

IEB Meeting

IEB Minutes – Through School

Date of Meeting:	23 rd June 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 David Brown (DB)
 Br Arshad Mohammed (AM)
 Br Shawkat Chowdhury (SC)
 Br. Abdul Rob Aziz (ARA)
 Mrs Gerardine Lowson-Lotarew (GLL)
 Mr David Bridgman (DBri)
 Mrs Chito Sutton (CS)

Absent: Br Javid Iqbal, Mr Ian Meacham

ITEMS DISCUSSED	ACTION	COMMENT
1. Prayer		
2. Apologies : Br Javid Iqbal, Gerardine Lotarew		
3. Declaration <ul style="list-style-type: none"> No new declarations 		
4. Minutes of Previous Meeting and Matters Arising <ul style="list-style-type: none"> Amended as agreed. 	Chito to amend.	Actioned 23rd June. Redacted version posted on school website 24 th June 2016.
5. OFSTED Letter re Parental Complaint SC – Following a complaint received from a parent, the mother was invited to meet with the Associate and Deputy Head Teachers. However, the mother was more interested in other issues and ended the meeting when reminded of the purpose of the meeting. Br Madni invited the mother to another meeting and she left much happier. However, following receipt of the school’s written response to her letter, the mother decided to complaint to OFSTED. DB – OFSTED wrote to the school on 27 May 2016 but the		

<p>issue was not raised by the Inspectors during the recent visit to the school.</p> <p>SC – The OFSTED Inspectors instead praised the school's process for securing and handling parental feedback.</p> <p>DBri – Dave confirmed that OFSTED receives a huge number of parental complaints and will prioritise these. Any safeguarding risk are immediately referred to the local authority LADO. Child-bullying allegations are referred to the Local Authority and will expect to see an audit trail of actions taken by the school/local authority.</p> <p>Given the background to the school's particular case, Dave suggested that School and Governor Support are notified of actions taken by the school and to seek their advice if necessary, so that a response can be provided to OFSTED if the problem is escalated.</p>		
<p>6. Equality Act Requirement</p> <p>This major item was deferred due to the discussion of the Ofsted visit and potential findings. However, there was, above, a detailed discussion about girls's level of achievement at the school which remains high.</p>	<p>Chito to include in next month's agenda</p>	
<p>7 Finance & Staffing – CONFIDENTIAL</p>		
<p>9 Head Teacher's Report 9.1 Pastoral & Behaviour Restructuring (SC)</p> <p>SC – OFSTED are looking into this. Briefly, they are happy with the data. Their only concern was the permanent exclusion of a pupil which the mother will be contesting. A panel of 3 governors will have to hear the exclusion within 10 days.</p> <p>SB – Sue apologised but she will be on leave.</p> <p>9.2 SEFF & SIP</p> <p>SC – There was a brief discussion with OFSTED who had no issues.</p> <p>9.3 Teaching & Learning</p> <p>AM – No changes to report since the last meeting. See comments on T&L above re OFSTED visit.</p> <p>9.4 Parent Communications</p> <p>AM - The parent's coffee morning had to be cancelled due to the OFSTED inspection. A coffee morning is scheduled every second Tuesday of the month, so the next one is</p>	<p>Chito to email governors for availability</p>	<p>2 governors available; another to be co-opted</p>



<p>due on 12th July 2016.</p> <p>9.5 Health & Safety/Fire Safety</p> <p>GL – fire safety notices around the school have been updated.</p> <p>More staff will be trained on driving the mini-bus.</p> <p>With a partially-sighted pupil joining the school in September, the Site Manager will be marking steps with yellow lines. A full risk assessment has also been done.</p> <p>9.6 Safeguarding</p> <p>DB – No new significant items to report.</p> <p>9.7 Careers</p> <p>DB –A careers event is currently happening as part of our updated strategy and IEB are invited to see it after the meeting.</p> <p>9.8 Pupil Progress/Achievement</p> <p>SC – The school is currently waiting for KS3 data. KS1 & 2 data were all in line with school’s prediction. Today is the last exam for KS4.</p> <p>9.9 Additional Items None</p>		
<p>5. IT Infrastructure</p> <p>AM – The website went down last week and the IT staff proved inadequate. He had to intervene to resolve the issue with the provider.</p>		
<p>6 Any Other Business</p> <p>GL – With Chito’s contract extended now until December and if she is to continue with her clerking duties, it is recommended that she attends training for clerks to the governors with Governor Support organises.</p> <p>DW – Thanks all for their support</p> <p>DW/SB - approved the governor allowance policy although current IEB members are not claiming for their expenses.</p>		



7 Date of Next Meeting Thursday, 14 th July 2016, 10 AM in SENCO Office		

Date Minutes ratified:

Signed:

David Willey, Chair of I.E.B.