



FULBRIDGE ACADEMY
MINUTES OF FULL LOCAL GOVERNING COMMITTEE
WEDNESDAY 21ST SEPTEMBER 2022
THE BOARDROOM

Present: Ben Erskine, Rose McCloskey, Lorna Finch, Joanne Prescott, David Chandler, Sat Sahota, Roy McMichael, Emily Bass, Donna Metcalfe, Alex Bailey and Ally Duff
Apologies: Karen Hingston, Salma Akhtar, Libby Parrott (Maternity Leave)
Clerk: Isabelle Strowger

1. Welcome & Apologies

DC welcomed everyone to the meeting and explained that he had been asked to lead the meeting due to KH being unable to attend.

A minute's silence was held for Charles Swift and the Queen.

2. Declaration of interest

None noted

3. Minutes from last meeting & matters arising

Committee agreed that all three sets of minutes were accurate and a true representation of the meetings.

All matters were discussed, actioned and completed:

- 1 - Minibus Policy insurance query was reviewed by SS and amended
- 2- Skills Audit is being currently worked on and will be issued to complete shortly
- 3- Governors invited to a learning walk/building work tour - taking place after the meeting today
- 4 - Children's 'All About Me' videos were sent to the committee last term
- 5 - SIP & SEF were sent to the committee last term

4. Review of terms of reference

Terms of reference for 22/23 were agreed

5. Elect Chair & Vice Chair for 2022/23

Prior to the meeting, committee members were asked to email IS to express interest in the roles.

IS explained that KH had been appointed as Chair after Helen Bath retired at the end of the academic year.



DC expressed interest in becoming Vice Chair and was the only expression of interest. All committee members agreed to appoint Karen Hingston and David Chandler as Chair and Vice Chair for 22/23

6. LGC membership vacancies

- One parent governor
- Two community governors

All posts have been advertised with a closing date of 30th September. IS asked the committee to share with anyone that may be interested.

7. Update from Senior Leadership Team

Report was issued to the committee prior to the meeting. The Principal overviewed the following:

Reception children have settled in really well at FAH. We have noticed a difference in this year's reception classes vs last year after 18 months without pre-schooling due to lockdown. It has been a really good start to the year overall.

RM (Phase 1 Leader) Shared that being in the smaller building and all together was really helpful.

We have started our additional provision in the Nursery which is going well and slowly building.

New staff across school have settled in really quickly and well.

GOV - Is the building work distracting? Is it having a slight impact on learning?

PRINCIPAL - The builders have adapted their plans so the noisiest work happens in the holidays or after the school day. There will be bits of noise and things that distract but have tried to reduce it as much as we can.

CHAIR - Reminder that the Trust Safeguarding training taking place at Arthur Mellows 4th October. Book a place if you can attend.

8. Update from Trust

The update was issued to the committee prior to the meeting. Principal opened for questions:

GOV - Is the £1 pay rise for teachers a year right?

PRINCIPAL - Yes, it was on the advice of EPM and it's to do with teacher pensions.

9. Risk Assessment



The FA Risk assessment was issued to the committee prior to the meeting. The Principal discussed the following:

This is a new general risk assessment created by Clare Spooner, Health and Safety Officer of the Trust. Clare has been to each Trust school and completed her own risk assessment of each school. She will continue to be appointed by the Trust to look and reduce the risks in school.

We previously had a risk assessment but this is a higher standard looking at the main areas of risk around the school and how we can control them.

GOV - Is there any staff with English not as a first language who would struggle to read the risk assessment? How is it communicated?

PRINCIPAL - Only within the cleaning staff team who already receive specific training on risks.

GOV - Is there an independent smoke alarm in Forest School?

PRINCIPAL - Yes

GOV - Defibrillator - Who is trained to use those? Do we have child pads?

PRINCIPAL - We can find out and confirm. Training and use of the defibrillator is covered in first aid training across the school.

ACTION - Find out use of defibrillator/child pads and share with LGC

10. Review of School Improvement Plan and Self Evaluation Form

SIP and SEP were shared with the committee prior to the meeting.

AB, EB & DM joined the meeting.

ACTION - Personal Development section has been updated - send out updated version to LGC

GOV - Who is EB & DM?

PRINCIPAL - Emily Bass and Donna Metcalfe

GOV - Should we use the phrase 'constancy' from staff rather than 'consistent'?

BE - Constancy means faithful rather than consistent. Slightly different meaning.

GOV - What is PREPARE?

It comes from our curriculum approach including Making Learning Memorable, Active Learning and Prepare. We will share with you our curriculum approach document

ACTION - Share curriculum approach document



GOV - Does City College for Apprenticeship need to be updated?

PRINCIPAL - Yes, we will update with a new provider.

GOV - Is there a reason for there being four days of maths retrieval?

AB - We have chosen to focus on maths as its a core subject and to help with the gap from covid. On Friday there is a foundation subject retrieval. Retrieval is always within the lesson but this is additional.

GOV - One page profiles - lovely idea. Who sees them? All staff including midday supervisors?

DM - All of our midday supervisors are TA's - so everyone sees them. They were created last year for the previous teacher and we will run the model again for this year. It means you get to know your child really well.

GOV - Does the child have an input?

DM - Yes, it's done with the child. It's their voice.

GOV - Lovely idea.

GOV - Staff that are offering mental health support to others. How are they being supported?

DM - I recently trained to become Senior Mental Health Lead. I have delivered training to support staff and SLT on mental health and wellbeing. I plan to share chapters of a recent book we purchased to help. Training to staff about the well-being of children. Staff know they can speak to their coaches and all support each other.

11. Standards Updates

a) Curriculum (Specialist subjects) - AB

AB presented and discussed the following:

- Monitoring system and FIT - What our remit is in school.
- AB overviewed who is in the FIT and the area (Fulbridge Improvement Team)
- FIT remit includes - Curriculum monitoring, Teaching and Learning, Inclusion in the classroom and Assessment in the classroom.
- Anything that comes up we will meet and review.
- Last year's curriculum monitoring wasn't as effective as it could have been. We have chosen to consolidate the cycle this year:
Meet every fortnight with a subject focus. Review over the following two weeks and then look at the findings from the monitoring and learning walks. We can then make a decision on what CPD needs to be included for staff.
- Each meeting has standard agenda items including, coaching updates (EB) inclusion (DM) feedback from previous monitoring cycles, CPD discussion and upcoming monitoring focus. The most important is what CPD do we need to give to staff.



- Main goal is for all staff to know what's going on in maths across all year groups.
- CPD for staff on inset days included Maths and whole school feedback on purpose, feedback booklet changes and writing.
- Curriculum monitoring for block 1 is Maths
- Building blocks to ensure children understand before teaching something new
- Look to use planning year after year - quality assurance to make sure the planning is right for a particular class.

STAFF GOV - No one from Early Years in FIT. Why?

AB - Comes down to experience of staff in early years with lots of new staff in early years. RM attends and is phase leader of Phase 1 so the voice is there.

b) **Teaching and learning** -EB

EB discussed the following:

- New role to me in school
- Our Prepare principles underline everything we do and particularly speak to our teaching and learning approach.
- Three main priorities
 1. Coaching - Started just over a year ago. Coaching session which forms their professional development and ensures we are optimising practice across the school. Meet fortnightly to discuss a specific element they are going to improve. We have found the programme worked well for teachers but want to continue to evolve for support staff.
 2. Support staff CPD & coaching. Time management proved harder.
 3. How do we coach our coaches to make the sessions really good quality?Jon Hutchinson came in and gave insight to what is good practice to SLT and FIT members. Found is really useless and changed our order of priorities. We aim to start coaching before the end of block one. Teachers will be coached by phase leaders and EB Support staff will be coached by FIT team members. Over a fortnight - they will have a CPD session and in the 2nd week they will come together for group coaching.

c) **Assessment** - RM

RM presented and discussed the following:

- Standing in in for Assessment on Libby's absence
- SATS results for Year 6. Outcomes we'd have been happy with any year. Even with the amount of time due off to Covid - we are really happy. Only the Writing greater depth where we didn't make our target. The Year 6 team will be looking at this this year.

GOV- What is Greater Depth?



RM - Higher level - Level 5 in old SATS.

- Created an entire picture of assessment tools - really carefully put together with staff's workload and children in mind so everything doesn't happen all at once.
- For the children's point of view - it's not a formal test.
- External assessments that we report out on
- Internal - either created or sourced from elsewhere
- PP meetings - monitor the progress. Phase leader meets with individual teachers.
- Benchmarking tools - include writing moderations, comparative judgement and Star Assessment.

GOV - When are the targets set for year 6?

PRINCIPAL - They are being set for this year next Friday.

GOV - Will they be higher this year due to not being off for covid?

PRINCIPAL - Yes

GOV - I think it's a really nice touch for the teacher to pitch it as not a test. Doesn't need to be scary.

d) Inclusion/Safeguarding- DM

DM presented and discussed the following:

- Assistant Principal for Inclusion and the trained and named SENDCo.
- Attendance - 93.6% below what we would like due to covid. Created a 20 step plan for attendance.
- First day calling, created a document to rigorously check where children are, pastoral team meeting regularly, late text reminders, reminders and celebrations in assemblies and meeting with parents.

GOV - Do you do home visits?

DM - Yes, if we can't get hold of them or have further concerns then we will do a door knock.

GOV - Is there a national average of local attendance?

DM - Yes, we do have information shared with us. We can look into this.

Bromcom tracks the data for us but our new spreadsheet will track it more rigorously - look at the local area and see where we sit. However, we would still endeavour to improve regardless of other schools.

ACTION - Share local attendance summary statistics for the local area.

SEND



- Shared data compared to national averages
- Only 2.7% of EHCP in school - lower than national average
- SEND support children - this number is also below the national average. We are going to prioritise checking that there aren't any children that haven't been noticed.
- SEND & Safeguarding team have separated slightly
- One page profiles created to help to support all children with SEND

GOV - Are the numbers we can see on the right for this school? Is there a reason they are dropping?

DM - Yes. That's what I need to look at as previously mentioned. Children on the list are correctly identified, but we are wondering if there are other children that could be offered support for a Special Educational Need. With younger children, it can be tricky to tell if it's a language barrier or need. We will continue to look into this and ensure support is there if needed.

EAL -

- 55% of pupils have English as an Additional Language
- 35 different languages spoken in addition to English within school

GOV - What sort of resources have you got for children with EAL?

DM - Class packs in a range of languages to be created. Research shows that it takes 7 years to learn English. Often there are other children in school who are able to support. The model is to teach them English as quickly as possible while keeping them happy and safe. We can't do it for every 35 languages but hope to try and give staff something if a child arrives without English.

Mental Health & Well-being

- Creative Education - Access to Creative Education training for free. Governors had access too.
- Train more ELSA and MELSAs - new title. Trained members of support staff who are struggling learning due to their mental health and wellbeing.
- Sleep trainer CPD booked in for staff. A survey showed that staff didn't feel refreshed after sleep. Chosen this CPD with a wellbeing point of view.

STAFF GOV - If a parent is asking for support with their mental health. Can we guide them?

DM - Yes. We are working to update the website parents will be able to click through to the support. For both children and adult support.

Safeguarding -

- Who's at risk and what are you doing to mitigate the risk?
- Work with Crew Trident - Continue to work with this year. Support with a range of different things. DM shared the report that was shared with us last year which evidenced the impact of Crew Trident working with us.



Training:

- All staff annual safeguarding training
- Peer on peer sexual abuse training - gap that we needed to address
- SEND One page profile training
- Mental Health & Wellbeing Course

Strengths:

- Strong Team
- Use of CPOMS praised
- Vulnerable child meetings recorded
- SEND inclusive support within classes
- Use of technology to support work
- Medical support from AR reduces effect on learning time

Areas to develop:

- Support admissions of MENA and EAL with package of support to develop English skills and confidence
- Ensure pupils who are identified as requiring targeted support have their diagnosis recorded and reviewed. Developing use of One Page Profiles.
- Continue to develop Mental Health and Well Being Offer.
- Improve attendance of those pupils with consistent absenteeism.

Future actions:

- Inclusion team lead by DM
- SEND team includes TT, FP & LS
- Safeguarding team includes GE & SB
- New referral systems for SEND & SEMH and One Page Profiles

Pastoral report - RM

RM presented and discussed the following:

Data for the end of last year:

- Larger number of behaviour incidents - calmed down in the final half term.
- Quiet last half term for safeguarding.
- Moved to not recording the actions - only concerns.
- Main concern since coming back:
- Seen families that have moved into temporary housing.
- Increase in families that need help with food - we can support them with fareshare.
- Inclusion team working mostly with families that have become homeless. Knock on effect on mental health and attendance.



- Help with spare uniform for families in need. Continuing to hear more for people in need.

GOV - Can we expand fareshare?

RM - We are always expanding. We have recently tried to add more dignity in the need to come. Fareshare is open for parent collection for families to come and take items of what they need - more like a shop. AB is there to chat with families and make it a nice experience.

DM left the meeting

12. Resources Updates

a) Finance - AD

The reports were shared with the committee prior the meeting & AD reviewed the following:

Management accounts:

- Predicted carry forward for 22/23 is £105,000 (slightly different from when the report was carried out in August 22 at £96.132)
- Covid Catch up - £7,5000 transferred into this year's budget
- End of year audit - Happening as we speak. Doing it remotely and uploading online. Might come round and do a visit in the next two weeks.
- This year's budget 22/23:
- Teacher and support staff pay rise. Not sure on the percentage increase yet. Support staff will have back pay from April to August. Predicted roughly £62,000.

GOV - Will the support staff back pay be out of 21/22 or 22/2?

AD - The backdated pay for support staff will be taken from 21/22.

Budget 22/23

- Budget was submitted in May to DfE - made a few alterations since. Mainly staffing changes.

Fuel costs

- We have already increased gas and electricity by 70-80% to be on the safe side but still could be more. Waiting to find out from October.

b) Capital Development - BE

BE discussed the following:

All building work is on track and happening as we speak. No issues - it has been a really positive experience.

GOV - Could the Nursery come over the FAH as part of the building work?

PRINCIPAL - It would be lovely but would cost a huge amount of money. There are also a lot of requirements for Nursery making it not feasible.



c) Premises and Health and Safety report - BE

Report was shared with the committee prior to the meeting. Principal opened to any questions:

GOV - If one boiler is out of use. Are the others covering the workload?

PRINCIPAL - Yes, the overall system works efficiently. Medium term we will look at saving up to replace it. The site team can manually put the system on if it doesn't come on itself.

GOV - Start budgeting for once building work is done?

PRINCIPAL - Yes

GOV - It states that the last annual condition report took place on the 1st May 2018. Is this a typo?

IS - IS to look into this with SS and share back

d) Staffing report - BE

The report was shared with the committee prior to the meeting. BE overviewed the following:

New staff arrived

Apprentices, teaching assistants and cleaners.

There have been changes in responsibility - you will have heard from people speaking today.

GOV - Any response from TA advert?

PRINCIPAL - No. There seems to be a national challenge with appointing TA's at the moment.

13. Pupil Premium and Sports Premium Update & Strategy

Both reports were shared with the committee prior to the meeting. Principal opened to any questions:

Pupil Premium:

The PP document looks very similar to last year. This is the DfE template of a 3 year plan. Similarly reflects what we spent the money on last year. New report is created each year which is tweaked on what we spend the money on.

Split into 3 sections

1. Targeted support
2. 1-1 support and tuition
3. Wider strategies - Attendance support, behaviour and wellbeing



Shows the cost on a scale of 1-5 and the impact on 1-5. Some things to do cost more (staff salaries) but there is a need.

GOV - Could you highlight the tweaks next time to make it easier to see?

PRINCIPAL - Yes. An example is we spent money on visualisers last year but will be removing it this year.

Some links to the Education Endowment Foundation are not working. Deadline for completion is October half term and the report will be completely up to date by then.

Sports Premium- BE opened to any questions

GOV - Did we spend all of last year's funding?

PRINCIPAL - Yes, we always spend the funding. Last year we really looked into the early years and what we could spend it on to improve the offer for the younger children in physical development.

GOV - I'm surprised so much was spent on sports day?

PRINCIPAL - We did go for it last year, partly because we hadn't done it for a long time. We as a school don't spend money on things like certificates throughout the year etc. So we wanted to spend a bit more and promote our physical activities. We saw a great parent turn out.

14. Update of School Policies

- a) Uniform Policy
- b) Role of a Local Governor
- c) Nursery Policy
- d) Anti Bullying Policy (students)
- e) Disaster Recovery Plan
- f) Minibus Policy

Admissions Policy 2024 consultation has begun.

Uniform Policy - DC shared his recommendations on changing the wording between summer/winter leggings on the Uniform Policy. It currently reads that leggings must be worn in the winter.

The committee agreed for IS to amend and update.

15. Business & Pecuniary Interest Forms

Sent via Google Form to be completed by all Governors, SLT & Budget Holders by Monday 19th September.

IS reminded committee members to complete the Pecuniary Interest form if they haven't already.



16. Review of Code of Conduct and Standing Orders

The policy was sent to all committee members prior to the meeting. Committee members confirmed they have read and will comply with the policy.

17. Annual Safeguarding Audit

Audit results were sent to all delegates prior to the meeting. RM opened to any questions.

GOV - Question 12 - Open question and only answered with yes?

RM - This was a mistake. We have a number of DSL across the school to ensure someone is available. We will answer this correctly next time.

18. Agreement of link Governors

A discussion took place and the following committee members agreed to the following Link Governor posts:

- a) Safeguarding - Karen Hingston (Chair)
- b) Mental Health - Roy McMichael
- c) Standards - Sat Sahota
- d) Resources - David Chandler

19. Annual Safeguarding Update for Governors / Governor Training

Safeguarding training took place in school on the 2nd and 7th September 2022. All committee members unable to attend have been sent a recording of the training to watch and documents to read. Members must email IS to confirm their attendance and declare they have read the documents. IS will then be able to sign the declaration on their behalf.

20. Any other business

GOV - Swimming is for years 3 & 4. What happens with children that will have missed out due to covid?

PRINCIPAL - Not a lot we can do unfortunately as we don't have the time to timetable additional swimming in. Unfortunately there is a cohort that have missed out due to covid.

Date of next meeting

23rd November 2022

Meeting finished 10:09am

Governor Learning walk commenced straight after the meeting



ACTIONS

Number	Action	Responsibility
1	Find out use of defibrillator/child pads and share with LGC	IS to ask AR/SS
2	Send out updated SIP/SEF with Personal Development section	IS
3	Share curriculum approach document	IS
4	Share local attendance attendance statistics	DM/IS
5	Check annual condition report date (2018) and share back	SS/IS