting to enable KAC to reflect the school's curriculum review work in her next report. **ACTION – KAC, IH & LJ**

5. Financial Management Update

5.1 MP and DM had prepared a financial presentation which it was assumed everyone had read. MP discussed the key aspects of it and then took questions.

5.2 **Q:** Please update us on any progress in the dispute with PGL in relation to trips booked with them.

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A: MP said that the school's insurers had taken on the dispute on their behalf and had reimbursed the school.

5.3 **Q:** Had parents been reimbursed for all of the cancelled school trips paid for?

A: MP confirmed that all of the pre-payments made by families in relation to school journeys had been reimbursed. This included residential trips. MP noted the need to consider communicating again to parents that payments had been made direct into bank accounts, and not via the Arbour system. **ACTION – MP**

5.4 **Q:** What were the implications for next year's budget given that the school's surplus was severely depleted despite the pool income, and that pupil funding would be reduced based on fewer pupils on the roll?

A: IH said that the school would first need to see indicative pupil numbers, but asked governors to remember the government's minimum funding guarantee which limited the extent to which a school's income could be increased or decreased from one year to the next. MP added that she had presented cautious predictions and that although there had been significant costs, she would be looking carefully at how best to make the necessary savings.

5.5 **Q:** Had the school considered putting on temporary furlough staff members who were unable to work on the premises for health reasons connected with Covid-19?

A: MP said that staff were employees of the council and its rules would be complied with. The school also had no desire to furlough any employee based on health and safety requirements, and it would support those staff members to work from home as effectively as possible.

6. FGB Standing Items

Safeguarding

6.1 CR and HE referred to the notes they had made of the autumn term safeguarding meeting held virtually with IH and LJ. It was assumed these had been read by everyone.

6.2 **Q:** Noting that the homework club and the nest were still closed, were there any plans to re-open these?

A: HE said that the school realised the value of these clubs for pupils' wellbeing and progress.

6.3 **Q:** Please explain how the school has 'closed the loop' with parents regarding the bullying and behaviour concerns at point 5 in the notes.

A: HE said that in regard to the single bullying complaint, this had been an incident involving an older SEN pupil throwing his hat around in the playground in the summer term, when the bubbles at school had permitted a mix of pupil ages. LJ explained that the child in question had wanted a harsher sanction than had been applied to the SEN child. However this had now been talked through with the parent who had complained and action had been taken. Since September 2020, pupils had been playing in bubbles comprising one year group only, meaning that this type of incident was unlikely to happen again. .

6.4 **Q:** What was the other incident in the notes, involving the Year 6 child?

A: IH confirmed that this was a social media issue which had happened outside of school hours. Mr Kennedy had dealt with it and IH was looking closely at communications and closure. IH would update JH, who had been made aware of the issue already. **ACTION – IH**

6.5 **Q:** Please explain how the school was maintaining pupil bubbles with its offer of temporary wrap-around care for certain categories of pupil.

A: HE and LJ confirmed that wrap-around care for pupils of key workers had only been offered during the last lock down in the 2019-2020 academic year. Currently, after school care involved maintaining different bubbles than those used in the school day. These complied with government guidelines.

SEND

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6.6 AH and JS were processing feedback on their draft survey. JS commented that it was being considered to open up the SEN survey to all parents rather than just those of recognised SEN pupils. The governors also discussed the provision mapping tool, the support now being offered to LJ via the additional resource taken on for that reason, as well as SEN support and interventions to include the use of a dyslexia screener.

7. Link Governor Update / Policies Update

Policy Reviews

Approve updated Safeguarding & CP Policy

7.1 CR explained that she, LJ and IH had inputted into the updated policy document circulated for this meeting, to ensure compliance with the latest Keeping Children Safe in Education guidance from DfE dated 2020. Once approved, the Clerk would finalise it, to include addressing formatting issues, and would circulate and publish it as needed **ACTION - CLERK**. Normally the policy was reviewed annually in March, however it made sense to do it now. There were no questions and the updated wording was approved unanimously.

Approve updated SEND Policy (needed by Jan 2021)

7.2 LJ gave a summary of the updates made by her. These included updates to the definition of 'areas of need', to the definition of the term 'dyslexia', to the description of the assessments in place, to the description of the emotional and social support being offered by the school, and also included mention of the engagement model which schools needed to use from September 2021. LJ planned to draw up a flowchart to be included in the appendices. LJ would send details of the updates and her flowchart to the Clerk, for her to finalise the policy, circulate and publish as needed **ACTION – LJ & CLERK**

7.3 KH would ask LJ to talk about the school's use of the engagement model at a Standards committee meeting in 2021, given the importance of offering a broad curriculum to SEN pupils which involved a balance of classroom and 1-2-1 time.

7.4 The updated policy was approved unanimously.

Receive Pupil Premium Strategy and Report (overdue from May 2020)

7.5 HE would add in mention of the therapy dog, and send the updated report to the Clerk. There were no questions and the report was acknowledged as received. **ACTION – HE & CLERK**

Link Governor Roles

Receive SEND link governor meeting notes dated 9th October 2020

7.6 This was acknowledged as received.

Receive termly H&S link governor report

7.7 This was acknowledged as received, with thanks offered to MW and the school for the detail of the report. IH would send the Clerk the latest risk assessment for uploading to the Hub **ACTION – CLERK & IH**.

Receive Autumn Term Safeguarding Meeting

7.8 This was acknowledged as received.

8. Committee Updates

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8.1 KH gave a short update on behalf of the Standards Committee to include an update on pupil performance in light of Covid-19. She confirmed that the data was reassuring and that she was confident pupils as a whole had made the necessary progress.

9. Update on Parent Survey 2020-21 – Parent Survey Committee

9.1 CR confirmed that the committee had met earlier in the week and that KAC had prepared the notes shared with governors in advance of the meeting. The committee had discussed three key areas: timing, method and content. The committee would meet again in January 2021 to pull things together.

9.2 **Q:** Did the proposed timing of sending out the parent survey by 15th February 2021 work from a school perspective?

A: IH said this was fine particularly as it would be sent to parents virtually. For the children it could be delivered on google Classroom which was straightforward. The governors agreed that the staff and pupil surveys should be sent out in the second half of the spring term.

9.3 **Q:** Should the parent survey include a SEND section?

A: LJ suggested that the committee follow up with her and she would help with that **ACTION – LJ & CR**. It was also agreed that a Covid-19 section would be useful, with questions designed to gather feedback on items it was possible to action. MP asked the committee to consider how best to make the questions in the pupil survey age appropriate for the Reception and KS1 children, to enable the school to gather feedback which was coming independently from the children rather than parents. AB was happy to help with this and suggested that the committee speak to her about that. **ACTION – CR & AB**

9.4 **Q:** Were there any lessons learnt from the previous survey process to be fed into this round?

A: The committee had noted gender groups already. CR added that this time the questions would be organised by year group rather than Key Stage. Cr would check if any further learnings could be made from the report written after the previous surveys.

9.5 **Q:** Would the surveys include questions on well-being?

A: KAC confirmed that the surveys would include questions on that, both within the Covid-19 section as well as in the main section. JH commented that behaviour needed covering in the survey content, to respond to feedback on that from the previous survey round. One or more questions on that were needed to track data and progress. **ACTION - CR**

10. Interactive Session

10.1 JH asked the governors to consider a set of questions linked with the theme of lessons learnt from COVID-19, which could be built on going forward.

10.2 The governors discussed how new and improved technology had led to closer relationships and a better sense of community between staff and parents and between staff members, staff having increased time for teaching due to less travel time to meetings and less paperwork, more innovative ways of working to include fundraising and social events, as well as enhanced options for pupils' access to the curriculum.

11. Communication to PSA, Staff and Newsletter

11.1 IH would consider a suitable staff meeting to invite governors to this academic year, which might be the staff inset day in January 2021. **ACTION – IH**

11.2 JH would do an update for the newsletter this week. **ACTION - JH**

12. AOB

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12.1 The date of the next full governing body meeting was confirmed as Wednesday 24th March 2021.

Signed by the Chair: _____

Dated: _____

Justine Hebert (JH)