



Fulbridge Academy

Four Cs MAT



Full Local Governing Committee

13th November 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)
Scott Biggs - Governor (SBI)
Kerry McMichael - Governor (KMC)
Farzana Perveen - Governor (FPE)
Asim Mahmood - Governor (AMA)
Dawn Wilson - Governor (DWI)
David Whiles - Trustee (DWH)

Isabelle Strowger - Clerk (IST)

Item 8 - Lewis Angier - Vice Principal (LAN)

Item 8 - Alison Barnes - Vice Principal (ABA)

MINUTES

- Welcome and Apologies** D Chandler
Apologies were noted for Karen Hingston and Erum Khan. David Chandler will be chairing this meeting in KHI's absence.
- Declaration of interest** D Chandler
None declared
- Minutes of the last meeting & matters arising** D Chandler
The minutes were agreed as an accurate representation of the meeting.
- Update from the Senior Leadership Team** B Erskine
BER's main comments included:
 - Really smooth start to term - including many new nursery and reception children into school. We have noticed an especially seamless transition for those who attended our nursery previously.
 - BER will continue working 2 days at FA and 3 days in his Trust Central Service role this year.
 - Fully staffed. A few resignations were received at half term but plans are in place.

SSM's main comments include:

- HAF Holiday Club continues to run free of charge for FSM children.
- Runs in Easter, Summer and Christmas every year
- We are able to take 75 children each year alongside paid places. We saw a drop in figures during summer but this didn't affect funding.

- Final HAF is taking place in December and further push of marketing to increase attendance figures. Want to see the children in school to encourage free meals and healthy lifestyle activities etc.
- Received a nomination for best Medium Employer of the Year for our apprenticeships.
- We were contacted and invited to an awards ceremony. Really good recognition of the work we are doing with apprenticeship. Been able to make some new connections to look to further our apprenticeship offer.

CHAIR - I'd like to highlight the governor learning walks taking place. We must make the time to attend the learning walks to see in action what is happening around school.

ACTION - The committee discussed the best days of the week for these visits to take place and it was agreed for a survey to go out to governors to give best availability for next term.

5. **Update from Trust**

B Erskine

Reviews took place with every school on the academic year as a whole, whilst also looking at data for exams. These were a positive experience and nice to hear all the hard work that goes into the achievements across the schools in the Trust.

Four Cs Peer Review - trialled at Fulbridge last half term. Governors, Trustees and Leadership teams were invited. The hosting school chooses 2 or 3 focuses of areas they've been working on recently, giving an opportunity to share good practice and give feedback. Hoping for the next one to take place in late Spring/early Summer - the date will be shared.

DWI - Point of the Trust is to learn from each other. Found it extremely useful and enjoyable. Being shown around by Year 6 proved how much they love and value their school.

6. **Risk Assessment**

S Smee

Claire Spooner had completed a new RA on the 29/07/24. Actions (in blue text) have been added to show completion and further notes for areas that still need completing.

Last week, we had a visit from Cambridgeshire Fire Rescue. Fire Safety officer audited the school - came back very successfully. Some points back on training but this will be delivered and actioned this half term.

7. **Review of Self Evaluation Form**

B Erskine

Each year we create a Self Evaluation Form (SEF) to evaluate our school against the Ofsted criteria. This report doesn't tend to change hugely due to the nature of the report and areas that we continue to work on.

The School Improvement Plan will be shared at the next meeting.

8. **Standards Updates**

- **Curriculum**
 - **Book Approach**

L Angier
A Barnes
S Smee

LAN overviewed the following:

The Book Approach is something that has been in school for a number of years but has come into review under a cycle. Currently the texts used for reading and writing are very entwined.

The new structure will look as follows:

- Writing will be assembled on a single class read book
- Reading will become an additional spine of book

To bring an additional spine of books will be incredibly positive, but come at a high cost. We do feel it is essential we make this move.

Block 1 has been completed and Block 2 books have been shared with classrooms.

Haley Banister, Ryan Wood and Georgia Armfield are working to keep ahead of the implementation throughout the year so that teachers are ready.

There isn't an instant visible result to see, but the long term will help to further improve and maintain KS2 results.

RWO is working with the other Subject Leaderes to bring additional texts into other subjects (e.g history and geography) to bring more texts into the children's days at Fulbridge.

Library is another project which is nearing completion. The launch will be before Christmas.

GOV - What happens to the disadvantaged children who won't be able to do additional reading at home in the meantime - how are we supporting them?

LAN - This has been a conscious decision. We looked at the quality, content and gaps within the overall books. In order to see that, we needed to see all of the books together. You are right and we are aware of that. Cataloguing and sorting has been a bigger job than expected. A letter was sent out to make parents aware.

BER - We could send a parent communication with links to online books for those who don't have physical books.

All were in agreement.

SSM - Benefit to our curriculum is the sheer exposure to the amount of books they see at school. Long term benefit outweighs.

ABA - We spoke to parents about this development during parental engagement.

ACTION - Parent communication regarding online reading whilst the Library is being created.

- **Teaching and Learning**
 - **Whole School Coaching**

ABA overviewed the following:

Regular coaching with staff has been running for the past few years. This Initially started with teachers having an individual coach.

Last year, we brought Tom Sherrington's Walk Thrus into school that we would develop as a year group through coaching.

We've worked with teachers in staff meetings introducing Cold Calling and Think, Pair, Share. A member of SLT would work with each year group to support.

This year, we are focussing on ensuring the support staff understand Walk Thru's and how they can support children in the lesson.

Current Walk Thru focus is I do, We do, You do.

- **Assessment**
 - **Pupil Progress**

LAN overviewed the following:

Nafeesa Majid, Year 1 teacher, has taken on the assessment role, ensuring statutory assessments are taking place.

- Our project this year is to refine the delivery of Pupil Progress meetings
- They previously happened 3 times a year - SLT have discussed the strengths and downfalls of this, one being the huge amount of time.
- We are looking at it being an on-going process rather than 3 separate blocks
- Nafeesa is also working alongside Alex to bring it to more of a coaching model so that staff are talking about progress more regularly throughout the year
- Looking at opportunities to link this alongside moderation of children's work.

- **Inclusion**
 - **Working with external professionals**

ABA overviewed the following:

- We are currently already working with external agencies and professionals but looking to further triangulate
- Looking at what advice is being given by externals is being brought through the inclusion team but ensuring the provision is clear on the paperwork and supporting documents for children with SEND.
- Working to improve the quality assurance of the reviewing process for children with SEND

- **Safeguarding**
 - **Main trends**
 - **Safeguarding visits**

SSM overview the following:

Training

Safeguarding training has been provided to Governors and Trustees differently this year via the National College. All training has been completed and there was no feedback provided from the Governors.

Learning Walks

First safeguarding learning walk has been scheduled. This will be a training check and deliver more of the Fulbridge context.

Next term's learning walk will be "Do children feel safe at school?" This will be an opportunity for you to go out to the children at lunchtime to survey the children and provide us feedback on their answers.

Main trends

Physical abuse and neglect are areas and the main trends we are continually working on. Court order disagreements is an area we have seen more of recently.

DSL update

Charlie Stretch resigned and moved to a MAT school, HVPA.
Not going to replace his DSL role as we have enough DSLs in our school in order to manage.

Supervision

Education Support were offering a block of 6 x free supervision to Senior Leaders. SSM and DME have signed up to attend the sessions and hope to be able to roll this out to the wider DSL team.

VC Meetings

Continue to have weekly VC (Vulnerable child) meetings. One week is SEN and the other is safeguarding. In these meetings, we talk about persistent absentees, children in care, amongst many other things.

Audit

Safeguarding audit took place last year. This was good preparation for Ofsted. Advice was given to following this to host DSL meetings which now happen termly alongside MAT DSLs.

9. **Resources Updates**

S Smee

SSM updated the committee on each of the resources areas with the following comments:

- **Capital Development**

Central corridor roofing issues

The MAT are supporting us with SCA (School Condition Allocation)
The work began at the start of November which will take all of the water off and replace the whole roof. This will have no effect on the children or the school day.

Trustee - Are you taking the structure off or replacing the felt?

LAN - We had two options, either take the felt off which was cheaper but wasn't a long term fix or fully replace. We decided on the long term option. New system, which is being stripped back to concrete and a sloped roof. It is being designed to move the water off the building and not internally.

EYFS

We are currently exploring an Early Years Nursery grant if you are willing to increase the size of your nursery. We have had conversations with the Trust and PCC. If we can explore this, we will keep you up to date.

- **Finance**

Highlights

Currently in October we are sitting behind budget, but in a surplus.
It is not a tractor we have purchased but a John Deere vehicle for site team use.

- **Premise and Health and Safety report**

Report mentions the roofs at the front of the school that were repaired at the start of last academic year. As part of the repairs, we found issues with solar panels which were fitted incorrectly by PCC and there was water ingress. We told the contractors to not put them back up if they weren't fitted correctly. The roof needs to be surveyed by PCC and we will be able to share further updates later down the line.

GOV - What was the contract like with PCC when they put the solar panels up. Are we leasing?

LAN - Part of a national scheme where they sold contracts to companies. Most of these companies are no longer around. We are trying to piece together who is responsible. General stance from PCC is that it's not them. GOV - Can we adopt them ourselves and make money? LAN - Very old and water damaged, would need replacing. Biggest concern is the holes in our roof which we have had to spend our own money on.

Trustee - Does the company who installed them still exist?

LAN - We don't think so.

Trustee - Would it make sense to take them all off and repair the roof?

LAN - Potentially. We told the company who were repairing the roof to take them off in the three areas that they were working on.

- **Staffing report**

Fully staffed at the point of creating the report. Since then we have had a few unexpected resignations - one member of staff who is currently on maternity leave and two teachers.

Currently have an advert out for a teacher to start in January and the interviews are taking place tomorrow. If we are not successful, we know we will be able to cover until Easter where we are more likely to have the field of applicants (due to resignation dates).

12. **Pupil Premium and Sports Premium Update**

S Smee

No update on Pupil Premium

Sports Premium report has been updated onto the new template. We waited for the DfE to release the new template and electronic system, but this hasn't been launched yet.

GOV - Any further updates on the swimming pool?

LAN - We will use our sports premium funding this year to purchase and create a swimming pool which was an idea from the PE team. We currently swim at Eye currently and there is a huge cost involved. The quality of lessons aren't the strongest and the outcomes are not where they should be. We have found a large above ground steel pool and ear marked a place behind the lodge. Contact has been made with a company who deals with second hand solid wedding marquees and an electrician who has looked at the power supply and found we will be able to feed a line from the boiler house. Claire Spooner (Trust Health and Safety Lead) is working with us and is happy with the initial plans.

The PE team will be adapting how they run swimming, with fewer children in the pool at once and therefore, increasing the quality of swimming and expected standards.

Prediction: in a few years time, we would look for a permanent in-ground swimming pool if it does prove successful.

Trustee - How big is the tank?

LAN - From the lodge to the end of the 3G. 32 ft by 12 ft.

Trustee - Would it be used all the time or could other primary schools use it?

LAN - There would be options to explore but because it's a temporary structure pool, it would need to be treated carefully.

GOV - What year do they start going swimming?

LAN - Currently Year 3 and 4 but there is an opportunity to review this now without having the travel and staffing.

GOV - Are some of the PE staff qualified lifeguards already?

SSM - Yes, we did this when we moved over to Eye. PE staff are lifeguards and trained swimming teachers.

GOV - What about AMVC's pool?
LAN - Too big for our students and outdoor.

GOV - Will there be changing facilities?
LAN - Yes, we will create stud walls to create two changing areas with a very high fence.
GOV - So you could allow for other schools?
LAN - Yes, there is the possibility but we're not considering this right now.

13. Policy Updates

D Chandler

- Uniform Policy
- Assessment Policy
- Feedback and Marking Policy
- Admissions Policy
- Critical Incident Policy
- Charging and Remissions Policy
- Leave School Alone and Collection from School Policy

Action - Agreed amendments to update on the Critical Incident Policy
- Use of Google Hangout
- Jonathan Lewis mentioned

It is to be noted that Leave School Alone is a new policy.

GOV - How will you enforce the Leave School Alone and Collection policy in the mornings?
LAN - Karen Hingston joined for our recent Safeguarding meeting where we discussed this in detail. We can't enforce but we will strongly advise.

All policies were agreed.

15. **Governor Training/visits**

I Stowger

All Governor training is to be undertaken via the National College.

Governor Learning Walks will take place in the coming weeks - IST will send a reminder of dates to the committee.

16. **AOB**

D Chandler

None

17. **Date of next meeting**

I Stowger

- 12th February 2025

Action point	Action	Responsible Person
1	Send parent communication regarding online reading resources	IST/RWO
2	Minor amendments on the Critical Incident Policy	IST