

**Minutes of CAST Board meeting held on Friday 13th December 2019
at CAST Offices, Plymouth from 10.30am – 2.30pm**

Board Attendees:	Andy Nicholls (AN)	-	Foundation Director (Chair)
	Sandy Anderson (SA)	-	Foundation Director
	Maria Edwards (ME)	-	Foundation Director
	Terry Stockley (TS)	-	Foundation Director
	Deacon Richard Edwards (RE)	-	Foundation Director
	Dan Rogerson (DR)	-	Academy Director
	Graham Briscoe (GB)	-	Co-opted Director
	Ann Harris (AH)	-	Co-opted Director
	Laura Sprackman	-	Co-opted Director
	Les Robins (LR)	-	Co-opted Director
	Raymond Friel (RF)	-	CEO
In Attendance:	Karen Cook (KC)	-	CFOO
	Sarah Burreto (SB)	-	DSC
	Helen Laird (HL)	-	Clerk

		Decision/Action
1. Welcome and Opening Prayer	Opening prayer by RE. Welcome to LR – new Co-opted Director. Board members introduced themselves. LR provided a brief summary of his career background.	
2. Apologies and Confirmation of Quorum	Apologies from JB and JV. LS will arrive a little late. Quorum met.	
3. Declaration of Interest		
3.1	Directors were asked to complete the Declaration of Interest and Attendance Register.	
4. Minutes of previous meeting of 4th October 2019		
4.1	Minutes including Part 2 approved as an accurate record.	Approved
4.2 Action Summary	Status updated on Actions Summary. Updated on the following actions were given: <ul style="list-style-type: none"> 19.53 – RF spoke with MB and the proforma has not been received from the SENDCo at OL Barnstaple. MB advised that the use of a proforma would not necessarily be effective across all schools and detailed the reasons for this relating to varying SENDCo levels and differing LA requirements. Update – SA checked with OL and confirmed to RF that this prompt sheet was in fact sent to Matthew in July. AN noted the suggestion to share a best practice process. MB advised further on what is needed to upskill the people rather than sharing the process. The SEND Strategy is about collaborative working which is enabling the sharing of best practice. 19.47 – SB updated on the conversations with the CES and Diocesan Education Group. A positive email was sent to the Trustees of Buckfast to move things forward. A legal response has been received. Work on the SoD today will impact this. SB advised there will be a meeting in January to try to address this. 	

- 19.45 – KC updated on the work to ascertain who owns the Edmund Rice Building and advised there is some archive information which will be looked through by Paul Stewart. SB will raise this formally with the Diocese to ask for further checks.
- 19.40 – SB updated on the ongoing conversations regarding the contracts for non-Catholic staff and advised this has to be taken on a case by case basis, there cannot be a blanket decision on this as it is against Canon Law.
- DR suggested a list of those effected would be useful with some context with discussions for each of them.
- RF suggested he writes to the Bishop and the DSC referring to the Bridport Head Recruitment and with a list of those senior leaders in this position requesting they be converted to permanent positions.

Action – RF to write to the Bishop and DSC regarding current non-Catholic Leaders

5. Chairs Business

None

6. Executive and Education Update

6.1 CEO Report

- MAT Review meeting – The RSC advised RF they have seen a robust School Improvement Strategy and good accuracy of evaluations of schools. The Trust is now viewed as almost ready to export good practice. AN spoke of his involvement in this meeting and the information he was asked for.
- TS asked if the reports the Board reviews are now geared towards the new Ofsted framework. RF confirmed they are. AH talked of the specific areas the Education and Standards committee will be focusing on. AN suggested the presentation from MB could be brought to the February Board meeting.
- LS joined the meeting.
- SB advised the Memorandum of Understanding is being reviewed by the CES.
- RF updated on the Ofsted inspections which have taken place over the term.
- SA referred to the point RF raises in his report about the ability of the ESMs to make the judgements due to the amount of time they can spend in the schools and their level of Ofsted training and asked what is being done about this. RF once again acknowledged the decision not to Ofsted train the ESMs last year had turned out to be the wrong one. This will be reviewed.
- MB talked of how Ofsted are judging the quality of education in schools and the processes for this.
- SA noted that the Trust is not working to this new framework. RF corrected that the ESM Autumn visits involve a deep dive to enable this information to be gathered. MB supported the discussion by expanding on how the ESMs work with the SLT in schools and use the deep dives to triangulate the information they are being given.
- TS suggested there should be a full Board session concentrating on this area to gain full understanding and look at anything else that is needed to facilitate. RF will

look to arrange a session following the February Board meeting to provide Ofsted updates to the Directors.

- RF updated on the work being done by Diana Taylor with regards to recruiting Catholic Teachers.
- RE talked of the expectation of the Bishop for Parish Priests to sit on LGBs and be involved with schools.
- RF talked of the work on the Curriculum Strategy across schools. RE spoke of his experience with the Plymouth Cluster in this area.
- RF presented the draft Wellbeing policy to the Board which has been sent for consultation to schools.
- AN asked all Board members to provide feedback to this by email to RF.
- LS spoke of the need to understand how wellbeing and performance strategies can be aligned. RF advised the unions will be involved in this process.
- SA asked for policies to indicate if they should be union approved or not as this is currently not done.
- The Board echoed RF's best wishes to MB who is leaving the Trust at the end of December and thanked him for everything he has done during his time as Deputy Director of Education and Standards.
- RF spoke of the issues in one of the Plymouth schools in reference to the indication in the risk assessment.
- SB talked of the S48 timetable and advised the Board on how this is being undertaken. SB will share the list of schools expected to be visited this year.

Action – RF to arrange Board training session on the new Ofsted Framework

Action – All to provide any feedback on the Wellbeing Policy to RF

Action – SB to share list of schools who will have the S48 inspection this year

Safeguarding Report

6.2

The Board received the report from MB prior to the meeting.

- MB talked of the much better understanding across the Trust and how this is maintained.
- MB talked of the reviews that have taken place and some of the areas which have required focus.
- MB noted the need for the Board to think about capacity of the Central Team to monitor Safeguarding and how often the monitoring visits take place.
- GB asked when the Board receives statistics. MB advised the SG4 and 5 forms deadline had just passed so this data was not available for this meeting but would come to the next one.
- SA noted there is still not a 100% return by the deadlines. MB talked of some changes to the SG forms and Central Team which has impacted this also but noted that the response has been much better and the recent return saw 100% of schools send their completed forms by the deadline.
- LR asked about staff turnover across the Trust. KC explained the move to centralised data which will enable this information to be produced but that this has only just been put in place. KC talked of the restructure across the Trust and numbers of staff in different schools.
- AH asked how the Trust can deal with the Local Authorities not understanding the role of LGBs and Directors in the process. MB feels this is being covered with the SoA. AH will review to ensure this is well covered in the document.

- SA asked what the responsibility of Directors is. The Board discussed the training undertaken by some of the Directors. HL will look at mandatory requirements and review JV's level of training as Lead Director for Safeguarding.
- MB added that at least one person should have had Safer Recruitment training also. HL to check.

Actions – HL to review statutory training for Directors against current logs and Safer Recruitment dates

6.3 Secondary Provision

- RF provided details of the agreement in place between the 2 schools for collaborative working.
- MB provided some background history.
- AN acknowledged the feedback has been positive.
- AN raised the issue of who Faculty Leaders are accountable to.
- Progress will be reported to the Board in February.

Leadership Proposal

- MB provided some additional context to the document provided to the Board in advance of the meeting.
- MB talked of the Educational and Business needs for putting shared leadership in place.
- MB talked of the strengths within the schools and how these could be utilised.
- KC provided the HR perspective to the potential proposals and advised this would be a full consultation process. A proposal will be prepared for the February Board meeting.
- LS asked about the higher calibre of teaching staff being appointed, MB explained the involvement of ND in supporting recruitment for SBC.
- LS talked of the need to retain the SENDCo at ND.
- TS asked who will be consulted on this process. KC advised it will be the staff who will be effected by the process at both schools. KC explained the process of the consultation is to enable input from those effected but that this is firmly the direction of travel.
- SA fully supported the proposal and believes it is exactly what is needed.
- AN raised the issue of a single LGB and the board discussed how this would work.
- LR asked what the savings are likely to be. KC provided some details advising this is likely to be in the region of £200k. KC reminded this is a long term decision looking forward at student numbers coming through.
- LR asked about attainment levels and why there was such a dip for ND in 2019 but raised expectations for 2020 onwards. MB talked of the abilities of cohorts and prediction methods.
- LR asked about Wellbeing of the staff who are working across both schools particularly those leading the faculties. MB advised this is taken into account with their timetables.
- The Board approved the proposal in principle to enter consultation. A more formal proposal will come to the February meeting.

Decision – approval to enter consultation process for shared leadership

7. Education and Standards Committee

7.1 Statutory Grant Performance 2019

- SA circulated the analysis of this area prior to the meeting.
- SA provided some update to this information and the additional information he has obtained from ESMs for any areas of concern.
- AH suggested the additional information would be useful in the report.
- SA advised there are very specific requirements for reporting on Sports Premium. Many of the schools are not compliant. KC added the issue with regards to showing the allocation of this in the finances.
- LS noted the number of schools judged as amber and asked if there should be more concern. MB provided context to the SEND students in schools and how the information needs to be further analysed.
- LR asked what the impact of a red SEND Funding judgement is. MB advised this would be an inadequate judgement in this area from Ofsted.
- SA will bring the next update on this area to the May meeting.

The Board formally thanked ME who was leaving the Board after 3 years supporting Plymouth CAST through many challenges. TS invited any Director to join the RemCom following ME's departure.

8. Finance and Resources Committee

8.1 CFOO Report

8.2 Management Accounts to 31st October 2019

- KC will be looking at the implications of the budget changes which have been approved by the finance committee.
- KC advised there will start to be a discrepancy between the funding from the ESFA and the cost of teaching due to the additional funding from the DfE to cover the Teacher Pay Award.
- KC referred to the need to be more robust about what certain funding can be used for when reporting.
- KC provided with her reports a working ICT Strategy document to advise the Board of where the central team are with this process. The hope is to have a strategy ready for the February Board meeting depending on the progress of the curriculum strategy which will tie in to it.
- KC advised the Trust is looking to find an IT Partner
- LS asked if there is a freeze on IT purchases whilst this strategy is being built. KC confirmed there is and schools are aware only exceptional requests can be granted.
- KC updated on the support staff harmonisation project which is on-going.
- SA asked if the proposals will be available for the February meeting, KC confirmed they will be.
- SA asked about the current cashflow and noted it is 2.3m worse between August to December next year compared to the same time this year. KC advised she will be looking at this and the F&R Committee will pick it up.

8.3 GAG Pooling

- KC advised on the work of the working group and the visit to the White Horse Trust to see what they do in this area.
- KC will circulate the structure they have for the Board to see.
- KC talked of the opinion of the working group that the viability of some schools needs to be reviewed before GAG pooling can be put in place.
- TS noted the decision of the strategy meeting to keep all schools open but that a dialogue would be begun with the Members to look at structure and future plans of these schools.
- KC will be looking to provide alternatives to the Headteacher Briefings in January and then bring a recommended model to the Board.
- RF advised that this conversation was started some time ago with the Members through discussions about possible options with schools.
- TS suggested a further indication to them regarding the potential thinking would be beneficial. RF noted the AGM in February would be a good time to do this.
- LS suggested the Board need more time to focus on this issue and spoke of the need to understand the schools fully not just look at structures and formulas.
- KC talked of the issues with moving problems on quickly due to the resources available and the approach that has been taken in the past.
- SB reminded that her position is there to feedback these discussions to the Diocese.
- KC confirmed a final proposal will come to the Board meeting in February.

Update from Chair of Committee

- AN provided a summary of what had been covered at the 2 committee meetings since the Board last met.
- LR asked who is responsible for developing the Recovery Plans. KC advised it is a group effort between herself, the Headteacher, SBM and the ESM.
- The Board were happy to receive this summary in advance of the meeting and agreed the format and content was helpful.

9. Audit and Risk Committee

9.1 Update from Chair of Audit and Risk Committee Annual Report

- DR provided some updates on the work of the committee.
- DR advised the committee have approved the decision to remain with the current external and internal auditors for this year but will be looking to re-tender for an internal auditor for the next academic year.
- DR talked of the recent review of the annual audit documents and advised on the key areas of focus.
- DR advised on the work done on the Risk Register and the reduction of items on the strategic part of this.
- SA passed on his congratulations for the works done on the KIDD but checked that there is not a Going Concern to be added to the Statutory Accounts. KC confirmed there is not.

- RF echoed this and thanked the committees and KC for their work towards this.

Statutory Accounts

- The Board received the Statutory Accounts documents prior to the meeting.
- SA is not noted as part of the E&S Committee on the first page, this will be amended.
- AN proposed the accounts be approved and TS seconded. All in agreement.
- The Letter of Representation was also endorsed.

H&S Update (minutes attached)

- AN explained what the Board need to see in relation to the Incident Report. High level data will come to the Board meetings with more detailed reports reviewed by the H&S Committee.
- AN provided the update in GB's absence advising on an incident reported to RIDOR. TS clarified that this has been addressed by the committee to ensure it does not happen again. KC confirmed it has.

Decision –
Approval of
Statutory
Accounts

10. Governance and Management

10.1 Schedule of Accountability and Checklists

- AH referred to the point on page 10 referring to the need of the LGB to review the Ts&Cs of employment and queried how this can be done by Governors. AH and RF will look at how this is presented to Governors.
- AH talked of the guidance needed with regards to the business continuity plan. KC talked of how this could be covered in meetings.
- KC shared a question from GB relating to the need to note the legal relationship between the Board and the LGBs on the Statutory Accounts.
- TS talked of the query from LGBs about how they can communicate with the Board. It was agreed this would be through the Link Director.
- The Board discussed how they can monitor that the LGBs are doing the things they should be. Through Link Directors, Clerks and ESMs. AH and RF will determine how this can happen.
- SA noted the need to have appraisals for all governors and a 360 of the chair.
- AH detailed the work done to bring the checklists together.
- SA asked who will be responsible for GDPR from January. RF advised this will be NM. AH will update the document to remove the name and insert the title instead.
- SA noted there is not a CAST Exclusions Policy so this needs to be changed on the checklist to Pupil Welfare Policy.
- AH welcomed any final comments from the Board. She will then update and finish the last few checklists.
- Approved in principle. Completed version will come to February Board meeting.

Governance Improvement Plan

- Comments to AH by 20/12/19.

Governance Briefing Note for Ofsted

Action – AH to complete changes to the SoA as detailed in the minutes

Action – All to let AH have comments about the GIP

- AH provided the background to the reason for her developing this note following the inspection at Christ the King.
- All were in agreement this is very useful.
- MB asked if the ESMs should be included, RF agreed they should as they are part of the management structure.

Strategic Plan

- AN talked of moving the plan forward which was agreed at the October planning meeting.
- AN talked of the email that TS sent detailing the decisions made which now needs to be placed into a document to be referred to and high level aspects published on the website.
- The Board discussed how this should be developed and published. RF will populate the document with the high level strategy and circulate to the Board prior to publicising on the website.

Scheme of Delegation

- RF noted the written approval from the Bishop in response to the SoD and the additional instruction that no school should have a different SoD.
- AN asked for approval of the document and suggested waiting until after Christmas to issue it to schools.
- All approved.
- RF will send the newsletter on Monday 13th January including the SoD.

Action – AH to add ESMs to the Governance Briefing Note

Action – RF to create Strategic Plan Document from TS's email

Decision – Approval of Scheme of Delegation

11. Policy Review Admissions

- RF provided details on the changes to the policy. Category for social and medical need has been removed from the criteria. Faith has been changed to Christian Denominations.
- Secondary polices – some discussion on 6th form at SBC. RF talked of the proposal to retain SBC as an 11 to 18 school.
- RF asked for approval for these policies to go for consultation with the final drafts to be brought to the February meeting. Schools publish on websites.

The following policies were not approved due to time constraints. They will be approved out of committee with any comments to be forwarded to RF before 13 January. Nil comment will be taken as approval as written:

Behaviour (Pupil Welfare)

Equality Objectives

- SA asked about training for Governors on this as per the policy.

Managing Allegations Against Staff

Safer Recruitment

Decision – approval of policies to go to consultation

Decision – Comments on policies to RF before 13 January

12. Close

Meeting closed at 15.02

2019-20 Meeting Dates

All meetings to commence at 10.30am at the CAST Offices, Edmund Rice Building, St Boniface College, Plymouth.

Friday 28th February 2020

Friday 15th May 2020

Friday 24th July 2020

Minutes approved on 28th February 2020