

The London Borough of Richmond Upon Thames



Sheen Mount School

**Minutes and Action List of the Full Governing Board Meeting**  
**Held Virtually on 24<sup>th</sup> March 2021 at 7pm**

**Constitution, Membership and Attendance**

<b>Local Authority Governors - 1</b>	Maria Widdowson (MW)
<b>Parent Governors – 2</b>	Nikki Christmas (NC) Telmo Valido (TV)
<b>Staff Governors – 2</b>	Avani Bakrania (AB) Ian Hutchings (IH)
<b>Co-opted Governors – 10</b>	Kelly -Ann Cahillane (KAC) Helen Edward (HE) Anna Hare (AH) Justine Hebert (JH) (Chair) Kathryn Higgins (KH) (Standards Committee Chair) Dan Jameson (DJ) David Morley (DM) (Resources Committee Chair) Catherine Riley (CR) (Pastoral Committee Chair) Julia Sandell (JS) <i>Vacancy</i>
<b>Associate Governors – 3</b>	<b>Laura Jeffery (LJ) – Apologies received</b> Maria O'Brien (MOB) Marianne Paemen (MP)
<b>Clerk to the board</b>	Sarah Bellingham (Clerk)

\* Absence(s) in Bold

## The London Borough of Richmond Upon Thames



## Sheen Mount School

**Action List of The Full Governing Body Meeting of 24.03.2021**

No:	Minute item	SUMMARY OF ACTION POINTS	Date by when	Person responsible	For Next FGB Agenda
1	2.1	JH to sign the approved minutes of the 2 <sup>nd</sup> December 2020 FGB meeting	ASAP	JH	
2	2.3	MP and DM to discuss the mental health budget item in discussions about next year's budget	Summer Term	MP&DM	
3	3.3	Start the parent governor election process	Start of summer term	IH	
4	3.4	Progress the co-opted governor vacancy recruitment process	Start of summer term	JH/KH	
5	4.3 & 4.5	Share with governors feedback from parents to the school about the remote learning provision during the second lock down – both positive and negative	June FGB	IH	Yes
6	4.6	Next set of target tracker data to go to Standards for discussion at its next committee meeting, with a focus on Year 5 reading progress	ASAP	IH/MOB	
7	4.7	Prepare and send to HE the PP/Non-PP pupil comparison data for HE's PP Report, using start of summer term tracker report	Start of summer term	IH/HE	
8	4.8	Produce and circulate SEN early intervention and progress data	ASAP	IH	
9	4.9	Include early intervention/SEN pupil group tracking in the next Standards committee meeting agenda	Next Standards meeting	KH	
10	4.15	Discuss IH producing all or part of an annual report for the 2020-21 academic year	By end of spring term	JH/IH	
11	4.16	Discuss how to incentivize provision of parent feedback via exit survey or other means	Summer term	CR/KH	
12	6.1	Discuss who should take on the DSL role once IH has left the school	Summer term	JH/IH	
13	6.2	TV and JH to discuss providing TV with information about the categories of vulnerable children listed in the HT Report and the school's responsibilities towards them	ASAP	TV/JH	
14	6.3	Bring annual equality report, and the reviewed equality policy, to FGB in the summer term	By 23 <sup>rd</sup> June FGB	KAC	Yes
15	6.6	Survey working party to discuss with school how best to obtain stakeholder feedback this summer term in advance of a full survey next academic year	ASAP	CR/Survey Working Party	
16	7.1	Circulate E-Vote for the reviewed Complaints Policy	Done on 25.03	Clerk	
17	8.2	Discuss best way to approach recruitment and appointment of PSA Chair	ASAP	JH/IH	
18	9.4	Governors to put themselves forward for HT recruitment panel position if interested	27 <sup>th</sup> March 2021	ALL	
19	9.6	Circulate a safer recruitment summary document in advance of the recruitment panel shortlisting session planned for 19/20 <sup>th</sup> April 2021	19 <sup>th</sup> April 2021	HE	
20	9.8	Set up an additional FGB meeting for a HT recruitment discussion prior to 8 <sup>th</sup> April and circulate necessary papers in advance	Done – scheduled for 31 <sup>st</sup> March 2021	JH/Clerk	

## The London Borough of Richmond Upon Thames



## Sheen Mount School

### Minutes

#### 1. Apologies and Declarations of Interest

- 1.1 JH welcomed governors to the meeting and introductions were made for the benefit of new governor TV. It was noted that due notice of the meeting had been given to all members of the FGB, a quorum was present and that the meeting could proceed.
- 1.2 No-one had any personal or pecuniary interests to declare. It was noted that all the documents to be referred to in the meeting had been posted onto Governor Hub prior to the meeting for governors to read.

#### 2. Minutes and Action List from 2<sup>nd</sup> December FGB Meeting

##### Minutes

- 2.1 The minutes from the meeting of 2<sup>nd</sup> December 2020 were approved and would be signed by JH. **ACTION - JH**

##### Actions

- 2.2 The Clerk confirmed that governors had not reported any outstanding actions when asked about these the week prior to the meeting.
- 2.3 DM asked for clarity on action 2.3 regarding the mental health budget. MP and DM agreed to discuss this as part of their forthcoming discussions on next year's budget. They would bring it back to the Pastoral Committee, and only to the Board if Pastoral thought necessary. **ACTION – MP/DM**. JH noted the importance, from an Ofsted inspection perspective, of demonstrating how the school was tying its budget to its strategic priorities.

#### 3. Governing Body Membership

- 3.1 It was noted that IH had resigned from his role as Headteacher at Sheen Mount and would be much missed. IH would be leaving at the end of the summer term, and had done an amazing job.
- 3.2 TV had joined, and was warmly welcomed.
- 3.3 NC was stepping down and would be missed. This had created a parent governor vacancy. It was agreed that IH would carry out the election process at the start of the summer term and would offer potential governor candidates contact with existing governors to find out more about the role. **ACTION – IH** The Board expressed its desire to have as diverse a membership as possible and IH would consider that when communicating to the potential pool of candidates.
- 3.4 In relation to the co-opted governor vacancy on the Standards Committee, KH and JH would take this forward with MW. **ACTION – KH/JH**

#### 4. Head teacher's report and SDP update

- 4.1 It was noted that governors had read this prior to the meeting and IH was happy to take questions, after a short summary of each section.
- 4.2 **Q: In terms of pupil numbers, were any year groups lower than others?**  
**A:** IH confirmed that Years 3 and 4 were lowest at 81 in each. That figure had gone up slightly since those figures due to a new family coming on the roll this week.

## The London Borough of Richmond Upon Thames



## Sheen Mount School

- 4.3 **Q:** Please would IH share the e-mail correspondence received by him providing parents' feedback about the remote learning provision during the second lockdown, noting that the potential for carrying out a survey would be discussed later in the meeting.  
**A:** IH was happy to share this. **ACTION – IH**
- 4.4 **Q:** What were IH's thoughts on the information coming out of the exit survey suggesting that a reason for pupils leaving the school to go into the private sector was a lack of challenge?  
**A:** The school targeted each child to help him or her reach full potential. IH noted that class size was something which came out of the survey, and thought that this was more relevant. In short, the issue would mainly be about a limited amount of personal attention, given the constraints of the state system.
- 4.5 **Q:** Also connected with stakeholder views, and for the sake of balance, was there any negative feedback IH could share?  
**A:** IH would share that too at the next board meeting. **ACTION- IH**
- 4.6 **Q:** In the target tracker, Year 5 had made good progress in writing and maths but much less so in reading. Did IH have any thoughts on that?  
**A:** The Year 5 team had picked up on this and an action plan was in place to try and understand what was the issue and what interventions might be required. JH asked for the next set of target tracker data to be shared with the Standards committee. CR added that it would be helpful to compare this data to the previous year's data at the same point in the academic year.  
**ACTION – IH/MOB**
- 4.7 HE asked IH if there was any further data to add into the pupil premium (PP) report which she had nearly finalised. HE was just waiting for the PP tracker report. IH said that in the tracker data there was a PP section for each year group. IH would produce a specific set of PP data as against non PP data. JH asked that IH use the tracker data available at the start of the summer term, to help track progress during the lock down. **ACTION – IH/HE.**
- 4.8 **Q:** Whilst the school was great in supporting pupils in an EHCP, was it identifying enough pupils needing general SEN support? The numbers of SEN pupils seemed low.  
**A:** IH confirmed that the school's policy was about early intervention at class teacher level, to avoid categorizing support as for SEN reasons. Other schools had a broader SEN support approach. IH questioned whether that approach added value, noting that a school only received additional resources once a pupil was in receipt of an EHCP. JH added that she would like to see the numbers of pupils put into this early intervention process and what amount of progress was made, to see how successful this approach was. IH would produce that and circulate. **ACTION – IH**
- 4.9 **Q:** How were parents being communicated with around their child's inclusion in the early intervention programme, noting that some parents want their child given SEN-support?  
**A:** AB said that in terms of early intervention the school talked about a pupil having 'identified needs'. Teachers looked at phonics and sounds closely, put in support, and sent resources home. A review was then done to assess if the intervention was working. To the extent any pupils were receiving extra support, the teachers were communicating with parents regularly. It then did not come as a surprise if further support was needed in the longer term or for the following year. It was agreed that an action for Standards would be to discuss this group at the following term's committee meeting and how it could be tracked to provide governors with extra visibility of this group. **ACTION – KH**
- 4.10 **Q:** In relation to the model in place for year group and class bubbles, if IH were to change it, what kind of process would he have to go through to be confident of compliance with the health and safety/risk assessment requirements?  
**A:** IH said that the government had not yet produced a road map for schools to explain how they were to come out of the bubble system. His preference to continue with the current bubble system until clearer guidance was received, to avoid an increased risk of bubble closure which would impact pupils' education.
- 4.11 **Q:** What about any statutory obligation on the school to provide clubs and extra-curricular activities? What were IH's thoughts?  
**A:** IH had not yet been receiving pressure from parents. CR noted that many clubs were running online.

## The London Borough of Richmond Upon Thames



## Sheen Mount School

4.12 **Q:** If the school were suddenly in a position to offer clubs or even a fraction of the usual offer, which clubs would it offer bearing in mind what pupils had missed out on recently?

**A:** IH hoped to offer the outside sports clubs first to get the pupils more active. KH suggested that it would be worth being on front foot and explaining early what the school's rationale was for any summer term clubs offer. Parents would inevitably see non-school clubs start to open again and this would raise interest in seeing school clubs re-start.

4.13 IH and MW offered their congratulations to MP for securing £24k of external funding for boiler repairs, and for the newly designed website. AB also added that Year 2 had done extremely well in their phonics test, with 84 out of 88 pupils passing.

4.14 **Q:** What progress had been made on the SDP objectives?

**A:** IH confirmed that the objectives had been slimmed down from three to two before the second lock down. Pleasingly, many of the items listed for completion by December 2020 had been achieved, although IH had not had the capacity to complete his annual report. The objective around mental health and well-being was ongoing. It had not been possible to action some items because of the school closure, but things were on track overall.

4.15 **Q:** Would IH be producing the annual report toward the end of the academic year instead?

**A:** IH said that this was usually produced at the start of the academic year. JH added that it was usually timed for then to align with receipt of the SATS results. Governors discussed that parents might simply like to receive certain pieces of information normally in the report, such as which senior schools' pupils had been accepted to, rather than the need for a full report this year. JH and IH agreed to discuss this offline. **ACTION – JH & IH**

4.16 **Q:** The exit survey was likely an optional item for parents to complete, but less than half of parents of pupils leaving the school filled this out. Was there anything the school could do to incentives parents?

**A:** IH and MP confirmed that the admin team already pushed hard for responses. Some families understandably left it until the last moment to give notice to the school, by which time they had mostly moved on in many ways. It was not possible to send an exit survey without a parent having given formal confirmation of a pupil leaving. JH asked that the school keep track of the non-responders to help provide a fuller picture to governors of what was happening. KH noted other options for obtaining feedback, such as governor led phone calls. CR would discuss this with KH to decide on what might work best. **ACTION – CR/KH**

## 5. Financial Management Update

*Year-end financial update 2020-2021 and draft budget indication for 2021-2022*

5.1 DM was providing this update as the new Chair of the Resources Committee. He ran through the key parts of his presentation and took questions. DM summarized that the school would be in a healthy financial position at the financial year-end.

5.2 **Q:** In relation to the catch up funding received by the school, and noting that there appeared to be a surplus of those funds still, was this due to be spent or had money been allocated to items and it was a timing issue?

**A:** MP confirmed that the funding had largely been spent. The funding would continue into August 2021, so spanned the next financial year. MP thought that the school might end up spending more on catch-up items than the amount of funding received, so there would not be anything of it left.

5.3 There were no questions on the draft budget indication for the following financial year after DM ran through key information in his presentation. JH asked governors to bear in mind that the updated version of this budget presented in June to the FGB looked very different given the changed information at that stage each year, hence it was not worth going into too much detail now. The Resources Committee would continue to work on this with the school.

## 6. FGB Standing Items

## The London Borough of Richmond Upon Thames



## Sheen Mount School

*Safeguarding*

- 6.1 CR and HE referred to the updated document produced following their spring term safeguarding meeting with the school. This meeting occurred termly, in order to follow up on outstanding items from the previous term and to look at topical issues. They would be bringing their annual safeguarding report to the FGB in the summer term. JH and IH agreed to talk offline about the DSL role, currently held by IH, in light of his resignation. **ACTION – JH/IH**
- 6.2 TV asked for clarity about the four categories of vulnerable children referred to in IH's head teacher report and the responsibilities borne by the school in relation to these. JH asked TV to get in touch with her after the meeting to help him access the information he needed. CR offered to assist. **ACTION – TV/JH**

*Equality & Diversity*

- 6.3 KAC was asked about the timing of her equality report. KAC confirmed that it was an annual requirement, had been done in the summer term the previous year and would be brought to the FGB in this summer term. KAC also noted that the equality policy need review this year and required FGB approval. After discussion, KAC agreed to e-mail the three committee chairs to have this reviewed at committee before being brought to FGB in the summer term. **ACTION – KAC**

*SEND*

- 6.4 AH and JS discussed the need to look at the SEN questionnaire and this brought forward the Board's discussion of this and the timing of the potential general and lock down surveys. It was confirmed that the Survey Committee was made up of CR, KH, KAC and JS.
- 6.5 The Board discussed the value or otherwise of holding a full stakeholder survey this or the following year, compared with a lock-down focussed survey this year, to include the importance of being able to compare data with the previous full survey two years earlier for benchmarking purposes, the need to have captured and understood stakeholder voices from a school development perspective and from an Ofsted inspection perspective, as well as the desire to avoid stakeholder sentiment about lock-down tainting feedback about matters relating to pupils' experience of the school.
- 6.6 It was agreed that HE and DJ would join the Survey Working Party. This group would liaise with the school about the best way to engage with staff, parents and pupils in the summer term to gather constructive insights into people's experiences this academic year. The full general survey for staff, parents and pupils would be postponed to the following academic year. It was confirmed that the SEN survey would form part of the working party's remit. **ACTION – CR/Survey WP**

**7. Link Governor Update / Policies Update***Policy Reviews**Approve updated Complaints Policy*

- 7.1 KAC confirmed that the policy had been reviewed at Pastoral Committee and that no changes were being proposed. IH was comfortable with that. The Clerk agreed to circulate for an E-vote after the meeting. **ACTION - CLERK**

**8. Committee Updates**

- 8.1 No further updates were raised by the committee Chairs.
- 8.2 Before IH left the meeting for the HT Recruitment agenda item, it was agreed that IH and JH would talk offline about the approach needed to recruit a new PSA Chair. **ACTION – JH/IH**

**9. Interactive Session – HT Recruitment Process**

## The London Borough of Richmond Upon Thames



## Sheen Mount School

- 9.1 JH outlined key aspects of the HT Recruitment process which had taken place so far to include staff and pupil engagement, the finalising of required documents to accompany the job advert, and conducting tours of the school for interested potential applicants. She explained key aspects of the process ahead, which included appointing a recruitment panel of five Board members, noting and adhering to applicable timescales and deadlines, carrying out governor and parent engagement, and continuing to take advice from the School Improvement Partner and the local council.
- 9.2 JH invited the Board to ask questions and to explore its expectations of a new head teacher. JH made it clear that the Board would only appoint the right candidate, and if this person was not available in the current recruitment window, then the process would be revisited at the next opportunity, with MOB and the SLT supporting the school in the meantime.
- 9.3 **Q: How many hits had there been on the job advert recently posted on E-Teach?**  
**A:** JH said that approximately 250 people had looked at the advert the last time IH had updated her.
- 9.4 JH explained that if a governor would like to be considered for position on the panel, then please would the governor contact JH by cob on Friday 27<sup>th</sup> March 2021. **ACTION – ALL** The panel would need to have delegated the authority from the FGB for carrying out the shortlisting, assessment and interview stages of the process, in order to bring its recommendations to a full governing board (FGB) meeting planned for 28<sup>th</sup> April 2021. Any proposed successful candidate would need to be voted in on a majority basis by the voting governors, excluding the associate governors. IH would not be present at that ratification meeting.
- 9.5 The governors discussed at length options for inputting meaningfully into the process, and how best for them to receive sufficient information prior to the FGB ratification meeting, to permit informed voting and confidence in the outcome.
- 9.6 **Q: What training would panel members need to do?**  
**A:** JH said that at least one panel member needed to carry out safer recruitment training. Both MW and KH had already volunteered to do the NSPCC accredited course to be ready if needed. HE volunteered to produce a ‘top tips’ summary sheet based on a safer recruitment course she had recently attended. **ACTION – HE**
- 9.7 The governors discussed ways in which it might be possible to see candidates ‘in action’ during the assessment process, such as via recorded assemblies to pupils, or recorded lesson observations. It was agreed by all to take care that any ‘visual’ aspect of the recruitment process was done in such a way as to minimise unconscious bias, via the provision of context and detail about all applicants in a consistent manner.
- 9.8 It was agreed that the next step would be to organise an additional FGB meeting on an evening prior to the scheduled recruitment process meeting on 8<sup>th</sup> April 2021 between JH and Karen Feeney, the School Improvement Partner, and others. JH would circulate to governors the job advert and person specification, together with questions to facilitate governors’ discussion of and input into the process, and guidance on carrying out and agreeing on a weighting exercise in relation to the job specification elements. **ACTION – JH/CLERK**

**10. AOB**

- 10.1 JH and the Board offered their huge thanks to NC for her enormous contribution and support particularly with the swimming pool project. NC would be greatly missed.
- 10.2 The date of the next full governing body meeting was confirmed as Wednesday 19<sup>th</sup> May 2021.

**Meeting ended at 21.49**

Signed by the Chair: \_\_\_\_\_

Dated: \_\_\_\_\_

Justine Hebert (JH)