**The London Borough of Richmond Upon Thames**

**Sheen Mount School**

**MINUTES AND ACTION LIST OF FULL GOVERNING BOARD MEETING**
**held at Sheen Mount on 20th May 2026 at 18.30**

**MINUTES**

## Membership and Constitution

| Governor Category | Name |
|---|---|
| **Local Authority Governors - 1** | **Maria Widdowson (MW) (Vice Chair)** |
| **Parent Governors – 2** | Ilona Kremenetska (IK)<br>Charlene White (CW) |
| **Staff Governors – 1** | Megan Humphreys (MH) |
| **Co-opted Governors – 10** | Susan Boughton (SB) (Chair)<br>David Carter (DC)<br>Nicole Constantopoulos (NC) (C and L Chair)<br>Anna Hare (AH)<br>**Jodi Hunt (JH)**<br>Ben Kinnear (BK)<br>David Morley (DM) (Resources Committee Chair)<br>Nicola Peatfield (NP)<br>Ben Rowan (BR)<br>Jennifer Wright (JW) (Pastoral Committee Chair) |
| **Associates – 4** | Debbie Canner (ad-hoc) (DCN)<br>**Laura Jeffery (LJ)**<br>**Maria O'Brien (MOB)**<br>Alex Benkreira (AB) |
| **Headteacher – 1** | Tom Holmes (TH) |
| **Non-Governor Attendees** | Felice Oxborrow (FO) (Clerk) |

**Absences in bold**

**Governors should please read all documents circulated in advance of the meeting, labelled 'Annex' below.**

| MEETING ADMIN | | | |
|---|---|---|---|
| 1 | | **Welcome, Apologies and Declaration of Interests**<br><br>1.1 SB welcomed everyone. Apologies were noted from Maria Widdowson, Jodi Hunt, Laura Jeffery and Maria O'Brien.<br>1.2 No amendments were put forward for the 2025/6 Register of Interest. | |
| 2 | | **Minutes and Actions from 18th March 2026 meeting**<br><br>2.1 The 18th March Minutes were approved and will be uploaded to the website.<br>Actions from the previous meeting were either marked as completed or are in progress. | |

| | | | |
|---|---|---|---|
| **FUTURE PLANNING** | | | |
| 3 | | **Governing Body Membership**<br><br>3.1 SB advised that Megan Humphreys is to go on Maternity leave in the next few weeks. Megan advised that her replacement is being actively sought.<br><br>3.2 SB stated the following:- "Based on the skills required and recommendations of the board at Sheen Mount Primary School, Achieving for Children Governor Support, working on behalf of the London Borough of Richmond upon Thames Local Authority, formally nominates Maria del Carmen Widdowson (Serrano) for a further term of office in the position of LA governor. The term of office is for four years ending on 19.5.30"<br><br>The board then formally ratified Maria del Carmen Widdowson (Serrano) to the position of LA governor.<br><br>3.3 SB noted that Nicole Constantopoulos is to step down at the end of the academic year.<br><br>3.4 SB advised that discussions are presently taking place with a potential Associate, Matthew Hemsley. | |
| 4 | | **Training Updates, Visits schedule**<br><br>4.1 SB talked about the importance of Governor training, both to give individuals a better understanding of their role and to evidence their suitability for their position. She recommended some recent Finance training which she had attended.<br><br>4.2 FO confirmed that link visits are both taking place and being scheduled. | |
| **SCHOOL IMPROVEMENT AND PROGRESS** | | | |
| 5 | | **Data Protection and Cyber Security**<br><br>5.1 SB then welcomed the Data Privacy Officer (DPO) for Sheen Mount, David Coy who presented on Governors' roles and responsibilities. He covered current legislation; key roles; the school's obligations in the Data Privacy area; and what is involved in data breaches, subject access requests, and Freedom of Information requests. The slides used are available on GovernorHub.<br><br>5.2 Q (TH) – Is there a template for how the school should be reporting a DP issue to the governors? The DPO recommended that the required formal process should always be followed.<br><br>5.3 Q (SB) – Is there a comeback if the SAR response provided is not deemed satisfactory? The DPO advised that the recipient of the SAR can always refer the matter to the Information Commissioner's Office (ICO). The ICO are usually most interested if the school has followed process.<br><br>5.4 Q (BK) – How often are there cyber-attacks on schools? The DPO replied that the attacks tend to come in waves – the same attack taking place on several schools within a short space of time. Previously, there have been more whaling attacks, but now the move is towards spamming.<br><br>5.5 Q (SB) – How vulnerable is a school if its internet access is frozen? The DPO advised that this is a rare situation, but schools should have an emergency back-up process in place. NB Personnel changes and sheer staff numbers in a school can create a vulnerability. DCN noted that the school | |

| | | | |
|---|---|---|---|
| | | does have a Cyber Security response in place. (Action: TH to look into the development of a Major Incident policy)<br><br>5.6 TH noted that the school has experienced difficulties in responding to a SAR due to the school's IT company being slow to provide the requested information. The DPO additionally noted that SARs are sometimes submitted to multiple schools by parents when a child does not receive a place at their preferred secondary school – they will then triangulate the received information.<br><br>5.7 Q (SB) – Does the school have much historical paperwork? DCN noted that the only potential issue could be historical financial information. | |
| 6 | | **Ofsted Preparation with our School Improvement Partner**<br><br>6.1 SB then welcomed Tom Gibson, Sheen Mount School Improvement Partner (SIP) who presented on insights into Ofsted under the new framework and how governors support outcomes. He highlighted the renewed focus on the attainment gap and covered the current key documents and key changes. The SIP noted that Sheen Mount was inspected under the previous Ofsted framework and advised that Inspectors would now be looking for consistency in standards across the classes (they would be looking to triangulate evidence). He also noted the change from a focus on curriculum to a focus on inclusion: Sheen Mount does have a number of vulnerable learners. The slides used are available on GovernorHub.<br><br>6.2 Q (SB) How much can the school lead the Inspectors if they are aware that not all that the school has to offer is being viewed? The SIP emphasised the importance of dialogue with the Inspectors. He believes that Inspections have improved standards and recognised that with declining pupil numbers, any information from Ofsted would be of inevitable interest to parents.<br><br>6.3 The SIP stated that the new-format report is easy to follow: 3 to 4 Inspectors are on-site for 2 days with all Inspectors led by HMI to drive consistency. Unlike previously, the Inspectors will look to be on-site at the start of the school day. He covered the Inspection timeline, which includes a long planning call on the Monday followed by the on-site visits on Tuesday and Wednesday. He emphasised the everything goes back to the quality of leadership. There was mention of the key aims of the school currently and the requirement for 3-5 Governors to be available to attend a meeting at short notice as part of the on-site visits.<br><br>6.4 Q (JW) Do I only need to know in depth about what my sub-committee work on? The SIP talked about the importance of governor knowledge. He noted that the Inspection would likely start with Early Years and then work up the school. He mentioned that the outdoor provision should be ready for inspection, particularly in the light of looking to transform the lives of disadvantaged children.<br><br>6.5 Q (CW) Is that an area where we would be seen as outstanding? The SIP replied that it's about proportionality. He noted that the school does have lovely stories to be shared. He stated that the Inspectors are trying to find out what's typical in a school – if there's an issue, then acknowledge and advise that the school knows what needs to be done.<br><br>6.6 The SIP went on to talk about what is involved in case sampling and the likely focus on the support for vulnerable children.<br><br>6.7 The SIP reminded the governors of the strategic nature of their role and asked the following on a rhetorical basis:- How do you know what's going on in the school (can be evidenced by visit records)? What have you done to listen to the parents of vulnerable children? What are the governors doing to support the SLT? | |

| | | | |
|---|---|---|---|
| | | 6.8 Q (DC) What about non-vulnerable children? TH answered that only 50% of Y6 children started Sheen Mount in Reception – the turnover does take place for a number of reasons, but one of the reasons that children do transfer in is the strong teaching provision.<br><br>6.9 Q (SB) Should the governors be targeting vulnerable learners? The SIP replied that vulnerable learners should definitely feature as part of any visit.<br><br>6.10 Q (CW) What happens if TH is away when the Monday call comes in? TH replied that M O'B will stand in: a deferment can be requested, but this is not recommended.<br><br>6.11 The SIP emphasised the importance of governor training and their role in safeguarding. It was noted that there had been a comment on Art during the last inspection and since, the school has completed a lot of work on the curriculum<br><br>6.12 TH noted that as a stand-alone Primary, Sheen Mount is limited in its ability to influence the running of other schools (particularly when compared to multi-trust academies). It was recognised that Sheen Mount can be seen as "strong" in a number of areas and the school needs to have a really good narrative on the small number of vulnerable learners present. The SLT wrote the SEF together with the involvement of the ELT.<br><br>6.13 The SIP advised that the Inspectors will be looking in Children's books and the question "what is the case with the disadvantaged child in the class?" He noted that it is good that TH is at the school gates at the beginning and end of each school day and TH gave his reasons.<br><br>6.14 TH noted that every vulnerable learner is signed up for PPG and that their attendance of clubs will now be monitored to ensure they are accessing the provision.<br><br>6.15 TH noted that governors do attend Open Mornings. The SIP replied that this is both unusual and good to hear – "you can be confident in what you do". | |
| 7 | | **Governing Board Self Evaluation**<br><br>Action: This Agenda section is being held over to the next FGB to allow time for a full discussion. | |
| **GOVERNANCE** | | | |
| | | ***PLEASE HAVE READ COMMITTEE MINUTES/REPORTS AS THESE WILL NOT BE SUMMARISED*** – we will only cover any questions governors have, decisions for ratification, or where an FGB update is thought necessary | |
| 8 | | **Resources**<br><br>8.1 DM gave a presentation on the school's final 2026/7 budget: the slides used are available on GovernorHub. He noted that the next Census will take place in October 2026; at present no new ECHP will be coming in in September 2026; the catering and cleaning contracts are being renewed, and a half-day of release time is being set aside for Inclusion. TH also observed that care has to be taken with spending as the school cannot rely on funds from year-to-year. There is a Mainstream fund that spending is allocated from this year that will be absorbed into the budget next year, so it is important not to overcommit to ongoing spends.<br><br>8.2 Q (IK) – Is there insurance? She was advised that there is a Risk Protection scheme. | |

| | | | |
|---|---|---|---|
| | | 8.3 The 2026/7 Final Budget was voted through with a unanimous show of hands. SB thanked both DM and DCN for their hard work on this project. | |
| 9 | | **Pastoral**<br><br>9.1 Jennifer talked about her recent Safeguarding visit: the report is on GovernorHub.<br><br>9.2 SB asked about the progress on the Invac System training. DCN noted that it will be a very good system as the results are almost instantaneous: she is working the project at the moment. This should be active by the end of Summer term. (Action: TH to invite governors to a learning walk and this is to be included) | |
| **COMMUNICATION & WRAP-UP** | | | |
| 10 | | **Communication to PSA, Staff and Parents**<br><br>A. (Action: SB to write letter to the parents on behalf of the Governors)<br>B. SB noted that the school is aware of both the Employment Rights Act 2025 and that its changes are taking effect in 2026. TH also noted his concerns regarding the third-party HR support presently provided by LBRuT.<br>C. Opportunities to join school events were discussed in conjunction with the school calendar, particularly the upcoming Y6 music concert. | |
| **Meeting finish time: 8.40pm**<br>**Date of next FGB Meeting: 1st July 2026** | | | |