

Local CAST Board

Schedule of Accountability

Approved 19th September 2025

For Implementation from September 2025

INTRODUCTION

Welcome to The Schedule of Accountability. We hope it will help you to understand your role as a member of a Local CAST Board (LCB) in a Plymouth CAST Academy.

'The role of governor is largely a thinking and questioning role, not a doing role.' NGA guidance

To think and question governors need to find out about the work of the school. They do this by checking, looking, and asking. The purpose of this schedule is to guide governors in their finding out. It organises the responsibilities of governors, as defined in the Plymouth CAST Scheme of Delegation, into half-termly blocks. All LCBs are required to follow the Schedule of Accountability.

The role of the Local CAST Board (LCB) involves:

- Champion the Trust's vision, ethos and strategic direction in the school.
- Be an informed 'wisdom group' for the school, supporting and encouraging the Catholic life and mission of the school
- Developing knowledge in key areas: RE and Catholic Life, Inclusion, Safeguarding and Child Protection,Health, Safety and Data Protection, and Curriculum and Standards. Being sufficiently knowledgeable about the school to talk confidently with Ofsted inspectors.
- Attend training as required by the Diocese or the Trust.
- Being accountable to the Board and, in the case of Foundation Governors, to the Bishop, for their conduct as Governors
- Knowing the Governor's Handbook where information is organised in alphabetical order.
- Being clear about the roles of the Chair of Governors, Lead Governors, and the Board as a whole. This can be found in the Governor's Handbook.
- Knowing the Vision, Mission and Values of the Trust, also found in Governor's Handbook
- Being familiar with Scheme of Delegated Authority (SoDA), the Schedule of Accountability and associated Checklists and policies on School Visits, the Induction of new Governors, the Annual Self-review proforma and the Governors' Code of Conduct.
- Keeping the Code of Conduct. Any governor who breaks the Code of Conduct will be challenged and may be asked to leave the LCB.
- Reviewing the work of the LCB with the Link Director each term, thus providing useful information for the Board of Directors.

Governors' Schedule of Accountability

	AUTUMN 1	AUTUMN 2
Chair of Governors Leading the LCB and HR ***LCB Governance Management Plan*** ● *CAST Appraisal Policy and Procedure, Capability Policy and Procedure, Disciplinary Policy, Complaints Policy* ● *Grievance Policy* ● *Staff Code of Conduct* ● *Whistle Blowing Policy* ● *Flexible Working Policy* ● *ECT Policy*	At some point in the Autumn Term meet with the Link Director to discuss governance and school matters. The Link Director will contact you to arrange the day and time. This will enable the Link Director to familiarise themselves with the school. At the first meeting of the year the Chair should: confirm the dates of meetings; agree the Lead Governors for RE and Catholic Life, Curriculum and Standards, Inclusion, Safeguarding and Child Protection, Health, Safety and Data Protection; provide each Governor with the Schedule of Accountability ; ensure new Governors have a mentor and go through the process for organising visits to the school, identify any Governor training needs including Safer Recruitment, and share the results of the LCB review documents. Arrange Clerk's appraisal if an externally sourced Clerk or hold service review meeting. Chair and Link Director to receive the Summary Review of the Performance of the Chair for reflection and discussion.	Support the School Improvement Officer (SIO) by completing a CAST Headteacher's Appraisal Form and share with the SIO. The SIO will take note of your comments and triangulate it with their own review of performance and recommend pay progression to Directors/ Remuneration Committee, as appropriate. Seek assurance from the Headteacher that the required Trust's HR policies are effectively implemented in the school; including the appointment, induction, performance management of staff, pay review process and procedures for dealing with disciplinary matters, grievance and dismissal and that all staff have access to these policies. As per LCB Governance Management Plan, receive assurance that ECTs are receiving appropriate support and confirm performance management has been carried out for all staff using CAST proformas and in line with CAST policy. Lead discussion to arrange representation from the LCB to meet with a group of pupils / students, possibly the School Council (or equivalent) , to provide an opportunity for pupils/students to express their views and provide 'pupil/student voice'.
RE and Catholic Life *CAST Policies:* ● *Collective Worship* ● *RSE Policy* ● *CES Annual Self-Evaluation of*	Share the results (written update) and lead the discussion on the 'Annual Self-Evaluation of the LCB, RE and Catholic Life of a Plymouth CAST School' completed in Summer 2 with the LCB With the Headteacher and RE and Catholic Life Lead for the school, ensure the outcomes of 'The Catholic Life of the School-	Ask the Headteacher to provide an update on progress towards any areas for improvement identified on the DSEF taken from the LCB's 'The Catholic Life of the School- Annual Self-Evaluation of the Governing Body'.

the LCB, RE and Catholic Life of a Plymouth CAST School	Annual Self-Evaluation of the Governing Body' are considered in relation to the DSEF and any inspection recommendations, monitor actions and share with the LCB. Receive assurance from the Headteacher that the curriculum of the school, including all subjects of the National Curriculum, is taught in the light of Gospel Values and actively promotes the spiritual and moral development of its pupils/students. Ask the Headteacher for assurance that relationships and sex education is taught in accordance with CAST Policy. Attend a Collective Worship or a Mass. Speak to the GIFT Team and/or Pupil Chaplains to gain Pupil Voice on their engagement in Collective Worship and the impact of Collective Worship on the school community. Write a Note of Visit to share with the LCB at Autumn 2 meeting Undertake a learning walk with the Headteacher to: ● monitor the Catholic distinctiveness of the school through displays, reflection areas, prayer spaces, religious artefacts, and the ethos of the school. Comment on behaviour and attitudes of pupils. Write a Note of Visit to share with the LCB at Autumn 2 meeting. School RE Lead to provide a report to RE and Catholic Life Governor referencing pupil outcomes in RE, the quality of teaching and learning in RE across the school, observations made by the RE leader around the quality of planning, and work in pupils' books, and all teaching is in line with the Religious Education Directory (RED).	Attend Collective Worship or a Mass. Speak to pupils to find out the extent to which pupils are engaged in the planning and participation of prayer and liturgy, their views about their experience of prayer and liturgy, and how does this inspire them? Write a Note of Visit to share with the LCB at Spring 1 meeting. Undertake a learning walk to look for evidence of: ● the teaching of RE and the inclusion of Gospel Values in the curriculum ● discuss the teaching of RE with the RE Lead, receive assurance that RE is taught in accordance with the Bishop's policy and that it constitutes 10% of the weekly timetable in accordance with CAST Policy, ● ensure that the school complies with the requirement to provide a daily act of collective worship in accordance with the CAST Policy on Collective Worship. Write a Note of Visit to share with the LCB at Spring 1 meeting. To provide an update to the LCB on the work and impact of the GIFT Team.

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Curriculum and Standards ● *CAST Curriculum Policy* ● *The National Curriculum* ● *Plymouth CAST Curriculum Design Principles* ● *Rosenshine's Principles of Instruction* ● *Attendance Policy* ● *Positive Pupil Welfare Policy* ● *PE and Sports Grant Plan* ● *School Improvement Plan*	Organise for SLT/middle leaders to attend one LCB meeting to discuss how the curriculum is taught and their leadership role in this area, ensuring it is in line with the Plymouth CAST Curriculum Design Principles. Areas of curricular development may be reflected in the SIP. Meet the staff lead for PE and Sports Grant. Discuss the amount of funds available and how they plan to spend it. Complete Note of Visit to share with the LCB at Autumn 2 meeting. Ensure PE & Sports Premium Impact Statement is on the school website in line with the statutory deadlines.	Ensure the LCB receives the SIP. Concentrate on the contents of the SIP and discuss during the LCB meeting why particular actions have been chosen. Undertake a learning walk of the school to look for areas of focus included in the SIP, including Early Years. Complete a Note of Visit to share with LCB at Spring 1 meeting. Lead questioning on the written report to LCB on data and attendance.
Inclusion Governor ● *School SEND Policy* ● *CAST Equal Opportunities Policy* ● *Equality Policy* ● *Pupil Premium Strategy Statement*	Carry out visit to discuss with staff member/s: ● Check the implementation of the SEND Policy within the school, ensuring compliance with the legal requirements relating to disability ● Check all requirements for Looked After Children are met ● Discuss SEND fund available and the plans for supporting pupils/students with SEND in the coming year ● Discuss Pupil Premium and Catch Up Funding available and how they plan to spend it. Complete Note of Visit to share with the LCB at Autumn 2 meeting.	Receive assurance from Headteacher on the implementation of the Accessibility Plan and Equality Policy. Receive SEND Information Report and Pupil Premium Strategy report for approval. Lead questioning on the written report to LCB on exclusions. Inclusion Governor to lead specific questioning on school data in relation to progress and attainment of PP, SEND and LAC pupils/students.

● *SEND Funding* ● *Pupil Premium Funding* ● *Annual SEND Information Report* ● *Attendance Policy* ● *Exclusions Policy* ● *Accessibility Plan*		
Safeguarding and Child Protection Governor ● *CAST Model Child Protection and Safeguarding Policy* ● *Most recent Keeping Children Safe in Education* ● *Prevent* ● *Positive Pupil Welfare Policy* ● *School Behaviour Policy*	Receive assurance that Safeguarding and Child Protection policies are in place and all staff have read and signed to confirm they will adhere to them. Maintain Safer Recruitment training via SSS Learning. Ensure that SG1 form is submitted, and your name is included and that Governors have all read KCSIE Parts 1 and 2. Ensure annual refresher Safeguarding training is undertaken by all Governors and provide assurance to the LCB at Autumn 2 meeting.	Receive assurance that SG3 self-review form is completed and submitted. Arrange a learning walk to test the culture of Safeguarding within the school, talking to pupils/students and staff. Check completion of the Single Central Record (SCR) and its regular updating through at least termly reviews. Complete Note of Visit to share with the LCB at Spring 1 meeting.
Health, Safety and Data Protection Governor ● *CAST Health and Safety Policy* ● *Outdoor Education, Visits and Off-Site*	Receive assurance on the implementation of: ● the Plymouth CAST Health and Safety Policy ● OEVOSA (Outdoor Education and Off-site Activities Policy) ● (Data Protection Policy, SAR Data Protection Request Procedure, Freedom of Information Policy, Record Retention Schedule) Confirm:	Monitor to ensure that all external lettings are fully compliant with the requirements of Keeping Children Safe in Education, the Trust's Lettings Policy and Child Protection and Safeguarding Policy. Monitor the school data protection including requests, training and security incidents through the report received from school and lead questioning at LCB meeting.

Activities Health & Safety Policy ● *Academies H and S Self Review* ● *Lettings Policy - if operational* ● *Data Protection Policy* ● *SAR Data Protection Request Procedure* ● *Freedom of Information Policy* ● *Record Retention Schedule*	● registration with the Information Commissioner's Office and pay the annual fee by virtue of Plymouth CAST's registration. ● The school has access to a knowledgeable and experienced Data Protection Officer, who is able to perform their duties independently and without a conflict of interest. Note any school level actions as identified within Plymouth CAST annual data protection audit.	Monitor the school Health and Safety data and lead questioning at LCB meeting. Receive assurance that the school's use of OSHENS is in line with the Trust's Health and Safety Policy. School to provide anonymised data report on accidents and incidents recorded on OSHENS system for year to date. Receive assurance from Headteacher that annual refresher GDPR training has been undertaken by all school staff and training logs are maintained.
Whole LCB Responsibility (Chair to lead)	Monitor pupil numbers in the school and ensure that a local marketing strategy is developed with the Headteacher to ensure effective recruitment to Planned Admissions Number (PAN). LCB Clerk to complete website audit document and share with the LCB and the Clerk to the Board. Chair to lead discussion of effectiveness on school communication with pupils/students, parents or carers, staff, parish priests, diocese and the wider community including the support of a local parent teacher association (if established) is effective and supportive of marketing and pupil recruitment.	Support the local marketing strategy, which includes pupil recruitment and retention through strong and cohesive community and parish links. Receive report from SISRA/Insights Tracking Tool covering attendance, exclusions, pupil outcomes, progress of identified groups. **Curriculum & Standards Lead Governor** to lead questioning on pupil outcomes and progress of identified groups. **Inclusion Governor** to lead specific questioning on attendance and exclusions. Discuss progress made against the wider actions in the DSEF. RE and Catholic Life Governor to lead questioning. Representation from LCB to meet with a group of children, possibly the School Council, to provide an opportunity for pupils/students to express their views and provide 'pupil voice'. Chair to delegate the

		completion of a Note of Visit to update LCB on pupil voice outcomes at Spring 1 meeting.

Governors' Schedule of Accountability

	SPRING 1	SPRING 2
Chair of Governors	Consider succession planning for all lead roles in line with the Terms of Reference and ongoing Governor recruitment.	At some point in the Spring or Summer Term attend a strategy meeting with the Link Director. It will be a virtual meeting.
RE and Catholic Life Governor	Establish and maintain relationships with the Parish Priest, local Church, and parish community to work with them as they contribute to the Catholic formation of the pupils/students in the academy. Attend a Collective Worship or a Mass and comment on: ● The liturgical calendar and its faithfulness to the Church year ● Participation of families and the parents ● Staff CPD in this area Complete Note of Visit to share with the LCB at Spring 2 meeting. Monitor any inspection recommendations with the Headteacher and RE and Catholic Life Lead for the school. Undertake a school visit to determine: ● School's Mission Statement and whole school understanding by talking to pupils, parents and staff ● Staff CPD in RE by speaking to staff and viewing trainings logs ● Links in the parish, community, wider society ● Evidence of the schools' Catholicity on the school website	Meet with the staff lead for RE and Catholic Life and discuss how the subject develops from Reception to Y6 and meet with pupils/students to discuss their spiritual well being, how they feel about school and the opportunities that they have. Complete Note of Visit to share with the LCB at Summer 1 meeting. Provide an update to the LCB on any areas for improvement identified on the DSEF taken from the LCB's 'The Catholic Life of the School- Annual Self-Evaluation of the Governing Body' School RE Lead to provide a report to the LCB on the rhythm and quality of the weekly/termly liturgical and prayer life of the school. RE and Catholic Life Governor to lead questioning. To provide an update to the LCB on the work and impact of the GIFT Team.

	• Curriculum coverage in RE and links to other national curriculum subjects by talking to the Headteacher/RE Lead • School resourcing in the area of RE and Collective Worship Complete Note of Visit to share with the LCB at Spring 2 meeting. To provide an update to the LCB on the work and impact of the GIFT Team.	
Curriculum and Standards	Monitor the School Improvement Plan and agree on a program of visits against priorities. Lead LCB questioning. Meet with the Early Years Leader to discuss the Early Years Curriculum and cohort's needs and priorities. Complete Note of Visit to share with the LCB at Spring 2 meeting.	Meet with the PE and Sports Premium Funding Lead to discuss the impact of the plan they have been following for the year. What has been the impact on pupil progress and opportunity for all. Complete Note of Visit to share with the LCB at Summer 1 meeting.
Inclusion Governor	Ensure SEND Information Report and Pupil Premium Strategy Report are published on the school website in line with statutory deadlines.	Meet the SENDCO to monitor the impact of SEND funding on identified pupil outcomes. Ensure funding is being spent on improving attainment for all eligible pupils/students and discuss the impact of the interventions being used. Complete Note of Visit to share with the LCB at Summer 1 meeting Meet with the Pupil Premium Lead to focus on the impact of strategies identified in the Pupil Premium Plan. Check that all eligible pupils/students are accessing additional opportunities and that these are in line with the Pupil Premium National Guidelines. Discuss the impact of the interventions used on pupil progress and narrowing the attainment gap.Complete Note of Visit to share with the LCB at Summer 1 meeting. Inclusion Governor to lead specific questioning on school data in relation to progress and attainment of PP, SEND and LAC pupils/students.

		Inclusion Governor to lead questioning on take up of Free School Meals and to receive assurance that school meals meet the national required standards.
Safeguarding and Child Protection Governor	Receive assurance that SG2 form is completed and submitted.	Arrange a learning walk to: ● Test the culture of Safeguarding within the school, talking to pupils/students and staff ● The impact of the Behaviour Policy/Positive Pupil Welfare Policy, talking to pupils/students and staff ● Check completion of the Single Central Record (SCR) and its regular updating through at least termly reviews. Complete Note of Visit to share with the LCB at Summer 1 meeting.
Health, Safety & Data Protection Governor	Ensure that annual refresher data protection training has been undertaken by all Governors. Receive updates on any school level actions arising from Plymouth CAST's annual Data Protection audit.	Receive assurance that the school uses EVOLVE to record all off-site trips in line with the OEVOSA Policy. Monitor the school data protection including requests, training and security incidents through the report received from school and lead questioning at LCB meeting. Seek update from Headteacher that any items identified as a risk to health and safety in the H&S audit and most recent self-review have been followed up in good time.
LCB Whole Responsibility (Chair to lead)	Be available to attend any parent open evenings and school events to positively market the school. Monitor pupil numbers in the school and ensure that a local marketing strategy is developed with the Headteacher to ensure effective recruitment to Planned Admissions Number (PAN).	Discuss progress made against the wider actions in the DSEF. RE and Catholic Life Governor to lead questioning. Receive report from SISRA/Insights Tracking Tool covering attendance, exclusions, pupil outcomes, progress and attainment of pupils/students. Curriculum & Standards Lead Governor to lead questioning on pupil outcomes and progress of all pupils/students.

		Inclusion Governor to lead specific questioning on school data in relation to progress and attainment of PP, SEND and LAC pupils/students. Support the local marketing strategy, which includes pupil recruitment and retention through strong and cohesive community and parish links.

Governors' Schedule of Accountability

	SUMMER 1	SUMMER 2
Chair of Governors	Undertake Clerk's end of year review, if an externally sourced Clerk.	Organise for all Governors to complete a Self-Review Form. Consider succession planning for all lead roles in line with the Terms of Reference and ongoing Governor recruitment. Support and challenge the Headteacher on the implementation of the SIP. Review the strengths and weaknesses of the school and the progress made in the year.
RE and Catholic life	Attend a Collective Worship or a Mass. Meet with the GIFT Team/Pupil Chaplains and talk about their work. Complete Note of Visit. Ask Headteacher about the commitment of leaders to enrichment activities e.g. Pupil Chaplaincy work, awards linked to CST during the LCB meeting. Monitor any areas for improvement identified on the DSEF taken from the LCB's 'The Catholic Life of the School- Annual Self-Evaluation of the Governing Body' and any inspection recommendations with the Headteacher and RE and Catholic Life Lead for the school.	Provide an update to the LCB on any areas for improvement identified on the DSEF taken from the LCB's 'The Catholic Life of the School- Annual Self-Evaluation of the Governing Body' and any outstanding inspection recommendations. Lead completion of 'The Catholic Life of the School- Annual Self-Evaluation of the Governing Body' (for report to LCB in Autumn 1). Lead questioning on results of Summer 1 RE & Catholic Life questions in parent/carer survey. Lead questioning on CPD, quality of teaching and outcomes in RE as detailed in Summer 1 School RE Lead Report.

	School RE Lead to provide a report to the LCB on the teacher CPD opportunities in RE appropriate to need. Report also to provide an overview of monitoring the quality of teaching, learning and pupil outcomes in RE. RE and Catholic Life Governor to lead questioning on the report in Summer 2 meeting. The school is to issue a survey that includes questions to seek parent/carer views around RE and Catholic Life in the school. RE and Catholic Life Governor to lead questioning on the results of the survey in Summer 2. To provide an update to the LCB on the work and impact of the GIFT Team.	To provide an update to the LCB on the work and impact of the GIFT Team.
Curriculum and Standards	Monitor the School Improvement Plan and meet with the Curriculum Lead/Headteacher to evaluate the progress made against the SIP. Complete Note of Visit to share with the LCB at Summer 2 meeting. Receive PE & Sports Premium Impact Statement from school for discussion. Curriculum & Standards Governor to lead questioning prior to publication on website in Summer 2.	Curriculum and Standards Governor to lead questions on progress made against the SIP.
Inclusion Governor	Headteacher's Report - check the circumstances of exclusions and the steps taken to avoid them. Review the overall pattern of exclusions at the school. Lead LCB questioning.	Inclusion Governor to lead specific questioning on school data in relation to progress and attainment of PP, SEND and LAC pupils/students.
Safeguarding and Child Protection		Arrange a learning walk to test the culture of Safeguarding within the school, talking to pupils/students and staff. Check completion of the Single Central Record (SCR) and its regular updating through at least termly reviews. Complete Note of Visit to share with the LCB at Autumn 1 meeting.

Health, Safety and Data Protection Governor 'Premises Compliance Checklist'. Health and Safety Policy	Conduct a site inspection with the Headteacher using the '**Premises Compliance Checklist'**. Check that all aspects of 'Keeping Children Safe in Education' form part of the review. Follow up actions until resolved or mitigated. Share completed Premises Compliance Checklist with the LCB at Summer 2 meeting Review status of school level actions as identified within Plymouth CAST annual data protection audit.	Receive from school anonymised data report on accidents and incidents recorded on OSHENS system for year to date. Monitor the school data protection including requests, training and security incidents through the report received from school to check the school's current compliance levels and any risks or areas of non-compliance. Lead questioning at LCB meeting. Provide assurance to the LCB that the completed Premises Compliance Checklist has been submitted to CAST Central.
LCB Whole Responsibility (Chair to lead)	Monitor pupil numbers in the school and ensure that a local marketing strategy is developed with the Headteacher to ensure effective recruitment to Planned Admissions Number (PAN). Consider LCB training requirements in all areas, including RE and Catholic Life.	Discuss progress made against the wider actions in the DSEF. **RE and Catholic Life Governor** to lead questioning. Receive report from SISRA/Insights Tracking Tool covering attendance, exclusions, pupil outcomes, progress of identified groups. **Curriculum & Standards Lead Governor** to lead questioning on pupil outcomes and progress of identified groups. **Inclusion Governor** to lead specific questioning on school data in relation to progress and attainment of PP, SEND and LAC pupils/students. Support the local marketing strategy, which includes pupil recruitment and retention through strong and cohesive community and parish links. Contribute to the development of the school prospectus.