

**Minutes of CAST Board meeting held on Wednesday 11th September 2024
via Zoom from 10.33am**

Attendees:	Ruth O'Donovan (RO)	-	Foundation Director (Chair)
	Andy Nicholls (AN)	-	Foundation Director
	Sandy Anderson (SA)	-	Foundation Director
	Steve Hole (SH)	-	Foundation Director
	Deacon Nick Johnson (NJ)	-	Foundation Director
	John Andrews (JA)	-	Foundation Director
	Alison Nettleship (ALN)	-	Co-opted Director
	Graham Briscoe (GB)	-	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
	Leah Paiano (LP)	-	Clerk

1. Welcome and Opening Prayer

ZB welcomed all to the meeting and opened with a prayer.

2. Apologies and Confirmation of Quorum

PM and KB apologies. Quorum met.

3. Election of Chair and Vice-Chair

LP advised that RO had confirmed she would be willing to stand as Chair. RO left the meeting and the Board unanimously voted her as Chair for the 24/25 academic year. RO returned.

LP advised that AN had confirmed he would be willing to stand as Vice-Chair. AN left the meeting and the Board unanimously voted him as Vice-Chair for the 24/25 academic year. AN returned.

RO welcomed all to the meeting.

4. Minutes of previous meeting 19.07.2024

Minutes were approved as an accurate record of the meeting.

5. Action Summary – July 2024

Updated on the Actions Summary.

23.46 Trend analysis in Heat Map. KMB confirms the update has been uploaded to the July GovernorHub meeting folder and will move to today's folder. October Board.

23.36 Track admission numbers for TWN schools. October Board.

Q. Amend to review admission numbers? Discuss at the October Board following RD meeting and updated guidance.

23.23 Absence insurance. KMB is investigating how best to off-set the cost of staff absence. Most financially viable and easiest to manage is a private insurance scheme. To cover teaching staff

**Decision/
Action**

RO elected as Chair

AN elected as Vice-Chair

Minutes 19.07.24 approved

only would cost £85 000. MAT cover, 3rd day of absence, reclaim amount of £180 per day. Lots of options. Level of supply costs believe it is financially viable, next step is to involve the Procurement Manager and consider tender processes. Will be reviewed at November F&R. Complete Board action.

23.17 Single sex schools policy. RCF and HB have liaised.

Q. More Government advice going forward. ZB confirmed waiting for further national guidance and will update Directors. The Board discussed the action and forthcoming guidance. RCF and HB to meet in September. RCF to update at October Board meeting.

6. Election of Lead Directors

SEND - PM
Safeguarding - PM
Health, Safety and Data Protection - GB
RE and Catholic Life - NJ
Statutory Grants - SA
Estates - SH
Careers - GB

RO to provide an update on PM roles and SA term of office

RO and PM have liaised regarding strategies going forward. October update. SA ends as a Director in November. RO will liaise with HB. October update.

7. Election of Link Directors

Two potential Directors joining. RO will keep the list in the current form apart from:

Dartmouth, Buckfast, and SMC - hope to allocate to PM or to new Director.

RO will liaise with JA regarding taking on St Augustine's, Christ the King, St Mary's Poole, and St Joseph's, Poole.

NJ Dorchester and Bridport as EHT.

Under review. Remain with schools. RO will update Directors on any changes. Final list to be confirmed at October meeting.

GB will take SMC as linked to Priory, Torquay.

Link Directors as per 24/25 list

8. Committee Membership incl. Committee Chairs

- **Audit and Risk**
- **Education and Standards**
- **Finance and Resources**
- **Remuneration Committee**

Elect Chairs at first Committee meeting.

A&R GB, SH and NJ
E&S SA, PM and ALN
F&R AN, RO and JA
RemCom SA, AN and RO.

SA highlighted that the Chair of E&S should be on RemCom.

9. Articles of Association

RCF provided an update on the Articles.

Tracked changes are lost in GovernorHub unless you download the document.

RCF and RO Article 84 Tenure as Chair and Vice-Chair is three years, matches DfE current, 2013 Articles was silent, sought advice to see if bound by DfE guidance and can suggest an alternative period and election. DfE may ask why an amendment is required.

The Board discussed the Chair and Vice-Chair terms of office suggesting various options. It was agreed to seek advice on a four-year term with the option to renew for a further 12 month period with the annual election process continuing.

Q. ToR for Chair and V-C is important for succession planning.

This approach safeguards governance structures and allows for succession planning. RCF to seek legal advice on Chair and V-Chair terms of office

Q. Happy as CEO? ZB confirmed this is a good plan to have four years and to develop relationships, the annual election process shows due diligence.

Q. Articles header is inaccurate and should include Plymouth CAST.

Q. Paragraph 57 is headed as CEO and then refers to any executive officer, is that what ZB expects to be included? Process is optional if the CEO wishes to be a Director and if the Board wishes the CEO to be a Director, only the CEO that could be a member of the Board. Needs revising.

Q. Last Board meeting, heading to the paragraph and referring to the CEO, remain in consent or in office? Remain as a Director whilst employed by the Trust. Need to include discretion of both parties.

Q. Would that create a recruitment issue for any future CEO? Personal preference, think important for the CEO to be on the Board, relationship between Board and CEO. If worded as optional and at discretion of both parties would satisfy this.

Original intention was that the CEO would be a Director as long as they remained in office, subject to their personal choice, fundamental to their role to have a voice on the Board.

RCF confirmed - CEO shall be a Director for as long as they remain in office? Expectation should be a Director, include "while they consent"

Q. Someone needs to proof-read and ensure grammatical errors are corrected e.g. 78.

October Board? RCF meeting with solicitors this week, RCF will share the final version following her meeting. Time to review.

10. Trust SATs/GCSE Headline Overview

ZB reporting on behalf of KB who is on a school visit today. Headlines only as will be discussed at E&S.

SBC pleasing progress. Data is unvalidated currently so reporting raw data.

SBC P8 last year -0.63, -0.35 this year. So pleased with this significant shift. Attainment 8 last 36.6 and 39.89 this year. Down compared to national but closing the gap.

Improvement in Eng and Maths. Higher attaining pupils shows an improved picture.

RCF to seek legal advice on Chair and V-Chair terms of office

RCF to share Articles following legal meeting and review at October Board

Data is collated by SWIFT for all secondary schools in the south west and will be shared, nationally validated data will be in January.

ND Attainment 8 41.56, an increase on 40.8 last year. Increase but significantly below girls nationally.

P8 figure is a decline, 0.33 compared to 0.31.

4Matrix data will be shared and will allow data to be compared.

ND Grade 4-9 is 2% lower than that of SBC. Improving the outcomes for the boys but further work to do with the girls.

Trust aggregated data for primary RWM combined - remains the same at 55%, national is 61%.
 Reading 71%, national 74%
 Writing 69%, national 72%
 Maths 66%, national 73%
 GPS 64%, national 72%

KB has looked at all schools. 5 lowest attaining and the impact on the Trust position, circumstances explain the performance of pupils, some surprises to the schools and the Trust, SMSJ Wool, OLSP, CtK, St Peter's, St Paul's. Data totals 18% of Year 6 pupils. 153 of 843 pupils. KB will work with those schools to unpick the data and the reasons why. Trust data picture is the same as national without those five schools and has a significant impact overall. Further report once data is validated.

11. Governance Documentation

- **Scheme of Delegated Authority**
- **Schedule of Accountability**

No changes further to May 2024.

The Board discussed the areas of compliance being listed in the SoDA. Based on model documents from the CES but RCF will review for compliance.

Q. Appoint and remove local governors - refers to Directors and should be the line above? RCF will confirm and update in October.

Schedule of Accountability. A consistent change - provide an update on the GIFT Team, (Growing in Faith Together).

Q. Tendency to use acronyms and should be clarified, also in H&S.

Approved subject to acronyms clarified.

12. 2024-25 Management Plan

Based on 23/24, no proposed changes. The Board approved.

13. 2024-25 Policy Review Cycle

Review piece to ensure policy review cycle aligns with DfE, includes all statutory policies, ongoing piece of work, updated for policies on current cycles. Suggested HR revised policy review cycles are highlighted in red, made suggestion to prolong the cycle due to workloads and JCC meetings.

RCF to review the SoDA for compliance

RCF to review removal of Governors

Schedule of Accountability approved

Management Plan approved

Policy Review Cycle approved

Q. Where review dates have come from? HR Manager working with colleagues in this area.

Q. Domestic Abuse Policy exist? A new policy which was approved in July 2024 at Board.

Q. Recognition that if something changes, Policies can be updated and reviewed. RCF confirmed any updates to policy or changes would result in it being reviewed. The Board approved.

14. Governance - for completion

LP update - on GovernorHub.

Q. Training. LP to issue SG, GDPR, Prevent with deadlines and will be tracked to ensure compliance.

15. Policies

- **H&S Policy**

DCC model policy. RCF provided an overview of changes.

Q. Acronyms in the policy need to be expanded, which schools are in the Radon area and what plans if we have a high radon figure? RCF will bring to the October Board. SA to email RCF with acronyms.

Q. H&S Committee at SELT level and is not referred to in the Policy. Not included as based on the DCC model, could be included as a reference.

Q. Duty of students - how communicate to our secondary students for example? Not communicating H&S expectations but model through our Behaviour Policies and expected standards of behaviour and conduct.

RCF will amend and circulate for approval.

- **Finance Policy**

Will be at the October Board meeting due to significant procurement changes, working with PHP to align the Finance Policy and our procedures. Do not have a Bad Debt Policy which will be integrated.

Q. Still compliant? Discuss at F&R and back to Board in October. Yes, still compliant.

- **Modern Slavery Statement**

On agenda. Has been approved as Chair's Action due to urgent update. RCF is trying to upload but there is a website error. LP to add Chair's Action to all agendas. Approved.

- **Safeguarding Statement**

Statement approved.

SA to email RCF with acronyms

Radon high schools to October Board

RCF to update and share via email

Finance Policy to October Board

ZB highlighted national policy on attendance policy.

4th October - Directors are invited.

18th October - Board meeting.

RO thanked all for attending.

16 Close of Meeting

12.25pm

Future Board Meeting Dates

2024-25 Board Meeting Dates – All to be held at the CAST Offices

Day	Date	Start Time	Location
Friday	18th October 2024	10.30am	CAST Office, Plymouth
Friday	13th December 2024	10.30am	CAST Office, Plymouth
Friday	7th March 2025	10.30am	CAST Office, Plymouth
Friday	16th May 2025	10.30am	CAST Office, Plymouth
Friday	13th June 2025	9.30am	Buckfast Abbey
Friday	18th July 2025	10.30am	CAST Office, Plymouth