

AL-HIJRAH SCHOOL IEB MEETING

Minutes of a meeting of the Interim Executive Board (IEB) held on Wednesday 17th September 2014 at 9.00am

Present:

Kiran Chanian (IEB)	David Brown (LEA)
Sue Beer (IEB)	Chito Sutton(Schools HR)
Claudia Wade(BCC)	Liz Gowland (Schools HR)
Graham Hardy (Executive HT)	Sabrina Hobbs (DHT, Calthorpe Academy)
M. Nawaz (Acting HT)	David Willey (Chair, IEB)
Chris McCartney (AHT, Calthorpe Academy)	

1. Apologies

Apologies for absence were received from Mr Ian Meacham

2. Declaration of Interest

3. HT report

a. safeguarding

No significant child protection issues since the last meeting
Health and Safety: see Exec HT's report.

b. Premises/security

The night security officer has taken over the role of shift Site Supervisor in partnership with the Site Supervisor. Night security is no longer required following the installation of a burglar alarm, CCTV improved security lighting and a whole school access facility.

c. performance outcomes KS1, 2 and 4

KS1 and KS2 results: see Exec HT's report

d. Staffing update

The HT reported on the teacher secondments from Calthorpe Academy.

The five members of staff allocated to Al Hijrah whilst permanent appointments are identified have all achieved outstanding observations through school performance management and Ofsted inspections.

Members noted the costs for teacher secondment are chargeable to Al Hijrah.

ACTION: to be discussed with SFS

Action to be taken related to an appointment made by the previous Chair of Governors.

Members discussed the impact of one inappropriate staff member.

Acting HT: Br Nawaz has been reinstated. Mr Hardy thanked the Acting HT for his contributions since his return

Primary Department: fourteen classes, number of TAs, large number of SEN pupils integrated into classes, classes of 30, problem with low level behavioural issues. Ofsted criticised SEN provision. Aim to place a TA in every class. Would like to advertise for 4 additional TAs.

Approved

The primary environment is very hot and toilets are not accessible

Acting HT: researching air conditioning units, approximate cost £170 for 6 units.

Chair: proposed ordering the air conditioning units **Approved**

Buildings:

The agreement between the Trust and the GB was not a legal document as the Chair of the Trust was a member of both groups.

The conduct of Chair of the Trust regarding coming onto the site: check with the Charities Commission states the Chair is not a trust member.

ACTION: to set up a meeting with the Chair of the Trust and a LA officer from legal services to challenge the legality of the agreement and prevent the Chair of the Trust coming into the Trust office. The meeting minutes to be signed by the Chair of the Trust as a true record.

Chair: speak to David Brown (legal services) and seek DB's agreement to go ahead and set up a meeting. The Lease agreement is being discussed by SFS and Legal Services.

Property review: a bid has been made to Emma Leaman (EDSI) highlighting issues related to the building. A reply is awaited.

Buildings Action plan September 2014 circulated, copy filed with minutes. The plan gives details of completed and ongoing work.

Electricity, security and building costs circulated, copy filed with minutes.

Electricity – Code 1: being addressed as a matter of urgency

Costs reduced by contractor cutting off faulty/dangerous cabling

Chair: amount already approved?

Exec HT: yes. Original estimate (£17,000) approved

Code 2: £8,000; not yet approved (related to electrical remedial works)

Chair: approve code 2 as code 1 reduced to £7,500 (£17,000 approved)

Chair reported 'Emergency Lighting' previously approved

Chair reported purchase of air conditioning units approved at the meeting.

CCTV: cost for completed renovation after being sabotaged

Access Control: swipe cards installed for staff

Additional work

Essential playground improvements: complete re-tarmac: **approved**. Benches have been installed

Chair suggested purchasing playground equipment (£2-3000): **approved**

Exec HT: a need to discuss what work to be done in light of the school moving from the present site.

Exec HT: to view alternative building week beginning 22nd September

Chair: who is responsible for pulling together information related to relocation?

SFS: Emma Leaman. Legal Services to be involved with all discussions. There are concerns related to intricacies of the Trust, the need to keep a school on the site, having a £300k rental agreement, a lease

that may be null and void due to being signed by the school and not the LA

ACTION: question: does the Trust own the building and the site?

To be discussed with David Brown

SFS: a search for a transfer of the land agreement is part of the investigation by external lawyers

Chair: decisions are not being made quickly enough. Decisions need to be made at a higher level.

SFS: Cllr Jones is aware of issues. David Brown must look at legality before going to members.

SFS: toilets are a priority, doors not locking etc

ACTION: condition of the girls' toilets to be assessed

Members noted building inspection observed a number of suspended ceiling fans in classrooms fixed by screws in cork board and questioned the safety of this installation.

Quality of Teaching and Learning:

KS4: Overall results good, results held up in English and maths.

KS2: results above national in reading and writing

Question: performance of pupils with SEN?

Boys underperform in relation to girls; a large gap

Responsibility art and food technology removed from the 2 teachers concerned.

Associate HT to take responsibility for history.

Head of RE working with geography and an outside specialist being used.

The two members of staff on the cusp of a capability procedure are to be given support and not subjected to Ofsted observation.

Question: progress of pupil premium pupils?

Associate HT: a small %, not a large group, SEN an overall issue.

T&L: Expectations: about putting whole school processes in place and not 2 separate and inconsistent primary and secondary models. There is little data available and, therefore, it is difficult to show progress. Exec HT reported data was stolen, moved to Trust House and then missing. The theft has been reported to the police.

Also missing are paperwork related to issues connected to HR, budget plans, staffing allocations etc

T&L Planning: areas of weakness have been identified. The first round of observations commence week beginning 29th September. Learning Walks have been carried out and a Primary Department audit is planned.

T&L: SEN/differentiation: the SEN policy has been reviewed. Pupils with SEN are clearly identified and provision well mapped and documented although the approach for whole school SEN integration was ineffective and not embedded in the classroom. Key aspects of SEN are not integrated into the T&L strategy. All staff aware of the need to address SEN.

Exec HT: primary SEN issue to be addressed by teaching and support staff from Calthorpe Academy

T&L: Performance Management: no PM interviews held during the previous 12 months, no targets set. A whole school approach to PM has been agreed and will take effect in the 2014/15 academic year

T&L: Monitoring and Support: using the strengths of the school to pick up on the weaknesses with links to the action plan and SIP.

Associate HT: **ACTION:** SIP to be circulated to IEB members.

ACTION: IEB members: to be well versed on the content of the plan

Pupil Data: Calthorpe Academy literacy coordinator working with primary department in relation to raising standards in pupils' writing.

Year 6 data: data for 2013 inflated, class sizes for literacy to be reduced.

The International Primary Curriculum to be embedded and used effectively.

Policies: Acting HT: a focus on putting statutory policies in place

ACTION: to be circulated to IEB members and then to staff members

A whole school uniform policy in place (previously 2 uniform policies)

A whole school behaviour policy in place (previously a behaviour policy for each phase)

Exec HT: Parents have expressed concerns related to the cost of uniform.

Suggest an allocation to buy stock to be kept in school (tie and badge only)

Learning Walks with a focus on behaviour to be carried out.

Rewards/Sanctions: Acting HT: E-Praise reinstated; very popular with pupils. Staff and pupils have a clearer understanding as to when and why points are given out.

The first phase of individual pupil behaviour plans and support for teachers will commence on 22nd September.

Exec HT reported plans to start a football team and suggested it would be a good for the school to purchase the necessary football kit.

Members approved the purchase

Exec HT suggested bringing visitors from abroad to Al Hijrah and for pupils from Al Hijrah School to go on trips/participate in events with students from Calthorpe Academy: a ski trip in March 2015 at a cost of £150.00 and a PE event requiring a £50 contribution.

Members agreed with to these suggestions.

Form time: a morning registration/form time has been established. The issues of the late arrival each day of approximately 50 pupils and the late arrival of parents to pick up children in the evening are being addressed. Punctuality 2013/14: 2.86%

Associate HT: a legacy of being an independent private school

Question: like having an after school club; any way of charging?

SFS: can only be charge if an established after school club. If there is a need for after school provision a charging policy could be put into place.

Attendance: 2013/14 attendance target: 97%. 2013/14 attendance figure: 95.18%.

2014/15 attendance target: 95% (to be agreed)

All staff, including subject specialists, to encourage attendance

Question: why are pupils not attending?

Exec HT: condoned absence, insufficient push in the past on attendance

Capital Funding allocation to purchase tables, chairs etc **Universal FSMs: £14,607.**

Exec HT reported a lack of clarity related to the contract for school meals and how the finances work

Associate HT: being investigated. The quality of meals is poor. A need to go out to tender

ACTION: Associate HT/SFS to continue to investigate the financial situation

4. Finance report CONFIDENTIAL ITEM (see separate page)

New computer for indexing (part of school IT strategy)

5. Update on SIP (progress since last HMI visit and current priorities)

Items 5 and 6

Covered in previous items

Associate HT emphasised the need for member to familiarise themselves with the content of the Action Plan/SIP

6. Key messages for next HMI monitoring visit

Any Other Business

LA reported a number of members of staff do not have CRB checks

ACTION: all staff to be spoken with regarding the implementation of the Birmingham Contract.

Exec HT reported individual meetings with staff start on 23rd September. Staff have until the implementation date at the end of November to accepted the contract.

A risk assessment sheet has been produced for individual members of staff

Chair: **ACTION:** minutes of the IEB meetings to be posted on the school website

The Exec HT's report to be attached as an appendix to the minutes of the meeting

Exec HT proposed sending a letter to parents explain the situation, the appointment of teachers, the detrimental effect of the conduct of a previous governor and the responsibility of the Trust for the building

Chair: a draft of the letter to be sent to LA legal team for checking before sending.

ACTION: Clerk: minutes to be sent to David Brown

7. Date of next meeting

Thursday 23rd October 9am

The meeting closed at 11.30am

CONFIDENTIAL MINUTES

Exec HT reported

Bill from solicitor: outstanding invoice: £69,753

Aston University: £23,000 per year: agreement to use PE facilities

This bill has been paid **ACTION:** need to look in the next 6 months for a cheaper alternative

Between May 2013 and May 2014 £100,000 to 2 different solicitors for legal fees

ACTION: Exec HT/SFS to investigate.

SFS reported a request from a member of school finance staff for payment of £2,000 to complete an accountancy course.

Approved

Budget Plan: Curriculum budget 2012/13 shows inconsistencies in allocations.

A deficit figure of £2m in the 2013/14 financial year identified.

Chair: £500,000 for building work included?

SFS: no

ACTION: a budget plan to be set up. Include a capitation budget for staff. Staff to keep track of own budgets.

ACTION: SFS to prioritise gathering all information into a budget plan, a future forecast and an update at the next meeting.

Exec HT: a significant amount of money spent on the site with no return.

Portacabins currently on site cost £137,000 per year. To move from the front to the rear of the building would cost £247,000. Moving to a new site would mean a saving on these costs.

SFS: LA should have picked up £45,000 of this cost; to be investigated

On advice of legal services, no payment of rent has been made to the Trust.

A forensic investigation is being carried out by legal services and an external legal team. To look at the lease, fraudulent issues, relationships, links with staff/governors/suppliers going back to 2004. A number of essential documents (governing body minutes, HR records) in identifying where the money has gone will probably be missing. A need to investigate charges made to parents.

Access to Trust bank accounts: Charity Commission on board; not received annual returns; David Brown investigating.

Chair: SFS: Exec HT and Associate HT to be updated on a regular basis

Exec HT: £12,000 a year for the car park?

SFS: renewed for 6 months

ACTION: SFS: a letter to be sent regarding cutting trees, clearing rubbish from the car park

Requests related to the school library:

Library security system: £8-9,500: not a high priority: **not approved**

New stock: £2,000

Structural improvements: £500: **not approved**

Exec HT reported authorised items:

Laptops for primary/upper school: funded through pupil premium allocation
£2,000 for the art department (no existing stock)

Exec HT reported three members of staff have requested leave.
One has been given verbal approval. Ticket purchased on 9th January 2014.
Chair: approved in the case of the staff member with verbal approval.
ACTION: set up clear policy/procedures to be adhered to in future.