

AL-HIJRAH SCHOOL

Minutes of a meeting of the Interim Executive Board (IEB) held on Thursday 23rd October 2014 at 9.00am

Present:

David Willey (**Chair**, IEB) Gerardine Lawson-Lotarew (Schools HR) **GLL**
Abdul Aziz (Teacher representative) Liz Gowland (Schools HR)
Mohammed. Nawaz (Acting HT) James Royal (Educational Consultant, Primary) **JR**
Kiran Chanian (IEB) David Brown (Associate HT) **DB**
Sue Beer (IEB/SFS) **SB** Graham Hardy (**Executive HT**)
Sabrina Hobbs (DHT, Calthorpe Academy) **SH**
Amjid. Zaman (AHT, Calthorpe Academy) **AZ**

In attendance: Janice Moorhouse (clerk for the meeting)

1. Apologies

Apologies for absence were received and accepted from Jane Spilsbury, Ian Meacham and Ralph Hedley.

2. Declaration of Interest

None declared

3. Minutes of the meeting held on Wednesday 17th September 2014

The Chair explained the role of the clerk in relation to future circulation of minutes and agenda.

Clerk to set up a members' group email for the IEB and circulate meeting papers one week before the meeting.

ACTION: Chair to discuss with LA the lack of administrative support to the IEB.

JM to continue as clerk to the IEB.

Chair: minutes will be scrutinised by an inspector; inspection expected at the end of November.

The Chair reported he was satisfied with the accuracy of the minutes of the meeting held on 17th September.

.

ACTION: minutes to be posted onto the school website

4. Matters arising from the minutes

There were no matters arising

5. Headteacher's report (report dated 3rd October circulated at meeting, copy filed with minutes)

Exec HT explained the role of James Royal (an outstanding HT) in the school. Mr Royal is working one day a week supporting the primary department. He is the HT of a VA school' very familiar with faith schools

.

.

Chair: if HMI queries using a HT from another LA can be explained by difficult to recruit in Birmingham; a situation contributed to by Ofsted.

Intervention support/SLT from Calthorpe Academy and staff roles

Graham Hardy: (Exec HT): 3 days a week

David Brown (Associate HT) 4 days a week, focus on secondary department

Sabrina Hobbs: 2 days a week, focus on whole school T&L, teacher PM and SEN support

(a summary of the roles and responsibilities of staff from Calthorpe Academy included in the report)

SH reported having no comparative data, just completed a cycle of assessment, 2013 marks inflated, assessment not carried out as it should have been. The EYFS/Reception timetable did not match the EYFS curriculum and, therefore, cannot be properly assessed.

AZ: One parent without a child in primary has queried why children are learning through play. This is the acceptable way to work and bring pupils to the expected level. In order to go forward, there is a need to ensure future data is more accurate. The data is inaccurate in some classes between key stages. The school is moving towards the new framework without levelling but will continue with assessment points.

DB: need to prove performance management, lesson observations etc fit in with the new framework from 1st September 2015; need to show focus on assessment and what is happening in practical tasks in the classroom.

JR: HMI will be following the removal of levels, to prove through work in classroom pupils can be motivated to achieve, currently use old assessment methods, an opportunity/advantage from September to show progress in work due to work in classroom, EYFS to have sequential guided learning opportunities.

HMI will need to see reliable information, structures for teacher performance to improve, PM will need to show performance indicators and targets, CPD for improvement in place, capacity to improve very important, need to show clear leadership structures

SH: AHT managed primary before Calthorpe staff came into the school; still unpicking and addressing mis- management issue from the past. In January 2104, 6 staff from a total of 14 were supply staff; can follow PM cut not as secure as with permanent members of staff, this links to progress

Exec HT: supply staff to be interviewed, may be of sufficient quality to transfer to be permanent members, candidates are pulling out due to the recent highlighting of issues on the internet.

The cover provided by staff from Calthorpe Academy is expensive

ACTION: IEB members to consider the affordability of the current level of cover provided

Acting HT: trying to recruit primary teachers, approached agency staff, staff declining due to media hype

JR: key headlines of performance: children come into EYFS with reasonable skills and perform well in a context where not challenged, lose some ground in year 6, aim work at mid KS2 to ensure pupils continue to make progress.

JR suggested using teaching school method, use staff o support and guide once in school and use Calthorpe staff on a PT basis

Classroom secondments

Exec HT: important to move the school away from surviving on temporary supply teachers and assistants. Staff have been on long term temporary contract for many years with no security or

guarantee of a permanent post. Working with HR related to contracts. Three members of staff seconded from Calthorpe Academy to the Primary department as an interim arrangement. All are outstanding teachers experienced in primary mainstream intervention and support. However, 2 of these colleagues have decided they no longer wish to work in the school due to the reaction towards them of a very small number of Al- Hijrah staff and the recent negative press.

Exec HT reported there has been an improvement in the behaviour of pupils in the primary department

Four male leaning mentors are now attached the school and supporting in various classes. Eleven qualified teacher posts/leadership positions have been advertised. Appointments have been made for Maths, ICT and Arabic (we are expanding Arabic in school so need more Arabic teachers as Arabic will be made compulsory for all secondary students). There were no applications for posts in Art

A number of candidates invited for interview accepted, confirmed their attendance but withdraw on the day of the interview citing personal reasons or the adverse publicity attached to the school. The school continues to advertise for a number of vacant posts.

The total cost for advertising to date: £5,250

SB: have to move the school forward; must go ahead with advertisements

Support Staff

An ICT technician and 2 TAs have been recruited.

ACTION: to be appointed: 4 learning mentors, SBM and LTSs

Succession planning

Exec HT: unqualified teachers and instructors in school interested in taking Initial Teacher Training at Calthorpe.

Staff development is being arranged through the Calthorpe Alliance. Four members of staff have started to train as middle leaders and another group as senior leaders.

TLR posts: 6 posts advertised at £500 specifically identified to address key teaching and learning areas with clearly defined expectations to be completed over a period of 12 months.

DB: teachers to show 12 months commitment and demonstrate continuo=us good classroom practise

Building

Exec HT: IEB to note the planning permission for the location of the primary portacabins ends on 31st August 2015

Serious roof leaks have occurred in a variety of locations and mould is growing at the site of the leak.

ACTION: quotations to be brought to the IEB for the cost of repairs

Exec HT: the building is not fit for purpose, no further expenditure should be made on the building

Acting HT: an expense related to being unable to control heating in the portacabins

SB: LA offices from legal services to meet with DfE to seek approval for the lease to be reassigned to the IEB. This will give more freedom related to what can be done to the building and the possible relocation.

Exec HT: liaising with the LA with regard to possible relocation to a more appropriate site with the capacity to accommodate the full age range of the school

Exec HT reported approximately £800k spent on basic repairs/addressing H&S issues

£176k annual rent for portacabins

£300k annual rent Al-Hijrah Trust

Dining room: a delay in the installation of furniture due to an error by the supplier. The tables should arrive within the following 2 weeks.

Exec HT suggested purchasing storage trolleys for chairs and tables and making a small structural change at the back of the hall to create a storage area

ACTION: to be discussed with SB after the meeting with the DfE

Teaching and Learning

Exec HT requested the amount to be spent on reserves to increase

SB: ACTION: to look at what is needed and cost out; **SB/Exec HT** to meet to establish a coordinated approach

Exec HT: working through class by class in relation to resources; not gone beyond the initial £40,000

Teacher rep: pupils losing out on learning due to lack of space; have staff but not space

EYFS

AZ: £1,000 spent on outdoor play equipment; appropriate resources for children in the playground.

There need to be adequate opportunities to learn through play.

Outdoor space is very limited.

JR: need to be continuous opportunities, children to move safely from inside to outside, space need to be enclosed, children need to know where the boundaries are

AZ: may need to fence off an area to ensure adequate facilities

ACTION: quotations to be obtained

£1000 spent on books to facilitate early reading development to be read in the classroom and taken home following a classroom audit identifying insufficient reading material.

A commercial reading scheme has been purchased; to be delivered by 24th October

SH: a continuous programme of improvement, a need to plan ahead of time, to include all different aspects of teaching and learning, latest round of observations identified planning as a strength

Library: new libraries are to be established for Reception to year 3 in the portacabins and for year 4 to 6 in the main building, closer to their classrooms.

Performance Management 2014-15

An early analysis of lesson observation data collected so far indicates

Outstanding: 6 (18%)

Good: 21 (62%)

Requires improvement: 7 (20%) - to be supported with individual support packages

Chair: what does this tell us compared to other schools?

SH: a profile of a school improving to good; indicates regular support and input needed in differentiation and low level behaviour management. Staff will be re-observed; a 20 minute observation of a lesson with a challenging process to work through., teachers told will be observed in 2 weeks time, given a whole day window, which 20mins of which lesson not clear, the priorities for inset and CDP will be based on the outcomes for improvement identified from observations

JR: encouraging picture, need to triangulate with improving performance, where are the RI lessons?

SH: spread across the school, 4 RI lessons in primary

Pastoral

Exec HT reported the revised behaviour policy with systems and procedures for promoting positive behaviour and sanctions descriptors/escalation levels for use when faced with negative behaviour has resulted in a change into a calmer atmosphere in school and teachers are reacting in a positive way. There has been an increase in the number of suspensions related to incidents of bullying.

Acting HT: now an average of 10-15 pupils in detention where previously number equivalent of 2 classes

AZ reported the Uniform Policy has been revised and is now consistent across the school.

Pupils (mainly girls) commented on the uniform and requested a change. Small changes have been made to the policy but the Islamic ethos has been kept and reaffirmed.

ACTION: IEB members to read written copies of the three revised policies after the meeting and confirm their approval to the Chair

- Behaviour for Learning Policy
- Uniform Policy
- Anti Bullying Policy

All members read and approved the three policies for adoption

(JR left the meeting)

Secondary

Exec HT: the full Matrix Data Tracking System is now used to track pupil progress. The data generated enables the SMT to work alongside subject leaders developing and implementing intervention action plans

£2,500 allocated to the school librarian to enhance the secondary library stock. The library restructuring programme will enable the existing library to be used more effectively as a teaching resource led by the librarian

Attendance:

Exec HT reported the new strategy for monitoring attendance provides accurate information for the academic year 2014/15

Punctuality is a cause for concern although improvements have been made following new interventions. The Exec HT acknowledged the journey to school is difficult for a number of pupils.

The situation outside school in the morning and afternoon is very dangerous.

The Chair suggested referring to LA Health and Safety Team

ACTION: the situation to be highlighted during the H&S visit week beginning 3rd November.

Exec HT reported requests for holiday in term time are refused in line with LA policy and procedures and Government legislation.

CPD:

The school is now a member of the Calthorpe Teaching School Alliance.

TAs having the potential to undertake level 3 training to be identified and begin a programme of study in the spring term.

Staff with potential to undertake Initial Teacher Training identified and staff with 3 years FT employment and a first degree can undertake the assessment route into teaching.

5 members of staff have applied for the middle leader course (NPQML) and 3 for the senior leader course (NPQSL) starting January 2015

Vulnerability issues:

Exec HT reported the Calthorpe team is vulnerable to a constant stream of allegations and accusations that impact on morale. Through various social media attacks, parents are encouraged to withdraw their children from the school and to write protest letters to complain. Whenever a decision is made to

progress the capacity of the curriculum, staffing structure or processes in place, Calthorpe staff are met with excessive criticism and challenge through inappropriate methods

Acting HT: now using a log on to a website that has been set up and is undermining the work

SH: 2 sites, sites based in America, now on Facebook, police involved, police statement on one site, not able to identify who posted information, trying to identify individuals.

GLL: suggest set up a database, record everything that comes in regarding letters and actions taken

Chair: received anonymous Emails and threatening letters, collating all the material is a FT job

Exec HT: objective is to have school closed, no care for staff or pupils.

Chair: from an IEB perspective, the equivalent of 1.5 full time equivalent posts of senior HR manager is already approved by the IEB and is working well in improving HR issues; can the IEB do more in relation to getting outcomes from these issues?

Exec HT: need to request a meeting at Lloyd House with a senior police officer and the Prevent team. The vast majority of members of staff are dedicated and the pupils are fantastic. The website shows school on the hub of the Trojan Horse situation

SH: a step taken in the last few days with a meeting with the LA, police and Assistant Director for Safeguarding; LA senior colleagues now on board

GLL: have any pupils been withdrawn from school?

Exec HT: none

SB reported the investigation into the lease, where has the money gone etc has been put together, now looking at the next step

Exec HT: Calthorpe should aim to withdraw by May 2015 with a HT in post by Easter 2015 and a SLT Established

Exec HT stated he would not support the school after May 2015

The Chair reported the original DfE letter dissolved the GB, appointed the IEB, identified support school for 12 months - May 2014 to May 2015

Potential new site

Exec HT reported the LA have decided not to proceed with the bid to purchase the Virgin Media building. To build a new school would cost £20m; the building would have cost £3m with a further £1.5m needed for conversion and £1m to get the building to a reasonable standard.

Exec HT requested the IEB joins staff members to demand a full explanation for the LA's decision.

If the school moved to the site there would need to form another trust and change the name of the school and, the Exec HT suggested, this would mean all problems would stop.

The **Chair** reported he will be meeting the Cabinet member for Education after half term and will raise the matter with her.

Exec HT reported Cllr ones is fully aware of the problems, has toured the school and agreed the school should move to a new site. The paint factory opposite the school is a danger to pupils' safety.

SH suggested emphasising the position factory at the meeting with LA Health and Safety officers after half term.

SH reported lunchtime conditions appalling, primary pupils eat in classrooms out of takeaway boxes, quality of served food is poor

The Chair stated the IEB supports Calthorpe on all the issues raised; no problem in authorising justifiable expenditure

Exec HT: a quote of £4,500 obtained for stage curtains. Curtains are a resource that can be moved to another location

SH: as are other resources purchased/discussed

SB suggested obtaining 3 quotations for blinds

SH: all feeling pressure of who will be accountable if things do not work out, will the support school be 'scapegoated', on front line, this detracts from getting on with the work, makes work and progress slower, processes followed are tedious, IEB to be more visible in school, LA have a duty of care to all Calthorpe staff, work load is unsustainable

Chair: stated at a meeting with senior offices and put into a letter to the Chief Executive
The letter from the DfE included options for the school after May 2015; one was to become an academy, now one and a half terms left to reach an outcome.

GLL suggested head hunting for a HT as opposed to advertising

SB commented not appropriate to advertise for a HT at the moment due to the school's reputation; another opportunity for someone to be 'wheeled out'

GLL: that is the advantage of head hunting

SH: maybe someone in school who is an aspiring HT

Acting HT: probably better to have someone with experience

Chair: need to establish the situation related to making appointments

GLL: have to be someone of the Muslim faith

Acting HT: need to maintain the religious character of the school

The Chair thanked the Executive HT for his report

6. **Finance report CONFIDENTIAL ITEM** (see page 8)

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

Integrated into the Exec HT's report, item 5

HR report: Confidential Item (see page 8)

8. **Key messages for next HMI monitoring visit**

Chair: HMI in school before end November; one page related to improvements to be produced before HMI visit

DB: one page summary of improvements for IEB to be available from Monday 3rd November; to include actual evidence of significant improvement

Exec HT: HMI needs to be clear on the situation

GLL: duty of care to staff, support has been offered

9. **Any Other Business**

ACTION: GLL to present LA model policies and procedures at the next meeting

The Chair thanked everyone for their work and effort

Date of next meeting: Thursday 27th November 1.30pm

The meeting closed at 11.40am