OLDCASTLE PRIMARY SCHOOL

INSPIRE - MOTIVATE - EDUCATE

Goreu Cam, Cam Cyntaf - The most important step is the first step

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Minutes of the Full Governing Body (FGB) Meeting **May 12th 2026**
Oldcastle Primary School Full Governing Body Meeting

Attendees:
Ceri Littlewood (Headteacher- Governor)
Lindsey Hodgson (Deputy Headteacher - Non Governor)
Damien Faulkner (Governor)
Lowri George (Governor)
Ian Williams (Governor)
Rachel Evans (Governor)
Charlotte Ellett (Governor)
Nerys Sales (Governor)
Barrie Lewis (Governor)
Ros Whitelock (Governor)
Heather Holder (Governor)
Apologies:
Hannah Howe Evans
Megan Apsee
Shelley Williams
Angela Minton
Laura Hocking

Approval of Previous Minutes

- The minutes from the Full Governing Body meeting held on March 18, 2026, were presented for review. All governors present agreed that the minutes were an accurate reflection of the meeting.
- No matters arising or additional questions were raised.

Budget Update and Approval

- The school has ended the current year with an estimated rollover of £27,000. However, the projected budget for the coming year is in a deficit.

Allocated Budget	£1,755,132
Estimated Income	£ 378,081
Estimated roll over 25/26	£ 27,000
Estimated Expenditure	£2,279,946
Estimated Debit 26/27	£-119,733

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The initial deficit of £210,000 was reduced to £119,733 through staffing rectifications and expenditure cuts. The current deficit stands at 6.82% of the total budget which exceeds the 5% threshold and necessitates a three-year deficit recovery plan for the local authority.

Staffing costs account for approximately 98% of the budget. The school currently utilises 2.2 teachers for PPA cover to maintain educational quality, which keeps the supply budget low, this has been set at £10,000 for the coming year. In a recent meeting with Finance at the LA the school was commended for the management of its supply budget, last year the school was around £30,000 due to a high level of staff sickness, whereas some schools are in excess of £170,000.
The reason for this is that the school has first day cover in place by using its PPA teachers, whilst this does factor into the budget overall it helps keep the cost of the supply budget down. Discussion was held around the cost of supply in comparison to using our own staff.

Low nursery enrolment (33 pupils) may lead to mixed classes and potential redundancies in the future if numbers do not improve.

Strategies to increase income include a major advertising drive for school spaces, increased hiring of facilities, and hosting students (estimated £22,000 income).

Governors discussed the 6.82% deficit budget and the requirement for a three-year recovery plan. While expenditure has been cut where possible, the focus will now shift to income generation and managing staffing (like PPA teacher cover) if necessary. The budget was agreed upon.

Policy Approval

- **Complaints Policy:** The policy has limited updates but is reviewed annually.
- **Data & Privacy:** A suite of policies (Copyright, Data Retention, Data Breach, and specific Privacy Policies for Staff, Job Applicants, Parents and Carers, and Visitors and Contractors) were approved following a Judicium audit.
- **AL Policy:** A new AL policy was adopted.

All of the above were reviewed and formally approved by the Full Governing Body present. These policies will be added to the school's website and distributed accordingly by the Office Team.

Staffing Structure and Updates

- The staffing structure for September is finalised, including two new full-time permanent positions with interviews scheduled for this week.
- The governors were updated on the status of flexible working requests.
- The remainder of staffing discussions is moved to Private and Confidential

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Income

After School Club Sustainability

A Financial and Sustainability report was provided to governors and can be viewed in the governor drive by following the link below.

Oldcastle Primary After School Club Report

The club faces a number of challenges moving forward in order to maintain a high standard of care while covering current overheads. The school's financial modelling indicates a critical threshold of attendance of 35 children per day in order to maximise efficiency along with an increase in price in order to cover the increased operational costs.

Whilst the percentage increase seems high, the school has carried out much research on other provision in the area and the proposed increase is still well below market rates. An average cost of provision in the area is £14.25 per session, with some providers charging up to £19.00.

Maintaining the status quo is no longer an option if the club is to remain open. By ensuring the daily bookings sit at 35 children and adjusting our fee structure, the school can stabilise After School Club finances and continue providing a vital service to the school and community.

Cost Proposal from 1.9.2026 –

- Increase After School Club provision from £9.00 to £12.00 per session.
- Increase Late Club provision from £2.50 to £3.00 per session.

Decision and Actions -

To remain viable due to rising operational costs and to protect the longevity of the club into the future, the proposed increase in prices was agreed from 1.9.2026.

- The office team will initiate a letter explaining the cost increase and the reasons to parents by 31.5.2026.
- Governors also discussed applying for specific grants, such as the Greggs Foundation, to support the club - Sara Peters to research grant funding options for the future.

Music Provision

A review of current music provision is currently underway and it is clear that the current charging system no longer covers the cost of the provision. The Headteacher is reviewing the provision for September and once agreed a new charging structure will be implemented ensuring charges cover the costs incurred.

Hall Hire Costs

The school increased charges last September with a caveat that prices were from £25.00 per hour, this allows provision for adding additional costs should a staff member who is hourly paid to open and close the building. There are no plans to increase these costs at present.

Correspondence brought forward by the Chair

None

AOB

None

List of Actions for Next Meeting

Action Title	Description	Person Responsible
Three-Year Deficit Plan	Write and submit the formal deficit recovery plan to the local authority.	Damien Faulkner & Ceri Littlewood
Advertising Campaign	Launch the advertising drive for nursery and school-wide vacancies to increase budget income. Include a drive to increase Hall Hire bookings.	Sara Peters and Ceri Littlewood
Grant Applications	Research and apply for community and after-school club grants.	Sara Peters

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The minutes are a true reflection of the meeting held on the 12th May 2026 -

Signed - Chair of Governors
D Faulkner

Date 08/07/26