



Fulbridge Academy

Four Cs MAT



Full Local Governing Committee

12th February 2025
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)
Sarah Humble - 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 from KHI, SBI, FPE and AMA.
DCH will be chairing this meeting in KHI's absence.
- Declaration of interest** K Hingston
None
- Minutes of the last meeting & matters arising** D Chandler
The minutes were agreed as an accurate representation and all actions managed.
- Update from Senior Leadership Team** B Erskine
BER updated on the following areas:

Successful Autumn Term and the Spring Term has started well
Pleased attendance is starting to increase - we are all aware it has been a challenge since covid and we are yet to see our pre-covid attendance figure which was 97%.

Free school bid - Great Haddon

- Application submitted for a new free school
- New schools on the Great Haddon site with 3 primary schools and a secondary
- First primary school due to open in September 2026
- We are aware of lots of Trusts who have put in a bid
- Awaiting a response

GOV - Will it be classed as Cambridgeshire as it's on the cusp of Yaxley?
BER - Peterborough LA.

SSM updated on the following areas:

Nursery grant bid

- DfE announced funding to create either new nursery provisions or increasing the current the size
- Approval for us to bid to increase our nursery size was gained as part of the bid from the LA
- Plan to move and expand our nursery to FAH
- Currently working to bring Year 1 over to the FA site by creating 4 classrooms to the ... of the site. Therefore, 3 of the classrooms at FAH could be knocked through to create the nursery expansion
- Capacity of up to 72 children which is over double the size of the current provision
- This will build a central early years hub for nursery and reception children
- We know the challenges of the children that come into our school at low base level, this would only benefit our children.
- Application decisions will be shared during the Spring Term
- If we don't win the bid, we will still continue with the plan but it will be a longer process as we will have to try and increase the nursery numbers more gradually
- The new classrooms being created at FA will eventually be Year 3 classrooms, which will mean Year 1 will go into classrooms at the front of school with external door access for drop off and collection.

HAF

- Ran in December over Christmas with 75 free places which is the most we have ever had
- SSM attended a meeting last week and has applied for HAF for 2025 in Summer, Easter and Christmas.

GOV - Excellent Winter Wonderland event. Lessons learned from how effective it was? Can we repeat effectiveness for the summer event?
LAN - Hard work of RWO, ATA and RBE and being braver to spend more money on the outlay. This paid off as predicted as the event ran for 2 hours and we didn't run out of items. The community engagement was fantastic.

5. **Update from Trust**

B Erskine

BER shared the following updates:

MAT Head Office

- The new MAT Head Office is opening the week after half term, allowing an office for the central team to base and work from. This space will also be used for training, CPD and meetings across the Trust for many different events.

Great Haddon bid

- Bid has been submitted as shared earlier. Awaiting response.

Children in Care Training

- The MAT are continuing with the training offer for Governors and Trustees this year delivered by the central service staff. CIC training is fully booked for 04/03/25 but there will be other sessions on different themes throughout the year.

Trust Complaints Policy

- Very positive introduction. It has stopped the long process and given very clear stages when writing a complaint.
- Final stage of the complaint procedure now will be checked by a central service member of staff to ensure correct processes have been followed. It has shortened the process for all.

Trust Recruitment Fayre

- Trialling a Trust Recruitment Fayre for anyone looking for a job
- Opportunity to speak to members of staff from all of our different schools
- This will include all different jobs, teaching, admin, cleaning etc.
- Hopefully a positive event we can run every year

GOV - We also have a job fayre at the uni. Something we could look at to work together.
BER agreed.

- New website for the Trust underway
- Anyone who is interested in joining an LGC - MDPA and MDSA are looking for new governors. Please let IST or DSA know and we can put them in contact with the right person.

6. **Review of Self Evaluation Form**

B Erskine

An updated copy was handed out on paper to the committee. Changes to note are the red text of the T&L and inclusion sections.

SEF reflects us evaluating ourselves on Ofsted areas. You may have seen in the news, they are likely to be changing the areas meaning there may well be tweaks moving forwards.

We will be having a session with the SLT to look at the new toolkits and gradings Ofsted are updating so we can reflect in our school.

GOV - How has the private SALT impacted the school so far?
BER - Positively. It is required due to the number of children at FA and recognising the importance of early intervention. Wait times are getting longer and longer, and we are noticing children in EYFS that are requiring this provision. It has had a positive impact for those who have been waiting a long time. We have been able to see the practice and share with teachers to continue in the classroom to upskill our teachers. SALT hosted a staff training session.

GOV - Can we attend a No More Marking session?

BER - Yes, this can be arranged.

ACTION - Invite governors to attend a Comparative Judgement session.

7. Standards Updates

L Angier
A Barnes

- Curriculum - EYFS
- Continue to develop the outdoor area - new mud kitchen being created
- Linking to topics where possible
- New curriculum continuing with support from Louise Chapman in her Trust EYFS role
- Blank level questioning in all areas being used to support questioning
- Recently changed to 2 phonics lessons where the second lesson is a retrieval. This has received good feedback and is beneficial
- Home corners have been refined
- This terms focus has been supporting the adults in the high quality play
- RWO working with BEV and subject leaders to look at what their

subject looks like in the reception context

- Teaching and Learning - How Support Staff Coaching compliments Teacher Coaching
 - ABAi leads on Coaching and has adapted
 - Support Staff Coaching works in tandem with Teacher Coaching ABAi adapted Walk Thrus
 - Caught support staff up on Cold Calling and Think, Pair, Share so that all staff are aligned. This is working well as there is a joint focus on the classroom
 - Support staff coaching takes place as a group every fortnight
 - Attendance is high from support staff
- Assessment - Progress towards data targets

Phonics

- Phonics is a priority - we are going to push for phonics results in Y1
- Target is 80%. Currently looking at 76%.
- Biggest barrier with phonics is speech and language
- This years Spring results is looking better than last years, as expected
- Targeted phonics club taking place
- Timetable change in Year 1 to repeat the phonics lesson - were able to do that by reducing time in History

MTC

- MTC times table test looking strong - 75% in each class are achieving 25/25. Last years national average was 34% and we achieved 52%

Year 6 SATs

- On track to meeting the targets set
- Introducing 'Lesson 0 and Lesson 6' which are morning and after school booster sessions for target children. These lessons will either be reading, writing or grammar and allow an opportunity to re-teach certain skills and areas.
- Mocks taking place this half term
- SATS Data is fairly comparable to previous years
- GLD - Plans for earlier intervention are starting to filter through

GOV - Re-teach catch up sessions. Is it exactly the same or a different approach?

LAN - The content is repeated. We don't want staff to re-plan but our staff are fantastic at adapting where needed.

BER - Refining the pitch of the lesson.

- Inclusion - Reflections on the use of Narnia
 - Narnia cohort has changed since it first opened with more children from Y1 and Y2
 - Narnia continues to be a success but we are looking and addressing the apparent need lower down the school
 - Children in KS2 are spending less time in Narnia as we are planning their transition into secondary school
 - Planning for Narnia is being carried out by HMA who is training as SENDCo
 - Provision is being matched to each child's need
 - Considering the criteria for Narnia. We don't want to make changes to the criteria without giving it real consideration. Research is happening within the inclusion team of other models in school's.
 - SEND register has been recognised as the best in the Trust and is being used as a model within the Trust

- Safeguarding Summary - Autumn Term data update

GOV - Report mentions a new child who arrived with no SEND paperwork.

How did this happen?

SSM - An individual admission application was discussed, and the relevant background was provided to Governors on the pre-admission checks and changes required going forwards.

8. Resources Updates

S Smee

- Risk Assessment
 - Claire Spooner MAT Health and Safety officer completed a RA in the summer holidays. All outstanding items have now been actioned.
 - Central roofing works - works have begun and are on-going.

GOV - Any feedback from the LA on whether we can take the solar panels off?

LAN - Still waiting for the meeting - not answering emails.

- Capital Development
 - Classrooms turning 3 into 4
 - Awaiting floor screeding, carpet tiles and decorations before we move into them
 - Swimming pool - during summer term we will be creating our own swimming pool. It will be in a marquee, heated, filtered and fenced. All insurances etc are in place.
 - Hoping to hear about the nursery grant following this and start of developments there for the new nursery provision.

GOV - spending on the swimming while the pool is being built?

LAN - Year 3, 4 should be swimming this academic year so this is on track.

Hope we will be able to increase the quality and offer to the children from creating our own pool.

- Finance
 - Salary expenditure - documents show teacher and support staff pay increased. All of which were back dated.
 - Capital spending - in a position where we are using our capital spending due to the amount of projects. Tend to save for a number of years and then start on projects.
 - SEN funding - the amount of new additional EHCPs has meant our SEN funding should increase
- Premise and Health and Safety report
 - Boiler has been very reliable this winter. One is not operational due to a fan but this hasn't impacted the heating and hot water of the school. Site team continue manual work to ensure they run. Looking at using SCA in the future to replace.
 - TMV's (valves to ensure children don't have burns) These were identified as some needing replacing and these works have taken place
 - Energy - continuing process of replacing lights to become more energy efficient
 - Roof - Successful in gaining the higher value with the sloping system rather than like to like flat roof. Really pleased. On track to be completed soon.
 - PE roof shed has been repaired - roofing company were able to repair to make it safe and useful. Turned into site workshop storage.
 - Forest school building where planting etc takes place. Roof is leaking badly - roofers have given us off-cuts of felt which we will be able to replace ourselves when the warmer weather comes.
 - Front roof work is underway. We are pushing for the inspection from PCC. Roofers are sure it is the solar panels causing the damage.

- New classrooms - if anyone wants a tour, let LAN know. Very proud.
- Health and safety - work place assessments have been completed and one or two tweaks as advised by Claire Spooner
- Year into contact with Cleaners, Thorokleen. Great partnership. They have recently taken on lunchtime cleaning at FA and FAH.
- Staffing report
 - HR reasons are mentioned for the majority of leavers - this covers people who have resigned, dismissed and a variety of things. It generally means people who have resigned from their roles.
- Lettings/ hire charges 25/26
 - Difficult to hire the inside of the building due to the need to lock everything else down. Zone heating, lock down compartments of the building. Therefore, we don't tend to hire for the FA building.
 - Regular hire takes place at FAH from Ahmadiya Muslim Society which is able to be locked down. Hire agreement has been in place for around 3 years.
 - 3G pitch is hired by 3 different sporting companies. Visitor toilet which is key coded with a key.
 - New contract with Football Fun Factory
 - We are accountable with all hire to ensure all regulations are checked

9. Pupil Premium and Sports Premium Update

S Smee

Sports Premium report was recently updated. We are awaiting the release of the online tool for Sports Premium.

GOV - Intra-sports competitions - great idea but what effect will this have on the timetable?

SSM - Using the timings we have on a Friday to enhance the provision to take part in competitive matches within class.

GOV - Which year groups will these be for?

SSM - Generally KS2 who may go out to other schools. With EYFS and KS1 then it is generally between classes.

10. Policy Updates

K Hingston

- First Aid Procedure (Appendix to MAT)
- Severe Weather Policy
- Mobile Phone Policy
- Invacuation Policy

Comments on the policies from the committee included:

Mobile phone policy

GOV - Is there a need to outline a parent's use of their mobile phone on site?

LAN - Yes, but does this come under the parent code of conduct. This policy is hoping to get in early with the wave of mobile phone issues from students. This could be added to the home school agreement and we will consider.

Severe weather policy

Agreed to signpost the offer of food parcels/help for parents in need in a snowed in situation.

First Aid Procedure

GOV - Accidents to and from school?

SSM - Accidents to and from school are already logged on CPOMs - tagged for first aid. However, it is the parents responsibility outside of school but we

will always treat the accident and make parents aware. All staff used CPOMS for reporting all concerns.

GOV - The policy doesn't mention how to get hold of a first aider. Do staff know how to get hold?

SSM - Staff know who the first aiders are and there is a key on the staffing document. There is a first aider in each year group and we will always ensure there is someone available.

DWi, FPA and LAN had a demo on recording first aid incidents differently. However, it didn't improve what we can offer. Working with SBI to move first aid logging to Bromcom.

GOV - Would this automatically alert parents?

LAN - Yes, this is the ideal.

GOV - Would reduce a huge amount of work.

LAN - We will update if that moves forward

Invacuation Policy

LAN - Recently worked on updating the policy and planning a drill since Martins Law was put through parliament. Planning to do a drill but conscious that we want it to be done and accurate. There needs to be a good level of training for staff to ensure it's done correctly for children and their emotional well-being.

GOV - Have we not done a drill before?

LAN - Yes, but previously under the old policy but also our building has changed quite significantly since then. Planning a drill in the next half term and we will make tweaks if needed.

GOV - Did the impact of last week's hoax phone call impact much last week?

SSM - We had 16 children in total that were off due to the phone call which is a low impact and no staff absence. We delayed the SLT meeting on this day to ensure all SLT were outside. There were a lot of calls into the office initially but with reassurance, the effect was minimum. Lateness spiked, but otherwise the school day was extremely normal.

GOV - Are there any alarms outside?

LAN - Yes there is an outdoor alarm at FA but not at FAH. We have had a quote for this which we will look to action soon.

GOV - Could we be invited to attend the drill?

LAN - Of course

All agreed to the following actions:

Add food bank offer to the Severe Weather Policy

Add defib locations to the First Aid Procedure Policy

Invite Governors to attend the Lockdown Drill

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|-----|---|------------|
| 11. | Governor Training <ul style="list-style-type: none">● Trust Training Event - Children In Care: 04.03.25 (places are fully booked)● Governor Learning Walks scheduled and invites sent for this half term | I Strowger |
| 13. | AOB <ul style="list-style-type: none">● Website Audit was completed by NDO. The only thing raised was an Accessibility Statement which has since been added. Otherwise, all in place and compliant● Library Grand Opening - Planning the opening on World Book Day 6th March 9-10am. Invite to follow | K Hingston |

- SATs monitoring timetable to be shared soon to sign up to support

ACTION - Governors SATs monitoring timetable to be shared soon.

14. Date of next meeting
- 05/06/24

I Strowger