



Oldcastle Primary School

Inspire ★ Motivate ★ Educate

Mr Jeremy Malessa-Thompson

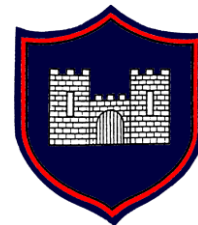
Headteacher

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Minutes FGB Meeting 29/4/20 – Virtual Meeting due to Covid-19

1. Apologies

Sarah Davies, David Heyburn, Heather Holder.

Present

Barrie Lewis, Jeremy Thompson, Ceri Littlewood, Sara Peters, Clare Davies, Nerys Sales, Damian Faulkner, Neil Harris, Rachel Evans.

2. Update on Covid – 19

For Information	To be Actioned/Response
Update from Ceri Littlewood - Staffing – All staff are well, staff meetings are held as groups on a weekly basis and all staff also have a one to one meeting with a member of the SLT weekly. It has been a huge learning curve but everyone is doing well. LSO's are training via the future learn platform which is free. Lessons – Lessons are continually being adapted following feedback and the school now believes it has the right mix. We have moved to daily lessons rather than weekly and the feedback is good, we cannot please everyone and there are a number who would prefer weekly however teachers are also happier with the daily work and we have seen an increase in the number of children taking part and it seems to work better. ASK email – This has been a huge success, Addell and Sara have worked constantly and very hard over the last 5 weeks to ensure this works and their response is almost instant. A big thank you to them both. Thrive – this continues as normal Mable - this continues as normal Children – The red and yellow system is working really well, the majority of families have now engaged in some way with the school and we have a plan in place for next week for the last few.	Governors thanked staff for the efforts and work they are putting in.

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Update from Jeremy Malessa Thompson The school is currently undergoing a mini refurbishment and a deep clean of all areas has been completed. The question we will need to consider is how we plan to move forward, what things will look like in our school when the 'new normal' starts. What if it's a part time school or an alternative provision school. The school may face some tough decisions around provision of the curriculum and also in areas of finance and staffing. A long term plan should be made taking into account possible outcomes. The plan should consider how the school will look, what changes will need to be made to the curriculum, looking at incorporating critical subjects rather than the broad range we offer. In addition we will need to look at what break and lunch times look like and can resources continue to be shared? A consideration should also be made around the long term loan of chrome books in the future. Governors and the school team will face difficult decisions in the months to come. The school will receive a directive from WG around an exit plan and at that point we will communicate our plans. This planning is critical, the school will need to consider staffing very carefully taking into account individual circumstances, managing staff wellbeing is just as important as children. Plans are already in place to send out a questionnaire to staff when a directive is given so that we can manage a return.	- Governors asked how the 2m social distance rule would apply? The Headteacher responded that all this would be considered when further guidance is provided by WG. Some year groups would be able to take this on better than others and it is a consideration. - Governors asked if we should ask parents at this stage what they want? Discussion was held around this area however it was felt that guidance should be provided in the first instance from WG and if it was needed a questionnaire could go out to parents at this point. Consideration would be given to all aspects, year groups, staff, parents and children. - Discussion was held around how the school will look, operate and differ to what was normal. A decision was made for the curriculum committee to meet in two weeks to look at the provision of critical learning. These were deemed as Literacy, Language, Numeracy and health and wellbeing. - Governors asked when a directive from WG would be expected? The head advised this is not known at the moment, meetings are being held daily and we will look at the implications of a directive as soon as we have it. - Governors asked what is happening with ALN? There is no change in this area, everything is continuing as it should and WG are currently looking at this in more detail.
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3. Inset Days

For Information	To be Actioned
General discussion was held around setting inset days for the forthcoming year and also about the remaining days planned for this year. Options discussed were pushing all the inset days to Summer 2021, forgoing the usual September inset and cancelling all the	It was AGREED by all present that governors would delegate the setting of Inset days to the headteacher as he would be best placed to make the decision at short notice. This was based on the provision that a minimum of six weeks' notice be provided to parents.

days remaining for this term.	
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4. Project planning

For Information	To be Actioned
<u>SOLAR</u> -Clarification of the plans for the Solar Project were provided. This project spend had already been approved in previous meetings however clarification on the contractor was required. Plans and costs were provided. Contractors – all approved by the LA GPP – Total cost £37,200 -12.5kw of power Tomorrows Energy £13,500 – 6.7kw of power Cymru Solar – 31,500 excluding scaffolding, 15.7kw of power. Discussion was held around the variance power units, the cost and previous experience of the contractors, along with the costs. <u>CANTEEN</u> – Clarification of the plans for the canteen project. It has been difficult to obtain plans for the whole project from one supplier. The project was agreed at a total cost of around £35k in a previous meeting. The purpose of re-visiting this is to clarify the briefing and project plans. Costs and plans were provided Contractors all approved by the LA Highland – completion of all building works internal and external including new doors- £16,000 FG – new doors only - £7500 BOF – Furniture and Fittings Only £ 20595 – based on extensive plans, booth seating etc. Office Re – online quote, not visited site £9735	- Governors agreed to offer the contract to Cymru Solar based on the quote provided and confidence in the offer, the second option would be GPP if Cymru Solar had no capacity in the current situation. This is based on the fact that the offer is for 15.7kw, should this not be met, the contractor should reduce the cost accordingly. - Governors agreed to offer the building contract to Highland at a cost of £16,000 based on past confidence in the company and price. Discussion was held around the interior work and it was agreed that the existing furniture would be re used for the moment. This was based on the cost and also the fact that at this stage we do not know if the planned furniture adaptations will fit in with possible social distancing methods. The interior improvement's will be reviewed in the Autumn Term when we have a more detailed idea of the future 'new normal' .

5. Agree Minutes

For Information	To be Actioned
Minutes from the FGB meeting of 9.4.2020.	AGREED by FGB Present

6. Matters arising

For Information	To be Actioned
• None	

7. AOB

For Information	To be Actioned
• Next meeting Curriculum 13 May 4.30pm There are likely to be more meetings than are normally required and we will of course communicate these in due course.	• Dates will be communicated in the next few weeks for bringing forward and doubling up on meetings.

The minutes are a true reflection of the meeting

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Clare Davies (Chair of FGB - Oldcastle Primary School)

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Date