

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 8<sup>th</sup> May 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> ) Telmo Valido (TV)
<b>Staff Governors – 1</b>	Robert Kennedy (RK) – Class Teacher and Upper KS2 Phase Leader
<b>Co-opted Governors – 10</b>	<b>Gemma Cass (GC)</b> (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) <b>Jennifer Wright (JW)</b> David Carter (DC) Tej Patel (TP) <i>Vacancy</i>
<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> Jodi Hunt (JH) Debbie Canner (DCN) Eva Butterworth (EB)
<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 08.05.2024**

*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 13 <sup>th</sup> March and clerk would upload these onto the website.	May 2024	SB/Clerk	
2	2.4	Baseline toolkit for Oracy to be available for next FGB	June 2024	TH	Y
3	2.5	Create a child friendly version of the Behaviour document.	Summer term	LJ	Y
4	2.6	Add separated parents page to Communications Policy and rewrite existing document.	Summer term	LJ	Y
5	2.8	New meeting to discuss a relaunch of the Trustee Fund	May 2024	SB/GK/TV/JR	
6	2.13	Update Governor Hub and website (if applicable) with approved policies. Policy Review Schedule to be updated.	May 2024	Clerk	
7	3.6	Research into voting systems for parent elections	June 2024	Clerk/DCN	
8	4.18	Meeting to discuss priorities for funding and grant applications	Summer term	MW/DCN/DC/JR	
9	5.4	C&L committee to consider how to communicate homework expectations to parents.	Autumn term	C&L committee	
10	5.17	All committees to create a one-page document with survey feedback for staff, parents and students.	Summer term	JS/GC/DM	
11	6.2	Governors would be directed to appropriate training, following the skills audit	Autumn term	MW/Clerk	
12	8.7	Work on Sustainability Plan to start	Autumn term	DC/DCN/TH	
13	9.1	Message to parents to be written for final newsletter of the academic year	July 2024	SB	
14	9.2	Governor attendance required at end of term staff meeting	Summer 2024	SB & any other available Governors	

**Minutes**

**1. Apologies and Declarations of Interest**

1.1 SB welcomed everyone to the meeting. Apologies had been received from JW. GC absent. The governors had no interests to declare connected with the agenda or for the Register of 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 13<sup>th</sup> March 2024 FGB Meeting**

Minutes

2.1 The minutes from the meeting of 13<sup>th</sup> March 2024 were approved. SB would be asked to sign these. The Clerk would post them on to the school website. **ACTION – SB/Clerk**



Actions from March 2024 (and matters relating to them)

- 2.2 Actions from the previous meeting were either completed or in progress.
- 2.3 A list of acronyms were listed in the Head Teacher's report.
- 2.4 A baseline toolkit for Oracy would be available for the next FGB. **ACTION – TH**
- 2.5 A child friendly version of the Behaviour document is in progress and staff have worked with students on the content. Staff are considering asking a parent, who is a graphic designer, to create a visual copy of the document for the classroom. **ACTION LJ**
- 2.6 The separated parent page needs to be included in the Communications Policy, which is currently being reviewed. **ACTION LJ**
- 2.7 The Parent Governor election is in progress.
- 2.8 Trustee Fund. A new meeting will be scheduled before half term. **ACTION SB/GK/TV/JR**
- 2.9 Risk assessment template. This will be streamlined, in tandem with the education coordinator visit.
- 2.10 The pastoral visit has been scheduled with the school.
- 2.11 IT has been contacted regarding school emails going into the spam folder.
- 2.12 SB explained that the following HR policies have now all been grouped together and will be collectively reviewed in the second half of the Autumn term, on an annual basis:
- Staff Grievance policy
  - Staff Discipline Policy
  - Staff Capability Policy
  - Whistleblowing Policy
  - Staff Code of Conduct
  - Pay Policy

**POLICY VOTES**

SEND POLICY AND Supporting Pupils with Medical Conditions Policy (including Health Care Plans 1-4) POLICY

- 2.13 SB explained to the board that both policies would benefit from a review in the Autumn term, to coincide with the release of new legislation at the start of the academic year. Governors were asked to approve both policies in their current form and to agree to the amended review date. This was approved unanimously by the Board. **ACTION – Clerk**

**3. Governing Body membership**

New Associate Member

- 3.1 SB introduced Eva Butterworth to the Governing Board.
- 3.2 Eva introduced herself to the board and outlined her background and skill set.
- 3.3 SB explained that Eva will either sit on the C&L or Pastoral committees. This is yet to be decided.



Succession Planning

3.4 SB asked the Governing Board to confirm if there were any changes to tenure. Nothing to report.

Parent governor election update

3.5 SB confirmed that the election process was under way and voting would be scheduled for after half term.

3.6 Work on the voting system would be needed. **ACTION DCN/Clerk**

**4. SDP – Academic Year 2023/24**

- 4.1. TH gave an overview of how the SDP was being implemented this term. Staff had engaged in CPD training to review their teaching practice. Staff had been asked to consider pedagogy that had worked well and oracy principles had been written. The reception from staff was generally positive. The Maths and English leads had also attended the Spring C&L committee meeting.
- 4.2. The board discussed how oracy principles could be communicated to parents, which could be supported with reading at home. This would also align with the Head Teacher's vision.
- 4.3. The school is working with subject leads on progression with sequencing and has bought in schemes of work for foundation subjects, which included lots of useful content.
- 4.4. The SIP had met with subject leads that had under 2 year's experience.
- 4.5. It was confirmed that Ofsted inspections would no longer include deep dives.
- 4.6. **Q: How are ECTs offered support as subject leads?**  
A: 1<sup>st</sup> year ECTs are not offered the role of subject lead, and 2<sup>nd</sup> year ECTs are not offered a core subject lead. It was felt that, with the correct CPD, action plan and support, the experience of being a subject lead was beneficial and staff developed a greater level of expertise in a shorter period of time.
- 4.7. TH explained that SEN support is still a challenge, with regards to staff resources. Any interventions require strategic support. The school utilises parent volunteers to help with reading and support with EAL students. It was important to manage parent expectations in terms of the support that is available.
- 4.8. The board discussed how the school utilises staff for SEN support and how best to retain staff in these roles.
- 4.9. The board discussed quality first teaching and was informed that support had been received from the education psychologist. SEN support staff were very experienced and ensured that quality first teaching was being applied in the classroom.
- 4.10. TH explained how the ELT had been focussing on school values, specifically respect. This included talking about 4-way respect. There were no significant issues at the school, but it was useful to get feedback to see how this was going.
- 4.11. The board discussed how the school staffs lunchtimes. Support and guidance were offered to staff, who were less experienced.
- 4.12. **Q: The staff survey highlights CPD requests for behaviour management. How is this being addressed by the school?**



*A: A specialist provision consultant, teaching staff and ELT are available to support staff. When a high level behaviour issue arises, SLT intervene to take over the situation. Phase leaders are also on hand to offer support. ELT are doing everything possible to alleviate the situation, but unfortunately there is no obvious solution. ELT appreciate that this is frustrating for staff and parental cooperation is key, when these situations arise.*

**4.13. Q: After a difficult scenario surrounding behaviour, how does the school follow up with the staff involved?**

*A: Time is allocated for a 1:1 for the staff member involved and there will also be a follow up check in a week or two later.*

**4.14. Q: Can the 'feelings box' used by children be adapted for staff?**

*A: Staff do feel comfortable speaking to staff and phase leaders.*

**4.15. Q: How has the school addressed the issue of exclusions with staff?**

*A: ELT have encouraged an open discussion with staff and have been happy to explain the process involved, and why the school would wish to avoid this course of action. It was felt that staff were on board with the school's stance, following this discussion.*

**4.16. Q: With regards to the Estate Plan, is there a point in the year when funding applications need to be submitted and should the school/Governing Board be reviewing any documents a term in advance?**

*A: DCN confirmed there is a long lead time for any funding applications. The conditions survey is done every 4/5 years and highlights any issues by area and spend. The School has responsibility for the maintenance of the Caretaker's house and quotes have been received for the roof repairs and fire doors.*

4.17. Governors discussed the building repairs that were required and the outcome of work that had been completed.

4.18. JR and DC were supporting the school with the Estates Plan. A meeting would need to be scheduled to look at areas that should be prioritised for funding and grants. **ACTION – MW/DCN/DC/JR**

## **5. Governor Survey Results**

5.1. TH introduced the survey results to the group. He noted that parent responses to the survey had decreased from 71% in 2019 to 25% for 2024. The board discussed what may have contributed to the declining number of responses over the past 5 years. IT issues had been a factor and it was noted that class reps were key in promoting the survey amongst parents. Making the survey easily accessible was highlighted, and the board suggested QR codes on posters and on the back of reading diaries. It was also noted that if a survey is incomplete, then any questions already answered are lost.

5.2. The results from the surveys had been positive. Feedback from the newsletter had been taken on board. Results indicated that the website is under utilised and the board considered the importance of adding a search function.

5.3. The board separated into groups to consider key responses to each survey and then fed back to the group.

### Parent Survey Feedback:

5.4. Overall, there had been lots of positive feedback. Key areas that had been highlighted were homework, offering extension challenges to children and bullying. Governors discussed how best to communicate homework expectations to parents and this would be actioned at the next C&L committee meeting. **ACTION C&L committee**

### Staff Survey Feedback:

5.5. Further training around behaviour management was a feature of the survey. Governors discussed appropriate training options. The breakout spaces had worked well, and lots of positive comments had been received. There had been



concerns that over a lack of consequences for some behaviour. Staff explained how the effect of different consequences will differ depending on the scenario.

- 5.6. Governors discussed including scenario training for staff at induction.
- 5.7. CPD options for staff was discussed, including tailored training for individuals. There was some reluctance to attend training, but those who did gave positive feedback. There were many opportunities for CPD and support, including a subject lead network.
- 5.8. **Q: What are the issues contributing to the lack of CPD take up?**  
*A: Lesson planning for cover teachers can cause additional work. The school is still catching up from the last Ofsted inspection, which has also had an impact.*
- 5.9. **Q: Is CPD promoted by the ELT?**  
*A: Training is signposted and suggested, but not always taken up. Teachers need to be proactive in attending training, but the training offered needs to be inspiring. The board discussed how it would be beneficial to share experiences of good training.*
- 5.10. Governors discussed CPD logs, performance management meetings and communications between the SLT and staff. Smaller groups and working lunches made staff more confident to open up to SLT. Managing the school calendar would also help to get buy in from staff.
- 5.11. Governors considered how more experience teachers could help to support some staff with parent communications.

#### Student Survey feedback

- 5.12. The board noted that a low number of results had been received.
- 5.13. Secondary transition was a concern for some children. There are plans for Year 7 children to come in to talk to current Year 6 students about their experience in the final half term.
- 5.14. Behaviour and bullying were mentioned in the survey and the board discussed creating a one page document that would give parents and students greater clarity about how the school tackles these issues.
- 5.15. The board talked about clarifying student's definitions of behaviour and bullying and how important it was to explain how an issue is being dealt with to 'close the loop'.
- 5.16. It was noted that Ofsted had commented on outstanding and exceptional behaviour at the last inspection.

#### Summary

- 5.17. All committees are required to create a one-page document with feedback for staff, parents and students. **ACTION – Committee Chairs**

## **6. Governing Board Self Evaluation**

- 6.1. MW presented an overview of the results received. The results were very positive and demonstrated that there was a good breadth of knowledge and learning. Answers reflected committee strengths and weaknesses, and also areas to be developed for new governors, which was to be expected.



6.2. It was noted that questions were taken from the NGA survey, which focussed heavily on equality. Unconscious bias training was requested on a number of occasions, which would be looked at. Governors would be directed to appropriate training, but overall the board was in a very good position. **ACTION – MW/Clerk**

6.3. MW was confident that HR skills were well covered and noted that educational HR was a very specialised area.

## 7. Curriculum and Learning Committee update/minutes

7.1. As GC was not present, this item will be moved to the June FGB agenda.

## 8. Resources Committee update/minutes

8.1. SB confirmed that governors had read the committee meeting minutes.

### Submitted budget update

8.2. DM provided an update to the board. The updated budget has now been signed off by the LA. A loss of £186k had been predicted, but the final numbers showed a profit of £50k. £230k would be carried forward to the next academic year.

8.3. The reason for the surplus was due to an additional £100k extra income from the LA and additional funds raised by the PSA. On expenditure, we came in below budget, including being under budget by £35k for staffing costs.

8.4. The governors thanked DM, TH and DCN for their work on the budget.

8.5. **Q: Is it a fair summary that the issues affecting the school budget are still the same?**

*A: Yes, this is correct. There have been some staffing amendments, but these have been very small changes and so have not been included in the budget.*

8.6. DCN confirmed that a fixed occupying income had been agreed with JAG for the next 12 months (running from April). This has alleviated the urgency for the school to take on the wrap around provision.

### Update on new Sustainability commitments for 2025

8.7. SB explained that the new Sustainability Action Plan would be required by 2025. DC would support the work on the plan, together with DCN and TH. **ACTION – DC/DCN/TH**

8.8. MW provided an update on the network meeting with the LA. There were many organisations ready to help schools, but it was important to identify what the school wanted to prioritise, which would take some time.

## 9. Communication to PSA, Staff and Parents

9.1. SB confirmed that a message would be required by the Board in the final newsletter of the academic year. **ACTION - SB**

9.2. Governors were asked if they were available to attend the staff meeting at the end of term or Friday briefings where appropriate. **ACTION – SB/Governors**

9.3. Annual Governor Day. Date to be agreed at the June FGB.

9.4. SB asked Governors if they were happy for the FGB and Committee meetings to sit in the same weeks for 2024/25. Unanimously agreed by the board.

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9.5. SB asked governors to consider stepping up to the positions of Curriculum and Learning and Pastoral committee chairs.

**Meeting ended at 20:41**