FULBRIDGE ACADEMY
MINUTES OF FULL LOCAL GOVERNING COMMITTEE
1ST MARCH 2023
8:30am
THE BOARDROOM

Present: Ben Erskine, Karen Hingston, David Chandler, Libby Parrott, Rose McCloskey, Lorna Finch, Joanne Prescott, Paulina Ford (Four Cs Trustee)
Apologies: Sat Sahota, Joshua Barnes, Salma Akhtar
Absent: Mohammed Iqbal
Clerk: Isabelle Strowger

1. **Welcome & Apologies**
   Chair welcomed everyone to the meeting and acknowledged apologies

2. **Declaration of interest**
   None

3. **Minutes from last meeting & matters arising**
   Minutes from the last meeting were approved by the committee and the action in-relation to policies from the previous meeting were actioned.

4. **Update from Senior Leadership Team**
   The report was issued to the committee prior to the meeting. The Principal overviewed the following:

   ● Good start to 2023
   ● Attendance is starting to improve
   ● CPD on purposeful practice - Emma Turner visit. Implemented well and positively moved forwards with starting to think about elements of practice within lessons, keeping explicit and purposeful, but looking at other ways to adapt. Good link with Early Years into Year 1. Next stages are to look at the 80/20 model, plan for 80% of the lesson and leave 20% of the lesson for other opportunities. Allow time for children to relate to the learning and the teacher has time to explore. Work on the next stage of development

   ● Staffing for September - adverts went out and we interviewed yesterday, going to appoint 2 teachers following yesterday's interview.
   ● Building work update - all areas of school signed off, except for the two classrooms. No access to the 2 new classrooms or playground. Should be handed back over Easter.
   ● Planned Tom Sherrington visit in November - one of the most recognised educationalists in the country with work on Walk-Thrus and Learning RainForest.

- Working on Curriculum Groups across the Trust. Opportunity to bring the curriculum leads across the Trust together to support each other and have discussion. Been through every subject once and start the next round of meetings next week.
- Successful trips this half term including a residential to Kingswood.

GOV - Question for RM. Appointed new DSL?
RM - Current member of Inclusion team who has undertaken DLS training. We now have 8 DSL's in school

GOV - What are the daily Attention Autism sessions?
RM - Worked with a link person through the LA who is an expert in autism. She trained TA's in Attention Autism sessions. Sessions run in the afternoon for a small group of EYFS children to work with a number of TAs, aim is to increase focus and amount of time they can concentrate. It has been incredibly effective. We invited parents of those children in to meet with DM who explained what the sessions entail and how they can implement the strategies at home. Good opportunity for those parents to come together.

GOV - Are all safeguarding boards updated around school?
RM - Yes, signage is always updated in staff rooms with any changes. The main change was the board in reception which parents see as advised from KH's safeguarding visit.
KH - I suggested changes to make it more visually appealing for parents to take in the information

TRUSTEE - Have you got any plans to do with any other subject areas?
PRINCIPAL - All core subjects meet half termly for an hour and foundation subjects meet once a term. EYFS leads and assessment leads also meet and we are about to stat DSLs too

5. **Update from Trust**
Trust update was issued to the committee prior to the meeting. The Principal overviewed the following:

- Facing challenges with Ken Stimpson still but the Trust are still pursuing
- Merger proposal - still the beginnings of conversations

GOV - Is there a timeline attached to it?
PRINCIPAL - Loose timeline over the next 2 academic years. Between now and September 2025.
Trustee - Big step and hurdles to cross before

6. **Risk Assessment**
RA report was issued to the committee prior to the meeting. The Principal overviewed the following:

- No further updates to the report since the previous meeting
- Work with Claire Spooner on Risk Assessment
- Still working on our boiler, recently taken steps forward as builders on site have been able to fix some pipe work to help the boiler.
- Next step - Fire compartmentalisation, looking to save money to put more fire doors in the corridors.

GOV - How safe are the corridors currently if there were a fire?
PRINCIPAL - Materials used are sprayed so they are fire retardant. Make sure everything is safe before they enter the corridors.

7. **Review of School Improvement and Self Evaluation Form**
The reports were issued to the committee prior to the meeting. The Principal overviewed the following:

Mid year review comments are in red. Principal opened for questions.

GOV - Staff survey as part of Improvement Plan?
PRINCIPAL - DM completed a feedback on wellbeing for staff, pupils and parents
GOV - Can we see the results?
PRINCIPAL -DM/IS can share the results. No massive concerns.

GOV - Big emphasis on retrieval. Are we seeing impact?
PRINCIPAL - Starting to see much more impact and evidence from lessons. When we look at the books, we can see children are retaining. Next block we are looking to assess within writing units. Add 3 or 4 days on the end of each unit which will be a piece of writing based on a foundation subject. Opportunity to apply what they've learnt in writing but also add the knowledge they've learnt in another subject area.

GOV - Staff coaching impact?
PRINCIPAL - Coaching has gone down well with staff. Staff have targets around retrieval and quality of their retrieval sessions. Could be based on the retrieval at the start of the lesson or the retrieval that is part of the lesson.

8. **E-safety Update -** LA E-safety Lead shared the following information:

- Keep a log of e-safety incidents. .6 logged since September 22. Only 4 were classed as e-safety incidents after investigation. Lucky to have a large inclusion/safeguarding team and issues/incidents are dealt with quickly.
- Low statistics is due to the level of education we give the children.
- Four ways we teach e-safety within school:
  - P4T sessions- topics that link to e-safety 4 x a week

- Assemblies - one a week from Phase Leaders and whole school assembly on Monday
- C&E curriculum which structured the longer sessions of lessons
- Teach E-safety continually through IT lessons

- Teach children how to keep themselves safe online as opposed to teaching it in isolation. 'What are the potential risks' encouraging the children to think.
- Also teach ad hoc lessons where necessary. React to class and year group and bring in a stand alone session if something comes up

Challenges
- Availability and access to technology is scary. How quickly content can be accessed and ability to speak to people online.
- Strong filtering system in school for staff and children. Alerts are raised and are investigated. Good for school but we can't monitor what happens at home.
- Parental engagement and communication with parents on e-safety. Driving relationships with school. Parental engagement has really improved in school this academic year, numbers are up

Next steps
- Invite parents in to school and continue to educate and build awareness

Staff Training
- All staff receive an annual update
- LA attends an update run by the council and feeds this information back
- Due a staff update this block in staff meeting
- Staff are good at reporting through CPOMS

GOV - Big challenge sounds like you are doing all you can. Do children have mobile phones in school?
LA - No. Some year 6's have parents who drop their phone off at the office if the child has to take a bus home for example. But locked away during the day.

GOV - How is it reported and picked up for teachers?
LA - Log on CPOMs under e-safety tag which is picked up and looked into by someone in the safeguarding te Staff are really good at logging in detail.
We have a member of the IT Team on site 4 days a week. Adjust technology really quickly if needed. Filtering is an automated system that looks at everything we type. In school isn't so much the problem, it's outside that there can be challenges.

9. **Standards Updates**
   a) Curriculum - AB
      - Reading/Phonics, Digital Media & Maths

Curriculum update videos were viewed by the committee prior to the meeting. AB joined the meeting and opened to any questions.

AB- World book day tomorrow. NM (Reading & Phonics Lead) is arranging a Reading Cafe. Children can come in and choose a book to take home to encourage reading for pleasure and get books into the home which can be a challenge.

    b) Teaching and learning - EB
        ● Task Design

EB joined the meeting and updated the committee on the following:

Recently looked at the activities the children work on in their lessons
After Emma Turner visit, we know we have built a solid curriculum which is delivered and prepares for adulthood. Emma made us think about celebrating childhood and our EYFS.

AB and EB followed children around school to look at what their day looked like. Caused us to consider:

Curriculum considerations
- Clarity of interconnectivity between subjects
- Awareness of learning from past/next year groups
- Vocabulary progression
- Plotted retrieval
- Task design
- Writing across the curriculum

Task Design considerations:
- Developmentally appropriate learning activities

- Cumulative cognitive load
- Purposeful practice
- Resourcing and impact on planning
- Generative learning strategies

Steps to implement task design:
- Conducted two staff meetings and focused on foundation subjects. Science, geography and history. Staff looked at the following blocks and asked staff to be creative to make the learning even more memorable than it already is.
- First meeting we brainstormed activities
- Second they were used to add to the planning.
- Positive response. Staff are excited and the children will be able to speak about their learning. Making it exciting and purposeful.
- Twilight is coming up where staff will look at the whole year's task design. Resource technician who can plan ahead and supply the materials.

Examples of task design changes:
- Previously designing a bracelet for RE in their books. Now they will make the bracelet themselves.
- In science, shown a picture of materials, now they will handle the materials

GOV - Really exciting. Like the principles behind youngest children so why should it stop.

GOV - Is this a big change for staff's workload?
EB - Teachers have been given staff meetings and twilight time to complete this and receive support to resource this through our resource technician.

c) Assessment -LP/RM
- ● Writing Moderation
Presentation was shared with the committee prior to the meeting. LP overviewed the following:

- ● Aim is to make consistent judgements on a piece of writing produced. Look at several pieces of writing and the whole book to be able to assess accurately.
- ● Each year the group brings 2 books along. One child who will be at age related expectations by the end of the year and one cusp child. There is then a discussion and an agreed judgement using the overall book evidence.
- ● Progression document created using the Governments set standards that go through each year to say they are at age related expectation.
- ● Documents released for Years 2 and 6. Don't have documents to support other year groups so have to find other ways to assess.
- ● Meet for assessment leads across the Trust

- SATs Targets

The Principal shared the following information:

Year 6
Reading Trust target 70%, currently predicting 72% based on teacher assessments
GPS 75% and predicting 75%
Writing - Really pleased. Tgt 68% currently 74%
Maths 72% expecting 73%
Aim to go 2,3,4% above targets and further if we can. Suitably challenging targets for the cohort and school

Action - Item for next agenda. EYFS update.

d) Inclusion- DM
   DM joined the meeting. Narnia presentation was shared with the committee prior to the meeting. DM also gave an SEND update:

   SEND update overview

   - Interviewed internally for inclusion teacher and officer to increase capacity as the need is growing

   National data
   4% students with EHCP
   12.6% SEN Support

On average, 1 child with an EHCP per class and 4 with SEN support

SEND at Fulbridge
SEND 11%
EHCP 2%
Below national in SEND picture. Currently looking at identification to ensure all students.
99 pupils on the SEND list
17 EHCPs
82 SEND Support
64 referrals in Autumn term

- SEND CPD with teachers at a recent staff meeting and retrieval quiz. Followed up misconceptions with staff at the following session.
- SEND target on the School Development plan which all staff are aware of

Narnia Classroom Update
- New classroom built at FA. Includes a sensory space, sink and toilet area.
- Offering alternative provision in addition to class time
- For student who can't access the learning and have unmet needs
- Currently holding some pupils before a place becomes available at special school
- Personalised timetable for all pupils depending on child's needs and class timetable.
- No student will be in Narnia 100% of the time

Why?
- To support more progress for individual students
- To allow for sensory regulation
- To offer a safe space to be themselves
- To use the EHCP funding allocated to pupils to support their individual needs

Staffing
- Carefully considered staffing to allow for the best care in the room
- Always a teacher in the room to plan for the pupils who is responsible
- Our current Inclusion Team
- + 2 Special Needs Teaching Assistants based in Narnia
- 1 additional Healthcare Assistant

What?
- A focus on EHCP targets
- Opportunity to learn social skills in smaller groups
- Opportunity to learn new life skills
- Sensory experiences that are difficult to organise in the classroom that meet EHCP needs

GOV - Concern that now you have the facility that the LA will not send them on?
DM - Not alternative provision, it is a different classroom within school. Created the children that need it to have space for their learning, rather than the children having to do work in the corridor in a quiet space.

    e) Safeguarding Report - RM
The Pastoral Report was shared with the committee prior to the meeting. RM also gave an update on Safeguarding at Fulbridge including key safeguarding personnel, staff training, Prevent, logging concerns, SCR and the difference between Safeguarding and Child Protection.

RM opened to any questions.

GOV- Physical interventions have dropped on the report from 20 to 0. Why?
RM - The child we were intervening with is not here anymore. Were also a couple of children who were intervening with that and we have found different ways.

10. Resources Updates
    a) Capital Development - BE
- Building work has been handed over other than 2 classrooms which we are hoping to have when we return from Easter.

    b) Finance - BE
- Challenging at the moment
- Budget for next academic year is slightly better than predicted. £41,000 more than we thought it may be.

    c) Premises and Health and Safety report - BE
Report was issued to the committee prior to the meeting. The Principal opened to any questions.

GOV - How much would it be to replace?
PRINCIPAL - Changed to an amber issue since the report was issued. Around £100,000. Aware we need to save up for it. Hopefully in the next 2-3 academic years.

Fire doors also turned to amber since the report. Plan and risk assessment in place to change in the future.

GOV - Injuries? What extent do we see?
PRINCIPAL - Just ones that required treatment

    d) Staffing report - BE
Report was issued to the committee prior to the meeting. The Principal overviewed the following:

- Appointed new apprentices who have settled well into classrooms
- Long term way to look for future TA's
- AB role as AP for curriculum was temporary and has been made permanent
- ALLISON B returned from HVPA
- Additional dinner hall supervisor
- Member of teaching staff on the report is no longer joining
- Current adverts have been advertised and appointed internally for inclusion
- Teacher interviews yesterday for September. Deciding whether to advertise again in preparation for a future resignation.

11. Pupil Premium and Sports Premium Update & Strategy

Both reports were issued to the committee prior to the meeting. The Principal explained that there had not been many changes since our previous meeting and opened to any questions:

CHAIR - Is there a way to be able to see what we get for nursery children PP? Are we utilising funding moving forward into reception?
PRINCIPAL - Currently in discussion with CS on this at the moment.

GOV - Do you approach families who may need help with uniform?
PRINCIPAL - We are aware of families who the inclusion team support with uniform and food parcels. We also offer second hand uniform which is available for anyone to purchase for £1 an item.

12. Update of School Policies

None to update

13. Single Central Record Audit Results

SCR Audit results from the previous term were shared with the committee. SLT/DSL's audit once a half term and a Safer Recruitment trained Governor once a term.

CHAIR - Really comprehensive report. Very impressed with the SCR when I completed my most recent audit.

14. Governor Training

Training is now available to book via the GovernorHub portal. Reminder to update IS on any training attended so it can be added to the training log.

15. Any other business

TRUSTEE - Thank you. Really interesting and impressed with the presentations. Wealth of information and I am really impressed.

Date of next meeting

14th June 2023

Action Point	**Action**	**Responsible Person**
1	Mental Health & Wellbeing 21/22 results	DM/IS
2	EYFS update added to the next agenda	IS