



# GOVERNING BODY OF STEPHEN HAWKING PRIMARY SCHOOL

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

**Tuesday 19<sup>th</sup> March 2023 at 4pm virtually on Teams**

Clerk to Governors  
Salma Siddiqua  
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## MINUTES

Position	Name	Date of Appointment	End of Term of Office
LA Governor	Arrash Yassae*	17/06/2020	16/06/2024
Parent Governors	Sabha Khan*	29/11/2023	28/11/2027
	Tamanna Begum	22/06/2021	21/06/2025
Staff Governor	Georgina Rahman*	07/12/2021	06/12/2025
Co-opted Governors	Roseyna Jahangir*(Vice Chair)	22/03/2022	21/03/2026
	Louise McLaughlin*	22/06/2021	21/06/2025
	Susy Gilvin*	05/07/2017	04/07/2026
	Tuhel Uddin*	05/12/2023	04/11/2027
	Ade King*	19/03/2024	18/03/2028
	Vacancy		
Executive Headteacher (Ex-officio)	Gail Weir*		

Also invited: Sasha Sullivan, Sue Jeffery, Lisa Payne and Clerk

*\*Denotes attendance*

*The meeting started at 16:04*

## **PART 1**

### Governing Body Organisation

#### **1. Apologies and Declaration of Interests**

The Chair welcomed everyone to the meeting and introduced Ade King. Governors introduced themselves.

Apologies were received and accepted from Tamanna Begum.

Gail Weir declared that she was employed by Waverly School.

#### **2. Membership Updates and Governance Matters**

##### 2.1 Co-opted governor appointment

The Chair proposed that Ade King be appointed as a co-opted governor.

The Governing Body resolved to appoint Ade King as a co-opted governor for a term of 4 years.

## 2.2 Review Committee Membership

It was agreed that the following governors would join the committees:

Finance Committee: Tuhel Ahmed and Ade King

Curriculum Committee: Sabha Khan

## **3. Minutes and Matters Arising**

### Minutes FGB meeting held on 5<sup>th</sup> December 2023

The minutes of the FGB meeting held on 5<sup>th</sup> December 2023 were agreed as an accurate record and will be marked as signed by the Chair on GovernorHub. There were no matters arising.

## **4. Updates from Committee Meetings**

### 4.1 Resources Committee

Roseyna Jahangir gave an update from the last Resources Committee meeting.

- The school was in a good financial position and a healthy carry forward was expected. A new updated budget monitor had been added to GovernorHub.
- The utilities contracts were coming to an end. The committee had agreed a 3-year contract for gas and a 1-year contract for electricity.
- The refurbishment to the pool would most likely be completed during the summer, the LA will not be refurbishing the changing rooms.
- The SJR playground will be updated and currently a tender was out for the works.
- The school had an audit of its finances, and the report was received in February. The school received Substantial level of assurance which was the highest outcome possible.

A parent governor commented that a Healthcare Assistant had resigned and asked what plans the school had to fill that position. The absence of a healthcare assistant meant that some pupils have to be sent home if there are no staff who can cater to their specific needs. The HT replied that Healthcare Assistants were not employed by the school directly, they were employed by the NHS. There were a number of issues around supporting pupils in school and the school was working hard to address these issues. The HT added that the concerns from parents can be fed back to the Healthcare Team.



## 4.2 Curriculum Committee

Updates from the Curriculum Committee will be incorporated within the updates in this meeting.

## Main business and standing items.

### **5. Headteacher's Report**

The Headteacher's Report, the School Improvement Priorities and the Self-evaluation Form (SEF) were shared with governors prior to the meeting.

Governors noted the following key information:

- 1 complaint was raised to the HT from a parent. As a result investigation meetings took place which highlighted that Senior TAs followed safe practice throughout the school.
- There was 1 Looked After Child.
- There had been 1 child protection referral.
- There had been no racial, bullying or safeguarding incidences.
- The admission number for 2023-24 was 95. There were currently 89 children confirmed for September with others visiting the school.

### Quality of Education

- Lesson observations and learning walks had been completed. The quality of teaching was good and at least 25% of teachers offered outstanding lessons. Teachers were able to focus on individual needs of each child and give them what they needed.
- There was a big focus on reading. Georgina Rahman added that pupils in her class read a book at least once a day and parents were also engaged in reading to their child.
- Learning Walks revealed that in some classes reading corners could be made more accessible and all classes were working towards achieving this. The library space was also being developed.
- The school had trialled two companies who supply eye gaze technology and hoped to purchase two devices, one for each site. Once children learn how to use them, they would be eligible for their own device.
- Pupil Progress meetings are used to ensure teachers can evidence the progress pupils were making. Senior leaders meet with every teacher to discuss every child's progress over the term. Barriers and strategies to overcome them are identified.
- Speech and language therapists have delivered training on both sites to all staff on how to be an effective communication partner and how to create a communication rich learning environment.
- The Springboard curriculum has been introduced at SJR, and the curriculum leaders at BP have begun work on the mind maps for each topic area.



- Pupil's attitudes and behaviour was very good. Staff were skilled at de-escalating challenging behaviour and were solution focused and adaptable.
- Attendance was monitored daily. Families in the school were affected by a number of factors including transport, health and feeding requirements etc. The attendance last term was 83.1% and this term was 77%. The school was working on how this could be approached with families.

A governor asked if a reason for the drop had been identified and if the drop was attributable to parental decisions or other factors. Sue Jeffery replied that there had been a lot of illness this term, in both pupils and staff. In addition, there had been some days when transport buses did not run, however this was coded differently and was not included in figures.

#### Quality of Personal Development

- The school focuses on holistic development of pupils and offers a range of activities. Children are encouraged to develop their independence and autonomy.
- This term the London Children's Ballet performed for the children at BP.
- Areas for improvement include introducing assistive technology and the school has trialled two companies who supply eye gaze technology.

#### Leadership and management

- Gail Weir has been appointed as permanent Head teacher from September.
- The five-year School Development Plan (SDP) is a key document, ambitious in its outlook and aims to support the school in providing outstanding education for all pupils.
- The school is halfway through the SDP, the full SDP impact report was shared with governors prior to the meeting and saved on GovernorHub.
- The school received the highest outcome in its recent financial audit.
- The school was still awaiting confirmation of the final budget from the LA.
- Two education health assistants have been recruited and will start their posts in September. They will be assisting the nursing teams at each site.

#### Parental Engagement

- Parental engagement activities continue to be further developed.
- 25% of families completed a recent parent questionnaire. A summary of the responses received was included in the Headteacher's Report.

#### Other updates

- The school will be purchasing a trampoline to offer rebound therapy whilst the swimming pool is being refurbished. A special scheme for rebound therapy has been developed by Earwig.

A governor asked if there was any further update on the number of pupils joining the school in September. The HT replied that the school was still awaiting further information on consultations for pupils joining in September. 89 places had been



confirmed so far and the school had the capacity to enroll 104 pupils. The school had received some consultations for children who did not have an EHCP yet, however it was obvious that they would need support. The school also had pupils who could be accommodated with healthcare support and was seeking clarification on how much healthcare support they would receive.

- Stay and Play will be starting after Easter.
- A second staff had been recruited for outreach.
- The LA had organised an event for SENCOs and there was much positive feedback for the SHS outreach teacher Maddie.

## **6. Pupil Premium Strategy Statement**

The Pupil Premium Strategy Statement will be shared in the Summer Term.

## **7. Safeguarding Update**

A Safeguarding update was saved on GovernorHub. The report contained the following key information:

- A summary of the safeguarding practices since September 2023.
- A summary of incidents recorded on CPOMS
- There was currently 1 Looked After Child at Stephen Hawking School.
- 1 child was now subject to a Child Protection plan.
- 1 MASH for a pupil requiring further support has been allocated to CWDT for assessment and support.

### Attendance

- Attendance was 73.4% across the whole school.
- Attendance levels continued to be affected by pupil's health and there was 1 pupil in hospital currently and expected date of discharge was not known. 1 pupil was unable to attend school due to severe and complex health needs. Family had agreed for him to have educational support at home however have now expressed they would prefer for him to come off roll.

## **8. Governors' Reports and Development**

The following governor visits and training were reported:

- Sabha Khan had visited SJR to visit Red Class,
- Roseyna Jahangir and Tuhel Ahmed had attended a training on School Finance.

Governors were invited to attend the Easter assembly on the 27<sup>th</sup> of March. Governors were requested to confirm their attendance with Sasha Sullivan and Sue Jeffery.

The HT agreed to organise a training for governors on Ofsted in the summer term.



## 9. Policies

The following policies were reviewed by the Resources Committee and recommended for approval:

- Attendance Management Policy and Procedures
- Complaints Policy
- Equality Statement and Equality Policy
- Moving and Handling Policy

The above policies were ratified by the Governing Body.

## 10. Chair's Urgent Action

There were no urgent actions taken by the Chair.

## 11. Any Urgent Business

There was no urgent business.

## 12. Date of next meeting

The date of the next meeting is Tuesday 2<sup>nd</sup> July 2024.

*The meeting ended at 17:48.*

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

