



PLYMOUTH CAST NEWSLETTER

Term 1 2018/19

“This Sacred Council of the Church earnestly entreats pastors and all the faithful to spare no sacrifice in helping Catholic schools fulfil their function in a continually more perfect way, and especially in caring for the needs of those who are poor in the goods of this world or who are deprived of the assistance and affection of a family or who are strangers to the gift of faith”

Vatican II, *Declaration on Christian Education*, 9

Messages from CEO

A very warm welcome back. I hope you are all refreshed and restored after the summer break and ready for the challenges and opportunities of the year ahead. This will be a year in which we re-visit and renew our vision and mission. On Monday 17 September, subject to the approval of the Bishop and the Board, I'll be sending out a **revised Scheme of Delegation**, which should bring even greater clarity to the roles and responsibilities to everyone involved in Plymouth CAST, especially our local governors, who have been seeking clarification on various aspects of their role.



With the revised Scheme of Delegate will be a **draft Governors' Handbook**. I look forward to meeting as many of our governors as possible at the Governors' Consultation evenings in early October (see: CAST Calendar). In addition, you will receive a draft **Staff Code of Conduct**. To the best of my knowledge, there has never been a CAST Code of Conduct for Staff. This is required by *Keeping Children Safe in Education*. Please make sure that your staff have the chance to feedback their views on the Code.

I will also be also sending out a **Vision and Values consultation** paper. I am asking our Headteachers and chairs to lead a discussion with staff, pupils and parents and carers on this document and to return the feedback to me by **Monday 15 October**. More information will be provided on 17 September, but in the meantime, please look to provide opportunities for everybody to have a say on what they regard as the main elements they would like to see in a revised Vision and Mission statement, as well as ideas for a possible motto.

Plymouth CAST

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Aspiring Heads Programme

As I flagged up last term, we'll be launching a programme this year for colleagues who have the potential to lead a Catholic school. Please find attached with this newsletter an overview of the programme and an application form. I would ask all Headteachers to consider if they have a colleague who might benefit from this programme. Please read the overview carefully and make sure you are happy with the time commitment involved for delegates. Application form also attached. All applications to be received by close on **Friday 21 September**.

Mentors for Aspiring Heads Programme. You will see in the overview that we would like all the delegates on the programme to have a serving head as a mentor. If you are interested in this professional development opportunity please email me with an expression of interest by the same deadline, 21 September.

Development Programme for Chairs and Aspiring Chairs

One of my priorities is to encourage and develop the wealth of experience, talent and commitment we have on our local governing boards. I have been in touch with the National Governance Association and they are willing to put on a bespoke development programme, tailored to our Scheme of Delegation, for our chairs, aspiring chairs or any governors who are keen to develop their skills. The programme is fully funded by the DFE. More details are attached. Venues have yet to be confirmed but the NGA has said they can be flexible. Would any governors interested in this excellent opportunity please email me with an expression of interest by close on Friday 21 September?

I look forward to seeing our governors at the Governor Consultation meetings in October (See: CAST website for dates and venues)

RE and Catholic Life

As you know, we have started the academic year without an RE and Catholic Life Adviser. We will be advertising for this post again soon. In the meantime, I will be joined on Monday 10 September by a group of heads and senior leaders from our schools who will form a steering group to look after as much of the work as we can. My thanks to them for their support.

Harvest Fast Day this year falls on Friday 5 October. I'm sure you are familiar with the excellent resources provided by CAFOD. If you'd like more information about their Harvest Brighten Up campaign, please visit <https://cafod.org.uk/Education/Primary-teaching-resources/Harvest>.

I have noticed a number of our schools giving prominence to **Pope Francis' encyclical *Laudato Si'***. I very much support this and would like to make this a priority for all our schools. If you have done any work on the encyclical or on Fair Trade please let me know.

The liturgical colour for this season (Ordinary Time) is **Green**. If you have prayer stations in classrooms (and most of you have from what I've seen) try and make sure there is a green cover.

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Communication

Please note that every Monday morning I am now chairing a meeting of the Senior Executive Leadership. If there are any issues which you feel are not being resolved or need urgent attention then if you email me before close on the Friday, I will make sure they are on the agenda for the following Monday morning.

Heads and Deputies Conference—27/28 September at Mercure Southgate, Exeter

I look forward to seeing our Heads and Deputies at the annual conference on 27 and 28 September. More details including how to book places can be found in the attached **Training Catalogue**. The Thursday of conference is an opportunity for CAST schools only to discuss vision and values. We will be joined for tea on Thursday by non-CAST schools and then have an opportunity to listen to Paul Barber, the Directors of the Catholic Education Service. The Friday will be the Plymouth Diocese day and we have some excellent speakers to look forward to. Mass will be before lunch and the conference will finish with lunch.

Education Sunday 9th September

This year, Education Sunday falls on 9 September. I will be speaking at Masses in Dawlish, Shaldon and Teignmouth to spread the word about Plymouth CAST and our mission in Catholic education. Please find attached **Bishop Mark's pastoral letter**. I'd be grateful if you could share this with your school community next week. The Catholic Education Service encourages pupils to attend Mass on Education Sunday in their school uniform.

Raymond Friel

Chief Executive Officer



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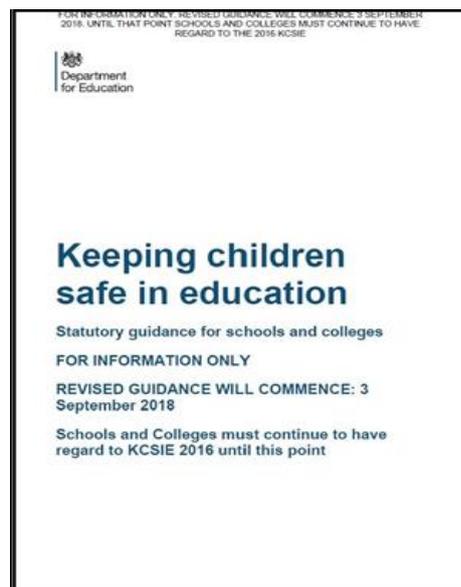
Safeguarding

As you will know, the revised Keeping Children Safe in Education 2018 came into force on the 3 September. This revised version is now the statutory guidance to follow. I have already sent out a document to Headteachers which sets out what has changed. However, I will also be going through the changes during the Headteacher Briefings in September. The PowerPoint I will use for this will also be available for schools if needed.

Headteachers should also have received an updated CAST Safeguarding and Child Protection Policy. The policy has been updated to reflect the changes in Keeping Children Safe in Education. The policy will be going to the Board of Directors on the 21 September, when it will be officially adopted. However, schools should make sure they abide by the changes that it includes.

At the Headteacher Briefings I will be sharing a CAST Safeguarding Booklet. This includes a range of useful information, resources and guidance. There is also information about some practices that we are expecting to be standardised across the trust, such as signing in protocols. All of this I intend to go through during the Headteacher briefings. The booklet will also include information about the SG forms and the deadlines we are setting for their return. This term leaders will be required to submit a refreshed SG1 SG2, SG3 and SG4 forms. The deadline for the SG1 update is Friday 21 September, SG2 is Wednesday 17 October and SG3 is Wednesday 12 December. The deadline for the SG4 form (which we require termly) is Wednesday 19 December 2018.

Kim Wathen, our DSL, is now well positioned to lead safeguarding training. Information about when, where and how is all included in a training brochure. If anyone needs any advice about leading safeguarding training for their staff – do pick this up with Kim through the safeguarding email safeguarding@plymouthcast.org.uk.



GDPR

We continue to make useful progress in becoming GDPR compliant. Thank you for the prompt returns on data audits etc. Over the summer we have developed a 'Subject Access Request' and 'Data Breach' policy and process. Watch this space as they will soon be with you. I will also cover GDPR issues during the Headteacher Briefings in September.

Matthew Barnes

Deputy Director of Education & Standards

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Education and Standards

We are looking forward to seeing you at the Headteachers' briefings next week. Included in the agenda is:

- An introduction to vision and values led by Raymond Friel – CEO
- The draft teaching and learning handbook for Headteachers' input
- Headteachers' forum for you to feedback
- Ofsted up-date
- The appraisal process – linked to job descriptions and changes of line management
- Safeguarding up-date, linked to new guidance and CAST expectations
- A review of data and what it means for the coming year

Arrival from 09:00 for 09:30

- **11 September West Area:** St Boniface College, Plymouth
- **12 September Central Area:** St Nicholas School, Exeter
- **13 September East Area:** Christ the King, Bournemouth

Attached to this newsletter are:

- Draft teaching and learning handbook
- Pupil prediction format - primary
- Amended pupil premium funding format, to include evaluation column (see below)
- Training catalogue
- Amended School Improvement Plan format, to include section on Catholic Life



Please note we require the following documents this term:

Pupil premium funding template from 2017/2018 with the evaluation section completed to show impact, and the new 2018/2019 pupil premium funding template showing planned spend for this year.

We had asked for this to be returned by Friday 7th September (today) but have amended this deadline to Monday 10th September 2018. Please submit these documents to Kim Wathen at kimberley.wathen@plymouthcast.org.uk and your ESM.

Please find attached the format for primary predictions to be completed for Year 5 (for 2020) and Year 6 (for 2019). ESMs will be available at head office if you would like help completing these predictions. These need to be completed and submitted to Kim Wathen and your ESM by Friday 19th October.

Self Evaluation Form (CAST format) to be completed and emailed to Kim Wathen and your ESM by Friday 28th September.

School Improvement Plan (CAST format) to be emailed to be completed and emailed to Kim Wathen and your ESM by Friday 30th November. **Please note the amended format, with the section for Catholic Life, is attached.**

Louise Adams

Director of Education & Standards

Plymouth CAST

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Finance and Resources

Finance and Administration review

The proposal has been discussed with affected staff and we will be continuing our individual meetings during September. After completion of the stage 2 meetings on 24th/25th September we will pause to consider the feedback on the proposal before finalising the position. We recognise this is a particularly difficult time for staff involved in the process.

Year end 2017/18

The financial year end 2017/18 has passed and we have moved into the new financial year. So that we can close off the year please can you ensure that:

1. All invoices relating to the old year are forwarded for processing and payment to invoices@plymouthcast.org.uk
2. Any disputed invoices are highlighted to Sharon George
3. Any income to be rolled forward (e.g voluntary funds, European funding, project income received in advance) is confirmed to Sharon George with any relevant paperwork

Audit 2017/18

The external auditors will be starting their work on 15th October and expect to finalise the accounts by the end of November. School reserve positions will not be available until this work is concluded, but we expect to have a draft position for each school by the end of September. As advised to you at the end of last term the auditors have confirmed that the cost of the voluntary severance and any redundancies need to be shown against the individual school that the costs relate to, which will affect the reserve positions of those schools incurring costs. As part of the pre-audit information collation Heads will be required to:

1. Sign the annual accountability statement for their school (copy to follow)
2. Confirm that they have spent their pupil premium funding in line with their published plan
3. Confirm that they have spent their PE funding on their published plan
4. Ensure that all local governor meeting (or AIB) minutes have been sent to CAST central

2018/19 Budgets

Following the implementation of the support staff pay award and the receipt of pupil premium information many school budgets for 2018/19 moved from surplus to deficit. I will be contacting those schools over the next week or two to agree an in-year savings plan to ensure that the Trust plan of an overall surplus agreed with the ESFA is met. Once this work is complete finalised budgets for all schools will be issued and these will be used for monitoring and reporting purposes. Schools with more serious financial challenges will be part of a planned schedule of budget meetings during November and December – details to follow.

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Financial Reporting

We have been working with HOGE 100, the providers of the finance system, to update the live reporting on the finance portal. This enables those with permissions to review the committed spend at any point during the month. A financial reporting template and timeline for the year in line with the reporting timelines for the ESFA and the Directors will be issued to Heads by the end of September. September's management accounts, including income and payroll costs will be published by the 15th working day to all Heads.

Premises Matters

Whilst we complete the Finance and Administration review we have appointed an interim Premises and Procurement Officer, Paul Stewart, who has been working on some key changes to the processes used by Schools to request work from TDA. A revised process will be published by the end of September.

Importantly Paul has been collating information from the **Health and Safety Audits** completed at all schools, to ensure that outstanding actions are being actively resolved. Heads are asked to submit an update on their outstanding items to Paul paul.stewart@plymouthcast.org.uk by **Friday 12 October** so that he can collate a CAST report for the Board. Heads are also reminded to send to Keith Furzeland at the Devon Health and Safety team the information identified in their individual action plans so that audit scores can be updated. At half term each School's audit score will be collated for onward reporting to the Directors.

Mandatory Health and Safety training is also being organised for Heads and premises staff and dates will be confirmed by the end of September.

Karen Cook

Chief Finance & Operating Officer

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Human Resources

Induction Programme: The guidance on the induction of new staff and staff returning to work after a prolonged absence is being revised and will be issued shortly. In the meantime could Headteachers please ensure that matters of health and safety are fully covered during induction with particular attention given to areas of the school that contain asbestos and how they should be treated?

Annual Pension Statements: This is the time of year when staff receive their annual pension statement, could Headteachers please remind staff to check their statements and raise any concerns they might have with their pension provider directly.

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.

Appraisal meetings: Teacher appraisals are due to commence this month (September).

SIMS: Could all schools please print off a SIMS report for each member of staff and ask them to confirm that the details contained in the report are correct. Changes in address, next of kin, car registration etc. should be updated on SIMS and payroll should be notified using a staff changes form of any changes in address, contracted hours, bank details etc. In preparation for the annual workforce return please ensure that SIMS is up to date.

Annual Safeguarding Declaration: Could all schools please ensure that all staff complete an annual safeguarding declaration.

New staff: Please ensure that references and DBS checks are complete for all new staff. In rare cases where a DBS check is not complete and the member of staff is on site please ensure that a risk assessment has been completed.

Applications to appoint: The process for approving new appointments will be changing but in the meantime please continue to use the staffing application form which should be submitted to staffing@plymouthcast.org.uk

Richard Thorns
HR Manager

Plymouth CAST

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Diocesan News

We wish Bishop Mark a safe journey to Rome this autumn for the Ad Limina visit ("Ad Limina apostolorum" visit –“to the tombs of the apostles”) of the Bishops of England and Wales from 24 to 29 September. This will be followed by the worldwide Synod of Bishops in Rome from 3-28 October. The title of the Synod is "Young People, the Faith and Vocational Discernment." Theme of vocational discernment in our schools this year, which is more than what our children and young people want to be when they are older, but in the words of Pope Benedict XVI when he spoke to young people in this country in 2010, “What kind of person do you really want to be?”



Bishop's Portrait

On Tuesday 31 July, a new portrait of Bishop Mark was unveiled in the Library of Bishop's House. The artist was Rob Hawkins from Cornwall. Bishop Mark is the ninth Bishop of Plymouth. In the Library there are portraits of each of his successors, dating back to the middle of the 19th century when the hierarchy was restored in England. Bishop Mark was clearly delighted with the outcome and thanked the artist for his creative endeavours.



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Buckfast Abbey Education Department

The Buckfast Abbey Education Department is one of the longest established education services to schools visiting church sites in England – having been set up in 1985. We have a vast experience therefore in welcoming schools and pupils of all ages and abilities. A sample of the wide range of experiences we offer can be seen in our promotional video which we made as part of a project with St Mary's Primary School, Buckfast. It can be seen at <https://www.buckfast.org.uk/education>

Two new additions to our menu for the Abbey's Millennium are 'Saxon Archaeology' which gives pupils the opportunity to be archaeologists as they explore a Saxon burial (reconstructed) and 'Natural Reflections' a spiritual outdoor education session based in our gardens. Like most of our workshops they can be adapted for any age.

The Autumn term of course means Christmas and we are currently drawing up our seasonal programme which will be on offer from 26th November. Booking will open shortly for our most popular event - St Nicholas Day which this year will be on Thursday 6th December. If you would like something different for your school Staff Christmas Party we can host 'Meal and Make' which combines Christmas crafts with the Education Department and fine dining in the Grange Restaurant. Please contact the Education Department on education@buckfast.org.uk or 01364 645517 if you require further details.

Alison Gagg
Education Manager
Buckfast Abbey



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Catholic Children's Society (Plymouth)

Parenting through the Early Years; parenting through the Primary Years;
parenting through the Teenage Years.

Patchwork Parenting courses provide any parents and carers with the opportunity to support each other and, with the help of a trained facilitator, build upon their own strengths to understand their children better and confirm their parenting skills.

Autumn 2018 includes:

'Parenting through the Teenage Years' for Parents of Year 5 and 6 children at Our Lady's Barnstaple, and also at St Joseph's Newton Abbot.

We are fully booked for summer 2018 and autumn 2018.

Now taking bookings for spring and summer 2019, and beyond.

If you would like to host a Patchwork Parenting course, or would like further information please call Caroline on 01365645420 or email: patchwork@prcdtr.org.uk

UPDATE: I'm pleased to confirm that Caroline and Andrea from the Catholic Children's Society (Plymouth) will be joining us on Friday at the heads and deputies conference to tell us more about their excellent work.



Mankind owes to children the best it has to give.

 Their life is fragile.

 If they are to have a tomorrow

 Their needs must be met today.

 Many things can wait, but not the children.

 Now is the time that their bones are being formed,

 Their blood composed and their senses developed.

 We cannot answer their 'tomorrow'.

 Their name is 'today'.

Gabriela Mistral (first Latin American to win Nobel Prize in Literature, 1945)

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