

OLDCASTLE PRIMARY SCHOOL

INSPIRE - MOTIVATE - EDUCATE

Goreu Cam, Cam Cyntaf - The most important step is the first step



Minutes Meeting 27.6.23

Present - Ceri Littlewood, Nerys Sales, Barrie Lewis, Heather Holder,, Gemma Poupon, Amanda Moore , Paige Baldwin, Lowri George, Martin Smidman, Janine Burr, Nia Vaughan.

Apologies - Jack Shaw, Sara Peters, Damian Faulkner, Angela Minton, Lyn Walters.

Non attendees - Ian Williams, Matthew Jones.

2. To confirm the minutes of the FGB (Spare Meeting) held on 2.5.23

For Information	To be Actioned
Agreed by FGB present.	Agreed

3. To confirm minutes of the Curriculum Meeting held on 16.5.23

For Information	To be Actioned
Agreed by FGB present.	Agreed

4. Matters Arising

For Information	To be Actioned
A governor provided a report on the recent governor Maths visit. All governors found the visit to be a very good experience, providing great insight into how maths is taught across the school. The report is available to view in the school drive and all governors who participated enjoyed the overall experience.	Noted

5. Governor Training Update

For Information	To be Actioned
- Thank you to the governors who completed their mandatory training this term. - There are two governors who are yet to complete safeguarding training Lyn W and Jack S, a reminder and link to the training has been sent this week. - Matthew Jones has not completed any training and this matter has been reported to governors support at the LA along with a request by the school for him to be removed as a governor due to non attendance and no correspondence.	Noted

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6. To receive the report of the Director of Education

For Information	To be Actioned
As of today's date no report has been received.	Noted.

7. To receive the report of the Headteacher.

For Information	To be Actioned
The full report is available in the drive for viewing, the headlines are as follows; School Development, Performance and Curriculum - The school's development plan has produced some significant results this year, with many pupils progressing well across all AOLES. Staff have worked very hard and as a result, the school is witnessing a substantial rise in academic and sporting achievements and an overall positive transformation for the children. A copy of the evaluation is available to read in the drive. - The SLT clearly understands the school's strengths and weaknesses; these have been shared with Simon Roberts, the school's Improvement Partner, and have been clearly identified for next year's School Improvement Plan. Target areas for next year include; Welsh, Outdoor Learning, Independent Learning, Community Engagement, Reading Healthy Schools, Professional Development for all staff, Pupil Voice and Teaching And Learning. Nursery, Reception, Year 1 and 2 will see a change to the delivery of teaching over the coming year, with a big focus on developing all pupils in becoming Independent learners. The teaching will focus on Introduction of Role Play, Continuous and Enhanced Learning. - The school is delighted to announce that following the successful implementation of the new literacy scheme, they have become a Flagship school for Literacy Leaf. Flagship schools are chosen for their innovative use of the book-based approach across the curriculum. A big thank you was given to all teachers and Mrs Burr for working so hard and pushing this through. - The school is committed to providing a supportive and inclusive learning environment for all its pupils, including those who may	- Noted - Governors commented that they recognised many areas had been identified previously, and that targets and focus had been set leading to many changes over the last year. Governors wished to note that they were very pleased with progress to date and where the school is going.

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be vulnerable due to social, emotional, or educational challenges.

- To ensure pupils' progress, the school has implemented an assessment system to track their progress and identify areas where pupils may need additional assistance. This includes a universal provision and intervention-tracking system identifying individual support and needs. All pupils, including the vulnerable, are monitored using live Class Action Plans. These are discussed termly with class teachers and SLT to identify progress made and support required.
 - This term, the school used a range of standardised assessments to measure pupil progress in critical areas such as Literacy and Numeracy. Progress is tracked over time, and any areas where pupils fall behind have been identified and addressed. Time has been allocated to allow staff to meet and discuss the pupils they will be teaching next year, and class action plans have been written in preparation for the start of the new term.
 - Individual Development Plans (IDPs) have been provided for pupils with Additional Learning Needs. These outline specific learning requirements, goals, and strategies for achieving those goals. The IDPs have been reviewed and monitored to ensure pupils are progressing towards their goals. Further work is needed to develop the assessment and recording process the school has in place, but good progress has been made to date.
 - The improvement partners report was provided to governors and is available to view in the school drive, this was completed following his recent visit and is a very informative document.
 - The school will introduce a "Soft Start" for all pupils in September. A soft start aims to create a supportive and nurturing environment that helps pupils ease back into school life, both academically and emotionally.
 1. Welcome event: Allowing pupils to familiarise themselves with changes in the school environment, meet their new teachers, and reconnect with their classmates.
 2. Relationship Building: Building positive relationships is crucial for a supportive learning environment. Teachers will focus on relationship-building activities and exercises.
 3. Review and Recap: The first few days of the new term will involve reviewing and recapping essential concepts from the previous year or topics covered in the upcoming term.
- Governors particularly liked this plan, many commented how the children liked this approach following covid closures and how well it worked at that time.

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| <ol style="list-style-type: none">4. Goal Setting: Pupils will be encouraged to set goals for the new term. This can include academic goals, personal growth objectives, or extracurricular aspirations.5. Well-being: Using the FEO, Well Being Champions, the school will emphasise the importance of well-being during the soft start period.6. Gradual Increase: Instead of diving straight into the academic work, teachers will gradually increase the complexity and intensity of the curriculum .7. This term, the school has been recognised for excellent sporting achievements in Cross Country, Rugby and Tennis. <ul style="list-style-type: none">● The school produced a case study for CSC on how it supports children in the school, this can be viewed in full on the school drive and is included within the Snippets of Success document.● An update was provided to governors on the recent successful careers week.● An update was provided around the plans for outdoor learning and the training completed to date.● The school and Miss Craven are currently going for the Crew Cymraeg Bronze Award.● Attendance for the school year to date is 94%. | <ul style="list-style-type: none">● Governors gave their thanks and congratulations to the school regarding the recent sports success. They felt the school now recognises the importance of team and individual sporting events and is better positioned to recognise the success of pupils' achievements outside of normal school activities. Governors wished to personally thank the Headteacher for encouraging this through enrichment activities and after school clubs, the impact this has had on pupils is there for everyone to see. Discussion was held around funding of sporting uniforms and the Headteacher advised that the school is currently in discussion with the Bridgend Male Voice Choir regarding sponsorship |
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Finance Update

- Updated budget was recently received as follows;

Budget Allocation	1,532,383
Estimated Income	322,584
Carry forward	<u>175,047</u>
Total	2,030,014
Expected Expenditure	1,996,447
Estimated Credit	<u>33,567</u>
- The school budget remains a concern, and it is possible that the school may go into a deficit budget at some time this year. A robust spending plan is in place with clear monitoring of expenditure and income.

- Agreed by FGB present

Private Fund Update

Music Fund

Balance as at 15.4.23 **£10052.95**. Costs to school for the year 2022-2023 for the time of the music teacher are £8385.40. This will be transferred back to budget shortly. Balance rolled forward is £1667. The school retains the right to move this back to budget to cover the music SLA should they not have the funds to cover the cost. (cost appx £2800)

Afterschool Club

Balance as at 31.4.23 **£50314** Costs to the school for the year 2022-2023 for the club are £48,694 this will be transferred back to the budget shortly. Balance remaining of £1620 which will be used as a contingency for the coming year.

Private Funds

Balance as at 1.5.23 **£56232**, this fund holds a variety of funds (around £30000) to pay for a variety of items, such as swimming, panto, trips, year 6 events, residential trip, rewards day, enrichment activities. Funds are also earmarked for future enrichment activities such as tennis, fencing and cooking, and hall hire (around £5,000). The school keeps £10,000 in reserve. Some of these funds will be moved across to budget shortly.

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Audit requirements

The accounts for both the Autumn term are complete and have been audited, the Spring Term accounts are currently with the auditors.

Auditors for this school year will be Rachel Evans and Katie Lincoln along with a final check by the headteacher and the chair of governors. Governors who wish to view the accounts may do so at any time by contacting Addell Whiteley.

Policies

There are no policies to be agreed.

Health and Safety Update

A Health and safety walkabout was completed with Mrs Peters and a governor and the report is available to view in the school drive.

Complaints

The school is currently dealing with a situation that does not come under a formal complaint. However, this has resulted in the COG meeting with a parent.

Subject Access Request (SAR)

The school has received one SAR, which was actioned in the time frame required.

Training

25th April - Aspire Training (JB)

5th May - Federation Meeting (CL)

- Noted
- B Lewis Health and Safety Governor provided an overview of the report, the school was looking very good in the main, some yard markings and wall painting is required in the year 2 area and new yard markings following the drain work but this will be done following completion of all the drainage works.
- Noted
- Noted
- Noted

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10th May- Aspire Training/ AOLe mapping (CL/KL/LH/RE/NV/SM)
18th May - ALNCo forum (LH)
23rd May - Cath Delve - Independent Learning (CL/SM)
24th May- Cath Delve - Pupil Voice (JB)
26th May- Literacy Tree- Reading/Contentious and Enhanced Provision (all staff)

Staffing Update

At the end of the year, the following staff will be leaving the school.
Miss Alex Patrascu- Alex has a new teaching job in Cardiff.
Miss Isabelle Harris - Isabelle will be seeking opportunities
Mrs Caitlin Hardy- Caitlin will attend university to start her teacher training.

Julia Williams will be joining the school full-time in September. Julia will be taking up the position of a class teacher in Year 5. We are looking forward to Julia joining the Oldcastle Community.

- Governors wished the staff who are moving on well and look forward to meeting Julia in due course.

8.Update from the chair regarding the LA 3 year strategic plan

• For Information	• To be Actioned
• The plan was provided as information for all governors, this is available to view in the drive. • Discussion was held in where the information on the evaluation came from and if how the target areas were set.	• Noted

9.Safeguarding

• For Information	• To be Actioned
• Moved to P and C at the end of the meeting.	• Noted

10. Correspondence brought forward at the discretion of the Chair/Headteacher.

• For Information	• To be Actioned
• The PTA plan on running Oldcastle Rocks on Saturday July 8th and have applied for an alcohol licence for the afternoon session. Governors were advised to pass any offers of help on the day directly to Lowri Geroge who will happily accept any offer of help.	• Agreed by FGB present.

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| <ul style="list-style-type: none">The Headteacher advised that she had recently met with Paul Miles - Group Manager of Human Resources and Organisational Development, to discuss the matter of support staff back pay, in relation to the holiday pay issue. The meeting was very productive resulting in the LA offering to manage this matter. The relationship between the department and the school is much improved and Paul asked if he could meet with the Chair and the Headteacher in the new term to discuss the SLA. The school is extremely grateful to Paul for offering to manage this issue on our behalf. | <ul style="list-style-type: none">Governors welcomed the feedback and look forward to an update in due course. |
|--|--|

The minutes are a true reflection of the meeting held on Tuesday 27th June 2023.

Agreed

Name -

Date -

20.7.23

Nerys Sales - Vice Chair of Governors (Acting Chair for this meeting)

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