



Oldcastle Primary School
Inspire ★ Motivate ★ Educate
Mrs Ceri Littlewood
Headteacher
South Street
Bridgend
CF31 3ED
Telephone: 01656 815790



Minutes FGB 15.11.22 4.30pm

Present – Barrie Lewis, Heather Holder, Ceri Littlewood, Sara Peters, Janine Burr, Amanda Moore, Martin Smidman, Lyn Walters, Paige Baldwin, Jack Shaw, Simon Roberts

Apologies – Nia Vaughan, Ian Williams.

Non-attendees - Mathew Jones, Gemma Poupon.

1. Simon Roberts

For Information	To be Actioned
Simon Roberts the school's new improvement partner was invited to attend the meeting to introduce himself and explain his role. Simon is an experienced headteacher who has been seconded to the role for a period of two years, his role will support all aspects of the school and to broker support between the school and CSC. Simon also acts as a link between the school and the local authority and will meet with the director to feedback on a regular basis. Simon thanked governors for their work and commitment and recognised that the role is a voluntary one. Simon reminded governors that he can offer support directly to governors by way of performance management, the school's MER and also by assisting with a governor's self-evaluation programme.	Noted, governors thanked Simon for his attendance.

2. To confirm minutes of the FGB Housekeeping meeting held 18/7/22

For Information	To be Actioned/Response
Minutes agreed.	Agreed by all present.

3. To confirm minutes of all committee meetings

For Information	To be Actioned
- Finance 11/10/22 - Curriculum 20/9/22	Agreed by all present. Agreed by all present.

4. Matters Arising

For Information	To be Actioned/Response
None	

5. Vacancies

For Information	To be Actioned

● KH has resigned leaving the school with a community governor vacancy. The role has been advertised and one application has been received. ● Discussion was held regarding the application and it was agreed that the applicant was more than suitable for the role, would be committed and an asset to the school. The clerk will advise the applicant at the earliest opportunity and arrange an induction. ● DF has reapplied as an LA governor as his term had lapsed, this is currently being processed. DF will not be able to participate in a vote at this time, but can attend meetings, NS will deputise as chair should the need arise.	● Noted ● Agreed by all present.
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6. Estyn update DF

For Information	To be Actioned
● DF and the headteacher attended an Estyn training event. The training discussed the new format of inspections, the new process and how inspections would look moving forward. ● The new system is a trial with the aim of being more meaningful for the school, and give a better overview. The changes have been made in line with Estyn's new framework. There will no longer be a grade provided but the school will still have a comprehensive report. ● There are slides available showing all the changes and an overview of the how the days will be organised. These will be sent out to all governors tomorrow. ● A governor asked what the rational was for not providing a grading. The head responded that the grading always applied for 6 years and things can change quickly in schools meaning the grading was not always relevant, the new report should be much more meaningful to the school, whilst providing a summary overview. ● A governor asked what the rational was for no longer looking at books in foundation phase. The head responded that there is often no evidence in foundation phase books as much of the learning takes place through play, class observations and learning walks will provide this evidence in a much better context. ● DF pointed out that there seems to be a very big emphasis on healthy eating within the inspection along with safeguarding, teaching and learning and well-being.	● Noted, DF to send the slides to all.

7. Governor Training

For Information	To be Actioned
● A number of governors completed safe guarding training this term. A list was provided showing all training completed to date and any outstanding training. Governors were reminded that it is their responsibility to complete all mandatory training within 1 year of their appointment and to send all certificates to A Whiteley.	● Noted and agreed

8. Governor Report to Parents

For Information	To be Actioned
• The Annual Report to Parents for the last school year was published and a meeting held for parents, 1 parent attended. • A feedback form was sent to parents, 3 parents responded. Generally, very good comments, thanking the school for their support, being grateful for the effort being put in and that the enrichment programme was liked. Two comments regarding the decision made by the school not to attend a recent rugby tournament and questioning the decision made, along with one comment regarding the lack of team matches against other schools. • Discussion was held around the reason behind the decision, and clarification was provided from the headteacher that the school was not able to attend due to other commitments that day, the school had already committed to swimming off site and 3 members of staff were already committed to this. The remaining staff were committed to other timetabled activities and there was no capacity to provide the required two members of trained staff with 12 children to the tournament. The school did not take the decision lightly and the head stands by the decision made, the school could not facilitate attendance on that particular day. Other considerations to the decision were the cost of transport and the limited number of children asked to attend. 40 children participate in rugby club on a Monday night. • The head also asked governors to consider the criterion for choosing 12 children out of the 40 available. • Discussion was held around non-attendance at the tournament, the importance of participating in team sports and providing the opportunity for children to represent their school. Governors commented that the sports at the school have improved greatly over the last 18 months, with the school topping the league at many cross-country events, they also recognised that the school runs team	• Noted

sports clubs which were almost non-existent until 18 months ago. - Governors discussed how the school should select a small number of children for a particular tournament, a number of governors felt it should be on a rotation basis offering an opportunity to all participants, there was also discussion around picking a team that would best represent Oldcastle. A governor asked how children are selected for concerts or performances, the head responded that all children take part in concerts and performances so as not to exclude anyone. - Discussion was held around participating in regular inter schools matches, AW advised that these are now few and far between, many schools cannot afford a bus to facilitate these matches. Both club teachers are members of an inter school group chat and try to arrange matches on a regular basis. A governor stated effort should be made to plan fixtures for the future as representation of the school is important for children and encourages a team spirit. - A suggestion was made that if other schools can not facilitate matches due to lack of numbers, some of Oldcastle's children could stand in to make up a team. This suggestion will be passed to both club leaders. - The head commented that many schools now run football teams but the school does not have a football team or anyone trained to teach it.	
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9. School Visits

For Information	To be Actioned
- As a result of the recent curriculum meeting a team has been put together to look at literacy within the school, AM, HH and DF will be in school on Thursday looking at the new literacy scheme. They will talk to teachers and the pupil voice and carry out classroom observations. They will then feed back back to the FGB with an evaluation of their findings. - A governor asked how the literacy scheme was going, the head responded that it was excellent, early signs are that staff really like it, children enjoy it and it seems to be making a difference.	Noted and agreed

10. To receive the report of the Director

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For Information	To be Actioned
● Much of the report is for information only. ● Policy to be adopted - Leave Policy, the school advised that a discrepancy exists within the policy, the school has sought clarification from Paul Miles at the LA but as yet have had no response. Once a response is received and the discrepancy rectified AW will forward the policy to governors for approval.	● Noted and agreed

11. To receive the report of the headteacher

For Information	To be Actioned
● A full report is available in the governor drive. The headlines are as follows; ● Simon Roberts the new school improvement partner has visited the school and a copy of his report was provided. ● The school has introduced new literacy scheme designed to teach pupils literacy skills through high quality texts, immersing the children in a literary world. Feed back so far is very positive. ● ALN, the school currently has three pupils with ALNs and IDPs are in place, with meeting planned for parents. Children who do not meet the criterion are supported through the school's universal provision. A governor asked why there were only three children as it seemed low, the head confirmed that only children with an IDP are considered ALN, any children who had previously been on the SEN register but did not have an IDP are provided for under school provision. A governor asked if this caused any disruption, the head responded that it did put more work back to the teacher and more work in class but there is less paperwork than previously. Teachers now identify children who need extra support and plan accordingly, this is reviewed regularly. ● Attendance is being monitored this year and meetings are planned for children with poor attendance, this is with the support of LA's EWO. Attendance currently 94%. ● Children in years 1 -6 have been assessed through star reader and star maths, this data is monitored and the tests will be repeated in late spring.	● Noted and agreed

- Pupils in years 2- 6 have completed the welsh government tests for procedural, reasoning and reading, one test is in the autumn term and there will be another in the summer term. Data will be collated and analysed, children who score under 85 (standardised) are identified as requiring universal provision, children who scored above 120 (standardised) are identified as more able and talented and are supported by additional interventions.
- SLT have undertaken learning walks, book looks and planning monitoring, reports were provided for governors in maths medium term planning, book looks years 3 and 6, AOLE, Literacy and are available to read in the governor drive. A governor asked if the school was concerned around the number of not achieved items on the maths medium planning report. The head responded that there was no concern, this report was carried out early in the term and it was an evaluation of planning not of what is happening in the class. There have been a lot of changes and we are providing support in the planning to ensure the planning is relevant and that learning and development is happening. A governor stated that the report was very honest, almost critical, the head stated that it was meant to be, it allows SLT to work on it with staff and the evaluation process works.
- The concept based theme for curriculum this term is Human Kind, a unit of work about what makes us human, celebrating our diversity and impact on the world. The school continues to monitor the impact of its new curriculum through the MER, which is available to view live in the drive.
- Professional development is offered to all staff in our commitment to school as a learning organisation. A research programme is underway with AOLE teams focusing on whole school development. Staff meet every three weeks to discuss progress to date and outcomes. For example, two focuses this term are;
 - Expressive Arts – what impact does EA have on the well-being of children within the classroom?
 - Literacy, Language and Communication – What is the impact of Voice 21 on the use of Oracy within the classroom?
 - Staffing – 3 staff have started maternity leave this term. 1 member of staff returns from maternity leave.

● Finance - Allocation £1,456,401 Income £317,541 Underspend £284,826 Total £2,058,768 Estimated expenditure £1,985,685 Estimated credit £73,083 Funds are already allocated for the toilet renovations and the literacy scheme. Budget remains healthy but the school is monitoring it closely. ● The school's drainage survey was carried out and it highlighted a number of serious issues, BCBC have deemed the work as urgent and visits are underway to confirm works. ● Flu vaccinations have been offered to all staff. ● The Harper Trust vs Brazel case regarding support staff paid weeks and now completed its appeal process and the decision stands. The school is working with BCBC to ensure support staff pay is correct. A governor asked if agreement had been reached on who would fund this, the headteacher responded that the LA had advised they would be covering the cost. ● Policies to be reviewed Safeguarding – approved and agreed Accessibility – approved and agreed Educational Visits – approved and agreed Session Times – approved and agreed Smoking Policy – approved and agreed	
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12. Safeguarding

For Information	To be Actioned
● The fencing around the nursery area has been identified as being too low and need to be replaced, this will be completed as part of the drainage works being carried. ● Traffic Management around the school is causing a lot of problems, the school has received complaint from the solicitors and local residents complaining about parents who are disrespectful and rude. The matter has been reported to the LA and the police and civil enforcement officers have been mobilised. Mrs Peters and Mrs Littlewood have been patrolling the area and it really is an accident waiting to happen.	● Noted and agreed ● Noted, discussion was held around other options available.

13. Correspondence brought forward at the discretion of the chair

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For Information	To be Actioned
None	

14. AOB

For Information	To be Actioned
- Toilets and Drains, there is a two week delay on the completion of the toilets mainly due to the drainage issues. - Phase 1 of the drainage repairs will commence shortly and will cause quite some disruption, assurance has been provide from BCBC regarding health and safety of pupils, staff and parents but this does not make it any easier to deal with on a day to day basis. Staff wellbeing is a big concern along with access problems.	Noted

All documents relating to the meeting were available to view and comment on in the Governor Drive prior to the meeting.

This is a true and accurate record of the meeting.

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Chair of the FGB – Damian Faulkner

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Date

Matters deemed Private and Confidential

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