



FULBRIDGE ACADEMY
MINUTES FOR PERSONNEL COMMITTEE
14TH JUNE 2021 3.30pm
VIRTUAL MEETING

Present: Satwinder Sahota, Helen Bath, Joanne Prescott, Charles Swift & Ben Erskine

Absent: None

Clerk: Isabelle Watts

1. Welcome & Apologies

The chair welcomed everyone to the meeting.

2. Declaration of interest

None

3. Matters Arising

None

4. Minutes from Previous Meeting

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

5. Staffing Update

The staffing update was issued to Governors prior to the meeting and the Principal overviewed the following points:

- We have had four new Apprentice TA's join us.
- Two new teachers from September. Both of which are ECT's.
ECT is the new term for NQT - Early career teachers. It is a national change the Government has made. They will now be in their ECT year for two years.
- Two new site officers to replace the ones we lost.
- CS has joined us as a TA for maternity leave, but is going to be kept as a permanent TA.
- LP has taken on the Teach East Subject Senior Lead. She goes to AMVC on Fridays to support the Teach East students.
- Internal TA interviews took place last week. These are for extra hours to fulfil full time TA's in classrooms.
- Teacher interviews are taking place tomorrow.

6. Notification of leavers



The Principal explained the following:

- RM - Lime Trust, Deputy Mat Lead for Primary Schools.
- We have three teachers leaving. One after 26 years at Fulbridge to take a year out to complete a Masters in education.
- No changes in Maternity Leave.

GOV - What will we do with the Vice Principal role?

Principal - The closer you get to May 31st, the harder it is to turn an advert around. With a role like Vice Principal, we are planning on putting an advert out in the Autumn term meaning they will start after Christmas. We are currently looking at what that role will look like. After speaking MS, there are some very experienced members of staff in safeguarding at AMVC that we can use at the end of the phone if needed. Alongside our current DSL who are very experienced and fantastic at their jobs. Whoever we appoint, we will be looking at someone who has strong experience in safeguarding.

GOV - How do the Apprentices work? Do they replace a TA in the classroom?

Principal - There is the apprentice levy which is funded by the Government. If you don't spend this funding, you lose it. The funding pays for the course fees and as a school, you pay for their salary. They are in classrooms for their course and they are an additional person to the TA, rather than the only TA. In the hope that once they finish their apprenticeship, they might go on to do a Teaching Assistant course which we could appoint them for.

7. Review and agree staffing arrangements for next year

Principal explained the following:

Normally we would have sent out our staffing arrangements by now. Once we have conducted the interviews tomorrow, we will send out next year's staffing arrangement tomorrow afternoon to confirm staffing for teachers.

Action - Issue committee with staffing document.

8. Staff attendance figures

Staff attendance figures were issued to staff prior to the meeting:

GOV - Do we have anyone with long-term covid?

Principal - No, no staff with long-term covid.

GOV - There is no comparison data for last year?

Principal - We purposely decided to not include previous years' data as it wouldn't be much of a comparison because of Covid.



GOV - Are any staff who are stuck in India?

Principal - No, only children and families.

GOV- Could we get together to look at a way of presenting the figures?

Principal - Yes, that would be great.

Action - Arrange a meeting with SS, BE & JA to look at presenting figures.

9. Review Appraisal Report-

The Principal explained the following:

All appraisals were conducted last term and discussed in the previous committee meeting.

The end of year appraisals will start in the next few weeks. The Government has said that unless there is a really good reason, staff should move up on the scale as normal because of Covid and everything that has gone on. We won't have anyone not move up.

GOV - Are there any teachers that require additional support?

Principal - We have one teacher that is receiving some additional support at the moment. They are a NQT who started in September and is also CEV and therefore was off a lot of the year. Is it not that they are not good teachers, more that they haven't had the opportunity to teach in a classroom as much as others so extra support is being given to that teacher.

10. Staff Survey Results

The staff survey results were issued to Governors prior to the meeting and the Principal overview the following:

GOV - There are excellent results. How many people replied to the survey?

Principal - 59 members of staff completed the survey.

GOV - Great that there is not a single person who strongly disagrees. Only 1 or 2 people that might disagree on certain things. Given the challenging times we have had, the numbers are fantastic.

GOV - Is it the same person disagreeing throughout the survey?

Principal - The survey is anonymous, we only ask what phase they work in or what area of school if you are not classroom based. This is purely so we can see if there are any concerns in certain areas. After looking, there were a couple of members of staff that disagreed on one or two. Otherwise the answers were pretty sporadic.



GOV - Wellbeing and education all came out as 100%. What we like to hear and what parents need to know. There will be no parents who don't believe Fulbridge aren't doing the absolute best for their children.

11. SCR Audit - LF & DW. Taking place this Summer Term.

Action - The results of the audit will be emailed to the committee.

12. Any other business

None.

Meeting finished at 3:55pm

Date of next meeting

November 2021 TBC

<u>Action Point</u>	<u>Action</u>	<u>Responsible Person</u>
1	Issue committee with staffing document	BE/IW
2	Arrange meeting with SS, BE & JA to look at presenting attendance figures	IW
3	Issue results of SCR audit once completed	IW