

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	Parent	16/12/2021	16/12/2021	15/12/2025	4
Caroline	Bones	Co-opted	21/07/2023	21/07/2023	20/07/2027	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
Anna	Hare	Co-opted	28/11/2018	28/11/2022	27/11/2026	4
Tom	Holmes	Headteacher	Ex-officio fr 01/01/22			N/A
Jodi	Hunt	Associate	21/07/2023	21/07/2023	20/07/2027	4
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
Giota	Kovani	Co-opted	21/07/2023	21/07/2023	20/07/2027	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
Tej	Patel	Co-opted	21/07/2023	21/07/2023	20/07/2027	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
Gemma Cass (Chair) Anna Hare Telmo Valido Rob Kennedy Giota Kovani (A) Maria O'Brien & Dan Jameson	Julia Sandell (Chair) Jennifer Wright Caroline Bones Tej Patel (A) Laura Jeffery	David Morley (Chair) Maria Widdowson Vacancy Vacancy (A) Louise Dear

- 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	Dan Jameson	Annual
EYFS	C&L	Gemma Cass	Annual
Maths	C&L	Telmo Valido	Annual
Science	C&L	Vacancy	Annual
Foundation Subjects			
Art and Design	C&L	Vacancy	Every two years

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Computing	C&L	Anna Hare	Every two years
Design and Technology	C&L	Jennifer Wright	Every two years
Geography	C&L	Vacancy	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	Vacancy	Every two years
PSHE	C&L	Julia Sandell	Every two years
Religious Education	C&L	Dan Jameson	Every two years
Other			
Behaviour & Anti-Bullying	Pastoral	Julia Sandell	Annual
Data Protection & Information Security	Resources	David Morley	Annual
Equality & Diversity	FGB (via Pastoral)	Vacancy	Annual
Health & Safety	FGB (via Resources)	Maria Widdowson	Termly
Pupil Premium	FGB (via Pastoral)	Vacancy	Annual
Safeguarding	FGB (via Pastoral)	Jennifer Wright (L) & Vacancy	Termly
SEND	FGB	Anna Hare (L) & Julia Sandell	Termly
Sports Premium	C&L	Vacancy	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
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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
Maria Widdowson

5. Working Parties

Bi-annual Surveys

Julia Sandell
Vacancy
Vacancy