

# GOVERNING BODY OF STEPHEN HAWKING PRIMARY SCHOOL

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

Governors are reminded that the next **Governing Body** meeting will be held on  
**Tuesday 22<sup>nd</sup> October 2024 at 4pm at Stephen Hawking School, Brunton Place**  
For the transaction of business set out below.

Clerk to Governors  
Marzana Ahmed  
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## AGENDA

Position	Name	Date of Appointment	End of Term of Office
LA Governor	Arrash Yassae	04/06/2024	03/06/2028
Parent Governors	Tamanna Begum	22/06/2021	21/06/2025
	Sabha Khan	29/11/2023	28/11/2027
Staff Governor	Georgina Rahman	07/12/2021	06/12/2025
Co-opted Governors	Louise McLaughlin	22/06/2021	21/06/2025
	Roseyna Jahangir	22/03/2022	21/03/2026
	Susie Gilvin (Chair)	05/07/2022	04/07/2026
	Tuhel Ahmed	05/12/2023	04/12/2027
	Ade King	19/03/2024	18/03/2028
	<i>Vacancy</i>		
	<i>Vacancy</i>		
Executive Headteacher (Ex-officio)	Gail Weir		

Also invited: Dr. Catherine Moody, Fathima Ali, Sasha Sullivan (Head of School, Brunton Place) and Clerk

## PART 1

### Governing Body Organisation

1. **Apologies and Declaration of Interests** (*including potential conflict – financial or otherwise*)
2. **Election of Chair and Vice-Chair**
3. **Membership Updates and Governance Matters**
  - Appointment of new governors
  - Agree/review committee structures, membership, link governor roles, visits and terms of reference for all committees.
  - Governors to sign Code of Conduct via GovernorHub and be reminded of the importance of confidentiality.

- Governors to sign Annual Register of Interests via GovernorHub.
- Keeping Children Safe in Education  
*All governors must read part 1 of the guidance and are requested to complete the declarations page on their Governor profile page to confirm they have read the guidance.*
- Governors are requested to update their Training details, DBS checks and contact details on GovernorHub – (including record of Safeguarding training)
- National Governor Database – School to confirm it is up to date.

#### 4. Minutes and Matters Arising – 02 July 2024

##### Main business and standing items

#### 5. Headteacher’s Report including updates on

- School Development Plan
- Pupil Premium
- Sports Premium Impact Statement & Plan

#### 6. Finance Update

#### 7. Safeguarding Update

#### 8. Chair’s Urgent Action

#### 9. Governors’ Reports and Development

- To note the 24/25 training schedule

#### 10. Policies

- SRE and Health policy

#### 11. Any Urgent Business

#### 12. Dates for Future Meetings

	Nu	Type	Month	Day/Date	Time	Virtual/face 2 face
Autumn	1	Resources – Pay committee	Oct	Tue 22nd	3:30-4pm	Face 2 face
	1	Full GB	Oct	Tue 22 <sup>nd</sup>	4-6pm	Face 2 face
	1	Curriculum	Nov	Thu 7 <sup>th</sup>	10-12pm	Virtual
	2	Resources	Nov	Tue 19th	4-6pm	Virtual
	2	Full GB	Dec	Tue 3rd	4-6pm	Face 2 face
Spring	2	Curriculum	Jan	Thu 30th	10-12pm	Virtual
	3	Resources	Feb	Tue 25th	4-6pm	Virtual
	3	Full GB	Apr	Tue 1st	4-6pm	Face 2 face
Summer	4	Resources	May	Tue 6th	4-6pm	Virtual
	3	Curriculum	Jun	Thu 12th	10-12pm	Virtual
	4	Full GB	Jul	Tue 1st	4-6pm	Face 2 face

#### 13. Confidential Items



## Appendix 1

### **GOVERNING BODY OF STEPHEN HAWKING SCHOOL** **COMMITTEE MEMBERSHIP 2023-24**

#### **FOR REVIEW**

**(a) Resources and Strategic Development Committee**

Georgina Rahman  
Lisa Payne  
Gail Weir  
Roseyna Jahangir (Chair)  
Tuhel Ahmed  
Ade King

**(b) Curriculum and QA Committee**

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

**(c) Headteacher's Appraisal Review**

Susy Gilvin  
Alison Gawthrop – THEP

**(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.

