

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
Caroline	Bones	Co-opted	06/09/2023	06/09/2023	05/09/2027	4
Susan	Boughton	Parent	16/12/2021	16/12/2021	15/12/2025	4
Debbie	Canner	Associate Member	11/03/2024	11/03/2024	10/03/2028	4
David	Carter	Co-opted	11/10/2023	11/10/2023	10/10/2027	4
Nicole	Constantopolous	Co-opted	09/10/2024	09/10/2024	08/10/2028	4
Anna	Hare	Co-opted	28/11/2018	28/11/2018	27/11/2026	4
Tom	Holmes	Headteacher	Ex-officio from 1/11/2022			
Dan	Jameson	Associate Member	18/9/2019	09/10/2024	08/10/2025	1
Laura	Jeffrey	Associate Member	04/10/2017	07/10/2021	07/10/2025	4
Rob	Kennedy	Staff Governor	01/09/2022	01/09/2022	31/08/2026	4
Giota	Kovani	Co-opted	06/09/2023	06/09/2023	05/09/2027	4
David	Morley	Co-opted	07/08/2020	06/08/2024	06/08/2028	4
Maria	O'Brien	Associate Member	23/03/2022	23/03/2022	23/3/2026	4
Tej	Patel	Co-opted	21/07/2023	06/09/2023	05/09/2027	4
Nicola	Peatfield	Co-opted	09/10/2024	09/10/2024	08/10/2028	4
Jodi	Rowlands-Hunt	Co-opted	21/07/2023	13/03/2024	12/3/2028	4
Charlene	White	Parent	01/09/2024	01/09/2024	31/8/2028	4
Maria	Widdowson	LA	27/06/2018	29/06/2022	28/6/2026	4
Jennifer	Wright	Co-opted	07/01/2022	07/01/2022	06/01/2026	4

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## Sheen Mount School

### 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>Caroline Bones (Chair)</b>                      Anna Hare                      Rob Kennedy                      Giota Kovani                      Nicole Constantopolous</p> <p>(A) Maria O'Brien &amp; Dan Jameson</p>	<p><b>Jennifer Wright (Chair)</b>                      Tej Patel                      Charlene White                      Jodi Rowlands Hunt</p> <p>(A) Laura Jeffery</p>	<p><b>David Morley (Chair)</b>                      Maria Widdowson                      David Carter                      Nicola Peatfield</p> <p>(A) Debbie Canner</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	Jodi Rowlands Hunt	Annual
Maths	C&L	Nicola Peatfield	Annual
Science	C&L	Giota Kovani	Annual
<b>Foundation Subjects</b>			
Art and Design	C&L	Nicole Constantopolous	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	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	Tej Patel	Every two years
PSHE	C&L	Caroline Bones	Every two years
Religious Education	C&L	Dan Jameson	Every two years
<b>Other</b>			
Behaviour & Anti-Bullying	Pastoral	Charlene White	Annual
Data Protection & Information Security	Resources	David Morley	Annual
Equality & Diversity	FGB (via Pastoral)	Tej Patel	Annual
Health & Safety	FGB (via Resources)	Maria Widdowson	Termly
Pupil Premium	FGB (via Pastoral)	Jodi Hunt	Annual
Safeguarding	FGB (via Pastoral)	Jennifer Wright (L) & Caroline Bones	Termly
SEND	FGB	Anna Hare (L) & vacancy	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.



#### 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>Susan Boughton Maria Widdowson Tej Patel</p>

#### 5. Working Parties

Bi-annual Surveys
<p>Caroline Bones Vacancy Vacancy</p>