

The London Borough of Richmond Upon Thames



Sheen Mount School

MINUTES AND ACTION LIST OF FULL GOVERNING BOARD MEETING  
held at Sheen Mount on 18<sup>th</sup> March 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) Charlene White (CW)
Staff Governors – 1	Megan Humphreys (MH)
Co-opted Governors – 10	Susan Boughton (SB) (Chair) <b>David Carter (DC)</b> Nicole Constantopoulos (NC) (C and L Chair) Anna Hare (AH) Jodi Hunt (JH) Ben Kinnear (BK) David Morley (DM) (Resources Committee Chair) <b>Nicola Peatfield (NP)</b> Jennifer Wright (JW) (Pastoral Committee Chair) Vacancy
Associate Governors – 5	Debbie Canner (ad-hoc) (DCN) Laura Jeffery (LJ) Maria O'Brien (MOB) Alex Benkreira (AB) Ben Rowan (BR)
Headteacher – 1	Tom Holmes (TH)
Non-Governor Attendees	Felice Oxborrow (FO) (Clerk)

Absences with apology in bold

Absences without apology in bold and italics

MEETING ADMIN	
1	<p><b>Welcome, Apologies and Declaration of Interests</b></p> <p>1.1 SB welcomed everyone. An apology was noted from Nicola Peatfield. 1.2 A hard-copy version of the 2025/6 Register of Interest was passed around the attendees and updated. (Action 2025/6 Register of Interest to be updated by FO on school website)</p>
2	<p><b>Minutes and Actions from 26<sup>th</sup> November 2025 meeting</b></p> <p>2.1 The Minutes of the 26<sup>th</sup> November meeting were approved and will be uploaded to the website. Actions from the previous meeting were either marked as completed or are in progress.</p>



**SETTING OURSELVES UP FOR SUCCESS**

3	<p><b>Governing Body Membership</b></p> <p>3.1 SB advised that Aarti Patel had stepped down as Governor in January and that Maria Widdowson would be staying on as Local Authority Governor for a further term.</p> <p>3.2 SB welcomed Ilona Kremenetska as the newly-elected Parent Governor. She also congratulated Megan Humphreys on her “new baby” announcement.</p> <p>3.3 SB announced that Ben Rowan had agreed to accept the role of Co-opted Governor: he was elected with a unanimous show of hands.</p> <p>3.4 The re-election of Maria O’Brien as Associate for a further term was approved by a unanimous show of hands.</p> <p>3.5 SB noted that 3 action points had come out of a recent Governor Exit interview:-</p> <ul style="list-style-type: none"> <li>a. That a reading list should be created to aid governors prioritising documents to read when joining. <b>(Action May FGB)</b></li> <li>b. That the Visit template should be updated. SB advised that she had completed a version of this task with there now being a focus on the first 20% and safeguarding.</li> <li>c. That engagement with surveys needed to be driven. While it was noted that engagement tends to occur along with dissatisfaction, a couple of ideas were discussed e.g. the use of iPads for responses at Parents’ evenings and QR codes being made available. <b>(Action Next survey)</b></li> </ul>
---	--

**SCHOOL IMPROVEMENT AND PROGRESS**

4	<p><b>Financial Management</b></p> <p>4.1 DM went through the 2025/26 Finance Update PowerPoint presentation (made available on GovernorHub {GH} prior to the meeting): he noted both that the projected loss for the current year was less than that forecast and that the carry forward was still therefore “good”. DCN advised that with the number of current financial variables, things could still change. That said, the school has sought to both maximise revenue and control costs over the year: importantly, the large project of updating the Caretaker’s house is on budget.</p> <p>4.2 DM referred to the 5-year budget and highlighted that the further into the future, the greater the uncertainty around the estimated figures given. He noted that the challenges of demographic change; staff pay increases; and the likely reduction in SEND budget that might impact the projected well-balanced 2026/27 budget.</p> <p>4.3 SB thanked the Resources team for their hard work. DM &amp; DCN advised that the draft 2026/27 budget is to be submitted by the end of March: the draft was approved for submission by a unanimous show of hands. <b>(Action: Final 2026/27 budget to be prepared for May FGB for approval).</b></p> <p>4.4 SB asked if there were any comments on the School Financial Value Standard (SFVS) 2025/26 (made available on GH prior to the meeting). There were no comments and so it was agreed that SB should sign it off with a unanimous show of hands.</p> <p>4.5 DCN noted that the Estates Management plan (made available on GH prior to the meeting) is finely-balanced.</p>
---	---



	<p>4.6 SB stated that there will be significant personnel changes on the PSA shortly which may change the PSA's attitude to expenditure.</p>	
<p>5</p>	<p><b>Headteacher Report</b></p> <p>5.1 TH went through his report (available on GovernorHub {GH} prior to the meeting). He stated that 72 Reception places out of 90 are presently allocated and expects that several factors (such as public awareness of available places post-April offer date) should raise the total number of pupils starting Reception in September 2026. He recognised that factors such as local demographic change are negatively impacting pupil numbers.</p> <p>5.2 TH stated that the execution of the curriculum is going well: there is a continued focus on SDP items and the value to staff of related CPD sessions is evidenced by the newly-introduced post-training feedback forms. The Maths Open Morning (led by MH) went well and TH stated that he is happy to invite parents to attend such events.</p> <p>5.3 TH noted that the peer review is going well. He has been on 2 separate trips. Pupil behaviour and attendance is also generally going well: there is always a slight increase in absence (though pre-agreed) while Y6 settle on their secondary school choice.</p> <p>5.4 Thanks go to DCN for her work on maximising the use of staff availability.</p> <p>5.5 TH stated that the school continues to experience water issues. He said that while having three buildings for the school is advantageous, managing these buildings can at times be problematic. DC noted that the current project of looking at the boiler rooms is a big one and the school is aware that this matter will impact the school's Climate Action Plan.</p> <p>5.6 Q (MW) – Is the school making the Boiler project a priority, bearing in mind the lead time on decision-making? DCN answered that the school is aware of timings.</p> <p>5.7 Q (SB) – Are there any grants available for larger maintenance projects currently? DCN advised that there is a grant application process, but fund allocation is decided on greatest need. We may need to be prudent around our timing to maximise our chances of funding but consideration is being given to applying for help with refurbishing heating in the main block.</p>	
<p>6</p>	<p><b>Spring Term SIP Report</b></p> <p>6.1 The 2025-26 SIP report that had been updated following the Spring term visit had been made available on GovernorHub prior to the meeting.</p> <p>6.2 Q (SB) – What is the school's approach on safeguarding in respect of online filtering and monitoring systems? TH answered that all staff are undergoing Cyber Security training and are being encouraged to flag any issues so that appropriate action can be taken.</p> <p>6.3 Q (AH) – Following on from my link visit, what Dyslexia screener is the school using? LJ answered that the GL Assessment online (which gives a lot of detail) is being used at present. She is looking to purchase the DASH (detailed speed of handwriting) which AH suggested she could buy on eBay. LJ is also planning to purchase the HAST (Helen Arkell Single Word spelling test).</p> <p>6.4 Q (SB) – How often is data input into Insight (weekly? termly?) and how often is the tracking of that data considered by staff to aid in the tailoring of their teaching? TH answered that the staff are working hard on moderation.</p>	



Sheen Mount School

	<p>6.5 Q (JW) – How is the school ensuring consistency? TH answered that the data is feeding into termly pupil progress meetings where the data is more available to back up staff perceptions around pupil development.</p> <p>6.6 Q (SB) – How is the increased availability of data impacting the first 20%? TH replied that the school always uses best practice and is looking to run the data on completion of the academic year to demonstrate to teaching staff (through insights) the value of data collection. SB noted that it's best to make early interventions: TH noted that he's worked hard on harvesting data for years 3 to 5.</p> <p>6.7 It was noted that work continues to take place on the school's approach to artificial intelligence.</p>	
7	<p><b>SDP – academic year 2025/26</b></p> <p>7.1 It was noted that the SDP (made available on GovernorHub prior to the meeting) continues to inform the activities of the school and this is evidenced in other sections of these Minutes.</p>	
8	<p><b>Ofsted</b></p> <p>8.1 It is expected that Ofsted will inspect in this calendar year. The school is already undertaking extensive preparation. It was noted that the school is working on all information that is becoming available about the renewed Ofsted inspection framework. TH feels confident about what the children will say and do as inclusion and consistency are key themes in the school at present. SB drew attention to the involvement of the Governors on the second day of inspection.</p> <p>8.2 Q (MW) – what access may the Governors have to the ISDR? TH replied that it is a very large document: nevertheless, a substantial portion of it was made available and can still be accessed on GovernorHub in the documentation for the November C&amp;L meeting. <b>(Action SB &amp; MW to pull out the outlines of the ISDR for review.)</b></p>	
<b>GOVERNANCE</b>		
	<p><b>Training Updates, Visits schedule</b></p> <p>9.1 It was noted that a number of visits by the governors have been conducted in this academic year and are continuing to be scheduled: TH asked that feedback on the visits be provided to the school. <b>(Action David C and Charlene to schedule their link visits.)</b></p> <p>9.2 SB talked about the importance of governor training. The skills of governors to conduct their responsibilities may be considered by Ofsted. All governors should aim to complete a minimum of two training courses in an academic year. These courses don't have to be exclusively those provided by AfC, but other training will need to be logged by the individual. <b>(Action all)</b></p> <p>9.3 Cyber Security training is now a priority for all. There is a link provided in the meeting folder on GovernorHub to the training page in the Key that has an online training module which covers the same material staff have used. <b>(Action all)</b></p> <p>9.4 <b>(Action FO asked that everyone look on their profile on GovernorHub and ensure that their training record is up-to-date.)</b></p>	
10	<p><b>Curriculum Committee update</b></p> <p>10.1 AH &amp; AB reported back that a good SEND visit had been conducted: "Team around the child" had been mentioned during the visit.</p>	



	<p>10.2 The SEND policy was approved with a unanimous show of hands NB The next updating of the SEND policy is to take place with the involvement of the Pastoral committee. SB thanked everyone for their hard work on this policy.</p>	
11	<p><b>Pastoral Committee update</b></p> <p>11.1 TH talked about staff moving away from using their phones in classrooms (unless e.g. as a calculator) as part of the drive to cut down on phone use overall in school time. The Governors were made aware of the school's mobile phone policy.</p> <p>11.2 Q (JW) – How would communications work in a lockdown situation? DCN advised that the school now has a package for use in emergency situations and its roll-out is being worked on.</p> <p>11.3 TH also made the Governors aware of the school's Uniform policy.</p> <p>11.4 Safeguarding (also H&amp;S): TH had recently been made aware of a couple of incidents of broken wrists: as a result, pupils have now been instructed not to play Tag on equipment.</p> <p>11.5 Safeguarding: LJ also reported that the local authority are assisting with appropriate equipment for the school's one wheelchair user.</p>	
12	<p><b>Resources Committee update</b></p> <p>12.1 MW reported that a recent H&amp;S visit had gone well. The boiler room had been inspected and as a result the stored items are to be checked in this location. There is an awareness that the boilers will impact the school's Climate Action Plan.</p> <p>12.2 The Data Protection policy was agreed with a unanimous show of hands.</p>	
<b>COMMUNICATION &amp; WRAP-UP</b>		
13	<p><b>Communication to PSA, Staff and Parents</b></p> <p>A. M O'B invited everyone to Reception's singing concert on 19.3.26</p> <p>B. SB mentioned the Government White Paper: this is on the school's radar</p>	
<p><b>Meeting finish time: 20.35</b>  <b>Date of next FGB Meeting: 20<sup>th</sup> May 2026</b></p>		