

The London Borough of Richmond Upon Thames



Sheen Mount School

**Minutes and Action List of the Full Governing Board Meeting
Held At Sheen Mount Primary School on 27th November 2024 at 8.00am**

Constitution, Membership and Attendance

Local Authority Governors - 1	Maria Widdowson (MW) (<u>Vice-Chair</u>)
Parent Governors – 2	Susan Boughton (SB) (<u>Chair</u>) Charlene White (CW)
Staff Governors – 1	Robert Kennedy (RK) – Class Teacher and Upper KS2 Phase Leader
Co-opted Governors – 10	Giota Kovani (GK) Anna Hare (AH) Caroline Bones (CB) (Curriculum and Learning Chair) David Morley (DM) (Resources Committee Chair) Jennifer Wright (JW) (Pastoral Committee Chair) David Carter (DC) Tej Patel (TP) Jodi Rowlands-Hunt (JH) Nicole Constantopoulos (NC) Nicola Peatfield (NP)
Headteacher - 1	Tom Holmes (TH)
Associate (non-voting) Governors – 5	Laura Jeffery (LJ) Maria O'Brien (MOB) Dan Jameson (DJ) Debbie Canner (DCN)
Clerk to the board	Sarah Chipperfield (Clerk)

* Absence(s) in Bold

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Action List of the Full Governing Body Meeting of 27.11.2024

Actions in white below are outstanding, those in grey completed or in progress

No:	Minute item	SUMMARY OF ACTION POINTS	Date by when	Person responsible	For Next FGB Agenda
1	1.6	Terms of Reference document requires comprehensive update. Interim fix for "Discipline Policy" to be updated to the new title "Positive Behaviour and Relationship policy" in the current ToR (version agreed by board to begin 24/25) . Interim version to be sent to the Clerk. Full updated version to be voted on at March FGB.	January 2025 March FGB	Interim – TH Update – MW/SB	Yes
2	1.7	Update website and Governor Hub with the latest version of the Terms of Reference.	December 2024	Clerk	
3	1.8	Request outstanding signatures from Governors missing from Oct FGB. Upload copy of signature sheet to Governor Hub. TH to file signature sheet at the school.	December 2024	Clerk/TH	
4	2.3	English link governor visit to be arranged.	Spring 2025	MoB/DJ	
5	2.4	Clerk to contact AfC to make sure new Governors have access to the 2024/25 CPD training.	December 2024	Clerk	
6	2.5	Organise Oracy workshop for parents.	Summer 2025	TH	
7	2.6	SB and DM to check if budget schedule affects any FGB dates.	Autumn 2024	SB/DM	
8	2.7	Agreed amends to 9 th October minutes. SB to sign approved FGB minutes and the clerk would upload these onto the website and Governor Hub.	December 2024	SB/Clerk	
9	4.15	Feedback progress of mixed classes to relevant year group.	Summer 2025	TH	
10	5.7	School to create a risk register for generated income.	Spring 2025	TH/DCN	Yes
11	5.8	Review list of students requiring SEN support at next pupil progress meeting.	Spring 2025	LJ	
12	5.9	Use borough data for comparisons with the school SEN statistics for future reports.	Spring 2025	TH	
13	6.2	Organise a date for the reading link governor to attend CPP meeting.	Spring 2025	MoB/NC	
14	8.1	Update policy schedule with review dates for Intimate Care and Separated Parents policies.	Autumn 2024	Clerk	
15	8.3	Update year at the end of Pupil Premium strategy document.	January 2025	TH	
16	8.4	Change contact email to clerk@ on Complaints policy	January 2025	TH	
17	8.5	Update Online Safety policy to include use of 4G and referencing the Acceptable Use of IT document.	January 2025	JW/TH	
18	8.6	Remove Acceptable Use of IT document from the policy schedule.	January 2025	Clerk	
19	8.7	Supporting Pupils with Medical Conditions Policy. Amends to section 2 of the policy to make it clear that the school is responsible for organising the arrangements for students.	January 2025	LJ	
20	8.8, 9.1	Final versions of all policies to be uploaded to Governor hub, the school website (as required) and the policy schedule to be updated.	January 2025	Clerk	
21	9.2	Check Data Protection policy includes filtering and monitoring.	January 2025	Resources committee/DM	

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22	9.3	Staff Discipline and Staff Grievance policy to be completed, following update from HR.	Spring 2024	TH	
23	10.1	Message from governors to be written for the school newsletter	December 2024	SB	
24	10.2	A list of Spring events to be sent to Governors.	January 2025	TH	
25	10.3	Staff Christmas contribution to be organised from the governor's kitty.	Autumn 2024	SB/TH/Clerk	

Minutes

1. Apologies and Declarations of Interest

- 1.1 SB welcomed everyone to the meeting. Apologies had been received from CB.
- 1.2 It was noted that a quorum was present (*50% of the total number of voting governors, excluding vacancies*). Documents referred to in the meeting had been circulated to all via Governor Hub prior to the meeting, except where noted in the minutes.
- 1.3 Declarations of interest: LJ noted that her husband had provided a quote for work at the school.

Approve Terms of Reference for 2024/25
- 1.4 The board discussed the current version of the Terms of Reference. It was agreed that some areas needed attention for the next academic year and the Key template should be used as a guide.
- 1.5 The board discussed whether the SEN link governor should attend both the Pastoral and C&L committee meetings. LJ confirmed she would feed back any SEN information to the link governor.
- 1.6 "Discipline Policy" should be updated to the new title "Positive Behaviour and Relationship policy" in the Terms of Reference. **ACTION – Pastoral committee**
- 1.7 The Terms of Reference were approved unanimously by the Board in its current form, pending any amends. **ACTION - Clerk**
- 1.8 Signatures were obtained from any governors that were absent from the October FGB. **ACTION – Clerk/TH**

2. Minutes and Action List from 9th October 2024 FGB Meeting

Minutes

Actions from 9th October 2024 (and matters relating to them)

- 2.1 Actions from the previous meeting were either completed or in progress.
- 2.2 It was confirmed that any outstanding Governor survey feedback had been completed in the communications refresh with the Chairs.
- 2.3 DJ would be contacted to organise an English link visit – **ACTION MoB/DJ**
- 2.4 Clerk to contact AfC Services to make sure new governors have access to CPD – **ACTION Clerk**
- 2.5 Oracy workshop for parents to be scheduled for the summer term – **ACTION TH**



2.6 SB and DM to check if the budget schedule affects any future FGB dates – **ACTION SB/DM**

2.7 Amends to October minutes: 3.13, 6.5 and 6.11 – **ACTION Clerk**

3. Governing Body Membership

Succession Planning

3.1 SB encouraged governors to get in touch if they were interested in any chairing positions. AfC training is available to support governors looking to upskill.

3.2 It was noted that a SEND link governor role was still vacant.

3.3 MW confirmed she was in contact with a potential governor, who may be interested in joining as an Associate Member.

4. Headteacher Report and Presentation

4.1. TH gave an overview of the Head Teacher's report.

4.2. 594 students are on roll for the current academic year and it is estimated this will increase to 600 in October 2025. This is on the basis that 90 students will join the 2025/26 Reception cohort.

4.3. The board discussed various factors driving the predicted increase in uptake of Reception places, such as interest from families in the Kew area and whether the new VAT rules for independent schools were influencing parents' decisions.

4.4. Governors discussed how the outdoor space at Sheen Mount appealed to new parents and may encourage some to consider travelling to a different catchment area.

4.5. Recent school tours had been very promising. The school had received many positive comments from prospective parents, particularly about Sheen Mount students leading the tours.

4.6. A recent peer review with three Head Teacher had proved to be very useful.

4.7. Overall, behaviour has been very positive, with noted improvement from some children who had struggled with behaviour issues in the last academic year.

4.8. TH gave an update on staff absences.

4.9. The school has incurred additional costs due to gutters, rising insurance bills and oven repairs. A recent monitoring report had not raised any issues with the kitchen equipment, but the school is now experiencing issues with some other items.

4.10. **Q: Are we able to hire kitchen equipment so we are covered by a service plan?**

A: It is unlikely that the school can take out a hire purchase for this equipment, but it is something that we could investigate.



4.11. The heating pumps in the reception area have broken down and the school has bought two heaters per classroom. Quotes for repairs are high and close to the costs for replacing the system.

4.12. It was noted that AfC is withdrawing money from the SEN top up statement for any ABA children. Governors discussed the impact of this and the reasons behind the decision. It was confirmed that the decision will be contested by the school.

4.13. The school currently has 27 students with an EHCP and this is likely to increase to 29.

4.14. Governors discussed the new Ofsted framework and the ten areas that will be judged under the new system. An update will come in September, when this has been finalised. An Ofsted inspection is expected in the 2025/26 academic year.

4.15. **Q: Can you elaborate on examples of behaviour mentioned in the report?**

A: The school had made a decision to mix classes in order to change the dynamics of a year group. The school had received positive feedback from parents and the move appears to have been successful. It was suggested that the school reports back to all parents in the summer term, to address concerns that had been previously raised.

ACTION TH

4.16. There have been challenges in the levels of respect that some children give to different staff members. There has been improvement this term and the school is making sure there is a model in place for how students behave towards all adults. The house points incentive has helped, and the school is also making sure this is addressed periodically and examples of good behaviour are praised.

5. Autumn Term SIP report

5.1. Governors discussed the peer review notes which had been written by the SIP and considered how useful this was for staff. It was felt that the school was aware of all points raised in the report, but it was good to be reminded of some elements of good practice.

5.2. Embedding the teaching of science across the school had been highlighted as excellent practice in the report and governors discussed how the school would be able to replicate this success for other subjects.

5.3. **Q: Could you explain more about the 'Team Around the Child' approach and what this means for the Resources committee?**

A: This is a move away from the strict 1:1 model, where strategic support is given from multiple members of staff. However, the school understands that 1:1 support is still appropriate for some children in younger year groups. From a Resources perspective, the school needs to decide how to pool staffing appropriately. The school is using Richmond Parishlands money to fund CPD for teaching assistants.

5.4. Governors discussed the potential challenges and benefits of the 'Team Around the Child' approach, including changes to staff roles, the class teacher's role in the new system and making sure the school meets all needs required in an EHCP.

5.5. The Governors considered whether the new system would promote independence and confidence and how this might better prepare children for the transition to secondary school.

5.6. The Governors considered whether parents are aware of the difference in support between primary and secondary schools and if it was possible for the school to communicate this positively. The messaging about the 'Team Around the Child' approach will be communicated by AfC.



5.7. Q: The first priority on the SIP report is a balanced budget. Why is this?

A: The observation that there is a risk in using the £200k generated in extra revenue for core spending is a valid point. The school will organise a risk register to highlight any areas of concern. **ACTION DCN/TH**

5.8. Governors discussed the IDSR, specifically looking at the school percentage of SEN support. The national average for children requiring support for dyslexia is 8%, and it was felt this is a conservative estimate. Governors considered how the school recognises all children requiring SEN support. It was agreed that the current list of students with SEN support would be reviewed at the next pupil progress meeting. **ACTION LJ**

5.9. Governors discussed how the school benchmarks data for SEN support. It was felt it would be beneficial to make comparisons with the borough data rather than against national statistics for future reports. **ACTION TH**

6. SDP

6.1. Governors asked how the school felt the SDP was going so far. The school was happy with the progress and the CPD was matching up with the SDP priorities.

6.2. It was noted that it would be useful for the reading link governor to attend CPD meetings. **ACTION MoB/NC**

6.3. Governors asked how the SLT were able to resource delivery of the SDP. Staff explained that, although this could be challenging, flexible working helped staff members complete some tasks from home and other duties could be delegated.

7. Curriculum Committee update/minutes

7.1. No updates available as chair was absent due to illness.

8. Pastoral Committee update/minutes

8.1. SB noted that the new Intimate Care and Separated Parents policy would be reviewed annually. **ACTION Clerk**

8.2. The Safeguarding Audit report had been received by the school. This needed to be reviewed in detail by the school and would then be shared to the Governing Board.

8.3. A small change was needed for Pupil Premium Grant policy – change the year at the end of the document. **ACTION TH**

8.4. A small amend needed for Complaints Policy – change email to clerk@ on page 2. **ACTION TH/Clerk**

8.5. An additional point was needed for the Online Safety with regard to use of 4G and referencing the Acceptable Use of IT policy. **ACTION JW**

8.6. The Board discussed whether the Online Safety policy and the Acceptable Use of IT policy were both needed. It was concluded that they are two separate documents and the Acceptable Use of IT is a sign off sheet. This should now be removed from the policy schedule. **ACTION Clerk**

8.7. Supporting Pupils with Medical Conditions Policy. Governors queried section 2 of the policy which suggests Governors are responsible for making arrangements for students. It was suggested that this is reworded, to make it clear this is the school's responsibility. **ACTION LJ**



POLICY VOTES:

PUPIL PREMIUM STRATEGY AND REPORT

COMPLAINTS POLICY

ONLINE SAFETY

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY (INCLUDING HEALTH CARE PLANS 1-4)

STATEMENT OF BEHAVIOUR PRINCIPLES

8.8. All Approved unanimously by the Board with agreed amends. **ACTION Clerk**

9. Resources Committee Updates/Minutes

POLICY VOTES:

DATA PROTECTION

PAY POLICY

HEALTH AND SAFETY POLICY

9.1. All Approved unanimously by the Board with agreed amends. **ACTION Clerk**

9.2. It was noted that filtering and monitoring needs to be referenced in the Data Protection policy. Resources committee to check that this is included. **ACTION Resources committee/DM**

9.3. It was noted that the Staff Discipline policy and outstanding and the Staff Grievance policy were yet to be done. The school was waiting for a response from HR regarding the latter policy. **ACTION TH**

Health and Safety Report

9.4. The risk assessment had been completed by the school and lots of actions had been noted. Some of these had already been completed.

9.5. A fire risk visit had taken place with an external consultant from Kingston Borough.

9.6. This had been a positive visit, and the fire doors had been discussed. It was confirmed that the doors did not need to be replaced, but some work was needed.

9.7. The Health and Safety report had been circulated to the Governing Board and a meeting had taken place with the link governor.

9.8. Tamara Clare had conducted a Health and Safety review, which had been very thorough. All action points had been previously identified by the school.

9.9. The School's Health and Safety committee consisting of TH, DCN and Laura Russell had been established.

9.10. There had been significant spends on remedial works, including the caretaker's house.

9.11. MW expressed her thanks to DCN for taking over the Health and Safety reporting and record keeping.

9.12. **Q: Is it possible to use the School Fund to cover some of these costs?**

A: Possibly, this will need to be investigated further.



9.13. The Governors discussed using the website to highlight how funding supports the school.

9.14. **Q: Can any surplus from the play area fundraising be used to cover additional expenditure?**

A: It can, but this would need to be agreed by the PSA.

10. Communication to PSA, Staff and Parent

10.1 SB confirmed that a message from the Governors would be written for the school newsletter. **ACTION SB**

10.2 TH to circulate a list of events that Governors can attend in the Spring term **ACTION TH**

10.3 Money from the Governor kitty would be allocated for the staff Christmas drinks **ACTION SB/TH/Clerk**

10.4 GK left at 10.02

11. Confidential

11.1 See Appendix A

Meeting ended at 10.13am