



## **Coppice Academy Council Meeting Wednesday 6 December 2023 at 09:15 at Coppice School**

<b>Those Present:</b>		
Natalie Swearman	Headteacher	NS
Paul Burns	Chair/Safeguarding Link Governor	PB
Zenab Khan	Parent Governor	ZK
Sara Johnston	Vice Chair	SJ
Paula Fraser	Parent Governor	PF
<b>Also Present:</b>		
Lisa Suter	Nexus MAT Executive Director	LS
Lyndsay Foster	Nexus MAT Governance Clerk	Clerk
<b>Apologies:</b>		
Kathryn Deacey	Staff Governor	KD
Beverley Fox-Norris	Staff Governor	BFN
<b>No Apologies:</b>		

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from KD &amp; BFN.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted for KD &amp; BFN.</p>	
<p>1.3 Confirmation of Vice Chair</p> <p>Vice Chair confirmed.</p>	
2. OUTSTANDING ACHIEVEMENT AWARDS	
<p>2.1. Presentation to Staff Nominee(s)</p> <p>The awards were discussed and the 2 members of staff in school was brought into the meeting individually to receive their award and thanks.</p>	
3. ITEMS OF URGENT BUSINESS	
<p>3.1. Chair to determine any items of urgent business to be considered Chair to determine any items of urgent business</p> <p>NS confirmed calendar dates were to follow before Christmas, and confirmed that the October holidays were staying as it is, the two week break is continuing for the next 3 years following consultation with staff and parents.</p>	
4. DECLARATION OF INTERESTS	
<p>4.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>None.</p>	
5. COPPICE SCHOOL ACADEMY COUNCIL MINUTES	
<p>5.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 12<sup>th</sup> July 2023 were approved as a true record with no amendments.</p>	
<p>5.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed, discussed and updated.</p>	
<p>5.3. Matters arising from the Minutes</p> <p>None.</p>	
6. ITEMS TO BE CONSIDERED	
<p>6.1. Headteacher Report</p> <p>NS discussed an overview of the report and highlighted key points. She informed that the post-16 section had settled very well, and the modular setup has been great for the pupils. There is still some ongoing work and a snagging list that is being addressed. SJ mentioned that the pupils love it, and the overall feel is very grown up. NS stated that</p>	

she is looking into noise soundproofing, as the acoustics in the modular space are quite loud.

There was a discussion around the modular setup and the completion of the budget/finance for it, as well as what is still needed. NS mentioned that a new path is needed, which wasn't considered in the original budget.

**PF asked if the 6th form could save money?**

NS stated that they are looking into ways to generate income, and one area that has helped is the pupils getting involved in constructing a lot of the furniture, which they've thoroughly enjoyed.

NS stated that they haven't done an official open day for the modular setup as they want it fully complete first. An opening day for parents/carers is planned for the new year.

NS discussed that she had been working closely with an Ofsted member of staff on a coaching basis, which has helped with guidance on lesson plans. There was a successful staff training day on the last INSET, focusing on school improvement and quality assurance. The outcomes have been very positive for the staff.

NS discussed financial stability, noting that it's a challenge due to 85% of the budget going towards staffing and cover. They are now looking at the need for bespoke packages for pupils and their EHCPs to outline what support they need and help secure funding.

There have been some emergency reviews held for certain pupils to assess the need for 1-2-1 support, and they hope to secure extra funding for this.

**PF asked if the school can refuse a child if the extra funding is refused.**

LS stated that it is possible; however, it could lead to the matter being taken to tribunal, and ultimately, the school may have to admit the pupil without receiving the additional funding.

PB mentioned that Rotherham and Sheffield seem to be better with funding than Doncaster.

NS shared the positivity that came from both teachers and support staff in the staff discussions and appraisals. There is a plan in place for more coaching and support in areas where they feel it is needed. The behaviour and attitude within the school are continually improving, with just two suspensions involving two challenging pupils. There is a review of their risk assessments in place, and discussions with the local authority (LA) are ongoing.

**PF asked what if the school can't meet the needs?**

NS stated that it's very rare that the school will resort to suspension. Everything is done to put a plan in place beforehand, including conducting risk assessments that are carried out and reviewed before placing the students back in school.

NS informed that Post 16 is working on designing a new certificate to celebrate successes within the school.

She mentioned that they are facing challenges with community outings and visits due to a lack of drivers. There used to be one driver per class.

<p><b>PF asked was it due to change in driving rules?</b></p> <p>NS stated that the challenge with the lack of drivers is due to age and license changes. The school may have to consider paying one of the school bus drivers to do trips when required. This situation has become an advantage for upper school students, encouraging them to walk to more places. Some of the older students are also using public transport. Teachers are coming up with inventive ways to ensure students can still get out and about.</p> <p>Discussion took place around the support and challenge meeting, the development plan, and the clear objectives set by the trust.</p> <p>PF asked if new teachers have a mentor. NS confirmed that yes, new teachers have a mentor who observes lessons and reports, and there is plenty of support in place. NS expressed that she enjoys conducting observations, and it has helped improve standards within the school.</p> <p>She also discussed staff appraisals, with almost all being completed. There is a high turnover of staff within the school, and currently, there are 5 staff members undergoing training for the spring term focused on Autism. NS mentioned ongoing school improvements, including decorating and new flooring in the lower school, with plans to address the upper school during the summer term.</p> <p><b>ACTION: NS to discuss further with LS (Trust), funding offers for playground development and planters and funding for completing Post 16.</b></p>	<p><b>ACTION: NS 27/03/23</b></p>
<p>6.1.1. Appendix 1 - Updated SIP</p> <p>Discussed report within Headteacher report.</p>	
<p>6.1.2. Appendix 2 – SEF</p> <p>Discussed report within Headteacher report.</p>	
<p>6.2. School Dashboard Summary</p> <p>The discussion within the Headteacher's report was helpful, and the dashboard itself provides insights into areas that require attention and improvement.</p>	
<p>6.3. Budget Monitoring Report</p> <p>A brief overview of the budget report was discussed, and NS mentioned that she would take some notes to the finance meeting to address and clarify certain queries.</p>	
<p>6.4. Teaching Staff Appraisal Outcome Report</p> <p>Document was reviewed and discussed.</p>	
<p><b>7. TRUST MATTERS</b></p>	
<p>7.1. Trust Verbal Update of Key Issues</p> <p>PF &amp; PB agreed to renew term of office for a further 4 years. KD to be reviewed in the new year as Term of Office also expired.</p>	
<p><b>8. ANY OTHER URGENT BUSINESS</b></p>	

8.1. To consider any other urgent business agreed by the Chair PB stated about Christmas events, NS to send on events calendar.	
<b>9. CONFIDENTIALITY &amp; RISK</b>	
9.1. To consider the confidentiality of any items discussed during the meeting None.	
<b>10. DATES OF NEXT MEETING</b>	

Wednesday 27 March 2024	09.15 – 11.15	Coppice Academy
Wednesday 17 July 2024	09.15 – 11.15	Coppice Academy

**Minutes approved.**

CHAIR	SIGNATURE	DATE