



Plymouth CAST
Multi Academy Trust

**Full Cast Board Meeting – Wednesday 1st February 2023
in OLSP Staffroom @ 18:00**

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

No.	Description	Decisions/Actions
1.	Welcome and Opening Prayer: Meeting opens at 18.09 with MS leading in prayer and JG chairing as LC is only able to join via Google. JG asks for everyone to be introduced after the prayer. Introductions from new governors - DS, CC and MN. <ul style="list-style-type: none">• DS is the new Parent Governor and has 2 children at OLSP, full time job and army cadet.• CC is the Co-Opted Governor and also has 2 children at OLSP and is a teacher of RE• MN is the Staff Governor and is the EYFS assistant and her 3 children have attended here.• The existing governors introduce themselves.	
2.	Apologies and Confirmation of Quorum: No apologies and quorum confirmed	Quorum confirmed.
3.	Confidentiality Reminder: JG reminds everyone of confidentiality and that everything discussed in the meeting is confidential.	
4.	Declarations of Interest: None given	
5.	Minutes of Previous Meeting: Minutes from 15th December 2022 are signed	Minutes on HUB
6.	Actions from Previous Meeting:	

7. None needed

Head Teacher Update:

CB explains that there will be a larger report at the end of term and this meeting is more about the governor visits. The reports will always be in the Hub and should be read before the meeting, so that questions can be raised. SJ will give a quick demo of how to access all the info in the Hub.

Report is on Hub

- Data drop is at the end of term - CB says that the report this term is a synopsis of the demographics of the school. 161 pupils which is lower than we would like it to be
- 19.96% SEN children. 15.3% is national average, but we are still quite low
- 3 EHCP - 2.3% national average, so we are below but have another 3 to apply for - these will also bring in extra funds
- Absence 5.6% - aim is to be 96% so ours is 94.4% but we are still better than national. *DS asks what is the target number to have in the school?* CB replies 210 is ideal as that would be 30 per class and nursery. We want to get 30 back in each class - 1st run of Sept applicants is 16 for 1st place and 5 for 2nd choice. Nursery is at 17 and 7 on the waiting list to start when they are 3. *MN asks if long term we go to full capacity would we hire a nursery teacher?* CB replies that it would be looked at, though the current staff are excellent. *DS asks what is the trend with attendance?* CB replies that it is difficult as in the last 5 years we have had 2 years of covid. *DS asks if the headcount is declining?* CB replies yes, 30 went last year from year 6 and current year 6 is 30 with only 16 coming in and with it being £6000 per pupil, this is a big loss. CB says that she does not want the prospect of going down to 5 classes so we need to up the numbers. *JG asks what is the attendance with respect to vulnerable pupils? What is the picture here and nationally?* CB replies that the report on the Hub has this data to the end of Autumn term - disadvantaged pupils attendance is lower and also SEN is lower, but school is 4% lower than national. *MS asks that if the school gets £6000 per pupil, is that effectively £2000 per term if they join during the year?* CB replies that no, it is the number of pupils on Census day (Oct) that calculates the numbers for the budget, so school does not get any funds for mid year joiners until the following year.
- CB goes on to explain that the office sends her an attendance report every day - classes get marbles if 100% for the day and extra play if it's the whole week. CB believes the way forward is to work with the families. We buy into the EWO service and have a family support worker.
- CB says on top of the attendance, we had a safeguarding review from the Trust (like a mini Ofsted review) and they have no concerns around attendance/behaviour. Staff morale was good, but risk assessments for Friend's events had to be done in more detail. Consider adult mobiles & where kept. SLT will revisit with all staff & CB to do a termly sign off sheet to remind staff. *DS asked if the staff do not have lockers where they can keep all belongings?* CB replies that sadly there is not enough space. CB did say that this was great practice to have the review ready for Ofsted and once she has the full report it will go on the Hub for everyone to read. CB said that LC did very well too as our Chair of Governors and safeguarding lead. CB asks if there are any questions. *LC says not on safeguarding, but on the playground fence and a log that could possibly be climbed on and thinking of this we need a H&S governor.* CB

- says that now we have extra governors we can decide on who takes what lead. *MN says she is happy to take on the H&S*
- CB the next bit goes hand in hand with the health check document - writing is still a weakness in school.. We have the No More Marking system, which is a program that analysis the data and weaknesses with how a child understands a sentence. CB explained that all the pupils were very low, so the focus this term is to improve this and there will be training for all the teachers on how to improve this. CB noted that there is a section in the Head Teachers Report for CPD.
 - AOK has attended CPD for early reading across the school and has support from the school improvement officer.
 - School improvement officer was very impressed with EH and how far she has moved along with geography and she will now take on history
 - JM is in 2nd year of ECT & training to take PE lead
 - LS is ECT so will not take lead on anything at the moment. He is progressing well with ECT modules.
 - NM was history lead, but leaving next week
 - KW is SLT and liaising with a school that has had a recent Ofsted visit. She is also maths lead
 - CB explained that she is doing leadership courses. *GD just wants to say how impressed she was with EH and geography.* CB asks if there are any questions on CPD? *CC asks if there is any CPD for support staff?* CB replies, there are meetings with ROS in Early Years and on Inset Day ROS will do training with the TAs and she is also doing the support staff appraisals. All support staff have to do safeguarding training and CB explained that it is very difficult to do training with them as all the TAs work different days/times. AOK has been doing some RWInc training with them too.
 - CB - last thing on the H/T report is appraisals. As JM and AOK have completed their ECT in December they have now had an appraisal and EH & ROS have had one too now. LS hasn't had one as he is ECT but he is doing very well. *JG asks CB if she was going to go back to staffing?* CB replies that Ms Compton-Stewart will be coming in to cover Year 5 after half term and is a geography specialist, she is experienced and teaching a long time, she is through an agency as advertised twice and no applicants. She is long term to the end of July, so that the pupils have consistency. *LC asks would she potentially stay on if she likes it? And are parents now aware?* CB replies, yes a letter has gone out and NM is doing a parent's evening with CB so she can tell the parents how their children are doing.

8. **Lead Governor Updates:**

JG asks LC if she wants to say anything? LC reminds new governors that they need to do safeguarding training and read KCSiE. CB says that ROS will send all that info out.

- LC spoke to ROS regarding safeguarding and met with LS as a follow on from SF - he was feeling overwhelmed, but thinks that might have been how he was organising his workload. He has a lot of support from his TAs and his mentor KW so he certainly seemed very positive. LC asked him about the safeguarding policies and he knows what he is doing.
- CB mentioned that she hadn't realised that the pupils were logging into the chromebooks as the class and not under their own name - this would make it impossible to track if anyone was looking at anything inappropriate, so this has now been changed. *LC thanks CB for picking that up.*



- JG regarding the statutory & sports there is nothing new to add from last term. CB did talk about getting gym equipment for outside, but that will have to wait for a bit
- SEND - JG has had 2 meetings with ROS covering the schedule of accountability and looking at Pupil Passports as this is an area that ROS is passionate about. ROS would like JG to come back in as support due to JG being SEND for so long.
- JG asks if there are any H&S updates CB replies that there have been no incidents or OSHENS. Evolve is done for every trip and H&S issues in the playground will go on Sunday as the Friends are having a Ground Force Day. CB said she is liaising with someone re grants to revamp the school grounds. Cladding will be replaced in the Summer holidays and the hall roof will be replaced.
- JG asks MS if there are any updates on RE & Catholic Life? MS replies no updates as such, but with the Year 5 mass on Monday he would like to say that the pupils were really good, even though the vast majority aren't catholic. CB says that Carole is in once a week to support the pupil chaplains and how great it is to have the parish link in school. Deacon Antony will be in for Ash Wednesday and CB would like to do the Cafod lent walk so will need to liaise with MS.
- MS says that the church will be open as a warm space - possibility for some of the children to go down as another link to the community?
- JG to LC - anything to add? LC just wants to say how nice it is to see school stuff in the church. MS asks about a sign to go on the church - SJ will source and MS confirms that the parish will pay.
- JG - Curriculum and Standards is all up to date on the schedule of accountability. She has met with some children regarding their power maths and it's good to see the reflection on what they are doing. She is also having a meeting to look at the school improvement plan so everyone knows what has to be done.
- JG to GD - anything to report on Parents & Community? GD says the last contact she really had was around Christmas time. CB asks if anyone is available to be in on the Parent's evenings as meet and greet/signing in help? LC and GD confirm they can come in

Governance Updates:

LC says that she sat in on a governor training session which was on the Notes to Visit and new templates will be sent out. She also asks if the new governors have been sent training dates? She asks the new governors to please do the relevant training.

9.

LC says that with new governors on board, maybe we can allocate lead governor roles more fairly -

- LC stays as Safeguarding
- JG obvious choice for SEND
- GD happy to stay as Parents & Community
- MS will keep RE & Catholic Life
- CC will take on Curriculum and Standards
- DS will take on Statutory Grants
- MN will take H&S as easier to do as staff

CB says that as we are now a larger body, perhaps we can assign a subject to each governor?

- MS - RE
- GD - English

- CC - Humanities
- DS - Maths
- MN - PE
- LC - MFL
- JG - Science & Music

CB reminds everyone that the schedule of accountability needs to be filled out as per your role as governor and at the bottom is about liaising with curriculum overview - speak to the subject lead.

Policies for Review:

None - CB explains that policies tend to be reviewed for September

10.

Health Check Worksheet:

JG confirms that this has been looked at with LC and GD and can now go back onto the Hub

11.

Meeting close and date of next meeting confirmed:

LC asks to confirm next dates and the Visit Day on 8th May needs to be changed

12.

Date of next LGB: 29th March 2023

Meeting closed at 19.38

Signed by Chair.....

Dated29/3/23

