



GOVERNING BODY OF STEPHEN HAWKING PRIMARY SCHOOL

Brunton Place, London. E14 7LL; Tel: 020-7423-9848; Fax: 020-7423-9878

Tuesday 17 October 2023, 4pm at Stephen Hawking School, Brunton Place

Clerk to Governors
Salma Siddiqua
Email: salma.siddiqua@towerhamlets.gov.uk

Position	Name	Date of Appointment	End of Term of Office
LA Governor	Arrash Yassaee*	17/06/2020	16/06/2024
Parent Governors	<i>Vacancy</i>		
	Tamanna Begum*	22/06/2021	21/06/2025
Staff Governor	Georgina Rahman	07/12/2021	06/12/2025
Co-opted Governors	Claire Curtis (Vice Chair)	18/10/2022	17/10/2026
	Tara Haroon	22/06/2021	21/06/2025
	Roseyna Jahangir*	22/03/2022	21/03/2026
	Louise McLaughlin*	22/06/2021	21/06/2025
	Susie Gilvin*	05/07/2017	04/07/2026
	<i>Vacancy</i>		
	<i>Vacancy</i>		
Executive Headteacher (Ex-officio)	Gail Weir*		

*denotes attendance

Also invited: Sue Jeffery (Head of School St Jude's) and Clerk

The meeting started at 16:07.

PART 1

Governing Body Organisation

1. Apologies and Declaration of Interests

Susy Gilvin welcomed everyone to the meeting and introduced Sue Jefferey, Head of School at St Jude's site.

Apologies were received and accepted from Tara Haroon, Claire Curtis and Georgina Rahman.

2. Election of Chair and Vice-Chair

This part of the meeting was chaired by the clerk.

Susy Gilvin was nominated for the position of chair and unanimously elected as chair of the Governing Body for a term of one year.

Susy Gilin nominated Roseyna Jahangir for the position of vice-Chair. This was seconded by Tamanna Begum.

Roseyna Jahangir was elected as vice chair of the Governing Body for a term of one year.

3. Membership Updates and Governance Matters

- a) The membership of committees was agreed as outlined in Appendix 1. Governors noted that the Headteacher's Appraisal Meeting was conducted by Governors from Waverly School and an external consultant. Susy Gilin was also invited to attend.
- b) The Terms of Reference for were agreed.
- c) Parent governor elections will take place after the half term. The Chair and HT will work with the clerk to identify suitable candidates for the 2 co-opted governor vacancies. Currently they are considering 4 potential candidates. It was agreed that they would work towards identifying suitable governors for co-option by the next FGB meeting in December.
- d) Governors were reminded to sign the Code of Conduct and the Annual Register of Interests via GovernorHub. Governors were further requested to update their training details, DBS checks and contact details on GovernorHub.
- e) Governors were reminded that they must read part 1 of the Keeping Children Safe in Education guidance and were requested to complete the declarations page on their profile page on GovernorHub to confirm they have read the guidance.
- f) The school confirmed that the National Governor Database is up to date.

Arrash Yassaee joined the meeting at 16:13.

4. Minutes and Matters Arising – 04 July 2023

The minutes of the last meeting were agreed as an accurate record.

Main business and standing items

5. Headteacher's Report



5.1 School Development Plan

The School Development Plan was shared with governors prior to the meeting and taken as read.

The Executive Headteacher shared some key highlights from the report.

- Staff revisited the school vision, the mission and school values at the beginning of the term. All staff were involved and contributed to the process.
- The new school vision is:

'To inspire and empower our pupils and our community to be ambitious, fearless and successful'.
- The School Development Plan is also being redrafted. This is a 5 year plan which has identified 5 key growth areas for the school:
 - Provide outstanding learning
 - Work with parents
 - Develop staff expertise across the school
 - Establish a substantive school leadership structure
- A more detailed presentation will be shared at the next FGB Meeting.
- Lisa Payne commented that all staff were involved in developing the vision and SDP, and some support staff have commented that this was the first time that they felt involved in the process of creating the vision.
- The Behaviour Policy and approaches to behaviour management have been reviewed and updated to meet the needs of the current cohort of pupils and identify how staff can work with children to manage behaviour and the child's ability to regulate their behaviour and what type of input may be needed to support this. New practices identified include weekly meetings with class staff who are supporting pupils with challenging behaviour and inviting an OT consultant to work with staff on sensory processing.

Sports Premium Impact Statement & Plan

The Sports Premium Impact Statement for 2022-2023 was shared with governors prior to the meeting. An update on the 2023 allocation will be shared at the next meeting.

Tamanna Begum, parent governor commented that the development of the playground has supported children's engagement in outdoor activities.

An update on Pupil Premium will be shared at the next meeting.



The EHT informed governors that currently the school monitors pupil progress but does not make a judgement on whether the progress is good, better than good or less than good. Moving forward it will be important to consider this, as this can help identify where the Pupil Premium funding should be spent.

A governor asked if the Earwig software will help with that. The EHT replied that Earwig will support this. The SBM informed governors that the developers of Earwig have been working with the school to tailor the software for the school. It is now in a position where it can be used for this.

A governor asked for an update on the high number of physical incidents reported in July. Sue Jefferey replied that this issue sits across both safeguarding and behaviour. The Behaviour Policy has been updated for the new challenges faced by the school, and the impact of the new strategies is evident already and the number of incidents has been reducing.

In response to a query the EHT informed governors that a behaviour plan is produced in conjunction with the parents and teachers. The child's behaviour is monitored weekly, tracking what may be triggering the behaviour. Staff are now better able to talk about what may have triggered behaviours and this process is slowly reducing the amount of time a child is dysregulated. The approach is bespoke for each child and class.

Louise McLaughlin commented that it would be helpful for all staff to have an understanding of the new strategies and approach so that staff can know that they will be supported if they are facing similar challenges.

6. Safeguarding Update

Governors noted that Sue Jefferey is the Designated Safeguarding Officer (DSL) and works with a team of Deputy DSLs. The safeguarding team has been restructured and fortnightly safeguarding meetings have been reinstated. Supervision for the DSL and Deputy DSLs are in place.

The Child Protection policy has been updated in line with the model policy from Tower Hamlets.

A system for recording low level concerns has now been set up in Google drive for the Head of School and Executive Headteacher to note any issues which need to be recorded in a central place.

A governor asked if there are areas of safeguarding which need attention. The HT replied that a Prevent risk assessment is needed. The school has good safeguarding practices in place, some practices simply needed to be tightened up. The risk profile of the school can change due to 1 or 2 pupils.



The school is exploring how it can better engage with parents. A Meet the Team event was organised and was a great success. Tamanna Begum commented that it was a great opportunity for parents to come in and see the classroom set up and the activities their child may engage in.

7. Chair's Urgent Action

The Chair has been involved in the process of drafting a Memorandum of Understanding between Stephen Hawking School and Waverly School. This has been shared with all governors and was approved via email.

The SBM informed Governors that the LA have agreed to fund £500,000 for the refurbishment of the pool. The LA's legal team are currently reviewing the possible claim against Crossrail and the school has paid £3000 to cover this cost. In 2013, prior to the Crossrail work commencing, Crossrail had compiled a building survey report which documented the condition of the school, and the team will be reviewing this before making a decision on whether to make a claim. This payment was agreed by the Chair as an urgent action.

8. Governors' Reports and Development

The following reports were noted:

- Roseyna Jahangir reported that she attended the Director's Meeting with Governors.
- The Training Offer for Governors has been circulated to all governors. governors can book training by emailing Governor Services.
- It was suggested that with new governors joining the Governing Board it may be useful to carry out a skills audit and use that to identify areas for development.
- The EHT commented that a termly meeting on Ofsted preparation may be helpful as well as producing a crib sheet with key information.

Action: Produce a crib sheet to help governors prepare for an Ofsted Inspection.
HT

9. Policies

9.1 Child Protection Policy

The Child Protection Policy has been updated with the recommendations from the KCSiE 2023.



9.2 Behaviour Policy

The Behaviour Policy has been updated as outlined earlier in the meeting.

9.3 Exclusion Policy

This is a statutory policy and the school is required to have one even though it does not usually exclude pupils.

9.4 Governors Allowances

There have been no changes from last year.

The Governing Body resolved to AGREE the above policies.

10. Any Urgent Business

There was no urgent business.

11. Dates for Future Meetings

It was agreed that all FGB meetings will take place in person and committee meetings will take place virtually.

The meeting ended at 18:30.

Signed : _____ **Date:** _____

Summary of Action Points

Action: Produce a crib sheet to help governors prepare for an Ofsted Inspection.
HT



GOVERNING BODY OF STEPHEN HAWKING SCHOOL
COMMITTEE MEMBERSHIP 2023-24

FOR REVIEW

(a) Resources and Strategic Development Committee

Gail Weir
Claire Curtis
Georgina Rahman
Tara Haroon
Roseyna Jahangir

(b) Curriculum and QA Committee

Gail Weir
Tamanna Begum
Susy Gilvin (Chair)
Louise McLaughlin
Arrash Yassaee

(c) Headteacher's Appraisal Review

Susy Gilvin
And consultant

(e) Governors with individual responsibilities

Safeguarding/Child Protection/ Medical Needs Governor- Arrash Yassaee
SEND/Pupil Premium/ Looked After Children (LAC) Governor – Arrash Yassaee
Health and Safety Governor – Georgina Rahman

(f) Other Committees including Appeal Committees

These will be made up of the number of Governors as appropriate and as available.
*appropriate – based on relevant Policy/Terms of Reference if available.

