

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 9<sup>th</sup> October 2024 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) ( <u>Chair</u> ) Charlene White (CW)
<b>Staff Governors – 1</b>	Robert Kennedy (RK) – Class Teacher and Upper KS2 Phase Leader
<b>Co-opted Governors – 10</b>	<b>Giota Kovani (GK)</b> 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) <b>Tej Patel (TP)</b> Jodi Rowlands-Hunt (JH)  Awaiting vote: Nicole Constantopoulos (NC) Nicola Peatfield (NP)
<b>Headteacher - 1</b>	Tom Holmes (TH)
<b>Associate (non-voting) Governors – 5</b>	Laura Jeffery (LJ) Maria O’Brien (MOB) <b>Dan Jameson (DJ)</b> Debbie Canner (DCN)
<b>Clerk to the board</b>	Sarah Chipperfield (Clerk)

\* **Absence(s) in Bold**

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**Action List of the Full Governing Body Meeting of 09.10.2024**

*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	2.2	Submit the final version of the child friendly Behaviour document to the Pastoral Committee for approval	November 2024	LJ	
2	2.3	Submit the templated version of the Separated Parents document and the Children with Medical Needs policy to the Pastoral Committee for approval	November 2024	LJ	
3	2.4	Homework Expectations to be clarified for parents. Homework policy will be published on website.	November 2024	TH/Clerk	
4	2.5	Outstanding Governor Survey feedback to be communicated to the relevant parties (parents and students)	Autumn 2024	CB/DM	
5	2.7, 7.6	A final version of the Annual Planner to be sent to all board members. Reminders would be sent to staff and committee chairs.	October 2024	SB/Clerk	
6	2.8	History and English link visits to be scheduled	Autumn 2024	MoB/DJ/DM	
7	2.10, 3.11	SB to sign approved FGB minutes from 26 <sup>th</sup> June 2024 and the clerk would upload these onto the website, together with the approved Code of Conduct.	October 2024	SB/Clerk	
8	3.2, 3.3, 3.6 and 3.9	Clerk to update records re: chair, vice-chair, NC and NP as Coopted Governors, and DJ as Associate Governor.	October 2024	Clerk	
9	3.8	Clerk to contact NC and NP to provide induction information.	October 2024	Clerk	
10	3.12	2024/25 signature sheet would be filed at the school.	October 2024	TH	
11	4.7	School to consider a parent workshop to cover Oracy in the Spring term.	Spring 2025	TH	
12	4.17	School to discuss SDP targets with the current MHL.	Autumn term	MoB/School	
13	7.4	Safeguarding and Child Protection policy to be updated with agreed amends. Final version to be uploaded to Governor hub, the school website and the policy schedule to be updated.	October 2024	MoB/Clerk	
14	7.5	Intimate Care policy to be added to the Policy Schedule and submitted to the Pastoral committee for approval.	Autumn 2024	LJ/Clerk	
15	8.5	SB and DM to check if budget date affects future FGB dates. An additional meeting may need to be scheduled.	Autumn term	SB/DM	

**Minutes**

**1. Apologies and Declarations of Interest**

- 1.1 SB welcomed everyone to the meeting. Apologies had been received from GK, TP and NC.
- 1.2 AH arrived 6.40pm.
- 1.3 SB confirmed that EB was stepping down as an Associate Member.
- 1.4 SB introduced CW and NP to the board.



- 1.5 The governors had no interests to declare connected with the agenda or for the Register of Interests.
- 1.6 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.
- 1.7 It was noted that some documents would be reviewed in the November FGB, due to updates.

## 2. Minutes and Action List from 26<sup>th</sup> June 2024 FGB Meeting

### Minutes

### Actions from June 2024 (and matters relating to them)

- 2.1 Actions from the previous meeting were either completed or in progress.
- 2.2 Child friendly Behaviour document. The text had been agreed and the document had been passed to the School Council. The next stage was to add images and potentially illustration from a parent graphic designer. The final version will be ready for the November Pastoral committee. **ACTION LJ**
- 2.3 Templated version of the Separated Parents document to be finalised. This, along with the Children with Medical Needs policy, will be taken to the November Pastoral committee. **ACTION LJ**
- 2.4 Homework Expectations to be clarified for parents. Homework policy will be published on website. **ACTION TH/Clerk**
- 2.5 Outstanding Governor Survey feedback needs to be communicated to the relevant parties. **ACTION CB, DM**
- 2.6 TH confirmed that staff had received their feedback. The staff wellbeing information was going to the ELT meeting. A system is now in place to follow up with staff after dealing with a difficult scenario.
- 2.7 SB explained that the Annual Planner had been updated and explained how this will be used in the course of the academic year. A final version of the planner will be sent to the board. **ACTION SB**
- 2.8 SB noted that the History and English link visits needed to be scheduled. MoB will make arrangements for both visits with DJ and DM. **ACTION MoB/DJ/DM**
- 2.9 SB confirmed that a bullet point list of Governing Board achievements for this academic year was covered in the end of term letter to parents.
- 2.10 The minutes from the meeting of 26<sup>th</sup> June 2024 were approved. SB would be asked to sign these. The Clerk would post them on to the school website. **ACTION – SB/Clerk**

## 3. Autumn Term FGB 1 items

### Elect Chair and Vice Chair for 2024-2025

- 3.1 SB and MW left the room at 6.45pm

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3.2 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 2024/2025. **ACTION - Clerk**

3.3 MW had nominated herself for the role of Vice-Chair. No other governor had nominated him or herself for the role of Chair. MW abstained from the vote, and the remainder of the Board voted unanimously in favour of MW taking this position for 2024/2025. **ACTION – Clerk**

3.4 SB and MW returned to the room 6.47pm

Appoint New Co-Opted Governors with effect from 9<sup>th</sup> October 2024

3.5 NP left the room at 6.50pm

3.6 The Board voted unanimously in favour of NP and NC's appointments as new Co-Opted Governors. **ACTION – Clerk**

3.7 NP returned at 6.51pm

3.8 The Clerk would make contact with NP and NC to provide induction information. **ACTION – Clerk**

Approve appointment of DJ as an Associate Members for a 1-year term

3.9 The Board voted unanimously in favour of DJ's reappointment as an Associate Member. The board did not vote for EB as she has since resigned from her position. **ACTION – Clerk**

Approve Code of Conduct for 2024-2025

3.10 MW explained that some amends would be made to the Code of Conduct, but it would be voted on as it stands for the time-being. Governors had no comments or question about this.

3.11 The Board voted unanimously in favour of adopting the 2024/25 Code of Conduct for the current academic year. **ACTION – Clerk**

3.12 Governors were reminded to sign the Autumn term signature sheet. This would be kept on file at the school. **ACTION TH**

**4. School Improvement and Progress**

Headteacher's Vision

4.1. TH gave an overview of the Head Teacher's vision that had been presented to parents. 37 people had attended and the school had asked class reps to encourage parents to join. A number of questions had been asked, which had mainly been curriculum based – none were related to data.

4.2. The board discussed presenting the Head Teacher's Vision at a PSA meeting, to get more attendees. It would be important to be clear about what the presentation included in advance.

4.3. TH offered to answer any questions from the board. No questions were asked.

SDP

4.4. TH talked about the SDP for 2024/25. The key priority would be to refresh how the school teaches reading, which would be directed by the English subject lead. TH noted that some actions had already taken place, such as how reading



records are used in KS2. TH talked about government funded English Hubs and confirmed that the school would be attending free training and participating in a free reading audit.

4.5. The SDP would also look at teaching and learning in foundation subjects. MoB and one other member of staff would be attending Sparks Ed AfC training: *The wider curriculum in Primary: a focus on developing pupils' disciplinary knowledge*. Key information and learning would be fed back to the relevant staff at the school, as well as SLT and ELT.

4.6. Sheen Mount had produced an Oracy document, which now needed to be put into action. The school would be working with the SIP on this document and English and Maths learning walks had been scheduled for October.

4.7. **Q. Would a parent workshop on Oracy be helpful?**

A: Yes, this is a good idea and could be scheduled alongside the English workshop in Spring Term 1. This could either be linked or scheduled as a separate event. **ACTION TH**

4.8. The board discussed whether a morning event for parents might be more successful than an evening meeting.

4.9. TH noted that the Oracy Education Commission had published a new report on 8<sup>th</sup> October 2024. He felt that the school had already implemented many of the suggestions outlined in the report.

4.10. The board discussed the new EHCP drive 'Team Around the Child'. TH was part of a working group with AfC. He explained how the individual support model would involve multiple adults and would aim to move away from one designated member of staff as a TA for an individual student. The LA would be moving to a banded system, rather than allocating specific hours. The board discussed the financial implication of the new system.

4.11. **Q: How will the school ensure that there's a consistent message between the staff working with each child?**

A: It will be the teacher's responsibility to communicate any updates.

4.12. **Q: How will the new system be rolled out and how will the changes be communicated to parents?**

A: The LA will be responsible for the messaging. The aim is for the new model to be in place for September 2025.

4.13. The board discussed the complexities of EHCP hours and funding and the lack of any increase in funding over the previous 5 years.

4.14. **Q: What should parents expect to be different with the new system?**

A: There will not be any impact on the support offered to each student.

4.15. The board discussed the new assessment process for core and foundations subjects, which would aim to be in place for September 2025.

4.16. The board discussed the fundraising project to develop the school playground. The aim for completion would be September 2025.

4.17. The board discussed the mental health and wellbeing target in the SDP. The school will discuss this with the current MHL to make sure they are happy with the targets agreed. **ACTION MoB/School**

4.18. **Q: Maths and other subjects do not feature in the SDP for this academic year. How do we find out about the progress of these subjects?**

A: There are a variety of ways that progress will be monitored, including regular contact with the Maths and other subjects leads at the C&L committee meetings, SIP presence at the C&L committee meetings and also Governor's Day. A borough lead for Maths will also visit the school in November.

4.19. CB confirmed that the C&L committee be the main conduit for subject communication and reports from the board.



**4.20. Q: How does the school determine the targets for the SDP each academic year?**

A: An informal discussion will take place with the SLT in June to look at areas of need. This will then go to a meeting with the ELT and phase leaders. Maths was included in the 2022/23 and 2023/24 SDPs.

4.21. The board discussed enrolled student numbers for the current academic year. The numbers were looking positive, and the school had attracted students from local catchment areas. TH noted that open mornings had been encouraging, with families requesting further information about admissions.

4.22. CW mentioned that the outdoor space was very appealing to families post-Covid and this helps to attract families who are researching new schools online.

**4.23. Q: Has the school received any enquiries from families with children in independent schools, following the announcement about school fees and VAT?**

A: The school potentially has some new starters joining in January.

4.24. SB noted that the SDP priority on reading was a welcome addition, and that NC would take on the role of link governor for the 2024/25 academic year.

**4.25. Q: Is there a better way to feedback link visit reports to governors? Not all governors report to the C&L committee.**

A: The system with one visit and report being uploaded to Governor Hub is effective. It would be too much work for everyone to be involved in all reports.

4.26. CB confirmed that any governor can reach out the C&L chair, if there's anything they wanted to highlight. CB made governors aware that there is a 'follow up' section on the link visit report template.

4.27. MW noted that the current link visit form worked well. The C&L committee could also invite a link governor to attend a committee meeting, if they felt it was useful to do so.

4.28. SB followed up to confirm that governors are always welcome to email a committee chair if they have any questions and can also request to attend a committee meeting.

**4.29. Q: How is 'release time' managed for teachers attending link visit meetings or training?**

A: Internal cover is organised for classes. The school is not currently able to pay for TA supply cover. Insurance is unavailable to cover the cost of the training, in the event that the member of staff is ill. The school is able to pay part time staff to complete any additional work. AfC are organising TA training and schools in the borough have requested TA supply funding to allow staff to support cover.

3-5 Year Strategy

4.30. Finance issues had taken precedent in the 3-5 year strategy. MW would be working with DM and DCN on the Estate Plan.

4.31. The board discussed the Climate Plan that was required to be in place for 2025 and how this was reflected in the SDP. This would be looked at by the Resources committee, but should also be covered in teaching and learning. It was acknowledged that some progress had already been made.

4.32. The board discussed recycling targets and maintenance work required on the solar panels.



## 5. School Data

- 5.1. TH gave an overview of the school data for 2024 to the board. TH noted that it was important to understand that the data is driven by the cohorts and is also affected by in-year admissions. TH recalled how this had been explained to a parent, who had commented that the data appeared to be going down.
- 5.2. The school had worked harder strategically on the data for 2024 and the SLT were confident that internal goals had been met by the school. The 70% achieved in 2022 was a difficult goal to surpass and the progress from Reception to Year 6 had been affected significantly by Covid.
- 5.3. It was felt that the removal of mandatory KS1 SATs was a positive move and TH confirmed that teacher assessments were in place, as well as tracking data for Years 3,4 and 5.
- 5.4. Staff pointed out that the starting point for some SEN students had exceeded the school's expectations, but this progress is not recognised in the data, due to the way it is presented.
- 5.5. **Q: What can the school do to give all parents a clearer picture of the school data?**  
A: The key is to find a balance in how we explain the way data is presented. It's important to note that if the school was doing anything strategically wrong, this would appear in the SDP. The school has some choice in the targets that are set and many listed in the SDP are above expectation.

## 6. Governance

- 6.1. SB gave the board an overview of the new link governor roles. This includes CW taking over responsibility for behaviour and well-being. NC and NP would also be assigned subject link roles.
- 6.2. As EB has resigned as an Associate Member, one more SEND link governor is required. SB asked the board for expressions of interest in this role. Anyone interested would be able to shadow AH.

### Annual Health and Safety Report

- 6.3. MoB gave the board an update on the recent Safeguarding audit. This had been requested by the school and was conducted by AfC. The audit was comprehensive and included a health and safety site walk, a meet with the safeguarding team, a meeting with JW, meetings with staff and children, a review of the central record, assessment of medical procedures, observing break time and a review of attendance and behaviour. The visit was concluded with a feedback session. It was noted that the school had a strong safeguarding culture and JW was an effective governor, holding the school to account on all safeguarding issues.
- 6.4. Further policies and documents have been sent to the audit lead for review and they will also be checking the website and policy compliance. The final report would be due in November and would be circulated to governors.
- 6.5. **Q: How often does the school complete a safeguarding audit?**  
A: The school completes an internal audit annually and an external audit happens every 3 years.
- 6.6. MoB confirmed that in-vac training had happened. E-vac training was due to be scheduled.
- 6.7. DC left at 7.55pm
- 6.8. DCN gave the board an update on the Health and Safety report. A fire risk assessment had been booked and a Health and Safety audit is scheduled for November.



- 6.9. The school had been looking at remedial works that needed attention. The 5 year fixed wire tests needed to be done and involved a lot of work. PAT tests had been completed, but some wiring between the school and the pool needed to be finished before the certificate could be issued.
- 6.10. Further work on tree maintenance had also taken place in October. This included some work to trees that had not been previously identified in the report. It was confirmed that none of the trees were on a protection list.
- 6.11. The board discussed the time involved in acquiring three quotes for each job and how this impacts the completion date.
- 6.12. DCN confirmed that there was not any funding available from the LA to complete work on the fire doors. The work is likely to be very costly as some of the door frames have warped, which affects the locks.
- 6.13. DCN confirmed that new evac chairs had been purchased.
- 6.14. DCN confirmed that she would be attending PEEP training.
- 6.15. The board discussed issues and procedures around access to a room, if a child locked a door.
- 6.16. The board discussed the ventilation system in the Year 3&4 block and how the system was very complicated to operate.
- 6.17. The board discussed expenditure on the recent maintenance work for the toilets.

Budget Monitoring Report – addition to agenda

- 6.18. DM explained that AfC had requested that this document was presented at the FGB.
- 6.19. DM was pleased with the budget and the school was very clear about their financial position. This included a £59k deficit, which had already been budgeted for. There was a current surplus of £91k as of the end of September 2024 and a deficit of £79k was forecast.
- 6.20. Pay rises are due this academic year and this will not be fully covered by the government funding.
- 6.21. There was a reserve of £156k at the end of the last academic year and potentially £70k in the current budget that may not need to be accounted for.
- 6.22. Extra enrolments could increase the funding for next year.

**7. Policy Updates**

- 7.1. MoB had updated the Safeguarding and Child Protection policy according to a model policy from the LA.
- 7.2. MoB noted a section in the policy relating to alcohol and staff. This was covered in the staff code of conduct and MoB asked the board if they were happy to use the same wording. This was unanimously agreed.
- 7.3. The board discussed section 8 of the Safeguarding and Child Protection policy relating to record keeping. It was suggested that this section should be clearer and that a statement about archived records would be included.

POLICY VOTE: SAFEGUARDING AND CHILD PROTECTION POLICY

- 7.4. Approved unanimously by the Board with agreed amends. **ACTION MoB/Clerk**





7.5. **Q: Can you confirm the progress of the Intimate Care policy?**

A: This needs to be added to the policy schedule and will go to the Pastoral committee for approval. **ACTION LJ**

7.6. The board discussed outstanding policies and how best to keep a track of those that required review. The new annual planner would help Chairs to keep on top of this. **ACTION Clerk**

7.7. It was noted that track changes should be kept in the Word versions of any draft, so it is clear where changes have been made.

7.8. The Chairs meeting had been moved to an earlier slot to go through outstanding policies.

**8. Communications and Wrap up**

8.1. **Q: Is it useful for Governors to come to a PSA meeting?**

A: Yes, It is also particularly helpful to connect a governor to a specific PSA project.

8.2. The board noted that CW was also a member of the PSA.

8.3. The board discussed the upcoming Governor Day and any changes that could be made from last year's visits. This included managing release time for teachers and a smaller amount of governors in the room for a classroom visit.

8.4. It was confirmed that the next FGB on 27<sup>th</sup> November would take place from 8-10am in the morning, before Governor Day.

8.5. DM noted that AfC had moved the final budget date. An FGB date may need to be moved to account for this, or a new meeting may need to be organised. **ACTION DM/SB**

**Meeting ended at 20:35pm**