



Oldcastle Primary School

Inspire ★ Motivate ★ Educate

Mr Jeremy Malessa-Thompson

Headteacher

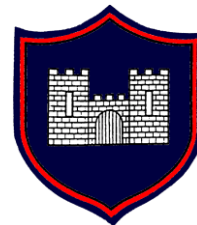
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Minutes – FGB 13/11/19

1. To elect a Chairperson

For Information	To be Actioned/Response
Barrie Lewis and Clare Davies self-nominated for the role of chair. Both candidates left the room and a confidential vote was held, The headteacher did not vote.	Clare Davies is Chair of the Governing Body for the forthcoming year.

2. To elect a Vice Chairperson

For Information	To be Actioned
Martha Ace nominated Barrie Lewis and Clare Davies seconded the nomination.	Agreed by all present. Barrie Lewis is Vice-chair of the Governing Body for the forthcoming year.

3. Apologies

- Lynn Walters, Sarah Davies.

Present

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

4. To confirm minutes 10/7/19

For Information	To be Actioned
The minutes were agreed by all present.	None

5. To confirm minutes Finance 9/10/19 and 25/9/19

For Information	To be Actioned
The minutes were agreed by all present	None

6. Matters Arising

For Information	To be Actioned
None	None

7. Governor Details

For Information	To be Actioned
Two governors are still to return their update forms, these will be chased this week.	Clerk to chase.

8. Governor Vacancies

For Information	To be Actioned
None, Jane Hughes has been re-accepted as an LA governor.	None

9. Establishment of Committees 2019/2020

For Information	To be actioned
- The Establishment of Committees document for last year was provided and reviewed for changes for the forthcoming year. A number of changes were made due to a change of Chair and Vice-chair. A new document will be produced and circulated. - The SEN governor will be reminded that an appointment should be made with the SEN Coordinator by 1.1.20.	The clerk to check with governor support around maternity rules and governing body engagement.

10. Establish Terms of Reference

For Information	To be actioned
The Terms of Reference from the previous school year were reviewed.	Agreed by all present.

11. Report of the Corporate Director

For Information	To be actioned
- The Report of the Corporate Director was provided and reviewed as follows; - Item 2 - for information, noted - Item 3 - Menopause Guidance - Item 4 - Gender Reassignment Guidance - Item 5 - Secondment Guidance - Item 6 - Probation for support staff protocol - Item 7 – Corporate Learning and Development.	- Agreed by all present - Agreed by all present - Agreed by all present - Agreed by all present - Agreed by all present, however it should be noted that the school has its own GDPR training which covers the LA training with additional school specific training included.

12. Headteacher's Report and Finance Report

For Information	To be actioned
- The report was provided and reviewed. - SDP, Self-evaluation and the Target setting documents are all available in the governor drive, please take the time to review them as they are updated regularly. - The SDP is now a much shorter document. - NH chair of the curriculum committee advised around the changes in data available to the school and it should now be noted that there are some additional reports which should be available next term. - The PTA are holding funds for the canteen refurbishment - Policies to be reviewed Attendance Anti-Bullying Health and Safety School Emergency Plan School Uniform SEN - Attendance 95.2% and is quite stable at present. - A health and safety update was provided and discussion was held around a recent issue with fire prevention work not being completed by the LA due to an issue in an electrical cupboard. The Headteacher pointed out that the electrical cupboard had been surveyed and checked by the LA on a number of occasions prior to this and nothing was picked up. The matter has now been escalated and is being chased as the work required needs to be completed in a timely manner. - This matter will need to be monitored as a 'live' health and safety issue until a resolution has been found. - Information was provided on a charging irregularity around milk being provided to the school.	- The deputy head will provide this report as soon as it is available. - All policies for review were agreed by all present. - Discussion was held around the school emergency plan, a governor raised a question about the availability of the information in the red grab bag. Governors were advised that the information is available from any mobile device held by any staff member. - The SEN policy review has been deferred until the implementation of the new ALN bill. The SEN Co-ordinator will be invited to the next FGB meeting to update governors. - The Headteacher will chase this with the LA on Friday.

• There is no update to the Harpur Trust vs Brazel but the school will advise as soon as the LA has made a decision. • Teachers Pay has been moved up in line with the annual national teaching pay award and this will show in November's pay. • LA Legal SLA – the school seeks to join the LA Legal SLA at a cost of £3100. The school already has a legal service but only for HR services and so there is some risk of duplication of service however, it is the advice of the Headteacher that we sign up to this SLA due to its broader reach. The use of the SLA will be monitored over the next 6 months and reviewed before signing up for a longer period. • A finance report for period 7 was provided. Budget currently indicates an underspend of £80000. • The school proposes the following changes to budget allocation. £8000 be used to support Speech and Language Therapy. £20000 be safeguarded for the implications of the legal case. £20000 to be used to fund additional support staff due to staff sickness. £10000 to fund additional administration time to support the school in relation to H&S, GDPR and SWAC. Should these funds not be used the school asks that governors consider using the spare funds to replace chairs and tables in the junior building. • The ability of the school and its leaders to provide a balanced budget is increasingly difficult, without additional resources the impact on staff and pupil wellbeing will be significant. Governors will be asked to consider what is the acceptable level of service we require both for our pupils and staff.	• Agreed by all present following discussion around the additional services offered with this SLA. • A governor suggested the finance committee meet when the budget for next year is allocated, in order to realistically look at areas where the school may save funds. This was agreed by all present.
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13. Register of Interests

For Information	To be actioned
There are two outstanding and they will be chased this week.	

14. Correspondence from the Chair

For Information	To be actioned
None	

15. Matters deemed confidential

For Information	To be actioned
None	

16. AOB

For Information	To be actioned
- A governor asked why the school is not represented by a member of staff during cross country running events which take place on Saturday mornings. - The Headteacher responded that the school has asked for volunteers but no one was forthcoming and the school cannot direct teaching staff to do it on a weekend. There are also geographical and family issues where a delicate balance often exists between a work life balance. The school relies on goodwill from staff to attend any out of hours event and staff regularly attend choir, sports, fete and PTA events, just this weekend two staff members attended the remembrance service parade. - A parent governor who attends the event regularly stated that there is fantastic parental engagement for the cross country events and the school promotes the events through newsletters and the parental app. There are a number of parents who take the lead on the cross country events. - The School welcomes parental help to keep these events running and thanks all parents for taking the lead. The school often struggles to engage parents in some activities and this should be encouraged. - In addition the school is supported financially by the PTA and Bridgend Male Voice Choir for these events in the form of provision of sports bibs.	

The minutes are a true reflection of the meeting

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David Heyburn (Chair of Governors)

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Date
The meeting closed at 6pm