

**GFM Local Advisory Board Meeting
Term 1 2025-2026**

Meeting Information

- Date & Time: 2025-11-19 12:00:00PM
- Location: GFM Conference Room
- Attendees: Mr. Akram, Ms. Mia, Mr. Kunal, Mr. Ian Plant, Dr. Mian, Ms. Saba, Ms. Fida, Ms. Marwa and Ms. Salwa
- Apologies: Ms. Mary

Meeting Notes

Welcome & Previous Minutes

- Previous minutes on website
- New board members ratified (Dr. Mian, Mr. Ian and Mr. Kunal)
- SharePoint created; all reports to be submitted to clerk, Danica.

Advisory Board Roles & KPIs

- Members to use governance pack, Jds and KPIs Lab handbook for visits and accountability; customisation allowed.

Subcommittee Structure

- Subcommittee roles and focus areas proposed; leads and linked school priorities confirmed.
- Members to conduct one learning walk per term; report findings.

Governance Protocols

- QA visit reports submitted via clerk; maintain confidentiality.
- Visits to seek typicality; student interviews recommended.

TLAG/RLAG Implementation

- Core routines ongoing; continued coaching, practice clinics, and governor training scheduled.
- Over 1,000 drop-ins recorded; teachers to master focus areas sequentially.

Classroom Observations & Instruction

- Positive bilingual and Islamic instruction noted.
- Targeted improvements: student voice, checking for learning, Arabic A advanced class clarity, Islamic A/B engagement gap.
- Follow-up visits recommended.

Displays & Learning Walks

- Align displays with student readiness and visibility; ensure regular, purposeful visits.

Positive Practice & Recognition

- Corridor recognition for achievements suggested ("Star of the Week," thematic displays).

Inclusion & Safety

- Feedback provided on small steps provision
- Review of stairwell/elevator protocols.

RLAG & Parent Communication

- Create parent-facing explainer videos.

Safeguarding & Behaviour

- Maintain increased safeguarding capacity;
- Continue positive culture ratios and student satisfaction initiatives.

Curriculum, Assessment & Recruitment

- Curriculum and assessment on track; bilingual compliance prioritised.
- Recruitment campaigns targeting bilingual early years staff to continue over three years.

Instructional Coaching & Staff Support

- Ongoing coaching and performance support; interventions in place.

Governance, Inspections & Reporting

- Executive summary prepared; SharePoint access issues to be resolved.
- Safeguarding Level 1 training before Feb 11; remote option available.
- Mindfulness-to-Mastery transition tabled for next meeting.

Next Steps / Action Items

1. Circulate previous minutes. (Added on the Share point Link for LAB members)
2. Ratify subcommittee assignments.
3. MC and KV to liaise with SC members to agree the SC meeting dates, organise LWs, etc.
 - Action – lead for each SC to be elected in the first meeting?
 - Follow up from monitoring visits
 - Action:
 - MoE – MC,
 - Inclusion (SS) – KV,
 - Secondary Sci and Ma provision – MC with CA and SM,
 - RLAG – KV with MH and LH,
 - Student safety and conduct during transitions – KV with FOR and GD
4. Submit and upload visit reports; resolve SharePoint access.
5. MC to review and invite students to the next meeting
6. Follow-up visits to Year 6 and Year 1–2 bilingual classes.
7. Investigate Islamic A/B engagement and Arabic A clarity.
8. LAB training program on TLAG
 1. Action:
 1. MC and KV to share with AT,
 2. Practice Clinics – MC to invite LAB members to the PC,
 3. Blue Sky account – KV to generate BS account once the LAB members have attended the TLAG training
9. Review small steps.
10. Audit and distribute Arabic classroom libraries; display teacher materials.
11. Evaluate Emirati culture displays.

12. Consider corridor recognition for Islamic achievements.
13. Launch parent communication on RLAG.
14. Address stairwell/elevator protocols.
15. Continue coaching for full TLAG implementation.
16. Execute recruitment campaigns for bilingual early years teachers.
17. Prepare Mindfulness-to-Mastery discussion for next meeting.

Next Meeting Date: Wednesday, 11th February 2026.