

Minutes of CAST Board meeting held on Friday 9th September 2022
remotely via Zoom from 10.30am

Attendees:	Ruth O'Donovan (RO)	-	Foundation Director
	Andy Nicholls (AN)	-	Foundation Director (Chair)
	Sandy Anderson (SA)	-	Foundation Director
	Graham Briscoe (GB)	-	Co-opted Director
	Alison Nettleship (ALN)	-	Co-opted Director
In Attendance:	Zoe Batten (ZB)	-	CEO
	Laura Fox (LF)	-	CFO
	Rose Colpus-Fricker (RCF)	-	COO
	Steve Hole (SH)	-	New Director pending approval
	Leah Paiano (LP)	-	Clerk

1. Welcome and Opening Prayer

Opening prayer by RO and a minute's silence to remember HM The Queen who passed away yesterday.

Welcome to SH, in attendance, pending approval from Diocese

2. Apologies and Confirmation of Quorum

Apologies - JV, AH, NJ, KB and HB

Quorum met.

3. Election of Chair and Vice-Chair

Chair - RO
 Vice-Chair - AN

Roles were agreed for 12 months and approved by the Board.

4. Election of Lead Directors

SEND – AH: approved
 SG - RO to check with JV
 H&S – GB: approved
 RE and Catholic Life - RO to check with NJ
 Statutory Grants – SA: approved
 Governance – AH: approved
 Data Protection - TBC at October Board meeting

5. Election of Link Directors

AN felt retaining schools as before due to meetings set. SA in same situation.
 Cornwall schools to be considered, perhaps Plymouth based Directors.
 Need to be decided so schools can establish links.
 ALN happy to support schools in Plymouth and/or Cornwall.
 AN and SA to keep, ALN flexible, ZB and LP to create Version 3 and to agree via email.
 SA - St Nicholas, OLSP, NA, SH in Paignton.

Decision/Action

The Board elected RO as Chair and AN as Vice-Chair for 12 months.

The Board approved Lead Directors as per the minutes.

Directors to agree link schools via email.

ZB trying to pair Directors and HTs. SH happy to be allocated schools.

GB alternatives - will advise. Weymouth, Bridport, Marnhull ok for attendance by rail but will double check and will respond.

To circulate and agree outside of meeting.

6. Committee Membership

A&R - NJ, GB. Associate member to be considered. LP confirmed in touch with DL and committed. LF Board needs to be mindful of any conflict of interest. Auditor has expressed concerns. Potential - if DL continues, unless CFO or COO from CAST to join Westcountry Schools as a mutual arrangement.

GB best practice to have an external member but expansion and catchment areas must be considered. GB happy to seek alternative people and will be guided by LF. LF agreed with two-way arrangement to promote shared learning, transparency, establish two-way arrangement and if not suitable look for alternatives. LF to explore.

LF to seek two-way arrangement or alternatives

E&S - AH, SA and JV. ZB and KB. Attendance can be difficult. RO confirmed it is a priority for the Board.

F&R - AN, ALN and RO.

RemCom - SA, AN and AH. RO will join this Committee.

7. SoDA

Due for approval, wanted to align with academic year for schools but more work to be carried out. ZB confirmed work to streamline roles and responsibilities and reduce duplication and additional meetings. Refresh of current SoDA in December, covering note to schools to continue as you are, review date Nov/Dec.

AN highlighted that Foundation Governors require the Abbot's approval at Buckfast, not Bishop.

All confirmed they were happy with this course of action.

8. 2022-23 Board Management Plan

GB As Chair of A&R, Nov/Dec items should be shown. Will advise ZB and LP. A living document but formally accepted once a year. To be reviewed in the Housekeeping meeting each year.

9. Safeguarding Training

LP asked all Directors to complete SG and Prevent training, as per the email sent.

Directors to complete SG training.

10. Governance

LP to send forms - Code of Conduct, Annual Return, Business and Pecuniary Interests for completion.

Review Governance Structures

ZB confirmed will look to review, looking for assurance that governance is robust, will discuss with AH reducing lead roles from seven to five to support recruitment and the needs of our smaller schools. Has received feedback from different stakeholder groups to seek to further strengthen local governance. ZB will be discussing proposals with AH in a meeting scheduled on 16.09.22

GDPR Lead Governor Role

RCF suggestion to mirror role for LCBs and Directors. Draft role description written. To be agreed at October Board meeting.

Director Training

LP asked Directors to consider any training needs and to advise if there was something they required.

GB networking CST training, free webinars on CST cover all aspects, could be promoted. Newsletter for all. Anything special for the Queen? ZB confirmed SELT meeting to consider response, duty of care to schools, update on website and portal, guidance to school leaders, liturgies, book of reflection. ZB attending the Cathedral to view relics of St Bernadette, support local CAST schools and there will also be remembrance for the Queen.

RO highlighted the amount of work undertaken by SELT.

11. Policies

Freedom of Information part of suite of documents reviewed in July 2022. This is a new Trust-wide policy having worked with the DPO and is subject to a two-year review.

SA - P5 allow 20 working days excluding school holidays. Is this appropriate for those working in the Trust? RCF the Trust would comply with usual timelines and school subject to 20 working days excluding school holidays. SA - policy doesn't read like this. RCF to return to DPO for clarification.

RO - bring to October Board meeting, in future annual housekeeping agenda.

12. Quality Ofsted Training

Due to have Ofsted training but KB is receiving annual Ofsted training. Board training will be carried out in October Board meeting.

RO keep on Housekeeping agenda in future years.

13. Close

Meeting closed at 11.55am

RO thanks to SH for attending and looking forward to attending in October as Director.

GDPR Lead Role to be discussed at October Board meeting.

RCF to query timescales within FoI Policy with DPO and bring to October Board.

Ofsted Training on October Board agenda.

GB - December 9th accounts - LF, audit prior to 9th December, will be ready for A&R then Board? LF A&R Committee booked for 2nd December, clearance meeting on 17th Nov, planned in two weeks'. GB will need draft reports as soon as LF has them and will liaise with LF.

Future Board Meeting Dates

2022-23 Board Meeting Dates – All to be held at the CAST Offices

Friday	7 th October 2022	10.30am
Friday	9 th December 2022	10.30am
Friday	10 th March 2023	10.30am
Friday	19 th May 2023	10.30am
Friday	21 st July 2023	10.30am