

OLDCASTLE PRIMARY SCHOOL

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



Oldcastle Primary School Minutes FGB Meeting

Date: 18th March 2026

1. Attendance and Apologies

For Information	To be Actioned
In attendance: Ceri Littlewood, Lowri George, Shelley Williams, Heather Holder, Barrie Lewis, Ros Whitelock, Hannah Howe-Evans, Liz Maddocks, Damian Faulkner, Lyn Walters, Megan Apsee, Charlotte Ellett, and Laura Hocking. Apologies were received from Rachel Evans, Nerys Sales, Ian Williams and James Lewis.	

2. To confirm minutes of the FGB meeting

For Information	To be Actioned
The minutes of the Full Governing Body meeting held on 19th November 2025 were reviewed and agreed upon.	Agreed

3. To confirm the minutes of Committee Meetings

For Information	To be Actioned
The Finance meeting minutes (held 10th February 2026) were agreed with nothing carried forward. The Curriculum meeting minutes (held 29th January 2026) were agreed.	- Agreed - Agreed

4. Matters Arising

For Information	To be Actioned
Carried forward from minutes: An update on spelling across the school, this will now take place as part of the curriculum review. CL to establish a young carer project for the FEO. This is currently on hold due to not having an FEO.	Agreed

5. To receive the Report of the Headteacher

For Information	To be Actioned
A report was provided and is available to view here Headteachers Report Headlines discussed - School Improvement: Self-evaluation remains a cornerstone for the school's strategic development. The MER has been redesigned into "eight magic areas" to simplify self-evaluation and provide a more robust oversight of teaching and learning. A Governor asked if the Improvement Partner(IP) is aware and supportive of these changes, and the Headteacher responded that yes, IP is aware. The Headteacher thanked Coety Primary for sharing their	Noted

Mrs Ceri Littlewood - Headteacher

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MER with the school.

A Governor asked what reports the school gets from the LA?

The Headteacher responded that the school gets a 'School on a Page' report and an IP feedback report.

School Performance: The school's monitoring program has been set up collaboratively with a peer-review approach, fostering a culture of transparency and collaborative work.

Formal observations are complete for every teacher, focusing strictly on pupil progress.

Book looks are now conducted collaboratively as a whole-staff activity.

A number of reports were provided and are available to view

[Whole-school writing analysis .pdf](#)

[Gove Cross Curricular Booklooks Stakeholder Feedback Report Oldcastle Primary School Planning.pdf](#)

[Listening to Learners - Numeracy.pdf](#)

[Gove Feedback Report Oldcastle Primary School Planning.pdf](#)

All of the reports are linked to the MER.

A Governor asked what was being observed during lesson observations, the Head responded that pupil progress is the key focus, looking at how the adults in the room are enabling learning and what progress is shown.

Collaboration & Transition: A Nursery/Reception baseline is running. Year 6 pupils are using pupil profiles across the cluster, and seven non-negotiables for Year 6 maths have been agreed.

A Governor asked what transition work is underway for vulnerable learners.

The Head responded that there are currently two AOLE visits planned: a Head of Year visit, a meeting with the Assistant Head, ALN Day, a football tournament, Helping Hands, and a vulnerable group visit.

The school is also opening on a Saturday to allow parents of vulnerable learners to tour the site when it is quieter.

Curriculum Reform: The school is currently auditing the curriculum to ensure it remains fit for purpose, adopting a "Starting with the Why" approach. It is focusing on the whole curriculum, and all stakeholders have been engaged in the process by following the 'Seeing the school through each other's eyes' theme. The head hopes to report back on this in the next curriculum meeting.

Attendance: Oldcastle is currently the top-performing school for attendance within its cluster, and sits well within the LA data. Miss Hodgson and the office staff work hard and follow a strict first-day protocol.

A Governor asked if vulnerable children are tracked separately, the Head responded that yes they are.

A Governor asked if the school has any children on a Pastoral Support Plan (PSP), the Head responded that the school had two children on PSP's at present and reviews were booked in for both.

PDG: A report was provided, the Head advised that this report is an excellent report which clearly shows the work carried out by the school.

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Finance: Period 11 update was provided		
<u>Income</u>		
Budget Allocation	£1,652,011	
Estimated Income	£ 513,663	
Underspend	£ 145,306	
Total	£2,310,495	
<u>Expenditure</u>		
Estimated Expenditure	£2,320,495	
Estimated Credit/Debit	£9,515	
The school has worked very hard to move the budget into a credit, the budget continues to be micromanaged and the school is hopeful that at the end of the year it may be showing a credit. It should be noted that next year will be difficult without the carry forward of £145k that it had this year. A Governor commented that this was excellent work and credit should be given to the school, this work has not gone unnoticed by the LA.		Noted
Complaints - One complaint which is currently with the Chair of Governors.		Noted

6. Safeguarding

For Information	To be Actioned
No pupils are currently on the safeguarding register. The Head confirmed that a wellbeing questionnaire was currently underway in Years 3 to 6.	- Noted - Noted

7. Exclusions

For Information	To be Actioned
There have been three fixed-term exclusions this term. Ranging between half a day and two days, all children have now returned to school. A governor asked if there had been any reports regarding online bullying. The headteacher responded that there were none this term.	Noted

8. Maintenance SLA

For Information	To be Actioned
The Maintenance SLA cost for the current year is £9937 which includes an estimated amount regarding PAT testing. Discussion was held around Highland as the school has used them for a number of years to manage maintenance, they offer a very good, cost effective service, and are highly responsive. This year's increase is £700.00 and much of the increase is in relation to the TMV testing which has only been	Governors formally agreed to the cost and to

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implemented in the last two years and was underestimated in the first instance. A governor asked why the school had spent around £12,000 in the last year and an explanation was provided that not all cyclical maintenance is included within the cost of £9,937 for example specialist servicing is handled and billed separately, such as the chair lift and kitchen equipment. The LA are yet to provide their costs for the year, however the school feels the service offered by Highland far outweighs what is provided by the LA.	proceed with Highland
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9. Policies

For Information	To be Actioned
Positive Behaviour Policy - reviewed by Senior and Junior Leaders. DPIA Policy - this is a new policy and is a legal requirement, it is subject to change following a DP audit which is planned for April. Judicium are undertaking the audit, following changes in the law around DP and DP assessments.	- Agreed - Agreed

10. Constitution Oldcastle Primary School Charity Account

For Information	To be Actioned
The constitution for the charity (private funds) account was updated as the previous version was over 20 years old. The update is necessary to ensure the school can continue successfully applying for grants.	Agreed

11. Feedback from Governors Open Day

For Information	To be Actioned
Governors visited classrooms and reported high levels of pupil engagement, confidence, and pride in their work. The standard of work observed in books was universally high and they were very impressed by the children. They also felt that class management was excellent and children enjoyed the sharing of their work. The school aims to hold Governor Open Days twice a year to allow more opportunities for visits.	Governors requested more time in classes. Agreed.

12. Governor Vacancies

For Information	To be Actioned
Barry Lewis was reappointed as Community Governor following a new application and vote. Ian Williams was reappointed by the Town Council. Lynn Walters was also reappointed by the LA as an LA Governor Sara Peters term as a Support Staff Governor has ended, and Shelley Williams was welcomed to the governing body following her appointment. The school and Governing Body wishes to thank Sara for all of her excellent hard work and dedication as a Governor.	- Agreed - Noted

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13. Correspondence brought forward by the chair

For Information	To be Actioned
A complaint from a parent regarding an upcoming residential trip has been received and is currently being managed by the Chair and Headteacher.	Noted

14. AOB

For Information	To be Actioned
A governor thanked the school for all its hard work around the Eisteddfod, in particular thanks to Shelley Williams and Rachel Evans for their organisational skills. It was a fabulous event, and one to be celebrated. All the children enjoyed it.	Noted

The minutes are a true reflection of the meeting held on Wednesday 18.3.2026

Agreed and signed by the Chairperson

Name DAMIAN FAULKNER Date

Signed [Signature]

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