



**Coppice School Local Governing Body
Teaching, Learning & Wellbeing
Wednesday 16th October 2019 at 10:00
Coppice School**

Those Present:		
Karl O'Reilly	Executive Headteacher	KO
Paul Burns	Governor Chair	PB
Linda Allison	Headteacher	LA
Jenny Burnett	Governor – Vice Chair	JB
Kathryn Deacy	Staff Governor (Non-Teaching)	KD
Paula Fraser	Parent Governor	PF
Damon Stead	Governor	DS
Natalie Teal	Governor	NT
Dan Vockins	Governor	DV
Also Present:		
Warren Carratt	Nexus MAT CEO	CEO
Emma Sheedy	Nexus MAT Clerk	ES
Apologies:		
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>No apologies were received.</p>	
<p>1.2. To accept apologies for absence</p> <p>No apologies were received.</p>	
2. ITEMS OF URGENT BUSINES	
<p>2.1. Chair to determine any items of urgent business</p> <p>Introductions were made around the table.</p> <p>The following item was determined as urgent business, which had been discussed prior to the meeting and Governors were provided with an overview at 3.2.</p> <p>2.1.1. Transport</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>	
<p>3.2. Review & Completion of Register of Interest Annual Documentation</p> <p>CEO explained Governors would be required to complete the annual documentation following conversion, which was anticipated to be 1st December 2019. CEO advised Governors that conversion had been delayed due to a consultation process regarding home school transport. The LA had been extremely supportive, working in partnership with the Trust to resolve this.</p>	
4. COPPICE LOCAL GOVERNING BODY MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 3rd July 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>Page 3 LA provided Governors with an update regarding school re-decoration, undertaken by B&Q and anticipated a longstanding partnership with them had been formed. Governors were invited to attend an Art Session and B&Q Tea Party on 24th October 2019 from 1.30 p.m.</p> <p>ACTION: PB to write a letter of thanks to B&Q.</p> <p>Page 4 KO advised that Tracey Conlon had been appointed as Assistant Head and outlined her areas of responsibility.</p>	<p>PB 04/12/19</p>

5. POLICIES	
<p>5.1. Policies for Review</p> <p>KO advised Governors he had met with Diane Hyner of the Central Trust. CEO outlined the policy review process to Governors and DH's role within the Trust. DH will be conducting a review Coppices' policies over half term and would advise accordingly. Summative policy update reports would then be submitted to Governors for review and approval.</p> <p>The Chair advised he was aware of the changes required regarding Keeping Children Safe in Education.</p>	
<p>5.2. New Policies</p> <p>There were no new policies.</p>	
6. ITEMS TO BE CONSIDERED	
<p>6.1. Teaching & Learning Report</p> <p>Governors had received the Teaching & Learning Reports in advance of the meeting, which were discussed/challenged as follows:</p> <p>KO provided an overview of the data dashboard.</p> <p>Governors were advised Coppice were trialling a new assessment package, which would produce better/richer data and track the curriculum and personalised targets to each individual.</p> <p>A Governor asked if there was an operational problem with the current data dashboard system as it suggested a decline from KS3 and KO advised pupils do plateau at stages and the cohorts were low, which affects the data too.</p> <p>A Governor commented on the importance and need for the new assessment package to clearly capture progress and KO offered reassurance that the new package would provide this.</p> <p>A Governor highlighted contradictions on page 9 of the SEF regarding Governors understanding and KO apologised for this.</p> <p>CEO voiced concern over the new SEF tool as the system graded Intent and Implementation as requires improvement but Impact as good and outstanding and KO advised more scrutiny was required and some of the rationale used was due to technicalities.</p> <p>A Governor queried how many pupils were currently on roll and was advised 129 and a Governor then asked how Coppice were coping and LA advised that due to H&S Coppice would be unable to take any more children. The average class is 8/9 pupils.</p> <p>SMSC Development & British Values were overviewed and KO advised the supporting commentary was currently going through an editing phase, however Coppice grades its work in this area as outstanding overall with only British Values needing a stronger focus this year.</p>	

<p>Post-school destinations were discussed and KO advised that one pupil had decided he no longer wanted to continue at Coppice. Tracey is working hard to secure a placement for him to avoid becoming NEET.</p>	
<p>6.2. Behaviour Log</p> <p>The Behaviour Log Report for 1st September – 7th October 2019 had been shared with Governors but there were no incidents to report. Governors agreed the report format was satisfactory.</p>	
<p>6.3. Wellbeing Report</p> <p>Governors had received the Termly Wellbeing Report in advance of the meeting, which was discussed/challenged as follows:</p> <p>A Governor asked of the report author(s) and KO advised Mark Jared and LA.</p> <p>KO outlined that in addition to the usual figures, Coppice had conducted their own attendance analysis outlined at 1.6 and the numbers show an increase over a three-year period when pupils who are on role but not educated at Coppice are taken out of the data. Pupils with long-term illnesses were also removed. When these numbers were omitted, attendance shows a steady increase way above national standards.</p> <p>A Governor asked how Coppice compare to other special schools and KO advised Coppice were broadly aligned with the local and national attendance %.</p>	
<p>6.4. LAC Report</p> <p>Governors had received the LAC Report in advance of the meeting, which was discussed/challenged as follows:</p> <p>LA apologised for the omitted attendance data at section 4 – Attendance and Exclusion and provided Governors with the information. The attendance of 2 pupils was affecting the data and LA advised Governors of the circumstances.</p> <p>CEO asked how Coppice find Virtual Schools and LA advised Virtual Schools were extremely supportive.</p>	
<p>6.5. Pupil Premium Plan</p> <p>Governors had received the Pupil Premium Plan & Reports in advance of the meeting, which were discussed/challenged as follows:</p> <p>The PP Link Governor advised she had been unable to take documents offsite which included PP initials, however the reports tabled included this information. KO apologised for this and all copies of the relevant reports were returned to KO due to the sensitive nature.</p> <p>Governors expressed thanks to Jo and Natalie Swearman for their efforts with PP.</p>	
<p>6.6. SIP/SEF</p> <p><u>SIP</u></p> <p>KO provided an overview of the SIP and advised Governors this was devised following an Away Day with all leaders within school. The key areas were outlined and discussed.</p>	

<p>KO advised Governors of a recent guest speaker; Dean Beadle age 30 who's lived a full life of autism and is now a Speaker conducting a world tour. The talk was very interesting and helpful. Coppice are keen to invite Dean again in the future.</p> <p>A Governor queried if a Parent Guest Speaker could be arranged to improve parental engagement and LA advised that the cost was high but suggested working with other schools within the Trust to offer this.</p> <p>ACTION: CEO to look at offering a Parent Guest Speaker across the Trust and explore funding via Doncaster Parent Voice.</p> <p>A Governor asked what pedagogy was and KO explained it is the science of teaching.</p> <p><u>SEF</u> Discussed at 6.1.</p>	<p>CEO 04/12/19</p>
<p>6.7. Annual Self-Assessment – NGA Toolkit</p> <p>LA advised CEO that Governor's completed the NGA Annual Self-Assessment documents during the Away Day and it was agreed these would be distributed again by the Clerks, from the Central Trust, following conversion.</p> <p>The Chair and LA explained that a Governance Action Plan was devised in June/July at the Away Day.</p> <p>ACTION: Governance Action Plan and NGA Self-Assessment documents to be forwarded to DH.</p>	<p>PB/LA 04/12/19</p>
<p>6.8. Appointment of Vice Chair & Link Governors</p> <p>CEO explained that upon conversion all terms of office would be automatically renewed from 1st December 2019 for a four-year term and there should be two Staff (one Teacher and one TA) and two Parent Governors.</p> <p>A Governor, Natalie Teal, queried continuing as a Parent Governor as her child had left and it was agreed she would continue as a Governor.</p> <p><u>Appointment of Vice Chair</u> JB advised that, due to personal circumstances, she would prefer to not continue as Vice Chair. Following a discussion, it was agreed unanimously that Dan Vockins would be appointed as Vice Chair.</p> <p><u>New Governors</u> Following conversion, it was agreed election of one Staff and one Parent Governor was required.</p> <p>ACTION: LA to address election of one new Staff Governor and one new Parent Governor.</p> <p>Role descriptors had been shared with Governors in advance of the meeting and the following was agreed:</p> <p>6.8.1. Teaching & Learning Link Governor – the following were appointed; Dan Vockins, Natalie Teal, Kathryn Deacy and Jenny Burnett. A Lead was not appointed.</p> <p>6.8.2. Safeguarding Link Governor – Paul Burns was appointed.</p>	<p>LA 14/02/20</p>

<p>6.8.3. Finance Link Governor – the following were appointed; Damon Stead and Paul Burns. The Lead will be Damon Stead.</p>	
<p>6.8.4. Wellbeing Link Governor – the following were appointed; Dan Vockins, Paula Fraser, Natalie Teal, Kathryn Deacy and Jenny Burnett. The Lead will be Dan Vockins. It was agreed DV should be commissioned to look at attendance and better understand the individual contexts. ACTION: DV to look at attendance and better understand the individual contexts.</p>	<p>DV 14/02/20</p>
<p>6.9. School dates for 2020/2021</p> <p>The DMBC schedule was tabled and it was agreed the DMBC dates would be adopted for Coppice, with inset dates to be agreed at a later date.</p>	
<p>6.10. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>Not discussed.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to report on:</p> <p>a) Any function exercised on behalf of the LGB</p> <ul style="list-style-type: none"> • The activity log was completed by Governors. • The Chair has been involved with dealing with an ongoing parental complaint and the complaints procedure was complied with. <p>b) Any training and development undertaken</p> <ul style="list-style-type: none"> • The activity log was completed by Governors. • Governors attended the Away Day. • Governors attended a Food Awareness Session. • LA advised of Governor training available via Learner’s First. <p>ACTION: LA to e-mail information to Governors.</p> <p>c) Visits to schools within the MAT</p> <ul style="list-style-type: none"> • The activity log was completed by Governors. • A number of Governors attended the Macmillan morning at school. • The Chair attended school regarding repairs to the roof and advised the repair cost are excessive. Coppice are hoping to secure E3Q funding and would only need to re-pay 10% over a 10-year basis, which is around £300 per month out of the school’s budget. This is ongoing. 	<p>LA 04/12/19</p>
<p>8. ANY OTHER URGENT BUSINESS</p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>8.1.1. KO advised Governors that Post 16 pupils attended a CAST Theatre and performed Hamlet. Coppice were the only Special School to participate and pupils were amazing. Professional photographs were taken and will be displayed within school.</p> <p>8.1.2. A Governor asked of the impact due to the building work and there was a discussion. JB felt it was impacting on the children as access is restricted. There must be a route for emergencies and the LA needs to address this.</p> <p>8.1.3. A Governor asked for an update regarding the Farm and LA advised that Balfour Beatty had offered to contribute and would like to assist with planning improvements.</p>	

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 20 th November 2019	16:00 – 19:00	The Source Meadowhall	Leadership Summit
Wednesday 4 th December 2019	10:00 – 12:00	Coppice School	Safeguarding, Leadership & Management
Friday 14 th February 2020	10:00 – 12:00	Coppice School	Teaching, Learning & Wellbeing
Wednesday 25 th March 2020	10:00 – 12:00	Coppice School	Safeguarding, Leadership & Management
Wednesday 3 rd June 2020	10:00 – 12:00	Coppice School	Teaching, Learning & Wellbeing
Tuesday 9 th June 2020	16:00 – 19:00	Crags Community School	Leadership Summit
Wednesday 1 st July 2020	10:00 – 12:00	Coppice School	Safeguarding, Leadership & Management

Minutes approved

CHAIR	SIGNATURE	DATE
Paul Burns		