



Plymouth CAST
Multi Academy Trust

**Full Cast Board Meeting – Wednesday 20th September 2023
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.	Welcome and Opening Prayer: Meeting opens at 18.13 with a welcome from LC and CB leads the prayer	
2.	Apologies and Confirmation of Quorum: sends apologies and Quorum confirmed	Quorum confirmed.
3.	Governance Procedures: SJ asks if there are any declarations of interest, of which there are none and opens the voting for the position of Chair and Vice Chair - JG proposes LC to continue ad Chair - this is seconded by GD GD proposed JG to continue as Vice Chair - this is seconded by DS LC reminds all governors that the annual declarations need to done asap and returned to SJ Meeting dates - keep as a Wednesday evening. 22/11/23 (JG will not be able to attend, but will send documents in ready), 24/01/24, 13/03/24, 08/05/24 (GD unable to attend, but will send documents in) and 10/07/24. Invites to be sent out by SJ Schedule of accountability is on the Hub and paper copies given out Checklist for Sept'23 to be sent - SJ Mentors allocated - JG for DS and GD for CC Visit days worked well last year, so will keep to the same - just need to check the schedule and arrange appropriate visits. CB asks that the governors be proactive in booking visits. CB - resources page on GovHub from Cast will have training in. LC - no review documents to discuss Minutes from 17th May 2023 approved and signed Summary of o/s actions - LC will catch up with the Link Director	Invites sent On Hub On Hub and sent Minutes on HUB

4. **School Leadership:**

CB - Headteacher report is on the Hub

CC - questions regarding Ofsted report and outcome of report

CB - each subject leader is looking at their area with regards to assessments. There are statements on Insight that can be used, but not detailed enough, school is looking at the books to get a better understanding. Assessments aren't about tick boxes, it's about seeing what the pupils can or can't do. Marking has been reviewed and although there is much emphasis on teacher workload, no marking doesn't work as we need to see what is going on in the books...it just needs to be more purposeful.

CC asks about the low level disruption mentioned. CB and SLT have gone over the behaviour policy. Focus for CB has been expectations and making sure everyone is relentless over good sitting/listening. All teachers are doing really well - some have more challenging classes than others. Early Years are really implementing this, so the children are really listening. *CC says that Early Years was her next question...* CB and AOK worked on a document that looked at the curriculum and each half term they can review and see where the children are at. CB does 2 drop-ins to Early Years each week *CC says that has also answered her next question.*

CB has rewritten the English curriculum. Spelling was a weakness, so following up with teachers. Also done a reading curriculum and reading records have been introduced for KS2

CC - in RE, CPD is talked about? CB - half termly CPD around units for Come & See, which is the RE curriculum we have been using. The new RED (Religious Education Directory) is being implemented gradually - Early Years and Year 3 are on it and have had the training. Come & See units are still happening, so staff can still do the CPD for that too. Finding time to moderate and looking at other schools is the most challenging.

CC - all good with staffing I see. No issues with tracking for reading and writing, although below average for girls? CB - Ofsted reported that reading is a strength for us, but we were below at KS2, so I have done CPD on VIPERS to help with this. We have a new Year 5 teacher and she is a great English teacher, so we can use her planning. CB - there was DFE reading framework released in July, which was 10 chapters. All staff were given a chapter each to summarise for the other teaching staff.

CC - there were 2 pupils that didn't pass phonics, are you doing catch up with them? CB says that one of them is significant SEN and is undergoing assessment for an EHCP. Writing is a concern with everyone year and attainment, which is why the new curriculum has been introduced. *CC asks if there are weekly book checks?* CB replies that she tried to get into each class once a week and EYFS twice a week. KW drops in on maths lessons. *GD asks if this is quite intense for staff?* CB replies that it is not a bad thing, it's there as support. She is asking staff for self reflection so they can tell her what they need.

DS asks if anything else is being sacrificed to get the writing up to standard? CB replies that we are making sure the writing is up to standard across all subjects - English feeding into other subjects

CC asks about number 7, which was about bullying incidents? CB replies that there were 6 incidents in Spring and 1 in Autumn, but it is difficult with bullying as you have to be careful with the language used, but she has no concerns.

CC - attendance is up - in the 90s which is great! CB replies that there is only one child off today.

CC - no safeguarding issues on the report, which is great again. Budget tight as still 6 classes? CB - we are matching KPIs and the school

Report on HUB

Report on HUB

business manager is happy. We also have the STEM grant that we can buy science and tech bits from.

CC - the variety of after school clubs offered here is fantastic.

CB - regarding the Headteacher's report - there will be one each term, so the next one will be in January

DS - there were 17 children expected in Reception. Did that happen? CB - we actually have 18, but only 8 in nursery, but tours have been booked in.

JG - no real questions, but was there the possibility of an exclusion? CB - the same thing happened this time last year with the same pupil, so

ROS will be working with the parents. *JG asks if the attendance officer is involved?* CB - no as their attendance is fine, they just don't manage change very well. *JG asks if it has helped with having a family support worker? Has it helped with SEN pupils and attendance?* CB replies that she does liaise regarding attendance, but she works more on the safeguarding issues. We now have a new attendance officer that can work with her. *JG says it's really positive on the attendance side.*

DS - number of safeguarding concerns logged were 77 - is that usual? CB replies that this is no higher than usual, it just shows that staff are relentless in logging everything - it could be that one pupil has 4 concerns logged in one day, so data is consistent.

CB - there is a copy of the SIP on the Hub and it gives the key priorities broken down into milestones. We have the embedding of the Cast principles of teaching and improving data outcomes. Making sure the foundation curriculum fits in with Ofsted judgement - the impact of the curriculum is achieving what we want to achieve. Vocab - lots of CPd

and embedding in classes. Behaviour/attendance policies. *JG asks if there is a new behaviour policy and if there are any changes?* CB replies the trauma informed approach is still relevant, just a more consistent approach to consequences. *DS - behaviour is not measurable, so how do we not drift?* CB - leaders are keeping on top of it all. Ofsted came in in June and teachers set the rules in September which then get relaxed as teachers get to know their classes.

Early Years - making sure that we get a solid good at the end of the year. AOK is determined and they have a great team down there - still work to do, but already getting better. AOK and her team came in over the summer holidays to set up the classroom and AOK and CB have worked on the curriculum together. *JG asks if reception and nursery are still mixed?* CB - yes, but there is a divide for learning - the curriculum outlines what is expected of nursery and reception children.

5. **RE and Catholic Life:**

MS is not in attendance, but his notes to visit are on the Hub. CB - need to get a date in the diary to look at RE. *LC - we went on the training 13th September and went to the RE conference, which was the first day of Ofsted, but it was very useful.*

6. **Curriculum and Standards:**

CC met with JM (PE Lead) and worked through Get Set 4 PE which he is very passionate about. Great way to track progression through the years. CC was able to see the assessment and thought there was a well planned curriculum. JM is keen to promote sports excellence - golden mile/active classrooms, which is great for getting the kids motivated and giving them a brain break. There is an individual approach for each teacher and JM does drop-ins. There is HT and Governor CPD for PE on 14th December - CC will get all details and pass them on. Premier is used for PPA, lunches and after school clubs. JM and LS are doing after school sports clubs too. JM is proud of the community

Report on Hub

Notes to visit on HUB



involvement - won the Dartmoor 3 Ball competition and also the year 3 & 4 rugby. He will be looking at inter school competitions with Premier. He also organised swimming for all of KS2 and hopes that swimming can start in Summer 1 so catch up can be done in Summer 2.

There is circa £17,000 in sports grant to be used. CB - would like JM to focus on playtimes and play leaders to give alternatives to football at breaks.

Premier had the use of school free of charge for 1 week over the summer holidays and they have asked to come back in Oct half term, but for a charge - this money can then be spent on play equipment. Girls teams have been concentrated on as they didn't have any so JM wanted them up and running. He has also prepped for an Ofsted deep dive

DS - will try to get in to talk finance whilst he is working from home

7. **Inclusion:**

JG - SEN info is on the HUB. Met with ROS to do some bits on the Schedule. School is compliant and all requirements are met. There are a number of strategies in place and she congratulates ROS on the Ofsted report.

JG and ROS discussed a few specific children and there are excellent policies in place - the school is doing all the can for the children even if the ECHPs are not yet in place. Statutory law says that this should only take 20 weeks, so it's really illegal. One latest child that needs a 1-2-1 only receives £3000 in funding so not even close to what is required financially.

JG - Ofsted was really positive and she will have a follow up meeting with ROS.

PP allocations - strategy is there for the use of funds. Family Support Worker is funded from there too, as well as accelerated reader and part of ROS salary.

FSM comes under PP - all PP here get FSM

DS asks if a child is on FSM do we know if they get help with any government funded clubs i.e cadets? CB asks if DS can find out and send a flyer in for us to send out if this is correct.

8. **Safeguarding and Child Protection:**

LC questioned ROS on SG2 and SG3 as these normally go later. CB confirmed that SG2 is November and SG3 is 20th October. LC will readdress with ROS

SG1 has gone and ROS has sent out the safeguarding training

9. **Health & Safety -**

MN confirmed that OSHENS is being used for accident recording in line with the Trust

Lettings are compliant with the Trust. She is waiting on the GDPR report, but surveyed the Premises walkaround and there was nothing to note. All the points from the H&S report have been dealt with.

10. **Whole LCB Responsibility:**

LC - local marketing strategy, we have a banner at church - maybe one to go on Shaldon bridge? SJ to ask Highways for permission
MN asks if we could have a lollipop person - CB says unfortunately there are no funds.

GD says that the facebook presence is good - could we maybe do instagram too as we need more outside presence

CB - the BASC is now full time at school

JG asks how the governors can get more involved? Who teaches music? Maybe help with children and Christmas songs? CB replies that she

Notes to visit on Hub

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would like a choir at school. JG will look at choir for the Friend's Christmas Fayre on 25th November.

LC asks about pupil student voice - CB replies that this would be on the checklist and that she and ROS are looking at how they can increase student voice. LC replies that the pupils have always been very animated and willing to talk about the school. CB - need to speak to the pupils about the curriculum too.

11. **Cast Policies (for information):**
Intimate Care, Exclusions, H&S, Behaviour

12. **School Level Policies:**
None

Meeting ends at 19.48

Date of next LGB: 22th November 2023

Signed by Chair.....

Dated3/1/23.....

