

**MINUTES OF THE BOARD MEMBERS MEETING HELD ON MONDAY
26th JUNE 2023 AT 17:00 AT SAFA BRITISH SCHOOL**

PRESENT:	S. MERCHANT	(PROPRIETOR)	(SM)
	Z. HARRINGTON	(PRINCIPAL)	(ZH)
	B. HORWELL	(HEADTEACHER SECONDARY)	(BH)
	L. MCGEEVER	(HEADTEACHER PRIMARY)	(LM)
	L. FRIDD	(PRINCIPAL SAFA COMMUNITY SCHOOL)	(LF)
	T.SONUGA	(HEAD OF THE BRIDGE)	(TS)
	C.DRINKWATER	(PARENT)	(CD)
APOLOGIES:	L. KHATIB	(CHAIRPERSON) (PROPRIETOR)	(LK)
	F. ALBANNI	(EMIRATI PARENT)	(FA)
MINUTES:	G.BUSHNAK		(GB)
	A.SEMIRA		(AS)

The meeting was convened at 17:00

Apologies were received from LK and FA

1. Welcome

SM welcomed everyone to the last meeting for this year and gave a brief overview of the board.

2. Principal's Report

ZH gave a brief overview of the reports circulated in the meeting and prior

- School has experienced a 67% growth over last 2 years.
- Multiple indicators have shown improvement, and/or maintained
- Emirati students are progressing exceptionally well.
- School facilities are expanding, to meet needs of students
- RTA partnership with new infrastructure for drop off and parking.

3. Staff update

- 14 teachers will be leaving at the end of this year, with most returning to their home countries and a few moving to other schools in Dubai.
- School awarded Employee Happiness Award at Silver Level.

4. Arabic & Islamic

- Appointment of Ashraf as Assistant Head Teacher at the beginning of the year.
- Ashraf integrated well into the team , moved 2 significant indicators
- Ashraf demonstrates a strong focus on data, teaching and learning.
- Successful recruitment of R.Awad and A AbuHaltam into HoD roles.
- External PD for all Arabic B teachers was impactful.
- Emiratisation integration successful and team feel part of the school.
- SBS held QA across Dubai School in November and June.
- LF inquired about the NGRT results and if school has received them.
- ZH replied that the school has yet to receive them, they are expected by September.

5. Primary report

LM began with overview of Primary reports which were circulated in the meeting notable achievements this academic year.

- Outstanding Teaching for Phase 1 and Phase 2
- Plans to continue with a more personalized approach to professional development- Internal and External CPD
- **Protection and Support**
 - Wellbeing and personal development of students is monitored through pulse.
 - Support from BSME DSL Group
 - Student assemblies on safety and self care
 - A support group created by D.Davey and School Counsellor.
- **Curriculum**
 - Delighted to get Outstanding
 - Introduction of Earth Cubs to support lessons linked to dedicated SDG
 - Lyfta visit to observe lessons, meet with students and teachers to celebrate use of the platform, excellent feedback on use of the platform.
 - A variety of Enrichment opportunities across all year groups.
 - Emirati enrichment visit to SISD.
 - New curriculum leaders.
 - Continuation on success of Oracy opportunities-highlighted by KHDA
 - Parental engagement sessions.
 - Face to face hands on parents workshops
 - SMSC Award of Gold to cement achievements
 - CD discussed the suitability of Lyfta platform for FS and KS1.



- **Leadership and Management**

- 100% retention of middle leaders for Phase 1 and 2 AY 2023-2024.
- 100% retention of senior leaders in FS and Primary.
- 6 leaders completing NPQSL and 2 senior leaders working towards Masters in Education
- PLT working closely with senior leaders in Arabic and Islamic.
- Increase opportunities of temporary leadership due to maternity, to further staff career paths.
- Alternative pathways to support leadership development.
- Identify accredited leadership courses to give leaders opportunities to continue to grow.

- **Inclusion**

- Recruited a new SENCO for Primary and Foundation.
- Director of Inclusion and new SENCO implementing new pathways for students of determination in Primary and Secondary
- Secondary Exam accommodations
- Assessments of new students of determination completed.
- Recruitment of new LSAs and TAs for AY 2023-2024.
- Performance and Enhancement across all pathways
- Additional Nurture Programme provisions implemented since Sept 2022.
- Recruitment of Secondary LSAs and increase LINK support focused on Secondary.

6. Secondary Report

BH began with the overview of Secondary reports which were circulated in the meeting

- Growth in all areas of Secondary
 - Milestones in place from Year 7 to Year 13
 - End of year reviews among staff next academic year-there is a positive competition.
 - Accreditation completed with Edexcel, Cambridge, Btech and IGCSE's Arabic in this year's summer cycle
 - Looking at various options to fast track Year 11 for November IGCSE's
- **Academic Overview**
 - Securing data attainment track against CAT profile which has significant value.
 - Performance gaps are being tracked and fed into
 - Report cycle next year will have a huge difference in frequency which will increase from 3 to 6 times per year.

- **Wellbeing**

- **Wellbeing support for children**

- Increased profile and presence of Tarana within Secondary Pastrol Team, she is an asset and is delivering 50%of pastrol assemblies across the Secondary.
 - Healthy thinking strategies integrated and planned
 - Assemblies and Groups focused and targeted for support
 - Pulse check ins monitored and followed up
 - Achieves lessons for students social and emotional development and student leadership

- **Wellbeing support for staff**

- Lighthouse Arabia sessions on staff mental health
 - Creative engagement activities both in school and out
 - Workload review for staff-amendments to reporting cycles to reduce frequency and scale of high profile events mapped out and reviewed of written

- **Parental Engagement**

- Development of Phase and subject engagement so remains focused
 - Safa lessons, 86 parents doing English lessons, Maths or Science
 - Increased profile and presence of year leaders leading events
 - Safa Talks- Sessions offered to focus on communication to help parents engage with the school directly.

- CD discussed parents' engagement for next year and what parents can learn.

- **Learning and Teaching**

- Continuing to work alongside with AHT Arabic and Islamic to improve Teaching and Learning within Arabic and Islamic Team in Secondary
 - Embed Reading Across the Curriculum strategies and the impact of reading plus and bedrock.
 - AHT Teaching and Learning – increased network and collaboration across Dubai
 - Further growth and development of learning networks in all areas
 - Attendance to exam board feedback- compulsory for all Year 11 subjects.

- **Curriculum**

- Curriculum pathway model – from Year 7 to Year 13 reviewed and amended in line with growth plans
 - Participation in locality events
 - Ensure students needs are met through additional support by increase of link support
 - Modifications – ESL assessment in Year 10 completed

- CD asked about the number of teachers on maternity.
- ZH replied that we have total of 15 staff member on maternity. These are staggered throughout the school. All teaching maternity have been recruited and middle leaders given options for growth and cover.
- LF asked about Head of Sixth Form
BH – Looking for additional staff next year as part of growth plan.
- Floor 3 completed in building 1 and floor 3 in building 2 due for completion in March 2024 for a fruitful year.

Zara thanked Louise and Brian

- Transition ready for staff on maternity
- Appointed Exam Officer (Megan) from UK
- Changed organization of school for next year with departments and rooms
- Parents had initial sign up for Residential trips
- Appointing new IT manager across both Safa schools
- Focused next year – Arabic and Islamic, Staff CPD, all subject areas teaching and learning

CD discussed contingency plan in place ,resources and exam conditions

SM - Facility Update

- Maintenance work
- Adding new floor Bldg 1
- Floor to be ready for students September 2024
- Construction will start after school /term breaks
- Extend school facility
- Sport facilities across road /STS bus services
- Basketball, Tennis, Football, Cricket
- 14 Classrooms and Labs

Sameer thanked everyone, ZH thanked the board for their support and appreciated that meeting was done on Eid's Eve.

ZH- Maternity leaves to cover SLT and teachers

Next year plans

Action plans and SEF to be ready for inspection.

Term 2 if inspection then all prepared.

- LF asked if set up is still the same for Inspection
ZH – We don't know, KHDA still haven't decided if they are changing
- CD asked if there any update on parking
ZH replied that Khaleel visited RTA last week, they are still on track for additional parking which will give extra spaces.
Plan is approved , waiting for official approval, RTA are still on track to start in July.

Further discussion on parking.

Meeting ended 5:50 pm