

IEB Meeting

IEB Redacted Minutes- Through School

Date of Meeting:	21 June 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)
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), Sue Beer		
3. Declaration of Business Interest No change		
4. Minutes of Previous Meeting and Matters Arising Amendments given. Previous Matters Arising (17th March) #6. <u>BEP School Performance Review</u> AM – Confirmed that SC will take charge of organising the monitoring of the SCR along with SLT members #8. <u>Delegation Statement of Head Teacher</u> AB – Reported that to date, the bank had not responded to the letter sent by the Head teacher.	Clerk amend to	Minutes amended and emailed to Chair 22/06/17



<p>Matter Arising (17th May 2017)</p> <p># 8 Head Teacher's Report SC – submitted the Induction Plan for incoming Yr 7 pupils. There will be 2 days in July (5th/6th) 2017 allocated for induction and Yr 7 pupils will be asked to come in a day earlier in September.</p>		
<p>5. Restructure Plan (CONFIDENTIAL)</p>		
<p>6. Procedure Involving Late Arrival of Parents When Collecting Primary Year Children</p> <p>DW – Reported that at the last IEB meeting, there was an incident where two primary sibling pupils, whose parents were late in collecting them, were found outside the school premises. This is now the subject of an external investigation and the SLT will take action once the investigation is finalised. In the meantime, The Chair asked what action the school is taking to prevent the same problem from happening again.</p> <p>SC – Said that the children were not in the holding area where late pupils were normally taken to await collection, but were in their classrooms.</p> <p>The school has now formalised a procedure called Drop Off and Collection Policy. Some classes will be dismissed from their respective classrooms in the presence of their teachers and Learning Assistants. Other classes will be taken to cordoned off areas in the playground and will be collected by their parents in the presence of teaching and support staff.</p> <p>Where the three named persons nominated by parents to collect their children are not available, the details of any other person collecting has to be provided to the Main Office by the parents via telephone and a password provided before the children are released to said person.</p> <p>DW – Asked how parents have reacted to the new arrangement?</p> <p>SC- Said that parents were generally happy.</p> <p>DW – Recommended the approval of the new policy.</p> <p>DJ – Agreed subject to any future amendments to ensure non-repetition of event.</p>		
<p>7. FINANCE & STAFFING (CONFIDENTIAL)</p>		

8. HEAD TEACHER'S REPORT

- **Pastoral & Behaviour Restructuring**

SC- handed out report. Reported that Years 7,9, and 10 received the most red cards this term.

Year 7's were still establishing routines.

The demeanour of Year 9 pupils have not been good this term and the school has started working with other schools on challenging behaviour e.g., Waverley School and Perry Beeches. SC sought the assistance from collegiate school members and has attended central behaviour panel meetings with the aim of improving school practice. A review of the school's behaviour policy is next on the agenda.

Year 10 pupils have been flexing their muscles since the departure of the Year 11s but they have since calmed down. There should be an improvement in the next report.

On the reasons for the issuance of red cards, there has been a reduction in showing disrespect to staff and dangerous behaviour in the play area as a result of the re-organisation of the playground and introduction of lunchtime clubs. However, there has been an increase in persistent disruption (Yr 7) and anti-social behaviour, the latter due to the implementation of a zero tolerance on physical contact.

Another pupil questionnaire is due soon.

There were 3 cases of bullying that were substantiated. All have been dealt with and with satisfactory outcomes.

There has been no change in parents' views.

Data on attendance was handed out to members.

- **SEF & SIPP**

AM – Handed out the draft School Action Plan and notified others that the Plan was organised around the 5 OFSTED areas.

For Key Area 1 (Quality of teaching, learning and assessment):

- CPDs in various areas have been reviewed for staff to pick up misconceptions more quickly, with some actions already completed. Checking of classroom evidence has already started. SLT will work with teachers found wanting.
- A lot of actions have been undertaken on the effective use of AFL. Staff have been provided with kits on strategies to use.
- The issue about the school not measuring baseline has been addressed.
- Reasoning activities are being promoted in Maths and marking

<p>reviewed.</p> <ul style="list-style-type: none"> - CPD will be provided to staff this month on teaching SEN pupils and focused monitoring by middle leaders and SENCO. <p>DJ – Suggested that the school find another school as comparison.</p> <p>SC – A local school has already been selected.</p> <p>For <u>Key Area 2 (Personal Development, Behaviour & Welfare)</u>:</p> <ul style="list-style-type: none"> - Changes have been introduced in the playground as well as lunchtime clubs to reduce congestion and dangerous behaviour. Accident reports were reviewed and apart from the significant increase in March following the death of a pupil when staff were understandably over-cautious, there was an average of 5 reports per month. - Training has been provided to Lunchtime Supervisors on interaction with pupils by organising games. <p>SC- has been taking tally charts whenever he walks around the school to check on pupil respecting others, as suggested by the Head of BEP.</p> <p>DW – Asked if BEP has seen the report.</p> <p>SE – Reported that it was in last week’s SIP report.</p> <p>DJ – Suggested that Heads of Departments’ role of supporting teachers who were weak in dealing with behaviour issues is included in the action plan.</p> <ul style="list-style-type: none"> - Classroom routine for entering and leaving classrooms was introduced a fortnight ago and already there has been a noticeable improvement. - Equipment have been ordered to address the littering issue and the installation of camera will help with the monitoring. - Work has started on improving pupil behaviour in lessons and reducing low level disruption, but this will take time to embed. - Meetings with classes to discuss bullying have started and teachers told to show more empathy with pupils rather than passing the problem to the Pastoral team to deal with. <p>DW – Asked that discussions with pupils are documented to serve as evidence during an OFSTED inspection.</p> <p>SC – The Student Council has also discussed this subject and will form part of their minutes.</p> <p>DW – Asked what evidence does the school have to prove that it is dealing with bullying when pupils claim otherwise?</p>		
---	--	--



<p>SC- OFSTED should triangulate evidence available in school reports, i.e., bullying reported and how school dealt with the problem.</p> <p>DJ – Improving engagement with pupils will help get pupils on board.</p> <ul style="list-style-type: none"> - Looked at attendance on an individual basis and finding new groupings would be more helpful as well as keeping the big key groups. <p>DJ – Although ethnicity has no bearing, there should be data on key groups like PP and SEN. Asked that such data is shared with the IEB.</p> <p>AM – On Key Area 3 (Outcomes):</p> <ul style="list-style-type: none"> - All departments are ensuring that outstanding pupils are suitably challenged and regularly monitored with SLT members responsible for particular outcome areas. <p>On Key Area 4 (Effectiveness of Leadership and Management):</p> <ul style="list-style-type: none"> - Training on the Single Central Record has started which will familiarise SLT on the process involved. Rather than the ad hoc monitoring used in the past, each file will be checked and a member of SLT will assist SC with auditing using the checklist that Schools HR provided. <p>DJ – The employment procedure must be clear. Asked what list was the SCR being checked against.</p> <p>AB – The employee list is being used.</p> <p>DJ – As employment is the link, the list must be the employee payroll list. And what about volunteers?</p> <p>AB – The process of recruiting volunteers is much improved with one SLT member responsible.</p> <p>AM – Asked for approval for an external body validate the school's end to end process is solid.</p> <p>DW – AM to come up with a brief, get quotes and report to him.</p> <ul style="list-style-type: none"> - Although a lot of actions have been done, the monitoring responsibility of SLT remains a main concern i.e., producing a more coherent report per area. Therefore, individual training needs will be looked at. <p>SE – Asked whether it would be appropriate for the IEB to be included in the Action Plan.</p> <ul style="list-style-type: none"> - Questionnaires as well as face to face meetings will be used with Lunchtime Supervisors to ascertain their understanding of safeguarding. 	<p>AM to include IEB in Action Plan.</p>	
---	--	--

<p>AM – On Key Area 5 (Early Years)</p> <ul style="list-style-type: none"> - There are now 6 paediatric first aiders in place. <ul style="list-style-type: none"> • <u>Parent Communication</u> <p>SC – Met with parents after the release of the OFSTED report</p> <p>DW – What was the reaction to the report?</p> <p>SC – Parents wanted to know how they could support the school. To encourage more parents to turn up, an afternoon meeting is being considered.</p> <p>AM - A newsletter to parents continues to be sent out every fortnight. He and SC stand by the school gates each morning and make themselves available to parents.</p> <ul style="list-style-type: none"> • Teaching and Learning <p>AM – Nothing new to report</p> <ul style="list-style-type: none"> • <u>Tracking & Intervention</u> (To be removed from future Head Teacher’s Report). <ul style="list-style-type: none"> • Pupil Progress & Achievement <p>SA –The services of an external moderator was used who found the results were mostly in line with the predictions, except for ‘greater depth’.</p> <p>Key Stage 1 –in line with Year 2 and the report will be uploaded on the website shortly.</p> <p>Key Stage 2 & 4 results were unchanged.</p> <p>KS2 papers were easier this year so the expectation is that the results this year will be better than last year’s.</p> <p>Key Stage 4 – Negative % on progress as the worst case scenario due to goal posts kept high and the cohort is big.</p> <p>Science – 80% expected in Additional Science based on the controlled assessments.</p> <p>Geography – With one term missed due to illness of teacher, the prediction is 60% and will not be as good as last year.</p> <p>Art – Results improved by 16%</p> <p>Languages – Up by 18%</p> <p>Design Technology – No improvement due to class issues despite external support being provided.</p>		
---	--	--

No changes in other subjects.

DJ – Said that ASCL reported that only Grade 4 will be published which did not sound right.

- Health & Safety/Fire Safety**

AB – Nothing to report except that a fire drill is scheduled after the exams.

- Safeguarding**

SC – Reported that there is one Child Protection case open.

DW – Offered to be the IEB lead on Safeguarding following the resignation of Br Javid Iqbal and pending the appointment of new IEB members.

SC – change posters to reflect new Lead

- Career Guidance**

SC – On 28th/29th June, Year 10 will be undergoing “Training the Undergraduate” that will be run by University of Birmingham with the celebration taking place on 7th July.

9. Policies

Supporting Pupils with Medical Needs Policy	Approved
Allergies Policy	Approved
Health & Safety Policy	To follow
Fire Safety Policy	Approved
Lockdown Policy	Approved
Complaints Policy	Approved

10. Any Other Business

- DW – Reported that Br Javid Iqbal has resigned as IEB member due to work commitments and asked if 4 IEB members were enough?

SE – The appointment of a new member is awaiting DfE approval. School and Governor Support will make it a priority to recruit additional IEB members for Al Hijrah

DW – Asked that the 19th July IEB meeting be cancelled as he will be on annual leave, (and the) new member possibly not starting until September.

SE – Confirmed that there is a facility for consultation by phone, if necessary.

DW – Notified the group that a meeting will be scheduled over the summer between himself, AM and a national advocate on governance to discuss governance of the school.

<ul style="list-style-type: none"> • AM – Reported that with the recent exceptionally high temperatures, the staff and pupils based in the portakabins have been suffering from overheating. <p>DW – Confirmed that he had received AM’s email and has escalated the issue with the Assistant Director, Infrastructure, and will follow this up tomorrow. To date, electric fans and stand alone coolers have been installed in the portakabins.</p> <p>SC – Said that a further 2 rotating electric fans will be purchased. Also, primary classes can use the empty classrooms in the main building as well as the Library.</p> <p>AM – May be difficult to use other classrooms as they are not geared to primary class set up.</p> <p>DJ – The use of other classrooms will only be short term and should not have a negative effect on primary learning.</p> <ul style="list-style-type: none"> • AM – BEP Lead has asked for a round table progress meeting on either 12th or 19th July. <p>Agreed that meeting to be held on 12th July at 2pm with DW, DJ, and SLT members attending.</p> <p>11. Date of Next Meeting 19th July - Cancelled</p>	<p>DW to follow up with AD</p> <p>AM to notify BEP Lead of date/time.</p> <p>Clerk to issue meeting dates for SY 17-18</p>	<p>Emailed to members 22/06/17</p>
--	--	--

Date Minutes ratified:

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