

# The London Borough of Richmond Upon Thames



## Sheen Mount School

### GOVERNING BOARD ROLES & TERMS OF OFFICE

#### 1. Governor List

The Governing Body shall consist of 15 governors:

- |                                  |                                 |
|----------------------------------|---------------------------------|
| (a) Two parent governors         | (d) One Sheen Mount headteacher |
| (b) One Local Authority governor | (e) 10 co-opted governors       |
| (c) One staff governor           |                                 |

First name	Last name	Governor Type	Link Roles	Committee	Governing Since	Date of Appointment	Expiry Date	Term of Office
Avani	Bakrania	Staff - Teacher	N/A	Standards	18/09/2019	18/09/2019	18/09/2023	4
Sarah	Bellingham	Non-Governor	N/A	N/A	N/A	01.01.2020	N/A	N/A
Kelly-Ann	Cahillane	Co-opted	Equality & Diversity	Pastoral	06/02/2017	06/02/2021	06/02/2025	4
Dahs	Chae	Co-opted		Standards	25/05/2021	25/05/2021	24/05/2025	4
Helen	Edward	Co-opted	Safeguarding (2nd) / Pupil Premium	Pastoral	31/12/2018	31/12/2018	31/12/2022	4
Anna	Hare	Co-opted (parent)	SEND	Standards	28/11/2018	28/11/2018	28/11/2022	4
Justine	Hebert	Co-opted (appointed Chair July 21st '18)	Chair / Equality (2nd)	Ad hoc	09/01/2017	09/01/2021	09/01/2025	4
Kathryn	Higgins	Co-opted (parent)	Standards Chair / Science	Standards	03/05/2018	03/05/2018	03/05/2022	4
Ian	Hutchings	Staff - Headteacher	Headteacher	Ad hoc	05/09/2005	05/09/2005	N/A	N/A
Dan	Jameson	Co-opted	English	Standards	18/09/2019	18/09/2019	18/09/2023	4
Laura	Jeffery	Associate	Assistant Headteacher / Inclusion Manager	Pastoral	04/10/2017	04/10/2017	04/10/2021	4
David	Morley	Co-opted	Data Protection	Resources	07/08/2020	07/08/2020	07/08/2024	4
Maria	O'Brien	Associate	Deputy Headteacher	Standards	01/09/2015	01/09/2019	01/09/2023	4
Marianne	Paemen	Associate	School Business Manager	Resources	01/09/2015	01/09/2019	01/09/2023	4
Catherine	Riley	Co-opted (parent)	Pastoral Chair Safeguarding/Child protection	Pastoral	03/02/2016	03/02/2020	03/02/2024	4
Julia	Sandell	Co-opted (parent)	Behaviour and Anti-Bullying / SEND (2nd)	Pastoral	28/11/2018	28/11/2018	28/11/2022	4
Telmo	Valido	Co-opted (parent)		Resources	14/12/2020	14/12/2020	13/12/2024	4
Maria	Widdowson	LA	Vice Chair / Health & Safety	Resources	16/05/2018	16/05/2018	16/05/2022	4

#### Quorum and Decisions

- The quorum for a full governing body meeting and vote is 50% of the total number of governors, minus any vacancies
- Decisions are made by simple majority of governors present and voting. Voting by proxy is not permitted

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- In the event of a tie the chair has a second, or casting, vote
- Decisions of the governing body are binding on all members
- All decisions are made by the governing body, except where the governing body has delegated the function to a committee or an individual

## 2. Sub-Committee Membership

Standards	Pastoral	Resources
<b>Kathryn Higgins (Chair)</b> Avani Bakrania Anna Hare Dan Jameson Dahs Chae  (A) Maria O'Brien	<b>Catherine Riley (Chair)</b> Kelly-Ann Callihane Helen Edward Julia Sandell  (A) Laura Jeffery	<b>David Morley (Chair)</b> Maria Widdowson Telmo Valido <i>Vacancy</i>  (A) Marianne Paemen

- The quorum for sub-committees is as recorded in the individual committee's Terms of Reference – 3 members.
- Associates also have a vote at sub-committees.
- Ian Hutchings and Justine Hebert will attend committee meetings as appropriate for the agenda.

## 3. Link Governor Responsibilities

SEND (reports into FGB)	Anna Hare (L) & Julia Sandell
Safeguarding (reports into FGB via Pastoral)	Catherine Riley (L) & Helen Edward
Equality (reports into FGB via Pastoral)	Kelly-Ann Callihane (L) & Justine Hebert
Pupil Premium (reports into FGB via Pastoral)	Helen Edward
Health & Safety (reports into FGB via Resources)	Maria Widdowson (L)
English (reports into Standards)	Dan Jameson
Maths (reports into Standards)	<b>Vacant</b>
Science (reports into Standards)	Kathryn Higgins
Sports Premium (reports into Standards)	<b>Vacant</b>
Behaviour and Anti-Bullying (reports into Pastoral)	Julia Sandell
Data protection and information security (reports into Resources)	David Morley

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- Each link governor named below is accountable to the Full Governing Board for their named area of responsibility. This may report via a committee rather than directly into the Board for ease of operation and allowing for delegated authority to committees.
- In a few critical areas, there is both a lead governor (L) for an area and a second named individual. The lead governor is accountable for the area. The second link governor should be involved and engaged in all activity, but acts more as a sounding board and to ensure someone else is up to speed on that area.

### 4. Panels

<b>Grievance/Disciplinary Appeals</b>	<b>Headteacher Performance Management &amp; Development</b>
Governors to be identified based on: <ul style="list-style-type: none"><li>- Any prior knowledge of the appeal or the parent/child/staff member involved, which could influence their independence</li><li>- Those who can offer an independent and objective assessment of the appeal</li><li>- Those with any relevant experience of such processes</li></ul>	Justine Hebert Kathryn Higgins Maria Widdowson

### 5. Working Parties

<b>Bi-annual Surveys</b>
Kelly-Ann Callihane Catherine Riley Kathryn Higgins Julia Sandell