

Minutes of CAST Board meeting held on Friday 8th September 2023
remotely via Zoom from 10.30am

Attendees:	Ruth O'Donovan (RO)	-	Foundation Director (Chair)
	Sandy Anderson (SA)	-	Foundation Director
	Ann Harris (AH)	-	Foundation Director
	Deacon Nick Johnson (NJ)	-	Foundation Director
	Steve Hole (SH)	-	Foundation Director
	Polly Montague (PM)	-	Foundation Director
	Graham Briscoe (GB)	-	Co-opted Director
	Alison Nettleship (ALN)	-	Co-opted Director
	Adrian Cojocararu (AC)	-	Co-opted Director
In Attendance:	Zoe Batten (ZB)	-	CEO
	Karl Murphy-Barnes (KMB)	-	CFO
	Rose Colpus-Fricker (RCF)	-	COO
	Kevin Butlin (KB)	-	Director of Education and Standards
	Leah Paiano (LP)	-	Clerk

1.	Welcome and Opening Prayer	Decision/Action
	Welcome and opening prayer led by ZB	
2.	Apologies and Confirmation of Quorum	
	AN and NJ apologies. Quorum met.	
3.	Election and Chair and Vice-Chair	
	LP confirmed that RO had put her name forward for the role of Chair. Board approved and RO elected as Chair.	RO elected as Chair
	LP confirmed that AN had put his name forward for the role of Vice-Chair. Board approved and AN elected as Vice-Chair.	AN elected as Vice-Chair
4.	Minutes of previous meeting of 21st July 2023	
	Minutes approved as an accurate record.	Minutes approved
	Q. Articles registered with Companies House? LP confirmed the Articles had been uploaded.	
	GB joined at 10.39am	
	ZB provided an update on the process to be followed and that there is a compliance question. ZB assured the Board the matter is being worked on with Companies House and the Diocese. Require evidence of the Special Resolution.	
5.	Election of Lead Directors	
	SEND – AH. AH advised the Board she would be stepping down at Christmas.	Lead Directors elected as per the Minutes
	Safeguarding - PM	
	Health, Safety and Data Protection - GB	

RE and Catholic Life - NJ
 Statutory Grants - SA
 Governance - AH
 Estates - SH

Careers Lead Director? To discuss at a later date.

6. Election of Link Directors

Link schools as before.

Dartmouth, Buckfast, Priory, OLOTA and SMC require Link Directors.

RO to discuss with PM, AC, and a possible new Director.

PM happy to support any schools but not Torbay due to a conflict of interest.

Q. St Paul's and Holy Cross EHT, treat as two separate entities? Yes, to remain as they are.

GB travel difficulties faced and would like to review allocated schools. RO and GB to follow up.

SIO changes. KB provided an update on the SIO allocation. Suzie Franklin and Alyson Tyler working three days a week. JF and CT full time. AF two days per week. LS as Ealy Years support. Stuart Gale, ex HMI, as SIO for ND and SBC.

KB to share with LP for the Board.

Difficult to keep track of HTs, SIOs, Chairs. Database of this information to be provided and shared on GovernorHub by LP.

7. Committee Membership including Committee Chairs

Audit and Risk – GB Chair, NJ and SH. GB is seeking an external member to join the Committee.

Education and Standards – AH Chair, SA and PM. Additional Director with recruitment.

Finance and Resources – AN Chair, AC, ALN and RO.

Remuneration Committee – SA Chair, AN, AH and RO.

8. External Review of Governance

Shared with the Board.

Recognises the improvements in governance for the Trust, actions captured included areas identified by the team.

Role of Link Director requires a focus at a later meeting.

Trust websites linking to school website. Policy review cycle. Director for Careers and Guidance.

RO to liaise with GB, PM and AC on link schools

LP to share SIO allocation list

LP to share contact list once finalised

Committee membership agreed as per Minutes

A good report and guides the work we will be doing and is already featuring in workflows.

RO testament to the governance work by ZB, RCF, LP and AH.

Q. Actions relating to Chair of A&R Committee, can I assume that any Committee reference will be brought to the first meeting of the Committees? Confirmed.

9. Scheme of Delegated Authority

RCF explained her work on Admissions Policies for 2025/26 and realised a discrepancy on processes and governance. Liaised with DCC. Updated the SoDA to reflect the current working practices. All other documents reflect those working practices.

RCF outlined the changes made to the SoDA.

RCF asked the Board for permission to seek approval from the Members at the December 2023 AGM. Directors agreed.

10. 2023-24 Management Plan

Further to October, additional reporting on Estates but following discussions in October.

Will be building in GDPR/Data Protection reports and A&R reporting on Estates risks.

2023-24 Management Plan approved.

RemCom review SELT and HTs.

11. 2023-24 Policy Review Cycle

Following July 2023 Board approvals. Had a meeting to identify operational policies for SELT approval. Strategic policies are aligned to Committees/Board.

A comprehensive policy review cycle.

A&R will call in this review to give assurance to the Board.

Q. Business Continuity and Emergency Plan allocated to SELT, requires a H&S focus. Needs to go to A&R? GB agreed that Business Continuity is the remit of A&R. RCF confirmed it is on the A&R Management Plan for their oversight.

RCF to review and bring to the A&R meeting for a recommendation.

Policy review cycle approved.

12. Governance – for completion

Code of Conduct
Annual Return
Business and Pecuniary Interests
Review Governance Structures incl. Handbook

Management Plan approved

LP to include SELT salaries to RemCom

RCF to review the Business Continuity Plan approval

Policy review cycle was approved

Annual update forms to be shared by LP

Identified Training Needs

LP confirmed the paperwork will be shared with Directors once Lead and Link roles have been updated and asked Directors to identify any training. SG training will be shared by LP.

Does this include declaration for reading SG guidance? LP confirmed it is included.

RCF provided an update on the governance structures following work carried out by AH, ZB, RCF and LP and the review of documentation.

RO thanked everyone for their work.

LP to share Safeguarding training information

13. Policies

Health and Safety Policy

RCF thanked the Board for allowing a September review date. The Board approved the H&S Policy.

Finance Policy

KMB highlighted the areas of change to the Policy.

The Financial Procedures are being updated to align with the Finance Policy. The Financial Procedures will require approval by F&R and the Board, following meeting with Internal Auditors.

Q. Chair of A&R should be advised of any investigations under Item 8, the same as for H&S.

Alter Point 2 and Point 8. Don't need the detail but require the assurance.

The Board approved the Finance Policy with those amendments.

Health and Safety Policy approved

Finance Policy approved subject to two alterations

14. Ofsted Training – date to be confirmed

LCB training in October. KB happy to carry out training for Directors.

AH left the meeting at 11.35am

Under the SoDA, the inspectors should seek a meeting with Directors. Training to be after half term but will prepare LCBs and Directors in the event of any inspection prior to this training.

KB and LP to arrange a convenient date.

RCF returned to Agenda Item 9. On double checking, the SoDA approval clearly states for Directors to approve. Revert to Agenda Item 9. The Board approved the updates to the SoDA.

KB and LP to set a date for Ofsted training

SoDA updates approved – Agenda Item 9

15. Close

Board dates and Strategy Day. Overnight? Will be reviewed.

Meeting closed at 11.42am

Future Board Meeting Dates

2023-24 Board Meeting Dates – All to be held at the CAST Offices

Friday	6 th October 2023	10.30am
Friday	8 th December 2022	10.30am
Friday	8 th March 2024	10.30am
Friday	17 th May 2024	10.30am
Friday	7 th June 2024 – Strategy Day @ Buckfast Abbey	9.30am
Friday	19th July 2024	10.30am