



Plymouth CAST  
Multi Academy Trust

*13th March*  
**Full Cast Board Meeting – Wednesday ~~21st~~ February 2024**  
**in OLSP Staffroom @ 18:00**

Attendance:	Mrs C Blatchford	Headteacher	CB
	Mrs L Coulter	Chair of Governors	LC
	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 18.02. CB leads prayer. LC introduces Melanie Harris from CAST, who is joining us via Teams to do a LCB review. Melanie assures the group that this is a supportive review and she will get a report to us within a week.	
2.	<b>Apologies and Confirmation of Quorum:</b> GD and MS 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 21.02.24 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>• Insights/CISRA - CC leads. GD asked about the action from the last data drop and attainment. <i>CB confirms that the next data drop will be by the 15th March to assess, but in between we have Pupil Progress meetings with all the teachers and the data from Insight will be in these too. Part of the meetings they speak about the whole school interventions and on a Wed afternoon CB takes prayer &amp; praise so that the teachers can help some pupils - this is recorded on a spreadsheet, as to which pupils have been targeted and what tutoring was given. CB also explains that developmental drop ins are done, so that coaching can be given on improving teaching. CB also wants</i></li> </ul>	Report on HUB Note to Visit on HUB

*L Coulter*  
8/5/24

*the pupils to know what they need to achieve - which is a challenge with the little ones.*

*CC asks 'how are we narrowing the gaps in learning?' CB replies that the gaps with PP in particular tend to be wider, but she is not as concerned with the gender gaps. PP children all have Pupil Passports and are high priority. There is more emphasis on these pupils, but as a school we have less PP than the national average.*

*CC concludes that the Pupil Progress meetings sound great, but is there anything else the school can do to help? CB replies that the data is not in for this term, but staff are all doing NFER tests and are looking in pupil books to mark the progress.*

*Books are now taken into staff meetings so they can share marking. CB says the key priority really is knowing the children.*

*CC came in and interviewed the early years teacher and spoke about the data gap. AOK highlighted the fact that it's the writing and they can identify this as they know the children. CB says that she and AOK discussed the data and CB is helping as AOK is still new to it. Lauren Stone has also shared some documents that were helpful.*

*CC asks CB if there is anything she would like to highlight that has not been mentioned? CB replies that there are a couple of new year 6 pupils that may change the data - one is well below, so will sway it.*

*LC asks JG if she has anything regarding SEND. JG says PP was discussed and now waiting for data drop, so a meeting has been planned for next term.*

**5. RE and Catholic Life:**

LC states that obviously MS is not here to lead, but CB points out that the last meeting was only 3 weeks ago and he gave a very detailed talk regarding his visits as he knew he would not be here for this meeting. He will also be in to do the St Patrick's Day Mass at school. He also spoke to KW at length and did a learning walk and looked at collective worship and gave some advice. MS also liaised with Jeramy Skelton, who did the mock canonical review and will be supporting the non catholic teachers on how to teach RE as some are worried that they are not doing it correctly. CB says that she knows that when we get our canonical inspection the children will be able to show how they get involved. CB goes on to say that sometimes the children are not always 100% sure why they are doing certain things particularly for charities. CB talks about CPD and she has booked 23rd April to meet with St Joseph's staff to share books.

LC asks CB if the children are enjoying their prayer journals? CB replies that they are and some children are asking for their prayers to be read out in Tuesday assemblies. Children have been told that the journals are private, so they don't have to share. DS mentions that MS had looked at a few journals when he was in and was very impressed. JG says yes and some prayers from the school are being used in the diocese.

CB says with regards to community links - the chaplains are helping with the Lenten Lunch and Years 5 & 6 will be doing the Big Lent Walk. There will also be a beach clean up in the Easter holidays.

**6. Inclusion:**

JG leads - if you look at the last visit with ROS and CB, it was discussed about sharing the SEND audit. The schedule of accountability asks about any exclusions, of which there have been none. JG says she has a general chat about a few children and about how funds are being spent to support these children. General look at pupils with SEND issues and if there are any EHCP's going through - it is the same story of the school

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knowing the children and are on top of everything, but there are massive delays with the EHCP going through, therefore the school has to fund the support themselves. JG - in all, I am happy to report that the SEND provision remains good.

JG asks CB if the FSM take up is as it should be? *CB replies that it is part of the pack given when they start school and also the standard of food is always checked.* JG asks if we still have our family support worker? *CB replies yes, she has now returned*

7. **Safeguarding and Child Protection:**

LC has a safeguarding meeting booked with ROS in April. However she has a brief report from ROS including the fact that the school hopes to become an asthma friendly school by June'24. Safeguarding quizzes continue fortnightly and PIPs training is booked for the June inset day.

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8. **Health, Safety & GDPR -**

MN starts with the fact that the H&S Self Review has been completed and there were no actions required. There was a premises inspection on the 20th March, where the only concern was a build up of leaves could cause a slip. She has double checked when the last tree inspection was held in light of the tree incident that has been reported on OSHENS (even though that was a tree that was not on our property) She will continue to keep a close eye on the trees and overhanging branches. Also monitor the tree roots around the playground as they could become a trip hazard.

CB has assured MN that Evolve is all in place and the GDPR incident report has been received and the data breach report.

*CC says that she was with MN walking down the pathway when the tree incident happened and we were lucky that no children were involved. DS mentions that the fence at the bottom of the pathway is leaning more than it used to.*

*CB says that one thing picked up from the H&S audit is fire training for all staff*

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9. **Whole LCB Responsibility:**

LC mentions the actions in the DSEF, obviously there is no MS at the meeting, but believes that CB has covered all of this.

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

Attendance & Safeguarding - CB mentions that the attendance policy has come in as some schools are struggling with numbers and the Trust are seeking consistency across schools. The safeguarding policy is in light of the Early Years Framework

11. **School Level Policies:**

None

Meeting ends at 18.37

12. **Date of next LGB:** Wednesday 8th May 2024 (JG gives apologies now)

Signed by Chair.....

Dated .....

