



Coppice School Local Governing Body Quality of Education Meeting Wednesday 25th May 2022 at 09:15 at Coppice School

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

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received from DS.	
1.2. To accept apologies for absence Apologies were accepted from DS.	
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 23 rd March 2022 were approved as a correct record with no amendments.	
4.2. Review of Action Tracker	
The action tracker was reviewed and updated.	
KO confirmed he will follow up with the relevant authorities regards further car parking spaces being required at Coppice. ACTION: KO	KO 13/07/22
4.3. Matters arising from the Minutes	
PB asked if they had the new staffing structure detail available? KOR confirmed that this had been completed and would be emailed prior to the next meeting as per the action tracker.	
KO updated Governors on the bid to develop the outdoor area and how they are awaiting the outcome.	
KO also detailed how Coppice have launched a Facebook group and that letters had been sent to parents for consent.	
5. ITEMS TO BE CONSIDERED	
5.1. SIP Priorities – Deep Dive Review of Specific Curriculum Area(s)	
KO gave an overview of the quality assurance, abacus document utilised by the senior leadership team which highlighted how each teacher had been observed to show strengths and areas for development. KO explained that teacher's standards were broken down into 5 areas and detailed how feedback and action plans are created for the teachers from the process.	
SJ asked what the numbers signified? KO confirmed they represented certain teachers.	
PB asked who was filling in the information. KO confirmed the senior leadership team had gone into classrooms as pairs.	
PF asked how many teachers there were. NS confirmed there were 15 and also mentioned that 4 Early Career Teachers were not covered in the process.	

PB asked why KO and NS are not also assessed? KO explained NS and himself as none classroom teachers are not assessed in this process.

PF asked for clarification on what inconsistent meant? NS explained that one area within the lesson may have led to an inconsistent grade. KO went on to detail the reasoning behind the inconsistent grading and exemplified how it doesn't mean weak teaching and that the actual example was part of an overall strong lesson observation.

PB asked how long has system been in operation? KO detailed how they have always used drop ins, but initially set up the new system over 3 years ago, though due to COVID it had not been extensively used so far. KO went on to state how pleased they are with the system offering a really strong dashboard that provides focus.

NS confirmed that during the process no teacher had received an overall inconsistent grading.

KO went on to look at the abacus system for information gathering and explained it was a blended process to support discussion and overview and to show progress and create consistency for students

BF-N asked what the colours represented? NS explained how they formed actions for future CPD.

JT asked do they have a calendar for when they look at CPD and other areas? NS confirmed that they do but it needs to be looked at continually.

KO then discussed the triangulation abacus and how it worked. KO explained how it included information from external reviews, deep dives, pop in and drop ins and data and how they create development points. KO highlighted how the abacus is a point in time check, so they are informed on what to focus on, in the following term. KO also explained the action plan on parental voice and what actions have come up from the triangulation process. KO specifically mentioned they hoped for more frequent drop ins in areas such as phonics and to listen to pupil voice regards the intended work on the outdoor space to further understand what students want.

NS also detailed the background on the persistent absentees and how they are addressing it. NS also explained the system they are using to further monitor it.

BF-N commented and complimented the school on such low numbers of persistent absentees.

BF-N then asked if the triangulation abacus informed the school development plan? KO/NS confirmed it did to a certain extent.

JT asked about pupil progress meetings and if processes are now in place after COVID? KO confirmed that another abacus needs to be developed to specifically look at pupil progress.

<p>JT asked with different members of leadership undertaking Appraisal and staff mentoring how do they ensure the offer for teachers is equitable, and whether all teachers are having the same process from different leaders? NS confirmed there are 4 area leads who undertake the process and how they practice on each other first to be sure they're operating consistently. KO reiterated this and explained that the leaders also did mock questioning on him to be sure they were asking appropriate questions and that further coaching will be provided to be sure they are supporting staff consistently.</p> <p>NS mentioned they could get feedback from staff to help ensure consistency.</p> <p>BF-N remarked that she thought it works well as a whole, though gave examples where different teachers received varying advice.</p>	
<p>5.2. Transition to Academy Council</p> <p>KO mentioned the transition to an academy council was covered on the governors away day and how the CEO had given a background to it. KO then gave his own overview of how an academy council would still mean governors had the same voice without the legal responsibility of covering areas such as safeguarding, which would be better placed with members of the professionally qualified central team. KO then confirmed he will look at the vision ideas for governors further that were collected on the away day.</p> <p>BF-N asked whether Coppice were the first school to be an academy council. JT confirmed Bader Academy were the first.</p> <p>JT also explained meetings will still be similar for an academy council but that governors would not be held accountable via OFSTED questioning. JT also confirmed that the stakeholder voice is still the main mechanism and area of focus for governors.</p>	
<p>6. GOVERNANCE MATTERS</p>	
<p>6.1. Governors to complete Activity Log</p> <p>None.</p>	
<p>6.2. Trust Verbal Update of Key Issues</p> <p>JT detailed the continued growth of the Trust and the new schools still coming on board with Nexus. JT also mentioned the Trust had taken on 2 new Primary leads (Darren Dickinson and Claire Garbutt) and that they had an advert out for a SEND lead to add further capacity.</p> <p>PB asked how many are now in the central team? JT detailed there were at least 30 with teams covering Finance, HR, ICT and school improvement.</p> <p>PB asked how many schools are in Nexus now and is it still expanding? JT confirmed there would be 12 in September and 3 other schools in discussions.</p>	
<p>7. ANY OTHER URGENT BUSINESS</p>	

<p>7.1. To consider any other urgent business agreed by the Chair</p> <p>NS gave out the key dates pack and discussed the upcoming events at school.</p> <p>BF-N asked when did pupil reports come out? NS confirmed when this was and would add that to the list.</p> <p>JT asked is the prom after school? NS confirmed it was during the day at the moment due to the logistics but they are looking at various options. SJ mentioned how the prom at school last time was really nice.</p> <p>PF asked whether parents evening was face to face? NS confirmed it was and the benefits of meeting new teachers for next year as well.</p> <p>JT asked do any new pupils start after the training day at the end of the term? NS confirmed they have 2 pupils who could potentially start.</p> <p>PB asked are there any holiday activities planned? KO explained there were none directly organised by school, but that there will be specialist offerings that will be signposted. NS also mentioned how some students were going to the special Olympics in Belgium over the summer.</p> <p>NS confirmed the 4th July safeguarding meeting has been cancelled.</p> <p>KO asked governors to complete the Declaration of interest forms and pen-pic after the meeting.</p> <p>PF asked how governors could complete the Cyber training? NS agreed to send the link to Governors after the meeting. ACTION - NS</p> <p>PB asked how Cyber threats to the school were monitored? KOR confirmed that the Trust has an oversight on this and that they received regular training and emails to keep updated.</p>	NS 13/07/22
8. CONFIDENTIALITY & RISK	
<p>8.1. To consider the confidentiality of any items discussed during the meeting</p> <p>KO reminded governors the new leadership structure details that they would receive prior to the next meeting was confidential.</p>	
<p>8.2. To consider any areas of risk discussed during the meeting</p> <p>None.</p>	
9. DATES OF NEXT MEETING	

Wednesday 13 th July 2022	10:00 – 12:00	Coppice School	Business Meeting
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Minutes approved

CHAIR	SIGNATURE	DATE

Contact council about more parking spaces. KO