



Plymouth CAST  
Multi Academy Trust

**Local Governing Board Meeting 120 – Thursday 30th March 2021**  
**Via Google Meet at 18:05–20:01**

Attendance:	Mrs A Folland	Headteacher	AF
	Mrs L Coulter	Chair of Governors	LC
	Mrs V Ratcliffe	Co-opted Governor	VR
	Mrs R Gordon	Teacher Governor	RG
	Mrs S Farleigh	Parent Governor	SF
	Mrs D Ford	Foundation Governor	DF
	Fr M Skelton	Foundation Governor	MS
	Lisa Kinsella	Clerk to Governors	LK

Apologies: No apologies received.

No.	Description	Decisions/Actions
1.	<b>Welcome and Opening Prayer:</b> MS opened the meeting in prayer.	
2.	<b>Apologies and Confirmation of Quorum:</b> Confirmation of quorum. No apologies. VR joining late due to IT issues. MS will be leaving the meeting early.	Quorum confirmed.
3.	<b>Declarations of Interest (for this meeting):</b> No declarations. RG will leave the meeting when the staff update is being discussed.	No declarations of interest. RG to leave the meeting during staffing update.
4.	<b>Minutes of Previous Meeting:</b> The Part I and Part II minutes for the meeting held on 4th Feb 2021 were agreed. Part II minutes had been agreed by email. To be signed at a later date.	Minutes agreed.
5.	<b>Governor Spring Term Visit Reports:</b> RE & Catholic Life (MS) - MS reported back to the Governors on his meeting held on 17th March 2021 with Jane Day (JD) and AF. LC was also present at the meeting. MS advised that the following was discussed: <ul style="list-style-type: none"><li>• Pupil Chaplaincy</li><li>• Life to the Full</li><li>• The joint school Catholic Life Strategy</li><li>• Joint school liturgies</li></ul> MS advised that it was hoped that going forward the two schools would have increased interaction after the lockdown restrictions had eased. MS noted that he sensed an enthusiasm coming across from JD and AF and that the meeting was very useful.	Notes to Visit available on the Governor Hub.

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18:10 VR joined the meeting.

LC said that she would like to endorse what MS had said and that there was a real enthusiasm from all the staff across the school.

Health & Safety (LC): LC met with Sarah Wills (SW) on the 10th March 2021. LC advised that she was able to see the Single Central Record (SCR). The compliance of the Health & Safety checks were all up to date. LC then had a look around the site and looked at the works that had been completed by the bin store. This all looked really good. LC did note that the padlock on the KS2 gate was not locked on this occasion but this issue has now been raised in school.

Notes to Visit to be uploaded onto the Governor Hub.

Safeguarding (LC): LC met Rachel O'Sullivan (RO) on 15th March 2021 to discuss Safeguarding. LC noted that the frame with the staff information was no longer in the hallway of the school. AF replied that this was currently being updated. LC advised that the Children's Wellbeing Practitioner was now in place serving all the Teignmouth Schools and this service was being accessed. LC went on to note:

Notes to Visit to be uploaded onto the Governor Hub.

- Year 5 & 6 had received a visit from the Police to discuss online safety.
- The Behaviour Policy work was still in progress and would hopefully come to Governors in May or June 2021.
- Early help was being accessed.
- Staff training on GDPR training to happen on the inset day in July.
- Monthly updates at the staff meetings to keep the profile of Safeguarding at the forefront of all the staff's minds.
- No major mental health issues reported.
- The Safeguarding Action Plan has been updated.

LC went on to say that the enthusiasm and the hard work from the staff is much appreciated and that they are doing a great job and that this must be recognised.

Improve outcomes in Reading, Writing and Maths (VR): VR & LC met with RG & Kristina Webber (KW) on the 19th March 2021 and then met with Kerry Grout (KG) and India Bramley-Astle (IBA) on the 22nd March 2021. VR informed the Governors that The Coaching Programme was discussed. The staff are working in a triad with staff from St Nicks. They were filming themselves teaching and sharing the video with their triad to receive feedback and to allow reflection on the lessons. Staff feedback was very positive and they could see the benefits of the programme. VR advised the Governor's that this sounded like a really excellent process. LC said that KW was happy to share her coaching/training video. VR was keen to come into school when the lockdown restrictions were lifted to look at the programme in more detail. AF replied that Governors would be welcome when time allowed.

Notes to Visit to be uploaded onto the Governor Hub.

Special Educational Needs (SF): SF met with RO in school on 11th March 2021. During the meeting SF used checklist 9 from the Schedule of Accountability. SF informed the Governor's that RO was very organised and the necessary pupil passport information was all very visual. SF advised that the next steps would be for more opportunities for colleagues to share their expertise. Attendance also needed monitoring for the special needs children. AF advised that the school had purchased a tracker that monitored different groups of children but due to Covid this had not been used fully. SF said that this was also a very collaborative process with St Nicks. RO is also working towards her SENCO award.

Notes to Visit available on the Governor Hub.

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Develop Curriculum in Foundation Subjects (SF & DF): SF & DF met with Laura Merritt (LM), KW & IBA on 24th March 2021. DF advised that the meeting was very informative. The following was discussed:

- Intent Document
- Flight Path
- Knowledge Organisers
- Rosenshine Planning
- Improvements in children's outcomes
- 11 before 11 - 11 things students should do before leaving Primary School.

DF said that the staff found that liaising and collaborating with St Nicks was proving really useful.

18:35 MS left the meeting.

Statutory Grants (DF): Still to be arranged.

Parents in the Wider Community (DF): DF advised this was ongoing. DF had met with AF to discuss advertising the Nursery/Foundation Unit. DF had recently distributed a box of flyers for the Foundation Unit advertising.

Pupil Premium (RG): RG met with AF on the 15th March 2021. The pupil premium strategy and the number of children were discussed and looked at. The SLT are responsible for the aims which are then distributed through the School Development Plan (SDP). RG informed the Governors that the Pupil Premium children are tracked, identified and planned for. Spending for the pupil premium has not been as strategic as it had hoped to be but this had been due to the Covid Restrictions. It is planned to be more strategic from September 2021.

6. **Covid Update:**

AF started by saying that the Governor's reports all sounded very exciting and positive. It was nice to sit and listen to the feedback.

AF informed the Governors that the re-opening of school on the 8th March after lockdown had been successful. A new Risk Assessment had been written from scratch. All the children have returned to school and there were no staffing issues to report. AF said that it is believed that the current class bubbles and restrictions would probably remain in place until the end of the academic year.

7. **Policies:**

There were no school Policies to Review. The Governors noted the CAST Policies:  
Coronavirus Policy & Procedure;  
Admissions Policy &  
Relationship and Sex Education Policy.

8. **Safeguarding:**

AF advised that most of the safeguarding had been covered in the Governor's reports. All the SG forms had been completed and handed into the Trust. AF informed the Governors that a large piece of work was currently being completed on the Behaviour Policy. The vision is that the Behaviour Policy is underpinned by the Gospel Values and Catholic Virtues. CPD training videos of 'Paul Dix' have been used. He wrote the book 'When the Adult Changes, Everything Changes'. The plan is that after Easter there will be a consultation with the Children and Parents regarding the behaviour in the school. AF informed the Governors that it is hoped that the Policy will be presented to the Governors by June at the latest.

Notes to Visit available on the Governor Hub.

No 'Notes to Visit' - to be provided.

Notes to Visit available on the Governor Hub.

LC

AF informed the Governors that the works on the additional fence by the bin store had been completed. There was also now a new lock on the KS2 gate.

9. **Headteacher Update:**

AF presented the report on screen and touched on the following:

- Number of children on roll - 175.
- What September 2021 numbers may look like - confirmation on numbers from the Local Authority will be on the 15th April 2021.
- Marketing Nursery.

Talk moved to Part II minutes (Item 1).

AF advised that she had a meeting with the Early Years Advisor on the 10th March. AF was aware that other schools in the area were taking 2 year olds and wanted some more information regarding this. The funding for 2 year olds is need specific and the ratio of adult to child is 1:4. This was something to consider although in the immediate future it was felt that working with what was already available and making the early years as good as they could possibly make it was the best way to go. DF made the point that if 2 year olds were being considered then an area for them to sleep would need to be considered. AF advised that she was aware of this and was just exploring all options. AF felt that marketing the Nursery was currently the best way to go.

Talk moved to Part II minutes (Item 2).

AF went on to say that the Leadership consultation was in with the Trust. The school has some new members of staff, flexible working requests were being agreed.

AF touched on the Catholic Life and Vision. AF advised that a lot of this was covered by LC and MS in the Governor's report. AF wanted to say that this was currently going really well. The children today had been doing 'The Way of the Cross' and the hall had been set up for the children to journey through. The Ash Wednesday Liturgy across the two schools was beautiful. Several children also joined from home. AF stated that it has been such a blessing to work with two very engaged and lovely Parish Priests.

Angela moved onto the Education Performance report. The education has been very disrupted for all the children over the last 12 months. Children are now back and have been assessed in English and Maths. The missed and disrupted curriculum is now being looked at for gaps. Work is ongoing with teaching staff to revise and prioritise the curriculum content in reading, writing and maths. It is hoped that the core curriculum will be covered by the end of the Summer term. AF passionately informed the Governors that we all need to be very careful with the pressure that is being put on the children. The children must be nurtured to get them back into learning. AF wants the children to have the best chance to get to the end of Summer 2021 with as much information as possible and to then be ready to start September.

Talk moved to Part II minutes (Item 3).

AF went on to talk about the leadership team. The SLT has worked jointly within both schools. There have been talks around what this could look like moving forward. Although the schools have commonalities they are both not at the same place with reading, writing and maths so this is currently being explored. There has been a



consistent approach to remote learning and parental engagement etc. AF talked about The coaching programme implementation plan for the Summer term. Focus will be very much around Rosenshine. At the end of each half term there will be a joint staff meeting with both schools where the coaching programme will be evaluated.

AF informed the Governors that the Governor training from the last meeting had been reported to the Trust. AF felt that there was an air of excitement with regard to the visits from staff and Governors. Information has now been triangulated and AF hoped that Governors would feel comfortable to raise any questions or offer potential 'next steps'. The meetings have also allowed the staff the space to tell someone else what is going well and what is not going well within the school. AF then asked the Governors for feedback on the 'Spring Term Visit' document. Was this helpful? DF advised that she was really encouraged by the meeting and impressed. DF went on to say that it was easy to cover the ground required. VR commented that she really liked the document and found it very helpful. SF said that the checklist was very helpful. AF said that another meeting had been arranged with LC & LK to put a similar document together for the next phase of visits.

19:35 RG left the meeting.

Talk moved to Part II minutes (Item 4).


19:43 DF left the meeting - IT difficulties.

10. **Any other Business:**  
None.

11. **Date of next LGB:**  
LC confirmed that the next meeting would be held on Thursday 20th May 2021. Hopefully face to face in school.

Meeting closed at 20:01.

Signed by Chair.....



Dated ..... 20/7/21 .....