

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 11th October 2023 at 6.30pm**

Constitution, Membership and Attendance

Local Authority Governors - 1	Maria Widdowson (MW) (<u>Vice-Chair</u>)
Parent Governors – 2	Susan Boughton (SB) (<u>Chair</u>) Telmo Valido (TV) – arrived 18:45
Staff Governors – 1	Robert Kennedy (RK) – Class Teacher and Upper KS2 Phase Leader
Co-opted Governors – 10	Gemma Cass (GC) (Curriculum & Learning Chair) Giota Kovani (GK) Anna Hare (AH) Caroline Bones (CB) David Morley (DM) (Resources Committee Chair) Julia Sandell (JS) (Pastoral Committee Chair) Jennifer Wright (JW) David Carter (DC) Tej Patel (TP) <i>Vacancy</i>
Headteacher - 1	Tom Holmes (TH)
Associate (non-voting) Governors – 5	Laura Jeffery (LJ) Maria O'Brien (MOB) Dan Jameson (DJ) Jodi Hunt (JH) Louise Dear (ad-hoc) (LD)
Clerk to the board	Sarah Chipperfield (Clerk)

* Absence(s) in Bold

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Sheen Mount School

Action List of the Full Governing Body Meeting of 11.10.2023

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	2.1, & 3.3	SB to sign approved summer term FGB minutes and Clerk to upload these to the website, together with the approved Code of Conduct	December 2023	SB & Clerk	
2	2.2	<ul style="list-style-type: none"> TH to present holiday camp survey data (4.14) for the November Resource meeting (4.14). School Survey to be taken forward in Spring-2 (5.13) Proposal for BC International School Award to be developed (6.4) Link visit protocols and 2023/24 schedule to be produced (9.1) 	November 2023 Spring T(2) 2024 Autumn T 2024 Governors Day	TH/DM TH/JS/AH MOB/MW (All)	
3	3.1, 3.2, 3.5	Clerk to update records re: chair, vice-chair, DC Coopted Governor, and LJ, MOB, DJ, JH and LD as Associate Governors	October 2023	Clerk	
4	4.10	Drafting near-final <i>Purpose</i> statement and implementation plans	November FGB	TH/SB	Y
5	4.15	TH to include point about data analysis to SPD Priority 5	October 2023	TH	
6	6.1	Link visit protocol and Annual Planner to be reviewed during Governors Day	19 October 2023	SB/MW/TH	
7	6.5	EVAC training would be followed up in this Term's H&S review.	Autumn Term	MW	
8	6.6	The issue relating to Fire Doors would be kept on the agenda for H&S termly reviews.	Ongoing	MW	
9	7.1	The Health & Safety Policy would be uploaded on Governor Hub and Board approval sought by E-vote	ASAP	TH/Clerk	
10	9.1	SB to follow-up with TH on questions about optimizing effectiveness for regular communication with parents			
11	10.1	All governors to read at least Part I of the KCSP	November 2023	JW	

Minutes

1. Apologies and Declarations of Interest

- 1.1 Apologies had been received from the new Clerk and it was agreed that minutes would be taken by MW (Vice-Chair). Governors had no interests to declare connected with the agenda items. They were asked in addition to sign hardcopy of their confirmation to abide with statutory requirements and declare for the schools' register of governors' all business and pecuniary interests.
- 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.

2. Minutes and Action List from 29th June 2022 FGB Meeting

Minutes

- 2.1 The minutes from the meeting of 28th June 2023 were approved.

Actions from June 2023 (and matters relating to them)



2.2 Actions from the previous meeting were either completed or in progress. TH asked for clarification about the holiday camp survey data (4.14) and agreed that this should go to Resources instead of the November FGB. **ACTION – TH/DM**. The School Survey (5.13) would now go forward in Spring-2. **ACTION TH/JS/AH**. An introductory webinar on the BC International School Award had been attended (6.4) and a follow-up meeting already arranged. **ACTION MOB/MW**. Link visit protocols and the schedule for 2023/24 (9.1) would be addressed at the Governors Day on 19.10.2023.

3. Autumn Term FGB 1 Items

Elect Chair and Vice Chair for 2023-2024

3.1 SB had nominated herself for the role of Chair. No other governor had nominated him or herself for the role of Chair. SB abstained from the vote, and the remainder of the Board voted unanimously in favour of SB taking this position for 2023-2024. **ACTION – Clerk**

3.2 MW had nominated herself for the role of Vice-Chair. No other governor had nominated him or herself for the role of Vice-Chair. MW abstained from the vote, and the remainder of the Board voted unanimously in favour of MW taking this position for 2023-2024. **ACTION – Clerk**

Approve Code of Conduct for 2022-2023

3.3 The governors had no comments or question about this. The Board voted unanimously in favour of adopting the 2023-2024 Code of Conduct for the current academic year. **ACTION – Clerk**

3.4 Governors were reminded to sign (via Governor Hub) the autumn term signature sheet, to record, amongst other things, that they had read the 2023 DfE guidance on Keeping Children Safe in Education.

Approve appointment of DJ as an associate (non-voting) governor for a 1-year term

3.5 The board approved the appointment of David Carter to Co-Opted Governor. Re-appointment of Associate Governors for a 1-year term of office was confirmed for Dan Jameson, Laura Jeffery and Louise Dear (Jodi Hunt had been previously confirmed). **ACTION – Clerk**

3.6 SB updated the Board about progress in relation to the existing co-opted governor vacancy on the Resources Committee.

4. Strategic Development Plan

'Purpose; update and governor input

4.1 TH had circulated his presentation 'Headteacher's vision 4 October 2023', and a summary of the findings from consultation of parents (66 respondents), pupils (Y5 & Y6) and the school's staff (77) about (re)defining the school's **Purpose** (previously referred to as *Vision*).

4.2 TH related interesting feed-back from parents - including debate about tension between 'inclusion' and 'academic excellence' (at Sheen Mount equally important) - and high-quality input/questioning from the staff that had raised opportunity to explain further the OFSTED inspection process.

4.3 Responding to governor questions at the meeting, SB explained that involvement in defining the school's 'ethos/mission/values' is a key part of the Board's remit. It would be important to capture the school's *Purpose* in a punchy statement that clearly defines Sheen Mount, both in terms recognized by its community and attractive to prospective parents.

Governors were invited to give input; this included:



- 4.4 a particular feature is how welcoming the school is and how successfully it promotes strong sense of belonging to its community
- 4.5 should declare the importance given to aspirational academic excellence and commitment to inclusion, both in equal measure
- 4.6 should avoid statements where the opposite would be unthinkable, e.g. no school would claim it provides an unsafe or poor learning environment
- 4.7 should highlight the school's exceptional spaciousness, swimming pool, all-year sports facilities and green environment
- 4.8 could consider a previously used phrase found to have impressive positive impact: *developing all children to be the best version of themselves*
- 4.9 should identify the most effective channels for reaching targeted audiences located beyond the previously narrower catchment area (this point led to questions about pupil recruitment which had previously achieved full Reception entries, and suggestions that the Admissions page of the school's website would benefit from immediate appropriate revision).

Next steps

- 4.10 The next action would be to work on drafting two/three sentences that draw on ideas gathered to produce a near-final *Purpose* statement for consideration at the November FGB together with implementation plans. **Action TH/SB**

One Year School Development Plan – Request for Approval

- 4.11 TH had circulated a 'final' version SDP, containing 11 priorities. Those numbered 1-5 were labelled 'curriculum'. Those numbered 6-8 were labelled 'resources', and those numbered 9-11 were labelled 'pastoral'. SB described the multi-stage process which had taken place so far to get the document to the version circulated for review at this meeting. Those involved had been the SLT, ELT, all staff and several governors (including Committee Chairs).
- 4.12 TH explained that he had taken care to allocate priorities appropriately between the three areas of curriculum, pastoral, and resources, to relate specific aspects to CPD and to share content and context with the SIP.
- 4.13 TH explained the rationale for introducing 'Oracy' which would promote generally strong communication already prevalent in the school. This strategy had proven effective in his previous school and it would enable him to share practical knowledge he had already gained.

TH asked governors for questions:

- 4.14 **Q:** Will the impact of CPD be tested against the SDP priorities to help assess its impact?
A: Staff had generally responded positively to the SDP priorities and welcomed the focus this provides for the way they would approach work in the coming year and giving context for their CPC.
- 4.15 **Q:** Is school data used to analyse effectiveness of the resources invested - i.e. how they relate to academic outcomes - and thus use data to achieve higher results?
A: The data is available for analysis in many ways. It is used, for example for monitoring the impact of interventions, and inform pupil progress. Adapted learning is applied to promoting greater independence for children who need to develop their self-learning. There are case studies governors could be presented with that are strong evidence of how well this works. Nevertheless, TH acknowledged that data analysis is a useful tool and proposed to add this as a point in Priority 5 of the SDP. **ACTION – TH.**
- 4.16 **Q:** Priority 9 refers to implementation of a "well-being room" - where is this space?
A: This is the newly released IT room which is a good large space which appropriately equipped will become the well-being room from 2024-2025. In the meantime, the room is being used for group teaching. This opportunity has been created by moving over to chrome books use in classrooms and introducing 'chrome boxes' with generous SPA funding. There are now



90 chrome books in use and an upgrade to the WIFI (est. £15k) is now being explored (ideas for sources of funding welcomed).

4.17 SB expressed appreciation on behalf of the governors for a substantial improvement to the process applied in producing the annual SDP. As a consequence, this document was much better understood and had established buy-in across the school.

4.18 The governors were happy to approve the 2023-24 SDP.

Three to Five Year Strategic Plan

4.19 This item was carried forward to a later meeting.

5. School Data

5.1 The EYFS-KS1 and KS2 data had been shared to give the Board greater visibility of this area, noting that C&L had been through the data in detail at its September meeting. Also shared was the 2023 SPA[RK] Outcomes Report.

5.2 Key points explained by TH included: the improved performance of EYFS, strength of the KS1 and KS2 results compared to national, and the proportion of groups achieving expected standard and above, including EAL. Particularly noteworthy was KS2 (Y6 children) who had performed far above the initially expectations in their SATS. Added Value also deserved highlighting with progress scores of +5.3 in reading, +4.2 in writing and +5.9 in mathematics.

5.3 A disappointment had been the Y1 phonics results where it had been anticipated these would be stronger and this was being followed up.

TH invited questions from the governors:

5.4 **Q:** is there discernable correlation of results with children who are being prepped for entry in the private sector?
A: the largest correlation is in Mathematics, but the school has always been in a good position from base-level so can focus on aspects of added value.

5.5 **Q:** Had the school identified any specific challenges posed by current KS1 cohorts (Y1/Y2) compared to last year?
A: Loss of KS1 data will mean the school will have only base-line data. Y2 assessment will continue to inform progress and planned provision.

5.6 **Q:** Children will only sit SATS in Y6. Are there any disadvantages in the school choosing to opt out of KS1 SATS?
A: The school does not use this data and instead focusses on expected standard and greater depth assessments done internally by teachers each year and using Target-tracker.

5.7 **Q:** Looking beyond the core subjects covered in the reports, do our pupils achieve as well across the wider curriculum?
A: There is no data produced for non-core subjects and the school focusses on assessing the quality of Teaching and Learning. As a broad-brush response, TH estimated that this subjects were 80% at similar standard and 20% where that could be improved.

5.8 The Board expressed its thanks to TH and the SLT for the range of results data and achievements in 2022-23.

6. Link roles update

6.1 SB had circulated an updated schedule of Link roles for 2023-24. Recently appointed governors were thanked for their positive uptake and continuing governors for their contribution to this important work. SB explained that Link governors would normally liaise with the lead staff member and liaise with their Committee's Chair to set up a scheduled of visits that



is spread over the year. This year, visit protocols and Annual Planner would be reviewed during Governors Day on 19 October. **Action: SB/MW/TH**

6.2 SB thanked TV for the informative Maths link visit report conducted in June 2023 and received by C&L Committee at its Autumn meeting.

6.3 The board received the yearly H&S report 2022-23 which had been previously considered by Resources Committee. At the meeting governors raised some questions, including:

6.4 **Q:** There is no mention of any PEEP (Personal Emergency Evacuation Plan) in the report, are there any current pupils requiring this to be in place?

A: There are no pupils currently requiring a PEEP.

6.5 **Q:** Are there staff trained to use an EVAC chair?

A: The chair has not been used for some time as there is no-one currently in the school that would need to be assisted in this way. This point would be followed up in this Term's H&S review. **Action: MW**

6.6 **Q:** The report indicated that a number of fire doors require upgrading. How much danger does this pose and why is remedial action still pending?

A: Currently Fire Marshals are instructed to give particular attention to the fire doors that do not automatically release and close when the fire alarm is triggered. Due to budgetary constraints the current plan is to replace these doors in due course as part of regular maintenance. TH additionally explained a problem with the emergency exit door in a ground floor office which he had raised with the authorities so far without success. The risk this poses, however, is relatively low because the area is not on general access. This item would be kept on the agenda for H&S termly reviews whilst it remains unresolved.

Action: MW

TH and MW thanked governors for taking time to read the lengthy report and raise helpful questions.

7. Policy updates

7.1 The Health & Safety Policy would be uploaded on Governor Hub and approval sought by E-vote - **Action: TH/Clerk**

8. Communication to PSA, Staff and Parents

8.1. SB expressed doubts as to whether current use of multiple communication channels and the fortnightly headteacher's letter provides the most effective means of keeping parents and others informed. TH's view was that the newsletter is the school's main source of communication and parents were made aware about this. Targeted e-mails were also used but kept to as few as possible. Some channels are parent driven (e.g. class WhatsApp). SB suggested that there is probably a parent with the relevant expertise who may be willing to review current practice(s) and look for potential optimisation. SB would follow-up by further discussion with SLT. **Action: SB**

9. AOB

9.1 JW wished to ensure that all governors complete statutory reading of *Keeping Children Safe in Education*. A show of hands indicated that this had been largely done.

9.2 Governors were reminded also to digitally confirm that they had read all the important documents relating to this meeting via GovernorHub (accessed via three dots on the right-hand-side of the screen).

9.3 TH thanks SB and MW for undertaking many Clerk tasks whilst the post has been vacant.

9.4 The date of the next full governing Board meeting had already been agreed as Wednesday 29th November 2023 at 6.30pm.

Meeting ended at 20:30