

The London Borough of Richmond Upon Thames



Sheen Mount School

Minutes and Action List of the Full Governing Board Meeting
Held Virtually on 23rd June 2021 at 7pm

Constitution, Membership and Attendance

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

* Absence(s) in Bold

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Action List of The Full Governing Body Meeting of 23.06.2021

Actions in grey highlight have either been completed, are in progress, or have been superseded by later developments

| No: | Minute item | SUMMARY OF ACTION POINTS | Date by when | Person responsible | For Next FGB Agenda |
|-----|---------------------|--|----------------------------|--------------------|---------------------|
| 1 | 2.1 | Chair to sign minutes of 19 th May 2021 | End summer term | Clerk & JH | |
| 2 | 2.3 | Confirm date of extra FGB in July to discuss the report following the external review on 5 th July 2021 | End of summer term | JH/MOB/Clerk | |
| 3 | 2.4 & 2.5 | Update survey questions and timings, progress pupil wellbeing survey | End of summer term/mid-Sep | JS/AB/IH | Yes |
| 4 | 3.1 | Update governor records and school website in relation to CR stepping down | End of summer term | Clerk | |
| 5 | 3.3 | Complete link role discussions and confirm role allocations to governors | End of summer term | JH | |
| 6 | 3.4 | Complete parent governor appointment process | End of summer term | IH/MOB | |
| 7 | 4.1 | Gather feedback from the ELT and decide if the 'catch-up' objective sat better within the SDP or as a whole school item | End of summer term | IH | |
| 8 | 4.5 | Update SDP having in mind Ofsted's 'five pillars' categories and circulate updated version to the Board | End of summer term | IH | Yes |
| 9 | 4.7 | Prepare 'use of catch-up funding' information for governors | End of summer term | LJ/IH | |
| 10 | 4.8 | Update wording of the 'reading' objective proposed by Standards for the SDP | End of summer term | KH/IH | |
| 11 | 4.9 | Update catch-up funding report from an equality perspective and bring to next Board meeting | Autumn term FGB (1) | IH/MOB | Yes |
| 12 | 4.11 | Agree timing of IH sharing the updated SDP | tbc | JH/IH | Yes |
| 13 | 4.12 | Share the updated SEF document with the Board before the 5 th July 2021 external review meeting | 05.07.21 | IH/MOB | Yes |
| 14 | 5.6 | DC and MP to discuss consistency of follow up by school office in sending out pupil leaver surveys, and to discuss the potential offer of governor phone calls as an additional strategy to gather more feedback form families leaving Sheen Mount | End of summer term | DC/MP | Yes |
| 15 | 5.7 | Include information clarifying mechanism of government funding per pupil (rather than per school) in the school's annual report | tbc | IH/MOB | |
| 16 | 6.3 | Put in place a system for regular spot checks of safeguarding compliance by external providers especially those coming onto site | ASAP | IH/MOB | |
| 17 | 6.4 | Send out reminder to the Board about refreshing safeguarding training, attaching the training log | End of summer term | Clerk | |
| 18 | 6.5 | Prepare and circulate an 'equality data sheet' for Ofsted readiness | End of summer term | KAC | |
| 19 | 6.6 – 6.9 inclusive | Update equality policy and/or report per discussions at minutes 6.6 to 6.9 inclusive & at 6.8 MOB to ask staff diversity champion to ensure ELT aware of equality objectives and their location, on an annual basis | End of summer term | KAC/MOB | |
| 20 | 6.11 | Discuss reinstating the homework club after school – virtually or otherwise | Summer term | LJ/MOB | |
| 21 | 6.12 | Pool and share EHCP data with AH and JS | Summer term | LJ | |
| 22 | 7.4 | IH to finalise the Behaviour and Anti-Bullying Policy following Pastoral's review and share with MP and the Clerk for the website and Hub. MP to note on website that the policy was 'under review' pending receipt of it. | Summer term | IH/MP/Clerk | |

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| 23 | 7.8 | Circulate policy documents to ensure 'receipt' by Board | Summer term | Clerk | |
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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 DC. 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, except, where noted in the minutes.

2. Minutes and Action List from 19th May 2021 FGB Meeting

Minutes

- 2.1 The minutes from the meeting of 19th May 2021 were approved and would be signed by JH. **ACTION - JH**

Actions from 19th May 2021 (and matters relating to them)

- 2.2 JH and TV confirmed that he would be leading an Ofsted project working with MW and the Clerk to enhance governors' inspection readiness for September 2021.
- 2.3 In relation to the external review due on 5th July 2021, MOB and IH would circulate to governors the date and times of (1) a 30 minute governor session and (2) a de-brief session, on 5th July, which it was hoped governors would attend. They would also liaise with JH and the Clerk about possible dates and times of an end of year FGB meeting to discuss the external review report due out one week following the 5th July visit. **ACTION – MOB/IH/JH/Clerk**
- 2.4 The survey working party provided an update on the new survey planned for the summer term 2021 intended for parents, pupils and staff. Governors discussed the timing of sending it out, and the preferred method for its completion by the different stakeholders, and where these were pupils, taking account of the different age groups. It was agreed that the submission of stakeholder responses would be requested by latest Friday 9th July 2021. JS agreed to include a question to help differentiate responses based on gender and on year group. JS would talk with AB about how and when pupils, especially those in KS1, would be asked to respond. Mention would also be made in this Friday's newsletter of the survey coming out by e-mail to parents the following week. **ACTION – JS/AB/IH**
- 2.5 JS noted that the planned wellbeing survey for pupils had also been developed. This would go out in mid-September 2021. **ACTION - JS.**

3. Governing Body Membership

- 3.1 It was noted that CR had decided to step down as governor with effect from the end of the summer term. CR was thanked and would be sorely missed. JS had agreed to chair the Pastoral Committee, which everyone was supportive of. **ACTION – CLERK**
- 3.2 DC had joined as the new co-opted governor as of 25th May 2021 to sit on the Standards committee and was warmly welcomed.

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3.3 JH was in the process of re-evaluating the allocation of link governor responsibilities, given recent resignations and new joiners. Governors were asked to contact JH with preferences. Discussions between JH and individual governors would continue over the following days. **ACTION – All**

3.4 JH updated governors about a potential candidate for the new co-opted vacancy. IH and MOB would be progressing the parent governor appointment process this term. **ACTION – IH & MOB**

4. SDP and SEF update

SDP

4.1 The latest version supplied by IH had been updated with the input from each committee. The current proposed objectives would be fleshed out further in due course. In relation to the standards objectives, IH would speak with the ELT to gather views on whether the 'catch-up' objective sat better within the SDP or as a whole school item. **ACTION - IH**

4.2 **Q:** Was the 'summative' assessment terminology in the objective from Standards appropriate?

A: The governors discussed this and JH confirmed that the language would be left as is on this point.

4.3 MP attended at 19.38

4.4 **Q:** Why did the committee members pick these objectives for inclusion within the SDP? How did they link to where the school was on its journey and how did committee members know that these areas needed addressing? Would each committee please respond in turn.

4.5 Relating to Pastoral, JS and IH confirmed that the objectives proposed resulted from the conversations at committee level throughout the academic year to date, giving the examples of behaviour management with a restorative approach, as well as mental health and wellbeing. JH added that the objectives were also a logical development from the parent survey and the latest behaviour link governor visit, as well as the impact of Covid linked with recent school lock-downs. The governors discussed the benefits or otherwise of aligning the objectives to the five pillars within the Ofsted inspection framework as well as introducing a form of RAG rating. IH agreed to review the current proposed objectives with this in mind and would update the Board with the next version of the document. **ACTION – IH**

4.6 Relating to Standards, KH confirmed that part of its focus was the impact of the growing EAL pupil and also SEN pupil populations following long conversations about these items at committee level. The assessment strategy piece resulted from MOB's curriculum focus from Reception to Year 6. Reading was discussed immediately prior to the lock-down last year. DJ had made a visit but actions had been postponed due to the lock-down. It was important to push ahead with strategies now to make the progress aspired to.

4.7 **Q:** How could the Board better understand the school's use of its catch-up funding?

A: LJ suggested using the PP document as a basis for capturing how the school had used the funding. DM pointed to a helpful slide in his and MP's budget presentation. **ACTION – LJ/IH**

4.8 **Q:** Related to the proposed reading objective, how was the committee assessing what current love of reading already existed amongst pupils, and how would it be possible to measure an improvement or an impact following suggested interventions?

A: The governors discussed the importance of ensuring that a love of reading was held together throughout the whole school journey all the way through to upper KS2, not just the younger years. So much was being done already to enhance pupils' enjoyment of and learning from their reading, to include book corners in classrooms, more diverse content of library books, 'book talk' presented by pupils in lessons. It was agreed that the objective should refer to 'building upon' a school love of reading. **ACTION – KH/IH**

4.9 **Q:** On catch up funding, did the school have to produce a report?

A: IH confirmed that the school had to publish a report on the school website in relation to the current academic year's funding. The government funding ended this academic year. It was agreed to update the report from an equality

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perspective, so that protected characteristics were reflected within it, and to bring this to the following Board meeting.

ACTION – IH/MOB

4.10 In relation to Resources, the objectives were confirmed as the most logical extension of the committee's work in progress to date. The governors discussed the financial impact of increased pupil mobility, both into and out of the school, with an EAL lens applied to the data from an entry perspective. IH confirmed that all factors were being considered in terms of impact on the financial support and resources needed.

4.11 JH would discuss with IH the timing of him sharing the updated SDP with the Board. **ACTION – JH/IH**

SEF

4.12 It was agreed that the SEF was a document for governors to understand and be aware of, rather than requiring Board approval. It was a live document, which was updated every term. MOB discussed the progress which had been made recently following detailed training from the Borough. An updated version would be shared with governors before the external review taking place on 5th July 2021. **ACTION – IH/MOB**

5. Financial Management Update

Approve final budget for 2021-22 – presentation to governors – from MP and DM

5.1 MP presented the slide pack put together by her and DM to assist the Board with the request for it to approve the final budget due to be submitted for 2021-22 the following day.

5.2 The request for approval included the Board approving, in principle, the proposed 'estate strategy' which was that a sum of £30k from the carry forward amount was being considered for use on estate projects to create space and increase facilities for learning. It was agreed by the Board to submit the budget without inclusion of this proposed spend, and to discuss and agree the use of this amount at a later date with more information presented at that time.

5.3 **Q:** How did the budget connect to the school's objectives and was the school looking at spending on any other area than the estate strategy, noting the resources likely to be required to achieve the SDP objectives.

A: DM said that this had been difficult to assess, given that the budget submission had needed finalizing before sight of the updated SDP. It was agreed that a 3 to 5 year SDP from the new head teacher, when appointed, would be useful. MP confirmed that the latest budget submission had been set with the previous SDP objectives in mind. Updated SDP objectives could be factored in to spending plans as soon as these were final. The Resources committee agreed to update the Board regularly about this.

5.4 **Q:** Had the school done any benchmarking with comparable local schools, in relation to the impact of higher than usual numbers of families leaving London. Where did the school stand in relation to its peers and were there any learnings to gain?

A: IH met recently with a group of local headteachers and two local MPs. Compared to others, the school was doing very well. Sheen Mount had been oversubscribed to date, and was fine in the early years. The extent of the challenge meant that the school was not underestimating the work needed to keep pupil numbers and popularity high.

5.5 **Q:** How were numbers looking for Reception in September 2021?

A: The new Reception class for September 2021 would be full. The anticipated pupil numbers across whole school for September 2021 were still being assessed and would only be more accurate with the benefit of up-to-date entry and exit data following the academic year-end.

5.6 **Q:** Should pupil mobility receive more focus at Board meetings? Was there a value in governors carrying out exit interviews with families who had decided to leave the school?

A: The governors discussed the impact and potential benefits of the leavers' survey and governor phone calls to families. The majority of the Board thought that governor phone calls to families leaving the school would provide helpful feedback

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to the school, in addition to the survey feedback, for a better understanding of the reasons underlying pupil mobility levels. DC agreed to lead on this item and would contact and discuss this with MP following the meeting. MP would also ensure that office staff members were reminded of the need to send the leavers' survey to every family due to leave the school, without exception. This work would then report back to the Board once completed. **ACTION – DC/MP**

5.7 **Q:** Would the fact of IH stepping down as Headteacher impact on the number of staff resignations likely to be received by August 2021, which would be de-stabilising for parents and might negatively impact pupil mobility further?

A: IH said he thought that staff members would have already made decisions about staying or leaving in respect of the autumn term 2021. The teaching assistants were the staff with a one month notice period in their contract, therefore the impact of unexpected resignations in August 2021 would be relatively light. It was discussed that parents often did not understand that government income to a maintained school was related to pupil numbers, rather than being a fixed provision. JH asked IH and MOB to include information on this in the annual report. **ACTION – IH/MOB**

5.8 The Board unanimously approved the budget submission proposed by MP and DM.

6. FGB Standing Items

Safeguarding

6.1 CR gave a summary of the content of the Annual Safeguarding Report and the checks used in compiling it. The Board has no questions about this. LJ would take on the role of DSL following IH's departure, supported by MOB.

6.2 **Q:** Did the school or the Board need to do any more to be ready for possible questions in an Ofsted inspection relating to a domestic homicide case which occurred two years ago, affecting a family known to the school?

A: After discussing this at length, the Board agreed that any governor in receipt of a question about this should refer the inspector to the official domestic homicide report prepared at the time following a detailed official review.

6.3 **Q:** Was there anything CR or HE thought the school needed to focus on regarding its safeguarding obligations?

A: CR referred to the Single Central Record, and said that school should be sure to carry out regular spot checks on external providers of services on site to ensure compliance with their own and with the school's safeguarding policy and requirements. **ACTION – IH/MOB**

6.4 **Q:** Who would fill the second safeguarding role in CR's absence?

A: JH would be reviewing link roles over next few weeks. In the meantime, JH reminded the Board that safeguarding was a collective responsibility and that all governors must not only complete safeguarding training upon joining, but also refresh safeguarding training at regular intervals. The Clerk would send a reminder out on this at the end of term, together with a copy of the latest training log. **ACTION - CLERK**

Equality & Diversity

6.5 KAC gave an overview of her equality policy review and the preparation of her annual report. Both required FGB approval. Input had been received from all sides of the Board and had been received from staff. KAC noted that she would also provide an 'equality sheet' of key data to TV and the Clerk to make available for governors to help with readiness for an Ofsted inspection **ACTION - KAC**. The equality objectives were set every four years but were considered afresh each year.

6.6 The governors discussed the inclusion of a piece about respecting and celebrating diversity connected with the relationships education and preventative practices in place, demonstrating how the school was moving forward with this. KAC agreed to add that in. Following discussion, KAC also agreed to incorporate a piece noting the requirement for external service providers having direct contact with pupils, such as Swimway swimming teachers, to uphold our ethics and safeguarding requirements. This would be done following further discussion between KAC, MP and MW. **ACTION - KAC**

6.7 **Q:** The equality policy referred to the fact that the equality objectives were reviewed as part of SDP – was this done? Or were they reviewed only via the annual report?

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A: IH advised that these were annually reviewed via the annual equality report rather than in the SDP. KAC would update the wording of the report in this respect. **ACTION - KAC**

6.8 The Board agreed about the importance of the ELT knowing that the equality objectives were stated within the equality policy. An annual conversation would be helpful on this with the ELT, potentially led by the member of staff in the proposed new diversity champion role. KAC would discuss this with MOB following the meeting. **ACTION – KAC**

6.9 **Q:** Did the report look at the breakdown of attainment in terms of minority groups?

A: The governors discussed the approach taken in the PPG report around a ‘steps of progress’ breakdown made available for governors but not online, as well as whether the numbers in question might be too small to report on from an attainment perspective. It was acknowledged that this item had been discussed previously but KAC would check on this point. **ACTION - KAC**

PPG report

6.10 DC said that the report looked very comprehensive in terms of the use of the government grant for PPG pupils. Governors agreed that it made good use of specific examples. It was noted that a PPG school trip would be taking place the following day.

6.11 **Q:** The homework club had been suspended due to Covid. Would the school consider reinstating this on a virtual basis for selected groups, given it was such a powerful intervention?

A: LJ would discuss the logistics of this with MOB. **ACTION – LJ**

SEND

6.12 AH and JS gave an overview of the SEND link governor report, covering the growing number of pupils with an EHCP and the support and resources from a staffing perspective. JH encouraged governors to visit the school in the autumn term. LJ was due to talk to MOB about teacher support and training on managing other adults in the classroom, due to the increasing number of teaching assistants supporting SEN pupils in the classroom. She had also been exploring with local schools how many EHCP cases they had currently. LJ would pool this information and share it with AH and JS. **ACTION – LJ**

7. Link Governor Update / Policies Update

Policy Reviews

Approve Equality Policy & Equality Report, Governors’ Written Statement of Behaviour Principles, & Supporting Pupils with Medical Needs Policy (SPWMN Policy)

7.1 The Board unanimously approved the Equality Policy subject to the updates discussed already.

7.2 The Board unanimously approved the Written Statement of Behaviour Principles following a summary by JS of the reviewed document.

7.3 The Board unanimously approved the updated SPWMN Policy.

Receive Behaviour and Anti-Bullying Policy

7.4 IH would be sending it to MP and the Clerk soon, for the website and Governor Hub, and for the Clerk to circulate to the Board. **ACTION – IH** CR asked for the website to note that this document was under review. **ACTION – MP/CLERK**

Approve H&S Policy

7.5 MW confirmed that there were no substantive changes, noting that the legislation had not changed.

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7.6 **Q: Was there a Covid section in the document?**

A: MW said that she had not included a section specifically on Covid, because there were a large body of risk assessments and sub-policies which covered Covid and other areas in more detail. This policy document covered the government guidance for it.

7.7 The Board unanimously approved the H&S Policy.

Receive Curriculum, Homework, Enrichment, Targets and Staff Capability Policies

7.8 The Clerk would send round these policies to ensure receipt by the Board, once received from MOB. **ACTION – MOB/CLERK**

Receive PPG, Safeguarding and SEND visit/link governor reports

7.9 It was confirmed that these had been received by the Board.

8. Committee Updates and Minutes

8.1 No further updates were raised by the committee Chairs. The Board raised no comments or questions on the sets of committee minutes which had been circulated in advance of the meeting.

9. Communication to PSA, Staff and Parents

9.1 JH would add in a piece to the newsletter due out on Friday to inform parents of what had been covered at the Board meeting.

10. AOB

10.1 The date of the extraordinary full governing body meeting for Headteacher ratification purposes, was confirmed as Wednesday 30th June 2021.

Meeting ended at 21.45

Signed by the Chair: _____

Dated: _____

Justine Hebert (JH)