

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 26th June 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)
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) – arrived 6.45pm 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) Debbie Canner (DCN) Eva Butterworth (EB)
Clerk to the board	Sarah Chipperfield (Clerk)

* **Absence(s) in Bold**

The London Borough of Richmond Upon Thames



Sheen Mount School

Action List of the Full Governing Body Meeting of 26.06.2024

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	2.1	SB to sign approved FGB minutes from 8 th May 2024 and clerk would upload these onto the website.	July 2024	SB/Clerk	
2	2.4	Create a child friendly version of the Behaviour document, using feedback from the school council.	July 2024	LJ	
3	2.5	Templated version of the Separated Parents document to be created	July 2024	LJ	
4	2.6	First communication to be sent to parents regarding the Trustee Fund	Autumn 2024	TH/SB	
5	2.7, 4.8	Upload up to date version of Policy Schedule to Governor Hub	July 2024	Clerk	
6	2.11	C&L committee to consider how to communicate homework expectations to parents.	Autumn 2024	C&L committee	
7	2.12	Committee chairs to email Governor survey feedback to SB	July 2024	All Committee Chairs	
8	2.14	Message to parents to be written for final newsletter of the academic year	July 2024	SB	
9	3.3	Update Governor Hub with amends to Pastoral committee chair	July 2024	Clerk	
10	3.4	Update Governor Hub with new terms of office for DM	July 2024	Clerk	
11	4.5	Reassign link visit subjects for all outgoing governors and update the annual planner	Autumn term	MoB/School	
12	4.7	SEND link visit report to be completed and forwarded to LJ. Final version of the report to be sent to Clerk to be uploaded to Governor Hub.	July 2024	AH/Clerk	
13	9.5	Arrange new link visits for History and Englis	Autumn term	MoB/DJ/DM	
14	9.6	Upload link visit template to Governor Hub	July 2024	Clerk	
15	11.2	Annual report to be written	Summer 2024	DCN	
16	12.1	Write a bullet point list of Governing Board achievements for this academic year for the school noticeboard	July 2024	SB	

Minutes

1. Apologies and Declarations of Interest

1.1 SB welcomed everyone to the meeting. Apologies had been received from TV, GC, TP, DJ, JH and EB.

1.2 . The governors had no interests to declare connected with the agenda or for the Register of Interests.

1.3 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 8th May 2024 FGB Meeting

Minutes

2.1 The minutes from the meeting of 8th May 2024 were approved, with some minor correction. SB would be asked to sign these. The Clerk would post them on to the school website. **ACTION – SB/Clerk**
Actions from May 2024 (and matters relating to them)

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

2.3 A baseline toolkit for Oracy has been investigated. TH confirmed that a formal toolkit for Sheen Mount's scheme is not currently available.

2.4 Child friendly Behaviour document: LJ will meet with the school council to integrate their feedback. The aim is to create a finalised document by the end of the summer term. **ACTION LJ**

Clerk arrived 18.40pm

2.5 LJ will use a templated version of the Separated Parents document. Governors discussed the issues that might arise where parental consent is not mutual, and limitations on the actions available to the school. **ACTION LJ**

2.6 Trustee Fund. A meeting has now been held and the group are considering when to send the first communication to parents. **Action – TH/SB**

2.7 Policy Review schedule. This has been updated and the school is now compliant. The up to date version will be posted to Governor Hub. **ACTION Clerk**

2.8 SB gave an update on the parent elections, which are in progress. The formal count will take place on 6th July 2024.

2.9 Estate Plan. DCN confirmed that the deadline for the meeting was 5th July. The school would be looking at Capital bids to fund school maintenance.

DM arrived 18.46pm

2.10Q: How many funding applications can be submitted in one go? Can we cover more than one area in a single application?

A: Applications are a lengthy process, so we would need to consider a maximum of 2 and prioritise the most urgent issues. Only one area can be covered in a single application.

2.11The Curriculum and Learning committee would be looking at how to communicate homework expectations to parents during the Autumn term. **ACTION - C&L committee**

2.12Committees confirmed that the survey feedback had been completed and would email these to SB to look over. **ACTION - committee chairs/SB**

2.13It was confirmed that work on the Sustainability Plan had started.

2.14A final message to parents from the Governing Board would be written for the newsletter. **ACTION SB**

2.15Governor presence would be required at one of the final staff briefings of the term. SB confirmed that she would attend and invited other members of the board to join her, if they were available.



3. Governing Body membership

Succession Planning

- 3.1 SB confirmed that TV, GC and JS would be stepping down from the Summer 2024 term.
- 3.2 SB expressed her thanks to all outgoing governors for their time and contribution.
- 3.3 It was confirmed that CB would take over as the new chair of the Pastoral committee. **ACTION – Clerk**
- 3.4 SB confirmed that DM was happy to continue for a second term. **ACTION – Clerk**
- 3.5 Three vacancies now remain, one on each of the three committees.
- 3.6 MW confirmed that she would continue her work in recruiting new Governors to fill these positions. Governors for Schools now had a chargeable service and MW would look into this.
- 3.7 SB asked for expressions of interest for the Chair of Curriculum and Learning. It was noted that this role could be shared by two governors. The school would be happy to set the agenda for the committee meetings and offered support to the governor(s) taking on the role.

4. Effectiveness Review

- 4.1. MW gave an overview of the recent Governing Board skills audit. The results received were reassuring.
- 4.2. The Board were asked whether the current meeting format worked well and if any adjustments needed to be made. TH mentioned that the 8am start for committee meetings worked well and it was agreed that the 6.30pm start for FGB meetings was helpful for those coming directly from work. The board discussed whether FGB meetings could work on Zoom, and it was agreed that this format suited committee meetings better. The FGB meetings would continue face to face for the coming academic year.
- 4.3. The board discussed the annual planner. MoB confirmed that the existing document with Governor availability worked well. Link visits had increased and the experience had proved valuable and constructive to staff. Governors discussed the format of link visits and how reports were fed back to staff.
- 4.4. AH confirmed that a SEND link visit would take place twice a year and that the next visit would fall under her remit.
- 4.5. MoB confirmed that the school would re-assign subjects for any outgoing governors. **ACTION – MoB/School**
- 4.6. The board discussed reassigning the Early Years link governor role, which currently fall under GC's remit. Governors considered whether specific experience would be required to take on this role. It was agreed that this responsibility could be assumed by any of the governing board.
- 4.7. AH gave a brief overview of her SEND link visit, which was conducted with EB. EB would shadow AH next term. The SEND report was in progress and would be sent to LJ. A final version of the report would be sent to the Clerk to be uploaded to Governor Hub. **ACTION – AH/Clerk**
- 4.8. The policy schedule had been updated. The current version would be posted to Governor Hub and amended versions would be sent to committee chairs on a termly basis. **ACTION – Clerk**



- 4.9. The board discussed the governor's kitty. It was felt that requests for donations had increased in frequency and amount. It was agreed that this would be limited to a request once a year. This would cover staff drinks at Christmas and biscuits. The school also agreed to give guidance about suitable gifts and gestures going forward.

5. Financial management

- 5.1. DCN presented an overview of the final budget to the board. The figures included a surplus of just over £50k and £237k would be carried forward to the next financial year. The operating profit included LA grants, KS2 school meals Mayor grant and pre-payment for the Year 6 residential trip.
- 5.2. The draft budget had been honed to add various income streams that the school would be reliant on, including the swimming pool, JAG and school clubs. DCN estimated this would accrue an income of £200k, but this could be more. Without this income, the school would not be submitting a balanced budget.
- 5.3. MW confirmed that the budget included one-off spends that totalled £67k.
- 5.4. The budget accounted for spends on additional staff training (in response to the governor survey), maintenance work to toilets, IT and server updates, spending on blinds and the alarm system. It was noted that the new budget allowed the school to address these issues.
- 5.5. The final projected budget for 2024/25 was a deficit of £59k.
- 5.6. DM thanks DCN and TH for their work on the budget. He was confident with the current budget and noted that the school was financially in a much healthier position going forward.
- 5.7. MW noted concerns surrounding income generation, as these funds are not guaranteed. Any income generated made up for shortfalls in the funding received from the LA.
- 5.8. The board discussed the capital strategy and spends for the estate management plan. 13k had been allocated for work on the toilets in the main school, 10k had been allocated to repairs to the caretaker's house and 5k had been allocated to maintenance on the roof.

2024/2025 BUDGET VOTE

- 5.9. Approved unanimously by the Board.

6. Headteacher's Report

- 6.1. TH gave an overview of enrolments for 2024/25. 90 places had been accepted for the new reception class. There had also been a good uptake of in-year admissions, mainly from children moving from local schools and families moving into the area from abroad. Any potential in-year admissions were offered tours of the school and most of these enquiries were converted to formal offers. TH confirmed that more school tours had been scheduled.
- 6.2. Children moving to independent schools or families moving out of London accounted for most of the in-year leavers.
- 6.3. Two new ECTs had been appointed, one as maternity cover. TH was very happy with the recruitments. Some support staff had resigned, but there would be some changes to the staffing requirements for the next academic year. Three current EHCP students would be moving to SRPs, and staffing would need to be allocated for new children joining the school with EHCPs in September.
- 6.4. One member of supply staff would be taking on a job share role for two days a week.



6.5. The school had held a career's week, which had gone very well. This had been well supported by parents.

6.6. SB asked that the school thanked Tes Stroka for her contribution to career's week and thanked TH for his work on in-year admissions

6.7. **Q: How does the school manage any requests for new places over the summer?**

A: TH monitors any requests that come in once the school has closed for the term. Two new students will be starting before the end of this summer term, to allow them to settle in before rejoining in September.

6.8. TH noted that school tours had been mentioned at a recent open morning for parents. Parents fed back that their children had enjoyed conducting the tours themselves. Inviting current parents to open mornings was also being considered, as well as serving teas and coffees.

6.9. **Q: Some of the more challenging behaviour issues are likely to be an ongoing issue. Does the school have any strategies or training planned for the next academic year?**

A: There is no easy answer to these situations. The school has already considered all possible options available.

6.10. **Q: Are other schools also struggling with similar issues?**

A: SENCOs have been informed that referrals to Special Schools are not currently being accepted as there are no places available. Some parents have agreed with the school's decision that this provision would be most suitable for their child, but there are not currently any options available for a transfer.

6.11. **Q: Is it best to pre-empt these situations, instead of reacting when a problem arises?**

A: The school is able to manage these situations well and offers every suggestion to teaching and support staff.

6.12. **Q: Does the school hold regular meetings for staff who are teaching children with challenging behaviour, to offer reassurance and support?**

A: This topic was raised in a recent ELT meeting and staff were asked if SLT could offer any further support. It was felt that all options had been covered. In many cases, support and cooperation from parents is most effective.

6.13. The board discussed new EHCP referrals and actions that would be required in advance of the new academic year. This included a PEEP for any children with physical needs.

6.14. **Q: Are there any plans to bring in external training options for staff CPD?**

A: Yes the school is looking at various options, including the CPD borough lead, AfC visitors, SPARKs projects and local support staff training.

7. Summer Term SIP report

7.1. Included in section 6.

8. SDP – academic year 2024/25

8.1. Included in section 6.



9. Curriculum Committee update/minutes

PE Link Visit

- 9.1. TP was unable to attend, but the board discussed the PE report that had been submitted. The board noted that this had been a comprehensive report and TP was working very well with the teaching staff. The board discussed CPD training for PE staff and MoB noted that experienced staff were happy to share good practice.

Science Link Visit

- 9.2. GK gave an overview of the Science link visit. This had been split into two parts, a meeting with the link teacher to discuss structure, followed by a learning walk. GK had seen a range of year groups and was impressed with how students were able to clearly explain their knowledge. Many children said they were keen to pursue science further in their education. The visit had been a very positive experience and GK felt that this subject was a particular strength for the school.
- 9.3. The board discussed the positive teaching methods used in science and discussed whether the same principles were applied to different subject areas. The staff explained how children were encouraged to understand their learning journey and that teachers were consistent in tracking back to previous learning.

SEND Link Visit

- 9.4. The visit had taken place and the report was in progress.
- 9.5. New dates for the History and English link visits would need to be arranged with MoB and the relevant link governors.
ACTION MoB/DJ/DM
- 9.6. The link visit template would be uploaded to Governor Hub. **ACTION - Clerk**

10. Pastoral Committees update/minutes

- 10.1. SB checked whether the board had any questions regarding the Safeguarding visit. No questions were raised.
- 10.2. JS gave an overview of her recent wellbeing visit. This included speaking to children in Years 3 and 5. The children were able to talk about inclusivity and how this is managed within the school. JS explained how EAL students were supported with the drawing and talking practitioner and that parents would be invited to attend some sessions. These sessions were also effective in resolving any friendship issues.
- 10.3. JS had spoken to staff about how behaviour issues had impacted on them. SLT information is still required to balance the final report.
- 10.4. Staff had been working with a psychotherapist and educational psychologist and it was felt that this support had been constructive.
- 10.5. **Q: How will any behaviour issues be managed for the transition into the next year group, and will children stay with the same staff?**



A: There will be a change of staffing. The school is proactive in identifying any issues and can find solutions when they are aware of the situation.

10.6. JS spoke about the Wellbeing Ambassadors and how much the children enjoyed taking on these roles. The board discussed the new Inclusion Ambassador roles, due to be introduced in September.

10.7. **Q: Is the Nest only available for SEN children?**

A: Primarily, but all children can get nest passes, or an invitation to use the facility.

11. Resources Committee update/minutes

11.1. MW provided a Health and Safety update to the board. The school had conducted an internal audit to prioritise actions. MW was confident that the school was proactive with Health and Safety issues, but noted that the fire doors were still an area of concern. It was important to check all documentation and records were compliant, but she felt that much progress would be made in the coming academic year.

11.2. DCN confirmed that she would be creating an annual report, which MW noted was very welcome. **ACTION - DCN**

12. Communication to PSA, Staff and Parents

12.1. The Board discussed whether a hard copy of the annual report could be added to the school noticeboard. This may work best as a list of achievement in bullet points. SB would write list of governing board achievements that could be used. **ACTION – SB**

12.2. SB reminded the board that the Summer Fair would take place on 6th July.

12.3. TH wished to acknowledge the staff commitment to the Year 6 school residential, which had been a very positive experience for all involved.

12.4. SB reminded the board to send SC data for the DEI report.

Meeting ended at 20:17