

# 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         | (d) One Sheen Mount headteacher |
| (b) One Local Authority governor | (e) Ten co-opted governors      |
| (c) One staff governor           |                                 |

First name	Last name	Governor Type	Governing Since	Date of Appointment	Expiry Date	Term of Office
Sarah	Bellingham	Non-Governor	N/A	01.01.2020	N/A	N/A
Susan	Boughton	Parent	16/12/2021 ✓	16/12/2021	15/12/2025 ✓	4
Gemma	Cass	Co-opted	18/05/2022 ✓	18/05/2022	17/05/2026 ✓	4
Louise	Dear	Associate	23/03/2022 ✓	23/03/2022	22/03/2026 ✓	4
Helen	Edward	Co-opted	31/12/2018 ✓	31/12/2018	30/12/2022 ✓	4
Anna	Hare	Co-opted	28/11/2018 ✓	28/11/2022	27/11/2026 ✓	4
Justine	Hebert	Co-opted (re-appointed Chair 12th Oct 2022)	09/01/2017 ✓	09/01/2021	08/01/2025	4
Kathryn	Higgins	Co-opted	03/05/2018 ✓	23/03/2022	22/03/2026 ✓	4
Tom	Holmes	Headteacher	Ex-officio fr 01/01/22			N/A
Dan	Jameson	Associate	18/09/2019 ✓	12/10/2022	11/10/2023 ✓	4
Rob	Kennedy	Staff Governor	01/09/2022 ✓	01/09/2022	31/08/2026 ✓	4
Laura	Jeffery	Associate	04/10/2017 ✓	07/10/2021	07/10/2025	4
David	Morley	Co-opted	07/08/2020 ✓	07/08/2020	06/08/2024 ✓	4
Maria	O'Brien	Associate	01/09/2015 ✓	23/03/2022	22/03/2026 ✓	4
Julia	Sandell	Co-opted	28/11/2018 ✓	28/11/2022	27/11/2026 ✓	4
Telmo	Valido	Parent	14/12/2020 ✓	14/12/2020	13/12/2024 ✓	4
Maria	Widdowson	LA	27/06/2018 ✓	29/06/2022	28/06/2026 ✓	4
Jennifer	Wright	Co-opted	07/01/2022 ✓	07/01/2022	06/01/2026 ✓	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
<p><b>Kathryn Higgins (Chair)</b>                      Anna Hare                      Telmo Valido                      Gemma Cass                      Rob Kennedy</p> <p>(A) Maria O'Brien &amp; Dan Jameson</p>	<p><b>Julia Sandell (Chair)</b>                      Helen Edward                      Susan Boughton                      Jennifer Wright</p> <p>(A) Laura Jeffery</p>	<p><b>David Morley (Chair)</b>                      Maria Widdowson  <i>vacancy</i></p> <p>(A) Louise Dear</p>

- 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
<b>Core Subjects</b>			
English	C&L	Dan Jameson	Annual
EYFS	C&L	Gemma Cass	Annual
Maths	C&L	Telmo Valido	Annual
Science	C&L	Kathryn Higgins	Annual
<b>Foundation Subjects</b>			

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Art and Design	C&L	Justine Hebert	Every two years
Computing	C&L	Anna Hare	Every two years
Design and Technology	C&L	Jennifer Wright	Every two years
Geography	C&L	Helen Edward	Every two years
History	C&L	David Morley	Every two years
MFL	C&L	Maria Widdowson	Every two years
Music	C&L	Gemma Cass	Every two years
P.E.	C&L	Kathryn Higgins	Every two years
PSHE	C&L	Julia Sandell	Every two years
Religious Education	C&L	Dan Jameson	Every two years
<b>Other</b>			
Behaviour & Anti-Bullying	Pastoral	Julia Sandell	Annual
Data Protection & Information Security	Resources	David Morley	Annual
Equality & Diversity	FGB (via Pastoral)	Susan Boughton (L) & Helen Edward	Annual
Health & Safety	FGB (via Resources)	Maria Widdowson	Termly
Pupil Premium	FGB (via Pastoral)	Helen Edward	Annual
Safeguarding	FGB (via Pastoral)	Jennifer Wright (L) & Helen Edward	Termly
SEND	FGB	Anna Hare (L) & Julia Sandell	Termly
Sports Premium	C&L	Kathryn Higgins	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.



#### 4. Panels

Grievance/Disciplinary Appeals	Headteacher Performance Management & Development
<p>Governors to be identified based on:</p> <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>	<p>Justine Hebert Kathryn Higgins Maria Widdowson</p>

#### 5. Working Parties

Bi-annual Surveys
<p>Kathryn Higgins Julia Sandell</p>