



Al-Hijrah School
مدرسة الهجرة

IEB Meeting

IEB Minutes – Through School

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| Date of Meeting: | 18 October 2017 | Time of Meeting: | 2:00-4:15 PM |
| Venue: | Sunshine Room | Minutes Taken by: | Chito Sutton |

Attendees: Mr David Willey (DW)
Ms Debbie James (DJ)
Mr Richard Beamish (RB)
Dr Rizwan Syed (RS)
Br Arshad Mohammed (AM)
Br Shawkat Chowdhury (SC)
Mr Anthony Bolton (AB)
Mr Steve Edmonds (SE)
Mrs Chito Sutton (CS)

Absent: Mr Tim Boyes (TB)

| ITEMS DISCUSSED | ACTION | COMMENTS |
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| 1. Prayer | | |
| 2. Apologies: None received | | |
| 3. Declaration of Business Interest No changes declared | | |
| 4. Minutes of Previous Meeting and Matters Arising Amendments given. Previous Matters Arising <u>#5 Coroner's Report</u> AM – Reported that with regards to the withdrawal of Caterlink and its effect on the catering staff, it was decided at the last meeting that the easiest option was to TUPE staff across to the school as Citiserve would not take on this responsibility. It | Clerk to amend | Minutes amended and emailed to Chair 18 Oct 2017 |

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| <p>would only provide management support and organise food purchases.</p> <p>Despite Caterlink offering jobs to three members of the kitchen staff, all three declined the offer.</p> <p>There was a smooth transition in the transfer of services and provision of food appears to have improved.</p> <p>DW – Asked about the TUPE process and the SCR.</p> <p>AB – Said that staff have now TUPE'd across to Al Hijrah and their details will be transferred from contractors to employees in the SCR.</p> <p>DW – Asked if there would be any savings with the new arrangements?</p> <p>AB – Replied that he anticipates a savings of £20k-£40k over the full year. However, Caterlink are still trying to get more money from the school. The latest is a demand for £15k for depreciation of capital equipment.</p> <p>DW – Instructed AB to refer the matter and any Caterlink issues to Liz Tingle, BCC Legal Department.</p> <p>AB – Further reported that Caterlink owe the school money for charging 100% for every free school meal pupil beyond the first year of the service contract.</p> <p>DW – Recommended that this was also to be referred to Liz Tingle.</p> <p>AM – Added that there was a further issue of Caterlink charging the school for leftover food as Citiserve would not take responsibility for it.</p> <p>RB – Asked when the current commitment with Caterlink started and suggested that Legal Services be involved as soon as possible as it appears that Caterlink are in breach of contract, not the school.</p> <p>AM – Said that the contract with Caterlink started last October 2015.</p> <p>AB – Explained that there was a provision in the service contract that should the school be in serious breach, Caterlink have the right to withdraw its services within 28 days.</p> <p>SE – Agreed that there was a need for Legal</p> | | |
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| <p>Services to be consulted.</p> <p>DJ – Asked if the new arrangements on pupils with dietary/medical needs have been affected by the changes in catering provision?</p> <p>AB – Replied that the new arrangements have not been affected as the same staff continue to deal with the checking of care plans and lanyards. Meals are prepared to order and handed to pupils with a teacher present who also undertakes the necessary checks.</p> <p>AM – Said that nothing could be added anymore to the new procedure.</p> <p>AB – Said that both John Needham and Citiserve praised the school’s robust system.</p> | | |
| <p>5. A. Recent OFSTED Inspection</p> <p>DW – Reported that two weeks ago, there was an unannounced monitoring inspection by OFSTED. The oral feedback was sent to the IEB members. However, the written reports still has not yet been received.</p> <p>AM – Said that the OFSTED report 2016 was issued the same day as the appeal outcome.</p> <p>DW – Said that as the 2016 report has been superseded by another inspection as well as the Court of Appeal outcome, he feels that the 2016 report is now historical.</p> <p>DJ - Suggested that AM contact the OFSTED Regional Office to follow up the written report on the latest inspection.</p> <p>B: Court of Appeals Decision</p> <p>DW – Reported that the 55-page CA decision was handed down last Friday.</p> <p>The IEB discussed actions with regards to the Court of Appeal decision and agreed that:</p> <ul style="list-style-type: none"> • the Chair is to write to the Corporate Director asking for a meeting between the IEB/school officials and the Director and his legal team to discuss the future of Al Hijrah School; • the Head Teacher is to organise a parents’ meeting to assure them that no immediate changes will happen and inform them that the Court of Appeals stated that the school will be given reasonable time to comply with its | | |

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| <p>decision.</p> <p>AM – Asked if he could entertain suggestions from parents?</p> <p>DJ – Advised that parental suggestions are to be taken to the IEB but no commitments should be given.</p> <p>SC – With the split of the current school in accordance with the CA outcome, asked if instead of looking for 3 sites, could the three schools be sited in 2 instead, the current site and another?</p> <p>DJ - Reiterated her concern about the cost of setting up 3 separate schools.</p> <p>DW – Said that the CA judgment not just affects Al Hijrah but thirty other schools across the country.</p> <p>RB – Said that IEB’s job is to consider what is best for the pupils of Al Hijrah. That being the case, asked if the school would consider becoming an independent school?</p> <p>DW – Replied that the IEB cannot make such decision, but can only refer the matter of the school’s future to the Local Authority, especially because of the legalities of the Trust. Converting into an independent school will also mean closing the current school.</p> <p>SE – Confirmed the role of the IEB – it should govern the school and secure a future for the school. Any closure will be post-IEB.</p> <p>AB – Reminded the Board that whatever the decision on the school’s future will be, the issue of equality will have to be considered as per the CA judgment.</p> <p>AM – Informed the school that he will arrange for a meeting with parents this Friday, 20 October, at 3pm and IEB members are welcome to attend.</p> <p>DW – Said that he will prepare the letter to the Corporate Director and share it with the Head Teacher.</p> | <p>DW to share letter to Corp Director with AM.</p> | <p>Meeting scheduled on 29/11/2017</p> |
| <p>6. Way Forward for School See 5B</p> | | |
| <p>7. Performance Management of Staff - CONFIDENTIAL</p> | | |

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| <p>RS – Reminded Board that he offered at the last meeting to go over the policy on medication but that he still had not seen it</p> <p>CS – Apologised for the late emailing of last month’s IEB meeting which meant that some attendees did not have time to undertake the actions assigned to them.</p> <p>DJ – Reminded the Board that the Pay Policy must first be ratified before any pay performance progression can go through.</p> | <p>SC – to email policy to RS.</p> <p>AB to submit amended pay policy at next meeting but to email policy to members prior to meeting.</p> | |
| <p>9. General Data Protection Regulations 2018</p> <p>AB- Reported that the new regulations will replace the Data Protection Act with effect May 2018. The regs will be an EU wide safeguarding legislation on data covering data handling, data protection, transparency of data, etc. with a top level fine of 20M euros. They will apply to all EU institutions, including schools and anyone doing business with EU countries. With schools, the governing body will be held liable for any infringement.</p> <p>Two things need to happen:</p> <ol style="list-style-type: none"> 1. A Data Controller, who needs to be independent from the day to day handling of data, must be appointed within the school. This precludes the Head Teacher and the Strategic Business Manager. Said that BCC does not intend to appoint a City Data Controller. In some schools, the responsibility has been given to the Deputy Head Teacher; 2. A Data Register, the process of how data is handled and processed in accordance with the regulations, has to be adopted. This should cover data held in laptops, smartphones, etc. <p>The above must be in place by May 2018.</p> <p>Schools/BCC can no longer charge for Subject Access Requests as it is now deemed part of its public duty, unless vexacious or repeat requests.</p> <p>Further reported that he attended a 1-day training course and the general advice received was to exercise caution when purchasing a tool kit and to consider the financial implication to the school.</p> <p>RB - Asked what needs to be done at this point?</p> | | |

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| <p>AB - Nothing, but said that he will get back to the IEB soon.</p> <p>RB – As the Local Authority was not intending to appoint a Data Controller for the City, can school consortia appoint one?</p> <p>AB – Said that that was possible. Having recently checked advertisements, the post can command an annual salary of £150k.</p> | | |
| <p>10. Finance/Staffing (CONFIDENTIAL)</p> | | |
| <p>11. Head Teacher's Report</p> <p><u>Pastoral Behaviour</u> SC – Reported that based on a report four weeks ago, there has been a slight spike in exclusions as a result of the school's stricter rule on respect for staff and others. This was discussed with OFSTED inspectors who were happy with the data as these were triangulated by their interviews with pupils.</p> <p>DW – Asked if there were any visible signs that behaviour is improving?</p> <p>SC – Said that he expects a dip after half term. He will compare behaviour in Term 1 against Term 2 and report back to the IEB in December.</p> <p><u>SSEF & SIP</u> AM – Informed the Board that the SIP will be updated and emailed to the IEB members tomorrow.</p> <p><u>Parent Communication</u> AM - Two coffee mornings for parents were held recently Most parents were supportive of the school, but some parents have issues with the school.</p> <p><u>Teaching & Learning</u> Report handed out.</p> <p>AM – Said that T&L judgments were based on lesson observation, work scrutiny and assessment data. In School Year 2016/17, 39 teachers were observed (did not include newly qualified and supply teachers).</p> <p>Support plans were provided to those who were failing.</p> <p>Line managers use lesson observations to identify areas for development which are then addressed in the</p> | <p>SC to provide demonstrable evidence of data/action taken in Dec.</p> <p>AM to amend SIP and email to Board members.</p> | |

teacher's CPD.

DJ – Told the Board that OFSTED do not measure teaching in terms of grade anymore.

AM – Said that he and SLT will not look at everyday practice but on what the teacher can deliver. At the last monitoring visit, OFSTED spoke of the variable teaching that they observed.

DJ – Asked what the school was doing with failing teachers? Are they in the same department?

AM - Said that failing teachers were given support plans and they were in different departments.

Pupil Progress & Achievement

Not discussed

Health & Safety/Fire Safety

AB – Reported that a fire drill was ran last week, the first this school year. Although evacuation took 4 minutes, they found that the younger children were noisy as they were new to the drill. It was decided that a whole school exercise fire drill will be organised after half term and this will be followed by an unannounced drill.

AM – Said that the school's response to the inquest is due soon. John Needham visited the school and looked at what changes the school had implemented as a result of the inquest. John emailed AM and informed him that the changes made were robust. OFSTED was also notified.

Further said that with regards to the Action Plan that was a response to Peter Cox's report, he persuaded Cunninghams to make the changes needed. Although Cunninghams took their time, data is now being pulled on a daily basis and displayed on-screen in the kitchen. He can confirm that the system is working.

DW – Asked when the closing date was for the response to the Coroner was?

AM – 27th October 2017.

Said that Southalls were commissioned to check on the changes the school had to implement and that Rachel (Brown Jacobson) will base the school's response on Southalls' findings.

DW – Reminded AM that the school cannot afford not to submit the return within seven days.

RB – Asked for the Head Teacher's report to be

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| <p>emailed to Board members in advance of an IEB meeting so that the members can read it and be able to discuss it at the meeting.</p> <p>AM – Said that turning around a report within 3-4 weeks was difficult.</p> <p>DJ – Suggested that a short report be emailed within a day or two of a meeting. Offered to help AM prepare the report.</p> | <p>AM to email short HT report to IEB before a meeting with DJ's assistance.</p> | |
| <p>12. Any Other Business</p> <p>AM – Asked if he could appoint a cover teacher rather than use supply staff from agencies who tend to be expensive?</p> <p>DW – Instructed AM to submit a business case at the next meeting.</p> <p>DJ – Advised AM to use cover supervisors rather than qualified teachers in the meantime.</p> | <p>AM to submit a business case on hiring cover supervisor at the next meeting</p> | |
| <p>13. Date of Next Meeting 22 November 2017</p> | | |