

OLDCASTLE PRIMARY SCHOOL

INSPIRE - MOTIVATE - EDUCATE

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



Oldcastle Primary School Minutes Finance Meeting 10.02.2026

Present - Ceri Littlewood, Lowri George, Sara Peters, Barrie Lewis, Angela Minton, Charlotte Ellett, Ian Williams, Damian Faulkner, Heather Holder, Ros Whitelock, Megan Apsee, Laura Hocking.

Apologies - Lyn Walters, Nerys Sales, Charlotte Ellett, Liz Maddocks

Guest - Shelley Williams

1. Update on budget Period 10

• For Information	• To be Actioned												
Period 10 Update - Income <table> <tr> <td>Budget Allocation</td><td>£1,652,011</td></tr> <tr> <td>Estimated Income</td><td>£ 456,998</td></tr> <tr> <td>Underspend</td><td>£ 145,306</td></tr> <tr> <td>Total</td><td>£2,254,316</td></tr> </table> <u>Expenditure</u> <table> <tr> <td>Estimated Expenditure</td><td>£2,305,525</td></tr> <tr> <td>Estimated Credit/Debit</td><td>£51,210</td></tr> </table> The deficit is estimated at £51,210 however we are expecting some further income from a variety of sources including additional student funding, room hire, private funds transfer and grant funding. Details of this will follow when the private fund transfers are discussed in later agenda items. The budget continues to be micro-managed daily and this will continue. Staffing costs have increased with the commencement of the new staff as agreed in the Autumn Term, when the school was struggling to address issues following the non replacement of staff that had left. A governor asked why supply costs seem to be excessive, the Headteacher responded that this was mainly due to staff sickness and the lack of capacity to cover sickness. In addition to this, supply cover was used in the Autumn Term whilst the school was recruiting. Discussion was held around the benefit of having capacity for cover as it was a less expensive alternative.	Budget Allocation	£1,652,011	Estimated Income	£ 456,998	Underspend	£ 145,306	Total	£2,254,316	Estimated Expenditure	£2,305,525	Estimated Credit/Debit	£51,210	• Noted • Noted and discussed
Budget Allocation	£1,652,011												
Estimated Income	£ 456,998												
Underspend	£ 145,306												
Total	£2,254,316												
Estimated Expenditure	£2,305,525												
Estimated Credit/Debit	£51,210												

Mrs Ceri Littlewood - Headteacher
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A governor asked if the school had specifics around days covered against costs etc, the Headteacher advised that yes a record is kept annually of all supply costs with the reason for cover and this could be reviewed at any time.

Spending Plans for the forthcoming school year -

Should the school have any capacity in the budget for the coming year a request was highlighted to retain the Family Engagement Officer for another year, the cost of this is circa £17,000.

Discussion was held around the benefits that the role brings to the school around community and family work is essential for some families, along with how the LA could further support the role with its own Family Engagement Officers.

The school would also like to look at Outdoor Learning as a big focus over the coming year. The school has a number of resources for this however it is more about releasing staff to specifically develop the curriculum in this area, the school has invested in new staff and many of these come with a huge amount of experience in outdoor learning. The plan is to map this out, looking specifically at what is needed, what the outdoor learning is and what it looks like and how this can be utilised across the school. The Headteacher requested a budget of £20,000 to utilise for this purpose.

Discussion was held around the new staff and what they each bring.

- Agreed in principle.

- Agreed in principle.

2. Private Funds

● For Information	● To be Actioned
● <u>Private Funds Update 2.2.2025</u> Private Funds have been audited for the year end 31.8.2025 and the data updated to the Charities Commission as required. These accounts are available to view by Governors, if you wish to have sight of the full accounts, please arrange a suitable time with Addell Whiteley. ● <u>Current Status of Accounts 2. 2.2025</u> ● Private Fund - Balance of £62235.61. Currently holds £27420 of funds for crosscharge back to budget (residential, rewards, trips, enrichment and community room), along with £10076.09 of grant, donation and hall hire funds which will also be transferred back to budget.	● Noted

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• After School Club - Balance of £25020.24. Currently holds funds for ASC costs for the year, the balance of this account will be transferred to the budget in April 2026 to cover ASC costs for the year. • Music - Balance of £8204.95, currently holds funds for music costs for the year, the balance of this account will be transferred to budget in April 2026 to cover music costs for the year. The account currently holds £560.00 hall hire money which will be transferred back to budget. • The funds to be transferred will be reviewed at the end of February when the half year accounts are completed, as there may be further amounts to transfer at this time. The transfer figures above are as of 10.2.2026.	
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3. School Inventory

• For Information	• To be Actioned
• The school presented the updated IT and School Equipment Inventory for oversight by Governors.	• Noted

4. Hall Hire Costs

• For Information	• To be Actioned
• The school offers private hall hire of its space to the general public and a terms and conditions form is provided for completion. This was provided to governors for oversight and agreement. • Hall Hire Costs were reviewed in September 25 and are agreed as follows - - Main Hall - Hire cost - From £25 per hour - Small Hall - Hire cost - From £20 per hour - Classroom – Hire cost - From £15 per hour - Meeting rooms - Hire cost - From £15 per hour • Regular bookings receive a discount of £5 per hour.	• Agreed • Noted and Agreed

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5. Donations and Funds to the School

• For Information	• To be Actioned
- Tempest Photography, 2 payments totalling £636.53 - PTA towards rewards costs £2872.50 - BAVO 3 payments towards community room and warm space totalling £4250.00 - Tesco Donation £1125.00 - EDF Solar £611.59 - Hall Hire £975.00 - These funds total £10470.62 The school is required to transfer £9,834.09 across to the budget, this figure may change if the school receives any additional funds before the end of the 6 month account period on 28.2.2026.	Noted and agreed

6 Health and Safety Report

• For Information	• To be Actioned
Sara Peters and Barrie Lewis completed a walk around of the school on the 5th of February and a report is available to view in the school drive or by following the link below. Health and Safety Report to Governors Two accidents were reported during the period where the child was required a visit to the hospital. These have been investigated and they were accidents. The LA compliance system is up to date as is the school's maintenance plan. No fire drill has yet been carried out, but it will be scheduled in the next few weeks. A governor asked if there had been any incidents of violence or aggression, the Headteacher responded that there had not been any. A governor asked if a lock down test had been carried out and Mrs Peters advised that it was an annual occurrence and had been carried out in the	- Noted - Noted

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last year and would be done again this year. The school has a lock down procedure policy and it is reviewed regularly.

Discussion was held around emergency planning and Martin's Law under the National Framework. Confirmation was provided that Sara Peters has completed the training and a risk assessment has also been completed.

7. AOB

• For Information	• To be Actioned
- The Headteacher advised governors that the new staff had settled in particularly well and had already made a difference. - New governors were introduced, the school has three new parent governors and a warm welcome was extended. Laura Hocking Megan Apsee Hannah Howe-Evans	Noted

The minutes are a true reflection of the meeting held on Wednesday 10.02.2026

Agreed and signed by Barrie Lewis - Chair of the Finance Committee

Name..... BARRIE LEWIS Date..... 18.3.26

Signed..... B. Lewis

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