OLDCASTLE PRIMARY SCHOOL

INSPIRE - MOTIVATE - EDUCATE

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

Minutes FGB 7.3.23

1. **Present** - Barrie Lewis, Damian Faulkner, Heather Holder, Ceri Littlewood, Sara Peters, Janine Burr, Amanda Moore, Lyn Walters, Jack Shaw, Nia Vaughan, Angela Minton, Lowri George, Gemma Poupon, Page Baldwin.
   Apologies - Martin Smidman, Nerys Sales.
   Non-Attendees - Ian Williams, Mathew Jones.

2. **To confirm minutes of the FGM Meeting 15.11.23**

For Information	To be Actioned/Comments
Noted and agreed	Agreed by FGB present

3. **To confirm minutes of any committee meetings: Finance 7.2.23 and Curriculum 24.1.23**

For Information	To be Actioned/Comments
Noted and agreed	Agreed by FGB present

4. **Matters Arising**

For Information	To be Actioned/Comments
None, all actions had been actioned	Noted

5. **To consider governing body vacancies**

For Information	To be Actioned/Comments
Heather Holder, term ends as a parent governor 23/3/23, the post will be advertised through the usual channels after the 23rd and the LA will be informed that the process is underway. Heather is able to continue to attend meetings, but will not be able to take part in any vote. Vacancies and attendance, there are no other vacancies at present. Discussion was held around attendance expectations and the non attendance of an LA governor, dates of missed meetings (1 year) and non-completion of mandatory training were highlighted and it was agreed that the chair will write to the LA and ask for consideration to be given to removing the governor from post.	Agreed by FGB present. The clerk advised that contact has been made with the LA and Governor Support Wales to confirm procedure in relation to non-attendance, and this is the correct procedure. The clerk advised contact had been made with the governor regarding attendance, he advised he wished to continue and would attend the next meeting, but he is a no-show.

6. Governor Training

For Information	To be Actioned/Comments
The training schedule has been updated with relevant information and governors advised what courses are required to be completed and what are mandatory. Mandatory courses - Induction for governors Understanding and Using Data Recommended - Safeguarding for Governors Other courses available - GDPR refresher - recommended Safer Recruitment - if taking part in recruitment Safeguarding for governors and trustees - mandatory Chair - Named safeguarding training - mandatory Policy and Practice - as required A link for all available online courses will be sent out to all governors.	Requirements this term JS -both mandatory courses and safeguarding for governors. GP -both mandatory courses. MJ -both mandatory courses and safeguarding for governors MS -Understanding and Using Data. LW - safeguarding for governors. NS - new chair and safeguarding for governors. PB - Safeguarding for governors. Page believes she has completed this but will confirm. The clerk will email the LA and CSC governors regarding mandatory training as governors have already emailed the LA but no response has been received. Please can all governors advise the clerk when training has been booked and completed.

7. To receive the report of the Director of Education

For Information	To be Actioned/Comments
Much of the report is for information only; 1. Message from the Director 2. Violence against women, domestic abuse and sexual violence protocol. 3. Leave Policy 4. Corporate Learning and Development	1. For information only 2. Protocol Adopted 3. Policy Adopted 4. For information only Agreed by FGB present.

8. **To receive the report of the Headteacher**

For Information	To be Actioned/Comments
The report is available to view in full in the drive, key areas of discussion were - Headteacher's Report **School Development and Improvement** This covered the importance of the role of the Family Engagement Officer (FEO) and impact to date, the new literacy scheme, book looks, learning walks and the recent visit from the school improvement partners. A detailed visit was completed which went very well, areas of improvement were identified and many of these areas had already been identified by SLT and a plan had already been put in place. There were some pockets of outstanding teaching with one or two areas identified as requiring improvement. **School Performance** Many learning walks and visits are planned over the coming weeks from a range of people including Voice 21, cluster schools, governors and SLT. Attendance is a high priority and the school is working hard to improve attendance, including meetings with parents and EWO intervention. Data meetings are planned this term to assess pupil progress. **Curriculum** The school continues to develop its curriculum and this term's overarching theme is Global Environment, the curriculum continues to be adjusted and developed and this will continue into the future. Much work has been completed on assessment this term and the school is working to develop a policy for the future. Some changes are being made to the school medium term planning, and development will continue in this area. RSE development is ongoing following a welsh government court case, this will be ready to be introduced next term and we will provide parents with an opportunity to come in and discuss this, so that we can address any concerns in advance of its implementation.	A governor asked if the FEO carries out home visits in relation to ALN new starters. The head responded that she hasn't as yet as the situation has not arisen, however she does carry out home visits for other new starters and could if required carry out an ALN visit. Discussion was held around the benefits of a home visit, and the head confirmed that the school offers this to all new starters in nursery and it could be rolled out to other groups if required.

Staffing and Finance The LA confirmed delegated budget will be cut by 2% for the forthcoming year and the schools roll over is likely to be reduced by around 50% from its level last year. This will prove challenging moving forward however, the school has been working on a budget plan for next year using a best estimate of figures. We estimate a potential rollover of £144,000 and this puts the school in a completely different position to previous years, this figure is based on what is known as of today's date. At this time the school does not know if the LA will permit any funds to be carried forward, however we will request to keep these funds as they will be required in order to continue with plans.	
Planned investments for the next year £29,000 remains in the new literacy scheme budget, this originally held £40,000. The school is part way through its year and investment into the scheme is ongoing, purchases are being made and will continue to be made as progress is assessed, the school will make every effort to keep these funds.	Anticipated Costs £29,000 - Literacy
£24,000 is required to continue with the Family Engagement Officer role, again the impact this has made to the school and families is immeasurable and we will request to keep this in place.	£24,000 - FEO
£16,000 is required to develop and staff the role of an Outdoor Learning Specialist, in the foundation phase in particular.	£16,000 - OL Specialist
£21,500 MEAG grant was received on 28th February 2023 for the purpose of assisting with Minority Ethnic Achievement, the school plans to use a specific learning support officer in this area, working with all EAL children.	£21,000 - MEAG Specialist
£9000 to be used to purchase individual IPAD's for MEAG for use with language apps and to assist in classrooms.	£9,000 - IPADS
£50,000 to be kept in reserve as a contingency, this is usual for all schools.	£50,000 - Contingency
This totals £143,000 and is essential for the school to be able to meet its improvement plan and operate its new curriculum There are also some additional expenses which the school has quotes for however until the budget is confirmed these will not go ahead. These include new blinds on the south side of the school where classrooms struggle with sunlight and a continuation of a flooring upgrade, these will only go ahead if funds permit. Staffing has been moved to the end under the Private and Confidential section.	Discussion was held around budget as a whole and the **FGB agreed** to the allocation of funds and would support the headteacher in a request to keep the funds.

Periodic and Specific Issues **Safeguarding and Complaints** Moved to private and confidential. **Freedom of Information (FOI)** The school has received two FOI requests. **Strike Action.** Seven staff members chose to strike following the National Education Union's strike announcement. Agreement is still to be reached. **Training** Foundation Phase Curiosity Training - Rachel Evans CSC Brynteg Cluster Assessment - Ceri Littlewood and Janine Burr Relationship and Sexual Education - Nia Vaughan and Ceri Littlewood NQT Aspire Training - Isabel Harris and Alex Patrascu Gareth Coombes Assessment Training - Ceri Littlewood and Janine Burr Supporting Pre Verbal Pupils- Lyndsey Hodgson Science and Technology Cluster Assessment - Shannon Matthews Twilight Session, Feedback and Marking - All staff Thrive- Chloe Lewis and Daniel Murdoch Well Being and Mental Health Framework - Rachel Evans and Ceri Littlewood CSC Diversity Training- Nia Vaughan and Ceri Littlewood Twighlight Session of GDPR Training **Policies to be approved** Attendance Digital Resilience and E Safety Feedback and Marking School Uniform Staff Induction	All policies were approved by the FGB present.

9. **Budget Contingency Plans**

For Information	To be Actioned/Comments
See head teachers report	

10. **Staffing September 2023**

For Information	To be Actioned/Comments
See Private and Confidential	

11. Update from lead governors on the Self Evaluation of Governance

For Information	To be Actioned/Comments
An update was provided by the chair, self evaluation is ongoing and is proving very useful. The programme has identified potential gaps in governance and has made it easier for governors to have access to information all in one place. It is a tool for development and meetings are ongoing with a view to sharing the findings with all governors in the near future. It has proved a very useful exercise and a reminder that all the information is already available in the school but the programme allows it to be brought together in one place.	Meeting agreed for Friday 17th March.

12. Safeguarding

For Information	To be Actioned/Comments
See Private and Confidential	

13. Correspondence brought forward at the discretion of the chair

For Information	To be Actioned/Comments
1 letter received regarding the sale of house colour t-shirts with names on by the PTA. Concern was raised around a potential safeguarding issue with names on the back of t-shirts. The school has declined to put in place a blanket policy with regard to names on clothing, this is a parental choice and the parent purchases the t-shirts and provides the information for the back, thereby providing consent. The school contacted the safeguarding team and looked at other official clubs/societies and the majority ask that a parent provide consent, the school already does this and so no further action is required. Further communication was then received stating that it was not inclusive, however the school's decision remains unchanged. Discussion was held around the fact that it is the PTA that provides the t-shirts and consent and payment is provided by parents and giving parents a choice is important.	FGB agreed with the decision made by the school.

14. AOB

For Information	To be Actioned/Comments
One incident has been reported, this has been moved to the Private and Confidential section. A governor asked if dates could be confirmed for sports day, leaver's concerts and Year 6 performances.	The head will confirm these dates over the next two weeks.

The minutes are a true record of the FGB meeting held Agreed by the chair of governors D Faulkner

Signed

Dated 10/05/23