

MINUTES - FGB Meeting Summer Term, Tuesday May 23rd 2017 – 4pm

Part A –

1. To receive apologies for absence, and, if appropriate give consent for absence

Apologies – Sarah Davies, Rachel Evans

Attendance – Dave Heyburn, Clare Davies, Barrie Lewis, Neil Harris, Jane Hughes, Damian Faulkner, Martha Ace, Rachel Dando, John Ambani, Ceri Littlewood, Jeremy Thompson

Minutes- Addell Whiteley

2. To receive and confirm the minutes of the FGB meetings -

- 8th February FGB meeting – agreed and signed
- 15th March additional FGB meeting – agreed and signed

3. To receive and confirm minutes of any committee meetings –

- Curriculum meeting 10th May – agreed and signed

4. Matters Arising

- JT confirmed that Governor/Teacher meetings will be postponed, originally planned for inset day. These will now be moved to 12/7/17. These will be to update and action any curriculum areas and to concentrate on MAT at class/year group level.
- DH brought forward the idea that we look at cohort inset days in a block to provide parents with a week off school during term time to assist with holidays and to assist with achieving our attendance target. JT advised that it would only be considered if the whole cohort including comprehensive schools were in agreement. Logistically most schools will have already set their inset days for the coming year and could prove unpopular with parents who have children in different schools. Anything is possible but we would have to ensure that this fits in with everyone. We would not want to damage our relationship with Brynteg. NH - Governors would also need to be confident that any training delivered is of the same standard.

FGB agreed that this idea is not a consideration at this time taking into account all the potential issues.

6. To consider governing body vacancies

- Helen Watkins has resigned (parent governor)
- Carol James has resigned (community governor)
- Elaine Tanner has resigned (community governor)

With regard to parent governors, AW will contact the LEA to see if the school can utilise the candidates from December's vote. ACTION 1/23/5/17 -DH will put together a letter for local businesses and Brynteg advising that the school have community vacancies to see if anyone is interested. If any governors have suggestions on any community governors please let DH know by Monday 5th June.

7. Report of the Interim Corporate Director – Education & Family Support - For Action

- Consortium Pay Policy – agreed by FGB
- Whistle Blowing Policy – agreed by FGB
- Smoke free workplace and premises protocol – agreed by FGB
- Data Protection Policy – agreed by FGB
- Guidelines on absence management – school leads will apply it appropriately as required, guide lines agreed by FGB.
- Parental Leave protocol – agreed by FGB
- Fire safety Awareness – agreed by FGB

JT provided an overview of the report, advised Governors that other than the items above the remainder is for information only.

JT advised that safeguarding training for governors will be held on 12/7/2017 before the full governing body meeting. The school will revisit reporting procedures and policies, it will not be corporate training but school organised. AW to send out the safeguarding poster to all governors.

Training overview by JT – all staff have completed safeguarding training, DSE training will shortly be completed and fire safety training is planned for September for all staff.

8. To receive the report of the Headteacher

Overview of report provided

Inset Days for the forthcoming year were agreed by FGB

JT discussed where and how we want our school to grow. –

- Explore what the school can use from the Donaldson Report to make a better school
- Megan Phillips (teacher) recently completed her forest school training, and JT would like to discuss how we can use it in school to develop deeper learning, incorporating food, farming and nature. If as a school we could acquire some land and marry E D Hirsch's core knowledge learning ideas with practical skills, our children could spend time in a rural setting developing science, literacy, and geography and enterprise skills. In addition if we could employ a Learning Support Officer with agricultural

skills to look after and run it, the school could offer knowledge rich land based learning for not just Oldcastle but for use in other schools, developing revenue.

JT asked how the governors felt about this.

CD commented that it is interesting concept with a massive undertaking, may be an idea to link with a local farm first to if it would work long term. A feasibility study would need to be carried out.

DF and DH agreed that it may be worth considering a partnership initially with Bryngarw Country Park or Pencoed College to further explore the idea, limiting risk and expenditure.

JT felt that a partnership would restrict the idea and concept, Pencoed College has limited access. The project would be a long term plan 7 years+, if the school had some land to explore this ourselves it would be a much richer and broader experience.

DH agreed that it was worth exploring the idea in principle; the idea is great the governors just need more detail and need to have a plan so that we can offer a more rounded educational experience.

JT put forward a proposal for visiting Virginia to visit a school to look at embedded core learning and a visit to a school in London who has adopted the learning process.

DF felt that it was worth visiting a school in this country first and talking to people who had already visited the school in Virginia, and wanted further research and a paper proposal to consider in more detail. Further evidence would be required prior to agreeing to anything.

The governors agreed that the idea is worth exploring but felt that in the first instance it should be in partnership with another provider. It was agreed that JT could further explore the idea and come back with further research and a plan for further consideration.

- JT advised that staff sickness is high recently

NH asked if there is anything that the school is doing to cause this. JT replied that no it is in the main viral, flu, tonsillitis, upset tummies and there is no trend. Governors suggested revisiting hygiene rules with children minimising risk and cross contamination.

- Staff Changes

The school recently advertised for two permanent teaching posts and found three really good candidates, the staffing panel proposed taking on all three as they all scored evenly and were all of an excellent standard, all candidates were internal and as it is likely that we would need to recruit in September again, a decision was made to employee all three.

There followed a general discussion on the process of selection and scoring, JT advised that our challenge advisor was also involved in the process on this occasion.

It was agreed by FGB to employee all three.

JT also proposed taking on two candidates for the GTP programme in September, subject to the Estyn inspection? Both candidates are existing LSO's

DH asked what our commitment would be. JT advised it is a one year teaching programme school based, the candidates already have a degree and will teach 70% of the time. Can the governors agree if GTP applicants are successful that we will take them?

Yes agreed by FGB, the governors felt it provided a positive message to staff that we look at supporting existing staff and their career prospects.

JT also proposed extending the contract of the existing art teacher until 31/12/2017.

Agreed by FGB.

9. To agree the Finance Budget for year 2017/2018 and review the budget monitoring report for 2016/2017

Draft budget based on the school formula	£ 1,218,508
Income expected of	£ 200,232
Underspend if kept	£ 56,000
Total budget of	£ 1,474,740
Expected expenditure	£ 1,474,641

Budget and expenditure are broadly flat.

Governors asked why there was such a big underspend on repairs/maintenance and staff training?

JT advised that training budget is a fixed amount which is dictated by the LEA, however this year a lot of our training was funded by communities first and therefore we did not use it all.

With regard to repairs and maintenance, the school had an unexpected payment from the LEA towards the end of the budget period which left a surplus in this part of the budget.

The budget was agreed by FGB

10. Correspondence brought forward at the discretion of the Chair

None

11. Forthcoming meeting dates

- Finance committee meeting 4pm May 24th
- Next FGB meeting is scheduled for 12th July at 3.45pm

12. Policy review -

CL proposed that in future policies will only be provided for statutory policies, all non statutory policies will be provided on a protocol basis. Policies to be reviewed currently are -

Child protection and safeguarding policy – agreed by FGB

Freedom of Information Policy – agreed by FGB

Governor Visits Policy – agreed by FGB

Additional policies were reviewed at the curriculum committee – agreed by FGB

Whistle Blowing and Data Protection – covered under the Directors Report.

Data Protection -

JT advised that currently minutes etc are sent out by email to private email addresses; it is proposed that long term governors should be provided with an email address provided by the school to ensure confidentiality and corporate control. We propose setting up a one drive or something similar possibly using HWB to provide a secure platform for governor communication. All governors will have access to information and be able to communicate between each other. **Agreed by FGB – JT to look into it further by the next FGB meeting 2/23/5/17**

Signed by

Post held

date

