



Oldcastle Primary School

Inspire ★ Motivate ★ Educate

Mrs Ceri Littlewood

Headteacher

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Minutes FGB Meeting 15.3.22

Present -

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

1. Welcome to our new Governors

For Information	
The Chair and Headteacher held introductions and commented that the school is fortunate to have a full complement of governors for the first time in many years. A big welcome and thank you to our new governors, the school looks forward to working with you. Parent Governors- Jack Shaw Amanda Moore Page Baldwin Gemma Poupon LA Governors- Martin Smidman Mathew Jones Community Governor – Minor Authority Ian Williams Teacher Governor Janine Burr Community Governors Konrad Halabuda Angela Minton Lyn Walters and Sara Peters were welcomed back as governors following their re-appointment.	

2. To receive apologies for absence

For Information	
Lyn Walters	

3. To confirm minutes of the FGB Meeting 10.11.21

For Information	To be Actioned
Confirmed FGB 10.11.21	Agreed by FGB present.

4. To confirm minutes of committee meetings

For Information	To be Actioned/Comments
Confirmed Finance 26.1.22	Agreed by FGB present.
Confirmed Curriculum 12.1.22	Agreed by FGB present.

5. Matters Arising

For Information	To be Actioned
FGB- The chair reiterated that there would be additional meetings over the remainder of the school year to accommodate governor training requirements, information and housekeeping matters. Governors were advised that they are free to visit the school at any time, by prior arrangement through the Headteacher. Finance- Potential of clawback was discussed along with the outstanding project work that is not likely to be completed before the end of the financial year. An explanation of the financial system the LA follows for all schools was provided to new governors. The Headteacher advised that she was hopeful the school could retain funds already set aside for projects and keep the underspend into next year however consultation is likely to take place between Heads and the LA in the coming weeks. Curriculum- An update was provided around the launch of the school's radio station which was officially launched today by Lee Jukes from Bridge FM.	

6. Establishment of committees for the school year

For Information	To be Actioned/Noted
See Updated schedule	Agreed by FGB

7. Establishment of Terms of Reference for the school year

For Information	To be Actioned
See updated schedule	Agreed by FGB

8. To receive the report of the Director of Education

For Information	To be Actioned
Much of the report is for information only. Action points- 3. DBS Policy 4. CSC Capability for HT and Teachers 5. Resolution Policy 6. Secondary Employment Policy 7. CSC Pay Policy Others during lock down CSC Pay Policy 2020 Recruitment and Selection 2020 CSC Discipline procedure 2021	Agreed by FGB Agreed by FGB Agreed by FGB Agreed by FGB Agreed by FGB Agreed by FGB Agreed by FGB Agreed by FGB Agreed by FGB

9. To receive the report of the Headteacher

For Information	To be Actioned
A report was provided with a number of links and an explanation of how to access the documents– <u>School Development</u> The school's vision to grow and develop has been extraordinary over the last couple of months. Our journey to continue to bridge the learning gaps created during the Covid pandemic and ensure wellbeing is a key focus throughout has been at the forefront of everything we have done. The School Improvement plan shows we are on track with most targets set and we are beginning to develop our plans for next year. An update was provided on key developments: ▪ Maths Mastery ▪ Radio Station ▪ RRR ▪ ALN and Sensory Room ▪ Rewards ▪ World Book Day Discussion was held around progress with the New Curriculum for Wales, the Headteacher provided an update as to where the school is and the processes currently taking place. Reassurance was provided that the school is in a good position and work is on-going with a continuing programme of evaluation. <u>Questions and Comments -</u> • GP commented that the new learning currently taking place in school is very refreshing as a whole. • PB asked if there is a strategic framework for assessment and will the new curriculum help plug gaps in knowledge that exist in the current workforce. The Head responded there is not currently an assessment framework, this is out to consultation, however the school is following the existing levelling criteria for this year so that we can have some assessment data to show progression. The school will move to progression stages as a form of assessment in the future, this will show how children are progressing and if they are prepared for the future, the new curriculum is designed to plug the gaps in the previous curriculum. • MS asked what external checks were taking place to ensure the school was on track. The Head responded that the school works with its Improvement Partner Simon Phillips (CSC) to ensure a robust evaluation system is in place. <u>School Performance</u> Updates Provided on ▪ Data meetings are underway ▪ Learning walks completed ▪ Moderation sessions have been undertaken for literacy and numeracy with all teaching staff. ▪ Attendance is 92% our Family Engagement Officer is working hard to improve this. ▪ Early Help Team are running a nurture and NVR course. ▪ Reading café and L and L courses planned ▪ Parents Evening had a 98% take up.	

Curriculum

- Whole-school approaches are continuing to be developed for the implementation of the new Curriculum for Wales. AOLE leads and staff have developed concept maps for all three terms and we continue to evaluate, reflect and develop our new curriculum for Wales in line with the 4 Purposes. The spring concept map was provided for information.
- There is a focus on the Welsh element of the Literacy, Language and Communication AOLE this term, which culminated in a successful Welsh week including our Eisteddfod and the Charing of the Bard ceremony.
- Our Education Enrichment Programme continues to encourage our pupils to learn through different methods through engaging projects and activities. Examples of these can be seen in our weekly newsletter

ALN

In Wales, SEN provision has been reviewed, the term SEN has been replaced by Additional Learning Needs (ALN). In line with this change, there is a new ALN Act. The Act is being introduced in stages. From September 2021 any new children to ALN were included in the Act. Year groups are then being introduced on a rolling program from January 2022. The school currently has 8 ALN pupils with IDP's and explanation was provided in the report on the changes.

Staffing

The school completed the recruitment process this term for the new Senior Leadership Team. This team take up their posts on 25.4.21.

- Deputy Headteacher: **Janine Burr**
- Assistant Head Teacher: **Lyndsey Hodgson**
- TLR2 Research, Partnership and Development Lead: **Katie Lincoln.**

Other changes -

- Emily Radford was appointed the full-time permanent teacher role for September 2022.
- 2 members of staff are returning from Maternity leave.
- 1 member of staff is retiring on the basis of ill health.

Budget Update

Budget Allocation	£1,488,391
Estimated Income	£490,124
Underspend 20/21	£213,725
Total	£2,192,240
Estimated Expenditure	£2,034,169
Estimated Credit 21/22	£158,071

The budget is ever fluid but the school is in a strong position, the credit amount is likely to increase when maternity payments are refunded and covid claims are paid. The school also has allocated funds available for the nursery toilets, maintenance, Sensory Room and Literacy scheme.

Staff Training

An update was provided in the report around staff training.

Health and Safety Report

An update was provided in the report regarding H & S.

10. Policy Review

For Information	To be Actioned
- Control and Management of Contractors - GDPR - Lockdown - Staff IT Contract	Agreed by FGB present. Agreed by FGB present. Agreed by FGB present. Agreed by FGB present.

11. Governor Focus and Training

For Information	To be Actioned
Last term governors focused on meeting with 'Area of Learning Experience' (AOLE) leads to gain an in depth knowledge of what these looked like and how they operated within the school. These worked very well and feedback was excellent. The Chair and Head asked governors to think about what they want from the school in order to carry out their roles effectively. Please can governors' email Addell with ideas on areas of interest and any training requirements over and above the statutory requirements. Following submission of the emails, the school will evaluate needs and respond accordingly with one off sessions or training events in order that a new focus can be developed for the coming term. BL stated that school based information/training events were a good idea, similar to the one held last year for the new curriculum and suggested this could be completed in areas such as ALN, Curriculum and GDPR as this would give many new governors a good insight into the school. AM asked if there was anything the school wanted from governors. The Head responded the she was delighted the school had so many new governors and all that is required is a genuine interest to meet and talk about the school, and for governors to actively know and be able to talk about what is happening in the school environment, its culture and its staff.	Governors to email Addell with what they want from the school in order to carry out their roles effectively, and what they would like to focus on.

12. Correspondence Brought Forward by the Chair

For Information	To be Actioned
None	

13. Any other Business

For Information	To be Actioned
IW asked what team sports happen at school. The Head responded Netball, Rugby and Football are all new developments in school. A detailed discussion was held around Friday's 'Enrichment Sessions' the activities taking place across the school and the learning coming from the sessions i.e. orienteering, a variety of sports, crafts and key skills. SP advised governors to look out for the weekly newsletter which usually contains many pictures of the activities and news of recent matches. BL stated that it was great to see so many team sports taking place. MS asked if the school had been asked to assist with placing any	

potential Ukrainian refugees.

The Head advised there had been no requests to date, however the school was accustomed to admitting both refugee and English Additional Language (EAL) children and would of course assist if asked.

IW asked if the school would be interested in taking the rugby team to visit Brewery Field the home of Bridgend Ravens for a tour of the facilities. It was agreed that IW would approach the club and ask if it was possible.

IW to email and ask permission and let the school know.

The minutes are a true reflection of the meeting, the meeting concluded at 6.15pm



Damian Faulkner (Chair of FGB - Oldcastle Primary School)



Date