

The London Borough of Richmond Upon Thames



Sheen Mount School

MINUTES AND ACTION LIST OF FULL GOVERNING BOARD MEETING
held at Sheen Mount on 26th November 2025 at 08.00am

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 Humphries (MH)
Co-opted Governors – 10	Susan Boughton (SB) (Chair)(C & L Chair) David Carter (DC) Nicole Constantopoulos (NC) Anna Hare (AH) Jodi Hunt (JH) Ben Kinnear (BK) David Morley (DM) (Resources Committee Chair) Aarti Patel (AP) Nicola Peatfield (NP) Jennifer Wright (JW) (Pastoral Committee Chair)
Headteacher - 1	Tom Holmes (TH)
Associate (non-voting) members – 5	<i>Alex Benkreira (AB)</i> <i>Debbie Canner (ad-hoc) (DCN)</i> <i>Laura Jeffery (LJ)</i> <i>Maria O’Brien (MOB)</i> <i>Ben Rowan (BR)</i>
Non-Governor Attendees	Felice Oxborrow (FO) (Clerk)

Absences in bold Appointments pending in italics

MEETING ADMIN	
1	<p>Welcome, Apologies and Declaration of Interests</p> <p>1.1 SB welcomed everyone. Apologies were noted from Charlene White, Anna Hare, Aarti Patel, and Jennifer Wright.</p> <p>1.2 No interests were declared.</p> <p>1.3 It was noted that the 2025/6 Register of Interest has received 1 update from BR.</p>



2	<p>2 Minutes and Actions from 8th October 2025 meeting</p> <p>2.1 The Minutes of the 8th October 2025 meeting were approved and will be uploaded to the website. Actions from the previous meeting were either completed or are in progress.</p>
SETTING OURSELVES UP FOR SUCCESS	
3	<p>Governing Body Membership</p> <p>3.1 The re-election of Jennifer Wright for a further term as a Co-opted Governor was approved by a unanimous show of hands. It was noted that Jodi Hunt will be shadowing Jennifer going forward.</p> <p>3.2 Susan Boughton introduced both Alex Benkreira and Ben Rowan: they were elected as new associates with a unanimous show of hands.</p> <p>3.3 The Parent governor election is presently in progress with vote counting due on 2.12.25 (Action SB/DC)</p> <p>3.4 All Governors not previously present signed the Autumn Term Signature sheet (Action further Governors to sign at March FGB)</p>
4	<p>Training Updates</p> <p>4.1 Maria Widdowson presented on the value of training offered by both AfC and the Key to Governors. She advised that it is recommended that each Governor completes 3 new/refresher training courses each academic year. Particular focus was given to both the requirement that all Governors need to complete Safeguarding training and that a sufficient number of the Board should be trained in the handling of complaints (either via a course or through self-study).</p> <p>4.2 The process of registering for courses was run through and all were advised that all training will then be authorised by SB or FO. A hard-copy version of the training on offer was made available at the meeting for review.</p> <p>4.3 Governors were advised that if they register for Key training then they will need to advise FO as she doesn't have sight of these bookings.</p>
SCHOOL IMPROVEMENT AND PROGRESS	
5	<p>Headteacher Report and Presentation</p> <p>5.1 TH noted that 604 pupils were in attendance on Census Day: he advised that KS1 is full, with families waiting for a place. The recent Open Days have gone well with both good attendance and positive feedback from the attendees. He acknowledged that there are a number of external factors which continue to lead to places becoming available higher up the school and noted that taking prospective parents of older children on a tour of the school adds to every effort of all to act on expressions of interest.</p> <p>5.2 In answer to a query about the pupil figures given being taken together with the Inspection Data Summary Report (IDSR) TH advised that the IDSR was not available in an easily-shareable format and that he was being transparent with the data shared. The IDSR is updated annually.</p> <p>5.3 Turning to Inclusion, TH explained that the provision of support to each child has recently changed from the awarding of a number of weekly hours to the use of banding (employing algorithms) to calculate the funding being made available. In answer to a question on the effect of the change, LJ advised that AfC have information available and engagement with parents is taking place. The concept of "Team around the</p>



	<p>child” is also being introduced to parents. TH finally highlighted the inclusion instances that are presently being monitored.</p> <p>5.4 Regarding school premises, thanks go to DC for her work on the improvement of the Caretaker’s house. Another contractor has been identified as possibly being able to help with the ongoing water leak. TH advised that he is trying to get the £1K limit on expenses raised by LBRuT so as to (as an efficiency) reduce the number of identified expenses needing to go through the approvals process.</p> <p>5.5 On the subject of bullying, staff accept that it does happen: that action is taken is evidenced by the positive response of the parent who brought an incident to the attention of staff. TH feels that staff are making every effort and all find it frustrating when none of the many early intervention options available are utilised. The commitment is to carry on exhibiting best practice.</p> <p>5.6 TH reported that the announcement in last week’s newsletter that smart phones would be banned in school from the start of the next academic year had been well-received by parents. It was noted that the number of phones in school has dropped and pupils are to be educated on why the ban is coming into force. (Action LJ to look into adding a video on the subject into the newsletter).</p> <p>5.7 M O’B is planning to run a workshop in the Spring Term on AI.</p> <p>5.8 TH and M O’B are working on a Self-evaluation form (SEF) for the new Ofsted framework (Action Update to be provided at the next FGB).</p> <p>5.9 Q (SB) – How is the school benefitting from SPA(RK)Ed currently? TH responded that the school is involved in 2 SPA(RK)Ed projects at present: “Curriculum and SEND – adapting your curriculum for KS2 pupils” and “Beyond the classroom – maximising through outdoor learning in EYFS”.</p> <p>5.10 Q (MW) – Does the school have an AI policy? TH advised that there is a draft version presently on GH (Action DC to send this to the DPO for review)</p> <p>5.11 Q (MW) – With increased numbers on the school roll, how is the school bearing up? TH replied that the school is coping well: new arrangements are in place where needed eg with the provision of lunches.</p> <p>5.12 MW commented on the international nature of the school: she noted that 33 languages are spoken and she had been able to respond positively when a potential Governor candidate had asked about diversity. TH said that diversity comes up as a topic on tours and he is able to share good stories.</p> <p>5.13 Q (DM) – Please can you tell us more about the aforementioned peer review group? TH advised that the SIP had arranged contact with St James’ in Twickenham and a 2-form entry school in Surbiton. He was finding that work in the group is useful.</p> <p>5.14 Q (SB) – Where is the merged message on behaviour being communicated out? TH replied that it is being referenced in both assemblies and classrooms. SB recommended also engaging parents in this work (Action TH to add to a newsletter).</p>
6	<p>Autumn Term SIP Report</p> <p>6.1 TH advised that the SIP had visited this term (Action TH will arrange for him to meet more of the FGB in Terms 2 and 3).</p> <p>6.2 Q (SB) – In conducting a self-evaluation, have you any feedback for us? TH replied that a new Insight system is looking good and the teaching staff are scheduled to start using it. He is sharing the new Ofsted video with staff this evening, which will highlight the importance of removing identified learning barriers.</p>



	<p>6.3 Q (SB) – In the SIP report, there’s a 25% persistent absence rate for FSM pupils: do we know if pupils in this category are the same or different from the Summer term report? TH replied that while the percentage is large, the actual number of pupils is small and 1-2-1 conversations are taking place on attendance. The school is actively seeking to produce success stories in this area.</p>	
7	<p>SDP – academic year 2025/26</p> <p>7.1 No significant update beyond the document provided in advance of the meeting.</p>	
GOVERNANCE		
8	<p>Curriculum and Learning Committee update</p> <p>8.1 No significant updates were reported beyond information covered earlier in the meeting</p>	
9	<p>Pastoral Committee update</p> <p>9.1 JH advised that the trips to Holly Lodge had gone well: other updates are as per the Committee Minutes provided in advance of the meeting.</p> <p>9.2 Pupil Premium Strategy report is to be worked on by TH and Katie Adams to an end of December 2025 deadline.</p> <p>9.3 The Equality Statement 2025 was approved with a unanimous show of hands (Action TH will ensure that the Equality Report is completed).</p> <p>9.4 Safeguarding policy (Action JH will check with JW if the draft policy can be updated to “agreed”)</p> <p>9.5 Attendance policy (Action policy to be ready for next FGB)</p>	
10	<p>Resources Committee update</p> <p>10.1 DM reported that the financials look good at the moment: nevertheless, consideration does need to be given to the potential water leak and hall floor repair costs.</p> <p>10.2 The Pay policy was agreed with a unanimous show of hands and will be filed in Staff Documentation.</p> <p>10.3 The Health and Safety policy was agreed with a unanimous show of hands.</p> <p>10.4 The Climate Action Plan has been approved by the Committee (Action TH to put together a team to take the plan forward)</p> <p>10.5 Risk Assessment still to do (Action Update at next FGB)</p> <p>10.6 The financial scheme of delegation was approved.</p> <p>10.7 Cyber training (Action DPO to be invited to next FGB)</p>	



COMMUNICATION & WRAP-UP	
Communication to PSA, Staff and Parents	All Governors agreed to put a Christmas message in the school newsletter. (Action all to think of ideas to give the Governors greater visibility at school and TH to provide a list of key dates to attend in the school year)
Christmas event	It was agreed to give £100 towards room hire from the kitty to the staff Christmas event. (Action all Governors to donate £25 to the kitty)
Link visits	MW reminded all of the importance of booking link visits.
Meeting finish time: 9.43am	
Date of next FGB Meeting: 18th March 2026 at 18.30pm	