

MINUTES OF THE BOARD MEETING OF SAFA BRITISH SCHOOL

HELD ON TUESDAY 6TH NOVEMBER 2018 AT 1:00Pm

Present:	Louay Khatib	Director	(LK)
	Sameer Merchant	Director	(SM)
	Zara Harrington	Principal	(ZH)
	Liam Allen	Teacher	(LA)
	Sophie Barber	Teacher	(SB)
	Claire Drinkwater	Parent	(CD)
	Stephen Duckitt	Principal SCS	(SD)
	Leanne Fridd	Head Teacher SCS Primary	(LF)
	Shanoor Khimjee	Parent	(SK)
	Olga Petrukhina	Parent	(OP)
	Rehab Sajwani	Parent	(RS)
	Qaiz Sedki	Community member/Educationist	(QS)
	Sabana Skaikh	Parent	(SS)
	Sarah Tortolano	Teacher	(ST)
	Anastasia Yermakovaa	Parent	(AY)
Apologies:	Jarryd Smith	Parent	(JS)
Minutes:	Sarah Sidey	PA	

1. Welcome

SM welcomed everyone to the meeting. With many new faces around the table each person gave a short introduction.

SM stated the importance of a governing board and asked that everyone share their experiences with the Board. SM gave an example of how SS had previously discussed her concerns around communication with the Board and how it had been welcomed and acted up.

2. Minutes of Last Meeting

The minutes of the last meeting, held on 26th June 2018 were formally approved.

3. Matters arising

There were no matters arising from the minutes.

4. Principal's Report

ZH discussed her Principal's report and supporting documents which had been distributed before the meeting. The following points were discussed in detail:

4.1 Students' Achievements

- Data and Gap Analysis – ZH explained how the information is analysed. Discussion followed and ZH answered various questions.
- Learning Ladders has been adopted and is running alongside the curriculum. The pupil progress meetings in the second week of January will give a further opportunity for parents to understand. The information pack contained a summary of Learning Ladders monitoring. ST (Year 6 Teacher) explained further how Learning Ladders is used. LF asked about the training given to staff and asked about characteristics and mastery - ST (Year 6 Teacher) explained. LF explained how SCS had created exemplar workbooks for all subjects.
- ZH discussed the re-introduction of learning gears with dedicated time to embed.

4.2 Students' personal and social development and their innovative skills

- ZH discussed the increased opportunities for student leadership across the year groups and highlighted the following:
Animal welfare – a new leadership role
Emirati children
Introduction of positive play for FS2 and Year 1
- Wellbeing – ST discussed her recent training on wellbeing and the wellbeing curriculum. – concrete data will be available at next meeting.
- Planit Curriculum – ZH gave examples of 'teaspoons of change'.
- Attendance is currently 95.7 with a target of 98. Unauthorised absence is biggest challenge.
- Moral Education – ZH discussed the positive feedback from the Moral Education inspection held on 29th October which concluded that SBS was a model school in it's leadership, planning and delivery of Moral Education.
- A moral education newsletter will be introduced going forward.

- ZH discussed the role of leadership amongst Emirati children and the 'Cubby Camel' competition which is proving highly successful in assemblies.
- Two year 5 Emirati students have been selected as Heritage leaders and both took part in the Moral Education visit.
- NM has been working with Emirati parents to raise the profile of the school with the local community.
- A workshop will be held for parents on healthy lunchboxes.
- LF enquired about tracking pastoral care since the last meeting – ZH explained that a senior leader has been appointed to head up pastoral care. She ensures that when a case arises everything is documented and must be signed by parents. CA will attend the next Board meeting and give an overview.
- Discussion followed on the involvement Mindfulness can play a part. LF reported that SCS recently held a Mindfulness workshop – LF to give ST contact details.

LA joined the meeting

4.3 Teaching and Assessment

- Quality of teaching was recently observed in a week of unannounced lesson observations. The quality of teaching has significantly increased and ZH discussed the reasons.
- It was noted that the recruitment process was stringent, recruiting staff already in Dubai and ensuring that each candidate delivered a demonstration lesson. LA discussed his personal experience of the process. The induction process for new staff commenced back in June and ZH was very clear on expectations.
- The quality of teaching and learning has improved with many practical workshops to teachers.
- Arabic and Islamic staff had a western 'buddy' in term 3 which made had a significant impact. ZH said Arabic and Islamic is currently acceptable, parents have noticed a significant improvement.
- Discussion followed on Arabic and Islamic generally across Dubai. Younger children embrace it and enjoy the freeflow however it gets more complicated as they get older, Arabic teaching is traditional.

SB joined the meeting

- SB has recently held a CPD for Arabic and Islamic teachers encouraging a fun environment in which to learn.

4.4 Curriculum

- Timetables have been adapted to introduce a dedicated time for 'teaspoon of change' and other soft skills.
- Parent information sessions have been introduced for all subjects
- Moderation of curriculum reflection sheets have provided evidence that teachers are being reflective practitioners.
- A parent survey will look at current ECA's on offer and decide how to enhance the curriculum.

4.5 The protection, care, guidance and support of students

- ZH gave further details of two parent complaints to KHDA and the positive outcome of both.
- Security was discussed. ZH explained that there is now a senior leader on every door at drop off and pick up each day.
- Site safety is a priority and the facilities team work tirelessly to ensure the safety of students and staff.
- The LINK team have raised their profile across the parental community with inclusion being the biggest change in the school in Term 1. In term 3 every child was reassessed to ensure that we had accurate data. More students are now accessing quality Wave 2 interventions and support this year (from 33 to 72 students).
- MAGT (Most able, gifted and talented) register was developed using the GL and CAT4 results from last year.
- CD noted that SEND are doing a good job and as a parent can see a huge difference.
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4.6 Leadership and management

- Leadership presence has been increased at key times to further embed an open door policy.
- Communication channels have been streamlined – still working on them.
- Which School Advisor recently visited – very positive

4.7 Generic Updates

- ZH listed the generic updates
- ZH reported that an additional person is being trained to assist with access to the school via the back gate.

4.8 Any other business

- ZH informed everyone that new board members each have a link person who is member of the senior leadership team. The link person will be in touch with new board members with an update before the end of the term. This is an opportunity for them to ask any questions they may have from the meeting and supporting documents.

- ZH will invite senior leaders into future meetings to contribute on their area of leadership.
- SM thanked ZH for her report and thanked board members for attending. He emphasized the importance of challenging ZH on the information provided to make the meeting more interactive.