

IEB Meeting

IEB Minutes – Through School

Date of Meeting:	19 th May 2016	Time of Meeting:	10.00am- 12:15 pm
Venue:	SESCO OFFICE	Minutes Taken By:	Chito Sutton

Attendees:

- Mr David Willey (DW)
- Miss Sue Beer (SB)
- Mr Ian Meacheam
- Mr David Brown (DB)
- Br Arshad Mohammed (AM)
- Br Shawkat Chowdhury (SC)
- Br. Abdul Rob Aziz (ARA)
- Mrs Chito Sutton (CS)

Absent: Br Javid Iqbal, Gerardine Lotarew

ITEMS DISCUSSED	ACTION	COMMENT
Apologies : Br Javid Iqbal, Gerardine Lotarew		
1. Declaration <ul style="list-style-type: none"> • No new declarations 		
2. Minutes of Previous Meeting and Matters Arising <ul style="list-style-type: none"> • Chair approved and signed. 		
3. Finance & Staffing <u>CONFIDENTIAL</u>		
<p>4 Head Teacher’s Report</p> <ul style="list-style-type: none"> • Pastoral & Behaviour Restructuring (SC) <p>SC – Overall, there are no major issues nor permanent exclusions. However, they are still dealing with low level behaviour and ensuring consistency in the application of the policy.</p> <p>There will be more data on behaviour at the next meeting.</p> <ul style="list-style-type: none"> • SEFF & SIP <p>SC – to email updated SEFF & SIP to members and asks for comments/input.</p> <p>The accelerated reader scheme is now embedded in the primary. Introducing guided reading has been very helpful. Interventions have been put in place.</p> <p>DW – Why is the progress lower with older pupils</p>		



<p>compared to primary pupils?</p> <p>AM – younger children tend to have less baggage compared to secondary pupils.</p> <p>DB – What is good is that school is promoting a culture of reading.</p> <p>SC – The accelerated reader scheme has also been introduced to the Secondary School pupils as well as DEAR (Drop Everything and Read) programme which sees pupils reading for 15 minutes each day. They are also encouraged to bring in 2 books to read and they can take the test on the books in the comfort of their homes.</p> <p>There is also a parents evening planned to introduce them to the scheme/programme and to celebrate the achievements/share scores of their children with them as well as teach them strategies to support their children.</p> <p>One member of staff has been assigned to assist with interventions needed.</p> <p>There will be tests in reading every 3-4 weeks.</p> <p>IM – asked SC to email IEB members impact measures as they need to know what interventions are in place should OFSTED ask questions.</p> <p>SC – An additional ICT suite would be ideal. At the moment pupils have to be work around IT classes to use the current suite.</p> <p>AM – Gave a presentation on Spring 2 predictions. The general view is that bars for pupils were intentionally raised higher than the national average in certain subjects in order to ensure that our pupils achieve higher marks.</p> <p>IM – Asks for the report to be emailed to the IEB members.</p> <ul style="list-style-type: none"> • Teaching & Learning <p>AM – No changes to report since the last meeting.</p> <ul style="list-style-type: none"> • Parent Communications <p>SC – Letters are sent to parents on a regular basis. Coffee morning with parents have also been scheduled until the end of the school year. The topic Anti-Bullying was discussed at the last coffee morning, Unfortunately, parent attendance was low but this could be because most parents trust the school to care for their pupils properly.</p>		
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<p>The Head Teacher and Deputy Head Teacher are out at the front gates each morning to meet and greet parents and answer their queries/concerns.</p> <p>IM – Are these discussions recorded? This will be evidence for OFSTED.</p> <p>SC – Only if concerns are formalised by the parents. Then a meeting is arranged and the discussion recorded.</p> <p>A parent questionnaire was also previously sent out and the comments were good. This was previously shared with the IEB.</p> <ul style="list-style-type: none"> • <u>Safeguarding</u> <p>DB – No new significant items to report but Ian has been in to do a safeguarding review.</p> <p>IM – Ian reported that he undertook a check on pupil records. He dipped into cases over the last two years, randomly selected and he was impressed with Sr Saima's record keeping – very thorough, cases well documented, records complete. Need for continued diligence and ensure that cases are referred to MASH without delay.</p> <p>Ian shared with Sr Saima a checklist on safeguarding aide memoire. Ian also suggested that in the autumn term, new IEB members have a simple safeguarding induction on what the school does.</p> <p>SC – E-Safety programme is in place. The programme can see what sites pupil and staff see. SLT then receive an email if there are concerns.</p> <p>DB – There has been a complaint from one parent whose child had a split lip and a chipped tooth while playing with other pupils in the playground. The parent reported the incident to the police and OFSTED. The only mistake the school did was not to send a slip with the pupil on the day the accident happened. Child is well and is back at school.</p> <ul style="list-style-type: none"> • <u>Careers</u> <p>AM – A careers fair has been scheduled where several guest professional speakers have been invited. There is additional work taking place with invited female professionals including a female doctor and a female judge, Sr Safa is organising this programme and we are making good progress.</p>		
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<p>5. IT Infrastructure</p> <p>AM – the infrastructure is holding up well.</p>		
<p>6 Any Other Business</p> <p>None</p> <p>DW – Thanked everyone for their contribution</p>		
<p>7 Date of Next Meeting</p> <p>Thursday, 23 June 2016, 10 AM in SENCO Office</p>		

Date Minutes ratified: 23 June 2016

Signed:

David Willey, Chair of I.E.B.