

# 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 Dahs	Bellingham Chae	Non-Governor Co-opted	N/A Standards Chair / Maths	N/A Standards	N/A 25/05/2021	01.01.2020 25/05/2021	N/A 24/05/2025	N/A 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	Ad hoc	09/01/2017	09/01/2021	09/01/2025	4
Kathryn Dan	Higgins Jameson	Co-opted (parent) Co-opted	Safeguarding / Science English	Pastoral Standards	03/05/2018 18/09/2019	03/05/2018 18/09/2019	03/05/2022 18/09/2023	4 4
Laura	Jeffery	Associate	Acting Deputy Headteacher / Inclusion Manager	Pastoral	04/10/2017	07/10/2021	07/10/2025	4
Rob	Kennedy	Associate	N/A	Standards	07/10/2021	07/10/2021	31/12/2021	3 mths
David	Morley	Co-opted	Resources Chair / Data Protection	Resources	07/08/2020	07/08/2020	07/08/2024	4
Maria	O'Brien	Acting Headteacher	Acting Headteacher	Standards	01/09/2015	01/09/2019	01/09/2023	4
Julia	Sandell	Co-opted (parent)	Pastoral Chair / 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.
- 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.

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### 2. Sub-Committee Membership

Standards	Pastoral	Resources
<b>Dahs Chae (Chair)</b> Avani Bakrania Anna Hare Kathryn Higgins Dan Jameson  (A) Robert Kennedy	<b>Julia Sandell (Chair)</b> Helen Edward <i>Vacancy</i> <i>Vacancy</i>  (A) Laura Jeffery	<b>David Morley (Chair)</b> Maria Widdowson Telmo Valido <i>Vacancy</i>  (A) Maria O'Brien

- 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.
- The Headteacher and Chair of Governors 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)	Kathryn Higgins (L) & Helen Edward
Equality (reports into FGB via Pastoral)	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)	Dahs Chae
Science (reports into Standards)	Kathryn Higgins
Sports Premium (reports into Standards)	Kathryn Higgins
Behaviour and Anti-Bullying (reports into Pastoral)	Julia Sandell
Data protection and information security (reports into Resources)	David Morley

- 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.

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- 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>
Kathryn Higgins Julia Sandell