

The London Borough of Richmond Upon Thames



Sheen Mount School

GOVERNING BOARD ROLES & TERMS OF OFFICE

1. Governor List, Quorum, and Decisions

Governor List: The Governing Body shall consist of 15 governors:

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

First Name	Last Name	Governor Type	Governing since	Date of Appointment	Expiry Date	Term of Office
Susan	Boughton	Co-opted	16/12/2021	08/10/2025	08/10/2029	4
Debbie	Canner	Associate	11/03/2024	11/03/2024	10/03/2028	4
David	Carter	Co-opted	11/10/2023	11/10/2023	10/10/2027	4
Samantha	Davies	Associate - Staff gov	30/09/2026	30/09/2026	31/08/2027	1
Anna	Hare	Co-opted	28/11/2018	28/11/2018	27/11/2026	4
Matthew	Hemsley	Co-opted	30/09/2026	30/09/2026	30/09/2030	4
Tom	Holmes	Headteacher	Ex-officio from 1/11/2022			
Megan	Humphreys	Staff - Maternity leave	03/09/2025	03/09/2025	03/09/2029	4
Laura	Jeffery	Associate	04/10/2017	08/10/2025	08/10/2029	4
Ben	Kinnear	Co-opted	08/10/2025	08/10/2025	08/10/2029	4
Ilona	Kremenetska	Parent	05/12/2025	05/12/2025	05/12/2029	4
David	Morley	Co-opted	07/08/2020	07/08/2024	06/08/2028	4
Maria	O'Brien	Associate	23/03/2022	18/03/2026	18/03/2030	4
Nicola	Peatfield	Co-opted	09/10/2024	09/10/2024	08/10/2028	4
Jodi	Rowlands-Hunt	Co-opted	13/03/2024	13/03/2024	12/03/2028	4
Ben	Rowan	Co-opted	26/11/2025	01/07/2026	01/07/2030	4
Charlene	White	Parent	01/09/2024	01/09/2024	31/08/2028	4
Maria	Widdowson	LA	27/06/2018	20/05/2026	19/05/2030	4

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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.

2. Sub-Committee Membership

Curriculum & Learning	Pastoral	Resources
Ilona Kremenetska (Chair) Anna Hare Megan Humphreys (Maternity leave) Ben Kinnear (A) Maria O'Brien (A) Samantha Davis (Maternity cover)	Jodi Rowlands Hunt (Chair) Ben Rowan Charlene White Matt Hemsley (A) Laura Jeffery	David Morley (Chair) Maria Widdowson David Carter Nicola Peatfield (A) Debbie Canner

- The quorum for sub-committees is as recorded in the individual committee's Terms of Reference – 3 members.
- Associates ('A') 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

Link Area	Reports Into	Link Governor(s)	Frequency of Visits
Core Subjects			
English	C&L	vacancy	Annual
EYFS	C&L	Jodi Rowlands Hunt	Annual
Maths	C&L	Nicola Peatfield	Annual

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Science	C&L	Ben Rowan	Annual
Foundation Subjects			
Art and Design	C&L		Every two years
Computing	C&L	Anna Hare	Every two years
Design and Technology	C&L		Every two years
Geography	C&L	David Carter	Every two years
History	C&L	David Morley	Every two years
MFL	C&L	Maria Widdowson	Every two years
Music	C&L	Nicola Peatfield	Every two years
P.E.	C&L	Ben Kinnear	Every two years
PSHE	C&L	Ilona Kremenetska	Annual
Religious Education	C&L		Every two years
Other			
Behaviour & Anti-Bullying	Pastoral	Charlene White	Annual
Data Protection & Information Security	Resources	David Morley	Annual
Equality & Diversity	FGB (via Pastoral)	Jodi Rowlands-Hunt	Annual
Health & Safety	FGB (via Resources)	Maria Widdowson	Termly
Pupil Premium	FGB (via Pastoral)	Ben Kinnear	Annual
Safeguarding	FGB (via Pastoral)	Ben Rowan (L) & Jodi Rowlands Hunt	Termly
SEND	FGB	Anna Hare (L) & Matt Hemsley	Termly
Sports Premium	C&L	David Carter	Annual

- Each link governor named above 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.

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4. Panels

Grievance/Disciplinary Appeals	Headteacher Performance Management & Development
Governors to be identified based on: - Any prior knowledge of the appeal or the parent/child/staff member involved, which could influence their independence - Those who can offer an independent and objective assessment of the appeal - Those with any relevant experience of such processes	Susan Boughton Nicola Peatfield Ben Kinnear

5. Working Parties

Bi-annual Surveys
Vacancy Vacancy