



Oldcastle Primary School

Inspire ★ Motivate ★ Educate

Mrs Ceri Littlewood

Headteacher

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Minutes FGB Meeting 30.6.22

Present -

Ceri Littlewood, Sara Peters, Nerys Sales, Janine Burr, Heather Holder, Nia Vaughan, Damian Faulkner, Barrie Lewis, Angela Minton, Page Baldwin, Amanda Moore, Gemma Poupon, Jack Shaw, Martin Smidman, Ian Williams.

1. To receive apologies for absence

For Information	
- No apologies received. - Mathew Jones and Konrad Halabuda did not attend.	Noted

2. To confirm minutes of the FGB Meeting 16.3.22

For Information	
Confirmed and agreed FGB 16.3.22	Agreed by FGB present.

3. To confirm minutes of the committee meetings

For Information	To be Actioned
- Confirmed Finance 02/5/22 - Confirmed Curriculum 18/5/22	Agreed by FGB present. Agreed by FGB present.

4. Matters Arising

For Information	To be Actioned/Comments
- FGB – Governor Training – Reminder provided regarding the completion of all mandatory training within the year or risk being struck off as a governor. The school did operate two independent training sessions, one on the curriculum and the other on ALN practices and procedures update. These will be updated and re-run in the new school year. - Curriculum – No matters arising. - Finance – Toilet update provided, the school is no further forward and our email of the 14th June has not yet had a response. Discussion was held around contacting a variety of LA contacts, including Mark Shephard and Janine Nightingale. The chair will contact Mark Shepherd and agreement was made that Ian W would also contact Amanda Williams who is chair of the scrutiny 1 committee.	

5. , To receive the report of the Director

For Information	To be Actioned
To date no report has been received, if received this will be forwarded to governors by email for any action.	Noted

6. To receive the report of the Headteacher

For Information	To be Actioned/Noted
A presentation was provided a copy of which is available in the school drive. Headlines - School Development/Improvement - The school has continued to be innovative and progressive, a vast amount of work has been completed to develop a curriculum that meets the needs of our pupils. A full evaluation of the SIP was provided, a copy of which is in the school drive. A meeting was held with the school's improvement partner on June 10th and he was very pleased with the progress to date, SIP's and targets were agreed for the forthcoming year. A draft SIP was presented for 2022/2023, this is available to view in the school drive. School Performance - The school has continued to use the current national curriculum levels to assess pupil progress, this has provided some continuity post covid. End of year data shows a positive trend and most pupils are making expected progress. Data has been analysed to identify pupils who require on-going support. Welsh Government test data shows good progress; however, Literacy has been identified as an area for development in the forthcoming year. The school has already purchased a new literacy scheme for September following much research and visits to other schools. IW asked if Literacy was an issue at the school. The head responded, it was not an issue, the school had previously used the core knowledge scheme and following evaluation and research a new scheme has been adopted for September providing more challenge for our more able pupils. National Test Data - Class action plans have been updated termly and focus is now on identified pupils that require additional support. Teacher handovers are planned to ensure the correct support is in place for the new school year.	

Curriculum, the Welsh Government have provided documentation to all schools to explain the mandatory and statutory responsibilities for September.

Schools must:

- design a curriculum.
- adopt their curriculum and assessment
- publish a summary of their curriculum.
- implement the curriculum that they've designed and adopted, and have duties around how this curriculum is implemented.

LW asked how the data from the tests compared to the teacher levels. The head responded that it was mainly similar but there were some surprises which the teachers were delighted with, mainly with reading results.

BL highlighted an area of the report (Universal Provision) which was unclear, discussion was held around a possible typing error and as a result the headteacher agreed to revisit the report and to clarify this section as soon as possible.

Careers Week - This term the school held its first careers week. Careers is one of the mandatory elements of the new curriculum and the focus was to provide an exciting opportunity to help raise children's aspirations and broaden their horizons by bringing people in from the world of work into our school. We were overwhelmed with the support we had from our school community and further afield. During the week children's knowledge of the world of work was developed and many pupils were introduced to jobs they had never heard of, preparing them for lifelong learning.

The headteacher wished to thank Damian Faulkner for the idea and for working so hard to put it together along with Sara Peters for organising the visits.

DF commented that it was a truly brilliant with the school, staff and pupils embracing every aspect.

BL commented that the timetable was very full and congratulated the school on what looked like a very successful week.

LW asked if the school needed suggestions for the next one, the head asked for any suggestions to be emailed.

Staffing and Finance - The school still has a draft budget as the Pupil Development Grant has only just been allocated.

Allocation £1,453,754

Income £268,404(est)

Underspend from last year £284,826

Total amount available £2,006,984

Estimated Expenditure £1,938,919

Estimated credit £68,065

The school has submitted a detailed plan of how they will be spending the underspend of £284,826 from last year. The majority of this spending has already been approved by governors and much of this planned spending is already allocated in this year's budget plan. A spending plan document is available to view in the drive.

- Agreed and noted by FGB present

Staffing for September has been agreed. Three members of staff will start their maternity leave in September. Interviews were held on Monday 13th June for 3 maternity posts and appointments were made.

A staff member is returning from maternity and has requested a change to her working hours. An appointment has also been made to cover the shortfall.

Periodic/ Specific Issues-

- The health and safety report is available to view in the drive. Confirmation was provided that the new shutters had been fitted today in the new sensory room.
- Safeguarding - see private and confidential

Year 6

Year 6 had a wonderful activities week. They took part in a circus workshop, undertook outdoor activities at Atlantic College, visited Legoland and spent a day playing team sports finishing the week off with an ice cream. The school also bought the pupils a hoodie.

At the end of the term, they will have their graduation evening and BBQ.

Jubilee Day

This day of celebration was fantastic, arranged by the PTA and the children all loved it.

Policies

- Positive Behaviour Policy, discussion was held around the reason for the policy change and the new rewards scheme already in place. The new policy was developed and written by children and staff.

LW asked if there had been any recent complaints following an issue a number of years ago with the previous policy, the head responded there were no outstanding complaints.

A number of governors complimented the school on the children's behaviour, how good it was and how refreshing it was.

BL commented on the incredible work during sports day from the staff and the behaviour of the children was excellent.

BL and LW commented that it was a great policy and discussion was held around the wording in two sections, and whether they should be amended. The headteacher will revisit these sections to include mutual respect and kindness. Governors were happy to agree the policy.

- Agreed by FGB present

● Fire Safety Policy	● Agreed by FGB present
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7. Curriculum for Wales Update

For Information	To be Actioned
Governors were provided with a presentation and over view on the school's curriculum statement. A copy of this is available in the school drive, this also gives an overview of the school's journey and arrangements for September. Once agreed this statement will be published. Discussion was held around the journey and hard work the school had put in, the reflections made and the evolution of the final document, along with how the new curriculum will help to enable our pupils for the future. The headteacher confirmed that assessment details are now becoming available and this process will continue to evolve; However, the school is ready to deliver the new curriculum in September. DF commented that the document gives a lot of detail however does not reflect or do justice to the volume of work that staff have put in. The headteacher responded that it has been a big learning curve, the staff have learned so much, changed so much and it's been an exciting time, all staff have been involved and this curriculum truly belongs to Oldcastle, it is not yet perfect and will continue to be tweaked but it is a very positive change. DF asked how comprehensives will follow this. The headteacher responded that Brynteg have put in a lot of work and are developing it for year 7 this year, they are in the same position that Oldcastle were in last year and so it will continue to develop and Brynteg will be able to show progression steps in the future. LW asked how in the future will external agencies be able to accurately assess the school's performance and how could the school protect themselves from negative scrutiny, what do governors need to do. The headteacher explained that all agencies have been involved in the process to date and should be aware of all aspects, there are a few key points to note 1. Estyn no longer look at data. 2. Initial assessments will only look to see if Oldcastle is curriculum ready, highlighting safeguarding and wellbeing. 3. The will look at books, speak to staff and children. Oldcastle is ready, national testing will still take place and the key thing to remember is they are looking for good teaching, learning and progression. Criteria for assessment is likely to evolve and will come in due course. IW asked if there will be any KPI's for schools, the head responded that there are key progression steps which are mandatory and these will provide consistency. Discussion	

was held around the provision in other schools and how they may fall behind.

LW asked what support the school required from governors for example, budgetary, time, coaching etc. The head advised that the whole of the next year is now mapped out and all staff wanted was for governors to be interested and involved, for governors to be regular visitors who know what is going on.

JS commented the school looks to be in a very good place, competent and clear plans are in place and it seems the last year has been spent forward thinking.

8. Governors Annual report to Parents

For Information	To be Actioned
Tasks to be completed – This will be moved to the governor housekeeping meeting planned for 19.7.22	Agreed by FGB present

9. AOB

For Information	To be Actioned
<u>Meetings</u> Suggested dates of meetings for next year – the school would like to move the meetings to Tuesdays as there is a staff meeting every Wednesday. NEW - FGB Housekeeping Meeting Tuesday 19/07/22 Meetings for the forthcoming year <u>Autumn</u> Curriculum 20/09/22 Finance 4/10/22 FGB 15/11/22 <u>Spring</u> Curriculum 24/1/23 Finance 7/2/23 FGB 7/3/23 <u>Summer</u> Spare Meeting 2/5/23 Curriculum 16/05/23 Finance 13/06/23 FGB 4/07/23	Agreed by FGB present

The minutes are a true reflection of the meeting, the meeting concluded at 6.30pm


Damian Faulkner – Chair of FGB – Oldcaslte Primary School

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