



IEB Meeting

IEB Minutes – Through School

Date of Meeting: 26 November 2015	Time of Meeting: 10.10 am- 12:00 pm
Venue: Br Madni's Office	Minutes Taken By: Chito Sutton

Attendees:	Mr David Willey (DW) Miss Sue Beer (SB) Mr David Brown (BD) Miss Sabrina Hobbs (SH) Br Shawkat Chowdhury (SC)	Br Arshad Mohammed (AM) Br. Abdul Rob Aziz (ARA) Mrs Gerardine Lotarew (GL) Mrs Chito Sutton (CS)
-------------------	---	--

Absent: Mr Ian Meacheam

Items:

1. Apologies
2. Declaration
3. Minutes of previous meeting and matters arising
4. Head Teacher's Report
 - Safeguarding
 - Health & Safety
 - Pupils' Progress & Achievement
 - Tracking and Investigation
 - Teaching and Learning
 - SEF and SIP
 - Parent Communications
 - Additional Items
5. Finance & Staffing
6. IT Infrastructure
7. AOB
8. Date of Next Meeting

Items Discussed	Action	Comment
1. Apologies • Ian Meacheam		
2. Declaration • No new declarations		

Items Discussed	Action	Comment
<p>3. Minutes of previous meeting and matters arising</p> <ul style="list-style-type: none"> • Provide BEP representative's details on page 2 		
<p>4. Head Teacher's Report</p> <ul style="list-style-type: none"> • Safeguarding <ul style="list-style-type: none"> • DB – David reported that there were three concerns which have all been either resolved or investigation further • Health & Safety/Fire Safety <ul style="list-style-type: none"> • SC – Br Shawkat reported that there were a couple of minor accidents at the school which necessitated calling an ambulance. <p>There have been no accidents involving staff.</p> <p>Devinder is the lead for school trips and has ensured that all relevant forms are completed. The school has registered with Evolve for educational visits which will ensure that the complete procedure is streamlined and followed.</p> <p>An audit has been undertaken with regards to evacuation chairs and it was recommended that the school purchase 2 chairs. It was agreed that all members of SLT will be trained on handling as well as other nominated members of staff.</p> <p>First aid bags for trips have been ordered and those in school replenished.</p> <p>With regards to the intruder alarm, we need 3 nominated members of staff who can be contacted when the alarm rings. The same goes for the fire alarm. This will be for during out of school hours. The latter alarm is linked to the local Fire Service. The naming of contacts will meet the current building insurance requirement.</p> <p>The skywalk becomes a health and safety issue when it rains. Due to the theft of lead on the roof, the roof leaks.</p> <ul style="list-style-type: none"> • SB - Sue recommended that following the amount already spent on the skywalk, to consider installing rubber matting or asking local builders for quotes. • SC – Br Shawkat further reported that the new signing in machine has been installed and is now in use. <p>With the evenings drawing in, the car park has become an issue and requires lighting. Pending its installation, staff have been advised not to walk to the car park on their own but to walk in twos or as a group. If no one is available, then staff should ask Colin to accompany them.</p> <ul style="list-style-type: none"> • SB – Sue said that she met with Gerardine last Friday and she had agreed for the lighting to be installed. 		

Items Discussed	Action	Comment
<ul style="list-style-type: none"> • GL – Gerardine reported that she had arranged for the rubber tyres to be removed yesterday and there were 137 in all. The trees will also be cut inside the car park. In view of the recent incident when a visitor’s car was broken into and property stolen, the gates will once again be padlocked and there will be a number of keys at Reception for staff to use when leaving during school hours. • SC – Br Shawkat updated the group on the installation of the boilers – one already installed and a temporary second boiler is being used pending the installation of the second boiler. • DB – With regards to Fire Safety, there has not been any incident since the last IEB meeting. There has been a drill this term and a number of staff attended fire safety training yesterday at Woodcock Street. • SC – Br Shawkat said that he received a complaint from a parent today about the trash strewn on Cobham Road near the school. • RA – Br Rob said that the issue with the bins has been a problem for a number of years and he had reported this to the Council. • GL – Gerardine also said that she regularly calls the Council to collect the rubbish but there would be more rubbish the following day. It is an on-going problem. <p>Pupils’ Progress and Achievement</p> <ul style="list-style-type: none"> • AM – Br Arshad reported that Year 11 pupils are on track in English ,Maths and Science. Although in terms of progress, they are .048% where they should be, but in terms of value added, they are now already 11 points above. Teachers are keeping a close eye on weak areas and as a whole, it is expected that this cohort will match last year’s outcomes. <p>For Year 10, the pupils are also on track and in terms of value added, are 100 points short of the 1,000 point mark.</p> <ul style="list-style-type: none"> • RA – Br Abul Rob said that in Science where there are 2 GCSE subjects (Chemistry and Physics) to teacher to 120 pupils, staff are providing more tutorial and they will provide more intervention to equal last year’s results. • SB – Sue requested that the IEB be notified of the types of intervention to be provided once these are approved by SLT. • SC - Br Shawkat reported that a baseline had been set with Reception pupils. Sr Gemma identified the pupils 		

Items Discussed	Action	Comment
<p>who may have to be re-assessed. 68% of Reception children are working to their age expectation. Concentration for this year is speaking and listening. Interventions will be put in place to ensure that the pupils have a better understanding and awareness of the wider world and religion.</p> <p>The outside space which OFSTED was previously concerned about has been improved. There has also been an improvement in the method of teaching. Tablets have been provided to assist with pupil learning.</p> <ul style="list-style-type: none"> • SH -Sabrina wanted to know how this cohort compares to last year's. • SC – Br Shawkat said that this year's is a better cohort. The base line is better. A new package on phonics will be used with teachers being trained. Some teachers have also visited Chilcote Primary School, an outstanding school and will adopt their good teaching practices. <p>Year 6 pupils did not do well for level 5 and requires improvement.</p> <p>The whole action plan for writing following a whole school review where children requiring intervention has been further refined. Early morning extra writing lessons have been set up. Following the INSET yesterday, staff have been told to ensure that writing is encouraged within the broader curriculum.</p> <ul style="list-style-type: none"> • AM – Br Arshad assured the group that this will run across the whole school. • SC – Br Shawkat said that as part of the programme, a journalism club has been established and part of their activities is to produce a school newsletter. Writing is also celebrated at assemblies where certificates are issued to pupils for writing. There are also displays by stairwells. • AM – Br Arshad also mentioned that Devinder has been giving calligraphy homework to pupils who have taken it like ducks to water. The interest is phenomenal. • SC – Br Shawkat reported that there has been a huge interest in after school clubs with over 200 primary pupils taking part. Parents' feedback is that they want more activities for their children. In response, this week a Spanish club will be introduced. A Mandarin club is already up and running. <ul style="list-style-type: none"> ▪ AM – Br Arshad said that details of all out of school club activities are on the school website. 		

Items Discussed	Action	Comment
<ul style="list-style-type: none"> • Parent Communication <ul style="list-style-type: none"> ▪ DB - David reported that weekly newsletters are a tangible evidence of school's communication to parents. There has been a qualitative shift up on communications. • Tracking and Intervention <ul style="list-style-type: none"> ▪ AM – Br Arshad said that the school is data rich on pupils. Every teacher is now doing a narrative for each pupil which highlights action plans and interventions undertaken. ▪ DB – David said that the BEP representative was so impressed with the school's procedure that he has asked Br Arshad and team to do a presentation to other schools. • SEF and SIP <ul style="list-style-type: none"> ▪ AM – Br Arshad said that the SEF was revised in light of BEP advice. (see handout). The heading has been changed and analysis included. The school is contesting the outcome on how the school is run, the curriculum and quality of teaching. He feels that all these should be outstanding along with low level of disruption. These will be borne by the data we hold. • SH – Sabrina asked about the level of staff sickness and its impact on the quality of teaching. • AM – Br Arshad said that SLT have attended a training on managing attendance and is now better at undertaking return to work interviews. • SH – Sabrina commented that the breakdown of SEF on quality of teaching is outstanding. It justifies where the school is good at. • DB – David said that SEF and SIP needs to be amended as they are linked <p>5. Finance & Staffing</p> <ul style="list-style-type: none"> • CONFIDENTIAL <p>6. IT Infrastructure</p> <ul style="list-style-type: none"> • AM – Br Arshad reported that the issue of laptops in the Primary not being able to access the server has been resolved. <p>All issues with the printers have been resolved.</p>		

Items Discussed	Action	Comment
7. AOB <ul style="list-style-type: none"> • AM – Br Arshad asked that in future all handouts are to be emailed to save on paper. 		Working Progress
8. Date of Next Meeting Thursday, 28 th January 2016, 10 AM in Br Madni's office		

Date Minutes ratified: 28/01/2016

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