

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 29th June 2022 at 6.30pm**

**Constitution, Membership and Attendance**

<b>Local Authority Governors - 1</b>	Maria Widdowson (MW) ( <u>Vice-Chair</u> )
<b>Parent Governors – 2</b>	Susan Boughton (SB) Telmo Valido (TV)
<b>Staff Governors – 2</b>	<b>Avani Bakrania (AB)*</b> – Class Teacher and KS1 Phase Leader Tom Holmes (TH) ( <u>Headteacher</u> )
<b>Co-opted Governors – 10</b>	Dahs Chae (DC) (Standards Committee Chair) Helen Edward (HE) Anna Hare (AH) Justine Hebert (JH) ( <u>Chair</u> ) Kathryn Higgins (KH) <b>Dan Jameson (DJ)*</b> David Morley (DM) (Resources Committee Chair) Julia Sandell (JS) (Pastoral Committee Chair) Jennifer Wright (JW) <i>Vacancy</i>
<b>Associate Governors – 3</b>	Louise Dear (LD) – School Business Manager – <i>Attendance in part</i> Laura Jeffery (LJ) – Assistant Headteacher, Inclusion Leader and DSL Maria O’Brien (MOB) – Deputy Headteacher and DDSL
<b>Clerk to the board</b>	Sarah Bellingham (Clerk)
<b>Also in attendance</b>	Rob Kennedy (RK) – Class Teacher and Upper KS2 Phase Leader

\* Absence(s) in Bold

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**Action List of the Full Governing Body Meeting of 29.06.2022**

No:	Minute item	SUMMARY OF ACTION POINTS	Date by when	Person responsible	For Next FGB Agenda
1	2.1	Sign approved March 2022 FGB minutes	September 2022	JH	
2	3.4	Complete staff governor election process and inform Board of outcome	September 2022	TH	
3	6.2.1	Propose updated link visit format and visit report template	September 2022	DC	
4	6.2.2	Allocate link governors to foundation subject areas	September 2022	JH	
5	6.2.4	Propose a date for the annual governors' curriculum visit in 2022-2023	September 2022	MOB	
6	7.1	Update HT Report template with links to SDP objectives	Autumn term 2022	TH	
7	7.2	Agree timing of HT Report production linked with data point timings each term	September 2022	JH & C&L Com	
8	7.6	Discuss next steps re Swimway lease and potential Sunday pool opening	Autumn term 2022	DM & TH	
9	8.4	Share census and demographics data with TH	Autumn term 2022	JS & HE	
10	9.3	Take agreed actions linked with SEND pupil challenges	Autumn term 2022	JH & TH	
11	10.1	Bring updated Behaviour Policy and Behaviour Principles to FGB for approval	Autumn term 2022	JS & TH	YES
12	10.2	Bring updated SEND Policy to FGB for approval	Autumn term 2022	AH & TH	YES
13	10.3	Provide clerk the names of the staff lead for each school policy, for the schedule	September 2022	TH	

**Minutes**

**1. Apologies and Declarations of Interest**

1.1 Apologies had been received from AB.

1.2 It was noted that a quorum was present (50% of the total number of voting governors, excluding vacancies). Governors had no personal or pecuniary interests to declare. Documents referred to in the meeting had been posted onto Governor Hub prior to the meeting, except where noted in the minutes.

**2. Minutes and Action List from March FGB Meeting**

Minutes

2.1 The minutes from the meeting of March 2022 were approved. JH would be asked to sign these. The Clerk would post them onto the school website. **ACTION – JH/Clerk**

Actions from March 2022 (and matters relating to them)

2.2 Actions from the previous meeting were either completed or in progress.

**3. FGB Membership and Responsibilities**

DC stepping down as co-opted governor

3.1 DC would be stepping down with effect from the end of term. The Board offered its thanks for her hard work to-date.



Reappointment of MW for a further four year term

- 3.2 The Clerk confirmed that based on the skills required and recommendations of the Board at Sheen Mount Primary School, Achieving for Children Governor Support, working on behalf of the London Borough of Richmond upon Thames Local Authority, had formally nominated Maria Widdowson to the position of LA (local authority) governor. This new term of office would be for four years. The Board formally ratified Maria Widdowson to the position of LA governor. **ACTION – Clerk**

Update on 1 x co-opted vacancy

- 3.3 Despite the Board's efforts, there was still a vacancy for a co-opted governor with HR and Legal skills. JH and MW would speak about this offline.

Update on staff governor vacancy

- 3.4 TH confirmed it would be filled by the end of term and he would let the Board know who had been elected. **ACTION - TH**

**4. SIP Update**

- 4.1 TH was pleased to confirm Tom Gibson as the school's new school improvement partner, and provided the Board with details about him.
- 4.2 The Board noted its sincere thanks for Karen Feeney's support to date. She had done an incredible amount of work to assist the school in the previous few years and had made a fantastic contribution to many projects.
- 4.3 The summer term SIP Report had been received earlier in the summer term but had been followed by the Ofsted inspection and Ofsted report.

**5. Financial Management**

- 5.1 DM thanked LD for her hard work in putting together the budget after recently joining.

Final budget for approval: 2022-2023

- 5.2 DM confirmed the £87k year-end surplus and the reasons for that. The carry forward balance had been agreed with AfC already.
- 5.3 DM discussed the main points for the Board to note in respect of the 2022-2023 budget. These included government grants, income generated through school clubs and the lease of the pool to Swimway, expenses such as teachers' salaries, staff pay increases, and inflationary increases to costs. Potential challenges included uncertainty on future SEN pupil numbers, unforeseen estate works, staff absence leading to agency costs, and contract renewal costs.
- 5.4 Overall the budget was in a reasonable position and DM was recommending it for approval.
- 5.5 **Q:** Please explain the big jump in the cost of learning resources to £19k?  
**A:** All school trips and related resources were included in the £19k.

- 5.6 **Q:** Why was the school not spending more of its increasing carry forward surplus on the pupils?

**A:** The guidance recommended that a school retain approximately £100k as a surplus each year. This had grown to £290k. The school was looking at how to spend it, noting that it was important to spend it strategically and only once TH had been in post for long enough to analyse this. The Board agreed that money should be spent on the pupils as far as poss. TH would look closely at this and would link spending suggestions with the school's 3 to 5 year strategic plan, currently being developed.



5.7 **Q:** Free school meal numbers and PP pupil numbers were going up. Should the school make provision to provide more support?

**A:** TH discussed the range of support already available to families in need of this. He would continue to make families aware of these opportunities in a discreet way, as appropriate. TH agreed to mention such opportunities in newsletters going forward.

5.8 The Board approved the 2022-2023 budget. LD would submit this to AfC the following day, after signature by JH after the meeting.

## 6. Ofsted: TH summary on reaction to inspection outcome

6.1 TH summarised the parent and governor attendance at the Ofsted feedback meeting and the main content discussed there. Overall the reaction from everyone had been very positive. The governors discussed many of the questions and answers from the meeting, as well as the expectation of positive SATS results the following week.

6.2 Next steps were agreed as follows:

6.2.1 To update and standardize the format of link visit with a focus on the visibility of curriculum sequencing, and linked with this to update and standardize the governor link visit report template; **ACTION - DC**

6.2.2 Link governors for foundation subjects for 2022-2023 would be allocated, and the following governors expressed an interest in taking on such a role were: HE, SB, AH, JS (for PHSE), JW (for DT), and MW (for MFL), recognizing that additional training may be required to ensure consistency and to maintain a strategic focus; **ACTION - JH**

6.2.3 Curriculum link visits would be spread over a two year period, to help governors manage workload; and

6.2.4 An annual curriculum day for governors would be planned by the school to enhance the effectiveness and impact of curriculum link visits. **ACTION - MOB**

## 7. Headteacher's Report

7.1 The Board approved the new format of the Headteacher's report, as suggested by TH, which provided more clarity and less duplication. TH agreed to a further update, which would be to tie in the SDP objectives. This would help the Board assess progress on SDP points over the academic year. **ACTION - TH.**

7.2 JH agreed to speak with the C&L Committee and with TH to establish how best to link the process of producing the report with the timing of the school's data points, to allow for better data tracking and analysis. **ACTION - JH**

7.3 TH covered key points from his report to include: pupil numbers at Sheen Mount and comparable local primaries, numbers of pupils on an EHCP or with applications in progress and the impact for the school, staffing, available classroom space versus need and the planned consideration of updating unused 'dead space' on the school site, and the results received for writing moderation and phonics, in particular the Year 6 writing outcomes, for which the Board expressed thanks to the Year 6 teaching team.

7.4 **Q:** How did the school ensure that a pupil with severe special needs did not disrupt others?

**A:** TH confirmed that this was managed via the provision of 2-1 support for the type of pupil in question, who would be based in the main classroom with the main pupil group but would be taken out if the environment became challenging for them.

7.5 **Q:** What was being done in response to the three bullying items mentioned?

**A:** Two had been dealt with, following which positive parent feedback had been received. On the other matter, TH had so far received staff feedback about it.



7.6 JH/DM and TH agreed to speak offline about the current position regarding the potential for extending the lease of the school's swimming pool to Swimway to enable Sunday opening. **ACTION – TH/DM & JH**

## 8. Strategy development

8.1 TH summarized that developing and finalizing the 1-year SDP was the priority, followed by developing and finalizing the 3-5 year SDP.

8.2 TH described the process for this include estimated timescales and how the Board's input would be received and considered in each case. Governors were asked to contact the Clerk if he or she was able to attend the planned 1<sup>st</sup> September inset day SDP session at the school. JH also flagged the likelihood of her holding an extraordinary FGB meeting in January 2023 for strategic plan development, to which the school's SLT and possibly ELT would be invited.

8.3 **Q:** Did the school have to ask parents or pupils for input?

**A:** Parent, staff, and pupil views were critical. Surveys might be useful to capture these, noting that the a full parent, staff and pupil survey could be held in January 2023 rather than in March 2023 as planned per the two-yearly cycle. Capturing feedback from the standard cycle of meetings/coffee mornings held by class representatives, the parent focus group, and EAL parents, could also be useful.

8.4 JS agreed to share useful census data with TH, and HE would send her 'planning for the borough' report which looked at local demographics. **ACTION – HE & JS**

8.5 The Board was comfortable with the process, which included TV taking the lead on behalf of the Board for capturing and providing the Board's input to the 3-5 year plan.

8.6 MW referred to her White Paper 2022 summary note circulated prior to the meeting and referenced key points concerning the government's direction to school's to transition to an academy trust led system by 2030. Governors discussed this matter in detail. It was agreed that this item was still in its early days, and JH would give more thought as to how best to keep the situation under review. HE and GC offered to form a working party on this for 2022-2023 if required by JH.

## 9. FGB Standing Items: link reports and updates

### Safeguarding

9.1 The summer term safeguarding visit would take place on Friday 1<sup>st</sup> July 2022.

### Equality & Diversity

9.2 There was no update at this time.

### SEND

9.3 The Board discussed actual and estimated SEND pupil numbers for the next and future academic years, and the challenges posed by those. JH agreed to connect with local chairs about how comparable schools were dealing with these challenges. TH would continue to voice his concern with the local authority at its lack of a borough-wide strategy as well as its reluctance to defend decisions at tribunal level. **ACTION – JH & TH**

## 10. Policies and Link Report Update

10.1 JS confirmed that the updated Behaviour Policy and updated Written Statement of Behaviour Principles would be brought to the first autumn term FGB meeting for approval. **ACTION - JS & TH**

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10.2 The SEND Policy would be updated by the C&L Committee. It would be brought to the first autumn term FGB meeting for Board approval. **ACTION – AH & TH**

10.3 TH agreed to provide the Clerk with the name of a staff lead for each policy, for her to insert into the policy review schedule for 2022-2023. **ACTION – TH**

10.4 The Board received the annual Health and Safety link governor report, and thanked MW as well as Carolyn Moore for an excellent piece of work evidencing their continuous and robust watch on a full range of H&S matters. The governors had no questions on this.

**11. Committee Updates and Minutes**

11.1 The minutes from the latest cycle of Committee meetings were received by the Board and no further updates were raised by the committee Chairs.

**12. Communication to PSA, Staff and Parents**

12.1 The Board discussed ways to show their thanks at the academic year end to all staff for their hard work this year.

12.2 JH planned to attend a staff meeting with TH before the end of term and would discuss suitable dates with TH after this meeting.

**13. AOB**

13.1 Governors were asked to look out for an e-mail from MOB and JH suggesting meeting dates for the next academic year.

13.2 The date of the next full governing Board meeting had already been agreed as Wednesday 12<sup>th</sup> October 2022 at 6.30pm.

**Meeting ended at 20:30**