



Plymouth CAST  
Multi Academy Trust

**Full Cast Board Meeting – Wednesday 8th May 2024  
in OLSP Staffroom @ 18:00**

Attendance:	Mrs C Blatchford	Headteacher	CB
	Mrs L Coulter	Chair of Governors	LC
	Mark Skelton	Foundation Governor	MS
	Mrs G Dyson	Foundation Governor	GD
	Mrs J Gillespie	Foundation Governor	JG
	Miss C Carlin	Co-Opted Governor	CC
	Mr D Saw	Parent Governor	DS
	Mrs M Nock	Staff Governor	MN
	Sarah Jackson	Clerk to Governors	SJ

No.	Description	Decisions/Actions
1.	<b>Welcome and Opening Prayer:</b> Welcome from LC at 18.48 (meeting late due to Junior Speaks over running). Opening prayer from MS	
2.	<b>Apologies and Confirmation of Quorum:</b> GD and JG send apologies and MN joining via Teams.	Quorum confirmed.
3.	<b>Governance Procedures:</b> <ul style="list-style-type: none"><li>No declarations of interest</li><li>Minutes from 13.03.24 have been approved and LC signs</li><li>Outstanding actions - none</li><li>Chair's business - LC reminds everyone re confidentiality</li><li>Clerk's Update - none</li></ul>	Minutes to go on HUB
4.	<b>School Leadership:</b> <ul style="list-style-type: none"><li>LC states that the HT report is on the Hub and asks CC if she has any questions, CC apologises that she has left her paperwork at home. CB reiterates that she hopes that everyone will read the report in advance and then email questions in so that she can be prepared for the meeting. DS asks that writing is still listed as below and you are looking at a programme that another school has - can you share any more info? CB replies that it will provide structure for teachers as at the moment we use Talk4Writing and Babcock sequences and sometimes this is not tight enough - we need more short burst writing. CB has talked to other Heads about what they are using and this programme will tackle grammar and punctuation too, but it is £2000 to get it in place. Our SBM is looking at the budget for</li></ul>	Report on HUB

September. *LC says that GD has emailed her the following questions - There was a high sickness in the staff?* CB replies that the data was from September, where 2 members of staff were on long term sick, but both have gone now. *GD also asks about maths resources - are these lesson specific?* CB replies that, there is a box of resources in the classrooms and KW will go in to check that they have what is needed. The expectation is on the teacher to signpost and consider what resources (manipulatives) will be most supportive for the lesson. *. Have TAs had training for using the resources?* CB - no and there have been no interventions for maths, only phonics, speech and language and handwriting, due to lack of capacity. *Has anyone reported the children accessing the resources independently?* CB replies, yes and that is why they are there, for all the children to use.

*CC asks how the EOW is working out?* CB replies that we had the highest attendance in the Trust for primary schools and we were above the national average. *MS asks how some parents take the attendance letters?* CB replies, mostly fine but some can get a little annoyed. There is one family that we just can't help and is now going to legal and children services are now involved. *MS asks if this is due to illness?* CB says no, just a lack of routine and the family aren't implementing the strategies that have been put in place.

*LC asks CB if she was happy with the mock SATs?* CB replies - yes.

*CC wants to congratulate all the stuff happening outside the school this term.*

*LC asks if the gaps in maths provision will be sorted?* CB answers yes. *LC also asks in regards of safeguarding - was the external tree inspection carried out.* CB replies that as it was outside of school and we informed them, we have to assume that it happened. *LC - behaviour, has that improved?* CB replies that issues can happen when supply teachers are in and also the sports coach as they sometimes don't get the C1, C2 correct, but generally when we have visits, behaviour always comes out well. CB supports where necessary. *LC - parent survey also gave behaviour as a positive. CC believes that it is a big positive that it was such a low number that said they weren't happy with behaviour. LC - ROS mentioned that the lunchtime staff aren't too comfortable with using the behaviour policy...how can we change that?* CB replies that ROS has now done training with them. We find that if the MTAs send children to each other rather than a teacher it shows that they are able to handle the pupils. *DS asks if we get much support from parents to help their children behave at school?* CB replies that each family has to be taken on its own merit, but we always try to work closely with the parents. Also, some teachers are better at communicating with parents than others. *CC agrees that as a teacher she would always take it on a family basis.*

- *LC - monitor school improvement plan - marking and feedback?* CB replies that this is ongoing - had to recently talk to one teacher about prioritising marking. Need to get a balance for teachers too so that they don't feel they need to do so much at home. Target at the moment is not missing opportunities for learning and this can be done via marking the books, in addition to teaching strategies.

CB says that the SIP overview shows that the milestones go up each time - we are being tough on ourselves as we want to be better. *LC - the nursery teacher is willing and makes changes*

5. *but we still need to have improvements?* CB replies that it is going really well, the space is improved and learning is more purposeful. The data is low because of the needs of the cohort and we have 2 new ones in the last couple of weeks. *MS asks how do teachers strike a balance with marking?* CB replies that they have to focus on what is a priority - pick out what you want the child to improve on rather than mark everything wrong. From year 3 onwards the red pen in the books is from where the children have gone back and edited, teachers use a green pen to mark. *LC asks if the pupils still have regular spelling tests.* CB replies yes.

#### **RE and Catholic Life:**

6. LC asks MS if he met with the RE lead and pupils? MS replied that he met with KW just before the inspection and went into Year 3 last week and spoke to the pupils - the thing he was most struck by was how many of them were interested in RE. MS also remarks at how much more confident KW is with RE and the planning.

#### **CB - talks about the Canonical Visit - confidential**

##### **Curriculum and Standards**

7. LC asks CC if she has spoken about the sports grant. CC confirms that she has spoken to JM (PE Lead) and he is happy that there is much improvement in play. The play leaders are doing really well and learning new games to teach to the other children. Girls football is really popular and Premier Camps continue to offer clubs in the holidays. JM has expressed the need to sort out the PE sheds. When CC spoke to JM he hadn't decided on how to spend all the grant yet.
8. *CB asks if anyone met with the early years lead?* CC met with AOK last time and looked at strategies and she feels there is great improvement across the board. AOK has been to other schools to see how they have set up their areas. *CB highlights that there has been an improvement in children engagement and all the adults in early years have an area in which they specialise. The lack of transition was highlighted by Ofsted, so there is a lot of work going into getting routines.* CC says that there is an incredible amount of need in that cohort, but it is being managed very well. The only concern that AOK has is using the outside space all the time due to staff numbers. CC points out that you can see the massive shift and that they are hitting the milestones.

##### **Inclusion:**

LC - JG not here and no questions sent

##### **Safeguarding and Child Protection:**

9. LC says that the agenda mentions the culture of safeguarding, but that this has already been done. LC met with ROS and discussed the behaviour policy. ROS has done the Mental Health Wellbeing training. LC also spoke to ROS regarding the SCR and some gaps on training were identified, so ROS has emailed out to the relevant people to get that updated.

##### **Health, Safety & GDPR -**

10. LC asks MN if the GDPR audit had been addressed and MN confirms that this was done in February. MN also explains that there was a Data breach, but this was picked up by CB and dealt with. MN goes through the points on the premises walk around sheet - most notable is the railings on the pathway, which are due to be done. Other items on the list will be given to the caretaker

**Whole LCB Responsibility:**

CB - we have 7 on the list for reception, but 2 more that we know will be coming.

LC asks if we can do anything more with marketing? DS asks if the pictures from Junior Speaks can go in the paper? CB replies that we now have a parent that works for a local paper, so we can get more content out there.

CB would like to concentrate on the front of the school/driveway to look more attractive to prospective parents.

11. MS asks if we have made any inroads with local churches? We could ask them to put adverts in their newsletters?

12. **Cast Policies (for information):**

None

**School Level Policies:**

None

Meeting ends at 20.01

**Date of next LGB:** Wednesday 10th July

Signed by Chair.....



Dated .....

22 / 7 / 24