

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 1<sup>st</sup> Termly meeting of new academic year) 27<sup>th</sup> November 2025

**Vice Chair:** Mr S Ord

**Term of office:** 1 Year

**Date Appointed:** (Appointed at 1<sup>st</sup> Termly meeting of new academic year) 27<sup>th</sup> 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 1<sup>st</sup> 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

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**LINK GOVERNORS**

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

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**Travel and Subsistence Allowance (As Agreed Autumn Term 2003)**

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

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**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

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

## Resources Committee Meetings

<b>Chair:</b> Mrs S Ord	<b>Clerk:</b> Mrs S Edwards (Together for Children)
<b>Membership:</b> 5 Governors + Headteacher + School Business Manager + Associate Members (where appropriate)	<b>Quorum:</b> 3 Governors
<b>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)</b>	<b>Frequency:</b> Once Per Term (with Panels to meet as required)

The Resources Committee will work closely with the Headteacher to discuss the following elements of Governance:

- 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)

The following panels will meet as required:

- 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

<b>Chair:</b> Ms T Quinn	<b>Clerk:</b> Not Clerked
<b>Membership:</b> All Governors + Headteacher + Associate Members (where appropriate)	<b>Quorum:</b> 3 Governors
	<b>Frequency:</b> Once Per Term (with Panels to meet as required)

The School Improvement Committee will work closely with the School Leadership Team and Curriculum coordinators to discuss the following elements of Governance:

- School Improvement Plan
- SEN
- Achievement Overview
- Pupil Outcomes
- Ofsted

The following panels will meet as required:

- Personnel Appeals (Quorum to match existing Committee. Staff would be excluded from attending)
- Headteacher Performance Management (Review Officer)