

IEB Meeting

IEB Minutes- Through School

Date of Meeting:	17 th May 2017	Time of Meeting:	2:00 – 4:20 PM
Venue:	Sunshine Room	Minutes Taken By:	Chito Sutton

Attendees: Mr David Willey (DW)
Ms Debbie James (DJ)
Br Arshad Mohammed (AM)
Br Shawkat Chowdhury (SC)
Mr Anthony Bolton (AB)
Mr Steve Edmonds (SE)
Mr Tim Boyce, BEP (TB)
Mrs Chito Sutton (CS)

Absent: Br Javid Iqbal (JI)
Dr Rizwan Syed (RS)

ITEMS DISCUSSED	ACTION	COMMENT
1. Prayer		
2. Apologies : Br Javid Iqbal (JI), Dr Rizwan Syed (RS)		
3. Declaration of Business Interest No change		
4. Minutes of Previous Meeting and Matters Arising Amendments given. Matters Arising: #6. <u>BEP School Performance Review</u> DW – In page 3 of Lead BEP’s report, he recommended a review and assessment. What was the outcome of the inspection that was undertaken a month ago? AM – Peter Cox, who did the inspection has not yet submitted his report. We were made to understand that the report will be sent to the Local Authority and the school will have to request for a copy. DW – Not satisfied with the LA’s response and will pursue this with them. AM – He discussed with Peter Cox the software changes required to	Clerk amend to	Minutes amended and emailed to Chair 18/05/17



<p>improve the safety of school systems around medical care. He is waiting on published Peter Cox recommendations to begin the work on the software systems.</p> <p>DW – Is the Single Central Record accurate?</p> <p>AB – The concern raised by OFSTED on the SCR was also missed by Ellen Osborne in the November 2016 review. Ellen has now helped us introduce a comprehensive SCR checking procedure and she will check the SCR on a regular basis as an LA auditor.</p> <p>DW – Although the SCR is ultimately the responsibility of the Head Teacher, who is responsible for ensuring that the SCR is accurate on a day-to-day basis?</p> <p>AB – That will be my responsibility.</p> <p>DW –And who will undertake the periodic monitoring/audit?</p> <p>SC – Said that AM and he used to do it before, so he will take responsibility for monitoring/auditing the SCR.</p> <p>AB – Ellen will be providing training, although no date has yet- been agreed for its delivery.</p> <p>AM – Will report at the next meeting on who the secondary monitor/auditor will be.</p> <p>#8. <u>Delegation Statement of Head Teacher</u></p> <p>DW – With regards to 2.1, it is appropriate that the Head’s delegated authority is subject to there being appropriate funding available within the budget.</p> <p>As per 2.4, he expects a report at every IEB meeting on the cumulative expenditure with individual suppliers in excess of £10k.</p> <p>Subject to the one amendment, the Statement is agreed.</p> <p>AB – Asked that the further delegation for the Strategic Business Manager agreed at the October 2016 IEB meeting also be approved.</p> <p>DW – This is for £5k and is agreed subject to the Head Teacher’s approval and provided that there is money within the budget.</p> <p>With regards to the recovery of the £400k, he spoke to Legal Services who advised that the Head Teacher and Strategic Business Manager write to Barclays Bank to ask for the rationale behind its refusal to release the money held in the account of Al Hijrah School.</p> <p>AB – Reported that he did send a letter and Barclays first replied that they would look into the original complaint. However, 24 hours</p>	<p>AM – to provide name at next meeting</p>	
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<p>later, the Bank wrote another letter notifying him that they would not comply with his request as he was a new account signatory, but would do so if the request came from the Head Teacher.</p> <p>DW – Asked that AM/AB report on the bank’s response at the next IEB meeting. If the IEB finds the response unsatisfactory, DW will take the matter up with Legal Services.</p> <p>AM – Wanted to know if the £3.7M quoted on page 4 of the minutes was actually a deficit?</p> <p>DW – It was actually money unaccounted for and is subject of an on-going investigation by the Charities Commission</p>	<p>AM/AB to report on the bank’s response at the next meeting.</p>	<p>Minutes of March meeting amended accordingly.</p>
<p>5. Post OFSTED Action Plan</p> <p>DW – Notified the others that the OFSTED report was published last Monday, 15th May. Asked if an action plan (AP) has now been developed and what are the timelines?</p> <p>AM – Reported that the AP was in progress. Said that he had a meeting with the BEP Lead to discuss the Statement of Action and hopes that the school’s AP that will address the Statement of Action will be completed by 12th June 2017. The AP will have structure, similar to the SIP and in the future the two will be merged.</p> <p>Further reported that the school has already started on some action points.</p> <p>DW – OFSTED recommended a review of the school’s governance.</p> <p>SE - Said that he will arrange a bespoke review that will look into the effectiveness of the IEB.</p> <p>DJ – Clarified that the two documents, Statement of Action and Action Plan are different to each other. She cannot be involved in the Statement of Action but can provide support with the Action Plan.</p> <p>TB – The Statement of Action is more problematic than the Action Plan and will be challenging for the Local Authority.</p>		
<p>6. FINANCE & STAFFING (CONFIDENTIAL)</p>		



<p>7. RESTRUCTURING (CONFIDENTIAL)</p>		
<p>8. HEAD TEACHER'S REPORT</p> <ul style="list-style-type: none"> <p>Pastoral & Behaviour Restructuring</p> <p>SC- handed out report. Said that red cards issued dropped from last spring. However, there was an increase in Primary due to a supply teacher who followed the procedure to the letter without understanding the flexibility that teachers could apply in certain circumstances, eg when there was an improvement in a pupil's behaviour before the end of the school day, etc. This teacher has now been spoken to.</p> <p>There was concern with a group in Year 8 who between them received 11 red cards. There is further concern with Year 11, who played up at the end of spring, knowing that they were leaving.</p> <p>AM – Pleased to report that the Year 11 left without much trouble and in a cordial manner. They will be returning for booster classes. The Year 11 teachers have also agreed to provide cover in other classes when needed.</p> <p>SC – Teachers with spare time are given tasks to prepare for next year's work. Br Shahabe is overseeing this arrangement.</p> <p>Some reasons for the issuance of red cards were not following instructions, not completing work, anti-social behaviour, dangerous behaviour, verbal abuse, minor vandalism, and disrespect to staff and pupils.</p> <p>DW – Why was there a big number of red cards for dangerous behaviour issued to RO4?</p> <p>SC – This was due to fighting between pupils.</p> <p>A pupil questionnaire was done in the autumn term and another recently and both questionnaires had positive response from the pupils.</p> <p>There have been 6 bullying incidents in 2016/17, 5 of which were substantiated. He is meeting with the year group involved to determine the reason for their behaviour.</p> <p>AM – Another positive move undertaken was one of the teachers taking a troublesome pupil under his wing and has involved said pupil in school activities.</p> <p>DW – What do the parents think of the actions being taken by the school to address behaviour issues?</p> <p>AM – Parents have been supportive.</p> 		



<p>SC – Also looking into Student Council suggestions.</p> <p>There have been 8 exclusions during Spring 2017 which included fighting.</p> <p>As a response to the OFSTED criticism of playground area, ie, that it is overcrowded, the nursery area which was not used before has now been opened and is monitored by a couple of staff who still have sight of the main playground.</p> <p>SLT are also reviewing the staff playground rota.</p> <p>The PE instructor has started training the Lunchtime Supervisors on play activities that they could organise for the children in the playground. Lunch clubs will also be introduced this week.</p> <p>Basketball hoops have also been put up for secondary students.</p> <p>All the above will relieve the pressure on the overcrowding in th playground and enabling pupils to enjoy themselves.</p> <p>Al Hijrah has always encouraged staff to be more supportive in and out of the classroom and to build relationships with pupils through Epraise, issuance of badges and certificates, form time activities, termly trips with attendance linked to behaviour, penalty shootouts, extension of form time to address behaviour issues, daily sharing of pupil reward and behaviour recorded with form tutors, regular monitoring of staff rota, enhanced pupil representation, pastoral interventions, etc. These activities will form part of the Action Plan even if some were implemented before the OFSTED visits.</p> <p>DW – The above shows positive action by the school and proof of the school’s effectiveness. Two and a half years ago, nothing was done with Early Years, OFSTED will now see the changes and improvement made.</p> <p>AM – In their June 2016 report, OFSTED reported that the playground was good. However, this time, they reported that the same area was overcrowded.</p> <p>DW – With OFSTED reporting that pupil behaviour in the playground was an issue, will these changes address this?</p> <p>AM – Confirmed that opening the nursery area will address the problem of congestion.</p> <p>DJ – What about the BEP Lead’s comments that staff were seen clustering together and not looking after the children?</p> <p>AM – That is now being addressed. It is worth noting that the school’s accident book entries are half that of some of the local school’s.</p> <p>DJ – School needs to ensure that the Action Plan is applied consistently and effectively.</p>		
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DW – The Lead BEP’s report was submitted last week. If OFSTED were in the school on the same day, the school would be in trouble again.

SC – That is why SLT is now monitoring the lunch rota.

DJ – School needs to make staff believe that they are responsible for the pupils at lunch break.

Have you looked at the length of break times?

AM – Organising a timetable for an all-through school like Al Hijrah is difficult as space is very limited.

DJ – How long is the break time for Key Stages 3 & 4?

SC – Break time is 40 minutes broken down to 20 minutes for lunch and 20 minutes play time. An hour is allocated to secondary pupils which includes prayer time.

DJ – Suggested that school demonstrates best use of break time. There is no legal responsibility for school to provide playtime.

AM – Will consider going forward.

- **Pupil Tracking & Intervention**

DJ – Attendance is at 94.96%. Did OFSTED pick this up?

SC – A full report will be submitted at the next meeting. There has been a drop due to an SEN pupil who has been in hospital often due to a shoulder injury.

- **Safeguarding**

SC – School did a 175-audit which was completed before the OFSTED visit. As OFSTED actively seeks the view of pupils, school has taken this on board.

With regards to child protection, there are 2 pupils on Child in Need Plan, 2 on Child Protection Plan and 8 open cases.

Child Protection will also be included in the Action Plan.

DW – The audit reports that the training on hate crime is 100% complete, but what evidence is there to show for this?

SC – The training is done through staff’s CPD as well as attendance at training sessions with staff signing in.

DW – Where the audit reports 100% complete, evidence will be available?



<p>SC – Yes.</p> <p>AM – With regards to the SCR, there will be a more robust move to check that all supply, contractors and volunteers are in the right tabs.</p> <p>Monitoring will be done on a weekly basis on both SCR and CPOMS.</p> <ul style="list-style-type: none"> • <u>SEF & SIP</u> As part of the Action Plan, these will be reported at the next meeting. • Parent Communications SC – School still holds regular coffee mornings for parents. Newsletters are sent out electronically every fortnight. . Both Head Teacher and Deputy Headteacher also make themselves available to parents each school morning by being at the school gates. Parents plan to write to OFSTED following the publishing of their report on their recent inspection to question comments made on the school. A meeting will be organised soon between SLT and parents to discuss the report. • Teaching and Learning AM – Said that last term, staff worked for quick wins but now gradually tightening up to show a stable picture. An 82% good to outstanding is predicted. Areas that require special attention will go into the CPD to improve the next cycle. SC – Some highlighted areas are already down to be included in the next CPD. AM – Staff who want to teach other subjects part-time will be supported. There is a re-is-a system in place that was developed with Devinder Riat and Rachel that has not been criticised by past OFSTED visits. • Tracking & Intervention SAB – Handed out report for members to take away and read. Any questions can be raised at the next meeting. There is a bigger cohort this year with more pupils coming from other schools. Both staff and students will have to cope with the new GCSE grade banding. 		
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<ul style="list-style-type: none"> • Pupil Progress & Achievement See above Tracking and Intervention. • Health & Safety/Fire Safety AB – There has been no major accidents reported since the last meeting. A fire drill is scheduled after the exams. • Career Guidance SC – There will be 6 hour session in June 2017 to be run by an a university for Year 9s. Barclays Bank will also run a Life Skills session for Year 9. Years 8 – 10 will go through a Steps booklet for 30 minutes during tutorial periods. In Primary, professionals in the fields that are linked to the curriculum, are invited to talk to classes. OFSTED are happy with what the school are doing on careers. <p>9. IT Infrastructure Not discussed.</p> <p>10. Any Other Business</p> <ul style="list-style-type: none"> • DJ – Asked what induction arrangements are in place for the incoming Year 7 pupils. SC – The pupils are starting a day earlier than the rest of the pupils in September. DJ – The first Wednesday in July is Induction Day in all schools. What are the school's plans for that day? Asks that this be shared at the next meeting <p>AM - Subject to finances there may be a summer school for Year 7s and the new pupils will be taught about pupil conduct.</p> <ul style="list-style-type: none"> • TB – Reported on LCVAP applications. There has been no final answers on the £250k funding applications. Funding applications for re-roofing the main hall, glass corridor and kitchen are still outstanding. The application for air-conditioners for the portakabins has been rejected which is a concern as the portakabin occupants do suffer in the summer when classrooms get too hot. Installing air conditioners would cost £25k + running costs. Said that there is no legal definition of what temperature 	<p>SC to report on Year 7 induction plans at next meeting.</p>	
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constitutes 'too hot'.		
6 Date of Next Meeting Wednesday, 21 st June 2017 at 2pm		

Date Minutes ratified:

Signed:

David Willey, Chair of I.E.B.