



Plymouth CAST  
Multi Academy Trust

**Full Cast Board Meeting – Wednesday 3rd January 2024  
in OLSP Staffroom @ 18:00**

Attendance:	Mrs C Blatchford	Headteacher	CB
	Mrs L Coulter	Chair of Governors	LC
	Mrs G Dyson	Foundation Governor	GD
	Mrs J Gillespie	Foundation Governor	JG
	Miss C Carlin	Co-Opted Governor	CC
	Mr D Saw	Parent Governor	DS
	Mrs M Nock	Staff Governor	MN
	Sarah Jackson	Clerk to Governors	SJ

No.	Description	Decisions/Actions
1.	<b>Welcome and Opening Prayer:</b> Meeting opens at 18.04 with a welcome from LC and MS leads the prayer	
2.	<b>Apologies and Confirmation of Quorum:</b> GD, JG & CC send apologies and Quorum confirmed	Quorum confirmed.
3.	<b>Governance Procedures:</b> <ul style="list-style-type: none"> <li>• No declarations of interest</li> <li>• Minutes to be signed after meeting, but all happy with them</li> <li>• No outstanding actions from last meeting</li> <li>• Chair’s business - LC regarding the form sent for the performance of the chair. One was negative, so please if anyone has any issues, come and speak to her.</li> <li>• Clerk’s Update - action for next agenda is to go through the summary of the chair’s performance questions. Also GDPR training to be sent out. Reminder of next meeting to be sent and reminder that all governors need to read the HT report before the next meeting</li> </ul>	Minutes on HUB
4.	<b>School Leadership:</b> <ul style="list-style-type: none"> <li>• School Improvement Plan - LC looked at Hub and no Notes to Visit from CC. DS says it was gone through in detail last meeting. LC says writing was only real worry - how is that going? CB - I have put the Head Teacher report in the folder for this meeting, but should really be in next one. Children are making progress as expected and the quality in the presentation in the books is looking better. Looking at planning regularly so it is targeting areas accordingly. No More Marking - holding our</li> </ul>	Report on HUB

own in this, but it will depend on the year group and the cohorts in that year. *LC asks in EYFS is on the up?* CB replies yes, Alison Taylor has asked if staff from other schools can come in and see what we are doing. Lauren Stone is due in again, but has no significant concerns. Last year's cohort was difficult and that was part of the challenge last year. Nursery has been taken into account and has their provision. AOK is primary school trained, not EYFS so maybe tried too hard, too soon but has really pulled everything together. Overall data for early years is not strong and lower than national, mostly due to children having different needs. *DS asks if this is the last of the covid babies and whether this has had an effect?*

- Confirmation that HR policies are implemented - *LC asks if all Trust HR policies are in place?* CB says that all appraisals have been done and teachers will have a review after February. Interviews are held with staff members if they have been away for a significant amount of time. SCR is up to date. Flexible working requests sent as and when needed.
- Assurance of ECT Support - *LC met with LS and he is very happy and feels he is supported but DDI's can be a little overwhelming.* CB we have SLT meetings on a Monday and we look at who has time to do the DDIs - CB does majority of EYFS ones and ROS is doing them for JM and EH due to the needs in their classrooms. CB we need to get all areas of the curriculum in too, so KW does RE one week and Maths the next. CB does them for English as she needs to know what is going on, she is working on a culture where people come in not to criticise, but to help - this is all part of being a team.
- School SISRA data report - *LC informs that this is JG's area and she has put Notes to Visit on the Hub and has another visit coming up soon, but no concerns were mentioned.*

Notes to Visit on HUB

Notes to Visit on HUB

5. **RE and Catholic Life:**

*MS came in and met with CB during the day and did a learning walk, though conscious that he didn't get time to look at any books. Feel that it is very important that RE is seen to be as significant a subject as the other core subjects. He would like to see live music to support acts of worship, but realises that this must be a hard thing to organise.* CB replies that school can only really use You Tube to provide the music. *MS agrees that it is hard, even the church doesn't really have any musicians to provide live music.* *LC asks if the pupil chaplains are involved with the acts of worship?* CB says that some Year 5s will be interviewed for chaplains too as the Year 6s are very quiet. *LC asks if they can get involved with the Lenten Lunch.* CB replies that this is being organised. *MS says that he will be in the following day to look through some books and also pray with the pupils.* CB replies that MS can go through the books with KW as she is RE lead.

Notes to Visit on HUB

6. **Curriculum and Standards:**

PE & Sports Grant - *DS spoke with JM mid November and asked for a breakdown on the sports grant spending and will hopefully catch up with him next week to go through them.* *LC - JG put notes up about the sports grant and has notes regarding the PP spending.* *MS asks if that goes towards the family support worker and if that is fully implemented?* CB replies that yes and also the attendance officer, both of which have proved to be really beneficial to the school and pupils and their families. Rachel Ripley is looking after families that have lost their homes and working with pupils that are anxious about attending school.

- OLSP is well above the national average for attendance and 2nd on the CAST list.
7. **Inclusion:**  
*LC says that again this is JG's area and she has put about inclusion in her Notes to Visit. CB says that school is in a position to look very hard at accessibility due to an EYFS pupil . This may include building works, but Devon will fund these.*

Notes to Visit on HUB
  8. **Safeguarding and Child Protection:**  
*LC - necessary forms have gone (ROS has confirmed) and all Governor safeguarding training is up to date.  
LC also met with some pupils, who were all happy that they would know where to go and who to see if they had any concerns. One pupil did mention something about bullying, which LC followed up with ROS and it was all sorted out.*

Notes to Visit on HUB
  9. **Health & Safety -**  
MN assures that OSHENS is being used in line with the Trust. Lettings are compliant and she has checked the last premises inspection. MN concerned about build up of leaves, which could be a slip hazard, but will keep an eye on it. MN also confirms that GDPR training is up to date and there were no GDPR reports. *DS mentions the fence at the platform - MN says she was only made aware of that this evening. SJ will look into getting this fixed asap.*

Notes to Visit on HUB
  10. **Whole LCB Responsibility:**  
LC asks if there is a new banner up at the church. MS replies that yes, it has been put up now and also one on Shaldon Bridge. CB is concerned about the September intake - it is very low for the whole of Teignmouth. *DS - it looks like all the schools are advertising. CB - we currently have 11 applicants for intake, but will be losing 20 from Year 6 so unsure of what impact this will have on the school. LC - I would say we could do more at the church, but there are not really many families that attend the church. MS agrees, but believes there are more catholic families in Dawlish, but they stay in Dawlish. CB agrees and they won't travel as no school buses any more which makes it harder for parents. CB says the good news is that the only pupils that have left recently are due to moving towns and not the school. MS asks if the rising 2s might bring more people in? CB replies that the Stay & Play sessions run by the Friends are popular, but these are too young.  
LC asks what is the pupil voice? CB replies that it is talking to the Keystage 1 & 2 pupils about the curriculum. LC says that she will take a look at this too when she is next in.  
LC asks CB about the DSEF - was that the form we filled in? CB replies that it wasn't the form, but it is all covered though. There has been no one in from the Diocese since CB started at school, but Jeremy Skelton is due in and will look at this with CB. LC asks whether there is something that Jeremy is doing for the governors? MS replies that he has a school briefing in his diary. LC asks DS if there is any way he can join any of the Diocese meetings via Zoom. She will ask CC too as would be good to get all governors involved. MS believes that they might be recorded so can always watch after.*
  11. **Cast Policies (for information):**  
Attendance Policy updated, Relationship and Sex Ed Policy revised
  12. **School Level Policies:**  
None

Meeting ends at 19.25

**Date of next LGB:** 21st February 2024

Signed by Chair.....

Dated .....