

**Minutes of CAST Board meeting held on Friday 29<sup>th</sup> May 2020**  
**At the CAST Office and Remotely via Zoom from 12.30pm to 2.30pm**

Attendees:	John Burnett (JB)	-	Foundation Director (Chair)
	Andy Nicholls (AN)	-	Foundation Director
	Sandy Anderson (SA)	-	Foundation Director
	Terry Stockley (TS)	-	Foundation Director (Zoom)
	Deacon Richard Edwards (RE)	-	Foundation Director (Zoom)
	Jacqui Vaughan (JV)	-	Foundation Director (Zoom)
	Dan Rogerson (DR)	-	Academy Director (Zoom)
	Laura Fox (LF)	-	Co-opted Director
	Graham Briscoe (GB)	-	Co-opted Director (Zoom)
	Les Robins	-	Co-opted Director (Zoom)
	Raymond Friel (RF)	-	CEO
	Canon Mark O'Keeffe (CaM)	-	Member (Zoom)
In Attendance:	Karen Cook (KC)	-	CFOO
	Kevin Butlin (KB)	-	Director of Education and Standards
	Sarah Burreto (SB)	-	DSC (Zoom)
	Helen Laird (HL)	-	Clerk
	Zoe Batten (ZB)	-	CEO from September 2020

		<b>Decision/Action</b>
<b>1.</b>	<b>Welcome and Opening Prayer</b> JB recognised this was RF's his last meeting as CEO for CAST and welcomed ZB who will be the new CEO from September. Opening prayer by CaM. Best wishes sent to AH who was not able to be at this meeting due to personal circumstances.	
<b>2.</b>	<b>Apologies and Confirmation of Quorum</b> Apologies from AH. A number of attendees indicated they would have to make their apologies throughout the meeting due to other commitments, these are recorded when appropriate in the minutes.  Quorum met.	
<b>3.</b>	<b>Declaration of Interest</b> DR and JB confirmed their standing interests.	
<b>4.</b>	<b>Minutes of previous meeting of 29<sup>th</sup> May 2020</b>	
4.1	Minutes including Part 2 approved as an accurate record.	Minutes Approved
4.2	Actions Status updated on Actions Summary. Buckfast update – SB has had some correspondence with JD from Buckfast and the CES. There will be some feedback coming. SB would like to resolve this over the summer.	
<b>5.</b>	<b>Chairs Business</b> JB noted his gratitude to RF and that of the Board as this was his last meeting as CEO, stressing that the Trust is immensely grateful for the work he has done to turn the Trust around. This was echoed by all present.	

JB extended a warm welcome to ZB who will join the Trust as CEO in September.

JB advised that the Board have discussed the Protocol prepared by the Diocese for the working relationship between the DSC and the Trust. This needs to be addressed as the Board feel that the tone is not correct and does not reflect the statutory obligations of the Trust. A working group will be assembled to look more closely at this and work with the Diocese to come to a firm agreement in processes going forward.

## **6. CEO Update**

### **CEO Report**

- RF provided his report prior to the meeting and spoke to the salient points of this.
- RF thanked Bishop Mark for his support during his time as CEO along with JB for his work as Chair and the on-going support from him too.
- RF thanked the Board for putting their faith in him and expressed his heartfelt desire for the relationship between the Trust and the Diocese which had begun, but had since suffered, to be worked on and grown for the sake of the schools. It is vital to regain this to move the Trust forward.
- RF expressed his thanks to HL for her organisation and support for him and the Board.
- Thanks also went to KB for the short time they have worked together and Rf noted he is a colleague of a high calibre.
- RF gave most thanks to KC who has been a supportive colleague and is absolutely vital to the Trust.

## **7. Education and Standards**

### **Director of Education Report**

The Board received the report from KB prior to the meeting and he detailed some of the key issues.

- Schools have worked extremely hard throughout the pandemic to stay open for Keyworker children and then re-open more fully under Government instruction. Risk Assessments and Opening Plans have been supported by the SELT and the Board.
- KB talked of the work done by the Secondary schools to support Year 6 students who will join them in September.
- *1pm - GB left the meeting.*
- Distance learning provided across the schools has been mixed as has the engagement from pupils.
- KB detailed some of the safeguarding measures in place throughout the closure period but noted that there has been so much that cannot be done whilst the pupils are not physically in school.
- KB talked of the positivity of reaction to wider reopening and the many comments from both staff and pupils.
- KB noted the many issues with the full opening in September and the level of safeguarding needs this may raise. Additional Safeguarding time has been factored into planning for schools.
- KB advised on the plans for full re-opening in September advising that the schools have been working with the

new measures in place for some months, so this has given time to make further preparations.

- The Board approved the plans for producing Risk Assessments and Opening Plans which are on-going and reviewed by the ESM. KB is looking at a sample of these to provide additional feedback to the ESMs.
- KB has produced a power point presentation for all schools for the September Inset which pinpoints the priorities for the coming year to support the learning and mental health of all pupils.
- KB advised that the Government has made it clear what the DfE will be holding schools accountable for from September and this was detailed in his report. There is an expectation for schools to be able to switch to remote learning with ease due to the possibility of pupils and cohorts needing to self-isolate if there are Covid outbreaks.
- Ofsted inspections are suspended until January.
- KB is encouraging schools to be optimistic and not expect a broken generation, there is an opportunity to address these areas and provide effective teaching and learning.
- KB has set the target for all pupils to be at age related expectation levels or above, this will not change.
- KB provided examples of the planning documents to the Board prior to the meeting so they can see the process in place with comments from ESMs.
- TS congratulated KB on what has been achieved and asked if the plans have been endorsed by the E&S committee. KB advised that the committee has not met this term but will scrutinise the processes further in September.
- *1.20pm SB left the meeting.*
- LF asked if the Risk Assessment covers behaviour and exclusions. KB confirmed that this has continued to be a focus throughout the closure and how this is followed through as the opening continues. Highlighted that there are additional measures being put in place to ensure vulnerable children understand the new expectations and will ensure punishments and exclusions are only used when necessary.
- LF asked about the levels of parental input and noted the opportunity to work with parents to capture the one to one experience they have had at home with their children.
- LF talked of her involvement via conference call recently and the discussion regarding schools supporting each other both inside and outside of Trusts. Improving the online learning capacity. KB responded that there has been a lot of sharing across schools and working together to improve the provision across the trust. The ICT group which has a representative from all schools included. He would be looking to share beyond the MAT as appropriate.
- SA noted that schools are good at finding the gaps but he questioned how the staff can deliver what is needed to address these in addition to the normal curriculum provision. KB responded that the Trust will be supporting with additional resources and detailed some of these.

- A large number of Chrome Books have been ordered to support those who do not have the technology available at home.
- KB acknowledged the focus will need to be on English and Maths but the schools are being asked to maintain as broad a curriculum as possible.
- KB advised there will be additional funding of £80 per pupil from the Government to support with these needs also.
- DR noted the work done by schools to keep the pupils involved with school life. Noted the comments received from schools about KB and the impact he is having.
- DR noted the risk of relying on internet if plans are made online for a lot of teaching and asked about the use of Chromebooks at home, processes for hygiene etc. KB confirmed protocols are in place for these issues.
- JB thanked KB for all the work he has done in recent months.
- *1.35pm – CaM and JV left the meeting.*

## 8. Finance and Resources

### CFOO Report

#### Management Accounts to 30<sup>th</sup> June 2020

- KC advised that the claim made for funds relating to Covid impact was £20K, the Government were explicit about what could be claimed – no staff costs and no loss of income. Only those expected to see a deficit could claim.
- KC confirmed that 9 schools were eligible.
- KC advised that the Furlough claim will be approx. £47K.
- HL will be circulating the Annual Return for declarations in September which will include a related parties form.

### Budget Approval

#### One-year budget

- 3.1% teacher pay award has recently been announced. KC explained how this works for different pay scales. The impact is approx. £107K across the Trust.
- 2 schools are not able to cover this due to predicted deficit budgets.
- KC proposed that one of these is supported by the Trust.
- KC detailed the schools that will have an issue with this increase but have other areas to look at to reduce budget needs.
- The 1 year budget was approved subject to:
  1. All school figures being updated to reflect the announced pay awards, funded by savings in other budget lines
  2. The contingency to be reduced to cover the deficits for the 2 schools where they will be unable to cover the costs through in -year savings
  3. Final Trust surplus position to reflect the figure presented in the paper
- KC to recirculate the papers to highlight the changes and confirm the above before submitting to ESFA by late September.

Decision – 1 Year Budget approved subject to agreed changes

Action – KC to re-circulate updated papers

#### Three-year forecast

- KC advised the ESFA have extended the deadline for submission of this budget.
- KC proposed that this budget is re-worked with the key assumptions still in place. Requested confirmation of which set of assumptions the Board would like to move forward with.
- KC advised the SELT have assumed income will but with the current issues this cannot be guaranteed.
- It has been assumed there will be an increase in pay costs, but KC expects pay increase and income to be flattened.
- KC talked of the schools causing concern and sought approval for the work to take place to explore what options are available.
- The key assumptions will be in place for all schools with approval needed in September from the Board.
- Agreed that the forecast be reworked reflecting the changes in pay assumptions highlighted in the 1-year budget and taking into account the funding increases highlighted in the ASCL budget assumptions paperwork discussed by the committee. KC to circulate updated version, including the revised assumptions to the Finance & Resources Committee and on to the Board.
- The proposed work plans relating to the challenged schools were agreed and they would be monitored by the F & R committee.

#### Investment Plan and release of reserves

- Proposed investment plan was provided prior to the meeting. £600K released from last year's surplus to put with funding for this year. Condition Survey will have an impact on the plan. First term of work will be approved to go ahead.
- All approved the release of the surplus to support the works needed.

#### Update from Chair of Finance and Resources

- No further updates from AN.

## 9. Audit and Risk

### External Audit Plan

- The plan was provided for approval. There were no questions, and all agreed to approve.

### Update from Chair of Audit and Risk

- DR updated on the issues with the internal audit and KC advised there will be a re-tender for next year's work. The Board were disappointed to hear of the number of delays with this work and supported the decision to re-tender.

## 10. Governance and Management

AH and HL provided the documents prior to the meeting for review and agreement.

### IAB Terms of Reference

- Approved

### Link Directors for 2020-21 and Protocols for Lead and Link Directors

- St Mary's Falmouth will now be with RE.
- Approved.

### Board Self-Evaluation

Decision – approval of key assumptions and work to begin on option for schools of concern

Action – KC to circulate updated budget once changes made

Decision – agreement for release of £600k of the surplus funds for works needed

Decision – External Audit Plan Approved

- For completion and return by September.
- LGB Update
  - Approved
- 2020-21 Board and Committee Meeting Dates
  - Approved
- Governance at ND/SBC
  - The Board discussed the concern that the Diocese would not be extending the term of GJ who is currently Chair at ND. There is a planned merger of the ND and SBC LGBs which the Trust would like GJ to oversee as a very experienced Governor in both schools.
  - The Board determined that GJ would be co-opted and Chair the LGB for the Autumn Term. A new Chair will be in place from January, chosen by the new LGB.
  - The Board will invite him to be a Co-opted Governor for the Autumn Term. KB to action.

Action – KB to invite GJ to remain as a Co-opted Governor for the Autumn Term

## 11. Policy Review

Child Protection and Safeguarding

- Approved

Staff Code of Conduct

- Approved

Special Leave Policy

- Approved

Family Friendly Policy

- Approved

Teachers Pay Policy

- SA asked about the period of safeguarding and KC advised this is a national policy.
- SA noted that there needs to be reference to ESM and RemCom in a couple of areas.
- KC to make changes.
- Approved

Absence Management Policy

- Approved

Finance Policy

- SA highlighted discrepancy with the pay policy. KC will amend.
- SA noted a couple of other changes which KC will action.
- Approved

RSE (Diocese Policy)

- Approved

Action – KC to make changes to Pay and Finance Policies

## 12. Close 14.30pm

### Future Board Meeting Dates

All meetings to commence at 10.30am at The CAST Office, Plymouth.

Friday	9th October 2020
Friday	11th December 2020
Friday	26th February 2021
Friday	14th May 2021
Friday	23rd July 2021

**Minutes approved at the Board meeting on 9<sup>th</sup> October 2020**