

# IEB Meeting

## IEB Minutes- Through School

<b>Date of Meeting:</b>	15 <sup>th</sup> February 2017	<b>Time of Meeting:</b>	2:00 – 4:20 PM
<b>Venue:</b>	Meeting Room	<b>Minutes Taken By:</b>	Chito Sutton

**Attendees:** Ms Debbie James (DJ) Acting Chair in the absence of DW  
 Dr Rizwan Syed (RS)  
 Br Arshad Mohammed (AM)  
 Br Shawkat Chowdhury (SC)  
 Mr Anthony Bolton (AB)  
 Mr Steve Edmonds (SE)  
 Mrs Chito Sutton (CS)  
 Miss Sue Beer

**Absent:**

ITEMS DISCUSSED	ACTION	COMMENT
1. Prayer		
2. Apologies : Br Javid Iqbal (JI), Mr David Willey (DW)		
3. Declaration <ul style="list-style-type: none"> <li>No change</li> </ul>		
4. Minutes of Previous Meeting and Matters Arising  A couple of minor amendments were submitted         Safeguarding Training for RS	Clerk to amend	Amended and emailed to DJ 16.02.2017; Redacted minutes sent to AM,SC for posting on school website on 27/02/17.  Attending training on 21/03/17

<p><b>5. BEP School Performance Review</b></p> <p>AM – Said that the report was thorough. A number of issues were raised, eg concern that there was no link between SEF and SIP on key priorities. The BEP Lead also highlighted impact statements on the website, need to review SIP to make it fit for purpose.</p> <p>SC – There was also a recommendation to develop middle leaders. This is now included in the amended SEF and SIP. BEP Lead also asked about school action on pupils on free school meals.</p> <p>AM – Reading and writing which were identified as areas of improvement during previous OFSTED inspections have been a focus for the past six months and will be permanently addressed in the SEF &amp; SIP. The BEP Lead also suggested the school arranges an external audit of teaching and learning as well as show planned actions against areas of concern.</p> <p>The SEF &amp; SIP are aiming for the school to be in the ‘good’ category.</p> <p>DJ – With regards to the Risk Assessment and Key Factors (Section C), the school should ensure that it undertakes the actions recommended on the 14 key factors listed in the review.</p> <p>SE – His role as Governor Support representative is to facilitate link work where needed eg BEP, etc.</p> <p>DJ – Asked SE to go through the key factors and recommend where links can be arranged and with which external organisation/s.</p> <p>DJ asked when the next School Performance Board (SPB) meeting was.</p> <p>AM – It will be during the summer term.</p> <p>RS – As a new governor asked what the SPB was and what its role was.</p> <p>DJ – Explained that the Local Authority has contracted the services of Birmingham Education Partnership (BEP) to send one of its consultants who are educationalists to go into schools that are seen as a risk to check how the schools are doing and report back to the LA. Al Hijrah is one such school. The BEP lead acts as an external pair of eyes. DJ invited RS to attend the next SPB meeting.</p> <p>AM – Being an educationalist, the feedback from the BEP Lead is beneficial to Al Hijrah.</p>	<p>SE to recommend links</p>	
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<p><b>6. Amended Uniform Policy</b></p> <p>AM – It is proposed that the current policy be amended to add a statement that the school does not accept any liability for any items lost in school or lost as a result of confiscation. Explained that some pupils flout the ban on hoodie jackets and parents then demand a reimbursement from the school when the item goes missing.</p> <p>DJ – Suggested to add “prohibited” items.</p> <p>AM – There may also be potential changes to the Attendance Policy and asked for an interim approval while Employee Relations checks its legality.</p> <p>DJ - Warned that if the school adopts a policy that is not prescribed by the Local Authority, the school may run the risk of going out on a limb as LA recommended model policies have already been negotiated with unions.</p> <p>She suggested a full discussion when the Chair is present.</p>	<p>AB to include the word in the policy.</p>	
<p><b>7. FINANCE &amp; STAFFING (CONFIDENTIAL)</b></p>		
<p><b>8. HEAD TEACHER’S REPORT</b></p> <ul style="list-style-type: none"> <li>• <b>Pastoral &amp; Behaviour Restructuring</b> No change since the last IEB meeting.</li> <li>• SEF &amp; SIP Already discussed above.</li> <li>• Parent Communications SC – School still hold regular coffee mornings for parents. Parents were also invited to a briefing on IPC curriculum and will be invited to the end of year celebrations.</li> <li>• Teaching and Learning No change since the last IEB meeting.</li> <li>• Tracking &amp; Intervention No change since the last IEB meeting.</li> <li>• Pupil Progress &amp; Achievement No change since the last IEB meeting.</li> <li>• Health &amp; Safety/Fire Safety</li> </ul>		

<p>No reportable accidents.</p> <ul style="list-style-type: none"> <li>• Safeguarding CS – New safeguarding Lead to attend Safeguarding training soon. <p>DJ – Confirmed that she has undertaken Hays on-line safeguarding training. She is also trained on PREVENT.</p> <p>RS – To confirm training date to clerk.</p> <p>SC – Reported that one pupil is on CP plan. 4 pupils on a CIN plan and 3 have been referred to CASS</p> <p>On behalf of the Safeguarding SLT member, SC told the IEB members that they need to read Parts 1&amp;2 of Keeping Children Safe in Education and will be asked to sign a form that they have done so at the next meeting.</p> <p>DJ – Are there looked after children in the school?</p> <p>SC – There are none.</p> <ul style="list-style-type: none"> <li>• Career Guidance SC – Written reported handed out. Advice is being offered to Year 8-10 pupils at half hour sessions every week that involve compiling information and watching videos. Year 7 pupils will be going on a trip to Kidzania in London to give them a view of different careers. Professional parents are also invited into school to talk to pupils about their careers. The next guest is a dentist. <p>DJ - What about primary work?</p> <p>SC – Year 5 pupils are also going to Kidzania. Professional parents are also invited to talk to primary pupils.</p> <p>DJ – Suggested that the career guidance report is on all key stages.</p> <p>SC – Said that this is already being done.</p> <p>AB – Also reported that he is arranging for pupils to visit Hozelock factory in Tyburn where they make things from scratch.</p> <ul style="list-style-type: none"> <li>• Additional Items None.</li> </ul> <p>9. IT Infrastructure AB – AB &amp; AM reviewed contracts and software support.</p> </li> </ul> </li></ul>		
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<p>The school currently buys modular apps. SIMS have their own modules and will be used which will lead to savings of several thousands.</p> <p>On other IT aspects,</p> <ul style="list-style-type: none"> <li>• SLT looking to use devolved capital to purchase 25 desktop machines for the ICT suite. The current machines will be re-deployed into classrooms. AM – the machines are 5 to 6 years old that often crash during IT lessons.</li> <li>• Expect to replace old projectors with 6 new ones before the end of the school year.</li> </ul> <p>DJ – Are there any other pressing requirements?</p> <p>AB – He is attending an LCVAP training tomorrow to learn how to apply for additional bids, amongst other things.</p> <p>AM – The glass-roofed hall that is leaking requires repairs that will cost £17k. It will also require new flooring. Other buildings also require repairs. Head Teacher’s office is also leaking.</p> <p>School is also looking into installing disabled toilets.</p> <p>DJ – IEB is happy with the proposal.</p> <p><b>10. Any Other Business</b></p> <p>AB – Reminded the IEB that the admission criteria for 2018 needs to be reviewed. There will be no changes but just requires the IEB’s approval.</p> <p>DJ – All IEB members agreed.</p> <p>RS – Is Al Hijrah, as an Islamic Faith School, prohibitive to other faiths? Is there a provision for cultural diversity. Can the school put in a specific provision?</p> <p>AM – The school welcomes other faiths and denominations.</p> <p>DJ – Said that new faith schools are only allowed 50% of pupils from the core faith.</p> <p>AM – He is currently liaising with other schools on ethnicity gap.</p> <p>RS – Concerned that with over-subscription, diversity will be overlooked.</p> <p>AB – Difficult are going into quotas as thee catchment are covers 90% of core faith.</p>		
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AM – Said that as a rule, school would like a mix.  DJ – Recognises that a bigger discussion is required to deal with this issue. The IEB cannot fully decide on the shape and structure of the school.		
<b>6 Date of Next Meeting</b>  Wednesday, 15 <sup>th</sup> March 2017 at 2pm		

Date Minutes ratified:

Signed: (signed 16/03/2017)

David Willey, Chair of I.E.B.