



Oldcastle Primary School

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OLDCASTLE PRIMARY SCHOOL GOVERNING BODY

Minutes of the Autumn Term Meeting of the Governing Body of Primary School held on October 11th 2017.

Present: David Heyburn, Clare Davies, Barrie Lewis, Neil Harris, Jane Hughes, Damian Faulkner, Martha Ace, Rachel Dando, Jeremy Thompson, Ceri Littlewood, Rachel Evans, John Ambani, Lyn Walters.

Clerk to the Meeting: Addell Whiteley

1. Register of Interests

Completed by all present

2. Election of Chairperson for the School Year 2017/2018

David Heyburn was the only nominee, David Heyburn was duly elected by all present.

3. Election of Vice-Chairperson for the School Year 2017/2018

Clare Davies was the only nominee, Clare Davies was duly elected by all present.

4. Apologies for Absence

Sarah Davies

5. Governors details

Governors checked the data held and amended as necessary.

6. Governing Body Vacancies

-Barrie Lewis – community governor, was duly elected back on to the governing body as his membership had lapsed earlier in the October, agreed by all present.

-There are two parent governor vacancies, David Heyburn confirmed his application was forthcoming, an advertisement has been sent out to all parents inviting applications.

-Barbara Parrish has not attended any meetings for over a year, it was agreed by all present that the clerk would write to Barbara asking her to consider her position, and if she would like to continue, agreed by all present.

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7. Establishment of Committee Structures for the School Year 2017/2018

Committees were agreed and set out in the appropriate document.

8. Establishment of Terms of Reference for 2017/2018

Terms of reference were agreed and set out in the appropriate document.

- Spend limit within the school will remain the same as last year, and will be delegated to the finance committee for approval.
- Consideration given to a letter regarding committee membership and complaints directive from the LEA.
- The chair stated that Estyn had commented within their recent inspection that the school had excellent financial management, and the governors should be happy to proceed on this basis. Agreed by FGB.

9. Report of the Director-Children

- i. **Message from the Corporate Director – Education and Family Support**
Noted by all present
- ii. **Health and Safety**
Noted by all present
- iii. **Promotion of Child Protection Training**
Noted by all present, training is planned in November for all.
- iv. **How the Central South Consortium (CSC) Blog can support Governors**
Noted by all present
- v. **CSC Capability Procedure for Support Staff**
Adopted on the basis that the school is able to seek independent legal advice to ensure the policy is legally enforceable.
- vi. **CSC Performance Management Policy for Support Staff**
Adopted on the basis that the school is able to seek independent legal advice to ensure the policy is legally enforceable.
- vii. **Agency Workers**
Noted by all present
- viii. **Corporate Learning and Development**
Noted by all present
- ix. **Education Outturn Statement 2016/2017**
Noted by all present
- x. **Governor Training**
A governor training booklet has been provided, everyone has now completed their induction, and data training is planned for November for those who have not yet completed it.

10. Report of the Headteacher

1. Data pack training was provided to all present, copies of the slides are available at your request. How to interpret the data? What it means to the school? What else can we do?

- Benchmarking is based on FSM
- This makes Oldcastle a Group 1 school
- We are just under the 8% cut off for free school meals
- The Chair asked how governors could influence the data? Assurance was given by the head teacher regarding the accuracy and completeness of the data and system. The school uses the data to provide robust assessment of pupil education attainment and this was confirmed by Estyn.
- The Chair asked what else governors could do? The head teacher stated that governors need to understand what each individual child means to the school, do governors know why a target was missed or is there anything the school could have done for these children to produce a different outcome. Governors should be asking if children are making progress year on year.
- Governors asked the effect of FSM on the school, the Headteacher replied that FSM ratios affect us but as a school we look at the overall picture, we know which children missed targets and why, and we know they have made progress.

2. The Headteacher provided details in writing of points of discussion relating to how to develop the school as a Governor.

- The chair stated that following an excellent Estyn report, the school community including Governors needs to develop a vision of where we want to be in ten years' time. Questions to consider might include: Are we as a school doing enough for the children to make them better prepared for the future? How do they value themselves? What is their worth? We have a unique period of time where we can influence what the children become. How do we do this?
- The Headteacher agreed that we want realistic, confident and balanced children, and we also need to be aware that what we do will need to evolve over time.
- Governors stated that it was a good idea, children are often very protected, and the school needs to create resilience in children to prepare them for the real world, we must allow our children to make mistakes and learn from them.
- The Headteacher suggested that we use the additional FGB meeting 13th December 2017 to take this further, agreed by all present.

3. The School Improvement Plan was provided for information, governors were advised to read through it and to contact the office with any questions or suggestions.

4. School Behaviour Policy – the chair asked the opinion of the FGB on what to do if a parent chooses to remove a child from school during lunch time, to avoid the sanction? Whilst the policy allows the sanction to be applied at the same time the next day and subsequent days until spent or allows for an internal exclusion did the FGB want to consider 'writing off' the sanction on each occasion when the pupil is not available or utilise other break periods?

Following discussion, the following principles were AGREED:

- The sanction should remain open and applied until spent;
- Lunchtimes are the only time for such application of sanction and breaktime will not be used as an alternative to lunchtime detention.

The Chair then explained that there was a family that was proposing to take their child out at lunch to avoid a detention and that it was the same family as making the formal complaint.

The FGB unanimously agreed that the principles should still be applied.

A timeline for review of the policy was put forward and agreed, a draft will be available in January 2018, and it is anticipated that the policy will be put forward for adoption at the FGB during the Spring Term. The review is being undertaken within its normal cycle (3 years).

The timeline is dependent on the outcome of the complaint.

The governing body confirmed its support for the behaviour policy and its current application.

11. Finance Report

The report was provided prior to the meeting and discussed within the recent finance meeting. No further questions were raised.

12. Correspondence Brought Forward at the Discretion of the Chairperson

None

13. Matters deemed confidential

This was moved to the end of the meeting.

14. To receive and confirm the minutes of the meetings held on

23rd May 2017

12th July 2017

Minutes have been provided, seven days is given for any questions or amendments to be sent to the Clerk.

15. To receive and confirm the minutes of the committee meetings held on

19th September 2017

27th September 2017

Minutes have been provided, seven days is given for any questions or amendments to be sent to the Clerk.

16. Matters Arising

1. The Headteacher advised that the school currently has various SLA's with the LEA. The school needs such functions including HR and legal support to deliver its business and that there were a number of examples where our need had not been met by the current LEA SLA. The Headteacher requested that the school be granted permission to seek alternative provision in the marketplace to see if there is provision to offer better value for money and a service in line with our expectations, which will allow us to deal with challenges appropriately.

Governors questioned if this would give a better education to the children?

The chair stated that recently the school had paid for external advice on a matter that the existing SLA provider was unable to deal with, resulting in a significant saving to the school both in terms of finance and in staff resource time.

It was agreed by all present that a decision would not be made at this time, further information would be required, however permission was granted for the school to seek information and costs to see if this would be beneficial. The Headteacher will seek market testing of alternatives so that the school can have an informed discussion with the LEA and then report back to the FGB.

2. A governor raised the matter of nuts in the school, Ceri Littlewood confirmed that we strive to be a nut free school however we are unable to say we are nut free as we have no control over what children bring in their lunch boxes. We do advise all parents via newsletters that we strive to be a nut free school, and class teachers are aware of who has a nut allergy and the action required.

17. Date of the next meeting

The next FGB meeting is Wednesday 13th December at 4.30pm.

Minutes signed off by

Chairperson