



FULBRIDGE ACADEMY
MINUTES OF FULL LOCAL GOVERNING COMMITTEE
MONDAY 23rd SEPTEMBER 2019
EPCOT MEETING ROOM

PRESENT: Ben Erskine, Scott Biggs, Sam Smee, Helen Bath (Chair), Satwinder Sahota, Roy McMichael, Lucy Edwards, Charles Swift

APOLOGIES: Karen Hingston, Adeela Akhtar, Keith Sharp, Janet Barnes, Gareth Davis, Chloe Coles (MAT Leave)

ABSENT: None

CLERK: Fiona Pais

1. Welcome & Apologies

The Chair welcomed everyone to the meeting and noted the apologies, many apologies were due to sickness.

2. Declaration of interest

No declarations were made.

3. Minutes from last Meeting & Matters arising

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

SB reported back on the Mental Health provision in school. Sam Barrasso has been working very hard this and last term working on a new policy which will hopefully come out in 2020. This ties in well with Sam's college work that she is doing and it is providing her with the knowledge to do some great work with the children in school. We will have her attend one of the meetings to present to the Governors to bring everyone up to speed.

Governors will be made aware when this policy has been completed and ready to be approved.

Dates for this years meeting were distributed by the Clerk to all Governors.

4. Review of terms of reference

All members agreed that the terms of reference for this Committee will remain the same for this academic year.

5. Elect Chair & Vice Chair for 2019/20

Helen was proposed as Chair by Charles Swift and seconded by Satwinder Sahota. Helen agreed to remain as Chair of the Governing Body for this academic year.

Roy was proposed as Vice Chair by Helen Bath and was seconded by Charles Swift. Roy agreed to remain as Vice Chair of the Governing Body for this academic year



6. Appoint Clerk for 2019/20

Fiona Pais was proposed to remain as clerk by Helen Bath and seconded by Charles Swift. Fiona agreed to remain as Clerk for this academic year.

7. Update from Senior Leadership Team

A verbal update was given from the Principal.

Document of staffing responsibilities was distributed to all governors prior to the meeting. It has been designed to assist the staff and Governors so they know where to go and who to ask for if they have a particular question or issue.

GOV - How has the start of the year been?

Principal - We have had a really good start to the term - a very settled start. No problems with teachers. Libby our new Assistant Principal has settled in very well. She has come from Gladstone with a very good skill set.

There is the 1st Twilight of the year next week which will be concentrating on curriculum planning for the year.

8. Update from Chair for year ahead

Governance framework says governors are responsible for strategic management and I think this is something we do well. She hopes that this will continue into the next year.

Chair questioned if the Risk Management Register needed to be completed at Fulbridge.

ACTION - Clerk to investigate whether this is a MAT or Fulbridge action and will report back at the next meeting.

Also asked about a Skills Audit to be completed by the Clerk. Clerk advised that her understanding was that the MAT had conducted this last year but Governors advised that this had not been done.

ACTION - Clerk to investigate into this and conduct a skills audit if required once clarification has been received from the MAT.

Looking at the Improvement plan and the Self Evaluation Form, this sets out what we need to be overseeing as Governors. We need to be aware of what is going on in school and the best way to do this is by visiting the school.

The Chair urged the Governors to come in and visit the school and take part in the learning walks as this is an excellent way to get to see the children learning.

The Chair praised the new corridors, she feels they make a big difference to the feel of the school. They are less themed around particular books and more general themes such as the winter corridor that can be linked to many different books.



9. Update from Trust

The Trust update was distributed to Governors prior to the meeting and overviewed by the Principal.

Principal advised that the meetings on the new developments started last week with discussions about the land and how it will be divided up.

Governors showed concern about the public walkway leading to the site - specifically the bridge from Paston Ridings over to the site as it is currently dangerous for people to walk there due to the amount of rubbish.

Principal advised that this was a concern and was raised at the recent meeting. He will ensure that our concerns are raised with the MAT during the upcoming meetings.

6.30pm - LE left the meeting (Committee was advised in advance that LE would be leaving at this time)

10. Pupil Premium Update

The Pupil premium information was distributed to Governors prior to meeting.

Principal advised that the disadvantage data has not been released but will be added once received.

The impact column has been added in addition to what was provided to the governors at the previous meeting to show what impact the money has had on the pupils who receive the grant.

Trips and experiences that are provided are covered in some way by this money.

SB advised that trips have been streamlined this year so that throughout their school journey all children will have the same experiences. Some children don't get this experience outside of school and it is great to see them when they take part in the trips and experiences that we plan.

11. Business & Pecuniary Interest Forms

Pecuniary Interest Forms were received for all governors present.

Clerk advised she has given a deadline to all budget holders of this Friday to have the completed forms back.

ACTION - Clerk to chase remaining forms from budget holders and Governors who were not present.

12. Review of Standing Orders / Code of Practice and Scheme of Delegation

All members present confirmed that they have read and will comply with the above orders set out by the MAT.

13. Review of School Improvement Plan and Self Evaluation Form

Both documents were sent out to Governors prior to the meeting.

Improvement Plan



There are 3 main areas that they are focusing on:

Approach to using more books. Learning will not be set around specific books as it has been before, there will be more freedom to read different books this year.

Assessment - We will be continuing with termly assessments (PITA) and introducing adaptive testing. We tried Rising Stars which wasn't very effective for our children. These new tests are done online and adapt as the child answers the questions rightly or wrongly. It pitches the test at the ability of the child. We believe that data is more accurate. It has been proven to have 95% accuracy which is very high for an assessment company. These tests only take 20 minutes to do and will be done throughout the year. The children will still complete a paper test at the end of the year.

CPD - With new staff joining and people wanting to progress. It is important that we keep up with this. Rose has taken on CPD this year which will be a large part of her role. We will be providing more in house training for the staff this year to provide more training opportunities. She will not necessarily facilitate the training but will make the arrangements and organise people to take the training courses.

GOV - Can staff still ask for training they feel they will benefit from?

Yes they can still do this. We encourage this especially if it will benefit the school we support this training. This won't be a blanket training schedule it will be more bespoke for each person.

GOV - This is more likely to be beneficial for the individuals which is great.

The individual domain leaders have completed their sections in line with the whole school vision and it details what they want to achieve within their domain.

Self Evaluation Form

Principal advised that they have updated the format of this Form..

The content is now trying to reflect on the curriculum that we have put in place over the past couple of years. They have kept the same headings - some items are similar each year but most have been given a revamp to be inline with the structure and depth of the curriculum.

Principal detailed that reading the recent Ofsted procedures, they have made some good decisions and it is a good place to start. They have removed all the pressure of numbers and results from the reports and are now looking at the curriculum and what teaching the children are receiving which we feel is a great strength of ours.

GOV - Are you finding any difficulty for teachers with this way of thinking?

No, with the way we plan, the work has been planned ready for the teachers. The class teacher just has to pitch it to their age range they are working with and work out their best way of learning.



Ofsted has changed their practices and outstanding schools will now be inspected and will be part of the normal inspection cycle.

14. Update of School Policies

- a. Attendance Policy - **Approved by all Governors Present**
- b. Fire & Evacuation Policy - **Approved by all Governors Present**
- c. Anti-Bullying Policy (Students) - **Approved by all Governors Present**

15. Safeguarding & Pastoral Report

This report was distributed to Governors prior to the meeting

GOV - There are a lot of incidents in Year 1 this time

Principal advised that there are a high number of children with special needs within Year 1. The incidents relate to 2 children in particular and Barnados are working with the 2 families at the moment to do with their children hitting out at staff and children which is unacceptable.

GOV - With behaviour issues is there a point where you have to withdraw them from the school?

The inclusion team work with the teachers on a strategy to tackle the problems that the children have. If this strategy doesn't work then the issues can go to the behaviour panel. They would want to see that the school has tried everything possible within their power before getting to that point

With these particular children in Year 1, they need to learn the correct behaviour and they are often just going through a stage. Quite often after a month or so they learn to settle but we need to make sure that we are supporting the teachers with this as it can be very time consuming with the children and we don't want this to take them away from the other 29 children in their class.

16. Data Collection sheets - Clerk distributed the Sheets to present Governors

ACTION - Clerk to distribute to Governors who are not present to complete.

17. Agree of Link Governors

The Link Governors were agreed as below.

- a. Safeguarding - Helen Bath and Scott Biggs
- b. SEND - Helen Bath
- c. E-Safety - Roy McMichael
- d. Health & Safety - Keith Sharp
- e. Personnel - Charles Swift
- f. Finance - Satwinder Sahota
- g. Curriculum - Scott Biggs

18. Any other business

Staff Governor advised to the whole committee as discussed in the Premises and Finance Meeting that the costings for appeals have been removed. There is still a staffing cost but the overall cost has drastically reduced.



Staff Governor advised that the GDPR update will need to be completed and it will be distributed to all governors by email.

ACTION - Clerk to distribute the update to all Governors & Governors to complete it by Friday 4th October

19. Annual Safeguarding Update for Governors

The update was provided for all who attended this Full Governors Meeting prior to the main meeting

ACTION - Remaining members to arrange the training with the clerk

Date of next meeting

19th November 2019

<i>Action Point</i>	<i>Action</i>	<i>Responsible Person</i>
1	<i>Risk Management - Fulbridge or MAT responsibility</i>	<i>Clerk</i>
2	<i>Conduct Skills audit if required once clarification has been received from the MAT</i>	<i>Clerk</i>
3	<i>Collect remaining Pecuniary Interest forms from budget holders and Governors who were not present at this meeting</i>	<i>Clerk</i>
4	<i>Distribute remaining Data Collection forms to Absent Governors</i>	<i>Clerk</i>
5	<i>GDPR update to be distributed and completed by all Governors</i>	<i>Clerk & All Governors</i>
6	<i>Safeguarding Training to be arranged for all not present.</i>	<i>Clerk</i>