

## UAE Parents & Families Association

Present: Jason Badu (UAE), Jason Philipsz (UAE), Rob Harding (UAE), Souzanna Theofanopoulou (UAE) Jennifer Lawrence (UAE PFA), Jane Wallace (UAE PFA), Lesley Davy-Cooper, Claudine Collins, Steven Okpoh. Patricia Mgbaji, Michelle Thomas, Vashti Martins, Samuel Adesima, Deqa Mommhod, Florence Adeleke, Baosian Chen, Ahmed Adeleke, Teddy Duran, Yolanda Hernandez, Antonella Arrifone, Florence Akinola, Sandrine Tiega, Ian Frater, Ayodesi Awe, Nicola Mulraine, Victoria Devenport, Nathaniel Davenport, Fulamatu Dainkeli, Rose Osei, Kadiatu Menjor, Georgina Tiechner, Ingrid Mafla, Lena Rutkowsa, Blessing Ahamefule, Mariama Cole, Les McCrae, Sadie Robinson, Telly Zoh, Grace Camariosa, Sarah Maugey, Veronica Allen, Stephanie Sandfort, Adedoyin Moshood, Chilo Graham, Adama OnyhReuben, Fatma Muscata, Lucy Akello, Eliza Batli, Muna, Jami Griffiths, Arina Trotter, Evelyn Forson, O Adeoshun, Zakir Matin, Abidun Oduyonso, Taysharn Kauam, Suadh, Tabitha Macharia.

### MINUTES AND ACTIONS OF THE MEETING HELD ON: Thursday 14th September 2017, 5.30pm – 6.30pm

#### 1.0 Apologies

No apologies

#### 2.0 Election of Chair and Secretary

JL (UAE PFA)

Jennifer Lawrence asked if any parents would like to chair the UAE PFA, there were no volunteers. Jennifer Lawrence was re-elected as Chair Person. Lesley Davy-Cooper volunteered to be Secretary of the PFA. Sadie Robinson volunteered to proof read the minutes. Jane Wallace was appointed as Vice Chair. Patricia Mgbaji also volunteered to help the PFA.

#### 3.0 Behaviour and Conduct system - any modifications for new academic Year Reward and Behaviour Policies.

JB (UAE)

3.1 A new system was put in place in 2016. Students receive rewards for positive behaviour known as P1s, P2's and P3's. Students who received ten P3s were given post cards and lapel badges. The same thing will be done this year. A P4 reward was added for students who have achieved something very significant. They will take home a postcard but postcards are slightly delayed. UAE wants to impress on students that the school has high expectations of them. The school hopes that students will exceed these expectations.

3.2 There have been changes to the flow on the staircases. Some [teachers] go up and down to monitor and enhance students' organisational skills.

3.3 Students can receive a warning for negative behaviour in class. After 2 warnings, the student will receive an S3 and be asked to leave the classroom. They will go another classroom to continue their learning. Students who receive an S3 will be given a 20-minute detention. They receive a detention slip and have to make their own way to the detention room. The member of staff who gave the detention will go to the room and reflect with the student because they may not understand why they were sanctioned. If a student receives a number of S3's an intervention will be put in place. This system has made a huge impact in the school. When a child gets a detention, the school will not contact the parent on the day. Parents will be sent a summary of all the P3's and S3's that students have received at the end of the week by email.

3.4	The student learning gateway (SLG) will give details of students' activities during the day	RH (UAE)
3.5	A recent Ofsted report said that behaviour at UAE was good. All schools have concerns or issues with behaviour but when there is a concern UAE will deal with it.	JB (UAE)
3.6 <i>Question:</i>	<i>Are there only S3s?</i>  S1s and S2s are not recorded. S3s are recorded. Community managers will monitor how many S3s are given out.	JB (UAE)
<b>4.0</b>	<b>Timetable / Curriculum/ Reporting and Data</b>	JP (UAE)
4.1	The SIMS Learning Gateway. This school portal shows conduct, attendance and reports. The SIMS learning gateway is located on the school website under 'Families' tab. Paper reports are not sent out; they are uploaded onto the SIMs gateway. Letters are also uploaded on the website. <i>Action:</i> There will be a workshop on Thursday 28 <sup>th</sup> September for parents to learn more about the system. Inform parents that the reports are now uploaded on the SIMs gateway.	
4.2	Lunch time is now longer at 60 minutes; lessons are 65 minutes and the school day finishes at 3:40pm. 'Prep time' is no longer incorporated at the end of the school day. Sims gateway shows Homework, Timetable and Reports.	
<b>5.0</b>	<b>Restaurant and Feedback from the children</b>	RH (UAE)
5.1	JPL is the new catering company, this work with our sister school UTC. A sample survey of 60 students found that 70 percent had noticed a positive difference. <ul style="list-style-type: none"> <li>• Children in year 7 did not like not having a choice at family dining.</li> <li>• There is a vegetarian option and all food is halal.</li> <li>• Students liked the flavour of the food, but they wanted their chips back.</li> </ul> <p>The plates are too small; the portion sizes are larger as the food is healthier, so larger plates are on order.</p> <ul style="list-style-type: none"> <li>• Years 9 and 10 have a choice of hot or cold meals</li> <li>• Years 7 and 8 have family dining.</li> <li>• There is free porridge in the morning and fruit at break time.</li> </ul>	
5.2 <i>Question:</i>	<i>A parent's child was going home hungry?</i>  The larger plate sizes will help, plus the school is looking at options for other snacks at break time.  <i>What is the procedure for allergies?</i> Parents should fill out a form which will be put on the SIMs system and the information passed to the restaurant. The restaurant generally avoids foods with gluten and nuts.  <i>Is there a fruit choice for dessert?</i> Yes, the student needs to ask.	

The menu changes every four weeks.

**6.0 Free school meals and dining protocol.**

ST (UAE)

6.1 There is a free school meal application form at reception. Some of the criteria have changed so parents please update the school if anything has changed.

6.2 Parents getting working tax credit do not qualify for free meals. If the parent thinks that a mistake has been made please contact Miss Theo.

When a child has family dining they do not use their card to get charged

6.3 If a year 7 or 8 student (family dining student) brings a packed lunch, please let UAE know so they are not charged for school lunches that day. They will still sit with the other children in family dining.

6.4 Parents can contact the school with any issues or complaints at [office@uaesouthbank.org.uk](mailto:office@uaesouthbank.org.uk)

6.5 *How and when does the student inform the school that they are having a packed lunch?*

The parent or child should inform the reception or community leader.

*Can students microwave their food?*

Students cannot use the microwave, but can ask a member of staff to do it for them.

*How quickly would parents know if children are eligible for free school meals?*

Miss Theo is in the process of informing parents by text.

Students can top up their cards using the machine, but UAE prefers them to go to reception where they will get a receipt. The machine does not accept the new pound coins.

*Is the ParentPay active?*

No, it is not active for new parents.

**7.0 AOB**

JL (UAE PFA)

SLG workshop 28<sup>th</sup> September

UAE Website Redesign:

Request that parents look at the website and other schools' websites and give some feedback at the Workshop on the 28 September.

Meet your Community Leader for year 7 on 12 October.

JL suggested that parents take a photograph of the homework timetable when children bring it home.

UAE supporting events JL, will speak to Ms Fletcher Blackburn regarding this.

There is a UAE South Bank app available on both Apple and android mobile phones.

**Action Taker:** Jennifer Lawrence

**Date of next meeting:** TBC

Glossary:	
UAE	University Academy of Engineering Staff
UAEPFA	University Academy of Engineering Parent and Families Association
SBU	<i>The University Academy of Engineering South Bank operates as part of South Bank Academies Multi Academy Trust</i>
LSBU	London South Bank University
SLT	Senior Leadership Team
JPL	JPL Caterers - starting in September

Signed:

Date: