



FULBRIDGE ACADEMY
MINUTES FOR PERSONNEL COMMITTEE
14th SEPTEMBER 2020 3.30pm
VIRTUAL MEETING

Present: Satwinder Sahota (Chair) , Helen Bath, Ben Erskine, Joanne Prescott
Apologies: None
Absent: Charles Swift
Clerk: Jo Adcock, Fiona Pais

1. Welcome & Apologies

The Chair welcomed all to the meeting and noted absences.

2. Declaration of interest

None

3. Matters Arising & Minutes from Previous Meeting

The minutes were agreed as true representation of the meeting that took place.

Chair advised that there were no action points that required further attention. The 1 action point was handing over between clerks, and the way that sickness figures were recorded, which looks much better with the comparison to the previous year.

4. Election of Chair of Committee

HB asked if SS was happy to continue in post of chair, to which he agreed. HB, JA and Principal agreed also.

5. Review of Terms of Reference

All agreed fit for purpose and happy to accept.

6. Staffing Update

Staffing update was distributed to the Governors prior to the meeting.

Document overviewed by the Principal and highlighted the following:

New staff that have joined us includes 2 new site staff, due to 2 site staff departures.

New site team fitting in well and have made a big difference to the school as the school is looking great. New Site Manager appointed which is proving to be very successful.

Also appointed a cleaning supervisor that can manage the day to day running of the cleaning team.

2 new support assistants started this month, and we have just appointed a new I.T Technician due to staff resignation. The DBS has been completed and a start date has



now been agreed for October. New employee's salary will be reimbursed through the trust.

Appointed HSTA's, we prefer to grow our own staff, so they become successful and can move on, like others have done.

GOV - Asked what HSTA stood for compared to HLTA. The Principal advised it must be a local term and explained the difference between them and what this meant to the support they can offer in class and around school. HSTA - Highly Skilled teaching assistant. HLTA - Higher Level teaching Assistant

We have appointed 2 new unqualified teachers that were previously HSTA's. This is through the Teach East programme. We work with the stronger TA's and HLTA's to recruit as teachers as recruitment has not been easy.

2 employees resigned and transferred to Hampton Vale Primary. Another employee had a dual role and has resigned from the cleaning role, yet has kept the care assistant role.

4 employees to go on maternity leave, and another due to return in January 2021.

Confident we have enough cover due to the Performing Arts team not being able to work as normal as the children are unable to chant or sing in performing arts, so they are able to offer support.

7. Staff Sickness for Summer term

JA discussed staff absence figures which had previously been distributed to governors. Discussed lower figures than last year due to staff working from home, or self isolating and still working from home which would not count towards staff absence.

8. Support Plans

None at present

9. Any other business

GOV - Asked if all staff appraisals had been completed and what would happen to Principals appraisal this year. The Principal took advice and unless there was a concern about an employee, staff passed their appraisals last year. Could not penalise staff when teachers have been working hard, getting students up to date with work that the children have missed.

Chair expressed an understanding of the difficult times we have faced. The Principal has spoken to MS regarding his own appraisal as this will also carry over.

GOV asked about students' attendance, and the principal said last week was good, and positive with the number of students that have returned.

Gov asked if any parents had objected to sending their children back to school. Principal stated none have objected. The students are absent for many reasons as well as self isolation a precaution.



Principal mentioned we were having a few issues with our MIS system, we need to make sure Bromcom app is efficient.

Parent Gov said this is a really good app and easy to use. She finds it helpful and really informative.

Principal advised that there have been issues with letters and attachments, and the more we use this the better it will become.

The Governors agreed that this sounds encouraging.

Parent Gov - Some parents are not very tech savvy, so it might take a while to navigate, some parents may require help.

Principal - We might be able to create some online training videos.

Clerk - Received lots of calls for information, the front office is good at helping parents, and once parents were on the system it works well for them.

Gov - Praised staff for working so hard, great to have children back even though school is not as expected. Keep the Fulbridge Academy spirit going and much praise

Meeting ended 4pm

Date of next meeting
23rd November 2020