



SCHOOL GOVERNING BODY 2025/26 (14/04/2026)

Including Committee Structure & Terms of Reference

GOVERNORS (Minimum numbers are required to be quorate)

Chair	Mr Steve Butcher	First elected: Sept 2010	Re-elected: 10/09/2025
Vice-Chair	Mr Keith Watson	First elected: Sept 2010	Re-elected: 10/09/2025

PARENT GOVERNORS (Min 2 (compulsory); Max 3)	Appointed/ Re-Appointed (R)	Term Ends	LGB Govs (Min 4 - Max 11 (reflects current status))	Appointed/ Re-Appointed (R)	Term Ends
Mrs Deborah Edmondson Ms Fiona George	05/10/2022 23/11/2022	05/10/2026 23/11/2026	Mr Stephen Cook Dr Vicky Hardwick Rev Dr Edward Pillar Mr Keith Watson Mr Christopher Simpson Mr Steve Butcher Mr Alan Harris Mr John Painter Mr Harry Organ Mrs Linda Biggs	01/09/2022 (R) 01/10/2024 (R) 01/09/2022 (R) 01/09/2022 (R) 01/09/2024 (R) 06/09/2022(R) 01/09/2022(R) 01/09/2022(R) 02/02/2025(R) 05/02/2024 (R)	01/12/2026 05/09/2028 17/12/2026 31/08/2026 01/09/2028 06/09/2026 11/09/2026 01/12/2026 03/02/2029 04/02/2028
STAFF GOVERNORS (Min 1; recommends 2)	Appointed/ Re-Appointed (R)	Term Ends	HEADTEACHER GOVERNOR	Appointed	Term Ends
Mrs Linda Walker Mr Tristan Cooper	01/09/2022(R) 10/02/2025	16/11/2026 11/02/2029	Dr Anthony Evans	1/9/2012	
SENIOR LEADERSHIP TEAM (Non-voting, in attendance)			GOVERNANCE PROFESSIONAL		
Mr Ben Freeman (Senior Deputy Head) Mrs Nuala Barker (Deputy Head) Mr Andy Duffy (Assistant Head) Mrs Antonia Lungley (Deputy Head) Mrs Debbie Couliou (Assistant Head) Mrs Emma Shalom (CFOO)			Miss Chloe Emms		

SCHOOL COMMITTEES (as at 14/04/2026)

Meetings held on a regular basis:

Learning, Education & Teaching (LET) committee Quorate: 3 Governors (excluding Head) Meetings: at least once per term Mr Keith Watson (Chair of Committee) Mr Steve Butcher (Chair of Governors) Dr Anthony Evans (Headteacher) Rev Dr Edward Pillar Mrs Linda Walker Ms Fiona George Mr Christopher Simpson Mrs Antonia Lungley (<i>In Attendance - Acad & Teaching</i>) Mr Ben Freeman (<i>In Attendance - Pastoral</i>) Mrs Nuala Barker (<i>In Attendance - Pastoral</i>) Mr Andy Duffy (<i>In Attendance - Teaching</i>)	Safeguarding, Risk, Finance, Estates & General Purposes Committee (SARFEG) Quorate: 3 Governors Meetings: at least once per term Mr Harry Organ (Chair of Committee) Mr Steve Butcher (Chair of Governors) Mr Alan Harris (Vice Chair of Committee) Mr John Painter Mr Stephen Cook Mrs Linda Biggs Mrs Deborah Edmondson Dr Anthony Evans (Headteacher - <i>in attendance</i>) Mr Ben Freeman (<i>In Attendance</i>) Mrs Emma Shalom (<i>In Attendance</i>)
- The Chairman and Vice-Chairman of the LGB are ex-officio members of all committees with full voting rights. - Each Committee Chairman has the power to invite other Governors to attend committees to discuss specific matters if required. - The Chairman of all committee meetings has casting vote. - Associate members can be co-opted as required in a non-voting capacity - The Chairman and Vice Chairman of the Committee shall be elected at the first meeting of the academic year	

Other committees:

PHHS Governor Appointments Committee <i>To meet to consider the suitability of potential Governors with a view to making recommendations to the Full Governing Body for election.</i> Quorate 3 Governors Chairman of Governors (Chairman) Headteacher Vice-Chairman of Governors <i>The WHT GP will undertake due diligence checks prior to recommendations being made to the WHT Board for ratification</i>	PHHS Salaries & Appointments Committee - acting on behalf of the Trust whilst CEO remains Headteacher of PHHS <i>To review annually the pay of the teaching and non-teaching staff, and to review annually against agreed criteria the salary of the Head and Deputies. To review policies on pay, appointments and the assessing of the salaries of Headteacher.</i> <i>Appointed Governors for Head's appraisal.</i> Quorate: 3 Governors (no staff Governors) Meetings To meet once during the Autumn Term and the Summer Term, and at other times if required Mr Steve Butcher (Chair of Governors) Mr Stephen Cook Dr Anthony Evans (Headteacher) Mr Alan Harris Mr John Painter
	School Salaries & Appointments Committee <i>To review annually the pay of the teaching and non-teaching staff, and to review annually against agreed criteria the salary of the Head and Deputies. To keep up to date policies on pay and appointments and the assessing of the salaries of Head and Deputies.</i>

	Appointed Governors for Head's appraisal. Quorate: 3 Governors (no staff Governors) <u>Meetings</u> To meet once during the Autumn Term and the Summer Term, and at other times if required (School Governors) <i>The WHT CEO will undertake due diligence and benchmarking for salaries for Senior Leadership Team members prior to recommendations to the WHT Board for ratification</i>
PHHS Staff Committee <u>Single Term of Reference:</u> <i>To deal with all matters related to the discipline and dismissal of staff and grievance and harassment appeal hearings.</i> Quorate: 3 Governors (no staff Governors) Mr Stephen Cook Dr Vicky Hardwick Mr John Painter Rev Dr Edward Pillar Mr Steve Butcher (Chair of Governors) <i>(The Headteacher may not be a member of this Committee)</i> <i>The WHT CEO will review decisions taken and authorise.</i>	PHHS Pupil Admissions Committee <i>A Committee of 3 Governors chosen from the pool below and the Headteacher will meet if applications for places at Prince Henry's exceed the number of places on offer for a year group or if there are other related issues to discuss. The Committee will determine that the offer of places to pupils is made in accordance with the Governors' agreed criteria for admissions.</i> Mr Stephen Cook (Chairman) Rev Edward Pillar Mr Harry Organ (Vice Chair) Mrs Linda Biggs Mr Christopher Simpson Mrs Debbie Couliou (in attendance)

Statutory Appeal Committees

PHHS - Exclusions, Complaints and Conduct Committee <i>To consider all cases where pupils are excluded permanently or for a fixed term period of five days or more, including cases of cumulative exclusion of more than 5 days in one term. To hear representations about these cases from the parents of excluded pupils if they choose to exercise the right to make representations. In addition, to hear any formal complaints made against the School or issues relating to Governor conduct.</i> <i>Committee to consist of 3 or 5 Governors.</i> Quorate: 3 Governors <u>Meetings</u> - The Committee will convene at any time necessary as directed by the Chair. Communication will be via a termly written report. - A panel of three Committee members will be convened as required in relation to items 1 and 2 below. Dr Vicky Hardwick (Chair)	PHHS - Staff Appeal Committee <u>Single Term of Reference:</u> <i>To hear an appeal by a member(s) of staff related to a decision made by the Salaries and Appointments Committee or Grievance/Harassment complaints against the Governing Body.</i> <i>Committee to consist of 3 Governors.</i> <u>Calling Order - Appeal Committees:</u> <i>The Chairman will always be called; if unavailable the Vice-Chairman will be called. Members of the Committee (including the Vice-Chairman if not acting as Chairman) will be called on an alphabetically based rolling programme.</i> Quorate: 3 Governors Any 3 Governors not involved in Salaries & Appointments Committee <i>The WHT CEO will review decisions taken and authorise.</i>
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Rev Dr Edward Pillar (Vice Chair of Committee) Mrs Linda Biggs Mr Stephen Cook Mr Alan Harris Mr Harry Organ Mr John Painter Mr Keith Watson Dr Tony Evans (Headteacher) Mr Ben Freeman (<i>In Attendance</i>) Mrs Nuala Barker (<i>In Attendance</i>) <i>School exclusions will be reported to the CEO</i>	
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INDEPENDENT APPEAL PANELS

Pupil Suspensions/Exclusions (IRP): School's responsibility to convene. The Panel to consist of 3 (or 5) independent persons. Must include 1 Lay Member as Chair; 1 (or 2) non-PHHS school governor/s (12 consecutive months in past 5 years) and 1 (or 2) Headteacher/s (or who has been a Headteacher in past 5 years). An independent Clerk to the Appeal Panel must also be appointed - usually the school's legal representatives <i>To hear any appeals by parents against the decision of the Pupils' Discipline Committee to uphold the Head's decision to exclude permanently pupils from the School.</i> <i>School exclusions will be reported to the CEO</i>	Admissions Appeals: School's responsibility to convene. The Panel to consist of at least 3 independent persons, 1 of whom will act as Chair, including at least 1 lay person and at least 1 person with experience in education. An independent Clerk to the Appeal Panel must also be appointed - usually the school's legal representatives <i>To hear appeals by any parents against the decision of the Governors' Admission Committee over the allocation of a place at Prince Henry's to children when a year group is over-subscribed.</i>
Stage 3 Complaint Meeting A panel will be appointed by or on behalf of the school and must consist of at least 3 people who were not directly involved in the matters detailed in the complaint. At least 1 panel member must be independent of the management and running of the school.	

LINK GOVERNORS (as at 01/09/2025)

Governors with responsibility for: AI Health & Safety Pastoral & Safeguarding Disadvantaged Students Curriculum Data & Assessment Teaching School Hub (including ITT) Educational Visits	Mrs Debbie Edmondson Mr Stephen Cook Mrs Linda Biggs Mr Keith Watson Mr Keith Watson Mr Keith Watson Mr Christopher Simpson Mr Stephen Cook
Departmental Link Governors: Art, Textiles & DT Business Studies/Economics Careers Citizenship Design Technology: Food HSC & Sociology	Dr Vicky Hardwick Mr Alan Harris Mr Alan Harris Rev Dr Edward Pillar Mrs Linda Biggs Mrs Linda Biggs

Drama	Mr Keith Watson
English & Classic Civilisation	Mr Harry Organ
Geography	Mrs Debbie Edmondson
History, Politics & Law	Mr Keith Watson
ICT	Mrs Debbie Edmondson
Languages	Mr Keith Watson
Mathematics	Mr Chris Simpson
Music	Ms Fiona George
PE	Dr Vicky Hardwick
Personal, Social, Health & Relationship	Rev Dr Edward Pillar
Education (PSHRE) including Diversity	
Psychology	Rev Dr Edward Pillar
RE	Rev Dr Edward Pillar
Science	Mr Chris Simpson
Sixth Form	Mr Harry Organ
Special Educational Needs/Learning Support	Ms Fiona George

COMMITTEE TERMS OF REFERENCE

Safeguarding, Risk, Finance, Estates & General Purposes (SARFEG)

Terms of Reference - September 2025

Safeguarding

1. To receive reports from the DSL in relation to safeguarding issues.
2. To review all Safeguarding issues and the Single Central Record.

Asset Management

1. To receive reports from the Operations Manager on the management of assets including premises and their security.
2. To confirm that an asset recording system is in place, including an inventory and fixed asset register for the Trust.

Estate Management and Development

1. To determine the use of the School premises and grounds outside School sessions with regard to the lettings and charging policy.
2. To ensure that the School premises are inspected on an annual basis and that a planned and costed statement of priorities is prepared and reviewed.
3. To ensure the responsibilities of the Local Governing Body (LGB) under the Environmental Protection Act are met.
4. To advise the LGB on environmental issues to ensure the School is acting as a responsible institution in its duty to conserve energy, materials and with regard to the local community.
5. To report to the LGB on new projects and the on-going programme of School repairs and maintenance.
6. To receive reports and approve recommendations from the Operations Manager on service contracts such as grounds maintenance, cleaning.
7. To receive reports and approve proposals from the Operations Manager with regard to site improvement works and maintenance.
8. To consider the need for improvement/extension projects in order to enhance the delivery of the curriculum or to provide for the increase in student numbers.

Health & Safety

1. To act as the Health and Safety Committee and ensure the school complies with relevant legislation through receiving reports from the Health and Safety Officer and considering any issues raised.
2. To receive each term the Health and Safety report and advise as necessary.
3. To monitor compliance with the Academy's Health & Safety policies and statutory obligations under the Health and Safety at Work Act 1974, including site safety, building works and asbestos.

Any Other General Purposes

1. To agree the degree of delegation of decision making to the Head.
2. To review the school's policies under the remit of the Committee, namely:
 - Accessibility Plan
 - Attendance Policy (including Children with Health Needs Who Cannot Attend School Policy)
 - Bribery Policy
 - Child-on-Child Abuse Policy
 - Educational Visits & Off-Site Activities Policy
 - Environmental Policy
 - Equality Policy
 - First Aid Policy
 - Health & Safety Policy
 - Lettings Policy
 - Manual Handling Policy
 - Mental Health Policy
 - Safeguarding Children Policy
 - Supporting Students with Medical Conditions Policy
 - Transgender Student Policy
 - Online Safety Policy
3. To review the school's student transport arrangements
4. To review any other matter that arises under general purposes

Finance

1. To Review and Approve the allocated budget for the school. To oversee and agree the Academy's Financial Plans for each Financial Year and report on and recommend these to the Trust's Audit & Risk Committee for adoption
2. To monitor expenditure against budget through reports prepared by the School's Finance Manager.

3. To be satisfied that, where relevant, expenditure complies with the criteria for Best Value.
4. To be satisfied that appropriate controls on expenditure exist and are applied.
5. To report on the school's finances at Local Governing Body meetings.
6. To apply the authorised financial levels as determined in the latest Trust Finance and Asset Management Policy.
7. To ensure that all spending priorities reflect those in the current School Development Plan/SEF.
8. To receive and action as appropriate, reports from the Trust's Internal Audit function.
9. To ensure that any significant losses are investigated and reported to the Trust COO and/or DfE where required.
10. To deal with other issues relevant to school business including setting and updating of policies and statements.

Policies under the remit of the Committee are as follows:

- Bribery Policy
 - Charging & Remissions Policy
 - Data Protection Policy
 - Financial & Asset Management Policy
 - Freedom of Information Publication Scheme
 - Governors' Appointment, Recruitment & Allowances Policy
 - Investment Policy
 - Risk Management Policy
 - School Vehicle Policy
11. To implement the Trust's policy on fraud and irregularity, including being notified of any investigation into and action taken under that policy relating to suspected or alleged impropriety.
 12. To review any recommendations made by the Trust for improving the financial management of the Academy.

Risk

1. To implement the Trust's risk management policy, strategy, processes and procedures for the identification, assessment, evaluation, management and reporting of risks.
2. To ensure the adequacy and robustness of risk registers.
3. To comply with the Trust's governance, risk management and internal control arrangements, as well as its arrangements for securing value for money, through reports and assurances received from management, internal audit, the external auditor and any other relevant independent assurances or reports (eg from the National Audit Office).
4. To report to the Local Governing Body on the adequacy of the school's internal control framework, including financial and non-financial controls and management of risks.
5. To review annually the school's insurance arrangements and receive regular updated information from the Operations and Finance Managers in relation to potential claims.
6. To ensure that all insurance claims, including potential claims, are reported immediately to the CFOO for notification to the RPA or relevant insurer.
7. To monitor and review risk in relation to the Data Protection Act and GDPR.

Internal Audit (Educational)

1. To set and review the School's Internal Audit programme and ensure that the Internal Audit Function is adequately resourced and has appropriate standing within the Trust.
2. To review the reports and recommendations of the School's Internal Audit, together with the appropriateness of management's response.
3. To monitor the implementation of actions agreed by the Trust in response to reports from the external auditor and any subsequent internal audits.

Budget

1. To oversee and agree the Academy's Financial Plans for each Financial Year and report on and recommend these to the Audit & Risk Committee for adoption

Learning, Education & Teaching (LET)

Terms of Reference - September 2025

1. To review on an on-going basis the school's pastoral provision
2. To review annually the Governors' Curriculum Statement
3. To review the school's policies under the remit of the Committee and to report to the Local Governing Body on their amendment and/or adoption, namely:
 - Anti-Bullying Policy (for Students)
 - Arts Policy
 - Careers Education, Information, Advice and Guidance (CEIAG) Policy (Including Provider Access Policy Statement)
 - Curriculum Policy & Governors' Curriculum Statement
 - Food Policy
 - Looked After & Previously Looked After Children Policy (Including Designated Teacher Policy)
 - Relationships, Health and Sex Education Policy (RHSE)
 - Policy for Students with Special Educational Needs and Disability (Including School Information Report)
 - Remote Education Policy (Including Providing Remote Education information for Parents / Carers)
 - Spiritual, Moral, Social & Cultural Development Policy (SMSCD)
 - Student Conduct Policy
 - Teaching & Learning Policy (including Homework and Assessment, Recording & Reporting Policy)
 - Learning Resource Centre Policy
 - More Able Student Policy
 - Policies relating to External Examinations
 - Pupil Premium Strategy Statement
4. To review the Teaching School Hub Action Plan on a yearly basis. (PHHS)
5. To receive a presentation on Teaching and Learning, and Teaching School Hub on a yearly basis (PHHS)
6. To ensure that statutory requirements are met by above policies. (PHHS)
7. To ensure that the requirements for children with Special Educational Needs and/or Disabilities, as well as Pupil Premium, CLA and GRT students, are met
8. To satisfy themselves that the necessary procedures exist to monitor the effectiveness of the curriculum
9. To receive reports from the Headteacher and other staff on the delivery of the curriculum, including testing and assessment arrangements, and to review the published information about school performance
10. To receive, review and analyse the school's examination results and to satisfy themselves that the necessary procedures exist to analyse these results and to take effective action when appropriate
11. To agree the relevant annual Key Stage targets for student achievement
12. To contribute to the curriculum component of the School Development Plan and to monitor its implementation
13. To attend or commission appropriate Governor training
14. To report to the Local Governing Body at each of its meetings

Exclusions, Complaints and Conduct Committee

Terms of Reference - September 2025

1. To consider representations from the parents/carers of pupils suspended, if they choose to exercise the right to make representations.
2. To consider all cases where students are excluded permanently or suspended for five days or more, including cases of suspensions of more than five days in one term.
3. To review any formal complaints made against the school.
4. To consider any issues relating to Governor conduct.
5. To review any parental conduct complaint.
6. To review the school's policies and procedures under the remit of the Committee and to report to the Local Governing Body on their amendment and/or adoption, namely:
 - Complaints Procedure
 - Suspensions and Permanent Exclusions Policy
 - Governing Body Code of Conduct
 - Parental Conduct Policy

Salaries and Appointments Committee

Terms of Reference - September 2025

1. To review the school's staff costs in relation to the budget
2. To be briefed by the Headteacher in relation to new appointments, resignations, internal promotion and other staff changes, and significant staff absence
3. To approve staff appraisal and progression
4. To approve staff pay award (PHHS)
5. To approve HR-related policies:
 - Allegations & Concerns in Relation to Staff Policy
 - Anti-Bullying & Harassment
 - Code of Conduct for Employees
 - Disciplinary Procedure
 - Early Career Teachers (ECT)
 - Grievance Procedure
 - ICT User Policy
 - Leave of Absence
 - LGPS Discretions Policy
 - Maternity, Paternity, Adoption, Parental & Shared Parental Leave Policy
 - Recruitment & Selection Policy
 - Pay Policy*
 - Sickness Absence Policy
 - Social Media Policy
 - Staff Absence & Cover
 - Teacher Appraisal*
 - Workplace Stress Management
 - Whistleblowing

*Locally approved policy, following consultation with unions