



# IEB Meeting

## IEB Minutes – Through School

Al-Hijrah School

مدرسة الهجرة

<b>Date of Meeting:</b> 21 October 2015	<b>Time of Meeting:</b> 10.10 am- 12.00 pm
<b>Venue:</b> Library	<b>Minutes Taken By:</b> Chito Sutton

**Attendees:**

Mr David Brown (DB)	Br Devinder Riat (DR)
Mr. David Willey (DW)	Br. Abdul Rob Aziz (ARA)
Mr Ian Meacheam (M)	Br Arshad Mohammed (AM)
Br. Shahabe Abdo (SA)	Sr Gemma Amion (GA)
Miss Sabrina Hobbs (SH)	Br Amjid Hussain (AH)
Br Shawkat Chowdhury (SC)	Mrs Chito Sutton (CS)

**Absent:** Miss Sue Beer, Ms Chandan Kaur, Mr Amjid Zaman

### Items:

1. Apologies
2. Declaration
3. Minutes of previous meeting and matters arising
4. Head Teacher's Report
  - Admissions
  - School Improvement Plan
  - Safeguarding
5. Pupil Progress and Achievement
6. IT Infrastructure
7. Finance & Staffing
8. Additional Head Teacher items not covered above
9. AOB
10. Date of Next Meeting

Items Discussed	Action	Comment
<b>1. Apologies</b> <ul style="list-style-type: none"> <li>• Sue Beer</li> </ul>		
<b>2. Declaration</b> <ul style="list-style-type: none"> <li>• No new declarations</li> </ul>		
<b>3. Minutes of previous meeting and matters arising</b> <ul style="list-style-type: none"> <li>• Correct typo in last bullet point of No. 2 item</li> <li>• Enter comment in 3<sup>rd</sup> bullet point under Item 4 that letters to staff from Chair showing appreciation for hard work have been received by staff</li> <li>• Enter comment in 19<sup>th</sup> bullet point under Item 4 that the date for the Awards Night has been set for December 2015 .</li> <li>• Enter comment in 9<sup>th</sup> bullet point under Item 8 that the school will adopt the model Schools Financial Services policy</li> <li>• Enter comment in 10<sup>th</sup> bullet point under Item 8 that delegation of</li> </ul>		

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authorisation by Head Teacher is still a working progress.		
<p><b>4. Head Teacher's Report</b></p> <p><b>A. Admission</b></p> <ul style="list-style-type: none"> <li>• <b>DB</b> – David reported that the school was asked to show religious commitment and was assessed on the 5 pillars of Islam. All issues/comments raised by the School Adjudicator were addressed</li> <li>• <b>DW</b> – The Chair confirmed that the Admissions policy has been approved by the IEB. The annual review implementation and review of the key BCC policies was also agreed.</li> </ul> <p><b>B. School Improvement Plan</b></p> <ul style="list-style-type: none"> <li>• <b>AM</b> – Br Arshad said that last year Al Hijrah adopted a teaching and learning framework. We first looked at teaching through work scrutiny before addressing learning. A system was devised to look at outcomes and data provided by staff were stored every half term and shared with all the staff. Staff did their own narratives and action plans.</li> </ul> <p>Meetings were held amongst the senior leadership team to discuss pupil progress where the actions plans were agreed and training needs addressed. Pupil progress with regards to behaviour was tracked using a whole school spreadsheet.</p> <p>To address HMI concerns on pupil progress judgments, SLT agreed to use Local Authority external moderators who confirmed that school's judgment was 95% accurate.</p> <ul style="list-style-type: none"> <li>• <b>DB</b> – David said that OFSTED previously raised an issue that the Local Authority (LA) should also monitor pupil progress. This has been taking place and continuing at the Cross Cutting Meeting but Birmingham Education Partnership (BEP) has been nominated by the LA to undertake this responsibility.</li> <li>• <b>DW</b> – The Chair asked DB to ensure that this BEP monitoring was facilitated as soon as possible and that he should be invited to the first meeting in school so that he could see the challenge himself and be assured therefore that the IEB with BEP support was engaged in sufficient monitoring. He asked that the IEB undertake 4 additional forms of monitoring alongside their existing work: <ul style="list-style-type: none"> <li>(1) Ian Meacheam to assess if moderation is effective and accurate</li> <li>(2) The new IEB member to mirror assessment alongside Br Shahabe (SA);</li> <li>(3) Sabrina to also monitor as an independent educational advisor to the school.</li> <li>(4) Regular meetings/contact between BEP and the IEB</li> </ul> This will mean that the school will have very robust monitoring process in place.</li> </ul>		

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<p>He also asked if the framework linked to performance management targets from the beginning to the end of the cycle?</p> <ul style="list-style-type: none"> <li>• <b>AM</b> – Br Arshad said that support will be provided to staff at all times. If at the third time around a staff member is still not meeting targets, then capability proceedings will be instigated against that staff member. The approach is to develop all staff.</li> <li>• <b>DW</b> – The Chair wanted to know From the DfE point of view, once the process starts, the framework should be followed all the way through within the term, ie, capable of being completed within that term.</li> <li>• <b>AM</b> - Br Arshad said that SLT will support and will have a discussion with staff members about their future.</li> </ul> <p>(A handout was handed out which explains the output on the quality of teaching and learning from the summer term vis a vis the framework)</p> <p>He also confirmed that this outcome impressed Rachel Howie, OFSTED inspector during the last visit , but she asked about triangulation and advised that teaching observations should be driving this and wanted more. The new system address all these.</p> <p>There were 5 pupils identified who did not perform well and they have been put in a programme where progress will be monitored much closer.</p> <p>Last year when staff CPDs where reviewed, refreshers were identified and so this year, there will be more focus on CPDs.</p> <p>The whole school spreadsheet previously mentioned shows all staff against what the school wants to see in accordance with the adopted framework. There will be 4 levels of marking with the 4 being the highest where teaching is most effective. All those scoring zeroes will be picked up and dealt with. Where there are overlaps, only one area will be selected. The system will automatically add up the scores and where the score is high, the score will turn to green. If low, the score will appear in red.</p> <ul style="list-style-type: none"> <li>• <b>DB</b> – David said that this will result in a richer dialogue with staff members as it will give the teacher the opportunity to provide further evidence when necessary.</li> <li>• <b>AM</b> – Br Arshad said that a dialogue will also be developed for middle and senior leaders to hone up on how to handle conversations.</li> </ul> <p>The process will be in accordance with the DfE teaching Framework.</p>		

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<ul style="list-style-type: none"> <li>• <b>SH</b> – Sabrina wanted to know what the criteria for a re-observation was?</li> <li>• <b>AM</b> – Br Arshad said that scores will be looked at. If these are significantly weak, then a process will be put in place. If for example, the weakness is in questioning, it will appear in the spreadsheet under the limited effectiveness column and this will be picked up.</li> <li>• <b>SH</b> – Sabrina asked if the school was taking a holistic view?</li> <li>• <b>AM</b> – Br Arhsad confirmed that yes, the school is taking a holistic view. Areas of concern will be addressed immediately and support provided.</li> <li>• <b>SH</b> – Sabrina likes the idea as there will be richness in the discussions as well as clarity and transparency for the teachers, ie, no surprises at final review. How will SLT share the data collected with staff to ensure transparency?</li> <li>• <b>AM</b> – Br Arshad said that staff will be seen individually to discuss areas of concern. There will need to be consistency.</li> <li>• <b>IM</b> – Ian said that he was pleased that school is implementing triangulation. OFSTED’s focus is pupil progress, therefore, time must be essential. He advises that data and pupils’ books are analysed before going through performance management. The process must be standardised so that all teachers work the same way. School must look at pupils first before teachers.</li> <li>• <b>DB</b> – David said that in observations, concentration must be on pupils.</li> <li>• <b>AM</b> – Br Arshad said that books and work scrutiny are part of the framework. In the second stream, SLT will look at data and identify gaps.</li> <li>• <b>DR</b> – Devinder said that SLT is working on the idea of percentage weighting of lesson evaluation and data with data being the heaviest in weighting.</li> <li>• <b>SH</b> – Sabrina noted that this is wise at this stage. There is a need for standardisation and consistency in approach – suggest a crib sheet for staff to use as there is a need to start from the same place and framework. Approach taken is important and the framework is good.</li> <li>• <b>IM</b> – Ian said that lesson observation is easy. It is harder to judge pupil progress as it takes a lot of time to go through the books. Therefore, there needs to be a push on progress in books.</li> </ul> <p><b>C. Safeguarding</b></p> <ul style="list-style-type: none"> <li>• <b>DB</b> – David said that the audit on safeguarding has been completed</li> </ul>		

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<ul style="list-style-type: none"> <li>• <b>AH</b> – Br Arshad also said that the audit started last year and is an annual event. The first formal audit is to be reviewed by the government with SLT. There were no immediate concerns. Focus will be on more communication with parents and stakeholders.</li> </ul> <p>Safeguarding audit is an on-going process with half term reviews. AH has organised a workshop for parents.</p> <ul style="list-style-type: none"> <li>• <b>DB</b> – David informed that group that Ian (IM) is the safeguarding lead.</li> <li>• <b>DW</b> – The Chair thanked Br Amjid for his work.</li> <li>• <b>DB</b> – David reported that there have been no safeguarding issues since the last IEB meeting.</li> </ul>		
<p><b>5. Pupil Progress and Achievement</b></p> <ul style="list-style-type: none"> <li>• <b>SC</b> – Br Shawkat informed the group that all areas of concern have been addressed. Under Key Area 1, the first area deals with inconsistency in teaching, variability in attainment. These were addressed and targets have been set. 100% represents good to outstanding. There will be stringency in the new framework and all targets will be RAG rated.</li> <li>• <b>DB</b> – David reminded all to be aware of what to focus on. This should be based on what OFSTED will be looking for.</li> <li>• <b>AM</b> – Br Arshad said that all CPDs are to be evaluated and staff informed of the next set that needs to be delivered; monitor behaviour of learning, set target of 90%.</li> <li>• <b>SC</b> – Br Shawkat said that In terms of writing, in Primary, there will be a focus on Islam. There will be a grid where all different subjects will be listed with dates and evidence of where judgment came from. There will be a consistent approach in teaching and recording of evidence.</li> <li>• <b>AM</b> – Br Arshad reassured the group that most of the staff with areas of concern following lesson observations have now left the school.</li> <li>• <b>DW</b> – The Chair asked if it could be confirmed that the 11 targets OFSTED raised following the December 2013 inspection, have all been addressed by the SLT?</li> <li>• <b>DB</b> – David confirmed the these have now been addressed.</li> <li>• <b>SH</b> – Sabrina said that it was worth noting that although Key Area 1 is a bigger challenge, the school is challenging itself and focusing on process for progress as a developmental tool.</li> <li>• <b>SC</b> – Br Shawkat reassured the group that the data will be saved at the start and end of each term like a journey folder.</li> </ul> <p>In Key Area 2, HMI reported that some areas were under-resourced. After-school clubs have been organised.</p>		

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<p>Computing was an issue and an audit has been designed for this curriculum with different phases. Phase 1 has been completed with the curriculum in place and CPD programme delivered. E-safety and programming have been worked on before Oct half term. The Inspectors wanted evidence and this is now being done with annotations. The infrastructure is also in place to deliver the curriculum. Rising Star will be uploaded next term.</p> <ul style="list-style-type: none"> <li>• <b>IM</b> – Ian asked if there was consistent use by all teachers?</li> <li>• <b>SC</b> – Br Shawkat replied that unfortunately, they were still working on that as some teachers were still not recording outcomes.</li> <li>• <b>AM</b> – Br Arshad said that the ICT co-ordinator has been appointed to deliver the curriculum.</li> <li>• <b>SH</b> – Sabrina said that It was good to know that wi-fi is now accessible throughout the school.</li> <li>• <b>AM</b> – Br Arshad said that with the issue of improving pupil progress, there is variability between groups in subject to subject. The focus will be on particular year groups. School is also addressing the government’s new targets by working to close the gap within 3%.</li> <li>• <b>SC</b> – Intervention groups are being set up via a target tracker and action plans created for each particular group</li> <li>• <b>DB</b> – There is also a more comprehensive intervention in place.</li> <li>• <b>AM</b> – With regards to effective leadership and management, there is close monitoring to pick up anything out of step.</li> <li>• <b>SC</b> – Each curriculum leader now in place with subject specialists.</li> <li>• <b>AM</b> – The last group of middle leaders will be going on an NPQH course.</li> <li>• <b>DB</b> – David confirmed that staff with leadership responsibility are being coached. There are only two consultants left- himself and Devinder so SLT and middle management are taking on more responsibilities.</li> <li>• <b>SH</b> – With regards to staff resource, sickness absence has been a concern. Calthorpe School as a teaching school have 4 teachers who can be sent out to schools to support.</li> <li>• <b>DB</b> – Apart from 1, all Teaching Assistants are now on Level 3. There is still a problem with attendance but since this was addressed at the start of this school year, there has been an improvement. There are no long-term cover issues.</li> <li>• <b>DR</b> – Staff are now much more aware of the procedure and that they have to attend a return to work interview with their line manager after every sickness absence. This acts as a deterrent.</li> <li>• <b>SA</b> – The data dashboard was changed last year which now shows</li> </ul>		

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<p>strengths and weaknesses. On balance, the school is doing well.</p> <ul style="list-style-type: none"> <li>• <b>SC</b> – There is a need to look at providing more support to SEN pupils before classes.</li> <li>• <b>SA</b> – Br Shahabe reported that he regular meets with the SENCO to look at the SEN list which is fluid</li> <li>• <b>DR</b> – Staff know our pupils and will know which pupils have problems.</li> <li>• <b>DB</b> – David suggested that case studies are prepared for every SEN pupil. There should be richness in context and indicate what actions are being implemented this year.</li> <li>• <b>SH</b> – Sabrina asked if all teachers know who the SEN pupils and who pupil premium pupils are? Is there a dialogue between heads of departments and the class teachers?</li> <li>• <b>SA</b> – Br Shahabe confirmed that yes, there are discussions and each head of department tracks their pupils.</li> <li>• <b>IM</b> – Ian said that we needed to ensure that the tracking procedures are included in the brief sheet</li> <li>• <b>DR</b> – Devinder said that actions taken will be based on half-termly meetings which in turn will shape activities scheduled.</li> <li>• <b>SA</b> – Br Shahabe sai that with regards to RAISEonline, Key Stage 1 is significantly above average, KS2 is broadly on line. Writing is an issue but this is now being addressed. Data Sweep is the new system to be adopted. With it's age-related expectation, it is a good system for identifying pupils needing support/intervention and can pinpoint how far pupils are away from attaining targets. It works in bands and on point scores. Tracking is half-termly.</li> <li>• <b>DR</b> – Devinder informed the groups that staff will produce their own narrative/analysis about comparative data for each pupil.</li> <li>• <b>SH</b> – Sabrna wanted to know if the school will do a comparative data with other schools.</li> <li>• <b>SA</b> – Br Shahabe replied that the use of the target tracking holds data for all pupils.</li> <li>• <b>DW</b> – The Chair said that Br Shababe is to be commended for his excellent work on pupil's progress.</li> <li>• <b>DB</b> – David fully acknowledged the hard work of all staff.</li> </ul>		
<p><b>6. IT Infrastructure</b></p> <ul style="list-style-type: none"> <li>• <b>AM</b> – Br Arshad admitted that the new server has had lots of problems. There is only one outstanding item left before full completion of the project- 1 piece of data to migrate which will be tested over the half term break. Although there is wi-fi connectivity</li> </ul>		

Items Discussed	Action	Comment
<p>in the classrooms, there are some areas where it is a problem, eg staff room, Admin. Office. The next phase is to provide additional access points to if there are traffic problems. Cost-wise, the project was within budget.</p>		
<ul style="list-style-type: none"> <li>• <b>Finance &amp; Staffing - CONFIDENTIAL</b></li> </ul>		
<p><b>7. Additional Head Teacher Items Not Covered Above</b></p> <ul style="list-style-type: none"> <li>• <b>DB</b> – David informed the group that the Headship interviews are to be held on 06 November 2015. The advert will appear in the Times Educational Supplement this Friday.</li> </ul>		
<p><b>8. AOB</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>		
<p><b>9. Date of Next Meeting</b> Thursday, 26<sup>th</sup> November 2015 at 10am</p>		

Date Minutes ratified: 26/11/2015

Signed: .....  
David Willey, Chair of I.E.B.

