



## PLYMOUTH CAST NEWSLETTER

2018/19

No.5: May 2019

*"Our mission is to be a community of outstanding schools in which our pupils flourish in safe, happy and stimulating environments and leave us with the knowledge and skills, personal qualities and aspirations, to make the world a better place, inspired by the Gospel."*

### CEO Updates

#### Financial Notice to Improve is lifted

I am delighted to confirm that our Financial Notice to Improve has now been lifted by the ESFA. While many people were involved in this long and at times difficult journey, I would like to thank Karen Cook in particular. Karen's experience, determination and skill were instrumental in securing the confidence of the ESFA, not least in a face to face meeting with Lord Agnew in London in December. There is still much to be done and Karen in her section below has reminders for everybody about the deadlines for budget preparation, but we can move forward with confidence, knowing that we are in a much stronger and more coherent position.



### Clusters Proposal

On Friday 26 April, the Board approved a final proposal for the adoption of clusters in Plymouth CAST. Please find the proposal attached. A key part of the success of our clusters will be the role of the cluster co-ordinator in each cluster. The timeline for the appointment of cluster-co-ordinators is as follows:

Friday 17 May	Advert is published, along with job description
Friday 24 May	Deadline for applications – 9.00 am on the day
Tuesday 4 June	Interviews for Cluster Co-ordinators
11, 12, 13 June	Cluster meetings in the afternoon of the Headteachers' Briefings, led by the Co-ordinators, to discuss cluster priorities

It is a tight turnaround, so for headteacher colleagues who are interested in applying, please make a note of these dates and leave aside some time for your application. We will make the process as efficient as possible. There will be no applications forms, but you can anticipate being asked to produce a short letter outlining your vision for the role and why you believe you are a suitable person for the role.

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## Aspiring Leaders – Cohort B

Applications are now open for Cohort B of the Aspiring Leaders' Programme. Given the Trust's priority to develop leadership in our schools, Cohort B is being opened up to those with the potential to be a **deputy head in a Catholic school within two years**, as well as those with the potential for headship. Please pass the application form and briefing note on to any colleagues you think would be suitable for this programme. The closing date for applications is close of play on **Friday 17 May**. Please note that successful applicants will be invited to join Cohort A colleagues for the final day of their programme on Friday 7 June at Buckfast Abbey, so applicants may wish to save the date. We will also be looking for **headteacher mentors for our aspiring leaders for next year**, so if any of our excellent group of current mentors would like to continue in the role next year, or colleagues would like to be considered for this role, please let me have your expression of interest by the same deadline: **close of play on Friday 17 May**.

## Mission Statement/Gospel Values Banners and Cards

At the Heads and RE Leaders conference in March, we unveiled new pull-up banners with our mission statement and gospel values. Many of you expressed an interest in having these in your school, although understandably you would like to see photos of your own children in the banners. You also expressed an interest in having the postcards and a number of you were interested in bookmarks as well. I have asked Tina Parkes, my PA based at Ashburton House, to co-ordinate your orders and let you know the specification we need for your photos. This is an important part of making our mission and values visible and memorable in our schools. There will be no charge to schools for this order. Tina will be in contact with you in due course.



## Staff Survey

Many thanks to our headteachers for promoting the recent staff survey. We have only just received the report and the HR team will be receiving further training in how to generate individual school reports and will be in touch with you about that in due course. 553 colleagues in the Trust responded to the survey, which represents over a third of our workforce, a very good return. In the next newsletter I will explore the findings in some detail but for now some of the headlines were as follows:

- 77% Strongly Agreed/Agreed that they understood the vision and values of CAST in their school
- 88% Strongly Agreed/Agreed that they felt part of the Catholic life of the school
- 75% Strongly Agreed/Agreed understood the link between Catholic mission and high standards

There were of course issues which we need to look into further, such as the level of belonging to the family of Plymouth CAST. Given where we are coming from it was not entirely surprising that only 57% of respondents agreed that they felt part of the CAST family. This gives a baseline moving forward as we continue to think and operate as 'one trust' for the sake of our children and young people.

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## Our Lady's Dowry Tour – Mass on Friday 17 May

Please find attached with the newsletter, details of the Dowry Tour Pilgrimage to Plymouth Cathedral from Thursday 16 May to Saturday 18 May, organised by the Catholic National Shrine of our Lady in Walsingham. The main event for our schools is on Friday 17 May, with Mass in the Cathedral at 11.00 am. Three of our Plymouth schools have confirmed their attendance, which is excellent. It would be good to have more of our pupils present for this very special occasion. Please let me know as soon as possible and before next **Friday 10<sup>th</sup> May** if you intend to bring along some of your pupils.



## Staff Code of Conduct - Consultation

I would like to have the key safeguarding policies ready for staff to receive and sign declarations for at the beginning of September. One of these policies is the Staff Code of Conduct. This is one of the policies that we should review every year to ensure that we are responsive to the questions raised by staff and the circumstances which have arisen in school which may not be covered by the policy. With this in mind, I'd like to have a consultation on the current policy and take a revised policy to the Board on 26 July, ready to go out to school in September. Could headteachers please ask your staff for any comments they have on the current code and return them to me by **Friday 21 June**.

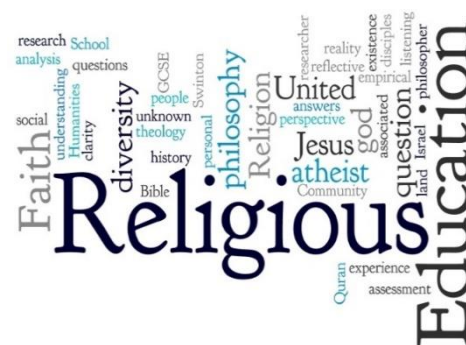
## Save the Date: 26/27 September for Heads and Deputies Conference

I am delighted to confirm that Bishop Mark will be joining us for our annual Heads and Deputies conference on 26-27 September in Exeter. I have also been able to book four headteachers from the dioceses of Shrewsbury and Salford to come and speak to us. Many of you have said how important it is that we look beyond our own diocese and find out what's going on in the wider world of Catholic education. More details of the conference will follow, but in the meantime please save the date.

## RE and Catholic Life

### Day Conference for RE Leaders – 27 June

I am pleased to confirm that we will be holding a day conference for our RE leaders on Thursday 27 June. The event is now bookable on the website calendar so please encourage your colleagues to book early. The venue will be confirmed soon. Sarah and Emma will be in touch with more details of the agenda in due course.



As well as the policies referred to below, the Board also approved a new **Collective Worship policy** on 29 March. You will find this policy on the website under About Us>Plymouth CAST policies. It is always worthwhile to review the collective worship in school and to make sure that we are involving our pupils as much as possible, preferably in leading the worship, and refreshing our resources.

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# Governance

## Consultation

At the last round of Governors' briefings in March, we launched two consultations: one on a framework for evaluating the Catholic life of the school, led by Sarah Barreto and another on an Accountability Schedule for Local Governing Boards, led by Ann Harris. The deadline for any feedback from local governing boards is close of play on

**Monday 13 May.** Please email any comments on the Catholic Life Framework to Sarah Barreto [head@olsp-rc.devon.sch.uk](mailto:head@olsp-rc.devon.sch.uk)

and any comments on the Accountability Schedule to Ann Harris [annharris@aol.com](mailto:annharris@aol.com). The intention is to share the final versions of each at the final Governors' Briefing sessions of the academic year in June (see below).



## Governors' Briefings

The next round of Governors' Briefings will take place in June, as follows:

11 June (WEST, CORNWALL)	St. John's, Camborne
17 June (WEST)	St. Paul's, Plymouth
18 June (CENTRAL)	St. Nicholas, Exeter
19 June (EAST)	St. Mary's, Dorchester

Sarah Barreto, our Interim RE and Catholic Life Adviser and Ann Harris, one of the Directors of CAST and our lead on SEND and Governor Training will lead the sessions. The intention is to share the final versions of the framework for evaluating RE and Catholic Life and a Schedule of Accountability to support local governing boards in their work.

Please note that the sessions begin at 5.30 pm and run until 7.30 pm. There is an induction session for new Governors from 4.30 pm until 5.15 pm but this has to be booked in advance. Please ensure that you register your attendance on the calendar on the website in good time before the events.

## Governors' Code of Conduct: Chair's Declaration

I have received a good number of Chair's Declarations. I'd be grateful if the remaining Declarations could be sent to me as soon as possible.

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# Education and Standards

## Headteachers' Briefings

Just a reminder that the usual headteachers' briefing for each area has been replaced by a curriculum planning day, which is being held on **Thursday 2<sup>nd</sup> May at Buckfast Conference Centre**, Buckfast Abbey, Northwood Lane, Buckfastleigh TQ11 0EG.

If you are not able to make the new date, please send at least one representative who can take a lead on curriculum.



## Education and Standards Team

Last term, one of schools in the East area was judged to require special measures. We anticipated that the school would require improvement and were providing substantial support. However, there were additional concerns for the most vulnerable pupils which resulted in the inadequate judgement. I am sure you can appreciate that this not only has a negative impact on the school but also has the potential to damage the Trust's improving reputation. Therefore, in order to tackle the issues and get the school quickly back on track, we have decided that I should be based at the school this term, providing additional leadership capacity to tackle the concerns.

Matthew Barnes will be taking the lead on the headteacher briefings and the team have undertaken my training commitments. I will continue to have oversight of the team's work and will liaise closely with the senior and education and standards teams during this period. Although I will not be able to routinely visit schools, you can continue to contact me by phone or email.

We have already advertised for the headteacher position and hope to appoint for September. If that is not possible, we will make other arrangements for the Autumn term.

Over the course of this term, we will include discussions and checks on vulnerable pupils when we are visiting your schools. We will also review our ways of working, taking account of your feedback, to ensure we will not unexpectedly find ourselves in this situation in the future.

## Headteacher Appointments

Congratulations to: Mark Dyson, who is now the substantive headteacher at Cathedral St Mary school in Plymouth; Mary Cox, who taken on the permanent headship at St Boniface College, Plymouth; Nichola Day, who will take over from Helen Brown at Sacred Heart Primary in Paignton; and Demelza Bolton, who will become Interim Executive Headteacher of St Mary's Falmouth and St Mary's Penzance in September. Well done to all of them.

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## Deputy Headteacher Appointments

Please remember that, when you are advertising for a reserved post, such as headteacher, deputy headteacher or RE leader, it is essential that we are informed and invited to be involved in the process. In addition, the diocesan schools' commissioner (and or another representative of the Bishop) must be invited to be part of the panel.

## Forthcoming Training and Events

2 <sup>nd</sup> May	Curriculum Planning Day	Buckfast Abbey Conference Centre
7 <sup>th</sup> May	NQT training	Head office
4 <sup>th</sup> June	Leadership development course for senior and middle leaders	St Nicholas Exeter
6 <sup>th</sup> and 7 <sup>th</sup> June	Aspiring Headteachers	Buckfast Abbey Conference Centre
11 <sup>th</sup> – 13 <sup>th</sup> June	Headteachers' briefings	St Austell Conference Centre St Nicholas, Exeter Christ the King, Bournemouth
Early July - dates TBC	Pupil Premium Seminars to take place in each area for pupil premium champions	St Boniface College, Plymouth St Nicholas, Exeter Christ the King, Bournemouth
10 <sup>th</sup> July	NQT training	Head office

*Louise Adams, Director of Education and Standards*

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# Finance and Resources update

## Financial Notice to Improve

I am pleased to confirm that the Financial Notice to Improve has been lifted by the ESFA. This will mean that certain delegated approvals have now been returned to the Trust, reducing the time that certain contracts take to receive approval. We recognise that the Trust, in line with many others across the country, is still facing significant challenges in respect of declining pupil numbers and the inevitable financial challenges as a result of the education funding climate and have agreed that we will continue to work closely with the ESFA in respect of our financial planning and monitoring.



## Budgets and Planning

Following updates to HCSS the 2018/19 budget templates have been rolled forward into the 2019/20 planning cycle for the preparation of the next forecast. Inflation factors have been included for pay. First draft school budgets should be **presented by 10 May** for review, and need to include the commentary details as per the issued template, with details of planning assumptions used particularly in respect of pupil numbers. The key risks to the delivery of the plan should be included in the commentary.

The Trust is required to send a mid-year financial position with a clear out turn forecast to the ESFA in May, so we will need to review the expected year end position for all of the schools. The return date to ESFA is 18 May and business managers have been asked to present forecasts for all schools by 3 May.

The Senior Executive Leadership team will be meeting at the end of April to review the pupil numbers confirmed as coming in to our schools in September 2019 and the implications of this on school finances and structures. This will provide a basis for reviewing the budgetary plans received from the schools.

## The Top slice

Thank you for your feedback on the top slice. The agreed way forward is a % of GAG, and following a draft budget reduction in central costs to be included in the top slice of circa £300k a top slice of 5% for secondary schools and 7.25% for primary schools is the starting point. In modelling this there have been some significant swings in the financial implication and therefore all positive swings are capped at 20% and no school will receive an increase in the top slice. The indicative figures have been issued to business managers to include in the 2019/20 budgets.

The TES contract will not be renewed and it has been assumed that Target Tracker will not be used going forward, and the KEY will be renewed on a reduced basis, which is under discussion.

## Finance Staffing

The school business managers for Cornwall and for North Devon have left the Trust. The Cornish schools will be covered by Lynsey Wilkinson (St Mary's Penzance and St Mary's Falmouth) and Helen Moram (St Mary's Bodmin and

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St John's Camborne). St Joseph's Newton Abbot will be included in Helen Newman's portfolio. I am taking feedback on how these posts are working before going to advert for the replacement for North Devon. In the meantime the budget and financial reporting work will be covered by the central team and our internal auditors will focus on some of the wider compliance issues in the summer term, focussing on these schools.

## **IT audit**

In response to the concerns raised by schools in respect of the state of IT facilities and equipment we have commissioned Magika to undertake an IT audit at each school. This will include not only a review of the equipment, but also the support arrangements in place and the software being used at the school and for the website. This work should be completed by the end of May and will be presented with a draft strategy for IT to support the curriculum, IT to support management information, improvements to the websites and a capital investment plan for the next three years.

## **SIMS**

We are working closely with Capita SIMS and Scomis to clarify how we use the systems that we currently purchase more effectively for pupil tracking, generating Trust wide data on both pupils and staff and how we can ensure more efficient procurement. Representatives from Scomis will be meeting with the assessment group in May and Capita SIMS will be meeting with schools business managers.

*Karen Cook, Chief Finance and Operations Officer*

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## Human Resources Update

**HR Central Team**

The HR central team have recently gone through a re-structure process. We are pleased to confirm that Adelle Pope is now the HR Manager and Christine Forman is the Senior HR Advisor. To complete the team, we will also be recruiting for a HR Administrative Support Officer in due course.



## New Appointments

Congratulations to our newly appointed Headteachers:

Mary Cox- St Boniface College Plymouth started the role on 19<sup>th</sup> March 2019

Mark Dyson- The Cathedral Plymouth started the role on 23<sup>rd</sup> April 2019

Nicola Day- Sacred Heart Paignton starting the role in September 2019

Demelza Bolton will commence an Executive Headteacher role for St Mary's Penzance and St Mary's Falmouth in September 2019.

We are pleased to welcome our new General Ledger Clerk, Clare Cater to the central team.

## Policies

Disciplinary, Grievance, Capability, Appraisal and Equal Opportunities have now been updated in line with the Scheme of Delegation. The updated documents can be found on the Plymouth CAST website.

<http://www.plymouthcast.org.uk/web> , Resources, HR Policies

The staff absence management remains in draft pending further discussion with the Unions on 13<sup>th</sup> May 2019.

## Harmonisation

The issue of harmonisation of staff terms and conditions and a Trust pay policy is being addressed. This will be a large project and the scoping and timeline discussions started with the recognised Unions on 11th March 2019 and a draft timeline was proposed. Once the principles have been agreed we will ensure that staff across the Trust are fully aware of the timelines and implications.

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## **Support Staff Pay Award**

Following discussions at the Board it has been agreed that the Trust is not in a position financially and in respect of the contract variations outlined above to meet the NJC proposals for pay changes in 2019/20. We have written to the Unions with an offer of 2% across all support staff pay bands from April 2019, without the assimilation of grades proposed, but with a commitment to the harmonisation process. They will be taking this to their members before responding as what action will be taken. Until a response is received from the Unions no action on pay will be taken.

## **Staff Survey**

Thank you to everyone that completed the staff survey. We had a 40% return rate. QDP have provided us with the full library of reports, which will now be analysed over the coming weeks.

## **Teachers' Pensions (TPS)**

Could Headteachers please remind members of their teaching staff that, if they have a teachers' pension, they are required to establish a log-in on the Teachers' Pension website

<https://www.teacherspensions.co.uk/forms/registration.aspx> Registrations are monitored by TPS and the Trust receives monthly reminders to ensure compliance.

*Adelle Pope and Christine Forman, HR Team*

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# Premises Matters

## Emergency Planning and Business Continuity

The Emergency Plan and Business Continuity document template has finally been released after some last minute changes. I am pleased to report that as part of our recent insurance renewal, Zurich Municipal are planning on helping develop contingency plans for providing temporary accommodation and services to all schools. I will pass on more details and information on this service as and when I receive them.

As previously mentioned, this is a confidential document which we would like each school to have completed by September of this year. If you require guidance, please let me know.



## Tf Cloud

Apologies, but the new ticketing system Tf Cloud will be rolled out during May. Your Schools' Business Manager will provide instruction on using the web-based ticketing system for reporting, monitoring and managing all your school premises and maintenance issues.

There has been some confusion over the funding of low-level works. Every school will be required to fund from their school maintenance budget those works that fall under the £500 threshold that are not already a **SLA provision**. If you are unsure whether to report a particular maintenance or premises issue to TDA or not, I would always advise that you do. TDA will always respond to your ticket and will inform you if the request qualifies or not.

## Health and Safety Training

As part of our ongoing training program, our Advisor, Keith Furzeland has contacted all the schools who have requested some additional OSHENS system training to arrange visits. If your school would like some additional OSHENS training, and haven't already contacted him, then please do so.

## Health and Safety Audits

The latest Devon Health and Safety Audits have been carried out, with more visits from Keith Furzeland being booked in to take place over the next few months. Congratulations are due to St Mary's Primary in Buckfast and St Nicholas Primary in Exeter who both achieved a 100 % score in their recent audits. Well done to both schools for all your hard work!

As always, if you require any further information or support on any of these premises matters, then please get in touch.

*Paul Stewart, Premises and Procurement Manager*

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## Some exciting new ideas for the Catholic Children's Society (Plymouth)

The spring edition of our newsletter 'Children First' was sent to all schools at the start of April. Hopefully you received your copy and enjoyed reading all about what we're doing and how we can help children and their families in times of financial need.

Two copies were sent to every school, but if you would like more copies in future, please do not hesitate to contact Vicki Dunstone, our Fundraiser and Communications officer by email [vicki.dunstone@prcdtr.org.uk](mailto:vicki.dunstone@prcdtr.org.uk) or phone 07388 185374.



### CCSP's first ever non-uniform day - Friday, 21 June 2019

Please join us to celebrate the **feast of St Aloysius Gonzaga** by encouraging your staff and pupils to wear yellow, blue and white to help raise funds for CCSP.

St Aloysius Gonzaga is the patron saint of Young Students and Christian Youth. YELLOW symbolises the sun as St Aloysius was a Jesuit who was often pictured with WHITE lilies denoting purity. He was also devoted to Our Lady and even wrote a poem to her too representing the BLUE.

### Non uniform day in support of Catholic Children's Society

St Aloysius Day

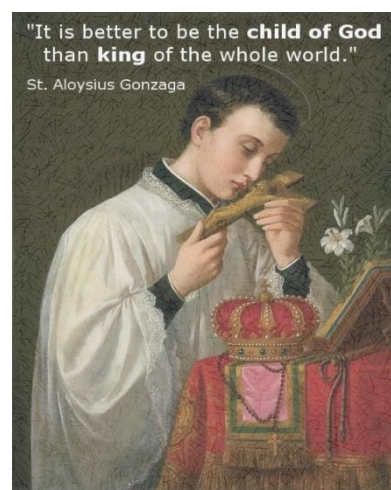
FRIDAY, 21 JUNE 2019

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*Wear yellow, blue and white*

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**St Aloysius is the patron saint of Christian Youth and Young Students. He served the sick and cared for those who were poorly.**



More details including a promotional poster will be sent out next month but please pencil this date into your busy school calendar.

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**Please remember** - we are also working on an exciting new venture and will be inviting all pupils to enter our '2019 Design a Christmas Card' competition when you return to school in September. We are looking to produce packs of Christmas cards this year, to sell to our parishioners and parents at Christmas time.

**Don't forget – it's not too late to join in the Great Big Diocesan Quiz?** Our Great Big Diocesan Quiz is being held on Friday, 17 May 2019 and we would love your school to join in and help us raise much needed funds for CCSP. This year we have a trophy for the overall winning team.

All materials will be provided by CCSP – you just need to find a venue and some teams to compete on the night, competing against each other and against other teams in the diocese. Please contact Vicki Dunstone to register your interest and she will arrange for an information pack to be sent to you.

**More information** – If you have any other ideas to help CCSP raise funds, please do not hesitate to get in touch with Vicki by email [vicki.dunstone@prcdtr.org.uk](mailto:vicki.dunstone@prcdtr.org.uk) or by phone 07388 185374.

If you would like more information on our grant funding, please visit our website [www.ccsplymouth.org.uk](http://www.ccsplymouth.org.uk) or contact Lydia Keogh by email [ccs@prcdtr.org.uk](mailto:ccs@prcdtr.org.uk) or by phone 01364 645420.

If you are interested in running a Patchwork Parenting course in your school, please contact Caroline Hambly by email [caroline.hambly@prcdtr.org.uk](mailto:caroline.hambly@prcdtr.org.uk) or by phone 01364 645420.

On behalf of the Board of Trustees, we hope you are able to support us with our fundraising ideas this year.



Shelagh Fearnley

Chair of the Board of Trustees



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## ARTICLES

### Breaking New Ground at Divine Renovation UK 2019

Sarah Barreto

Sometimes we come across someone or something in our lives which is just so much bigger than us that it takes a while for us to process it and therefore be able to articulate it in order to share it with others. Sometimes the Holy Spirit just grabs us by the guts and shakes us around a bit; until for a little while we are not sure which way is up or which way is going forward!

I read the book *Divine Renovation Bringing Your Parish from Maintenance to Mission* around a year ago. I immediately knew my life would never be quite the same again as a result of this. I just loved it! Our Parish Priest Fr Mark Skelton readily agreed for me to facilitate a Book Club in the Parish using the book I was so passionate about. It took off and we had a stalwart group of over 20 people (those are big numbers for us in Teignmouth, Devon folks!) every week for around ten weeks plus others who dipped in and out. It was quite a ride of lively discussion, questioning and debate as we followed the twists and turns of our chapters. We were all so different and from different walks of life that it made for a fascinating experience which created a special bond. However, while we recognised we had found something special, we were just a little unsure and overwhelmed about what our next steps might be. We used our Ten Values survey with the book group and our PPC to give us a steer as to where our first steps might be. We pondered and dithered over the four lowest scoring areas and wondered a bit about why Experience of the Holy Spirit was marked so low- was it their misunderstanding of what we meant or our 'fault' for not providing the right experiences often enough. Enter yet more Catholic guilt and Holy Discontent we certainly didn't need! Or... did we?

Enter next spotting a post on Facebook about the Divine Renovation Conference in Birmingham. How would it be if I went to that for some ideas and inspiration? Fr Mark readily said 'yes', adding that he'd like to come with me too. Amazing! We later discovered that another group from another parish nearby in Exeter would also be attending, as well as our bishop. We headed off to Birmingham with some trepidation but much excitement for what might lie ahead.

#### Advice from Bishop Mark O'Toole 1) Be joyful 2) Expect resistance!

Diocese of Plymouth Facebook page: Last week Bishop Mark attended the Divine Renovation Conference in Birmingham. He celebrated Mass for the conference and spoke powerfully about the things that stop us moving towards creating missionary parishes, namely ourselves, the world and the devil. The book 'Divine Renovation' was written by Fr James Mallon, a priest from Halifax in Nova Scotia, Canada and its presentation of the possibility of renewal in our Catholic communities is having a dynamic effect in many parishes around the world. For more check out [divinerenovationuk.org](http://divinerenovationuk.org) @DivReno @divreno\_uk



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As well as being a catechist and youth worker in our parish, I am Head Teacher in our local Catholic primary school. I have known for some time that the purpose of our schools is very clearly the transformation of the person for the transformation of society i.e. to educate the children to discover who they are: God's child, gifted to their family, gifted to the community, coming to us as the gift we wait for. Our task is to help that child find that gift and learn how to use it while having the wisdom to know when to use it. Why have we not really applied that so far to work in our parish too? We have been feeding our sheep really well but need to get smarter at catching our fish. So simple yet deeply profound.



Thank you so much Divine Renovation for all the extraordinary experience you gave us. We are bubbling up and on fire with renewed sense of courage from the Holy Spirit guiding our work and walking alongside us; so I leave you now with some of the words from one of the songs which has woven its way like a golden thread through my life this year and never more so than during DR19UK: New Wine by Hillsong Worship.

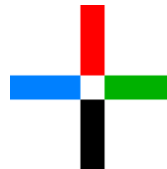
Where there is new wine  
There is new power  
There is new freedom  
And the Kingdom is here  
I lay down my old flames  
To carry Your new fire today.

Please pray for our parish and the Divine Renovation Team as we meet again in Teignmouth for our Parish Vision Day on 16<sup>th</sup> March at All Saints Parish. Watch this space for more extraordinary happenings.

Sarah Barreto

Lay Member of All Saints Parish

Roman Catholic parish of Teignmouth, Dawlish and Shaldon



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