



Oldcastle Primary School

Inspire ★ Motivate ★ Educate

Mr Jeremy Malessa-Thompson

Headteacher

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Minutes – Full Governing Body 14/11/18

Apologies

- Lyn Walters, Rachel Dando, Angela Morelli, Sarah Davies, Rachel Evans

Present

- Jeremy Thompson, Ceri Littlewood, Sara Peters, Clare Davies, Barrie Lewis, Neil Harris, Jane Hughes, Damian Faulkner, Martha Ace, Nerys Sales.

Minutes

- Addell Whiteley

1. To elect a Chairperson 2018/2019

For Information	To be Actioned/Response
• David Heyburn was the only nominee and was duly elected.	

2. To elect a Vice Chairperson 2018/2019

For Information	To be Actioned
• Clare Davies was the only nominee and was duly elected.	

3. To consider and FGB Vacancies

For Information	To be Actioned
• Training Outstanding – A Morelli, no training carried out as yet. • R Dando has resigned as a parent governor and the vacancy will be advertised in due course. • D Faulkner has been re-appointed by the LEA as a governor. • N. Harris – community governor's term lapsed in the summer, Neil would like to remain as a community governor and was duly elected and agreed by the FGB.	• A Whiteley has emailed pupil services and advised that no training has yet been carried out and that A Morelli will contact them urgently to be booked within 28 days. • A Whiteley will advise the local authority once written confirmation is received and arrange a ballot for a new parent governor.

4. Agree Committees for the School Year

For Information	To be Actioned
• Committee structures agreed as per the document Committee Structure for 2018-2019.	

5. Agree Terms of Reference for the School Year

For Information	To be Actioned
It was agreed by all the FGB that the terms of reference for the school would remain as last year but include the following changes – • Headteacher spend limit to be increased to £5K • Headteacher and chair of finance committee spend limit be increased to £10k • Finance committee spend limit to be increased to £15k • Full Governing Body to authorise all spend over £15k	

6. Report of the Director

For Information	To be Actioned
• Items 1, 2, 3, 5, 7 are for information only, duly noted. • Item 4 Wellbeing Guidance Policy • Item 6 Formula Funding proposed changes, Governors considered the options and agreed to vote for option 2, the new methodology.	• Governors discussed the training options available to them, the link to courses available will be sent out by email so that Governors may book any additional training they feel may be relevant to their post. It was also suggested that should any Governor feel that training is required in a particular area and this is not available through Governor Support, then they should advise the school by email so that training can be carried out by a third party. • Governors have agreed NOT to adopt this policy currently. Governors wish to seek further guidance from a third party to ensure the policy meets the school's needs. Staff will be involved and the school will bring the policy back to Governors in March 2019 for approval. CL and JMT will action • A Whiteley to complete and return the form.

7. Headteacher Report

For Information	To be Actioned
• Item 1, 2, 3, 5, 7, are for information only. • Item 4 – Budget, The budget is now slightly harder to track as mapping the staff salary costs accurately is slightly more difficult, but hopefully this will be rectified in due course. The school projected carry forward	• FGB agreed the purchase and selected XMA – Dell3180 at a cost of £19430.18.

for next year is around ~~£~~52k, however we have plans to use £10k for the new dishwasher, fire alarm in the kitchen and the flood repair work.

The Headteacher proposed the purchase of 121 Chromebooks in order to deliver 1:1 devices across the junior school

Quotes as follows -

- XMA - Dell 3180 £19430.18 (Vig 4gb £20328 / HP - £20844.67)
- Prowise - Entry Line 4GB £23595
- Insight - Dell 3180 - £20440.53
- Oakford - Dell 3180 - £25652.00

- In addition, the Head advised that he will be looking to purchase in class charging devices, the cost will be under £6k, when quotes have been received the Head will refer the matter to the Chair of the Finance Committee for approval should it be over the Head's spend limit.

- Premises related expenditure currently hold a significant amount for building related expenses. This was to be spent on energy efficiency and building upgrades as per funding carried forward from the previous year. The school has allocated £30,000 and had this approved for a small energy project and wiring and heating upgrades to the school canteen building. Corporate Landlord have agreed to undertake project management of the work on behalf of the directorate at a cost of 11%.

The proposal is for a small array of solar photovoltaic panels to provide energy in to the school, placed on the canteen roof. This will then enable the school to upgrade some of the internal heating and water heating system. In the future this would allow catering services to improve the catering equipment onsite. The addition of this would also reduce electricity load on main school building enabling the school delay/remove the need for Western Power to increase the mains supply to the building at a cost of c. £29,000. As the school has agreed for the LA to undertake this work they will carry out the procurement exercise and co-manage the project

- FGB agreed the purchase, if it is over £5k it would need referral to the Chair of Finance.

- Governors discussed the plans in more detail and asked if there was anything more pressing that the money could be spent on, the Headteacher advised that the school would find it difficult to spend £30k on building related expenses at the moment and so there was nothing more pressing. Governors felt that as the school had the money and it had been set aside for the purpose the plans should be agreed..

Agreed by FGB.

- Amendments to be made by S Peters,
- Rephrase to state 'if used for school

going forward

- **Item 6 – BYOD Policy**

The policy was provided to all governors for approval, after discussion it was agreed the policy would need two amendments.

- **Item 8 – Other matters**

The Local Authority in reviewing the governing body minutes wanted a reflection of the cost of the new HR provider added as an addendum to the next Full governing body minutes.

The school sought interest from, LA based on the SLA cost, Judicum and Eteach. The following cost were provided and discussed

- SLA: £4412 + £3100 EST Legal SLA
- Judicum: £6888.60 including legal services
- Eteach - Withdrew on the last day as they felt that they were unable to offer the service.

This included estimated Legal Cover with an estimated cost from the LA as they were unable to offer the service at that time.

The school opted for Judicum on a cost and service quality basis. In July 2018, via a meeting with the LA Director of Education, after the process had been undertaken the LA informed the school that it would add an additional charge based on the school not using the LA SLA every year moving forward.

This meant that the cost presented to governors will not reflect final HR costs for the school.

- Governors discussed the matter, and questioned the legal basis of the LEA applying a charge for a service we no longer use or require? Could this charge be classed as a penalty to the school?
- A Governor asked if under delegation of school budgets, is the LEA allowed to apply a charge for its service?
- The Headteacher responded that based on advice the Governing Body would need to instruct a law firm to challenge this charge as advice to date is that it is unlikely to

purposes and if we have reasonable reason to do so'

- No action at present, however further legal advice will be sought should the need arise.

be a lawful charge. • Inset Days - Governors agreed inset days for the forthcoming school year – 4 th and 5 th November 2019 1 and 2 nd June 2020 20 th July 2020	
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8. GDPR Training

For Information	To be Actioned
Compulsory GDPR training will be held in school on the following dates, all Governors will be required to attend one of the dates – Tue 11th December -1.30pm Wed 9th January – 4pm	- Governors booked as follows – 11th December – NS,JH, BL 9th January - DH, DF, CD - Still to book, M Ace, A Morelli, L Walters, S Davies.

9. Any actions following the Governor Report to Parents

For Information	To be Actioned
None	

10. Next meetings

For Information	To be Actioned
16th Jan 2019 4.30pm – Curriculum 30th Jan 2019 4.30pm – Finance 27th March 2019 4.30pm – FGB	

11. AOB

For Information	To be Actioned
Sport A Governor brought up team sports as an item to be discussed as it had come to his attention that some parents had raised it as an issue. The Headteacher stated that the school has both a rugby and netball club and team however over recent months there has been a drop in the number of children attending the clubs leading to the school not being able to field a team at a forthcoming tournament. The school is unable to take children from younger year groups to participate and with this in mind the school will not be attending the tournament. Discussion was held around ways of encouraging engagement in team sports. The Headteacher advised that the school participates in other team events as they arise, ie swimming etc. The school is unable to support a team in cross country as the event is held on a Saturday morning, however parents have offered to	- Governors wished to make clear that they recognise the importance of sports and team skills and understand the challenges faced in trying to increase support of the various sports. - It was decided that this matter be re-visited next term following the commencement of a new teacher with a particular interest in sports. (January2019).

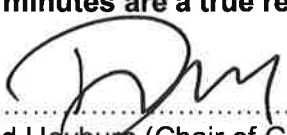
attend on behalf of the school and we have agreed to this.

- Suggestion was made that the school contact Brynteg Comprehensive to see if they can assist with the aid of the WRU HWB officer. The Headteacher advised that we had been offered this previously but the cost was quite high.

Children in Need

- A governor advised that questions were being asked around the school's decision to not take part in Children in Need day. The Headteacher advised that the school had chosen 3 charities and the school council (children from each year group) asked to nominate a further 3 charities for the school to support during the year. The children had not chosen Children in Need and therefore the school would not be participating. In addition as it is STEM week it would be quite difficult to allow a non-school uniform day as many children were on trips and had visitors in school. Governors discussed options around this and it was suggested that the school consider moving STEM week next year so that it did not coincide with Children in Need. In addition could the school look at Children in Need as a national fund raising day and not a school one.

The minutes are a true reflection of the meeting


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David Heyburn (Chair of Governors)

3/4/17
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Date

The meeting closed at 7pm