

The London Borough of Richmond Upon Thames



Sheen Mount School

Minutes of the Full Governing Board Meeting

Held at School on

27th November 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) APOLOGIES 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)

* Absence(s) in Bold

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 A welcome given to governors at this second FGB of the academic year.	
	BUSINESS	

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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. Declaration of interest form to be signed at next FGB meeting. Acceptable IT Use Policy & Agreement - still to be completed by NC/KH/DJ. Acceptable IT Use Policy & Agreement to be signed at next FGB meeting. 	<p>KH</p> <p>NC/KH/DJ</p>
1b	<p>A. Minutes and actions from the October meeting (JH) Minutes were approved with the additional discussion captured below.</p> <ul style="list-style-type: none"> SIP: The next SIP visit is taking place on 3rd February 2020 and will have a focus on behavior. JS volunteered to attend from the governing board. Action: Any other governors wanting to join JS at the SIP visit to let JH know. Committee Minutes: Any outstanding signed minutes to be scanned and uploaded. Action: MW will follow up with MP/Clerk to ensure this process is complete. Policies: It was agreed that Freedom of Information will be circulated after the FGB meeting in the interest of time. Action: Endorsement of Freedom of Information policy via e-vote. Action: Committee Chairs ensure all the policies for which their committee is accountable for are up to date and on the website. Discussion of Sheen Mount Governance Approach: Following last meeting there were no governor requests for further training on this subject. In light of heightened Ofsted visit expectations, governors were given another opportunity. Action: Any governors that would benefit from 1:1 session to contact JH. The board to formally thank Gemma and Goodwin Proctor. c/f This would be more appropriate to be done by JH. Action: CR prompt JH when the contracts are all agreed and signed. Consideration of a review with Sarah Herbert from the borough of the no of children who need SEND support without EHCPs to be discussed with Laura at visit on Friday. c/f 	<p>JS/All</p> <p>MW/MP/ Clerk</p> <p>All</p> <p>Committee Chairs/Clerk</p> <p>All</p> <p>IH/KH/JH</p> <p>CR/JH</p> <p>AH</p>
	<p>B. E-votes (JH)</p> <ul style="list-style-type: none"> Vote to endorse the Swimming Pool decision relating to contract, license and first payment based on Marianne's email 7/11/2019. There were a sufficient number of e-votes to pass. 	

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2a	<p>Governing Body Membership (JH)</p> <ul style="list-style-type: none"> • Resignation of Clerk: Clerk to Sheen Mount Governing Board – Christine Hare (CH) at the beginning of the Spring term (January 2020). The board were advised that CH had agreed to stay until a new Clerk is successfully recruited and handover. Governors who have got Safer Recruitment training were invited to be part of the interview process. • Election of Vice Chair: MW left the room as she had put self forward for the position of Vice Chair. All supported the decision to elect the Maria Widdowson as Vice Chair - proposed by JS and seconded by TW. <p>Vote held to elect said Vice Chair by a show of hands at 7.28pm - unanimous approval.</p> <ul style="list-style-type: none"> • Re-elect Co-opted Governor: CR left the room and all supported the decision to re-appoint Catherine Riley for another four-year term as Co-opted Governor and sit on Pastoral Committee and as Chair of that committee. <p>Vote held to re-elect said Co-opted Governor by a show of hands at 7.32pm - unanimous approval.</p> <ul style="list-style-type: none"> • Update on governing board membership: One Co-opted vacancy remains open and as a result of the skills audit still sits on the Standards Committee. 	
2b	<p>Governor Skills, Training Update (JH/KAC)</p> <p>A. FGB Self Evaluation - Skills Audit & Qualitative Feedback</p> <p>JH thanked governors for their 100% participation in the annual skills audit over the summer and in the 1:1 feedback sessions.</p> <p>The results of the Skills Audit were presented by KAC covering the objectives, the audit process, an analysis of the answers including highlighting the Board's strengths, points to monitor and areas for development. One highlight was that the SM governing board had pockets of excellence within the relevant committees. The Committee Chairs have the breakdown of the results of the Skills Audit for their respective committee members and the Chair of governors has the complete set for future reference and further analysis.</p>	

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	<p>JH continued to present the qualitative findings based on the individual governors 1:1 feedback discussions between the committee chairs and their members and the FGB Chair with each of the committee chairs and the head and deputy headteacher. Highlights included the board is more strategic than operational, but that committees can be perhaps too operational and there is a desire to for governors to become more familiar with academic results across all committees. There was discussion around how operational committees needed to be in order to gain greater understanding about specifics. Particularly reiterated by Resources Committee and to a lesser degree by Pastoral Committee. Further discussion on how best to communicate between the school and governors as feedback was that a lot of chasing was taking place, making everyone less efficient.</p> <p>Action: Review the technological options on the Governor Hub and how to effectively track actions between the school and governors.</p> <p>Based on the outcome of the Skills Audit, and linked with 2a above, the board have decided to leave the committee membership as is and advertise for the final board member to sit on Standards committee.</p> <p>Other training highlighted as part of the Skills Audit and Self Evaluation exercise is to encourage as many governors as possible to have Ofsted training and smaller targeted groups to have training on academic results.</p> <p>Action: Based on the governors rating themselves low on knowledge around either Safeguarding or SEND, CR/HE for Safeguarding and AH/JS for SEND will follow up with individuals to understand their gaps and to work out best way to fill these.</p> <p>MW will pick up on induction follow-up. Upon checking if there were any other items missing as a result of the Skills Audit, it was noted that there was a need for more familiarity with the school and so more visits would be welcome.</p> <p>JH thanked everyone for their participation and especially acknowledged the hard work that KAC had put into the audit process.</p>	<p>Clerk/IH</p> <p>JH/CR/AH</p> <p>MW</p>
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3a	<p>SDP (IH)</p> <p>A. Update on progress against SDP objectives</p> <p>A detailed breakdown of each of the six SDP objectives was provided illustrating progress to date. There was an emphasis on the first objective which is Curriculum Development. Good progress made in this area: MOB having one to one sessions with all subject area leads; training to ensure staff understand the new language of curriculum and language crib sheet produced – MOB to circulate to governors; curriculum evening for parents taking place in January – all governors encouraged to attend.</p> <p>Action: Governors are to ask for additional information if they want to know more.</p> <p>Action: Governors to attend the curriculum evening on Thursday 23rd January 7-9pm.</p> <p>There is good traction on the mental health and well-being objective. IH shared how the mental health workshop for parents was over-subscribed and how they are committed to making the trial work. IH described how the staff have access to a mental health helpline.</p> <p>Q: Can we get volumes of calls whilst respecting confidentiality?</p> <p>A: Yes and we can get champions to encourage using this so there is no stigma attached.</p> <p>B. ISDR</p> <p>A brief update was given on the latest ISDR report. Governors were advised of new items included on the ISDR report this year such as staff welfare. It was highlighted that the data now includes staff information and finance. The governors had a discussion on the 2017/18 per pupil spend of £4,725.</p> <p>There was an expanded discussion on trying to understand the document and it was felt that this document is quite dry but recognise that this is the document that Ofsted would look at first when deciding whether to inspect the school.</p>	<p>All</p> <p>All</p>
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3b	<p>New Ofsted Framework (JH)</p> <p>JH, MOB and IH took everyone through the presentation which was based on borough training that JH had attended with IH and KH for outstanding schools not inspected for more than ten years. MOB had also attended separate Ofsted training. They reiterated the main points of the new Ofsted framework 2019 and shared the view that it is harder to get an 'Outstanding' with the new framework. Its essential to provide evidence of the full range of everything positive and progressive that the school is doing. It's necessary now not simply to show results but to come up with ways to show/prove how the results have happened. The governing board needs to challenge and question so that progression and how the curriculum builds is evidenced - it is essential to have clear systems of progression.</p> <p>'Distinctiveness' is hard to bottle but it is what Ofsted are looking for and should be articulated. MOB stated that knowing the school's strengths is key to this e.g. science leading in the borough. Along the theme of how exemplary SM is and how it is a 'go to' place for other schools to learn from, thoughts turned to what distinctive examples SM can give such as how SM was the first school to provide fresh produce in their school meals.</p> <p>Q: How important is 'Outstanding' if it means deviating on what SM does and has been doing for the past twenty years?</p> <p>This was greeted with a very interested and thought-provoking response.</p> <p>Everyone acknowledged that there is a discipline that comes with the new Ofsted framework and will warrant an increase of workload from staff but this is hard to balance with ensuring staff well-being – a new part of the framework.</p> <p>Linking the new Ofsted framework to the findings of the recently Governor Skills Audit, it highlights how the potential gap in understanding the results could impact how governors challenge the Quality of Education judgement area.</p> <p>Turning attention to the three 'I's' - Intent, Implementation, Impact it was recommended that this could be a very useful framework to use in any process in school and not just for Quality of Education within the new Ofsted framework. A specific recommendation was the three 'I's' could be used for Link Governor visits.</p>	
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	<p>Action: Governors to undertake Safeguarding training if not already done.</p> <p>Action: Governors highly encouraged to attend New Ofsted framework training 28th January 2020 and 11th March 2020.</p> <p>Action: SIP partner governor review meeting – 24th or 25th March 2020.</p> <p>Action: Governors should read an example of a recent Ofsted report, for Knollmead Primary School in Kingston, which indicates how a school has improved status from 'Requires Improvement' to now 'Good' under the new Ofsted framework.</p>	<p>All</p> <p>All</p> <p>JH/IH/MOB</p> <p>All</p>
3c	<p>Financial Management</p> <p>A. Swimming Pool Update (Swimming Pool Working Party)</p> <p>Following the terms of the commitment agreed since the last FGB the working party provided an update to the Swimming Pool project. The update focused on contracts and license with all parties in a positive place. Sheen Mount have made a payment to indicate commitment and a soft start has begun on the works.</p> <p>Payment sign-offs going forward need to be clearly outlined to ensure the necessary governance is in place for the project.</p> <p>Action: Marianne and Tilly to ensure these are put in place and agreed with Chair.</p> <p>There were some questions relating to insurance and all assurances were given.</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>MP/TW/ Chair</p>
4a	<p>FGB Standing Items</p> <p>A. Safeguarding (CR)</p> <p>The Safeguarding report had been circulated, CR gave an overview.</p> <p>Q: Thinking from an Ofsted visit perspective - was there anything that wasn't quite as we need it to be?</p>	

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	<p><i>A: Overall all good. It's just dotting the i's and crossing the t's - the little detail and there were some things in transition with the move over to Arbor. Marianne confirmed these had now been completed.</i></p> <p>B. Equality and Diversity – no updated required this meeting</p> <p>C. SEND – no updated required this meeting</p>	
4b	<p>Link Governor Update / Policies Update</p> <p>Pupil Premium</p> <p>A. Pupil Premium Report (HE)</p> <p>The Pupil Premium report was introduced by HE with reference to the new Ofsted framework. Highlights were given including how the money is spent with a total of £36,240 but it increases and decreases over time. There is a minority on PP at 3.8% percent of Sheen Mount's pupils. HE touched on the fact that some children may have emotional and attachment issues that will need to be addressed before looking at their curriculum needs. Needs-based strategies are based around individual children and flexed to steer progress during the year.</p> <p>Governor questions followed to try and understand what impact a reduction in PP pupils would mean to adjusting provision. The response was that yes, there would be because there are fixed costs involved.</p> <p>Another question was in connection with how Sheen Mount checks in with other schools to ensure we are giving best practice to see for e.g. if they do a homework club or Nest etc. The reply was that yes we do benchmark and Sheen Mount do innovate things compared to other schools.</p> <p>There was some debate on how children are managed if they are being taken out of class, how is this impacting the curriculum and how is this being monitored. The answer related to one of the new Ofsted framework highlights – narrowing of the curriculum. Children are given their 1:1 time at 8.45am, during breaks or assembly so that they are not missing out.</p> <p>The Chair thanked HE for her work on the Pupil Premium and the governors agreed that it was a very thorough and useful examination of PP.</p>	

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	<p>B. Pupil Premium Report Approval (All)</p> <p>Pupil Premium report 2019 is complete. This was approved by all by a show of hands at 9.25pm.</p> <p>Policy Reviews</p> <p>A. Staff Pay Policy (All)</p> <p>There have been no changes since the previous version and it was agreed to conduct an e-vote in the interest of time.</p> <p>Action: Set up e-vote to ratify Staff Pay Policy</p>	Clerk
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>	
5a	<p>Communication to PSA, Staff and Newsletter (JH)</p> <p>A. Sheen Mount Annual Report</p> <p>JH asked for observations and feedback that parent governors had heard from other parents and the general response was very positive from the parent community. They were impressed with the level of detail shared.</p> <p>B. Key messages to staff, PSA and newsletter</p> <ul style="list-style-type: none"> • Newsletter bullet points are as follows: <ul style="list-style-type: none"> ○ Pupil Premium Report approved ○ Safeguarding Autumn term visit ○ Swimming Pool update 	JH
5b	<p>AOB (All)</p> <p>Meeting concluded with a farewell and thanks to the Clerk Christine Hare for the sterling job in the role of clerking and in particular for the support given during the</p>	

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	complaint last year (leave date early next Spring 2020). Clerk presented with card and gifts. All governors were invited for drinks at the Victoria Pub for the Christmas Social.	
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The Chair thanked those in attendance and the meeting was adjourned at 9:34pm.

Date of the next Full Governing Board Meeting: 5th February 2020.

Signed by the Chair:


Justine Hebert (JH)

Dated:

 5th February 2020.

Signed.....

