



Oldcastle Primary School

Inspire ★ Motivate ★ Educate

Mr Jeremy Malessa-Thompson

Headteacher

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Minutes FGB Meeting 1.11.20 – Virtual Meeting due to Covid-19

Present -

Barrie Lewis, Jeremy Thompson, Ceri Littlewood, Sara Peters, Clare Davies, Nerys Sales, Neil Harris, Rachel Evans, Lyn Walters, Heather Holder.

1. To confirm the elected chairperson for the school year 2020/2021

For Information	To be Actioned/Response
Clare Davies was nominated for the post of Chair by another governor, Clare was the only nominee.	Clare Davies was duly elected as chair for the forthcoming year.

2. To confirm the elected vice chairperson for the school year 2020/2021

For Information	To be Actioned
- Barrie Lewis was nominated for the post of vice chair by another governor. - Nerys Sales was nominated for the post of vice chair by another governor. - Barrie withdrew as a nominee leaving Nerys as the only nominee.	Nerys Sales was duly elected as vice chair for the forthcoming year.

3. To receive apologies for absence

For Information	To be Actioned
Apologies – Damian Faulkner, Jane Hughes.	

4. To confirm the minutes of the FGB meeting

For Information	To be Actioned
FGB 1/7/20	AGREED by FGB Present.

5. To confirm minutes of any committee meetings

For Information	To be Actioned
- Finance 7/10/20 - Curriculum 23/9/20	- Agreed by all FGB present. - Agreed by all FGB present.

6. Matters Arising

Matters arisingFor Information	To be Actioned
None	

7. To consider governing body vacancies

For Information	To be Actioned
- DH has resigned as a parent governor which leaves us with one vacancy and there are two posts due to expire in December CD and MA. - Following discussion it was agreed the clerk will request forthcoming parental vacancies be considered as a matter of urgency. - C Littlewood holds a teaching governor post and this will be advertised in line with current procedure within the school. - We have a number of posts available for non-parent governors however at this time we cannot recruit for these posts as the cabinet is not sitting due to covid.	- AW to action - This vacancy will be advertised internally at the end of November. - AW to seek advice from the LA and review prior to the next FGB meeting.

8. Establish committees for the school year 2020/2021 including the chairs of Finance and Curriculum.

For Information	To be Actioned/Noted
- See committee structure document for agreed committees. - CL has put together a Key Roles and Responsibilities document which has been emailed out, the school has asked for volunteers in a number of areas. - Discussion was held around agreeing the committee for appointing a new headteacher, this questioned whether staff should have the opportunity to sit on the panel. A number of governors felt it would be better not to have staff present however a number of governors felt staff should have the opportunity to be represented. SP staff governor and RE teacher governor both volunteered, however a decision was reached that there would be a staff engagement panel put in place, this panel would be involved in the interview process allowing the staff voice to be heard.	- Document will be emailed to the LA and be available in the drive to view from Monday 16th November. - Volunteers agreed as per the AOLE and Key roles document.

9. Establish terms of reference for the year 2020/2021

For Information	To be Actioned
See terms of reference document for the year.	The document will be sent to the LA and will be available to view in the drive from Monday 16th November.

10. Directors Report

For Information	To be Actioned
There is no report from the Director	

11. To receive the report of the Headteacher

For Information	To be Actioned
- The report is available to view in the Governor Drive. - A summary of forthcoming staff and governor training was provided. - A breakdown of staffing and staffing changes was provided. Discussion was held around backfilling the roles vacated due Ceri Littlewood and Lyndsey Hodgson taking on their acting head and deputyhead roles from January 1st. This information is provided within the private and confidential section of the minutes. - A breakdown of staff absence was provided. - Attendance details were provided as per the report. A governor asked if any guidance had yet been provided by the LA around Covid attendance after Christmas? - Health and Safety update provided. - A new complaints policy was presented with a new section offering a closure mechanism on complaints, the purpose of this is to ensure a complaint has a closure date. - Child protection and ALN update provided. ALN 6% EY/SA 3.75% EY+/SA+ 2% Statement 0	- No update from the LA as yet, this will not be expected until December. - Agreed by FGB present. The policy will be published in due course.

12. To receive the finance report

For Information	To be Actioned
- An update was provided to the budget and is included within the Headteacher report. The school is in a good position and the budget is healthy and robust at this time. This is due to the processes the school has in place. - Estimated income £1,803,937 - Estimated spend £1,746,716	

• This leaves around £57k in unallocated spending. • The school receives grant income of around 200K per annum and a breakdown was provided on the use of PDG funds. • A link was also provided for both PLG and ALP, showing how the school will use these funds. Agree spending • Currently the school has around £57,000 in unallocated spending, the following proposals are made – • Maths Professional Development Project. Cost £10,000 • iPads for foundation phase in three tranches of 20 each. £21,000 in total. • Patio garden redevelopment £2500. • An additional amount will be requested for AOLE leads in the spring meetings, this is anticipated to be around £7,000. • There will be a need for books in the new year for foundation phase, this will be brought to governors in the spring term.	• Agreed by FGB • Agreed by FGB • Agreed by FGB • Agreed by FGB
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13. Correspondence brought forward by the chair.

For Information	To be Actioned
• None	

The minutes are a true reflection of the meeting



Clare Davies (Chair of FGB - Oldcastle Primary School)



Date