



FULBRIDGE ACADEMY
MINUTES FOR PERSONNEL COMMITTEE
9th MARCH 2020 3.30pm
EPCOT MEETING ROOM

Present: Ben Erskine, Satwinder Sahota (Chair), Helen Bath

Apologies: Charles Swift

Absent: Karen Hingston

Clerk: Fiona Pais

1. Welcome & Apologies

The Chair welcomed all to the meeting and noted the apologies and absences.

2. Declaration of interest

None

3. Matters Arising

None

4. Minutes from Previous Meeting

Agreed as a true representation of the previous meeting.

5. Staffing Update

Staffing update was distributed to the Governors prior to the meeting.

Document overviewed by the principal and highlighted the following:

A new cleaner has now been employed to replace a member of staff who has left. Due to a member of staff being off sick long term, an additional full time member of staff has been employed as well.

A Dance Specialist that works across the MAT has been employed due to 1 member of who has left and another who is leaving at the end of the academic year due to gaining a place at Dance School.

New member of staff has settled in really well in the front desk.

2 new members of staff are starting on Monday. Jo will take on Personnel, PA and clerking roles. Kevin will be Assistant Site Manager - We found that we were paying outside companies to do jobs that our team didn't have the time to complete themselves. It made sense financially to employ another member of the team and this will also allow the Site Manager to spend more time on the paperwork and book keeping that is required.

Ali will cover temporarily at Hampton for Maternity leave and this will strengthen her role on return to Fulbridge.



Emily Bass is spending an additional 1 day per week with the SENCO Team to put her training into practice as she is training to become a SENCO and is just completing her first year.

The principal overviewed leavers, many of whom are staying at Fulbridge but in a different role.

The current advert posts that were detailed on the document have now been filled.

The Principal advised that we will be putting out an internal advert for the Trust for the role of Senior Leader at Fulbridge Academy and Principal Designate for the Manor Drive Academy.

GOV - Alot of leavers especially some shocking ones this term. It is so difficult for succession planning.

STAFF GOV - Yes we always encourage progression but it does mean that we have to then fill the gaps that these promotions create.

6. Appraisal update

Principal detailed that there are very few outstanding appraisals just a couple from Phase 1.

At the moment there is just 1 member of staff who is not hitting targets, support is being put into place this week following her appraisal.

7. Staff Sickness figures

Figures overviewed

GOV - Any off Long Term?

STAFF GOV - Yes 2 cleaners & 2 members of support staff have been off for long periods of time

ACTION - New Personnel Manager to log this showing long and short term sickness giving the Governors a better idea of what types of sickness are being taken.

8. SCR Audit

Completed By LE on 29th February - No issues were highlighted.
Chair of committee to complete the next audit.

9. Any other business

None

Meeting closed at 3.55pm



Date of next meeting
15th June 2020

Action Point	Action	Responsibility
1	New Personnel Manager to log sickness showing long and short term sickness giving the Governors a better idea of what types of sickness are being taken.	Clerk to discuss on handover