



FULBRIDGE ACADEMY
MINUTES FOR PERSONNEL COMMITTEE
15TH JUNE 2020 3.30pm
VIRTUAL MEETING VIA HANGOUTS

Present: Satwinder Sahota (Chair), Helen Bath, Charles Swift, Ben Erskine,
Apologies: Karen Hingston
Absent: None
Clerk: Fiona Pais (minutes), Jo Adcock

1. Welcome & Apologies

The Chair welcomed everyone to the meeting and noted the apologies.

Clerk introduced Jo Adcock to the committee, she will be taking over from the existing Clerk in the new academic year and she is sitting in on the meeting to understand how the meetings work

2. Declaration of interest

None Declared

3. Matters Arising

Clerk had 1 point to be actioned which will be addressed in point 8

Governor asked the Principal about the member of staff who needed support which was highlighted at the last meeting - has this been actioned?

Principal advised that support has been put in place but due to the current situation this cannot be taken any further until the member of staff is back in work.

4. Minutes from Previous Meeting

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

5. Staffing Update

Prior to the meeting the staffing update was distributed to the committee.

Principal overviewed the update - 4 new members of staff will be starting with us. Rebecca Lockhart has already started and she has returned to Fulbridge covering Maternity Leave after moving back from London. She will be a permanent teacher from September.

The Principal advised that we are now fully staffed for Teachers in September.
(Hopefully we will be back in September)



Rose has taken over from Scott as Principal designate for the Manor Drive Academy. Lewis Angier has been promoted to Assistant Principal.

Scott & Graham are both leaving after a number of years of service. We will do something to thank them but unsure what at this stage due to the current circumstances.

We currently have an advert for a new Site Manager to replace Graham as well as an advert for Teaching Assistants for September.

GOV - Are we now fully staffed in SLT?

We are now back up to Full Capacity as Lewis has been added and Chris and Libby joined us last year.

Replacing Scott's Deputy Head position will be looked at in the future. We are very pleased with the new staffing and especially the new NQTs joining us.

GOV - Who would interview for a deputy head if you decided to re-appoint?

Principal - A School Governor, a Trust Member and The Principal as a minimum.

GOV - Good to hear. Don't think we need to loose any more people from SLT, we need some consistency as there has been a lot of change.

GOV- Yes I agree, it is very important to start seeing some consistency again.

GOV - The previous 5 years we have had stability and need to look at having this again to keep the structure and progression within the school..

Principal - I agree with this. Rose has been working on some progression for all the staff including looking at other routes of progression for Teachers if they don't want to become a Principal or Deputy and this work is going really well.

6. Review and Agree Staffing arrangements for next year

Prior to the meeting the staffing arrangements for next year were distributed to the committee.

Principal overviewed - You can see from the document, where the Teaching staff will be next year, we are working on the support staff which will be finalised once the final support staff posts are filled.

The biggest changes are that we are now going to have an improvement team to support the staff across the school. Instead of subject leads, we will have a team that looks after the whole curriculum for the staff which will mean it is better monitored.



GOV - I would like to say that the staffing arrangements for next year were lovely and clear to read and it is great to see what's going on next year. Well done to SLT for putting that together.

7. Appraisal update

The appraisals will still be taking place this year but the appraisals have changed with the impact of COVID 19.

No one will fail their appraisal this year.

SLT have come up with some statements that can be used on the appraisal. (This document was distributed to the Governors prior to the meeting) Many targets will carry over until next year.

GOV- Has this been communicated to the staff?

Principal advised that it will be this week so before the appraisals are completed which is due for the first week in July.

GOV - what will happen with the Principal's appraisal this year?

Trust has agreed to carry my targets over to next year as with the other members of staff, this decision has been made across the Trust.

GOV - We want to make sure that there are some Fulbridge Targets in there for next year. .

Yes there will be primary targets. I do like the Fulbridge Governors to have their input on my appraisal too.

8. Staff Sickness update.

Clerk explained that Jo has been looking at the figures to provide more details about the areas that were discussed at the last meeting.

Jo addressed the committee and discussed the numbers that were distributed to the Governors prior to the meeting.

This term has been difficult and unlike any other so difficult to directly compare with previous years

Lots of staff have been off due to shielding with letters from the NHS.

We have followed the Government guidelines as to best practise. People with illnesses such as diabetes and asthma were all sent home from the offset.

With the guidelines starting to relax, we have started to get the majority of staff back into school although we still have around 5 staff who are shielding. Their shielding letters are coming to and end in June / July which should see them return to work.

Risk assessments have been completed to allow the staff to return to work.

We have found that as most staff are working from home, not many staff are calling in sick due to sickness as they will just continue to work from home.



The figures have been compared to 2019 which will not directly compare as this year is a one off.

GOV - Really good figures, can we show short term and long term breakdown for next time?

Yes, absolutely. I can advise you that we have no one currently off on long term sick. We did have a couple off earlier in the year but they have now returned to work over this period.

9. SCR Audit - unable to be conducted this term.

To be conducted next academic year

10. Any other business

The Committee would like to thank everyone who has been into school and worked from home during this period, many have come in at short notice.

The committee congratulated the Principal on how this has been handled.

GOV - Do we have many additional children in school since the first week of phased return?

Principal - Not really from Reception, Year 1 & Year 6 it has been quite consistent.

We are seeing the Key Worker children gradually increase and we are now up to 40-50 children but we can see this increase as more people are returning to work. The Key worker children will be moving over to FAH as this will give them more space as the numbers increase.

GOV - We have talked alot about the teaching staff but the cleaners have put in an amazing amount of work and taken on extra cleaning and duties over this time.

The Principal agreed that the site team and the support staff have all been amazing - the school is spotless.

Meeting concluded at 4pm

Date of next meeting

TBC