



## PLYMOUTH CAST NEWSLETTER

2019/20

No.2: November 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.”*

### Director of Education

I am delighted to announce that we have appointed Kevin Butlin as our new Director of Education. Kevin is currently the Director of Academies for the University of Wolverhampton Multi Academy Trust. As such he is the primary and secondary school improvement lead for his Trust. He has a distinguished track record in education, including 13 years in primary headship and 9 years' experience as an Ofsted inspector. He will take up his new role with us on Monday 24 February. However, Kevin has generously set aside two weeks in January to visit us and prepare for his new role. He will be here in the weeks beginning 20 and 27 January. I will be in touch with colleagues nearer the time to arrange school visits across the Trust.



### INSET Days

Many thanks to our cluster co-ordinators for leading our INSET days on 28 October and 4 November on early reading, with thanks to Matthew for preparing such excellent material. A reminder that the next CAST INSET day, the Monday following the February half-term, is at the discretion of clusters to use as they see fit, to follow up on the work on the first INSET day, or develop other priorities. The content of the third CAST INSET day this year, on the Monday following the June half-term, will be directed by the Trust, in consultation with colleagues. This will give Kevin, our new Director of Education, an opportunity to be involved in the planning.



### Governor Briefing Cancelled

As advised in my email on Monday 29 October, the decision has been taken to cancel governor briefings scheduled for 4,5,6,7 November, with apologies for any inconvenience caused. The decision was taken in consultation with Ann Harris, one of our directors and the governance lead for the Trust. The accountability schedule which Ann is working on needs to be aligned with any forthcoming changes to the Scheme of Delegation. A delay at this time will also give us more time to work with the new diocesan team and determine who is leading on which aspects of formation and training for governors. The next governor briefings will take place on 2,3,4,5 March.

## Headteacher Briefings

We will hold the next round of headteacher briefings as follows:

<b>Tuesday 5 November (WEST)</b>	Cast Office, Edmund Rice Building, St. Boniface's College
<b>Wednesday 6 November (CENTRAL)</b>	St. Nicholas Primary School, Exeter
<b>Thursday 7 November (EAST)</b>	St. Mary's, Dorchester

The briefings will begin at 10.00 am and finish at 3.00 pm.

The main sessions will consist of –

Updates, Curriculum Strategy and Well-being – Raymond Friel

GAG- pooling discussion – Karen Cook

Ofsted framework recall – Matthew Barnes

The afternoon sessions (1.30 – 3.00 pm) will be devoted to cluster meetings.



## General Election 2019

The General Election which has been called for 12 December provides an excellent opportunity for our schools to explore the British value of democracy. Many schools hold mock elections, but I would urge caution in this respect. Some of the views of our political parties may cause upset to some of our pupils. Engagement with local politicians and the process itself will be very instructive.

## Last Call for Statement of School Level Accounting Officer

The deadline for the return of the signed statements from school level accounting officers (headteachers) has passed and I have not had a 100% return. In line with my usual practice I will not 'name and shame' but I'd be grateful for all outstanding returns by close of play on **Friday 8 November** at the very latest. The statements are required by the ESFA and if there are gaps then at that point I will have to report to the Board and ESFA. The form is attached again.

## Headteacher Rep for Health & Safety Committee

The CAST Health and Safety Committee is looking for a headteacher representative to replace Angela Folland, who has stepped down due to increased commitments in the Trust. This is an important role and a good professional development opportunity for one of our headteachers. Please let me know if you have any interest in this role. Thanks to Angela for her invaluable contribution.

## Governance

The round of governor briefings scheduled for week beginning 4 November have been cancelled for the reasons outlined above.

We are still to some extent in a 'transitional' phase with a new accountability schedule being drawn up and a new diocesan team recently in post who will add considerable capacity to the training and formation of governors.



As part of this transition to new arrangements, the Head's Report in its current form has been suspended.

*Raymond Friel, CEO*

## Formatio Governor Training Joining Instructions for Governors

Dear Headteachers and Governors,

We are delighted to inform you that this free online training resource for all governors of your Catholic school, designed by the Catholic Education Service, is available.

The governance training is for all those involved in governance in schools and academies of all abilities and experience. This includes governors, local governors and directors of Catholic Multi Academy Trust Companies.

You can access the training here: <http://formatio-ces.org/moodle/login/index.php>

The training consists of five modules to support you in your particular role as governor of a Catholic school:

1. An introduction to Catholic Education – **available now and takes about 30 minutes**
2. The environment of a Catholic school – **available now**
3. Strategic Leadership – *available Spring 2020*
4. Accountability – *available Spring 2020*
5. Financial Performance – *available Spring 2020*

To access the training please follow the instructions in the attached letter. If you have any questions or are in need of any support please do not hesitate to get in touch with Elisa McLaughlin, Education Officer at the Catholic Education Service ([emclaughlin@catholiceducation.org.uk](mailto:emclaughlin@catholiceducation.org.uk)) or Anna-Marie Kenny, the e-learning developer, at [a.kenny@st-josephs.hants.sch.uk](mailto:a.kenny@st-josephs.hants.sch.uk).

*"I found it informative and interesting and it gave a clear overview of the context of Catholic education and how and why Catholic schools exist."*

Feedback from pilot participant, 2019

*"Thought this was a really well-designed training with lots to think about. It presented complex material with clarity"*

Feedback from pilot participant, 2019

*Sarah Barreto, Diocesan Schools Commissioner*

## **RE and Catholic Life**

It has been a busy first half term with the introduction of our new Diocesan Catholic School Inspection framework. We had a positive launch on the 14<sup>th</sup> October at the Livermead Cliff Hotel. This was followed by two further days training for schools expecting an inspection or monitoring visit during 2019 or 2020. We were lucky to have Philip Robinson, National RE Adviser for the CES, to speak at our launch conference.

It is hoped that by the end of the summer term every school in our diocese will have GIFT Pupil Chaplaincy Teams trained, commissioned and working in their schools. The initial selection and meetings will happen in schools. There will then be two days when we will get together as Chaplaincy Teams to train with Sister Judith Russi and then celebrate together at a commissioning service led by either Bishop Mark or Canon Mark O'Keeffe. The dates are 20<sup>th</sup> January at Plymouth Cathedral and 20<sup>th</sup> April at a destination local to Dorset schools.

On Monday I will be sending out a booklet and a form to fill in acknowledging your commitment to GIFT pupil chaplaincy training. Some schools have already been trained by Sister Judith and others have equivalents such as Minnie Vinnies. It is the commitment to a form of commissioned Pupil Chaplaincy that is important.

We are busy planning inset for RE Leaders, RE Leaders new to the position and teachers new to Catholic schools.

If you want to contact me at any time my e-mail address is: [helen.brown@prcdtr.org.uk](mailto:helen.brown@prcdtr.org.uk) and you can phone me on 01364 645397

*Helen Brown, RE and Catholic Life Adviser*



## **Contracts and Offer Letters**

New templates for contracts and offer letters can now be found on the Plymouth CAST portal, please ensure you use these templates for now on and delete any old versions. <https://plymouth-cast.eschools.co.uk/login>

## **Teachers Pay Award 2019-20**

The Board has agreed to implement the Teachers pay award in full, in line with the national position of a 2.75% increase. The pay award was implemented in the October pay and will be backdated to September 2019. A copy of the new pay scales can be found on the Plymouth CAST portal.

## **TLR and UPS Guidance**

The draft TLR and UPS documents were sent to the schools on 22 October. So far, we have had some good responses on the documents and some offering some helpful feedback. If you would like to make any suggestions or submit any feedback please could you send this to [adelle.pope@plymouthcast.org.uk](mailto:adelle.pope@plymouthcast.org.uk) by 18<sup>th</sup> November 2019.

## **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, HR Manager*

## Deputy Director of Education and Standards

### Safeguarding

As Kim has been seconded to St Nicholas School, Diana Taylor will now be supporting me with safeguarding. However, Kim has kindly offered to free up some dates to deliver Level 3 training for our CAST schools. The dates are:

- Thursday 9th Jan 2020
- Thursday 13th Feb 2020
- Thursday 5th March 2020
- Thursday 26th March 2020



Although I am very grateful that Kim has offered these dates, can I remind you all that my advice is that **every school should have at least one person who has received Level 3 Safeguarding training from their local authority**. This ensures that the school is up to speed in terms of local authority processes and helps to build strong working relationships between schools and other local agencies.

You should by now have had the updated Safeguarding policy for the trust shared by Raymond via email. This policy has the necessary updates relating to the changes in **Keeping Children Safe in Education 2019**. The changes were highlighted in yellow so that you can see them. Below are the key points you need to be aware of and give extra attention to during update training this year:

### Review your safer recruitment policies

School leaders need to ensure that they update their safer recruitment policy. In particular, you should refer to the updated guidance with regards to Governors and Associate Members.

*Matthew Barnes, Deputy Director of Education and Standards*

## **Finance and Resources**

### **GAG Pooling**

The working Group for GAG pooling has been expanded and now includes Rob Meech, Kate White, Helen Newman, Neil McDermott, Jo Flower and me. Initial discussions will be held at the Heads Briefings and these sessions will inform the structure and questions for the visit to the Whitehorse Trust on 20<sup>th</sup> November.



### **Staff harmonisation – support staff**

The support staff harmonisation project structure has been agreed and the process will be largely desk top in the first instance whereby the working groups will review and agree standard roles and job descriptions for posts across the Trust. These will then be shared with Head Teachers to confirm they reflect the needs of the school. This process will cover all job groups between October and January. The posts will then be job evaluated by an external organisation (Torbay) and the more challenging elements of pay and conditions will be worked through during January to March. A full communication to all staff will be issued shortly.

All support roles will be included in the process.

### **Capital funding and Investment**

The Finance and resources Committee will be reviewing the capital investment schedules for schools, which have been updated with additional known requirements, to confirm the prioritisation of the capital funding received by the Trust. This committee meets on 22<sup>nd</sup> November, after which schools will be advised which projects/investments have been agreed for this year.

### **Finance Update**

#### **Year end and Audit**

This is a busy time for the finance team, with the audit of 2018/2019 starting in mid-October. School Business Managers prepared initial year end accounts for the schools adding in known costs not yet received. These have been reviewed and to ensure that the revenue reserve position for each school is as accurate as possible capital purchases made in the year have been moved to the balance sheet and where possible set against capital funds as opposed to GAG income. Once the audit is complete at the end of November the position will be confirmed back to Heads, including where the roll forward of grants such as PE grant has been agreed.

### **Banking Arrangements**

The Trust is intending to close school bank accounts over the next few months and I have met with the relationship manager to ensure that all possible challenges at school level are considered and addressed. To close the accounts, we are likely to have to amend signatories. Where this is the case you will be informed.

## Census returns

Please can you ensure that the pupil and workforce census information is forwarded to the Head Office once completed.

### Deadlines:

Pupil Census – final submit date	31 <sup>st</sup> October (gone)
Land and Building Collection Tool (Head Office)	4 <sup>th</sup> November
School resource management self-assessment tool (HO)	14 <sup>th</sup> November
Workforce Census collection 7 <sup>th</sup> November	6 <sup>th</sup> December

*Karen Cook, Chief Finance and Operating Officer*

## Premises Matters

### Devon Health and Safety Help-desk

Just to remind everyone that the Devon Health and Safety Team are available to answer **any** health and safety related questions or concerns that you may have.

They can be contacted on 01392 382027 during normal office hours.

Keith Furzeland, our dedicated advisor is usually in the office on a Monday. He can be contacted at [keith.furzeland@devon.gov.uk](mailto:keith.furzeland@devon.gov.uk)

### Information Deadlines

#### 1. New Asbestos Management Plans

If you have Asbestos Containing Materials (ACMs) in your School, can I ask that all Head Teachers remember to email me their completed Asbestos Management Plans by Monday 25<sup>th</sup> November. The original date set in the Autumn Term Checklist was 4<sup>th</sup> November.

#### 2. School Emergency Plan

Can I remind Head Teachers that if you haven't already done so, please can you email me a copy of your completed School Emergency Plan for review.

## Winter is coming

If you haven't already done so, please make sure that your School is prepared for the winter season. Have you ordered enough grit to keep paths clear? Are the outside lights working so that staff can get to and from School safely? Please remember that should the need arise, you have emergency plans to follow in the event of a School needing to close. 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*

## Apprenticeships update

Current information about apprenticeships can be found on the Plymouth CAST website under the Careers section. Follow the hyperlink [Apprenticeships](#) to take you straight to this page. It includes a list of apprenticeships that are relevant to CAST staff, including some new courses, plus five common myths about apprenticeships, and information on Level 6 Teaching Apprenticeships.

So far, 55 apprenticeships have been started by CAST staff since April 2017, with 84% of these linked to supporting teaching and learning at Level 2 and Level 3. 2 SHBM's completed Chartered Manager Degree level 6 Apprenticeships recently, and a handful of staff have completed Business Administration and Digital Marketing apprenticeships. 2 HTLA's have also started their Level 6 Teaching Apprenticeship recently at Marjons University, and will be working towards QTS in July 2020.

The government target is that 2.3% of a MAT workforce are employed as apprentices. Since April 2019, only 3 new apprentices have started training across the Trust. A further 28 employees need to be encouraged to do an apprenticeship before March 31<sup>st</sup> 2020 in order to meet the target of 2.3%.

If you have someone in your school who specialises in pastoral support and family liaison, they could be doing a [Children, Young People and Families Practitioner Level 4](#) Apprenticeship.

If you want to upskill a member of your administration team to improve their marketing skills, there is a [Digital Marketer Level 3](#) Apprenticeship that can be taken.

If you have a teaching assistant who wants to specialise in Early Years, there is an [Early Years Educator Level 3](#) Apprenticeship that is ideal for specialising in this age range.

Many more ideas for apprenticeships are listed on the CAST website. Please encourage your staff to check these out and be a champion for continuing professional development within your school.

Remember, an employee needs to work a **minimum of 15 hours** per week to do an apprenticeship – the length of time it takes to do an apprenticeship is adjusted accordingly if an employee works less than 30 hours per week.

If you are a member of staff who would like to do an apprenticeship, or, if you are a line manager who has identified a colleague who might benefit from continuing professional development of this kind, please contact [diana.taylor@plymouthcast.org.uk](mailto:diana.taylor@plymouthcast.org.uk).

*Plymouth CAST is committed to providing high quality CPD to staff in all roles across the organisation.*

*Diana Taylor, Trust Development Officer*

## NEWS FROM THE CATHOLIC CHILDREN'S SOCIETY (PLYMOUTH)

### Christmas card competition winners!

We received a whopping 337 entries into our first ever CCSP Design a Christmas card competition! Entries came flooding in from 11 schools throughout the Diocese and we were blown away by the standard of the entries. Thank you to all the schools who helped encourage their children to support the CCSP to help us to produce packs of Christmas cards for sale later this month.



We were lucky enough to visit 5 schools to promote the competition and to tell the children and staff all about the work of the charity and how we help children and their families. The CCSP does this in three ways –

1. Our Patchwork Parenting programme - our parent facilitator provides informal, non-judgemental, practical sessions in schools. This provides a chance to discuss with other parents the joys and difficulties of being a dad, mum or carer and to learn from each other.
1. Our Essential Grants programme - we give grants to children and their families of all faiths and none, at the time when they need our help most. Anyone can apply and typically we help with buying school uniform, a bed and mattress to sleep on or a cooker, fridge freezer or washing machine when the family can't afford one.
2. Our Good Shepherd programme - this gives children the opportunity to think about what they have and how they could help other children less fortunate than themselves.

Our judging panel had a difficult job selecting the 4 winners and runners up in each age category, as the standard was so high. The winning designs will be used to produce our packs of CCSP Christmas cards, which will be on sale very soon. Many congratulations to the following children – we are hoping to surprise them by visiting their schools to present their prizes very soon.

#### Winners

Pre school & reception	Arthur – reception, St Mary's Catholic Primary School, Penzance
Years 1 and 2	Anastasja – year 2, St Mary's Catholic Primary School, Penzance
Years 3 and 4	Zaylea – year 4, St Joseph's Catholic Primary School, Exmouth
Years 5 and 6	Kiyah - year 6, Sacred Heart RC Nursery & Primary School, Paignton

#### Runners up

Pre school & reception	Reicela – reception, St Mary's Catholic Primary School, Bodmin
Years 1 and 2	Felicity – year 1, St Mary's Catholic Primary School, Falmouth
Years 3 and 4	Queenie – year 3, St Joseph's Catholic Primary School, Exmouth
Years 5 and 6	Sophia – year 5, St Mary's Catholic Primary School, Falmouth

**Packs of Christmas cards will be available week commencing Monday 9 November 2019** and each school will receive one pack to promote to staff and parents. There will also be an order form which you can return to CCSP at St Boniface House in Ashburton with payment and the packs will be sent out by return of post.

**Would you like a presentation to be made at one of your whole school assemblies ?** We have visited 5 schools already but are keen to meet more of the wonderful children in our local schools. Would your school be interested in the CCSP making a presentation at one of your visitor assemblies to explain a little more about what we do as charity ?

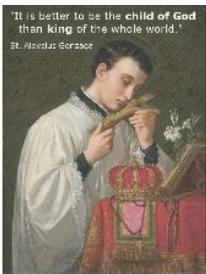


We would like to run a small competition this Christmas as we have a number of small crib collection boxes to use up from a previous fundraising initiative which helped us to raise over £2,000.

We would like to ask each class to work together to collect foreign coins and notes as well as any English coins to help full up the crib boxes.

If you would like to arrange a visit this November for the CCSP to make a short 15 minute presentation to your children, please email [vicki.dunstone@prcdtr.org.uk](mailto:vicki.dunstone@prcdtr.org.uk).

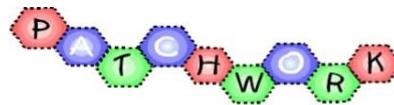
## St Aloysius Gonzaga – non uniform day



Thank you to the schools that took part in our inaugural non uniform day back in June to celebrate the feast day of St Aloysius Gonzaga. St Aloysius is the patron saint of young people and £400 was raised in total from 4 schools. Thank you so much to the staff and children for their support.

We would like to make this an annual event - so please pencil in **Friday, 19 June 2020** when hopefully more schools will be able to wear yellow, blue and white in support of CCSP.

## Patchwork Parenting courses – update



This term's sessions are fully underway in three primary schools -

- St Pauls Plymouth
- St John the Baptist Dartmouth
- St Josephs Exmouth,
- together with teenage focussed parent sessions at St Boniface College.

Later in the term we will also begin primary sessions at Our Lady's Barnstaple.

In the New Year, parent courses will be hosted by -

- St Josephs Newton Abbot
- St Marys Bodmin
- Our Lady of the Angels Torquay

Later in the Spring term we will be running sessions in -

- St Peters Plymouth
- St Josephs Poole
- Christ the King Bournemouth
- St Catherines, Bridport.

We look forward to working with parents in each of these schools. Whilst Patchwork Parenting courses are fully booked for the remainder of this academic year, schools are welcome to register their interest now in running courses for the academic year 2020-21.

### **A fond farewell and a new member of staff**

At the end of August we said a fond farewell to Lydia Keogh who has been the CCSP administrator for the last year. We thank Lydia for all she has done for the CCSP and we wish her much luck on the next chapter of her adventure.



Replacing Lydia, we welcome Karen Grute to the team who will mainly be responsible for administering our Essential Grants programme.

Some of you may be familiar with Karen as before joining CCSP, for the last 3½ years she was an Administration Officer for Plymouth CAST, dealing with events and day to day admin.

Karen loved working with amazing people at CAST and she is now really looking forward to being part of the Catholic Children's Society (Plymouth).

**More information** – If you have any other ideas to help CCSP raise funds, please do not hesitate to get in touch 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 Karen Grute 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 [patchwork@prcdtr.org.uk](mailto:patchwork@prcdtr.org.uk) or by phone 01364 645420.

Many thanks,



Vicki Dunstone  
Fundraiser and Communications Officer

## Extraordinary Month of Mission 2019

As we come to the end of #EMM2019 I wanted to say a big thank you to the children, staff and the extended community of Plymouth CAST for their support of Missio, Mission Together and our digital campaign over the last few weeks.

Missio has been inspired in the hope and energy our Plymouth Diocese community has generated for Mission. We hope that this is not really the end, but the beginning of a great partnership between Missio, Mission Together and our schools.

We plan to engage in more events across the Diocese so please do look out for Missio. We will be organising a programme **Mission 2020** Deanery masses next year to both celebrate Mission and raise the awareness of Missio. Please can you put the **Day of Many Colours** - our annual fundraising event in your school calendar: **Friday 26th June 2020** - we will be sending out information packs nearer the time!

Please remember we have excellent RE resources on our website at: <https://missio.org.uk/primary-school-resources/> and <https://missio.org.uk/general-resources/>.

We are also on Twitter at [@MissioUK](https://twitter.com/MissioUK) and we are on [Facebook](https://www.facebook.com/missio.org.uk/).

**May God bless you, your staff, pupils and school community.**

**Tony Armstrong | Director | Missio (Mission Together) | Diocese of Plymouth | [tony@dtoneprojects.co.uk](mailto:tony@dtoneprojects.co.uk)**

