



Coppice School Local Governing Body Business Meeting Wednesday 23rd March 2022 at 10:00 at Coppice School

Those Present:		
Paul Burns	Chair/Safeguarding Link Governor	PB
Karl O'Reilly	Executive Headteacher	KO
Natalie Swearman	Head of School	NS
Paula Fraser	Parent and Wellbeing Link Governor	PF
Zenab Khan	Parent Governor and Teaching & Learning Link Governor	ZB
Sara Johnston	Governor	SJ
Damon Stead	Finance Link Governor	DS
Also Present:		
Barry-John Simmons	Nexus MAT Clerk	Clerk
Jacky Tattershall	Assistant CEO – Quality Assurance & Improvement	JT
Warren Carratt	CEO	CEO
Gill Cantrell	Staff Member - Post 16	GC
Apologies:		
Kathryn Deacy	Staff and T&L/Wellbeing Link Governor	KD
Bev Fox-Norris	Staff Governor	BF-N
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received for KD & BF-N.	
1.2. To accept apologies for absence Apologies were accepted for KD & BF-N.	
2. OUTSTANDING ACHIEVEMENT AWARDS	
2.1. Presentation to Staff Nominee(s) PB summarised why Chris Medwell and the Post 16 team had been given the outstanding achievement award for their hard work and commitment. GC as a member of the Post 16 took on the congratulations from all those present. GC left the meeting at 10:15.	
3. ITEMS OF URGENT BUSINESS	
3.1. Chair to determine any items of urgent business to be considered Chair to determine any items of urgent business None.	
4. DECLARATION OF INTERESTS	
4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda There were no declarations received.	
5. COPPICE SCHOOL LOCAL GOVERNING BODY MINUTES	
5.1. To approve the minutes of the following meeting: The minutes of the meeting held 9 th February 2022 were approved as a true record with no amendments.	
5.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	
5.3. Matters arising from the Minutes There were no matters arising.	
6. ITEMS TO BE CONSIDERED	
6.1. Headteacher Report NS gave an overview of the report and asked for any questions from governors.	

JT asked whether the curriculum vision had been lost during the pandemic? NS confirmed that staff absence affected this and how continued well-being and curriculum vision-based work was needed.

CEO asked whether the policies which were identified as a strength in the report was a true reflection? NS confirmed policies were a strength as they had all been completed and sent.

NS discussed pop-ins to classes and peer reviews. NS also mentioned that Nick Whittaker (Former Senior HMI with Ofsted) came in and gave really useful advice on how to build on what they currently have in terms of the vision of curriculum.

KO/NS detailed how the school environment will be looked at in both the short and long term.

PF asked whether the school are looking at building work due to an increase in numbers or just to develop current facilities? NS explained they were aiming to look at developing the resources they currently have.

CEO discussed options for growth of the buildings and how more clarity will come with future discussions with Doncaster Council and in light of the forthcoming free special programme guidance that the Government will publish. CEO also detailed if they were to look at a new build route it would take at least 4 to 5 years to complete.

PB asked whether the tree surgeon work had gone ahead? NS confirmed they had been in school and undertaken work.

CEO asked how the Early Career Teachers (ECTs) were getting on? NS provided an update. NS also confirmed they have a new ECT starting after Easter.

CEO questioned the number of pupils with learning targets, stating they had 126 in the report but 131 children on roll? NS confirmed it did not account for the 5 children who started at the beginning of the spring term.

CEO referred to page 12 of the report and asked how challenging the targets for pupils are if 100% were hit in sixth form. NS explained this % relates to examinations and accreditation and were simply based on whether a pupil passed or not, which accounted for why the results were so high. CEO congratulated them on the positive results.

NS discussed how the fixed term exclusion pupil was due to be on roll until May and was now living in another area of the country in a residential setting, with a tutor being assigned to them for learning. JT asked if School supply work to the tutor and queried how do school get updates on pupil progress? NS confirmed what input they have and that they do get updates during education reviews.

KO/NS detailed how the authorised absence numbers were correct. NS explained that a new family support worker was starting at the school which would help with attendance.

<p>NS detailed 2 referrals to RIDDOR due to staff injuries.</p> <p>NS explained how sickness was getting better long term and also mentioned phased returns, although Covid was still prevalent.</p> <p>NS detailed the changes in the staffing structure with a new administrator and transport manager, 2 administration apprentices and how after Easter a Family Support Worker was starting. NS also confirmed the successful recruitment of 3 new teachers.</p> <p>PF asked if they were full time teachers? NS discussed how one was an ECT and discussed the background of the other two teachers.</p> <p>PF asked how many pupils were in Post 16. NS confirmed they had 24 and were at full capacity for next year already.</p> <p>CEO asked if the new site manager was settling in? NS confirmed he started in September and had covered most of the outstanding actions on his plan and that he was the head first aider for the school.</p> <p>PB asked if the governors could have an outline of the new staffing structure and numbers on roll next year ACTION: NS to send the detail on.</p> <p>6.1.1. Appendix 1 - Updated SIP (attached document)</p> <p>NS gave an overview showing how the SIP had not changed greatly and that progress was lower in certain areas due to high staff absences through autumn and spring. NS discussed how they have included the hindering factors for governors.</p> <p>CEO asked had there been an impact on EHCP and annual reviews with staff absences? KO/NS detailed how they maintained those, though administration - including taking minutes at the reviews - had made it difficult. CEO questioned whether doing minutes at reviews was a statutory requirement and if not, can they save time by summarising the meeting instead with an action log?</p> <p>ACTION: KO to ask DMBC officers if they need them legally or is there a better way to do it?</p> <p>CEO asked if KO and NS had attended the Ofsted learning session being put on by Becton , even though what they had was a well sequenced structured plan? KO confirmed he had attended an NS is attending the Friday session.</p> <p>CEO asked is there an INSET after Easter on Phonics? NS confirmed they will use staff meetings to cover that.</p> <p>JT asked about the new system for their improvement plan and whether they were still pursuing undertaking one at the start of the academic year. NS confirmed though they would still like to do this they had gone back to the more traditional system.</p> <p>PF left the meeting at 11:10</p>	<p>NS 25/05/22</p> <p>KO 25/05/22</p>
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<p>6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report (attached document)</p> <p>JT asked if they had any paediatric first aiders? NS confirmed they had one based in EYFS.</p> <p>JT asked about the 5 actions outstanding from the Proactive report and the other previous outstanding actions. NS confirmed the only 2 outstanding actions were related to a policy being displayed and the gate issue.</p> <p>CEO asked if target dates relating to the building works at the school next door can be deferred if agreed with Ian at Proactive. ACTION: NS and KO will review this.</p>	<p>NS/KO 13/07/22</p>
<p>6.2. Safeguarding Report</p> <p>PB gave dates for his training on 30/11/21 on Keeping Children Safe in Education.</p> <p>CEO asked why the early help numbers were so low at 4? NS explained that the Early Help table was not accurate and the actual number was 38. ACTION: NS to send correct table to clerking services.</p> <p>PB asked if the section 175 Audit was complete yet? NS confirmed this was still to be completed, and that the new Family Support Worker was a former DSL and would help with this in future.</p> <p>PB confirmed that he will do a safeguarding walk with NS. CEO recommended instead that PB could join in a meeting where they report to the external safeguarding officer on the s.175 audit. ACTION: PB will arrange this with NS.</p> <p>NS asked do we still need link governors as she had been approached by some staff about this? KO commented on how it would be good to get people from school involved. CEO explained the potential changes to the MAT governance model and suggested he provide some input to the governor development session in May to outline what this might mean for link governors. ACTION: CEO asked KO and NS to liaise with him to confirm.</p>	<p>NS 25/05/22</p> <p>PB 13/07/22</p> <p>NS/KO 30/04/22</p>
<p>6.3 LAC Report</p> <p>NS gave an overview of LAC and how they might lose 3 LAC after May half term.</p> <p>CEO asked if is this in the children's best interest? NS confirmed it was.</p> <p>PB asked can we remove a child's name from the report.</p> <p>JT asked how they are coding the attendance for an offsite LAC and whether they used, "attending offsite"? NS said she would check today what the correct coding would be as she was in the review meeting with the Local Authority. ACTION: NS to check coding.</p>	<p>NS 25/05/22</p>

<p>6.4 Community Voice Report</p> <p>NS celebrated how 4 students and their parents were part of a business enterprise initiative at the White Rose Centre in Leeds and how they had a stall, sold all their products and won best enterprise out of all the schools that attended. Governors commended this work.</p> <p>KO mentioned a horticulture-based grant application had been submitted for "field to fork", by the school.</p> <p>NS stated they can look at how governors can be more involved in the community voice during their "away day".</p> <p>KO discussed how they will be sending out a survey to parents and may look at apps like Class Dojo or SeeSaw to improve communication, as these have been successful at many schools.</p> <p>NS detailed how they were also currently looking at Twitter and Facebook as platforms to celebrate good work.</p> <p>NS discussed the strong, positive links with Hill House.</p>	
<p>6.5. Budget Monitoring</p> <p>CEO confirmed the healthy surplus at present. No questions were asked</p>	
<p>6.6. Consideration of Term Dates 2023/24</p> <p>NS confirmed they have not looked as far ahead as the 2023/24 term dates. CEO recommended they look at this in the July meeting.</p> <p>ACTION: Clerking Services</p>	<p>Clerking Services 13/7/22</p>
<p>6.7. Annual Self-Assessment – NGA Toolkit</p> <p>CEO asked for governors to please send to clerking services at clerkingservices@nexusmat.org if they have not already.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to complete Activity Log</p> <p>KO mentioned ZK had visited school and whether she should she fill in an activity log form? CEO gave an overview of what the Activity Log was and asked for Clerking Services to send the form out to all governors. ACTION: Clerk to ensure forms are sent out.</p>	<p>Clerk 25/05/22</p>
<p>7.2. Trust Verbal Update of Key Issues</p>	

<p>CEO discussed what the School Supplementary Grant (SSG) was and where they were up to with it. CEO shared how they had to follow a legal route to get confirmation Rotherham would pass the funds on in April and how Doncaster also agreed that they would pass the fund on, but they gave conditions which the Trust solicitors are challenging. CEO explained how Coppice being part of such collective action was a real benefit of being part of the Trust.</p> <p>CEO mentioned growth within and outside of South Yorkshire for Nexus.</p> <p>CEO also briefed the governors on how Nexus had won a National Schools Parliament award which they would collect next week in London.</p>	
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>PB wanted to discuss and confirm a date for a governor "away day".</p> <p>KO explained what it entailed and what general agenda would cover.</p> <p>PF confirmed due to work she would not be able to attend.</p> <p>KO agreed with governors to hold the training "away day" on Wednesday 11th May 9.30 – 2.30pm.</p> <p>NS asked do governors meetings need to be at 10am and whether they could have them earlier to enable staff governors to more easily attend.</p> <p>All agreed 9.15am for future meetings.</p> <p>ACTION: Clerk to update clerking services on the amended meeting time.</p>	<p>Clerk 25/05/22</p>
<p>9. CONFIDENTIALITY & RISK</p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>CEO asked if governors could leave hard copies of reports behind as staff names appeared on the safeguarding report and a pupil name on the LAC report .</p>	
<p>9.2. To consider any areas of risk discussed during the meeting</p> <p>None.</p>	
<p>10. DATES OF NEXT MEETING</p>	

Wednesday 25 th May 2022	9:15 – 11:15	Coppice School	Quality of Education
Tuesday 28 th June 2022	16:00 – 19:00	Crags School	Leadership Summit
Wednesday 13 th July 2022	10:00 – 12:00	Coppice School	Business Meeting

Minutes approved

CHAIR	SIGNATURE	DATE