



Plymouth CAST
Multi Academy Trust

**Full Cast Board Meeting – Thursday 15th December 2022
in OLSP Staffroom @ 18:00**

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|-------------|------------------|---------------------|----|
| Attendance: | Mrs C Blatchford | Headteacher | CB |
| | Mrs L Coulter | Chair of Governors | LC |
| | Mrs S Farleigh | Parent Governor | SF |
| | Mrs G Dyson | Foundation Governor | GD |
| | Mark Skelton | Foundation Governor | MS |
| | Sarah Jackson | Clerk to Governors | SJ |

| No. | Description | Decisions/Actions |
|-----|---|---------------------------|
| 1. | Welcome and Opening Prayer: Meeting opens at 18.06 with MS leading in prayer | |
| 2. | Apologies and Confirmation of Quorum: Joyce Gillespie sends apologies and CB explains that since NM will be leaving she is no longer taking on the role of staff governor. Quorum confirmed | Quorum confirmed. |
| 3. | Confidentiality Reminder: LC reminds everyone re confidentiality | |
| 4. | Declarations of Interest: None given | |
| 5. | Minutes of Previous Meeting: Minutes from 12th October 2022 are signed | Minutes on HUB |
| 6. | Actions from Previous Meeting: LC says that she has spoken to JG and she is willing to stand as Vice Chair. GD seconds this | |
| 7. | Lead Governor Updates: SF met with LS, who was happy. His class is a work in progress, but he gets a lot of support from KW and CB. He says expectations are high but he is enjoying overseeing the Eco Warriors. SF says he is very enthusiastic. CB says that she has no concerns about him and his abilities. SF also met with ROS, who confirmed that the school is inclusive and pupils with ECHP are enjoying after school clubs. Attendance, pupil absence and exclusions - there has been 1 internal and 1 external - worked on both accounts. CB explained that with the | Notes to Visit are on Hub |

external exclusion, there were outside factors and the internal one often shows challenges but helps to have a positive reward chart. Attendance was below average last year, but CB said it won't be better this year, but as long as the school can justify what they are doing regarding the attendance then we are covered if OFSTED come in. *GD said that the school is proactive with parents on attendance.* CB said yes, but it is the same problem across all schools and covid is still a factor. Persistent (below 90%) attendees are linked to PP. CB said the attitudes towards school is a factor - the EWOC is working with one family and that school needs to be relentless, but nurturing at the same time.

LC to GD - do you have any notes to share? GD explained that she was unable to get in for the Governor Visit day, but does need to get in touch with AOK as she has a contact in early years provision that could give AOK some pointers. GD says that AOK is following a specific facebook page, likes examples of continuous provision and will implement it. LC said that AOK is very enthusiastic. CB said that Alyson Taylor (school improvement officer) did some coaching with AOK and Lauren Stone has also been in. CB said to remember that AOK is new to EYFS since September and it is very different from the upper classes that she used to teach.

CB reported that both AOK and JM have passed their first ECT year LC met with CB and SJ regarding the H&S policies. *LC asks SJ if she has received her login to the GDPR Portal - SJ replies yes.*

LC also met with ECTs and asked about their appraisals - they have not had them yet as not needed whilst they are ECT. CB explained that teacher appraisals are linked to pay rises and she is doing these and ROS will be doing the TA appraisals and CB will now do an appraisal for AOK and JM as passed ECT

LC also had her last safeguarding visit with KW as ROS is back.

8.

Governance Updates:

Catherine Renouf resigned as foundation governor, but have 2 new governors - Jamie Dyson will come on as foundation governor and Mary Nock will take on staff governor and also H&S. Jane Day will not be staying on as foundation governor, so need to find someone to cover SEND and Cath did Statutory Grants so this also needs to be covered. LC said that we can look at this in the new year. *CB asks if we can have 2 parent governors - SJ will check this*

9.

Policies for Review:

PP Strategy is on the website as CB did this at the beginning of term

10.


Headteacher Update:

CB said that a HT report was uploaded to the Hub for governors to read and then discuss at the meeting. CB starts with previous OFSTED AFI's - any questions? *LC asks what is POT?* CB replies Principles of Teaching. CB - the Headteacher report from January said it requires improvement, but now changing to working towards good, quietly confident but a little more to go before we get to good. AFI's from OFSTED - we are likely to get a call soon as schools close to OLSP have had them. All Trust schools are making good progress. Over the Christmas break CB will do a mini guide for governors for things they need to know. CB asks if there are any questions? *MS said 2017 for the last inspection was a long time ago. LC said reading & writing last time a pupil coming from another school had no data - would that have skewed the data?* CB replies yes - the data folder is on the Hub, new pupils have come in and are very low and the Ukrainian students get included in the data if they have been in school for a month or more. CB says that as long as you have a narrative about the low data pupils then you can show this and

Notes to visit on Hub

Policies on Hub

Headteachers Update is on the HUB



at the beginning of the term she looked at each pupil with the teachers and last Friday there was a pupil progress meeting to see what can be done to help the pupils. CB has also organised for a music teacher to come in next term to cover KW and NM so they can do tutoring.

LC said that writing was the biggest concern - is it improving? CB replies, that yes it is but we need to be relentless. Jan 5th there will be a 1 to 1 with LS and JM and then KW and NM on planning for writing. CB also explained that they had all joined other schools at Mill Lane to see what they were doing with regards to writing. *MS asks if this is all writing - grammar etc?* *LC asks if the teachers are at fault at all?* CB replies that it is still the effect of Covid - Google classrooms meant that pupils were typing rather than writing for all that time. She said that there are lots of things in place, but looking in the books you can see progress. *MS asks - when Ofsted come in, do they look back to see the progress made?* CB replies that they look at the books and spend a lot of time in the classrooms and with the pupils, she said that at a couple of other schools they didn't look too much at writing but at other subjects. CB says they will definitely look at early years, reading and maths. *LC asks how the outside of early years is going?* CB replies that it should be finished 23rd January. *GD asks why it is in school time, could they not do it in the holidays?* CB replied that there is no caretaker in on the Christmas holidays so no one here to unlock for them. CB also said there will be a building and cladding survey at the end of January and we are getting quotes to replace/renew the amphitheatre.

CB goes on to say that the school improvement officer came in, but the HT Report had already been done, but she did a session with ROS as she is now back. Maths with KW and on 10th Jan she will do coaching with ROS and KW. She also spent time with EH, who has picked up Geography, but history has been done this term - Alyson will come back and spend some more time with EH. She was very impressed with AOK, ROS and KW. ROS had pulled together a big document about SEND pupils and there was a staff meeting dedicated to this - ROS said that Alyson was really supportive. CB asks if there are any questions? *LC - who is the History lead?* CB replies that it is NM, but she will be leaving in Feb, there is an advert out and the closing date is 3rd Jan. EH will take on History, she is currently PSHE and Geography, but ROS will take over the PSHE as well as Science and Safeguarding. *SF says that this is a lot to take on, but at least she is not teaching?* CB says that ROS does take 2 classes a week. KW is released 1 day a week so she can concentrate on maths and ECT mentoring.

Catholic Life of School - ticking along nicely. *MS asks if any of the pupils joined the online assembly?* CB answered, yes - the whole school joined it. CB asks for any questions? *GD says no questions, but there have been murmurs of why haven't we done a carol service?* CB replied that we have no musicians/singers, but we did have an advent service in school that parents could attend.

For the intergenerational project Year 1 / 2 went to sing in a care home. *MS asks if it was just Glendale?* CB said yes, but if you know of any others that we can go to, trying to build up strong links and Jane Trott from CAFOD will be coming in to do talks.

School Context - low number of ECHP's but ROS is on the case. Since doing the HT report, East Teign Nursery has closed. *MS says that is sad for them, but potentially good for us - we can hang a banner on the church?* SJ will liaise with MS to get a banner sorted.

Staff Changes - all up to date re NM. *MS asks if all other staff are ok?* CB said the staff survey was a little negative, but Alyson said that morale will sometimes dip in the Autumn Term, so it is a good idea to do another one in the Spring Term. The main constant was around workload. *SF said that being a small school, it all falls on the teachers.*

CB agreed and that is why she tried to blend other bits into the staff meetings - try to keep it as simple as possible, but can never give enough time for non-contact. CB said she tries to have an open door policy, but not everyone will speak to her as she is the Head.

Staff Absence - CB said you can do a report a week before and then it all changes - the last couple of weeks have been challenging.

Data - this is in the Gov Hub. Data is weaker in the Autumn term as the teachers are being tough. Girls are doing better than boys in writing and it's the other way round with Maths. Non PP pupils are doing better than PP. *LC asks if this is the same all over?* CB says, yes it is the same everywhere. *SF says that it is the same in secondary school too.* CB says that the data in OLSP gets weaker as we go down the years. *GD asks why this is?* CB replies that there are more SEND pupils in the younger years. *SF asks how the new Year 1 / 2 class is working?* CB said that it has been challenging for EH, but she is doing well. CB would like EH to visit some other schools where they have a Year 1 / 2 class to see what they are doing.

Quality of Teaching - this is definitely getting better. With EYFS, AOK is the type of person that if you tell her something, she will implement it there and then. EH is getting on well. *SF said that she has heard that parents are happy with her.* JM and LS are both getting on well. AOK has taken on Early Reading and JM has taken on PE. *MS asks if all teachers get non-contact time?* CB replies that all teachers get 10% PPA time, ECTs get 20% in 1st year and an additional 5% in 2nd year. CB encourages them to go into other schools to see what they are doing. *GD asks if they have to arrange this themselves?* CB said yes, but she will help if they need it. CB asks if there are any other questions? *SF says that KW is doing a lot?* CB replies that she is helping with the RE curriculum. *MS says that is a lot of responsibility.* CB says the English lead is big and she is also RE lead at St Nicks as there is no one else that can do it. *GD asks if EH is okay to do both History and Geography and KW and ROS are only others for English lead?* CB replies that is why we are asking for a Year 5 teacher with experience. *SF asks if the parents know about NM yet?* CB replies, not yet - we want to tell them once we have some positive news.

CPD - CB is trying to make sure that every member of staff gets something. The DFE released a grant for Mental Health Lead - JD did this, so ROS is hoping to continue. We will get £250.00 for ROS to be on the course.

Behaviour - SF had talked about the fixed term exclusion, but generally behaviour is really good. *GD asks what was the outcome of the survey that was done ref SEND pupils and bullying - how was it followed up?* CB explains that the comparison with all areas have been put in the Hub, but the outcomes have improved. She went on to say that when pupils come in from other schools, there can be a lack of tolerance, but she always asks parents to tell her any concerns and they will be taken seriously. No school can say that they have no bullying but it will always be dealt with here.

Safeguarding - ROS has now taken this back on and KW is now deputy. We also have Rachel Ripley, who was out delivering food parcels in the last week of term. *GD says reading here, there were 603 safeguarding concerns - that seems a lot?* CB explains that everything is recorded and she gets notified of every one!

Financial Planning - no concerns here. *LC says there was a surplus?* CB replies, yes but not allowed to spend it - it goes into a pot to help all the schools. *MS says that this seems unfair?* CB explains that it is good if you want to make a bid for something. CB said that the school Business Manager has looked at the budgets for this year due to the pensions/wages. She also said that we need the projected numbers for September to be higher or we might have to look at school numbers

and teachers. *SF asks if the Year 1 / 2 cannot be divided any more?* CB replies with no as we are at the maximum numbers - even had to refuse 2 applicants. *GD says so we cannot go above 15 in 1 and 15 in 2?* CB says no, otherwise we'd need another full time teacher. *MS asks if we can be above 30 in any other class?* CB says there is no cap on nursery numbers, if we go above then there is a member of staff that is keen to do more hours. *SF asks if it is April when we will know the numbers?* CB confirms that the parents will know in April, but we will know sooner. H&S - St Nicks had an audit recently and it went well - SJ has a copy so is working through to make sure OLSP is on track. We have had 1 incident with a teacher trainee.

Data Protection - nothing to note

Complaints - no formal complaints, though some complaints have come through re Year 5 and that has not helped with the NM situation.

Wider Work of the School - dates etc are all in the newsletter - lots of things going on. *GD mentions that the Mass in Shaldon was lovely. MS agreed and noted how good all the children were.* CB says that she is encouraging staff to ask MS to come in more. *SF asks if TCS invited the Year 5s and 6s in for Matilda?* CB said yes and their music coordinator will come into school. *SF asks when is Junior Speaks?* CB replies that we won the Rotary Quiz, so will be doing Junior Speaks with them too. *SF also asks what the Civic Award is?* CB replies that it is like a junior Duke of Edinburgh.

11. **Health Check Worksheet:**

This will be looked at in the next meeting

12. **Meeting close and date of next meeting confirmed:**

LC thanks SF for her time on the Board as this will be her last meeting. Next Governor Visit day is confirmed as 16th January and the next FGB meeting is 1st February.

Date of next LGB: 1st February 2023

Meeting closed at 19.46

Signed by Chair..........

Dated.....