



Fulbridge Academy

Four Cs MAT



Full Local Governing Committee

18th September 2024
08:30 am
Fulbridge Academy Boardroom

Invitees:

Ben Erskine - Principal (BER)
Sam Smee - Head of School (SSM)
Karen Hingston - Chair of Governors (KHI)
David Chandler - Vice Chair of Governors (DCH)
Erum Khan - Governor (EKH)
Salma Akhtar - Governor (SAK)
Scott Biggs - Governor (SBI)
Kerry McMichael - Governor (KMC)
Farzana Perveen - Governor (FPE)
Asim Mahmood - Governor (AMA)
Dawn Wilson - Governor (DWI)

Isabelle Strowger (IST) – Clerk

Ryan Wood - Assistant Principal (RWO)
George Blow - Computing Lead (GBL)

MINUTES

- Welcome and Apologies**
The Chair welcomed everyone to the meeting.

Apologies were noted from Kerry McMichael.
We welcome Dawn Wilson as our new staff governor.
K Hingston/
Strowger
- Declaration of interest**
None
K Hingston
- Minutes of the last meeting & matters arising**
Minutes were agreed as an accurate representation of the meeting
K Hingston
- Review of Terms of Reference and Code of Conduct for Governors**
All in attendance confirmed they are happy to approve
K Hingston
- Re-elect Chair and Vice Chair of Governors**
All in attendance agreed for Karen Hingston (Chair) and David Chandler (Vice Chair) to continue their positions for 2024/25
I Strowger
- LGC Membership Vacancies**
Welcome to Dawn who is our new staff governor after Libby Parrott resigned as staff governor as she has moved to Manor Drive Primary Academy.
Received a resignation from Salma Akhtar
No requirement to go out for additional governor due to taking three new governors last year.
S Smee

GOV - Do we need an additional parent governor?

SSM - No, we are at full allocation with two parent governors.

7. **Update from Trust**

B Erskine

BER updated on the following:

There is no formal/paper report for this meeting as it's the new academic year.

BER is continuing to do 2 days at FA and 3 days for the Trust as Executive Principal.

The year has started well across the Trust and all schools - very pleased.

8. **Risk Assessment**

S Smee

A copy of the risk assessment was issued to the committee prior to the meeting. SSM updated on the following main areas:

The risk assessment was updated during the summer holidays
Lewis (VP) and Kev (Site Manager) have a meeting planned with Claire Spooner (MAT Health and Safety advisor) at the end of September

Any comments on the RA that suggest action is needed immediately have already been addressed. At the next meeting, you will see that these areas have been updated and actioned.

Main areas of concern are due to the roof structure and surveys. The main corridor fabric of the needs changing. We are able to apply for the School Condition Allocation (SCA) through the MAT which is funding for the repair and maintenance of buildings.

Last year, we applied for the SCA and were granted £67,500. Unfortunately the quotes for the work have come back at £160,000. We have had further repair and are going through quoting again at the minute. After that, we hope that the MAT will agree for the work to go ahead with additional support from this year's SCA and shared cost.

There is a second roofing issue at the front of school which was noticed following the work to repair the wall. This is currently undergoing a survey.

CHAIR - Very old building. This has to be reflected that we will have issues with repair compared to some of the other newer MAT schools.

GOV- Maintenance plan in place for fire doors?

SSM - Last year we had a big update on lighting and some fire doors. This year there will be another allocation once the budget is live.

GOV - Are you restricted with cost and companies or can you hire by choice?

GOV - No preferred supplies so we will always look for the best cost. Last year we purchased the fire doors and then employed a carpenter to fit the doors to reduce the cost.

GOV - How often do we have the fire drill?

SSM - Once a term as per the policy. All drills are recorded and logged.

9. **Review of Self Evaluation Form**

B Erskine

Self Evaluation Form (SEF) reflects the Ofsted framework areas although Ofsted are now only grading individual areas rather than an overall grade.

The Leadership Team grade each category, looking at strengths and areas to focus on.

Strengths don't change enormously over time. Sometimes we notice through monitoring that areas aren't as strong as previously.

Headlines

Curriculum - Looking at Reading and Writing to introduce book approach to the school, including books to support them with their writing

Whole school coaching programme - Still feel there are areas we can further improve to consolidate further. We have invested in support staff coaching over the last year and worked with Tom Sherington to introduce WalkThru's to all that we do.

SEND - Review of SEND, including both internal and external practices.

Assessment - Look to refine the process of Pupil Progress (PP) meetings. PP meetings focus on certain children to look at how they are progressing in the classroom.

Personal Development - Banning phones within school but this is more a Secondary school consideration. We are looking at the way in which we can support this. How social media and technology can affect a child's mental health and wellbeing.

Leadership and Management - Nafeesa Majid has taken on assessment. Also introduced new Team Leader roles on a temporary contract which will be reviewed.

EYFS - Continue to look at continuous provision. Feel that the instructional part, teaching of phonics and maths etc, is strong but we want to further develop the role of the adult during the continuous provision.

GOV - Why do you need to review the team leader post?

BER - We feel it has made a difference in the school and have picked up a lot of work around cover and absence and more minor HR issues. Bigger consideration now that our Nursery Lead left, we would like the EYFS lead to cover from Reception all the way through EYFS. This would be a structural change as this person wouldn't be able to do this as well as a full time class teacher.

GOV - There seems to be more students coming in with need. When do we seek external help and what do their recommendations look like?

BER - 103 children currently on our SEND register. The majority of those children are looked after internally in school. Qualified SENDCo and one in training, as well as an inclusion team who are trained in SMEH and speech and language. Small proportion of those children have an EHCP. At the point where we are working towards an EHCP being granted, this cannot be done without external professionals working and assessing the child. We work with a number of different professionals who give recommendations which we will follow. It all depends on the individual child and their needs as to who we contact.

SSM - Speech and language (SALT) is really high on the agenda. The waiting list is over 18-24 months. The MAT have sourced a private SALT therapist who we will work with to get lots of actions and support whilst waiting on the long waiting list.

GOV - I delivered a session for children with autism for teeth brushing which was very successful. I would be happy to do this again and will liaise with the inclusion team.

BER - Thank you

CHAIR - How proactive are we at identifying needs in nursery students?

BER - We do it as early as we can but often when it's really early, it's hard as sometimes it can be developmental. We always collect the evidence in case we do need it.

SSM - 120 children come from a range of nurseries with varying amounts of evidence from their previous nursery.

10. Standards Updates

- **Curriculum** (RWO and GBL)
 - Computing

Ryan Wood and George Blow joined the meeting.

RWO is the curriculum lead for the school and GBL is the computing lead.

New name of Computing rather than Digital Media to stay in-line with the National Curriculum

GBL shared a presentation which covered the following highlights:

- Using Teach Computing Curriculum which is funded by the DfE
- Began embedding from this September
- Programme is mapped to the national curriculum in sequence
- Computer systems and networks (1 block), Programming (2 blocks), Data and information (1 block), Creating Media (2 blocks)
- Each block has unplugged and plugged lessons
- Each year group will start with understanding technology which is revisited each year with a different focus
- Aim is to leave primary ready to access the KS3 curriculum
- Many resources are already within school and there are lots of resources online that are free. Working with Meena to ensure all these resources are ready per block
- There is a hub in Cambridge where we can access resources if not able to purchase initially
- Online safety is weaved throughout the curriculum. It also links to our C&E curriculum where online safety is also featured.

Main Aims

1. reduce teacher workload having provided high quality resources
2. show the breadth and depth of computing curriculum
3. up-skill teachers with subject knowledge and pedagogy enhancement through training

GOV - What is Brick?

GBO - It is an assessment tool document that teachers can access to use to

GOV - Is there a portal system?

GBO - No, but teachers will pass on the assessment tools ready for their next year's learning.

CHAIR - Impressive and should be well equipped for the world.

Do they use technology in other lessons to retrieve and apply or is it explicitly in computing lessons?

RWO - Isolated to computing at the moment. We are always looking at the best way to enhance the learning rather than using a device.

- **Teaching and Learning** (BER)
 - Start of year expectations

The key to Teaching and Learning is to ensure behaviour is right.

Behaviour at Fulbridge is strong but is always revisited at the start of the year to remind of those expectations.

R Wood
B Erskine
S Smee

Expectations of behaviour management at Fulbridge:

- Every single child will behave
- Strict behaviour management policy that all staff will follow

BER shared Walk Thru slide which has been introduced to match behaviour management

- We are able to manage the majority of behaviour management without having to give verbal demands which distracts the lesson. We focus on the lesson and use non verbal signs as much as we can.
- Introduced a 'bootcamp' which is rehearsing routines so that children know how to move from one lesson to another, getting their coats on etc
- We do not expect them to behave in the same way in the classroom as they do on the playground.
- Positive professional relationships - respecting the staff
- Variety of behaviour management techniques are used based on the child's needs
- There are two things that affect progress, attendance and behaviour. We are in control of behaviour so will do all that we can.

GOV - Is there a consistent approach to ensure the whole class has the teachers attention?

BER - We don't prescribe what it looks like but we do ask that it's short and quick. Most teachers use their voice.

CHAIR - Are positive relationships and professional respect also set out for staff?

BER - Yes, We work hard on that to ensure staff are role models. Teach about positive relationships are taught through C&E lessons. The difference between positive relationships at home and in school etc.

- **Assessment (BER)**
 - KS2 Data

KS1 tests have been removed nationally and the end of Reception tests have also gone and been replaced with the Baseline 1-1 assessment.

KS2 results for 2023/24 were met and exceed

Reading TGT - achieved 75%
GPS TGT 75% - achieved 84%
Writing TGT 70% - achieved 71%
Maths TGT 78% - achieved 83%

Combined results of reading, writing and maths (child has to achieve expected standard in all 3 subjects)
TGT 65% - achieved 67%.

All were above national averages for the country.

Progress measure will come from the first reception cohort who took the baseline assessment (currently Y2) when they reach Year 6.

Targets for this year will be shared at the next governor meeting.

- **Inclusion/Safeguarding (SSM)**
 - Safeguarding report - *report was shared with the committee prior to the meeting*

Attendance - Government has changed the fining process. Attendance is reminded and celebrated weekly. Ofsted were really impressed with our attendance figures considering our demographic.

GOV - Vaping incident? This is a first?

SSM - Yes, sadly filtering down to younger children from secondary school's. The incident was dealt with with zero tolerance and were fixed term suspended.

GOV - Racist incidents reporting?

SSM - Usually comes from a child who speaks to a trusted adult. It is always investigated. Duty to record and report these statistics.

GOV - Is this covered in P4T and C&E?

SSM - Yes

- **KCSIE update**

Keeping Children Safe in Education

Four main updates to be aware of this year:

1. Amendment of definition of 'safeguarding and promoting the welfare of children' in line with Working together to safeguard children in 2023
2. Additional information around when children may require early help
3. Recommendation for school, staff, governors and trustees to use the DfE Data Protection guidance
4. Clarification that schools continue to be responsible for the safeguarding of pupils attending alternative provision

GOV - Are we aware of which younger students are dropped off by older siblings?

SSM - We are aware of for collection. Permission to collect has to be on our MIS system, Bromcom. But it is more difficult for drop off as the doors open and the children come in. We have noticed it more and are looking to review. Plan to issue some guidance to parents with expectations for this.

BER - As far as we are aware, there is no national guidance.

CHAIR - More an appropriate age before it's considered neglect

DWI - A new policy is being written for this.

Erum Khan left the meeting at 10am.

11. **Resources Updates (SSM)**

S Smee

- Capital Development

Discussed earlier during risk assessment update

- Premise and Health and Safety report (SSM)

GOV - Is the boiler no longer a priority with the roof?

SSM - Boiler remains something that needs to be replaced but the roof is priority. The latest repair works on the boiler last winter seem to have worked well. The Trust is aware that the boiler will be on the SCA after the roof.

- Staffing report (SSM)

All updates were shared on the report.

2 current job adverts - 1 for a TA and 1 apprentice TA.

GOV - Did all transfers go to MDPA?

SSM - Yes, all moved for different opportunities within the MAT.

12. Pupil Premium and Sports Premium Update S Smee

Pupil Premium

Sam Smee and Ali Barnes attended Marc Rowland Pupil Premium training at the end of last year.

The majority of what he said we were already doing and therefore there isn't much change to the new report.

GOV - Writing - would you consider buying any packages to assist?

BER - Biggest expenditure will be to update the books to support the reading spine. Recommended by Chris Such, he suggested a free scheme that Ryan and Haley looked at. They were able to take areas and tweak our writing curriculum which is currently being delivered to staff in CPD.

Sports Premium

Still waiting for the official figure but we are expecting it to be similar to the previous years.

Aware our PE provision is very well resourced. We will always replace equipment and then look at the rest of the budget.

Swimming is something that has caused issues in the past - whether it be location or cost. Our current plan and hoping to direct our sports premium allocation towards this and mirror intensive swimming lessons on site in the summer term.

13. **Policy Updates** K Hingston

- Safeguarding and Child Protection Policy
- Accessibility Plan

Both policies were agreed.

14. **Business and Pecuniary Interest Form Returns** I Strowger

All remaining forms were completed as part of the meeting. The register will be published on the website in the coming weeks.

15. **Annual Safeguarding Update Training/Governor Training** I Strowger

IST reminded the committee that their Annual Safeguarding training must be completed via the National College by the 30th September. Certificates should be emailed to IST once complete.

16. **AOB** B Erskine

GOV - How is the new staff clothing?

SSM - It was released midway through last year with a discount. Impressed with how well it was taken.

GOV - Closure of Burns Close - did you get much notice?

SSM - No notice, just when the sign went out. We have given feedback about this. All plans are in place and parents are aware.

17. **Date of next meeting**

- 13th November 2024

I Strowger