



**FULBRIDGE ACADEMY**  
**MINUTES OF FULL LOCAL GOVERNING COMMITTEE**  
**THURSDAY 16th SEPTEMBER 2021**  
**8:30am**  
**VIRTUAL MEETING**

Present: Ben Erskine, Helen Bath, Karen Hingston, Charles Swift, Libby Porter, Rose McCloskey, Lorna Finch, Joanne Prescott, Lucy Edwards, David Chandler, Sat Sahota  
Apologies: Roy McMichael  
Absent: Chloe Coles  
Clerk: Isabelle Strowger

**1. Welcome & Apologies**

Chair welcomed everyone to the first meeting of the year and thanked everyone for their commitment. The apology from RM was noted.

**2. Declaration of interest**

None declared

**3. Minutes from last Meeting & Matters arising**

The minutes of the last meeting were agreed as a true representation of the meeting that took place. All matters were actioned.

**4. Review of terms of reference**

The document was sent to Governors prior to the meeting. All Governors agreed to these terms.

Clerk explained that the Standards and Resources committees terms of reference would be shared at the first committee meetings.

**5. Elect Chair & Vice Chair for 2021/22**

Clerk explained that HB had put herself forward as Chair and KH as Vice Chair. No other nominations were received for these roles.

Whole committee voted and agreed that HB and KH would stand as Chair and Vice Chair for this year.

**6. Appoint Clerk for 2021/22**

Chair nominated IS as Clerk. All committee members agreed.

**7. Update from Senior Leadership Team**

The Senior Leadership Update document was distributed to Governors prior to the meeting. Principal overviewed the following:



We've had a successful start to term. A smooth start with the children coming back and lessons going back to as close to pre-covid as possible. It's lovely to see the full curriculum in use across the school.

We are reintroducing trips and visits across the year. Extra risk assessments are in place around those trips to ensure they are safe. We have received the risk assessment document from the LA. We also do the same with school events, for example, Parental Engagement. The risk assessment is formatted to score ourselves on potential risks to ensure we are reducing the risk of transmission.

Reception Baseline Assessments are a statutory requirement this year with every school across the country taking part. Reception children complete an assessment with an adult and the result is used to predict how the child will do as they go through school. This has replaced the end of year assessment and moderation. However, we are continuing with the moderation in early years as it's good practice. All other tests are running this year. Phonics screening in Y1, repeats in Y2, SATs in Y2 and Y6 and new Y4 times table test.

Planning permission has been approved for our building work. Because the price of timber and concrete have increased, we have been advised to go back and have the work re-costed to see what the new predicted costs are. The next stage is to go to tender with builders. If all goes to plan, we hope to start during the summer term, around May half term.

We have run two really successful holiday clubs which we worked with KH on. Both clubs received funding through the LA with the healthy schools approach. Children took part in healthy eating activities throughout the day and we were able to send home food parcels to families through FareShare. There should also be one running through the Christmas holidays.

GOV - Well done for all the work that has gone into the holiday clubs and food parcels.

## 8. Update from Trust

*No update from the Trust to share at present.*

## 9. Pupil Premium Update & Strategy

*The report was issued to the Governors prior to the meeting.*

GOV - Really clear report on how we use our pupil premium and spend the money. We really benefit from the amount of funding and it provides opportunities for the children it is intended to help.

GOV - How can we help families that don't have English as their first language with reading?



PRINCIPAL - We have several parental engagement sessions taking place this year when parents are invited into the classroom to see the learning first hand. There will be a focus on what parents can do to help their child at home. We are always looking to find further ways we can support parents.

LF - We also encourage parents who speak different languages to also read those books to their child at home.

GOV - Lovely to see clubs running again. Do staff get compensated for the extra time ?

PRINCIPAL - It is an expectation for teachers to run a club and we have never had anyone who hasn't been happy to. The only exception is ECTs where we don't expect them to run a club as it's their first year. For all other teachers, it is within their hours and fantastic for the children to have the extra curricula time.

GOV- Has the school promoted the '50 things to do before you're 5' to early years? Aimed at children under 5.

PRINCIPAL - We will look into this and share it with families.

GOV - With extra TA's, are you using them to support the children who need more help? Or do they lead the lesson?

PRINCIPAL - Both the TA and teacher are there to support the whole class. If there is an extra adult in the class, it gives space for extra support if needed. Research shows that children who are lower ability within a class progress better when they don't have an adult sitting with them the whole time.

## **10. Business & Pecuniary Interest Forms**

Clerk reminded Governors that these forms are to be completed and returned by the end of September.

## **11. Review of Standing Orders / Code of Practice and Scheme of Delegation**

All Governors verbally agreed that they have read and will comply with the above policies.

## **12. Review of School Improvement Plan and Self Evaluation Form**

Document was issued to Governors prior to the meeting. Principal overviewed the following:

This document outlines our main school improvement priorities. The full form will be completed and shared for the next Full Governors meeting.

It was recommended in an OFSTED course to make SIP and SEF more effective and efficient by combining the two documents, making it an on-going document.

We look at how we have worked against last year and our previous targets, making it a much clearer document. It becomes similar to an appraisal approach where it is



reviewed throughout the year by the senior leadership team. It focuses on main areas that we want to develop throughout the school, fitting into the OFSTED headings.

The responsibilities don't all fall on one or two people's heads and the balance is shared across the leadership team, as you can see from the initials on the documents. We will also ask for support from other staff where necessary.

### **13. Update of School Policies**

- a. Attendance Policy
- b. Invacuation Policy
- c. Fire Evacuation Policy
- d. Accessibility Plan

CHAIR - Our purpose is to agree the content of these policies and any grammatical errors spotted can be highlighted and sent to the Clerk for updating.

Polices A, C and D were approved by all Governors.

A question was raised regarding b. Invacuation Policy

GOV - Can one member of staff alert the Principal and another member of staff monitor the intruder unseen (where possible) from a safe distance?

GOV - Is it safe to leave a member of staff unattended near an intruder?

PRINCIPAL - I agree that we should not leave the intruder unattended on site but also not leave a member of staff by themselves. We could amend the policy to say 'Where required, another staff member will be called to observe the intruder from a safe distance'

LGC all agreed on the amendment and to approve this policy. Clerk will amend and circulate this to all Governors so they are aware before it is published.

### **14. Agree of Link Governors & Sub Committees**

- a. Safeguarding
- b. Standards
- c. Resources

HB is our current Safeguarding link Governor and is happy to continue for the next year. KH and HB agreed to work together on Safeguarding over the coming year with a view to KH taking on this role in the future.

Standards Chair - SS  
Resources Chair- DC

PRINCIPAL - With our two sub committees, are we happy that the committee chair's take on the roles of link governors for relevant categories within the committees?



All Governors agreed.

### **15. Annual Safeguarding Update for Governors -**

Training took place in school with Crew Trident on the 7th & 8th October. One session was recorded and a link has been sent to all Governors to watch who couldn't attend in person. Clerk reminded Governors to email to confirm their attendance once it's been viewed.

### **16. Any other business**

**CHAIR** - I have been asked to meet weekly face to face with DW (Office Manager) as the Admissions Committee to make an agreement on in-term admissions. This request was made from the Department of Education.

**GOV** - In the past a member of the Trust has come along to one of our meetings with a Trust update. Can this be arranged?

**PRINCIPAL** - We will ask if a Trustee is available to attend our next meeting.

Meeting finished 9:20am

### **Date of next meeting**

*25th November 2021*

<b><u>Action Point</u></b>	<b><u>Action</u></b>	<b><u>Responsible Person</u></b>
1	Update Invacuation Policy and send it to the full committee before it is published.	CLERK
2	Enquire about the possibility of a Trustee attending a future meeting with a Trust update.	CLERK