



FULBRIDGE ACADEMY
MINUTES FOR PERSONNEL COMMITTEE
8TH MARCH 2021 3.30pm
VIRTUAL MEETING

Present: Helen Bath (Chair) Joanne Prescott, Charles Swift & Ben Erskine
Apologies: Satwinder Sahota
Absent: None
Clerk: Isabelle Watts

1. Welcome & Apologies

Chair welcomed everyone to the meeting. Apologies from SS who could not attend the meeting. HB agreed to chair this meeting on behalf of SS.

2. Declaration of interest

None

3. Matters Arising

Action from the previous meeting to share Governors Thanks to staff was completed.

4. Minutes from Previous Meeting

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

5. Staff wellbeing update - Lewis

Lewis spoke about staff wellbeing:

We have split our approach of staff wellbeing into 2 sections. Long-term wellbeing and small things to make people smile and improve their day.

Long-term wellbeing:

Every other Wednesday we hire a life coach for virtual 30 minute 1-1 appointments for staff to attend and speak in confidence to the Life Coach. Dawn is hired externally and isn't part of Fulbridge or the Four C's. This means staff can talk openly and honestly about certain things that the member of staff has identified about themselves or an area where they need support. This could be things like colleague relationships or time management.

There is also the DAS scheme. This is a 24 hour wellbeing hotline where staff can talk confidentially. The two approaches together have worked really well.

Additional staff-wellbeing approaches:

On Friday, school finishes early for children but we also encourage staff to get home once all the children have left.

We have a 6am - 6pm rule where there should be no communication unless it's absolutely essential.

We insist all staff have left the building by 5pm to ensure a good home and work life balance.

Fulbridge Coffee Shop - The Site team have created a coffee bar in the Helen Bath Lodge. Staff are able to come and collect a free coffee and biscuit in their break time. This raises a smile and gives staff a reason to see other staff (at a safe distance) It also brings people out of their office and classrooms. Once the restrictions are eased, we would like staff to be able to sit down and catch up with colleagues at this time.

To move forward and add to our staff wellbeing. We plan to audit and identify what the next set of needs are for staff. We are confident as a school that positive wellbeing links directly to how our school will perform.

GOV - Do you think it links to positive wellbeing for every pupil too?

LA - Yes. This is something we teach and it's really important we practise what we teach.

GOV - When I spoke to staff years ago, staff wellbeing was mentioned as an area that wasn't as focused on. It is wonderful to hear all of the things you are doing for staff as a school.

GOV- For staff that work in After School Club and don't get to leave as early on a Friday. Do they get compensated in a different way?

LA - These members of staff would leave school at 4pm. This is in-line with other staff and it means they don't leave by themselves.

GOV - Have staff said they appreciate the life coach or is it a feeling?

LA- As a Leadership team, we are speaking to Phase Leaders to see if there is anyone who would benefit from a session. From there, we compose a timetable for the 5 slots that week. We have had staff thank us and share their positive experiences. One member of staff in particular who sent us a lovely email to share how hugely beneficial they found the session.

GOV - Are the sessions within the teaching hours?

LA - The timetable is arranged with their line manager. We will always try to arrange the meeting for the most suitable time for them.

GOV - Were the staff worried about coming back after Lockdown or was everyone positive?

PRINCIPAL - The majority of staff were excited to be back and have the children back. There were few staff that were nervous about the amount of children back together. But we have to trust and hopefully we can see a journey to the end of the restrictions.

6. Staffing Update

Staffing Update document was issued to Governors prior to the meeting:

New starters - Charlie Stretch has been appointed to cover maternity leave.

Apprentices - We advertised for 2 TA Apprentices. We had 6 apply and we shortlisted 4 for an interview. All 4 of the candidates were great so we decided to hire all 4.

It costs us £5,800 a year to employ an apprentice, but it was announced last week that the Government is funding £3,000 of new apprenticeships. This supports the apprentice into work and also the city colleague.

Leavers - Liam Pont from the Site Team.

Maternity Leave - We will cover this internally. Staff returning to school will be included in September staffing.

7. Review Appraisal Report

The Principal overviewed the following:

We are halfway through the mid year appraisals. Due to Covid, the Government has advised us to use our discretion and to pass appraisals this year. We are continuing targets into next year.

8. Personnel Policies from Trust - None to report at present

9. Agree exit interview arrangements

Chair lead the following discussion:

CHAIR: We previously talked about whether to make exit interviews optional. Most of the interviews we have held have been really positive and they are moving on to do different things. What does everyone else think?

GOV - I personally didn't think they were worth the time and I think an informal chat is better than a formal interview.

GOV- Is there a process afterwards if they have shared any issues in their exit interview?

CHAIR- We always promised confidentiality so there wasn't a follow up process.

GOV - The school I work at has just decided they are going to do them. Do you think staff with concerns should have raised them earlier?

PRINCIPAL - I think it's important for staff to raise any concerns but sometimes you can't change things for everyone. Keeping confidentiality is really important if the member of staff wants it to be confidential, but makes it hard to follow anything up after.

CHAIR - We could ask Governors to complete an exit interview if they are requested by staff?

PRINCIPAL - We have recently been working on our induction process. We could add a conversation with a Governor at the end of the induction. I think this would be more meaningful and allow for the member of staff to raise any concerns and comments early on. This would also be a good experience for Governors.

All Governors on the committee agreed.

10. Staff Attendance Figures

The figures were issued to Governors prior to the meeting and the Principal explained the following:

The absence numbers look very different to what they would usually look like. This is because most staff have been indoors so therefore haven't had as much illness.

We have added a breakdown of Covid related absence which includes self isolation and bubbles being closed.

The figures look good but it is due to Covid. The figures are hard to do much with as it is so different from the normal circumstances.

GOV - Will these results be discounted in the overview of 5 years?

PRINCIPAL - Yes, the results will be discounted.

11. SCR Audit & Digitalisation

The Audit took place on 03.03.21 with DW & LP.

Results were issued to Governors prior to the meeting.

One action point to find a solution for dating/signing a Google form for declarations.

All documents/searches were present and correct.

JP agreed to complete the next audit.

12. Any other business

GOV - I have seen that the high prison figures are appearing in the Millfield area and reflect our school results. Is there anything we can do?

PRINCIPAL - Gladstone, Ravensthorpe and Fulbridge figures have all been affected by the prison outbreak due to postcode catchment. We have asked Jonathan Lewis if he could look into what our school numbers would look like if the cases from the prison were discounted.

Meeting finished at 4:05pm

Date of next meeting

Monday 14th June 2021