



**Coppice School Local Governing Body
Safeguarding, Leadership & Management
Wednesday 24th March 2021 at 10:00
via MS Teams**

Those Present:		
Karl O'Reilly	Executive Headteacher	KO
Paul Burns	Chair/Safeguarding Link Governor	PB
Linda Allison	Headteacher	LA
Paula Fraser	Parent and Wellbeing Link Governor	PF
Zenab Khan	Parent Governor	ZB
Dan Vockins	Vice Chair and T&L/Wellbeing Lead Link Governor	DV
Also Present:		
Warren Carratt	Chief Executive Officer	CEO
Emma Sheedy	Nexus MAT Clerk	ES
Jacky Tattershall	Assistant CEO – School Improvement	JT
Apologies:		
Kathryn Deacy	Staff and T&L/Wellbeing Link Governor	KD
Bev Fox-Norris	Staff Governor	BF-N
Damon Stead	Finance Link Governor	DS
Natalie Swearman	Deputy Headteacher	NS
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received from KD, BF-N, DS & NS.	
1.2. To accept apologies for absence Apologies were accepted from KD, BF-N, DS & NS.	
2. ITEMS OF URGENT BUSINESS	
2.1. Chair to determine any items of urgent business None.	
3. DECLARATION OF INTERESTS	
3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda There were no declarations received.	
4. COPPICE SCHOOL LOCAL GOVERNING BODY MINUTES	
4.1. To approve the minutes of the following meeting: The minutes of the meeting held on 10 th February 2021 were approved as a correct record with no amendments.	
4.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	
4.3. Matters arising from the Minutes KOR apologised for not providing his apologies for the previous meeting.	
5. POLICIES	
5.1. Policies for Review None.	
5.2. New Policies 5.2.1. The guidelines of the Safe Touch policy were agreed but needs amending; remove 'Norfolk Steps training'. JT also suggested incorporating the guidelines within another existing policy, instead of creating a new policy – Safeguarding or Moving & Handling and include hyperlinks. ACTION: NS to consider incorporating the guidelines within another existing policy – Safeguarding or Moving & Handling and include hyperlinks.	NS 26/05/21
6. ITEMS TO BE CONSIDERED	
6.1. Headteacher Report Governors had received the Headteacher Report in advance of the meeting and discussion/challenge was as follows:	

<p>The Chair noted use of the dashboard with KPI's, as outlined by the Trust.</p> <p>The Chair asked for further information regarding the first stage formal absence review meetings and LA provided context.</p> <p>LA updated Governors regarding recent staff appointments and thanked ZK for her support with the recruitment process. Two NQT's have been appointed on a 12-month contract.</p> <p>The Chair asked for more information regarding TES and KOR explained this is free subscription available to Coppice, via a subscription paid for by Bader Academy. KOR also spoke about Staff Pulse.</p> <p>JT recommended the number of Key Priorities for 20 / 21 from the SDP is reduced to those school will be focusing on this year. ACTION 1: NS to update the Key Priorities for 20/21 and reduce to those that school will be focusing on this year.</p> <p>The Chair queried progress made with securing TA Apprenticeships for autumn 21 and NS & Tracey Senior are currently exploring opportunities outside of Doncaster College. DV offered to assist with this via Ongo Recruitment. ACTION 2: NS to contact DV regarding TA Apprenticeships via Ongo Recruitment.</p> <p>The Chair thanked NS for the report.</p>	<p style="text-align: right;">NS 14/07/21</p> <p style="text-align: right;">NS 14/07/21</p>
<p>6.2. Safeguarding Report</p> <p>Governors received the Safeguarding Report and noted NS would be DSL after Friday 26th March.</p> <p>The Chair queried the Lettings Policy, shown as due for review January 2021, and Special Educational Needs and Disability (SEND) Policy, shown as due for review March 2021, and it was agreed for NS to review both during the summer terms. JT stated most schools combine the SEND Policy with their SEND Annual Report, as both include the same information, and the Annual Report is usually published in September and this was noted. ACTION: NS to review the Lettings and Special Educational Needs and Disability (SEND) Policies. NS to note JT's comment about combining the SEND Policy with the SEND Annual Report, which is usually published in September.</p> <p>JT queried the number of Early Help referrals at report item 6. and LA explained that short breaks are not included.</p>	<p style="text-align: right;">NS 14/07/21</p>
<p>6.3. Community Voice Report</p> <p>KOR advised Governors that Coppice will be taking part in the Trust wide House of Parliament initiative. Governors raised no queries with the Community Voice Report.</p>	
<p>6.4. Academy Health & Safety Self-Assessment Report</p> <p>Governors received the Academy Health & Safety Self-Assessment Report.</p>	

<p>The Chair asked for more information regarding the staff accident and LA provided context.</p> <p>JT queried COVID related staff absence and LA explained COVID absence is not included but provided context.</p> <p>The Chair asked about the funding for the outdoor classroom fencing and LA advised it is in the budget but progress delayed due to COVID.</p> <p>The Chair queried where suspended ceilings are required and LA advised in the Sixth Form area.</p> <p>DV expressed an interest in being involved with Staff Pulse and KOR noted this.</p> <p>The CEO asked for an update regarding the building works at the adjoining school and LA advised she will approach them for an update. ACTION: NS to provide an update regarding the building works at the adjoining school.</p>	<p>NS 26/05/21</p>
<p>6.5. Competent Person Audit & Action Plan</p> <p>No update.</p>	
<p>6.6. Budget Monitoring</p> <p>The Budget Monitoring Report was received by Governors and the CEO provided context.</p> <p>The Chair asked where the works loan is included within the figures and the CEO agreed to check this with the CFO. ACTION: CEO to check where the works loan is included within the Budget Monitoring Report.</p> <p>KOR advised Governors that Coppice are currently exploring funding for LED lighting, via the Trust.</p>	<p>CEO 14/07/21</p>
<p>6.7. SIP/SEF Update</p> <p>LA provided a verbal update of the priorities included within the Headteacher Report.</p>	
<p>6.8. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>The Trust have been overwhelmed with the response from Coppice, with expressions of interest, to support Bader Academy.</p> <p>The CEO spoke about delivery of the SEMH framework across the Trust, to share best practice.</p> <p>The CEO advised Governors that the Trust will be submitting an expression of interest for the RMBC SEMH Special School. The Trust are also looking at opening an Independent School.</p> <p>The project at The Bridge is on track for a September 2021 opening.</p> <p>The CEO provided an overview of the two SLT vacancies within the Trust.</p>	

7. GOVERNANCE MATTERS	
7.1. Governors to complete Activity Log Governors were reminded to email activity to clerkingservices@nexusmat.org	
8. ANY OTHER URGENT BUSINESS	
8.1. To consider any other urgent business agreed by the Chair 8.1.1. The Chair and Governors extended thanks to LA for her contribution and support.	
9. CONFIDENTIALITY & RISK	
9.1. To consider the confidentiality of any items discussed during the meeting None.	
9.2. To consider any areas of risk discussed during the meeting None.	
10. DATES OF NEXT MEETING	

Wednesday 26 th May 2021	10:00 – 12:00	via MS Teams	Teaching, Learning & Wellbeing
Wednesday 14 th July 2021	10:00 – 12:00	Coppice School	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE