



# IEB Meeting

## IEB Minutes – Through School

Al-Hijrah School  
مدرسة الهجرة

<b>Date of Meeting:</b> Thu 23 <sup>rd</sup> Apr 2015, Sum1	<b>Time of Meeting:</b> 10.10 am – 11.50 am
<b>Venue:</b> Room 40	<b>Minutes Taken By:</b> Sr. Naila Ahmad (NA)

**Attendees:**

Br. David Brown (DB)	Br. M A Nawaz (MAN)
Br. David Willey (DW)	Br. Abdul Rob Aziz (ARA)
Br. Ian Meacheam (IM)	Br. Amjid Zaman (AZ)
Sr. Sue Beer (SB)	Sr. Sabrina Hobbs (SH)
Br. Ralph Headley (RH)	

**Absent:** Sr. Jane Spilsbury

### Items:

1. Apologies
2. Declaration
3. Minutes of previous meeting and matters arising
4. Ofsted Monitoring Visit Report
5. School Improvement Plan
6. LA Roadmap
7. Parent Communications & Future Governance
8. Finance & Staffing (inc. Headship Appointment Process)
9. Additional Head Teacher items not covered above (inc. Safeguarding / H&S focus on Fire Prevention / Admissions 2015 – 2016 / Site)
10. AOB
11. Date of Next Meeting

Items Discussed	Action	Comment
<b>1. Apologies</b> <ul style="list-style-type: none"> <li>Jane Spilsbury</li> </ul>		
<b>2. Declaration</b> <ul style="list-style-type: none"> <li>IM: All must complete the Declaration before we begin and declare any interests.</li> <li>Few: Anything in particular?</li> <li>SB: I have indirect interest in School Financial Services so declared it – better to be transparent.</li> <li>DW: Provision in HR Services.</li> </ul>		
<b>3. Minutes of previous meeting and matters arising</b> <ul style="list-style-type: none"> <li>DB: Did not realise but SrNA stayed only 5 minutes for last meeting when we had Ofsted so she did not take the minutes.</li> <li>SH: I have my notes and will go print them off.</li> <li>SH left room and returned with a few copies.</li> <li>All present briefly read minutes.</li> </ul>		

Items Discussed	Action	Comment
<ul style="list-style-type: none"> <li>DW: Anything to add?</li> <li>All: No.</li> </ul>		
<p><b>4. Ofsted Monitoring Visit Report</b></p> <ul style="list-style-type: none"> <li>DB proceeded to highlight key areas of Ofsted Report and summarised as follows to IEB:</li> <li>DB: Action Plan to GB. We will go through Ofsted Report briefly. We want to hold to account and ensure GB have implemented into SIP. First of all, reasonable progress, so congrats to all; 2 in a row, well done.</li> <li>DW: Want to echo the congrats; well done all.</li> <li>DB: Good report, can employ NQTs and new TAs – good use. Pg3 less significant, Pg4 remind yourselves of this, in between fine. Achievement is strong in KS4; gap between boys and girls narrowing, margins are not as large so not much more to do, still need to push, we acknowledge this but much better.</li> <li>IM: Well done, is much better.</li> <li>DB: Feedback one of best I've attended. Big difference with Early Years compared to when she first came – delighted was the word. Commented on declining trend, rapid interaction and that boys' problem has been addressed. Levels of progress is sticky as this takes longer to tackle but we reasonably expect will be increased.</li> <li>IM: Notes based on people I talked to. Data looked at girls underperforming compared to boys. Teachers for girls generally weaker. Secondary phase boys low anyway.</li> <li>DB: Grammar school bleed off is a concern for some but not for me. Certain subjects Geog, D&amp;T, Art – weak. Art better now, really good teacher who will be losing.</li> <li>IM: Lessons plans – are they the same? Should be different for boys compared to girls as they have different focuses. Easily done, more focus in plans for future on boys. Floor Standards met in Y6 – very pleased. Encouraging report, not far off mark. Coaching given in weak subjects, already implemented. Want to praise Science, Maths and RE in Secondary – working very well. Happy about appointments of new English staff. We acknowledge historic data unreliable. Transfer to Al-Hijrah from private schools is a concern as rarely have data before. We need to demand data from all and assessment when place offered.</li> <li>ARA: Agree because we feel the impact as they are placed in the wrong group.</li> <li>IM: Stability now, staff retained, better turnover. Concerned about the ownership of rooms though. Still concerned about room environment, very claustrophobic, hot, etc.</li> <li>ARA: Science is set room...</li> <li>MAN/DB: Room environment needs to be addressed more, have placed fans but acknowledge more work to be done.</li> <li>IM: Another concern when talking to people; some way to go before one school – not them but us! Behaviour for Learning is good – well done. Huge stride forward.</li> <li>DB: Thank you, yes acknowledge good and bad. Staffing: D&amp;T HoD as you know had resigned, back now and initially until end of year but now wants to stay permanent, we will see if there are improvements until end of year; results must improve. Geography is a concern but we are aware that there were some home issues so bit more sympathetic to this – still must show working towards improving. Art Teacher great but only on loan from Calthorpe so will be gone after</li> </ul>		

Items Discussed	Action	Comment
<p>exams and have got a potential replacement. As for Girls vs Boys – more creative way of teaching to be used, strategies that are suited to boys, assessment method, etc. New English appointment great – problem of last year we hope has gone.</p> <ul style="list-style-type: none"> <li>• SH: Primary issues we all know. Teaching not up to standard. Teacher focussed on what to do now. Some have had RIs and moved to Goods after bespoke programmes and coaching.</li> <li>• MAN: Changes in staffing – GY5 Supply Teacher is the only 1 not staying. Current supply will be permanent id old maternity covers not returning.</li> <li>• SH: Much more positive situation with staff than previously.</li> <li>• MAN: Ofsted have lifted ban – can employ NQTs which is great.</li> <li>• SH: We want Y2/3 Teachers to stay as they are really good. If we keep them, they are NQTs so we need to give training. Devinder to get Y6 ready for SATs. He is the Assessment Consultant to bridge the gap from Sr Lisa leaving and Br Shawkat starting.</li> <li>• DB: Br Shahab is across whole school. Khatijah from English Dept is helping Primary so bridging there. Massive intervention to challenge fundamentals.</li> <li>• SH: We have SLE to support ICT in Secondary.</li> <li>• RH: Rachel (Ofsted) mentioned ICT and will be back specifically next time to see availability across school and what we have anyway.</li> <li>• IM: Perception on Pupil Premium – fair chunk of money to be targeted on ICT.</li> <li>• DB: Devinder will be presenting Pupil Premium funds and where are being used.</li> <li>• SB: Needs to be robust monitoring separate to school budget.</li> <li>• DB: What resources, what we have done and will do – Devinder will present this and is working on it.</li> <li>• SB: Yes, what has been spent, etc.</li> <li>• DW: Does that need to be separate Agenda item?</li> <li>• DB: BrIM and SrSB agree to this and this will be separate and regularly updated.</li> <li>• IM: Must be transparent and also on the website.</li> <li>• RH: Sport finding to be included.</li> <li>• DB: With regards to ownership of rooms, realistic as boys and girls separate so yes you are right. We can separate but we do not have the space.</li> <li>• ARA: Science has to be separate – specific equipment.</li> <li>• DB: We will half answer it, we can do half but not fully. We will look at changing room layout – some areas can be done.</li> <li>• IM: Climate control, big issue – classrooms can get very hot.</li> <li>• DW: With regards to rooms – ask yourself with what we have, are we maximising? If the answer is yes it is our best, then we cannot do more.</li> <li>• DB: I think we can, not a lot but there is a small gap and we can do slightly better.</li> <li>• MAN: The them-us issue – we are starting to merge. Math, English, Science, ICT – Secondary and Primary are beginning to work together.</li> <li>• DB: We are not there completely and can do much better. Children should do more Science. We already announced that we will do Maths across school and this has started. We are scratching the surface but still a long way to go.</li> <li>• IM: Great opportunities to use specialist staff – need to make use of it. Still the vocab is them, not us.</li> </ul>		

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<ul style="list-style-type: none"> <li>DB: Our school has a grammar school problem, do not agree with this.</li> </ul>		
<p><b>5. School Improvement Plan</b></p> <ul style="list-style-type: none"> <li>RH: Primary have blossomed, culture to keep door open makes them part of the school and not closed off, not separate. Teacher collects work and puts this up – great! Secondary need to do the same, they have the environment and need to make use of it to show student work.</li> <li>DB: Yes, we will show that focus on learning.</li> <li>IM: It's ok to draw between girls and boys but not between Primary and Secondary.</li> <li>DB: Managers show own personal responsibility. Quality of teaching – well done, is improving, is happening, good. RI staff have left or improved. Provision is transformed, questioning is better, TAs and their use is improved, positive feedback from them always. 90% strong staff Ofsted feedback which is excellent. Quality of marking is improved. Inconsistency – very, very good teachers to very poor, therefore gap between good and bad is more apparent as a result because hardly any in between. If weaker staff, not blame 1, we all own – deeper level of improvement and responsibility.</li> <li>SH: What we have seen, everyone separate and stick to their own department, reflects whole school. Inconsistencies are an issue, gap task marking. We noticed this and are working on it. Identified and looked at Middle Leaders – they are to collect samples regularly to check which links to progress over time and gap task marking. Based on information from Middle Leaders – make a plan.</li> <li>DB: Report implied that Primary not challenging enough, Secondary too challenging. Quality of Teaching is what we need to focus on.</li> <li>SH: Information from Sep was 21% outstanding – now, 90% Good to Outstanding. 7 staff had support and moved from RI to Good. 4 still need help and will be observed again and supported.</li> <li>DW: According to that, I would say not a Special Measures school.</li> <li>IM: Which section, how many?</li> <li>SH: Br was one who moved into English and now a good even though struggling.</li> <li>IM: What weight, measures have you put on to keep improving?</li> <li>SH: Using data, triangulation chart, etc.</li> <li>DB: Very effective management strategy. Behaviour is with Amjid – was a big issue, supposedly.</li> <li>SH: 1 more chart, so proud of Br Arshad – shows progress and all broken down as well.</li> <li>DB: An empowering tool to make progress better.</li> <li>SH: Used to improve Afl.</li> <li>RH: This chart relates to behaviour?</li> <li>SH: No, sorry jumped back to Quality of Teaching as wanted to show off chart.</li> <li>DB: Attendance is good and high. Amjid tasked to target this. L&amp;M is fragile until we do Roadmap.</li> <li>SH: Have a new structure which shows we (Calthorpe) are Shadow Leadership, Al-Hijrah Team is leading. Our name next to each of their names in SLT.</li> <li>DB: We are here but on the side, e.g. empty Head box with my name on the side. Milestones with plan that suit us, not them as comes a point to say no. When we give IEB plan, IEB to decide and be happy and request it. Recruitment is transparent and staff checks are great.</li> </ul>		

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<p>Likes our curriculum now. Policies, just a few as they weren't specific to our school. Accepted that legally we were covered as policies existed but not happy or impressed. Policies need to be bespoke to our school. So where we might say good, they will say do better. Ofsted feel IEB are good so well done.</p> <ul style="list-style-type: none"> <li>• DW: Twice mentioned whether we know pupil data – do we?</li> <li>• DB: We need more data but we/IEB are informed and yes we know it.</li> <li>• ARA: I felt she wanted data summary which is there but can we get it?</li> <li>• RH: I at fault, I do the data, Secondary, etc and what I need to do is submit it.</li> <li>• DB: Br Shahab can do this but we need someone to support this. He is used to a tough edge.</li> <li>• IM: Shifting from resources to progress – very positive.</li> <li>• DB: DfE mentioned in Report. Happy with external support we have in place.</li> <li>• SH: I have taken your (IEB) views/comments and included these on the SIP.</li> </ul>		
<p><b>6. LA Roadmap</b></p> <ul style="list-style-type: none"> <li>• DB: Good meeting overall with Emma, Leeman, Rachel. Haven't got Head at the moment – legally we need to do this to show we are out of Special Measures – report by email.</li> </ul>		
<p><b>7. Parent Communications &amp; Future Governance</b></p> <ul style="list-style-type: none"> <li>• DW: Head and SLT, future governance, good evidence with regards to Head but very slow on future governance and school site.</li> <li>• SB: Issue of lists and payment – possible reality is that we may have to pay for everything.</li> <li>• DW: You (DB) and I should go to DfE and talk to them directly ourselves. There is a short timeline so we need to move.</li> <li>• DB: Tim, one of the lines forward so we are moving but it is a complex issue and therefore taking time.</li> <li>• DW: A big outstanding issue.</li> <li>• MAN: We need to renew this in August.</li> <li>• DB: Ofsted acknowledge we do a lot after seeing Letter to Parents folder from Main Office – well done. We send letters, etc – excellent! We also need to develop parents for a future GB. They can then meet DW after meeting Ofsted.</li> <li>• IM: Parental communication, is it 1 way? If so, how do we combat this? Do we allow parents to ask questions? How do we answer these – in a newsletter, public meeting, etc, how?</li> <li>• DW: Issue is I've got unanswered questions and I haven't got answers for GB/IEB. Can answer for SLT – we have a future SLT but I cannot answer how long future GB will take to construct.</li> <li>• SH: Rachel suggested engage parents more by telling them good things their children have done.</li> <li>• RH: Need to understand what's going out and in and vice versa – what are we putting in and getting out of it?</li> </ul>		
<p><b>8. Finance &amp; Staffing (confidential)</b></p>		
<p><b>9. Additional Head Teacher items not covered above (inc. Safeguarding / H&amp;S focus on Fire Prevention / Admissions 2015 – 2016 / Site)</b></p>		

Items Discussed	Action	Comment
<ul style="list-style-type: none"><li>Nothing major on Safeguarding except one confidential item/ H&amp;S / or any other issues.</li></ul>		
<b>10. AOB</b> <ul style="list-style-type: none"><li>DW: Declaration – have all completed this? Hand to Sr NA to be documented with the minutes.</li></ul>		
<b>11. Date of Next Meeting</b> <ul style="list-style-type: none"><li>Thu 21<sup>st</sup> May 2015, 10.00 am</li></ul>		