

Minutes of CAST Board meeting held on Friday 28th February 2020
at CAST Offices, Plymouth from 11am – 1.30pm

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| Attendees: | John Burnett (JB) | - | Foundation Director (Chair) |
| | Andy Nicholls (AN) | - | Foundation Director |
| | Terry Stockley (TS) | - | Foundation Director |
| | Deacon Richard Edwards (RE) | - | Foundation Director |
| | Jacqui Vaughan (JV) | - | Foundation Director |
| | Ann Harris (AH) | - | Foundation Director |
| | Laura Fox (LF) | - | Co-opted Director |
| | Les Robins (LR) | - | Co-opted Director |
| | Raymond Friel (RF) | - | CEO |
| In Attendance: | Karen Cook (KC) | - | CFOO |
| | Kevin Butlin (KB) | - | Director of Education |
| | Sarah Barreto (SB) | - | DSC |
| | Helen Laird (HL) | - | Clerk |

| | | Decision/Action |
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| 1. | Welcome and Opening Prayer Welcome and opening prayer by JB. | |
| 2. | Apologies and Confirmation of Quorum <ul style="list-style-type: none"> DR, GB, SA sent their apologies for this meeting. HL advised that AH and JV have now been confirmed as Foundation Directors by the Bishop. Quorum met. | |
| 3. | Declaration of Interest | |
| 3.1 | Directors were asked to complete the Declaration of Interest and Attendance Register. <ul style="list-style-type: none"> JV added her interest as an employee of Babcock who provide Governance and Educational Support to some of the schools in the Trust. | |
| 4. | Minutes of previous meeting of 13th December 2019 | |
| 4.1 | Minutes approved as an accurate record. | Approved |
| 4.2 | Actions Status updated on Actions Summary. <ul style="list-style-type: none"> JB advised he is still to visit the Cornwall schools and asked HL to arrange this with RF. Edmund Rice Building owned by the Diocese | Action HL – arrange Cornwall visits (action 19.23) |
| 5. | Chairs Business <ul style="list-style-type: none"> JB thanked RF and KC for their presentation and asked HL to circulate this to the Board. JB thanked RF for his commitment to the Trust and acknowledged his resignation as CEO. AN updated on the recruitment plans and confirmed the applicant pack is complete. RF advised he has had contact from a number of possible applicants and has offered his support in the process. JB advised that he is coming to the end of his time as Chair of the Board and thanked AN for the support as Vice Chair during his recent time away. | Action HL – Circulate AGM Presentation to Board |

- JB talked of the succession planning needed and invited expressions of interest from anyone who may be interested in the role of Chair.
- JB updated the Board on the on-going issues with the St Mary's Buckfast Scheme of Delegation.
- SB updated on the communications from the Bishop to St Mary's regarding this. SB will send this on to RF and JB.
- The Board discussed some issues with regards to appointment of non-Catholic Leads in the schools. This discussion was moved to Part II.

Action

SB – send recent communications with SMB on to RF and JB

Moved to Part II

- RF will represent the Board relating to this issue and future investment from the Diocese.
- RF advised on the CES Model Articles and informed that the Trust is no longer compliant with its current articles. SB will be approaching St Mary's Buckfast to begin the discussion due the veto in the current Articles.
- SB left the meeting due to having another appointment to attend.

Action

RF – establish a Strategic Forum with the Diocese

6. CEO and Education Update

6.1 CEO Report

- The Board received the report and supporting documents prior to the meeting and RF invited questions or comments.
- AH noted that 86% of schools are good or outstanding nationally. Trust wise is 63% so there is some way to go.
- RF talked of the meeting with the Diocese to look at deputy head positions.
- LR questioned what is in place for schools which have declining numbers. RF noted this is where the strategic conversations are needed with the Diocese.
- AN added that there is a proviso in the statement to keep all schools open which then refers to the viability of this. TS added models are being worked on for various sized schools.
- AH expressed her surprise at seeing the letter from Hamwic requesting consideration for them to take over Wimborne. This was shared by all present. SA advised he would not be happy for an agreement with Hamwic by email.
- RF explained his reaction to the letter and noted that he does not believe a Catholic School can join a non-Catholic MAT and remain Catholic. KC advised there are Catholic school in non-Catholic schools.
- The Board asked RF to prompt a Diocesan response.
- AH advised this move could cause a strong response from the Parish.
- JB asked KB to produce a report on the school and its progress for the next Board meeting.
- RF advised that the schools are receiving the very latest information on the Coronavirus and confirmed there have been no cases in any of the schools.
- KB suggested RE and Catholic Life could be incorporated into the schools risk assessment.

Action

RF – prompt a response from the Diocese ref Hamwic/Wimborne

Action

KB – produce a report on Wimborne

6.2

Secondary Proposal

- The Board received the proposal and feedback from the Heads prior to the meeting.
- KC provided further detail to the proposal to have an Executive Head in place for both schools who will be able to structure the team across both schools. Further SLT are no longer part of the consultation process.
- KC advised one of the current Heads would be the Executive Head.
- JV questioned if one of the Heads must be the Executive. KC advised as the role is not changing there is a responsibility to reduce redundancies and explained the reasoning behind the proposed structure following the consultation period.
- KC stressed the need to have one leadership approach across both schools.
- AN asked what the process is for application. KC advised scoring is used against skills to establish if the person is right for the role. Both Heads have been invited to submit their skills matrix in application for the post.
- The Board shared various thoughts on the options and discussed how this will work.
- KC detailed the process and steps that have been taken through the consultation period, followed by what happens next.
- LR asked about the continuing deficit and the now lower predicted savings from this proposal in relation to the initial discussions. KC explained there would be GAG Pooling for the 2 schools and there has been some increased funding.
- There was some discussion about how quickly this should happen.
- AN asked for a diagram of the final structure to be shared.
- Approved the move forward with the Executive Head process. Supported by SA remotely.
- AN asked about a shared LGB. RF confirmed that the Diocese have given their approval. Meeting in March with the Chairs to begin this discussion and have something in place after Easter. It is still to be determined how this will look.
- The Board agreed the Executive Head proposal.
- JV left the meeting.

Action
KC – share financial structure for secondary shared leadership proposal

Decision –
Executive Head Proposal approved

7. Education and Standards

7.1 Update from Chair of Education and Standards

- AH provided some detail to the summary she provided of the meeting prior to the Board meeting.
- AH talked of the presentation from Helen Brown to introduce the new SIMs system to the committee and explained there are still some teething issues with the MAT dashboard overview. KB advised this is being resolved.
- AH provided summary details on the schools discussed at the meeting.

8. Finance and Resources

8.1 Update from Chair of Finance and Resources Committee

- AN provided some detail to his report which was provided to the Board prior to the meeting.

8.2 CFOO Report

- KC explained Bridport is still causing some concern and advised on some discussions taking place to try to resolve this.
- KC talked of the recovery plans reviewed at the last Finance and Resources meeting.
- KC talked of the national funding formula and expressed concerns with how some increase in pay levels etc. in the upcoming budget may impact school budgets.
- AH asked about the additional support which can be brought in from the additional funding being received. KB explained that this plan has been pulled together but what the money can be used for is very specific.
- KC advised that the Support Staff Harmonisation is in progress and the first phase of JDs have been sent to Headteachers. Second phase will go out next month.
- KC approached the Diocese for a shared condition survey of the schools. This was not well received and the Trust will need to go on with this themselves.
- The Board agreed that the survey needs to be completed in full.
- KC provided details to the insurance renewal documents which were provided to the Board.
- Board approved.

Management Accounts to 31st January 2020

- KC advised the coding structure has been realigned.
- KC noted some significant swings with supply costs causing the most anxiety. KC detailed the main schools with high levels of supply costs.
- TS asked if there is an historical trend which is showing an increase over time. KC confirmed there is and often the same offenders.
- AH asked if this links to the responses from staff wellbeing surveys. RF advised the next one is due to go out shortly so this analysis can be done.
- KC updated on the appointment of a new Finance Manager who joins the team in March.

8.3 GAG Pooling Proposal

- The Board received the feedback from the consultation prior to the meeting for review.
- KC advised that her preference would be to pool the main grant but allow schools to oversee their own Statutory Grant funding. Schools need to still generate their own income also through lettings etc. which should not be pooled.
- KC talked of the strategic thinking that can take place if this funding is pooled.
- AN does not feel there is a good enough summary of the pros and cons for him to be able to make a final decision on this. He asked KC to provide a more detailed summary so the Board could approve in principal and give the Finance and Resources committee permission to formally approve at their next meeting.

Decision –
Approval for full
condition survey of
every school

Decision –
approval in
principal of GAG
Pooling with the
final decision

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| | <ul style="list-style-type: none"> • LR asked if this would affect the reporting of accounts, KC advised this would still need to be reported by school. • The Board approved the proposal in principal and delegated authority to the Finance and Resources Committee to make a final decision. | delegated to the Finance and Resources Committee |
| | St Mary's Penzance Nursery <ul style="list-style-type: none"> • KC talked of the formal process that is required to extend the age range at this school to enable them to grow the nursery to then feed through to the school. • Been approved by the school, LA and Parents. Now needs to be approved by the Board. • LS questioned what happens if the demographic changes and numbers reduce. KC advised you can go back to 3+ without having to apply. • Approved. | Decision – amendment to age range of nursery approved |
| 9. | Audit and Risk | |
| 9.1 | Update from Chair of Audit and Risk Committee <ul style="list-style-type: none"> • KC talked of the issue with non-compliance with H&S requests and advised that PS has been chasing the schools in question for their responses without success. The feeling of the committee is that the Board need be more robust in the action when schools are not compliant. Line Managers will need to deal with this. | Action KC to share updated Incident Report with Board following next H&S meeting |
| 9.2 | H&S Incident Report <ul style="list-style-type: none"> • AN asked for an updated report to be shared with the Board when available. | |
| 10. | Governance and Management | |
| 10.1 | Lead Director Update – RE and Catholic Life <ul style="list-style-type: none"> • RE talked to his report provided to the Board prior to the meeting. • RE noted the need to work on the relationship between the Board and the Diocese in all areas including the Section 48 Inspections, how they take place and how the information is shared regarding these. • RE advised this needs to be reported on by the CEO to Board meetings. • KC asked about plans to work with LGBs to ensure Chairs and Vice Chairs are Foundation Governors. SB confirmed this is being picked up on. • LF noted she does not have enough experience in Section 48 and questioned whether some training would be beneficial to her and any others who are in a similar position. SB could deliver this at the next meeting in May. • SB reminded of the Formatio training which can be taken online by all Board Members. HL to resend the links for this to all. • JB asked about Governance arrangements within other Diocese's where they are not in MATs and still LA led. SB will find out and advise. | Action SB – deliver S48 training to Board Action HL – re-send Formatio training link to all |
| | Schedule of Accountability and Checklists <ul style="list-style-type: none"> • AH advised the 2 documents have been shared with headteachers and will be presented to the LGBs next week at the briefings. | Action SB – research Governance arrangements for schools not in a |

- The checklists are now complete for LGBs to begin using.
- AH advised that she has added in a checklist for RE and Catholic Life which she would expect Governors to use on every visit.

Governor Visits Policy

- Updated.

Guidance for Link Director Visits

- AN noted this switches the monitoring more on to the LGB and not so much the work on the ground. AH responded that this is a requirement in the SoD. AN acknowledged this but suggested there needs to be an equal emphasis on both areas.
- AH will make these amendments and circulate by email.

Updated Briefing for Ofsted

- ESM role included. All happy.

Strategic Plan Document as published

- RF confirmed the Strategic Plan is now on the website.
- TS noted the next stage into the functional plans is now required.
- RF questioned if the Board would want to see operational plans or would only need to monitor the Strategic Plan.
- AN responded that there would not be the time in meetings to fully review them all but a dive into aspects of them would be beneficial.
- TS added that he does not believe the Board need to go to a low level but understand what is underneath the Strategic Plan.
- LR suggested the plan should include timeframes for completion and then show what is being achieved as it is updated.

MAT in other dioceses

Action
AH – make amendments to guidance and circulate to all

11. Policy Review

Admissions

- No changes due to flaws with consultation. Approved.

Staff Wellbeing

- LS asked if there is a 3rd party monitoring system in place. RF advised there is a telephone counselling service available to all staff and a buddying system is being put in place across clusters.
- RF advised the new SIMs system will report absence data for the Trust.
- Approved

Risk Management

- KC advised on the Acts which have been updated. No contextual changes included.
- Approved.

Freedom of Information

- Data Protection update.
- EIR definition added as requested by SA by email.
- Approved.

Whistleblowing

- New policy – completely updated.
- A Director needs to be elected as the Whistleblowing contact. AH volunteered.
- Approved

Appraisal

- Approved

Capability

- Some points raised by SA - policy updated.
- Approved

Grievance

- Approved

Disciplinary

- Approved

Flexible Working

- Approved

Equal Opportunities

- Approved

RE noted that a Bereavement Policy has gone out to schools from the Diocese and queried if all policies should be coming from CAST. The Board agreed that all communications of this nature should come through the Board.

12. Remuneration Committee Update

- TS advised of the discussions of the RemCom advising AH has joined the committee.
- RF noted how helpful this committee has been since its conception.

13. Close

Meeting closed at 15.00

Decision – Policies approved

Future Board Meeting Dates

All to be held at the CAST Offices

Friday 15th May 2020

Friday 24th July 2020

Minutes approved at the meeting held on 29th May 2020 remotely via Zoom