



Plymouth CAST
Multi Academy Trust

**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.	Welcome and Opening Prayer: Meeting opens at 18.05 with a welcome from JG and MS leads the prayer. JG informs that she will be chairing due to LC unable to attend	
2.	Apologies and Confirmation of Quorum: LC & CC send apologies and Quorum confirmed	Quorum confirmed.
3.	Governance Procedures: <ul style="list-style-type: none">No declarations of interestMinutes have been approved and LC will come in to sign asapOutstanding actions - LC had said to JG something about safeguarding, but all sorted with ROS nowChair's business - LC not here but has asked JG to check on the feedback from the Performance of the Chair Summary - lots of strongly disagree answers..is this correct? Has the marking system been confused? Results reviewed by FGB and agreed that there has been some confusion and on reflection there are no questions that would warrant a disagree or strongly disagree answer.Clerk's Update - the next meeting on 13th March will be reviewed by CAST - Melanie Harris will be joining by Zoom.	Minutes to go on HUB
4.	School Leadership: <ul style="list-style-type: none">Receive Head Teachers Report (attendance & exclusions)- CB reiterates that she is not to present the H/T report, rather that all governors would have read the report before the meeting and the Curriculum and Standards governor is to lead questioning. The report has stayed the same since last meeting as we have no CC here to lead, are there any questions? DS	Report on HUB

mentions that on the Summer 2023 report there was one racist incident, but this is not on the latest report. CB thanks DS for pointing this out and it has just been missed off. DS also asks that on the Summer 2023 there were 77 reported safeguarding concerns, but it is now at 386 - is that 386 on top of the original 77 and is this a concern that it is so much higher? CB answers that it is probably due to our family support worker logging everything and there are 2 pupils on child protection so again much more recording going on. We also have staff with individual pupils with needs, so they will record a lot more on a daily basis. *MS asks if it is recorded every time a child of concern is late for school?* CB replies that yes, this is the case so that could be an entry every day.

MS notes that the attendance rate for the staff has differed a bit. CB says that OLSP is very lucky with staff and sickness.

DS - looks like we are moving in the right direction. CB replies that we had the highest attendance in all of the CAST schools and we have had no need for any exclusions. We have one new pupil that only had 14% attendance in previous school, so that is proving to be a challenge, but worked with the school attendance officer before they started to make sure they knew what was expected. *MS asks what letter 1 & 2 means?* CB answers that Letter 1 is if a pupil drops below 95% attendance and Letter 2 is an invite to a meeting with the attendance officer and Letter 3 the school will ask for medical evidence for sickness and then penalty notices will be issued

- Monitor School Improvement Plan - JG asks since CC is not here to lead questions, has everyone done their visits per programme and sent notes to the clerk? DS & GD answer no, as they are not attached to a specific subject. JG asks GD if she will be the second Curriculum & Standards governor? GD agrees and would just like to say how wonderful it is to hear CB will be at the school full time. JG & MS also express how thrilled they are at the news. CB says that it will have an impact on staffing, but details will come later so to hold off publishing in the parish newsletter.

DS asks with the improvement plan in place and we are now half way through the year - how are we doing? CB replies that there are milestones on the governor hub. Milestone 1 was about the teaching and we are hitting all the targets there - principle of teaching still has a couple of pockets not as secure, but working closely with the teachers to get these sorted. One teacher is on a 4 week plan to show improvement. SLT meetings are held every Monday to plan class dropins carefully so not to overwhelm the teachers. CB as English lead will do all those DDIs. Vocab is in yellow as CB not 100% happy, but again working with staff to get that improved. Foundation curriculum is being monitored as it needs to be tight, as this learning takes them through into the rest of school. Marking is very important so that teachers know what is happening in the books.

With EYFS we had St Joseph's in Exmouth come and look at our provision as we are deemed a good example. *JG replies that this is fantastic and she can really see the changes for the better in the two years that she has been governor.* CB agrees and says if we were to get an Ofsted call now, she would have no concerns. *DS asks CB if she is comfortable that pupils are on track with learning?* CB replies, yes but current Year 1s will be low due to the cohort and needs. Year 6 data will also be low, but KW is working hard to improve this and doing booster clubs

Report on Hub

to help pupils. *DS - as long as we have justification for the low data.* CB replies that, yes we are doing all we can.

JG asks how the attendance is in Year 6 now? CB replies that last year we were at 62% for one pupil and now that is over 90%. Another one we are proceeding with a penalty notice. CB feels that it is good to be seen as a school to be issuing notices. Family Support Worker has been doing trauma informed training - sadly South West Family Values went into administration at half term, but CB is in talks with CAST for the Trust to employ Rachel Ripley ourselves - costs came out of PP funding, so this can be used again

5. **RE and Catholic Life:**

MS noted how nice it was to see how many parishioners come in to help the pupils with reading. It was also nice to see the children in church for Mass and he commented that in the 18 years he has only never thanked the children for their good behaviour once and that was a day when they had got soaking wet. Other than that the children are always so well behaved. MS believes we could still do more to get the parishioners involved - Masses in school are opened up to them, but none have come up so far, so MS will give this a push. CB says that her capacity to help will increase when she is here full time too. *JG asks if Carol still comes in?* MS replies yes, she works with the Chaplains. *JG says how nice it is to see some Year 5s as chaplains too.*

MS spoke to KW yesterday and her class is more involved in AOW as they are older, but they will go into other classes to enable children in lower years to get more involved.

MS is pleased to see that CB has introduced a prayer journal - this will not be marked, it is an opportunity for the children to write in what they want and they will stay in school. MS is conscious that some children are quieter than others and don't have the words to express themselves, so the journal could really help as it will enable them to verbalise what they are feeling - not necessarily about religion, but about being a good person. *JG mentions that some pupils are writing prayers that are going into the Diocese newsletter. JG then asks CB if we have had the visit?* CB replies that Jeremy Skelton came in to do a 'mock' review that is where the idea of prayer journals came in. CB also mentions that there is still some concern in some classes with the teaching of RE as obviously not all teachers are catholic so it is harder for them, however JS said that some of the elements in the floor books were outstanding. *MN says that she is always happy to help with anything RE wise.* MS is happy to come in at any time.

6. **Curriculum and Standards: CC not at meeting**

7. **Safeguarding and Child Protection:**

LC not at meeting but Notes to Visit are on the Hub. She checked the SCR and made sure all was up to date.

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

MN assured by CB that all staff have completed the GDPR refresher course. 2 x incidents of GDPR - one was no action needed and the second was that the staff member must read the GDPR policy. H&S all fine and broken fence from last report is now fixed.

9. **Whole LCB Responsibility:**

JG asks about pupil visit? GD believes that CC might have done this? CB - current pupil numbers - 139 at the moment and 4 coming next month to take us to 143 which is still well below what we want. There

Notes to Visit on
HUB

Notes to Visit on
Hub

are 19 reception applications, but only 7 give OLSP as first choice - we will have to wait until April for final numbers. September could see nursery, reception/year 1 and then year 2, year 3 & 4, year 5 and year 6 classes - sadly might not have a choice due to low numbers. *GD asks how many do we need for it not to go that way?* CB replies that it will need to be over 10 really as losing 21 from year 6 and only gaining 7. *DS asks if we can link to local nurseries?* CB says yes and AOK is already talking to Happy Days. The stay & play is also starting and that hopefully will get more people in. *JG asks what age this will be for?* MN is happy for any age. *GD says that this is something that needs to be in the parish newsletter.* MS replies that if we can get something written up then it can definitely go in. CB says that the office are working on a flyer for the dance club to give out as they have a few younger ones coming.

CB also says that we are trying to do as many community things as possible. Year 5 are training as mini police. *DS can potentially offer ACF as looking to get the cadets out - they could even do a leaflet drop, but would need 6 weeks notice to do this.*

JG mentions the Big Lent Walk on 20th March and would be good to invite parishioners.

CB says that the Eco Rangers will be doing a litter pick on the beach in the Easter Holidays With David Cox so that should get some advertising out there.

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

None

11. **School Level Policies:**

None

12. Meeting ends at 19.27

Date of next LGB: 13th March 2024 (MS will not be able to attend but has asked for the agenda to be sent to him asap and he will complete any tasks ready for the meeting)

Signed by Chair.....



Dated

13/3/24