

Date Reviewed 27th November 2025

SOUTHWICK COMMUNITY PRIMARY SCHOOL

COMMITTEE INFORMATION SHEET / TERMS OF REFERENCE

Chairperson: Mrs P Walmsley

Headteacher: Mr C Robson

Term of office: 1 Year

Date Appointed: (Appointed at 1st Termly meeting of new academic year) 27th November 2025

Vice Chair: Mr S Ord

Term of office: 1 Year

Date Appointed: (Appointed at 1st Termly meeting of new academic year) 27th November 2025

Constitution of the Governing Board - Term of Office 4 Years

The composition of the governing board is a total of 12 governors which includes the Headteacher among the staff representatives. (Reconstitution 1st April 2015)

This governing body is made up of:

- 6 Co-opted Governors
- 3 Parent Governors
- 2 Staff Governors (including the Headteacher), and
- 1 Local Authority (LA) Governor

LINK GOVERNORS

Area	Link Governor
Early Years	Mrs T Quinn, Mr P Nnanji
Safeguarding/PREVENT/Safer Recruitment, including; Children Cared For/Previously Cared For	Mrs P Walmsley, Ms P Finn, Mrs D Brown, Mr P Nnanji
Leadership & Governance / Attendance & Behaviour	Mrs S Ord, Ms P Finn, Mrs D Brown, Mr P Nnanji
Curriculum & Teaching / Achievement	Mrs T Quinn, Ms V Neal
Personal Development & Wellbeing / Inclusion	Mrs P Walmsley, Cllr M Butler, Ms P Finn

Travel and Subsistence Allowance (As Agreed Autumn Term 2003)

Governors agreed to adopt a policy not to pay governors travel allowances.

Affiliations

The Governing Board agreed to subscribe to the Governor training programme.

The Governing Board agreed that Together for Children's Governor Support Team would act as Clerk to the Governing Board for all Committees.

Full Governing Board Meetings

Chair: Mrs P Walmsley	Vice-chair: Mrs S Ord
Membership: 12 Governors, including Headteacher + Associate Members (Chair/Vice-chair appointed at the first Full Governing Board meeting of the Academic Year)	Clerk: Mrs S Edwards (Together for Children)
	Quorum: 50% of current Governor Membership
	Frequency: Once Per Term

Resources Committee Meetings

Chair: Mrs S Ord	Clerk: Mrs S Edwards (Together for Children)
Membership: 5 Governors + Headteacher + School Business Manager + Associate Members (where appropriate) Mrs S Ord, Mrs D Brown, Mrs P Walmsley, Mrs T Quinn, Mr P NNanji, + Mr C Robson (Headteacher) + Mrs L Robson, (School Business Manager)	Quorum: 3 Governors
	Frequency: Once Per Term (with Panels to meet as required)
<p>The Resources Committee will work closely with the Headteacher to discuss the following elements of Governance:</p> <ul style="list-style-type: none"> - Finance, including the Schools Financial Value Standard - Premises, including; Lettings, Risk Assessment and Health & Safety - Personnel, including Employment and Staff Discipline - Policy Reviews (Excluding Statutory Policies, which will be ratified by FGB) <p>The following panels will meet as required:</p> <ul style="list-style-type: none"> - Headteacher Performance Management Panel (Quorum 2-3 Governors) - Pupil Discipline Panel (Quorum 3 Governors) - Complaints Panel (Quorum 3 Governors) - Selection Panel (HT/DHT Appointments) (Quorum 5 Governors, including Chair of Govs) - Selection Panel (Teaching Staff) (Headteacher + 1 Governor with Safer Recruitment) 	

School Improvement Committee Meetings

Chair: Ms T Quinn	Clerk: Not Clerked
Membership: All Governors + Headteacher + Associate Members (where appropriate)	Quorum: 3 Governors
	Frequency: Once Per Term (with Panels to meet as required)
<p>The School Improvement Committee will work closely with the School Leadership Team and Curriculum coordinators to discuss the following elements of Governance:</p> <ul style="list-style-type: none"> - School Improvement Plan - SEN - Achievement Overview - Pupil Outcomes - Ofsted <p>The following panels will meet as required:</p> <ul style="list-style-type: none"> - Personnel Appeals (Quorum to match existing Committee. Staff would be excluded from attending) - Headteacher Performance Management (Review Officer) 	