

Oldcastle Primary School Minutes Finance Meeting 14.10.25

1. **Present** - Ceri Littlewood, Nerys Sales, Lowri George, Sara Peters, Damian Faulkner, Barrie Lewis, Lyn Walters, Rachel Evans, Ros Whitelock, Jack Shaw, Angela Minton.

Apologies - Lyn Walters, Heather Holder, Amanda Moore

2. Establish a chair of the finance committee for the coming year

• For Information	• To be Actioned
- Discussion was held around the role of the chair and who the chair should be. The outgoing chair Barrie Lewis felt that the Chair of Governors should hold the role of chair of the finance committee as they were the first point of contact for the headteacher and are informed of all matters as first point of contact. Barrie Lewis was happy to continue on the committee but felt the role of Chair should be carried out by the Chair of Governors. - Damian Faulkner (DF) Chair of Governors declined the role of Chair of the Finance Committee and advised that he felt it would be prudent to have a person other than himself in this role. This would offer a second check, additional scrutiny and provide additional experience and knowledge to the role. - Ceri Littlewood (CL) suggested that in future the Chair of Finance attend the monthly meetings held between the Chair, Vice Chair and Headteacher to ensure clarity and the sharing of information in-between full governing body meetings. - Governors agreed that it was important that the role was held by a second person and not the Chair of Governors, to allow for additional challenge and scrutiny in matters related to finance. - Governors commented that BL had a huge amount of experience around finance and schools in general and if he chose not to continue with the role he would be hugely missed, they felt BL provided challenge, additional scrutiny and asked all the right questions when required. - DF nominated Barrie Lewis as Chair of Finance and this was seconded by SP and agreed by all present. - CL asked DF to include BL in the invites to the monthly update meetings.	- Agreed by all present. - Noted

3. Update on Budget as of Period 6

• For Information	• To be Actioned												
- Current status <table> <tr> <td>Budget Allocation</td><td>£1,623,912</td></tr> <tr> <td>Estimated Income</td><td>£402,869</td></tr> <tr> <td>Underspend from prior year</td><td>£145,306</td></tr> <tr> <td>Total Available</td><td>£2,172,087</td></tr> <tr> <td>Total Estimated Expenditure</td><td>£2,185,668</td></tr> <tr> <td>Estimated Deficit</td><td>£13,851</td></tr> </table> - Following last weeks emergency meeting and the agreed additional spend of £39,752 per annum, this will effect the future estimated deficit budget, but the school is working very hard to keep costs down and to increase income from all areas.	Budget Allocation	£1,623,912	Estimated Income	£402,869	Underspend from prior year	£145,306	Total Available	£2,172,087	Total Estimated Expenditure	£2,185,668	Estimated Deficit	£13,851	Agreed and Noted
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Mrs Ceri Littlewood - Headteacher

South Street, Bridgend. CF31 3ED

Telephone: 01656 815790 Email: admin@oldcastleps.bridgend.cymru / ask@oldcastleprimary.co.uk
www.oldcastleprimary.co.uk

Discussion was held around the grants and sponsorship funds that the school receives and then what is spent on food items for the community room. AW explained how this is shown on the budget update.	Noted
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4.Changes to Ancillary Costs

For Information - A report is available to view on the effect of the coming changes to ancillary costs from January 1st 2026. - Discussion was held around the planned changes from BCBC where the funds for ancillary staff are being devolved to schools. This could cause a number of issues, such as a shortfall as per the report, or potential issues with fixed term contracts ending and redundancy payments. - Discussion was held around the use of agency staff for this type of work, JS offered a number of potential options with regard to lowering the cost of agency staff and offered to support the school within the process if required. - Agreement was reached that the school would first attend the planned BCBC meetings with ancillary staff and schools to try and establish facts moving forward. Then the school will assess needs and bring in JS to assist as required.	To be Actioned - Agreed by all present
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5.Staffing Update

For Information - Moved to Private and Confidential	To be Actioned
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6. Health and Safety Report

For Information - Report was provided and is available to view in the school drive, there are no outstanding issues. - BL suggested adding fire safety alarm testing to the report. - BL requested as Health Safety Governor could he be informed of reportable accidents.	To be Actioned - Noted - Agreed - Agreed
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5.AOB

For Information - None	To be Actioned
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The minutes are a true reflection of the meeting held on Tuesday 14.10.25

Name - B. Lewis Date- 19.11.25

Signed - B. Lewis
Barrie Lewis- Chair of Finance Committee

Mrs Ceri Littlewood - Headteacher
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