



Oldcastle Primary School

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Minutes Full Governing Body – Oldcastle Primary School - 14/2/18

1. To receive apologies for absence

- Damian Falkner, Clare Davies, Lyn Walters, Angela Morelli, Rachel Evans.*

In attendance

- Jeremy Thompson, Ceri Littlewood, Dave Heyburn, Barrie Lewis, Jane Hughes, Neil Harris, Martha Ace, Rachel Dando, Nerys Sales, Sara Peters, Sarah Davies.

2. Any changes to Terms of Reference for the school year 2017/2018

- Reserve required for the curriculum committee as John Ambani has left, Barrie Lewis volunteered. Agreed by all present.

3. Governing body vacancies and new members

- Rachel Evans has taken up the post of Governors- teaching staff (John Ambani previously held this post).
- Sara Peters has taken up the post of Governor – non teaching staff. (Rachel Evans previously held this post).
- Both posts were advertised internally for 7 days.
- Angela Morelli is a new Community Council Governor.

4. Report of the Corporate Director - Children.

For your information	Actions
Points 2,3,5,6,7,8,9,10,11 are for information and action, the remainder of the report is for information. Please ensure you read the report to familiarise yourself with the report.	
2. Violence Against Women, Domestic Abuse and Sexual Violence Act 2015	Agreed by GB
3. Independent Governors Needed to serve on Disciplinary Panels	Agreed by GB, Jane Hughes volunteered as an Independent Governor.
5.CSC Model School Pay Policy 17/18	Agreed by GB
6.Reasonable Adjustments Guidance	Agreed by GB
7.Corporate Learning and Development	Agreed by GB
8.New and Expectant Mothers Guidance	Agreed by GB

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9.Agency Workers Guide	Discussion was held around the guide. Governors will not adopt the guide, they are happy the school complies with all legal requirements and will continue to use the local authority recommended supplier. They are aware of the guidance and the school will follow the guidance but Governors do not wish to adopt it.
10.Support into Work Guidance	Agreed by GB
11.Part Time Teacher Guidance	Agreed by GB

5. To receive the report of the Headteacher

For your Information	For Action
Point 1 and 2 – For your information	
Point 3 - Staffing – The staff structure has been provided, the school has a number of temporary staff both teaching and support staff. Support staff - We have the correct number of support staff and so no action is required. Teaching staff – The Headteacher requested permission to issue all temporary teaching staff with a cease of contract letter. There will be teacher posts available however the school needs to consider they type of candidate required taking into account school targets. Welsh is likely to be a key requirement and the school needs to have staff suited to what we need. Any future teaching advertisement is likely to have welsh language as an essential weighting. Staff leave – a staff member has requested three days leave (unpaid) for her wedding, permission requested.	Agreed by GB Agreed by GB, on the basis that each request is considered under it's own merits.
Point 4 - Budget – See finance minutes and Headteachers report. Spending requests - The school would like to move towards Chromebooks, they are more efficient, secure and the cost of running the hardware is significantly reduced. We seek to replace teacher laptops (25) and to convert old laptops and tablets to Chromebooks via a licence. This will allow us to do everything we do now and more. Cost savings are around 50% over a laptop, and the only cost on top would be the licence at £59 per device. (Original estimate to purchase new teacher laptops was in excess of £10,000). It would also allow the school to utilise the HWB as a secure platform for storage within a cloud. Estimated cost of the Chromebook including the licence is circa £259 per unit. We seek to purchase 25 teacher Chromebooks @ £259, total cost £6475, and to also add the licence to convert the old teacher laptops and notebooks across the school will come to around £6195.	Agreed by GB

In addition we seek permission to agree a new photocopy lease in the office and advance permission to replace the other two photocopier's in the summer. We wish to remain with the LEA's preferred supplier Canon. Costs are £102.56 per quarter instead of £160 per quarter with slightly changed costs to actual copy costs for the office unit. The remaining two units will be the same cost.	Agreed by GB Agreed by GB
Point 5 – for your information	

6. To receive a Finance Report

For your information	Actions
See point 4 of the head teachers report and finance meeting minutes.	

7. Playground update and plan

For your information	Actions
3 sets of plans were presented, we are still awaiting a further 2 sets of plans and costs. There are items from each of the plans that are well received and sub committees have already agreed an installation approach as follows, for the purpose of flow. The area outside Year 1 – tunnel and grass area at a cost of £1800. Straight track markings at the rear of the yard, cost circa £3000, final costings still to come in. Canopy and grass area off the dining hall, cost to be confirmed. MUGA on the main yard, cost to be confirmed Discussion held around the removal of a tree in the main yard and the addition of trees/greenery in other areas instead.	Agreed by GB Agreed subject to quote approval Agreed subject to quote approval Agreed subject to quote approval

8. Policies

For your information	Actions
Behaviour Policy 16 % of parents responded to the questionnaire. 3% of parents disapproved of the policy. 1 parent commented on the new draft policy. The Governing body have considered the responses and comments and thank parents for taking the time to respond/comment. Governors feel that something needs to be added to the policy regarding parent/visitor behaviour. Link Governor agreed for behaviour – Jane Hughes. A number of amendments will be actioned and the policy adopted by the FGB.	Detention for lateness will remain in the policy and a note will be added that a common sense approach will be applied. Detention for no PE Kit on consecutive weeks will remain in the policy and a note will be added that a common sense approach will be applied.

	A fuller explanation of the resetting of demerits at the end of a session is required to ensure it is fully explained. An appendix will be added to the policy regarding the behaviour of parents and visitors within the school. This will be circulated electronically in due course for approval and adoption.
Complaints Policy A model policy is under review and will be sent out electronically in due course for approval and adoption. Link Governor agreed for complaints - Nerys Sales.	

9. Correspondence brought forward at the discretion of the Chair.

For your information	Actions
None	

10. To receive and confirm the minutes of the last FGB

For your information	Actions
Minutes from the last FGB meeting	Agreed by GB

11. To receive and confirm minutes of finance and curriculum committee meetings

For your information	Actions
Minutes from the finance meeting	Agreed by GB
Minutes from the finance meeting	Agreed by GB

12. AOB

For your information	Actions
GTPR – the school is on schedule to comply with the data protection ruled coming in in April. Our processes will be robust and reviewed regularly to ensure we comply. A date needs to be set for rebooking the meeting around the school vision.	Dates will be proposed

13. Date of forthcoming meetings

For your information	Actions
18 th April 4.30pm FGB meeting 6 th or 18 th June 4.30pm Curriculum meeting 27 th June 4.30pm Finance meeting 11 th July 4.30pm FGB Meeting	

*Governors who are not present are unable to vote on FGB business for that meeting.

Public meeting is now closed

Minutes agreed by FGB

Signed by David Heyburn – Chair of Governors

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Dated

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