**CAST Schools Website Checklist – Governance**

**School name and area:** St Mary’s Catholic Primary School Falmouth

**Name of Clerk:**  Carol Pipkin

Please confirm you have the following on your website and any updates have been completed since the last check:

|  |  |
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| **Information** | **Tick to confirm** |
| 2020-21 Governor Information Document (template provided by CAST) to include;Full Name, Governor type, Appointing body, Date of current appointment, End of current term, 2019-20 Meeting attendance, Business interests, Other Governorships  | √ |
| Governor Pen Portraits | √ |
| Meeting Summary or LGB Minutes (not statutory but best practice) | See Notes from the Clerk |
| CAST Board Information (including attendance and Business Interests)– Link to CAST Website <http://www.plymouthcast.org.uk/web/board_of_directors/484924> | √ |
| Statutory Trust Documents (Current Scheme of Delegation and Financial Statements etc)<http://www.plymouthcast.org.uk/web/trustee_reports__financial_statements/484984> | √ |
| CAST Policies – Link to CAST Website<http://www.plymouthcast.org.uk/web/trust_policies__information/484983> | √ |
| **GIAS** |
| Get Information About Schools – all Governor Information has been updated | √ |

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| Notes from the ClerkThe School Governors do not wish to publish the LGB minutes on the website, but copies are available in the School Office should a parent request to see them. |