

The London Borough of Richmond Upon Thames



Sheen Mount School

**Minutes and Action List of the Full Governing Board Meeting**  
**Held Virtually on 8<sup>th</sup> December at 7pm**

**Constitution, Membership and Attendance**

<b>Local Authority Governors - 1</b>	Maria Widdowson (MW) ( <u>Vice-Chair</u> )
<b>Parent Governors – 2</b>	Telmo Valido (TV) <i>Vacancy</i>
<b>Staff Governors – 2</b>	Avani Bakrania (AB) Maria O'Brien (MOB) ( <u>Acting 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) <i>Vacancy</i> <i>Vacancy</i>
<b>Associate Governors – 3</b>	Laura Jeffery (LJ) Rob Kennedy (RK) <i>Vacancy</i>
<b>Clerk to the board</b>	Sarah Bellingham (Clerk)
<b>Additional Attendees</b>	Tom Holmes (TH) – Headteacher elect for January 2022

\* Absence(s) in Bold

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**Action List of the Full Governing Body Meeting of 08.12.2021**

No:	Minute item	SUMMARY OF ACTION POINTS	Date by when	Person responsible	For Next FGB Agenda
1	2.1	Sign approved Board minutes from previous meeting and publish on website	End of term	JH, Clerk	
2	2.3	Pupil survey actions	Spring term	MOB, LJ, JS	YES
3	2.4	Pupil leaver survey report discussion	Spring term	JH, DC, MOB, TH	YES
4	3.1	Parent governor election outcome update	End of term	Clerk	YES
5	3.2	Co-opted vacancy candidates discussion	End of term	JH, MW	YES
6	3.3	Staff governor recruitment discussion	Spring term	JH, TH, MOB	YES
7	3.4	Associate governor role discussion	Spring term	JH, MOB	YES
8	4.4	Item for committee meeting agendas, and note for planning timings	Spring term	Committee Chairs and Clerk	
9	4.5	Plan governor curriculum visit and update Board in 2022	Spring term	MOB	
10	4.6	Explore HR network for candidates interested in governor role	End of term	KH	
11	4.7	Update JH with plan for SEND expertise sharing	Spring term	AH	
12	4.8 & 5.7	Tailor training recommendations to identified skills or expertise gaps	Spring term	Clerk	
13	5.2	Consider equality focus for Pastoral at spring term committee meeting	Spring term	JH, JS	
14	5.4	Discuss recovery premium and tutoring	Spring term	MOB, TH	
15	5.8	Enhance skills and knowledge via attendance at other committee meetings	Spring term	TV	
16	7.1	Circulate financial audit report	Spring term	DM	
17	7.3	Ask new SBM to review functionality of monthly financial results spreadsheet	January 2022	TH & MOB	
18	8.3	Circulate LJ's summary SEND information pack	Spring term	LJ/AH	
19	8.4	Explore fundraising ideas for Reception break out area	Spring term	MOB	
20	8.5	Send a feedback note to staff following link visit in autumn term	Spring term	AH/JS	
21	9.3	Invite school contractors to next school safeguarding update	Spring term	MOB, LJ	
22	9.4	Circulate LJ's safeguarding 'in a nutshell' document, and governors to take actions as agreed	Spring term	LJ, Clerk, ALL GOVERNORS	YES
23	9.7	Discuss extent of content in safeguarding report to Pastoral	Spring term	KH, LJ	
24	9.9 & 9.17	Review listed policies in light of safeguarding guidance update	Spring term	JS, MW, MOB, LJ	YES
25	9.13	Add policy reference to page 8 of updated SG&CP policy, then publish	End of term	Clerk	
26	9.14	Update policy review schedule re ECT Policy reviews	Spring term	Clerk	
27	9.16	Review SEND policy	January 2022	LJ, AH	YES
28	11.1	Update parents of Board meeting discussions in newsletter	End of term	JH	

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Minutes

**1. Apologies and Declarations of Interest**

- 1.1 JH welcomed governors. Apologies had been received from DJ. Introductions were made for the benefit of TH.
- 1.2 It was noted that a quorum was present (*50% of 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 6<sup>th</sup> October 2021 FGB Meeting**

Minutes

- 2.1 The minutes from the meeting of 6<sup>th</sup> October 2021 were approved, subject to the Clerk making the amendments e-mailed by DM prior to the meeting. JH would sign these. The Clerk would post them onto the school website. **ACTION – JH/Clerk**

Actions from 6<sup>th</sup> October 2021 (and matters relating to them)

- 2.2 Actions from the previous meeting were either completed or in progress, to include noting the follow-up actions below.
- 2.3 In January 2022, MOB and LJ would act on the recommendations from JS based on the outcome of the pupils' survey and would feedback to JS prior to the next Pastoral committee meeting, where an update on this item would be included on the agenda. Following that committee meeting, JS would update the Board by e-mail. **ACTION – MOB, LJ & JS**
- 2.4 In January 2022, JH and DC would discuss the interim pupil leaver survey report with TH and MOB. **ACTION – JH, DC, MOB, TH**

**3. Autumn Term FGB 2 Items**

Update on 1 x parent vacancy recruitment & 2 x co-opted governor recruitment

- 3.1 The Clerk would update MOB, JH and MW with the outcome of the parent governor election process after voting closed at noon on 15<sup>th</sup> December 2021. **ACTION- CLERK**
- 3.2 JH would send MW details of a potential candidate for the co-opted governor recruitment process which MW was progressing. MW would keep the Board updated. **ACTION – JH & MW**

AB stepping down from staff governor role wef 11<sup>th</sup> February 2022

- 3.3 JH expressed her thanks to AB. JH would discuss with TH and MOB the process for appointing the next staff governor. **ACTION – JH, TH & MOB**
- 3.4 JH and MOB would speak after the meeting about the associate governor role within the Standards committee, currently held by RK until 31<sup>st</sup> December 2021. **ACTION – JH & MOB**

**4. Skills Audit Report**

- 4.1 After DC updated the Board on the audit outcome via power-point, it was discussed and agreed that:
- 4.2 Skills gaps were similar to those reported in the audit two years previously, with the addition that the Board possessed no legal skillset due to Catherine Riley's recent departure, and that enhanced HR skills would be of value.

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- 4.3 Three skills development areas for the Board were curriculum knowledge and experience, holding leaders to account, and understanding SEND.
- 4.4 In the next cycle of meetings in 2022, each committee would discuss and agree on the areas members wanted to know more about from other committees. Committee chairs would send this to the Clerk for her to circulate to the Board. Going forward, Chairs would also schedule the date and time of meetings to facilitate members of one committee attending another committee's meeting. **ACTION – COMMITTEE CHAIRS & CLERK**
- 4.5 MOB would update the Board in 2022 about her plan to reinstate a governors' curriculum visit at the school. **ACTION - MOB**
- 4.6 KH would look at her HR network to help identify potential governor candidate and would update JH. **ACTION – KH**
- 4.7 AH would consider and update JH about how she could help enhance the Board's SEND expertise. **ACTION - AH**
- 4.8 The Clerk would address skills gaps when producing her termly training log and update in January 2022. **ACTION - CLERK**

## 5. Autumn Term SIP Report

- 5.1 JH asked governors to consider four key questions posed to governors by Karen Feeney in her last SIP Report, and how these would be followed up. The following questions were discussed at length.

*Does the school have a governor who leads on multilingualism and racial justice? This may be included in a role on equalities, inclusion and diversity. Does the school have an anti-racist strategy in place and provide all staff with regular training on anti-racism?*

- 5.2 It was agreed to appoint a new equality link governor, once Board vacancies had been filled, and for this equality lead to take a deeper look at anti-racism. The Pastoral committee would also discuss and agree its focus in this area in the next committee meeting cycle in 2022. **ACTION – JH & JS**

*How is the school leadership going to work with parents to understand the educational, social and emotional importance of pupils with an EHCP learning with their peers and not just on a 1-1 basis with a teaching assistant? This being relevant to those pupils whose EHCP permits this.*

- 5.3 AH would speak to this later in the meeting.

*How is the school using the Recovery Premium and school-led tutor programme? How will this complement support already in place for disadvantaged pupils?*

- 5.4 Following discussions with Karen Feeney and the Borough lead about these items, MOB would discuss these areas with TH in January 2022. **ACTION – MOB & TH**

*How is the school leadership testing out the effectiveness of each subject specifically through the 'deep dive' process? Are plans in place to administer a past version of the phonics screening check to Y2 pupils during the second half of the 2021 autumn term and return results to the local authority? How will staff be trained? What is the process for data checking and submission?*

- 5.5 MOB confirmed that many of the recommendations from the July 2021 external review had been acted on already. In addition, subject and phase leaders were now acting upon the recommendations arising from a series of deep dives and audits carried out this autumn term. JH expressed her thanks for MOB and the leadership team's positive and committed response to the July 2021 review, especially in light of the challenges presented this term.

- 5.6 **Q:** How could the school and governors best measure evidence of impact, after acting on recommendations?

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**A:** MOB confirmed that this was an item on the current SDP. Subject leaders themselves reflected points in their action plans, and assessments in core subjects showed impact. DC and HE had undergone recent training on focussed link visits covering in part the difference between intent and impact, and recommended the training to others on the Board. JS and AH described witnessing evidence of impact during a recent SEND and Behaviour link visit to the school.

5.7 The Clerk would include recommendations for available training courses on this area in her next termly training update.

**ACTION - CLERK**

5.8 TV would contact the Chair of the Resources and Pastoral committees to arrange one or both of: joining another governor's visit to the school for a link area he was less familiar with, and/or attending another committee's meeting in the next cycle to enhance his knowledge of the matters within that committee's remit. **ACTION - TV**

## 6. Ofsted Readiness

*Update from MOB and Tom Holmes on Ofsted experience this term*

6.1 MOB and TH updated the Board about their experiences and conversations during the term. Governors discussed at length the anticipated impact of the new Ofsted framework, feedback from parents during the term, and the need for positive, consistent, and clear messaging to staff, parents, and pupils once the inspection outcome was known.

*SEF – sharing of latest summary report and review of self-ratings*

6.2 Following discussion, the Board offered its unanimous support to the content of the SEF, noting that it contained areas rated 'outstanding' and areas rated as 'strongly good'.

*Update on Board preparation and Q&A document*

6.3 Governors were encouraged to re-read this document and to update this periodically based on progress made in various areas.

## 7. Financial Management Update

7.1 DM updated the Board via power-point on key items to include: the surplus for the year to-date, variances and the rationale for these, as well as the recent external financial audit and outcomes of note. DM would circulate the final audit report to the Board once received. **ACTION - DM**

7.2 DM also confirmed that a new school business manager had been recruited and set out the planned working arrangements for her following her intended start date in January 2022.

7.3 DM asked TH and MOB to request that the new school business manager review the spreadsheet used for the monthly results as a priority item in early 2022, because of issues with the presentation of the November 2021 results. **ACTION – TH & MOB**

## 8. FGB Standing Items

*Safeguarding*

8.1 The Board acknowledged receipt of KH's report of her safeguarding link visit with HE and LJ.

*Equality & Diversity*

8.2 There were no updates for this meeting.

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SEND

- 8.3 AH spoke to her link visit report which had been shared with the Board. It was agreed that AH and LJ would share LJ's SEND information pack summarising points from the recent reviews and containing a detailed action plan for all four areas of SEND together with a whole school provision map. **ACTION - LJ/AH**
- 8.4 It was agreed that MOB would explore fundraising ideas to help create break out spaces for the reception children. **ACTION – MOB**
- 8.5 AH and JS would write a note following their visit, so that the staff could hear the feedback. **ACTION – AH & JS**

## 9. Link Governor Update / Policies Update

*Update on changes within DfE Keeping Children Safe in Education Guidance September 2021*

- 9.1 KH described the changes to the updated DfE Keeping Children Safe in Education Guidance dated September 2021, which had informed the updated safeguarding and child protection policy to be discussed later in the meeting.
- 9.2 MOB and LJ confirmed that the school would be putting in place a stand-alone online safety policy. This would make reference as needed of the Acceptable IT Use Policy and would receive input from a cross-committee working party comprising MW from Resources, KH from Standards, and JS from Pastoral with support from HE.
- 9.3 LJ would also be making volunteers and contractors aware of the school's safeguarding requirements on an ongoing basis, to include inviting the school's contractors to attend the next school safeguarding update. **ACTION – MOB & LJ**
- 9.4 Actions for governors were identified as to:
- Read the guidance in full;
  - Consider the relevant content within this guidance in all future policy reviews;
  - Read LJ's 'in a nutshell' document, which LJ and the Clerk would circulate after the meeting (**ACTION – LJ & Clerk**)
  - Consider the remit of all future governor link visits, to ensure adequate monitoring of processes, systems and procurement, to ensure alignment with the school's safeguarding policy.
- ACTION – ALL GOVERNORS**
- 9.5 **Q: How were low level concerns logged and tracked?**  
**A:** Many items were logged on CPOMS even if no threshold had been reached, in order to track that a conversation with a parent or similar action had taken place. MOB and LJ had been very clear with staff that they should challenge the safeguarding team if the response did not seem appropriate.
- 9.6 **Q: Where was the data?**  
**A:** This was on CPOMS.
- 9.7 **Q: What did the safeguarding data include, which was routinely sent to Pastoral?**  
**A:** KH and LJ would discuss whether the content of the report would be improved via the inclusion of the total number of concerns raised, rather than the including only serious incidents. **ACTION – KH & LJ**
- 9.8 **Q: How would the school ensure that changes to the safeguarding policy would be implemented?**  
**A:** LJ/MOB will provide a safeguarding update to staff in January 2022. LJ had already sent staff her safeguarding 'in a nutshell' document containing hyperlinks for easy reference to key resources, and had emphasised that every child and every concern was to be heard, and feedback given to all victims on actions taken in order to 'close the loop'.
- 9.9 It was agreed that a number of existing policies would need review in light of this updated guidance, to include: the school's recruitment policy, induction procedures for staff, contractors and volunteers, the anti-bullying and behaviour policy, and the new governor induction pack. **ACTION – JS, MOB & LJ (with TH), MW & Clerk (as needed)**

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*Health & Safety: Covid-19 Contingency Plans*

9.10 MW confirmed that she had recently reviewed the risk assessment system in place at the school, especially the Covid-19 contingency plan. That contingency plan had been shared with the governors and it sat alongside the first aid plan, which had been developed in the first set of measures responding to Covid.

9.11 **Q:** How was the school managing international trips?

**A:** MOB said that Year 6 used to have a residential trip to France, but this year would be visiting an activity centre in the UK. This would be kept under review.

*Maths Link Visit Report*

9.12 DC visited the school on 15<sup>th</sup> October 2021 after the maths audit had taken place, but before the audit report had been received. The intent and the action plan for maths had been corroborated by KF, DC and the auditor and were very strong. DC ran through the audit development points and positive outcomes, with reference to what DC had seen on her visit. DC noted that she had seen a lot on 'intent' and would be looking for 'impact' in her next visits and be reporting back to the Board.

*Policy Reviews*

9.13 The updated Safeguarding & Child Protection Policy was approved subject to the addition of a reference on page 8 to the school's Acceptable IT Use Policy. **ACTION - CLERK**

9.14 The new ECT Policy, reviewed by MOB, MW & Pastoral, was approved. The Clerk would update the policy review schedule to show that future ECT Policy reviews sat across Resources and Standards. **ACTION – CLERK**

9.15 The Board approved the Staff Discipline Policy, which had been reviewed by Standards.

9.16 It was agreed that the SEND Policy review would be done in January 2022. **ACTION – LJ & AH**

9.17 JS would review the Behaviour & Anti-Bullying Policy with MOB and TH in January 2022. **ACTION – JS, MOB & TH**

**10. Committee Updates and Minutes**

10.1 Committee minutes were received by the Board and no further updates were raised by the committee Chairs.

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

11.1 JH would add in a piece to the newsletter due out on Friday 10<sup>th</sup> December 2021 to inform parents of what had been covered at the Board meeting. **ACTION - JH**

**12. AOB**

12.1 The date of the next full governing body meeting was confirmed as Wednesday 23<sup>rd</sup> March 2022, at 7pm.

12.2 MOB expressed her thanks to all of the governors for their support and said that she was looking forward to working with Tom. JH expressed her thanks on behalf of the Board to MOB and LJ and to the wider leadership team. The school and the Board were excited to have TH coming on board and were looking forward to working with him.

**Meeting ended at 21.33**