



Plymouth CAST
Multi Academy Trust

**Full Cast Board Meeting – Wednesday 29th March 2023
in OLSP Staffroom @ 18:00**

Attendance:	Mrs C Blatchford	Headteacher	CB
	Mrs L Coulter	Chair of Governors	LC
	Mrs J Gillespie	Foundation Governor	JG
	Mark Skelton	Foundation Governor	MS
	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.	Welcome and Opening Prayer: Meeting opens at 18.01 with a welcome from LC and MS leading in prayer	
2.	Apologies and Confirmation of Quorum: GD send apologies and Quorum confirmed	Quorum confirmed.
3.	Confidentiality Reminder: LC reminds everyone re confidentiality	
4.	Declarations of Interest: None given	
5.	Minutes of Previous Meeting: Lc asks if everyone is happy with the minutes from 1st February 2023 and signs	Minutes on HUB
6.	Actions from Previous Meeting: Nothing from last meeting, but can copy of minutes be sent to ROS	
7.	Head Teacher Update: CB asks if anyone was able to go on yesterday's training. <i>LC replies yes, she did.</i> CB says as per the training yesterday the intention is not for the Head to read through the report, the expectation is that the governors will have read beforehand. The training also specified that a new schedule of accountability will be coming in and new agendas, which will ask for more feedback from the governors - all paperwork will be read before and discussed in the meetings.	Report on HUB

CB - first section of the report is about previous Ofsted reports and AFIs - any questions around these? *JG asks about KS1 maths progress.* CB replies that standards in KS1 are still not high enough. Data is challenging partly due to only having 16 children. Lowest attainment is in writing. Currently 57% on track with reading & 69% with maths - teachers have had Pupil Progress meetings to accelerate certain pupils. All teachers have had support via Babcock and CB does individual feedback, also conferencing with some pupils to help with handwriting. There has been an eight week programme focusing on writing as sentence structure was not understood - this is improving now and teachers will do assessments to make sure it is still progressing. CB monitors books, but finds that some of the progress is not making it into the books. Always giving more opportunities for writing - starting across early years, so they have a good foundation moving forward. *DS asks if we benchmark against other schools?* CB - with St Nicks we are very similar and it is the same nationally. Met with Mill Lane and other schools to compare books. Booked in 27th April & 2nd May for writing moderation for all classes. The Trust downloads data from Insight - they then rank the schools (36 Primary schools in the Trust). We also take part in No More Marking, where 200 plus schools take part in producing a piece of writing. *DS asks if we are on trend?* CB replies no, we are too low. *LC asks why this is?* CB says the curriculum wasn't good enough - it's getting better now though. *JG comments that she can see the progress in writing when on learning walks.* *DS comments that he can see the progress in his son's work.* *JG - the 50% was?* CB - KS1. *JG will Ofsted concentrate on maths in KS1?* CB - maths is going from strength to strength.

Report on HUB

We have rewritten the curriculum and on 19th April each teacher will have 1 hour out to go through the books with CB. *MN comments that parents also have an effect on children and handwriting and asks if we should send more home to work on?* *JG asks if parents get support on how to help their children with any work that comes home?* *CC suggests maybe a parent workshop?* Attainment is not just about handwriting, but the quality of the writing and the longer a child is with the school, the better they are getting. Unfortunately, many children new to the school are not at age related standards.

CB - there is a big focus on reading next term so we can pick up the pace. Phonics has really picked up and AOK has really worked hard on this. We now have 37 off phonics. *JG comments that it was really positive in her learning walk.* CB 85% phonics predicted, but the 15% is just two pupils with SEN. *MS says that this is a problem with looking at just the statistics.*

School improvement officer, Alison Tyler, has been in again and drilled into safeguarding and has no concerns. She has spoken with EH re history & geography and spoken with ROS as special needs coordinator. Have 3 teachers still in early stages of their careers so scaffolding and challenge is a primary focus. *JG says this links into the AFI re challenging curriculum.* *LC asks if the new teachers are still having support?* CB replies that she is constantly looking to make sure all teachers are supported. The EY team are having a Tuesday morning meeting re planning, pupil progress ect. *LC asks if CB will be sharing the outcomes of the pupil progress reports.* CB replies that they are shown on the report.

Catholic Life of the school - CB asks if there are any questions? *MS says just having Masses in the parish? Also the report says about the embedding of Come See, but how is this changing?* CB replies that the Diocese ran training, but the internet wasn't working well, so don't know what the new curriculum will look like yet. Trust not buying into Come and See next year, but we can still download the resources. *MS*

says in summing up points, it's really great that all pupils can name an adult that they can go and speak to - ties in great with safeguarding. LC says the safeguarding bit is lovely to see that the pupils know who to go to.

Context - total number on roll is lower than the last couple of years, we definitely have 16 for September. After a budget meeting it is confirmed that we will stick with the classes we have now. Advert for Year 5 teacher going out this week. CB has also contacted someone to see about the birth rates in Teignmouth over the next few years to see if the low admissions is a trend - confirmed that Teignmouth is low. *CC comments that this is a national crisis when people feel they can't afford to have children.* CB says that she did consider making more space with years 1 & 2 but this would be challenging with the curriculum. *LC asks if there has been any more interest for pupils coming in?* CB confirms that a few nursery tours are happening, so looking good there. Also drilling into siblings of current pupils - again a solid 16 coming in, but we need to get more in, so need to advertise the school. *CC comments that the facebook profile is much better at the moment. JG says another banner could be put up. DS comments that as great as it is to get new people in, what about the pupils leaving? Do we ask them why they are leaving?* CB confirms that yes, this is always followed up. *JG comments that this is good to follow up on, so we can analyse why and take action if needed.*

Staffing - Mrs Compton-Stewart has settled into year 5 and here until the end of July to provide stability to the class and the advert has gone out - this will need to be someone at an early stage of teaching as both AOK and JM are going up a pay scale so will help with budgets. LS is now a permanent member of staff. CH is back from maternity increasing the workforce in admin.

CB - staff absence *LC seems high for TAs?* CB - more TAs than teachers, also since doing the report we have 1 on long term sick, 4 weeks and that is a TA, though it is not school related. *Sickness in teachers is not high at all, TAs are always a challenge as often they have young children too. It was worse last year. JG comments that this is positive if better than last year. DS comments that it's still an after effect of covid, that we are still getting used to not being socially distanced.* CB says that you can tell when trying to book a supply teacher that other schools are suffering with sickness as it is very difficult, luckily we have good staff here that will help and cover. *JG says that is great if we can cover ourselves. CC comments that this shows a great team and love for the children if staff are willing to help out, as many schools this wouldn't happen.* CB says that she has covered a class at St Nicks.

Pupil Achievement - targets Vs spring data. Not so much of a gender gap here. PP lower than non pp, as per national, except year 5 *JG says that is amazing if PP are doing better in reading.* CB says yes, it doesn't happen often. There is tutoring in place - year 1-6 have time out to target individual pupils. *JG asks how this is funded?* CB replies there is a music teacher that takes a class and does prayer & praise too to free up time and also the music lead from TCS comes in on a Friday to free up KW.

CB says there is a big focus on history and geography - EH given non contact time to get to grips with the curriculum. Need to keep a close eye on books to make sure the quality in them matches the planning. Maths is doing great with KW. *DS says KW was very passionate about maths when he spoke to her and feels this makes a big difference.* CB adds that KW has a full day out on a Tuesday to go into the other classes to help out with the maths. *MS asks how the other teachers feel about this? Do they take it well that they are being looked at?* CB answers that yes, it is all done in a culture of support. We have DDIs

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(Development Drop Ins) and teacher profiles. MS says he can see why it was being done, just wanted to check it was in good grace. CC comments that you can tell they feel it is supported if they are happy to help each other out.

Behaviour - CB asks if there are any questions? DS mentions that there is a sharp increase in bullying mentioned - this is a concern, but recognise the comments made underneath. CB answers that year 3 has had a few incidents, but she has been into the class to talk to them all, feel that the children struggle more with friendships rather than just bullying. DS says this also links into cyber/technology? CB replies that yes and there was a bad incident in year 6 which has now stopped as parents were shown what was on the phones. JG says that the pupil voice on safeguarding, they all said they felt safe. DS also comments that it is also a positive if bullying is being reported as the pupils feel safe to report it. CB says that on the whole Alison Tyler has said the behaviour is good.

Attendance. LC says that sometimes as a percentage it looks bad. CB says that the DFE have created a way to compare the data to other schools and ours is not bad, but the consistent absentees are not good, CB feels the school needs more support with these pupils and is looking at the possibility of getting someone in that was with SW Family Values, possibly get across the 2 schools to make more affordable. JG comments that some pupils are difficult to get in due to the family rather than the individual, but 94% is great. CC comments that 96% is the standard to achieve so not far off. CB says that attendance has slipped since covid. MS asks if the lady that might come in will go round to peoples houses regarding attendance. CB replies that yes she would. DS asks if a pupil has a medical condition that requires a lot of appointments, if this affects the stats? CB says that yes, it does impact the figures, but it is authorised absence. DS also asks about how the rewards work for attendance. CB explains that they get marbles in the jars to earn extra play and that it is highlighted in newsletters and celebration assemblies, but have to treat the class as a whole as cannot single out those pupils that have been absent as the absence could be down to the parents.

Safeguarding - CB asks if any questions? LC discussed peer on peer when she came in, but this seems to have settled down. CB confirms that it has.

Financial planning - CB says that the governors have no responsibility for this. Budget will be tight next year, but the Trust is investing a lot of money in the school.

H&S - we have a full audit 18th April. LC asks if the hole in the fence is fixed. CB confirms that yes it is.

Data Protection - nothing to note

Complaints to Ofsted - there was one, but the correct complaints policy was not followed - they went straight to Ofsted. Ofsted appointed someone from the LA to investigate. They came in to school and went through all records and report went to CB, who forwarded it on to LC. There was also one last year regarding a persistent absentee pupil. CB managed to work out the pupil and it was all down to a fall out with friends. MS asks if the school was reprimanded over the low attendance one? CB replies that no, they came in and said that school had gone above and beyond their responsibilities.

Wider work of the school - trying to do as much in the community as possible. DS asks if we could get involved in the Air Show at all? CB replies that we are hoping to have a stall there. Also doing coronation bits and there is an Easter Egg hunt happening around town. CC says that it is noticeable that we are doing more and how great careers day was. LC said that when the Pupil Chaplains helped at the lunch, all the adults commented on how well behaved the children were.

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CB concludes that this is the end of her report.

Notes to Visit on
HUB

8. Lead Governor Update - LC confirms that the title of Governor for Parents and Community will be changing, but training will be coming out soon to go through changes.
LC met with CB to go through the Behaviour Policy and all staff had training on the inset day on behaviour. LC met with ROS regarding the SCR - some updates required. Also met with some pupils regarding rewards and sanctions - they all knew the rules and who to go to if needed.
LC to DS - re statutory grants? DS said she went through these with CB and also spoke to KW about maths and was very impressed.
LC comments that governors need to meet up with all teachers regarding the subjects.
LC asks JG if she has anything from her time in? JG says that she came in to see ROS regarding SEND and they covered everything this term on the schedule of accountability. She also talked with ROS regarding certain cases. LC asks if it was a meeting for an individual? JG says obviously she cannot comment on the child, but confirms that the school is doing everything it can. JG comments that there are some children in the school with complex needs, so she is trying to support ROS as much as possible. She adds that ROS is doing a great job.
LC asks MN if there is anything H&S wise? MN says a premises walk was done and a loose slab identified for the caretaker.
LC asks MS if he has anything? He would like to come in next term to look at the books.
LC asks if CC has anything? CC replies she will be coming in to speak to EH about history
9. No updates other than the training
10. No policies for review
11. AOB - next visit day is for 8th May, but this is now a bank holiday so need to change. CB suggests Friday 5th May in the morning before the coronation celebrations? CB says the meeting in July is now the night for the first ever Civic Awards we have taken part in, so can it be changed to Tuesday 11th July? All agreed.
12. LC says if nothing else the meeting will end. Closes at 19.57
CB adds that can governors let her know what they would like to focus on at next visit day.

Date of next LGB: 17th May 2023

Signed by Chair.....

Dated 17/5/23



