



UAE Parents & Families Association

Present: Jennifer Lawrence, Gary Nelson, Rob Harding, Meirion Lewis, Annette Moses, Jason Badu, Kafi Thomas, Souzanna Theofanopoulou, Sreepriya Bhowmik, Victoria Davenport, Monyia David, Ana Vilencia, Nathaniel Davenport, Bohni Guehiaguehi, Jane Wallace, Ayan Abdi, chuck Opara, Francis Akinyode, Juliet McLeak, Cecilia Vitenu, Chilo Graham, Y. Wan, Debra Dapo Ayodele, Ian Frater, Muna, Ahmed Adeleke, Oluwakemi Babatunde, Maxine Ivey, Fatmata Saccoh, Mrs Jokosenumi, Fatimo Oppenheim, Teodor Aurelia, Muriel Kanga, evelyn Furson, Fedra Jimenez, Claire Demdam, Gilmore S.A. Dendam, Dabeiva Rosas, Zoe Lee, David Olutowora, Mr Karl Campbell, Ayan Abdi, Mohammed Abdu, Segundo Catucuamba, Grace Camatiosa, Mrs Alioglu, Dana Enoiu, Abdisamad Abdulle, Paulina Vega, Natocha Kitoti.

MINUTES AND ACTIONS OF THE MEETING HELD ON: Thursday 9th February 2017 5.30pm

The word ‘partnership’ is a key word, UAESB Senior leadership are looking at how they can work along side school staff and students to learn how to make UAESB a better place to be and to be successful.

Progress achievements - Gary Nelson, Principal

1.	Previous Actions and Matters Arising	Action
Intro From Principal	Sarah Palmer, the Academy’s Administration Officer, will support the new joint secretaries Monyia and Vicky in tasks such as photocopying, printing, distribution of letters and communication to parents.	GN
2.	Actions	
2.1	<p>Homework</p> <ol style="list-style-type: none"> 1. Student planners have been introduced. 2. Students will now benefit from receiving homework. This will enable the students to get use to independent study, as this is what they need for GCSE. The planners will help in organising their studying at home. <p>The planners have been introduced and established and the school is now working on embedding the use of them. There are some teachers that are setting the homework as requested and their students are using the planners very well.</p> <p>Starting from the next Module 4 the Professional Development (PD) session will be use to talk in more detail about using the planners. Teachers should set homework that is:</p> <ul style="list-style-type: none"> • Meaningful • The community Leader signs the planner on a weekly basis and will respond to any messages or queries. <p><u>NOT</u></p> <ul style="list-style-type: none"> • Finishing something that was started in class 	AM



2.6	<p><i>SIMS learning Gateway</i> is being adapted to let parents know about their children's homework and when it's due. *ACTION</p>	GN
2.7	<p><i>Parents were asked if they had:</i></p> <ol style="list-style-type: none"> 1. <i>Accessed the SIMS learning gateway?</i> 2. <i>If they were aware of their child's report being available from the Monday?</i> 3. <i>If they wanted a reminder or guide into how to use the Gateway?</i> <p><i>Approximately 1/3 of attendees had.</i></p> <p>Information regarding this area is headed by Mr Jason Philipsz – Vice Principal</p> <p>Information regarding the SIMs is about to go out in the end of Module 3 letter.</p> <p>UAESB will be providing a training sessions for 'how to?' for parents two weeks into the new module. *ACTION</p>	JL GN
2.8	<p><i>Parents were asked if they had accessed 'My Maths'</i></p> <p><i>Approximately 1/2 of attendees had.</i></p> <p>Parents would like trainings on how to use My Maths. *ACTION</p>	JL
3	<p>Achievement and Behaviour</p> <p>The word 'Behaviour' was change to 'Growth' because this is about how children grow as individuals.</p> <p>UAESB has gone from a non-existent behaviour system to what is in place today.</p> <p>There is a build up to how students achieves in the academy:</p> <ul style="list-style-type: none"> 10 x P3 = Post card they have reached their first milestone 25 x P3 = Bronze 50 x P3 = Silver 75 x P3 = Gold 100 x P3 = Platinum <p>Prior to the new system achievements were recognised as a community, it is now based on individual and also their community.</p> <p>The aim is to focus on the positive and not the negatives (even though the negatives are there). Parents know about the S3s.</p> <p>The school wishes to expand the reward system and that is where they are hoping the PFA will be able to help with ideas.</p>	JB
3.1	Awards:	



	<p>Post Card Bronze Silver Gold Platinum</p> <p>The negatives are there or weekly basis. Initially the school gave modules</p> <p>which the children can get on a daily Star Lapels positive phone calls and end of year</p> <p>The Principals Award</p> <p>UAESB want to expand upon the following current award:</p> <ul style="list-style-type: none"> • The Jack Petchey Award • The Community Trophy • The Golden Ticket Award – recognizes students for the achievements they have made and can be traded for a large prize. • Reward Trips <p>3.2</p> <p>S1, S2 and S3 are designed to give the teachers the opportunity to allow the students to recognise behavioral issues. This is a way to sanction student so that the teacher can get on with the learning. There are also sanctions for; running within the school, not getting to a lesson on time, these are immediate S3s. Sanctions for not having the correct equipment, planners will result in being detained within break time. The format for S3s – students are collected during prep time (3pm) and taken to a room where they will be asked to fill out a reflection sheet. The teachers will speak to the student to discuss where they went wrong, and how next time to better themselves.</p> <p>3.3</p> <p><i>Parent stated that they never heard their son refer to the S1 and S2 always an immediate S3. With his child's extra needs they have never experienced this?</i></p> <p>Parents were advised that if there is a situation that they feel has been unfairly dealt with or an issue to speak to Student Services.</p> <p>3.4</p> <p>The school will intervene when the student accumulates S3s</p> <ul style="list-style-type: none"> • Mentoring • Pre disciplinary intervention - speak to teacher, student and call the parent. <p>3.5</p> <p>When this Achievement and Growth System began</p> <table border="1" data-bbox="359 1747 1252 1937"> <thead> <tr> <th>Time</th> <th>Positive Growth Points</th> <th>Negative Parked</th> <th>UAESB Ratio</th> <th>National Ratio</th> </tr> </thead> <tbody> <tr> <td>July. – 31st Oct</td> <td>4248</td> <td>684</td> <td></td> <td></td> </tr> <tr> <td>31st Oct - Jan.</td> <td>1300</td> <td>500</td> <td>26:1</td> <td>5:1</td> </tr> </tbody> </table> <p>Students are receiving more positives than negatives and UAESB have</p>	Time	Positive Growth Points	Negative Parked	UAESB Ratio	National Ratio	July. – 31 st Oct	4248	684			31 st Oct - Jan.	1300	500	26:1	5:1	<p>Parent</p> <p>Parent</p>
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<p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p>	<p>exceeded the national target.</p> <p><i>Parent - Three year groups 7,8 and 9, is there a problem with behaviour as there seems to be a lot of emphasis on behaviour?</i></p> <p>This talk was to explain the process of how the behaviour is dealt with at UAESB, the evening will cover a number of topics.</p> <p><i>Parent - How did you reduce the number of students being parked?</i></p> <p>The situations are assessed, when it is realised that a student is being parked too many time the most significant reduction is down to the reflection at the end of the day with the teacher.</p> <p><i>Parent – There seems to be an issue with the transparency as who gets the reward, could you make it more clear as to why they are not going to get this award especially if they have worked hard at collecting P3s?</i></p> <p>In Module 4 there will be display boards, outside student Services there will be a ‘weekly tally’ to allow students to see their current total of points and how many P3s they have collected. <i>*ACTION</i></p> <p><i>Parent - Will the tally have the childrens’ names on it?</i> Yes</p> <p>Behaviour at UAESB is cast iron good, all visitors visiting heads from local Schools i.e. Walworth School and Inspectors etc. have all commented on how good the behaviour is. If there is not a good behaviour system then fact that behaviour is an issue is being ignored. Behaviour is a function of great learning. Mr Harding, Mr Badu line manager are working on with the teachers what constitutes an S1, S2 or S3.</p> <p><i>Do you have any idea of how to reduce the negative behaviour points your child may receive?</i></p> <p>Suggestion: Look in child’s planner at pg 14? There is a list of equipment needed for school. A reading book is one item, check with your child at the beginning of the week if they have the correct equipment. Also stationery, the stationery brought at the beginning of the academic year may have been lost or lent. <i>*ACTION</i></p> <p>Development of the LRC Ms Thomas stated that UAESB are currently developing a stationery store which is now on sale to students at a reduced cost from the LRC: Geometry sets, Calculators, pencil cases etc. Students can purchase items at any time of the day until the end of the day.</p>	<p></p> <p><i>Parent</i></p> <p><i>Parent</i></p> <p><i>Parent</i></p> <p><i>Parent</i></p> <p>GN</p> <p>JL</p> <p>KT</p>
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	<i>This has been entered in the Principals letter. *ACTION</i>	
4	<p>Communication</p> <ul style="list-style-type: none"> • What UAESB currently do? • What UAESB feel they need to improve on • What the plans are for the future. 	RH
4.1	What UAESB currently do?	
4.1.1	<p><i>Planner</i> – Used for parents to write notes to Community Leader Community Leader write notes back to parents To be signed once per week by Parents / Students and Community Leader *ACTION</p>	
4.1.2	<p><i>Emails</i> Communication policy procedure – protocols will be put out after half term to make it clearer to parents</p>	
4.1.3	<p><i>Website</i> Is not a bad website however can be improved Letters academy year calendar</p>	
4.1.4	<p><i>Letters</i> These are now also emailed to parents as well as giving letter to students to take home</p>	
4.1.5	<p><i>Text</i> Tell parents there is a letter coming home.</p> <p>It is fact that start up schools have less money, but now the school is growing UAESB have more money to provide systems that other secondary schools.</p>	
4.1.6	<p><i>SIMs learning gateway</i> There are a few teething problems which are currently being addressed. Things that have been improved are items like the awards points and attendance records.</p>	
4.2	<p>What UAESB feel they need to improve on.</p> <p>Things move on so quickly in technology, UAESB have a Twitter account and a Facebook account, which are not used as regularly. UAESB are looking into getting an ‘app’ which will be trialed after half term</p>	
4.2.1	<p><i>Special Evenings</i></p> <ul style="list-style-type: none"> – SEN Update – evenings – SIMs – MyMaths 	



<p>4.2.2</p>	<p>Introduction of new SENCO Sreepriya Bhowmik UAESB are organising an evening to discuss any learning difficulties or SEN issues that parents might have and ‘what does that mean to the child?’ How parents can support their child at home. UAESB have a small learning support room for - tutorials, supporting literacy, looking at students thinking and their understanding of the world in effect broadening their horizons. Looking at anger management and anything else that come up.</p> <p>Gifted and talented is also special needs and UAESB are looking to nurture those student are talented in that respect.</p>	<p>SB</p> <p>GN</p>
<p>4.2.3</p>	<p><i>Student News Letter</i> A two-sided news letter produced by the students, which is coming out at the end of Module 3. Empowering students.</p>	<p>RH</p>
<p>4.2.4</p>	<p><i>Parent - What is the current communication method with the administrative staff in the office, in terms of a parent has called and queried something what is the expected time for them to get back to you?</i></p> <p>There is no current set time, but a 24hr response time and a 48hr resolve time should be in place. *ACTION</p>	<p>Parent</p>
<p>4.2.5</p>	<p><i>Parent - There is an issue with topping up Parent Pay and has waited 30hrs for someone to get back to her regarding this, her son in the meantime has no credit on his card for lunch, he is having to give money to a friend in order to buy items off their card?</i></p> <p>Issues such as this should not be taking place. Mr Harding said he would speak to the parent at the end of the PFA evening to sort out the problem.*ACTION</p>	<p>Parent</p>
<p>4.2.6</p>	<p><i>Parent - Have an issue with the administrative staff and the way they talk to me. Have they had any training to do their jobs because they do not seem to be professional?</i></p> <p>Re- address the turn around for responding and addressing calls, Mr Harding will speak to his Senior Leadership Team (SLT) *ACTION</p> <p>This group was formed, to have an opportunity to get together and challenge processes in key areas. If there is something going wrong in a key area the SLT will look at it and fix it. The Office Manager has been asked to come to the meeting but she is currently manning the front of school during the meeting.</p>	



5	Any Questions on what has been discussed?	JL
5.1	<i>What is the minimum spend for a child lunch money? I have looked at my child's statement and there is no minimum?</i>	Parent
	Parents child is in Year 9 and the balance is in minus	JL
	There is an issue with Year 7- and Family dining they tend to go overdrawn because they are collecting food for other children. Mr Nelson has looked into the accounts of some of the other students and they are significantly in the negative. The good spirit of the school and the office was allowing this to happen regarding topping up the card. Mr Nelson has had a meeting with the finance officer and they are looking into this current problem. Happy to talk about individual cases at the end of the meeting. <i>*ACTION</i>	GN
5.2	<i>Why do you only do Family Dining for Year 7s and not everybody?</i>	Parent
	It was a process the school had instigated before Mr Nelson's appointment. Family dining brings children together who may not communicate with each other, because they have come from different schools.	
5.3	<i>When they get to 8 – they are not necessarily making the right choices and the mark up on the foods is either wrong or too much? The menu online bares no resemblance to what they actually get?</i>	Parent
	Parent advised to speak to Mr Nelson after meeting. <i>*ACTION</i>	GN
5.4	Parent Pay seems to be an issue with the system. Parent in general not happy with the accounts. Food account in deficit and cap on minimum daily spend on ParentPay <i>*ACTION</i>	
5.5	Introduction of Office Manager – Souzanna Theofanopoulou	ST
	About Parent Pay and Free School Meals (FSM). We had some problems with the applications Southwark councils saying some pupils were not eligible UAESB are reviewing everybody's accounts, as there are some mistakes with the cash machines and UAESB are communicating with Parent Pay to resolve these issues. From September the system has been upgraded, during the half-term the accounts will be cleared and parents will be contacted to be informed of their balances letting them know if they are eligible for FSM. Parents were advised to all or email Ms Theo if they have any problems. <i>*ACTION</i>	
5.6	<i>There seem to a problem with the Enrichment timetable, her son got two enrichments but was confused on the days a to where they were being held, how to get to the enrichment BMX. Perhaps the school could publish something?</i>	Parent
	Mr Meirion Lewis, Assistant Vice Principal will check where the	ML



	<p>enrichment program is on the website. Will look into clarifying where the enrichments take place with students. *ACTION</p> <p>Every two modules they get to choose: September, January and April</p>	
6	<p>Other items to discuss</p> <ul style="list-style-type: none"> - Events to organise at UAESB - Sports Day - Supporting our Young People at Secondary School - List of Dates – i.e. Parent Evening Dates 	JL
7	<p>Development Plan</p> <p>Nothing is changing UAESB is a STEM school and are passionate about performing arts a growing link with the Brit School. Wants young people to be great engineers, also confident, great communicators, emotionally sense audiences and moods.</p> <p>First page is about our vision and key priorities.</p> <p>Mr Nelson wants to see good lesson whenever he walks around the academy.</p> <p>Wanted a PFA because he wanted growth and supporting each other.</p> <p>Looked at careers guidance for Year 9 Key stage 3 – careers and Preparing student for life.</p> <ul style="list-style-type: none"> • Integrity honesty from staff and students • Passion – We’ll match anything you can do • Hard work - <p>The question mark is why parents are at the PFA meeting because they are helping UAESB shape and go forward.</p> <p>Parents are welcome to take the development Plan away with them.</p> <p>Parents job is how can they help the school achieve this.</p> <p>Mr Nelson can be called or emailed.</p>	GN
7.1	<p><i>What does the acronym RAG stand for?</i></p>	MD
	<p>At the end of each Module there is a letter</p> <p>Red - Lots to do and its urgent</p> <p>Amber - Urgent but the process has already been started and working on it</p> <p>Green - Tackling the issue but we need to keep our eye on it.</p>	
7.2	<p><i>The last News Letter referred to you as an Interim Head?</i></p>	Parent
	<p>Mr Nelson believes in families and communities</p> <p>This is currently being reviewed. Parents welcomed Mr Nelson’s positive response.</p>	GN
	<p>If any parent want to add anything to this meeting, things that they want to see happen, issues they would like to discuss send them to Mr Nelson or Ms Theo in an email to be collated and reviewed for the next agenda. *ACTION</p>	JL



8	Format of the next meeting. <i>*ACTION</i>	
9	Sports Day – Speaking to Southwark Park.. <i>*ACTION</i>	RH
10	Parents Evening – Dates given these can be found on the website	JL
11	<i>Parent – suggested that classes at UAE are live streamed video</i> That is not possible and would cause a lot of issues.	Parent JL

Action Taker: Monyia David

Action Taker Rota:

Date of next meeting: 9th March 2017 5.30 – 6.30pm