



FULBRIDGE ACADEMY
MINUTES FOR PERSONNEL COMMITTEE
23RD NOVEMBER 2020 3.30pm
VIRTUAL MEETING

Present: Joanne Prescott, Charles Swift, Ben Erskine, Helen Bath, Satwinder Sahota (Chair)

Apologies: None

Absent: None

Clerk: Fiona Pais, Isabelle Watts

1. Welcome & Apologies

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

Principal overviewed the leavers as follows:

The IT technician left in the summer and this position has been filled. Marco is settling in well. This is a role that is paid for by the trust.

There have been a few changes in roles & responsibilities:

Ali Barnes is now at Hampton Vale 4 ½ days a week and Jess Mason is deputising as Phase 2 Leader until the end of the year.

Karly Brammel has a new job closer to her home which is a better work life balance for her.

Jackie Tatlow is now leading Forest School which is now up and running and she is doing a great job.

We have a number of ladies on maternity leave at the moment. Natalie is returning just before Christmas to take over from Kayleigh who is starting her maternity leave shortly. Megan and Tracy are on maternity leave now which is being covered already. Lizzie & Nafeesa will go on maternity at the beginning of next year. Cover is in place for all except Nafeesa which will be looked at shortly.

GOV - There have been a lot of changes how do you cope?

Principal - We wouldn't say yes to the changes such as Ali's unless we felt we have the staff to cover. This is an advantage of being such a large school. Principal added that



Sam covers this well by planning ahead and that we have a good staff body who are willing to support where needed.

GOV - As well as a few disadvantages, there are a lot of positives of having a large school with many staff such as this.

Principal agreed that it has been very helpful in the current climate.

6. How staff are coping under covid working rules.

The principal stated that we have managed to balance everything really well. There have been a lot of things to deal with but this has not affected the way in which the teachers are working with the children which is the most important thing.

GOV - Please can this be communicated to the staff that we are very thankful and pleased in how the staff have reacted and dealt with this situation. It is not something that could ever have been planned for.

ACTION - Isabelle to communicate thanks to all staff on behalf of the Governors

GOV - How are you supporting the staff wellbeing at this time?

Principal - We have a number of measures in place, for example with email communications we have a rule of no emails or posting on currents between 6pm & 6am.

We also encourage staff to not stay in school for too long at the end of the school day if it is not necessary. We are also still continuing to do the nice staff wellbeing things such as Halloween sweets and the staff advent calendar.

Over the 1st Lockdown, HB & the Principal talked about thank you days. All staff that worked through the Lockdown last year have been given 1 or 2 days off throughout the year in addition to their normal holiday as a thank you for their hard work.

Staff also get phone calls once or twice a week from their Line Manager if they are at home to see if they are ok.

7. Appraisal of Principal and Targets

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

Principal is appraised by Mike and then it is passed through the Trustees and LGC. Some targets to be carried over to next year.

There are targets relating to different areas of his responsibilities - Discovery, Manor Drive and Hampton.

Main target at the moment (which is across the board for the MAT Principals) is to lead the school through the pandemic and keep everyone safe. We have had minimal positive results at the moment and seemed to have contained what infections we have had.



GOV- Is Mike pleased with everything you have been doing?

Yes - He has passed my targets and he agreed that it is a real achievement for the school to come through the pandemic and to have coped so well.

GOV - Do you have anything you will be using as a comparison for the Year 2 and 6 SATS result this year?

Principal advised that we will compare them against them the year before which is the best comparison. We will also compare with the Fischer Family Trust which takes into account the demographic of the school.

The Principal advised that we would expect the results to drop due to the potential gaps in knowledge unless the government changed the threshold, but we would not know this until the results come in.

So far the catch up in year 6 is looking positive. We are hoping for higher results compared to 2 years ago as this was a difficult year group.

GOV- New England & Millfield have the highest COVID areas in Peterborough, the school has done very well to not have more cases. The Principal agreed, Jonathan Lewis shares the Covid results and PE1 is a high area.

GOV - Do we have many children self isolating?

Principal advised there are currently 8 self isolating.

8. Staff Sickness figures

The figures for last term in comparison to last year at the same time were distributed prior to the meeting.

Principal advised that it has been difficult to track due to staff working from home and staff who may have otherwise called in sick were working from home anyway.

Due to COVID we have had more than normal additional hours for ASC & cleaning etc. This has been at extra cost to the school.

GOV - We would expect the cleaning costs to be higher.

Principal responded that there has been deep cleaning before school started in September and extra cleaning is being done before and after school to ensure standards are kept high.

9. SCR Audit - RM 11/11/20

SCR audit report was sent out prior to the meeting.



Clerk explained that there was an error spotted during the audit which was flagged to RM (Safeguarding Lead) There was an accompanying email in the supporting document from RM explaining the steps put in place to ensure this does not happen again.

GOV - it was discussed that when it is allowed the Chair and JP would be ideal to do this audit as they know a little about this from their work background, They agreed this would be beneficial. Clerk noted this request.

10. Any other business

None

Date of next meeting

8th March 2020

| Action Point | Action | Responsible person |
|---------------------|--|---------------------------|
| 1 | Communicate thanks to all members of staff | Clerk (IW) |