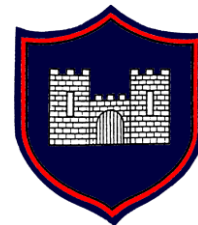




Oldcastle Primary School

Inspire ★ Motivate ★ Educate

Mr Jeremy Malessa-Thompson
Headteacher
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Minutes FGB Meeting 16.6.21

Present -

Ceri Littlewood, Sara Peters, Clare Davies, Nerys Sales, Rachel Evans, Lyn Walters, Heather Holder, Nia Vaughan, Damian Faulkner, David Heyburn, Neil Harris.

1. To receive apologies for absence

For Information	
Apologies –Barrie Lewis, Lyn Walters	Absent – Martha Ace

2. To confirm the minutes of the FGB meeting

For Information	To be Actioned
- FGB 17.3.21 - FGB Training CFW - Finance 9.6.21 - Curriculum 12.5.21	AGREED by FGB Present. AGREED by FGB Present. AGREED by FGB Present. AGREED by FGB Present.

3. Matters Arising

For Information	To be Actioned/Comments
- CD to action an outstanding action from the curriculum meeting in relation to a letter to the family of Jane Hughes. - CD was going to meet with N Vaughan in relation to an overview of Seesaw, however CD felt the time for this has now passed and would like to arrange a tour of the school. CL responded that any non-essential tours should wait until September and covid approval. CL advised that governors will have timetabled visits and meetings from September onwards providing covid guidance allows. This will be detailed within SIP. NS had one outstanding matter in relation to meeting with Miss Radford to further discuss wellbeing, this has now been completed and was very useful another meeting will be set up for the Autumn Term but it was beneficial to see how the wellbeing plan was including the community, parents, children and staff. An update will be provided at the next curriculum meeting.	CD to action

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- CD thanked the school for a very informative Curriculum for Wales training meeting and wished to thank Ceri Littlewood and Charlotte Ellett in particular. - Discussion was held around the vacancies on the FGB as Lyn Walters will not renew her term. Current Vacancies 3 LA vacancies 2 Community vacancies 2 parent governor posts have lapsed however they are both co-opted back on for this year and the school is awaiting confirmation from the LA as to when the parental voting process can be restarted. The LA have advised that the school is top heavy with parent and staff governors and ideally the vacancies should be filled externally, however each case would be viewed on its own merits.	- Following discussion it was agreed that the school would develop an 'advert' for governors and this would be pushed out to the local community and organisations where the school feels it needs an additional skill set. - These were agreed as wellbeing, ALN, Food and Farming and Housing. A number of governors have contacts in these areas and once the advert is ready it will be communicated to the FGB so that it can be promoted.
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4. Report of the Headteacher

For Information	To be Actioned
- A report was provided and is available to view in the drive. - Areas covered SIP – this is now ready for approval by the challenge advisor, once approved the chair and vice-chair will also sign it off. CL explained the headlines of the SIP which are the school's mission, standards and priorities. The document concentrates on teaching and learning around the knowledge based curriculum, core skills, maths mastery, literacy and reading. It also looks at Outdoor Learning, Additional Language, Wellbeing, Care and Support and ALN including PCP's. Leadership is also included, and considers SLT, AOLE's and the governors role. Safeguarding – CL advised that a safeguarding review is underway and the school is looking at 'My Concern' as an effective storage and retrieval method for this information. There is no concern around our current safeguarding, the policy is fit for purpose and the review is based on process. School performance – Testing is	

complete and all classes have action plans which will be passed on to new class teachers for September, this will contain all interventions along with progress to date.

Curriculum update - As per our training meeting last week this is going very well, staff are proceeding with planning concentrating on Humankind and there are some really exciting ideas which fit together really well, SLT are mapping the way forward and we will continue with this process, reviewing as we progress.

NH asked if planning was taking longer or if teacher's workload had increased? CL responded that no in fact the opposite was true and with the IT the school has in place, planning and access to it has never been easier.

Intervention work is ongoing, there are two LSO's working on separate plans and this is showing results, final outcomes will be available in due course.

Budget - 1,477,176 Plus other income and underspend from last year provides a total amount available of £1,919,184, anticipated expenditure is currently £1,757,481 leaving £161,703 as a credit. A document was provided to explain the underspend from the previous year, essentially the school had ended the year on an underspend of around £40k however WG grants, Covid grants and a maternity refund at the end of March resulted in an underspend of £213,725. Items in relation to this were agreed in the finance meeting.

Spending Plans

A number of items are brought forward due to the value.

Outdoor learning - £23,212 – a plan was presented with an explanation of how it will fit into the curriculum and how and when it will be purchased.

Family Engagement Officer - £19245 – again a plan was presented on the benefits and impact of this post, the post worked well in the past and would enhance the support we can offer.

DH asked if this would be enough to support the potential wellbeing issues that are becoming more apparent following covid. CL advised that there is also a plan to use an LSO whose contract is due to end in August, in a wellbeing champion role. This staff

- Agreed by FGB present

- Agreed by FGB present

- Agreed by FGB present

member has key skills which the school has already utilised in the last year, and would like to continue doing so. The school does also have another casual staff member who is concentrating on wellbeing and this is proving very successful and so if needed could be utilised. The cost of this is included in the budget. Toilet refurbishment costs are estimated at 50K and the school is working with the LA to move forward with this as quickly as possible. ALN resources - £5000, authority is not required but should be noted. NS congratulated the acting Headteacher on the report and stated that it is very easy to understand and follow. CD stated that the additional roles would further benefit the excellent relationship being fostered by the school with the community. This relationship is more relaxed yet still very professional and having SLT outside daily on gate duty is working really well. Staffing – List presented and is available to view in the drive.	- Previously agreed by FGB - Agreed by FGB
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5. Health and Safety Update

For Information	To be Actioned/Noted
Sara Peters provided an update and a report is available to view on the drive.	

6. Annual report to parents

For Information	To be Actioned
- The report is due for publication in the Autumn Term, please can you provide the information by the end of this term 12th July 2021. The office will then collate all the information in order to provide you with a proof of the report earlier in the new term. - This year's report will be a best endeavour document, a number of areas are not required following guidance from WG. - Letter to parents – Clare Davies - SENCO –Lyndsey Hodgson/Nerys Sales - Attendance and Data – not required - Curriculum – Neil Harris - Finance – Barrie Lewis	Agreed by FGB present

7. Inset Days

For Information	To be Actioned
2nd and 3rd of September 1st November 18th February 25th April 20th June	Agreed by FGB present

8. Policies to be agreed

For Information	To be Actioned
- Whistle blowing policy - Model Pay Policy	- Agreed by FGB present - Adopted - Agreed by FGB present - Adopted

9. Provisional dates for next year

For Information	To be Actioned																				
Autumn <table> <tr> <td>Curriculum</td><td>22/09/21</td></tr> <tr> <td>Finance</td><td>06/10/21</td></tr> <tr> <td>FGB</td><td>10/11/21</td></tr> </table> Spring <table> <tr> <td>Curriculum</td><td>12/01/22</td></tr> <tr> <td>Finance</td><td>26/01/22</td></tr> <tr> <td>FGB</td><td>16/03/22</td></tr> </table> Summer <table> <tr> <td>Spare FGB</td><td>04/05/22 – agree budget</td></tr> <tr> <td>Curriculum</td><td>18/05/22</td></tr> <tr> <td>Finance</td><td>15/06/22</td></tr> <tr> <td>FGB</td><td>29/06/22</td></tr> </table>	Curriculum	22/09/21	Finance	06/10/21	FGB	10/11/21	Curriculum	12/01/22	Finance	26/01/22	FGB	16/03/22	Spare FGB	04/05/22 – agree budget	Curriculum	18/05/22	Finance	15/06/22	FGB	29/06/22	Agreed by FGB present
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10. AOB

For Information	To be Actioned
- Year 6 are attending activity days at Atlantic College as part of their leaving experience, and they will also have hoodies provided. - A leavers assembly will be held but parents will not be asked, it will be outside and class teachers have been asked to talk about each child. - The whole school will take part in a mad hatters tea party (outdoors) in July this will be the first time the school will have come together since covid started, we will follow covid guidelines and bubbles will remain in place. - A governor asked how the PTA is going. CL responded that they are well and are helping with plans for the teaparty and funding much of the event. They also funded and	

organised the Christmas event, which was very successful. Governors wished to thank the PTA for their continued support.	
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The minutes are a true reflection of the meeting, the meeting concluded at 6.45pm

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Clare Davies (Chair of FGB - Oldcastle Primary School)

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Date