

Minutes of CAST Board meeting held on Friday 14th May 2021
remotely via Zoom from 10am

Attendees:	Andy Nicholls (AN)	-	Foundation Director (Chair)
	Sandy Anderson (SA)	-	Foundation Director
	Terry Stockley (TS)	-	Foundation Director
	Jacqui Vaughan (JV)	-	Foundation Director
	Ann Harris (AH)	-	Foundation Director
	Ruth O'Donovan (RO)	-	Foundation Director
	Dan Rogerson (DR)	-	Foundation Director
	Graham Briscoe (GB)	-	Co-opted Director
	Les Robins (LR)	-	Co-opted Director
	Zoe Batten (ZB)	-	CEO
	Canon Mark O'Keeffe	-	Member
In Attendance:	Karen Cook (KC)	-	CFOO
	Kevin Butlin (KB)	-	Director of Education and Standards
	Sarah Barreto (SB)	-	DSC
	Helen Laird (HL)	-	Clerk

1. Welcome and Opening Prayer	Decision/Action
Opening prayer by	
2. Apologies and Confirmation of Quorum Apologies received from Deacon Richard Edwards and Laura Fox. CnM would join later in the meeting and ZB would need to leave at 11am for another. 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 26th February 2021	
4.1 Minutes including Part 2 approved as an accurate record.	Approved
4.2 Actions Status updated on Actions Summary.	
5. Chairs Business Articles and Scheme of Delegation <ul style="list-style-type: none"> AN provided an update on the progress with St Mary's Buckfast on the SoD and Articles of Association and reported back on a meeting held 21 April with the Buckfast Trustees.. AN advised the agreement is that there is no need for a separate SoD provided the areas of concern are covered within the Members Agreement/Articles. There is an action for Jonathan Deacon to come back with some proposed wording changes to the Members agreement. Still awaiting this and have contacted to hasten but this has not progressed yet. GB asked what the grounds are for the Governors being involved in the appointment of the Headteacher. AN 	

explained the setup of St Mary's and their desire to have this involvement.

- KB asked if the Trustees would be supportive of things like Executive Headship if this was ever the direction of the Trust in the future. AN confirmed that in the 21 April meeting the Trustees stated they would have no issue with this, they just want to have involvement in any process.

Succession Planning

- AN advised an interview has been held with a potential Foundation Director and SB has now put a recommendation through to the Bishop for approval. The candidate has a strong educational background.
- AN informed the Board that TS will be departing at the end of his current Term and the Board will need to consider finding a replacement from the East area.
- AN confirmed he has been in touch with LF who is hoping to return to meetings in July.
- AN noted the sadness of the Board at the news of KC's planned departure from the Trust later this year. This was echoed by all members of the Board.

6. **CEO Report (inc CFOO and DoE Updates)**

The Board received the report prior to the meeting. Directors submitted questions in advance and ZB highlighted the salient points.

- ZB talked of the updates from the Secretary of State on the direction of education provision.
- ZB talked of the plan to implement stronger partnerships across local, regional and national areas.
- ZB detailed some of the areas expected to be reviewed and updated in the next few years, bringing challenges and opportunities.
- There will be a focus on improving RI schools, continuing to build internal capacity across the schools, building effective partnerships with the 2 joint faith schools within the Diocese of Plymouth and with other schools and MATs. ZB advised the Board that CoE schools could join Catholic MATs.
- NPQ delivery will be a Church of England and CES collaboration which is ground-breaking
- ZB will be joining the NPQ meeting this morning to talk about how Plymouth CAST will support the delivery of this.
- AN asked if the point in the TIP relating to moving forward to incorporate the joint faith secondary schools into the Trust needs to be sharpened now that this is happening at pace.
- ZB noted there are good relationships in place already, on which collaboration could be built
- SA asked what the position of the RSC would be on expansion of the Trust. ZB advised that at present this is not possible as the right to sponsor new schools was removed previously, however it was noted that the Trust is on a positive trajectory and that the RSC were keen to ensure a new Chair was appointed following JB's resignation in the autumn term. This is now in place and the Trust have a good succession plan for Board

governance, in conjunction with the Diocese It is hoped that with the positive Ofsted monitoring visits this would be something to discuss with the RSC.

- GB noted there are a number at CoE Dioceses within the area of the Plymouth Diocese.
- KC noted the need to ensure the Articles reflect the opportunity to incorporate joint faith schools as without this there is no way forward.
- SB reminded that any approaches to these schools need to be through the DSC so that the correct steps are taken.
- KB updated on the recent Ofsted inspections that have taken place within the Trust in the past few weeks.
- Positive feedback has been received indicating the schools are on a trajectory from RI to Good.
- KB advised that the dynamic has changed for the inspections. Routine graded inspections will start in September, but RI school inspections will have the full framework applied but over 1 day rather than 2.
- St Catherine's Wimborne – the HMI accepted it was not appropriate at this time and inspection cancelled.
- St John's Tiverton – taking effective action, compliments on leadership in short time of Executive Head being in place. Positivity amongst staff.
- St Catherine's Bridport – HMI who inspected the school in 2017 returned for this inspection. Exceptionally positive about the impact the Headteacher is having.
- Schools awaiting an inspection before the end of the academic year – SJNA, OLA, SMC, Priory.
- SBC will be inspected next half term and KB provided an update on progress being made. There are still concerns but recent feedback from The Priory Trust was positive.
- CnM joined the meeting.
- Questions received in advance were responded to as follows:

SA - Link Director reports - Many of the reports have issues to be followed up. - How are these issues monitored, what is the process for responding to these actions?

- KC noted that the SELT will know about many of these but there should be a process formally to respond to these. HL will collate actions from reports for the SELT to report back on.

SA - Staff engagement how is this measured.

- KC responded that there is an annual staff survey. Participation rate and responses are analysed. Reported to F&R committee. KC questioned if something more formal should come to the Board.
- The Board discussed how increasing the response rate to these surveys is important.
- KC advised there are also other mechanisms to collect feedback, through EMSs and SBMs for example.
- AH noted the improving relationship between the central team and schools and suggested a survey of just the Headteachers may be useful to gather more detailed information about engagement. ZB will take this forward as an action and discussed the importance of everyone feeling part of the Trust.
- TS endorsed AH's points about the improving relationship

Action – HL to collate follow up points from Link Director Reports and provide to SELT

Action – ZB to arrange a more detailed survey for only Headteachers to complete

between the Trust centre and schools and talked of the importance of visibility of the Central Team.

- TS suggested Link Directors should have focused visits each term to provide some structure to this role.
- GB noted that the links within Clusters can be helpful in this area.

SA - Who will be responsible for ensuring that the News tab remains active Who is responsible for monitoring the proposed social media pages.

- ZB advised that the new Executive Officer, Katy De-Looze, will be responsible for the oversight of this centrally.
- TS noted how good the marketing support provided to schools recently is.

AN - CST briefing 10th May covers an advisory note for Board strategic oversight of the process for awarding grades this year and offers a risk assessment framework. What is the SELT view on how will we apply this and what is the timetable?

- KB advised on the work being done within the Secondary schools and the processes they are having to work through to ensure these are robust.
- The centre policy for this has been submitted to the exam board and accepted by them. They have called the school to ensure the correct documentation was prepared.
- KB advised that he has reported to the Education and Standards Committee on this.
- KB has worked through every point in the CST Risk Assessment and is confident that every element has been met.
- KB ran through the Risk Assessment and provided his and KWH's responses to each section, so the Board has assurance the Trust had met its requirement.

AN - Given the Secretary of State statement that all schools should be part of a strong MAT and given Baroness Berridge commitment to Faith schools/Trusts, should we bring forward discussion with the two joint faith secondary schools in the Diocese offering the opportunity to join CAST?

- Covered earlier in the meeting.

AN - There are a number of issues raised in the SEND report one of which is getting the right focus on SEND achievement through the SENCO and the time allocated to this post. Is it right that five headteachers hold the SENCO role given the demands of the headteacher role and do we intend to change that to get better focus on SEND in those schools?

- KB provided a response to this and talked of the varying set-up in schools. In some cases this works well in others there are added pressures. KB talked of how the structures beneath the Head can make a real difference too.

AH - 'Catch up funding should be targeted towards existing cost-effective, evidence-based interventions' Is it your intention that each school should decide what is most relevant for their children or are you going to limit choices?

- KB advised the options will not be limited but the ESMs will be holding Headteachers to account on what they are using this funding for and how it is reported.

AH - The TIP is a very thorough document. The 2020- 2021 Key

performance Indicators do not reflect the developments planned for governance during this year. Is this an oversight?

- ZB advised that these have not been included in the main document as it was becoming a very large spreadsheet. ZB suggested Governance should have its own KPI record.
- AH would like to consult with the original working group to discuss this and will return with a recommendation.
- LR noted that the document is very cumbersome and did not hold the information he expected it to.
- ZB advised on the reasoning for including the information in the way the SELT have and noted the challenge of drawing together one top level document that gives the Board the level of detail they need.
- KC believes this document requires more work and does not currently provide the information the Board needs. AN recommended the Working Group reviews this with the SELT and looks to find a solution. HL to plan a meeting for this.
- GB added there is no mechanism to pull out the key data for the Board.

Action – HL to arrange a working group meeting to review the format of the TIP KPIs

AH - Zoe's report suggests that we should develop our relationship with the two joint faith schools in the SW. Could you describe the level of the current 'working relationship'?

- Covered earlier in the meeting.
- ZB left the meeting.

7. **Education and Standards**

Update from Chair of Education and Standards
(30th April minutes attached)

- AH provided a summary along with the minutes prior to the meeting to give the Board a good overview of the discussions at this meeting.
- There were no questions.
- SA provided some feedback from RE who had commented at the meeting on his reassurance to see RE and Catholic Life reflected throughout the Curriculum presentation the committee reviewed with KB.
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8. **Finance and Resources**

Management Accounts to 31st March 2021

- KC referred to the expected costs for the restructuring procedure related to school closure and the challenges within this process.
- The Board discussed the savings made relating to the pandemic this year.

Budget and GAG Pooling Update

- KC provided details of the discussions at F&R.
- KC noted that the hybrid halfway house of dealing with funding is not working and the Trust need to find a way for schools to understand this.
- KC advised the intention is to move to a full GAG pooling position, so the Trust has full control over how funding is allocated. Schools currently work to their budget based on their own funding.
- SA sought clarification on the documents provided to the Board. KC advised that the budget provided was an example of how the funds would be defined for GAG

- Pooling and school ownership.
- GB asked if the Trust has an SLA which details what services the Central Team provides to the schools. KC advised this is something that is being re-worked.
- KC talked of the need to report by school to the ESFA and the changes that will be needed to enable this to happen with a fully GAG Pooled proposal.

Significant Changes (SBC and St Holy Cross)

- KC detailed the history of these requests.
- Holy Cross has been operating with a class and a half intake since the move over to the MAT. This was approved by Governors and the LA allowed the change. The ESFA have the school recorded as a 30 PAN and have not received the request for significant change. KC noted the school continues to recruit to 45 each year and is highly likely to continue to do so.
- The Board approved the increase in PAN from 30 to 45.
- KC advised that SBC have requested to reduce the PAN from 136 to 80 which has been agreed by the LGB and consultation process has begun.
- Rational for this is the school is recruiting between 50 and 70 students per year which leaves the school open to transfers of students due to exclusion etc.
- KC advised that the LA is not supportive of the change, the DfE can still approve the request.
- KB advised this change would allow the stability in staffing and resources. There would still be room to grow admissions to reach full year groups and there is the potential to request an increase at a time when the school is successful.
- KC added that the RSC are pushing for the change to remove the 6th Form to take place also. It would make sense to do this at the same time.
- KC explained the students are enrolled at ND for 6th Form so there are none enrolled with SBC.
- KB advised that the schools are becoming more one entity with the same teaching, learning and leadership. The marketing of the joint 6th Form will be key in this. KC reminded that the school would show as 11-16 on the DfE website and not note the joint 6th Form.
- DR asked if the schools could be federated so that both schools show as an 11-18 provision.
- LR asked how many SBC students progress to the ND 6th Form. HL advised last year it was only a few, there has been more interest this year.
- SA raised his concern over removing the 6th Form and the way this may put parents off choosing SBC.
- AH noted in other parts of the country many schools are 11-16 only with 6th Form colleges operating separately.
- JV advised on the usual retention into 6th Form across the city and that there are numerous opportunities for students to attend a different school.
- KC suggested more information is needed to move this side of the discussion forward
- The Board approved the progression of the process to reduce the PAN to 80.
- 6th Form discussions to continue.

Schools of Concern

Decision –
Approval to
complete the
significant change
process to take
Holy Cross from
30 PAN to 45

Decision -
Approval to
complete the
significant change
process to take St

Moved to Part II.
Update from Chair of Finance and Resources
(26th March minutes attached)

- Covered above and no questions.

9. **Governance and Management**

Link Director Reports

- Reports circulated for information.
- AH noted the gates at St Mary's Poole can be operated manually whilst the automatic mechanism awaits fixing.
- KC advised that TDA have provided the quote for works and repairs are expected but the materials may take up to 8 weeks.
- Communication – ZB has addressed this.
- AH noted the innovation and extent of the training from SB but this is causing some pressure with staff needed out of school for periods of time. SB responded that it is not easy to plan this and provide what the schools need without the impact being felt. KC added that the SELT are working with SB to ensure diaries work together for planned events.

Lead Director Reports

Health & Safety (Minutes from Feb meeting)

- GB provided an update on this area.
- 2 Riddor accidents reported to the Board which GB provided further details on.
- Burst water pipe at St Catherine's Bridport, St Mary's Poole automatic gates broken, no safety concerns. Electric metre at Keyham Barton replaced.

Statutory Grants

- SA noted the gap has increased due to the pandemic issues and more needs to be done for PP students.

SEND

- No questions.

Governance Update

- AH advised on the training that has taken place for Governors this term. Chairs Briefing, New Governors Induction and Ofsted Preparation have all been well attended sessions. They have been positive and useful. AH and ZB are now looking at next year's programme.
- GB noted he was only aware of the training events through the newsletter and would like to be invited directly as a Director.

10. **RE and Catholic Life Update**

- SB advised the current framework for inspections will continue for another academic year.
- Leadership Survey responses have been received and will be analysed by SB who will then meet with the Senior Team to review.
- SB talked of the communication to go to schools relating to the G7 conference in Cornwall.
- SA talked of the presentation from KB at the end of the E&S meeting which detailed how the Catholic ethos of the Trust fed into the Curriculum Policy.

11. **Policy Review Whistleblowing**

- KC advised there were no key changes, only realigned dates to meet new review cycle.
- Board approved.

Decision –
Whistleblowing
Policy approved

KB provided the update to Covid Policy which was circulated to the Board just prior to the meeting.

- Proposal that students and staff do not need to wear masks in the classroom but should be encouraged to wear them in communal areas and corridors. If any staff or students wish to wear their masks they should be allowed to do so.
- All in agreement
- Trips and visits – day visits have been able to take place since April. From Monday schools can undertake domestic residential visits. Schools and Centres will have risk assessments which the SELT will review and sign off if the Board are happy to agree for this to happen.
- GB sought clarification on what domestic means, KB advised it means within the UK.
- All in agreement
- Trust is recommending International trips should not take place.
- All in agreement
- Transitional and open days can take place with robust risk assessments in place and assurance they are covid safe. KB has recommended these should wait until after 21st June.
- All in agreement
- Wraparound care and extra-curricular activities can include any number from Monday but the requirement will be to keep these numbers limited for the time being.
- All in agreement
- All changes to procedures were approved by the Board

Decision –
Approval of
changes to the
procedures linked
to Covid Policy

12. Close
Meeting closed at 12.50

Future Board Meeting Dates

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

Friday 23rd July 2021

Minutes were approved at the Board meeting on 23rd July 2021.