



**Coppice School Local Governing Body
Teaching, Learning & Wellbeing
Wednesday 14th October 2020 at 10:00
via MS Teams**

Those Present:		
Paul Burns	Governor Chair	PB
Linda Allison	Headteacher	LA
Bev Fox-Norris	Teaching Staff Governor	BF-N
Zenab Khan	Parent Governor	ZB
Damon Stead	Governor	DS
Also Present:		
Warren Carratt	Chief Executive Office	CEO
Emma Sheedy	Governance Clerk	ES
Apologies:		
Jenny Burnett	Governor	JB
Kathryn Deacy	Staff Governor (Non-Teaching)	KD
Paula Fraser	Parent Governor	PF
Karl O'Reilly	Executive Headteacher	KOR
Dan Vockins	Governor/Vice Chair	DV
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from JB, KD, PF, KOR and DV.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from JB, KD, PF, KOR and DV.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business</p> <p>2.1.1. Leadership LA and the CEO provided an update regarding LA's forthcoming retirement at Easter and outlined the plan going forward. LA will be reducing her working days from January to three. Natalie Swearman will be returning from maternity leave in January and will be working three days per week, this will be reviewed going forward. NS has been offered the position of Head of School on an interim basis, following an expression of interest process across the Deputy Headteachers. Prior to this, Tracy Conlon has been made permanent as Deputy Headteacher, as the school requires stability at this time. The leadership model will be reviewed going forward. Governors and the CEO thanked LA for her dedication, commitment and time at Coppice and Chase.</p>	
3. DECLARATION OF INTERESTS	
<p>3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <p>There were no declarations received.</p>	
4. COPPICE SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 4th December 2019 were approved as a correct record with no amendments.</p>	
<p>4.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p>	
5. POLICIES	
<p>5.1. Policies for Review</p> <p>None.</p>	
<p>5.2. New Policies</p> <p>5.2.1. The Careers Education Information and Guidance Policy was reviewed by Governors and agreed.</p>	

<p>5.2.2. The Home School Agreement was reviewed by Governors and the Chair and the CEO raised suggested strengthening the last bullet regarding criticising the School on social media and bringing the School into disrepute by asking Parents/Carers to commit to following the School/Trust policy in the event of grievances/concerns. It was agreed for LA to amend the agreement and include narrative regarding Covid-19 symptoms etc. ACTION: LA to amend the Home School Agreement.</p> <p>5.2.3. The School Council and Pupil Voice Policy was reviewed by Governors and the CEO queried if Pupil Agency should be adopted and LA advised why it was proposed to be Pupil Voice. The policy was agreed.</p>	<p>LA 09/12/21</p>
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>6.1. Teaching & Learning Report</p> <p>Governors had received the T&L Report in advance of the meeting and discussion/challenge was as follows:</p> <p>The Chair asked who the English & Maths Leads are and LA provided the information.</p> <p>The Chair asked for more information regarding the Covid-19 catch up grant and LA provided context. There was a discussion about the School Shop and redevelopment of an outbuilding to a Shop/Drop-in Café.</p> <p>A Governor asked of the impact on learning due to lockdown and LA explained that learning is broadly where it should be but improvements to life skills and resilience has exceeded expectations. The Staff Governor provided further input to substantiate this.</p> <p>The CEO asked for further information regarding pupils not in education and LA provided context.</p>	
<p>6.2. Behaviour Log</p> <p>The Behaviour Log was reviewed and the CEO asked for further information regarding the RIDDOR which LA provided.</p>	
<p>6.3. Wellbeing Report</p> <p>Governors had received the Wellbeing Report in advance of the meeting and discussion/challenge was as follows:</p> <p>LA advised Governors of the stomach bug, which is currently doing the rounds, and is impacting on attendance data.</p> <p>The Chair queried the graph on Page 3 due to a lack of keys and LA provided context.</p> <p>The Chair queried KS3 persistent absence and LA explained it is the largest KS but only equates to 2.5 days.</p>	

<p>The CEO commented positively about the attendance data and extended thanks to the SLT.</p>	
<p>6.4. LAC Report</p> <p>The CEO queried LAC attendance, which is low as this is usually the highest and LA talked through why the data reflected such low levels and advised she is not concerned as a consequence. The CEO accepted this.</p>	
<p>6.5. Pupil Premium Plan</p> <p>Governors reviewed the PP Plan and the Chair queried the blue highlight. LA explained this is because it relates to CPD training and 50% of PP should be spent on training.</p>	
<p>6.6. SIP/SEF</p> <p>There was a lengthy discussion and it was agreed for LA to review Hilltop's SEF model to work from. ACTION 1: CEO to send copies of Pennine View & Hilltop's SEF's to LA. ACTION 2: LA to add Succession/Leadership Transition Planning to the SIP.</p>	<p>CEO COMPLETED LA 09/12/21</p>
<p>6.7. Annual Self-Assessment – NGA Toolkit</p> <p>The CEO advised Governor's that NGA Annual Self-Assessment documents would be distributed by the Clerks, from the Central Trust.</p>	
<p>6.8. Appointment of Vice Chair & Link Governors</p> <p>6.8.1. Vice Chair</p> <p>6.8.2. Teaching & Learning Link Governor</p> <p>6.8.3. Safeguarding Link Governor</p> <p>6.8.4. Finance Link Governor</p> <p>6.8.5. Wellbeing Link Governor</p> <p>Following discussion, it was agreed for the 19/20 Link Governor roles to be carried forward to 20/21.</p>	
<p>6.9. School dates for 2021/2022</p> <p>Governors received and approved the Doncaster model for 2021/2022 school dates. The extended autumn half term was positively received. INSET dates will be added later. ACTION: LA to provide the school dates for 2021/2022 with Parents/Carers via letter and on the school website.</p>	<p>LA ASAP</p>
<p>6.10. Changes to Leadership Summits</p> <p>The CEO explained the Leadership Summit in November had been cancelled due to Covid-19 and would now take place on 29th June 2021.</p>	

6.11. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors The CEO advised Governors of the forthcoming performance management review of the Executive Headteacher. A half-year appraisal will be recommended for NS. The CEO and LA updated Governors regarding the CIF works carried out.	
7. GOVERNANCE MATTERS	
7.1. Governors to complete Activity Log Not discussed.	
8. ANY OTHER URGENT BUSINESS	
8.1. To consider any other urgent business agreed by the Chair 8.1.1. LA to invite NS to the December meeting.	LA ASAP
9. CONFIDENTIALITY & RISK	
9.1. To consider the confidentiality of any items discussed during the meeting It was agreed that LA's forthcoming retirement had been announced amongst the School community, so this item did not require recording in a Confidential Appendix.	
9.2. To consider any areas of risk discussed during the meeting None.	
10. DATES OF NEXT MEETING	

Wednesday 9 th December 2020	10:00 – 12:00	MS Teams	Safeguarding, Leadership & Management
Wednesday 10 th February 2021	10:00 – 12:00	Coppice School	Teaching, Learning & Wellbeing
Wednesday 24 th March 2021	10:00 – 12:00	Coppice School	Safeguarding, Leadership & Management
Wednesday 26 th May 2021	10:00 – 12:00	Coppice School	Teaching, Learning & Wellbeing
Tuesday 29 th June 2021	16:00 – 19:00	Crags School	Leadership Summit
Wednesday 14 th July 2021	10:00 – 12:00	Coppice School	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE