



Plymouth CAST  
Multi Academy Trust

**Full Cast Board Meeting – Wednesday 17th May 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
	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.	<b>Welcome and Opening Prayer:</b> Meeting opens at 18.06 with a welcome from LC and MS leading in prayer	
2.	<b>Apologies and Confirmation of Quorum:</b> JG sends apologies and Quorum confirmed	Quorum confirmed.
3.	<b>Confidentiality Reminder:</b> LC reminds everyone re confidentiality	
4.	<b>Declarations of Interest:</b> None given	
5.	<b>Minutes of Previous Meeting:</b> Lc asks if everyone is happy with the minutes from 29th March 2023 and signs	Minutes on HUB
6.	<b>Actions from Previous Meeting:</b> Nothing from last meeting	
7.	<b>Head Teacher Update:</b> CB starts by saying that there is no data to share as this is a half termly report. Numbers are up to 164 with an even split between boys and girls - 82/82, but only 76.9% of these pupils have been with the school since reception. SEND & PP numbers - SEND above national, in line with health plans and PP marginally above the national average. We are marginally below with absence - persistent absence is the concern, with PP children being more likely as persistent absentees, but actions are in place for those families. CB explains that the school will be having an	Report on HUB

*Handwritten initials/signature*

attendance officer coming in bi-weekly from September. Letters and formal meetings are already in place. *GD asks CB to explain what the term 'summer born children' refers to and how it affects the numbers.* CB explains that these children can affect the development data as they can be up to 12 months younger than the rest of the class. *GD asks if the term is just used to show an overview of the classes.* CB replies, that yes it shows how each class is made up. CB asks for any other questions.

Numbers for reception starters is 16, there is one new nursery starter that is signed up for another school, but likely to start here now. *LC asks if we were going to do another banner to advertise?* CB explains that she would like to wait until Ofsted have been, to be able to put a result on it.

CB - attendance was 94.6% on 9th May and that is above the national average. Nationally it is low. PP attendance is at 91.5% - 11 of those are persistently absent. *LC asks what else can you do? GD asks at what stage do you get an attendance officer involved?* CB replies - we have regular meetings to go through and monitor and the attendance officer will get involved sooner to get it resolved quicker. *MS asks, is it the children and parents giving in? DS says his son has low attendance but that is due to hospital appointments.* CB replies that there are no exceptions to the rules - everyone gets the 1st letter and it is looked at for reasons before a 2nd letter is sent out. *CC says that you can often see a pattern.* CB explains that one year 5 is at around 70% and another at around 80% but getting better after a formal meeting. *MS asks if it could be down to bullying?* CB replies, not at all - they are fine at school. *DS asks if it could be learnt behaviour?*

CB - H&S. We had a Health & Safety audit and passed

CB - CPD - much is in place. CB is waiting for the NPQeL outcome. Her facilitation of the NPQeL will raise £2500 for the school and that money will be used to train ROS to be the mental health lead.

*GD comments that JM has done a lot of CPD. LC asks if Alyson commented on how much better the ECTs were doing? Is there a report?* CB confirms that Alyson and Charlotte will be in on Monday and a report will be done then.

CB - all support staff have had their appraisals and all teachers have had a mid year review.

CB applied to the Foyle Foundation for a library grant as we are cancelling the Babcock library service and the school now has £5000 to spend on books/library resources. The plan is to close the library for the last 2 weeks of term and get it all ready for a grand reopening in September.

CB is also liaising with Howmet Aerospace regarding stem grants and has put in a bid for a robotics project across OLSP and St Nicholas, minimum of £36000.00 and we will know by the end of May if we have been successful. *MS asks if we have to match the fund from our budget?* CB replies, no it all comes from them. We also have a local company to sponsor a football kit for the pupils too. LS has applied for a girl's football kit. The EYFS play area will be finished tomorrow and the last of the sports premium grant has been spent on outdoor gym equipment. We also have 15 tyres arriving to make a tyre caterpillar. CB asks if anyone is able to help at the groundforce day and end of term BBQ? *LC replies that she and MS can possibly do the first couple of hours.*

*GD - before you move on, is this the last meeting of the academic year?*

CB asks if everyone has done the latest CAST training for the new schedule of accountability and agendas? They are changing - the head teacher report has always been done for the end of term, but now will be for the beginning of the new term. CB says this is better as she can sum up all the data from the previous term to deliver at the beginning

Report on HUB

of the next one. The agenda would have to be shared this side of the holidays so that the governors know what they will be presenting on. CB explains that the agendas are quite specific and looks a lot. *MS agrees and says it looks very complicated. LC also agrees. GD asks what is the thinking for us all following a Cast agenda?* CB replies that it is so the governors are leading the meeting rather than the head teacher. *GD asks if this is the same as the curriculum - all following the same?* CB replies, no we design our own. Flexibility is better and more personalised

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8. **Lead Governor Update -**

LC asks for updates GD came on 5th May and filled in the schedule of accountability. Talked about a school prospectus, which we don't have and will not be doing. Agreed that they become out of date very quickly and a website is better. Spoke to SJ re Data policy and all ok. Also looked at the reading corner/boat in EYFS and very impressed.

MS came in last week looking at RE monitoring with CB and looked back over the year.

LC met with CB re staff morale/leavers etc and mentioned Year 5 teacher. CB says that we have advertised twice for the position and the ad closes 5th June. *GD asks if maybe we should advertise on Facebook?* CB will look into that. The supply teacher that has been in Year 5 since Feb is good and has said that she may consider part time - she will let us know. 2 teachers at St Nicks have also put in flexible working hours requests, so that might work to our advantage as one lives close to here. They are not an ECT so will hit the budget. *GD asks if we can be clever with times and PPA cover?* CB replies that MCS would only want 2 or 3 full days and PPA is covered with music, Spanish and PE already. If we have MCS and one from St Nicks we would be covered and just have to play with the budget. *MN asks if it would be better to have one full time teacher?* CB replies that as long as you have two quality teachers then it will work fine and both of these are experienced.

LC also met with ROS about the SCR and a lot of work has been done on it. LC asks DS if he is able to complete the safeguarding training to put on the SCR. LC will be in next week to speak with staff and pupils regarding safeguarding.

MN went through the H&S with SJ and will go on the next premises walk around

Notes to visit on HUB

9. **Governance Updates:**

LC explains that the governor roles have also changed - SEND is now inclusion, GD the parent role is no longer. RE & Catholic Life remains and will stay with MS. There will be Curriculum & Standards, Inclusion (has PP funding in it), Safeguarding & Child Protection. H&S and Data. CC says curriculum will be chunky so happy to share. MN to stay with H&S as in the building. DS happy to stay with financial side. GD would like to look at the training to decide where she would be best suited. CB asks if JG is safeguarding? LC replies, no SEND so now Inclusion. CB tells LC that the Chair is now a stand alone position, so maybe not do Safeguarding any more? GD says she will be happy to take that on. LC says that she will look at everything in greater detail.

LC asks if everyone has looked at their subjects? DS saw KW & CB to look at maths and grants. CB reminds everyone about the Autumn 1 agenda and that the notes to visit will need to be done this term. Date of next meeting discussed again and settles on the 20th

10. **Policies for Review:**

No policies for review

11. **Any other Business:**

GD asks if anyone is available to label books for the library? CB asks if anyone would be free on a Friday morning to help with the walks down for swimming

12. **Date of next LGB:** 20th September 2023

Signed by Chair.....

Dated .....20/9/23.....