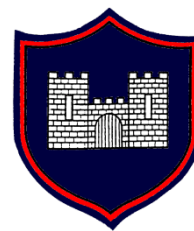




Oldcastle Primary School

Mr Jeremy Malessa-Thompson
Headteacher
South Street
Bridgend
CF31 3ED
Telephone: 01656 815790



Minutes Full Governing Body Meeting 4.30pm 8th February 2017 – Spring Term

PART A –

1. To receive apologies for absence, and, if appropriate give consent for absence.
 - Present – Dave Heyburn, Barrie Lewis, Ceri Littlewood, Jeremy Malessa Thompson, John Ambani, Clare Davies, Sarah Davies, Damian Faulkner, Neil Harris, Rachel Evans, Martha Ace, Rachel Dando.
 - Apologies received from - H Watkins, Elaine Tanner, Jane Hughes, Barbara Parish.
 - Welcome to our new parent governors, Rachel and Martha.
2. To receive and confirm the minutes of the meeting held on 12/10/16
 - Review of minutes, DH still to action point 10.16.01, the school council were not asked to this meeting, they will be asked to attend the next full governing body meeting and we plan to start the meeting at the earlier time of 3.45pm to accommodate them. **Action by JT to arrange 1.01.02.17**

Minutes **Agreed** by FGB.

3. To receive and confirm minutes of any committee meetings:
 - **Curriculum minutes**
Review of minutes by NH.
 - **Finance/Health and Safety minutes**
Review of minutes by BL.

Minutes for both **Agreed** by FGB.

4. Matters Arising.
 - Review of minutes by NH, NH thanked all governors for productive and useful subject leader reviews, actions points raised regarding resources/time have already been agreed and actions put in place. This was agreed in the finance meeting.
 - The use of a proforma for the reviews was deemed necessary but the existing proforma needs reformatting. **Action by JT 02.08.02.17**
 - DF meeting to be rescheduled due to sickness. **Action by AW 03.08.02.2017**
 - It was agreed that subject review leaders should report back termly for core subjects, this will take place during curriculum meetings.
 - We will re-issue the allocation of subject/year groups and new governors will be added to the list. **Action by AW 04.08.02.17**
 - Those who have year group allocations will move through the school with the year group.
 - Data sources have been provided to governors, useful information, good to see and use.

- Finally, very pleased with the categorisation of Green, well done. Categorisation letter is provided, NH felt the letter needed to show how pleased we are with the result, maybe soften the letter a little. **Action by DH 05.08.02.17**
 - Health and safety visit scheduled for Friday 10th Feb.
5. To consider governing body vacancies
 - 1 x LEA Governor vacancy.
 - 1 x Community Governor vacancy.
 - Skills survey has been completed by BCBC but no feedback as yet. **Action by DH 06.08.02.17**
 6. Report of the Corporate Director - Children
 - Item No 6 –Guidelines on non permanent employment – **agreed** to adopt by FGB
 - All other items are for information only, comment raised regarding safeguarding, JT will arrange a training session for governors. **Action by JT 07.08.02.17**
 7. To receive the report of the Headteacher, SER, SIP, FF Trust Data and Consortia Data

Headteacher Report - key points, reviewed by JT

- 83% of staff are currently completing mindfulness training (NUT)
- Staffing – we rely on grants to fund some of our teachers that are temporary, we may lose some of these staff at the end of term if additional grant funding is not found.
- 2 x permanent teaching posts, 1x music teaching post, and 1 x relief caretaker (4 hours per week) will be or currently being advertised, the relief caretaking role will be for lock up duties on a Thursday night when Bridgend Choir use the school. We will contact governors in due course to arrange shortlisting and interviewing. We have 9 temporary teachers currently and believe we will have 6 posts available. **Agreed by FGB**
 DH, CD asked if there is a contingency plan if we are not able to replace Rosie Walker by Easter, JT advised that there are a number of options available including using staff returning from grant work or utilising CL, as she is in year 6 a lot during the summer term.
- Quality of teaching, we have changed the process, the way we support staff and work together, quality of teaching was always based on observations before but we now take a triangulated approach taking into account learning over time. In reality very good does not exist as a judgement however where a teacher reaches 2 out of 3 of the triangulated approach they have been scored very good. Challenge advisors will verify and modify our judgements to ensure grading is equal.
 Triangulation captures a better overview of learning over time.
 DH asked if we felt the quality of teaching is as good as last year, as it does not seem it from this table. JT advised he felt that we had a very strong staffing profile, that we have lost good teachers but it's now about consolidating our team, we need good performance all of the time not just for one term. We are bringing through exceptional people through mentoring and training and we have some really talented teachers, yes there are some problems but we are addressing them.
- Table in the report regarding age related expectations, Nursery and Reception classes are low as they are much more difficult to measure, but I am confident that both classes will move up. DH asked if governors could be reassured by this confidence, JT advised yes he was confident.

SIP – key points, reviewed by JT

- We are measured on data but are passionate about all our priorities – Priorities -
 - 1. Pupil progress, data and learners
 - 2. Teaching and professional standards -What's excellent?
 - 3. Leadership and innovation – we do things differently.
 - 4 .Curriculum innovation – aspects of the Donaldson report, where are we going?

It's about making sure standards are set and being smart with the information we collect and record.

- MAT data has been provided.
- Quality of teaching we have already discussed above.
- Marking is always a challenge, we are re-visiting this in training on 27/2/17, Governors requested a copy of the marking policy – **ACTION by CL 08.08.02.17**
- Well being/Attendance – 0.4 change in attendance moved us from amber to green.

SER - reviewed by JT

- This is a challenge to put together and is difficult to put together with live data. It's hard to evaluate the nice things that we do at the school i.e. the LED lighting we have invested in – I think it has improved behaviour but how do we capture it?
- JT asked all governors to read the SER, evaluate it and come to the next meeting on 15th March with views on how we can better evaluate and to see if it does what it's meant to do.

DH asked how we do that. JT asked to check if the statements read correctly? Do you recognise the school from this document? Are we taking anything for granted, not putting the information in when it should be there? Is there evidence that we are not sharing through the document?

This document is about what we think we are as a school, which is why we need the governor's perspective on it, to improve it, it's meant to drive what we do as a school.
- DH commented that the document is full of acronyms, should we remove them? – FGB meeting confirmed for March 15th at 4.30pm to come back with critical comments and views to discuss a way forward.

FFT – reviewed by JT

- The governor dashboard shows a child's progress, taking into account circumstances; it's mapped on social and economic data and prior knowledge of such data.
- DH felt that this should fit in with the SER as it shows progress and doing what is best for the children, JT advised that the SER measures attainment and not achievement and that the FFT is not widely used. SD suggested that we get more from teacher data regarding progress and that the FFT should be used as supplementary data and not as a main data source.
- Teachers can use FFT as it's useful for setting targets as it adds another dimension.

8. To receive the Finance Report - Overview

Total Budget Available £1,578,044

Total Estimated expenditure £1,526,696

Estimated carry forward £51,348

We can only carry forward £50,000 – the figures will be reviewed on 15/3/2017 and if we need to spend more we can pull forward spending plans for the summer term.

9. Matters Deemed Confidential – see part B

10. Confirmation of next terms meeting dates.

Additional full governing body meeting – 15th March 2017 to review SER

Summer Term dates

Curriculum meeting	10 th May 4.30pm
Finance meeting	24 th May 2017 4.30pm
FGB meeting	12 th July 2017 3.45pm (in order to invite the school council)

11. AOB

- We have received a complaint regarding an ICO issue with a third party acting for the school. The complaint has now been resolved and a number of recommendations have been made.
- Additional governor required for the finance committee due to Carol James leaving – Damian Faulkner volunteered. **Agreed** by FGB
- Welcome to both new governors, CL will arrange an induction and set up mentor governors to work alongside them – **ACTION by CL 09.08.02.17**
- BL commented how well the Christmas concerts in the yard went, and suggested that we may need to look at improving outside lighting and PA before next years concerts.
- DH asked if he could enlist the help of Sara Peters to arrange a governor night at school, where governors can be available to answer questions. Yes no problem with this **ACTION by DH 10.08.02.17**
- DH asked if we could provide parent questionnaire data for the last three years so that he can compare. **ACTION BY JT/CL11. 08.02.17**

Public Meeting is now closed