



**Coppice School Local Governing Body
Safeguarding, Leadership & Management
Wednesday 4th December 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	JB
Kathryn Deacy	Staff Governor (Non-Teaching)	KD
Paula Fraser	Parent Governor	PF
Damon Stead	Governor	DS
Dan Vockins	Governor – Vice Chair	DV
Also Present:		
Warren Carratt	Nexus MAT CEO	CEO
Emma Sheedy	Nexus MAT Clerk	ES
Apologies:		
Natalie Teal	Governor	NT
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received from NT.	
1.2. To accept apologies for absence Apologies were accepted from NT.	
2. ITEMS OF URGENT BUSINES	
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.	
3.2. Register of Interest All forms were duly completed by those in attendance.	
4. COPPICE LOCAL GOVERNING BODY MINUTES	
4.1. To approve the minutes of the following meeting: The minutes of the meeting held on 16 th October 2019 were reviewed and the following amendments agreed: ACTION: Clerk to amend the minutes of the meeting held on 16 th October 2019. Page 4 – 6.5. Change wording to read 'Governors expressed thanks to Jo and Natalie Swearman for their efforts with PP'. Page 4 – 6.6. Change wording to read 'Dean Beadle age 30 who's lived a full life of autism'. Page 5 - 6.8. Change wording to read ' A Governor, Natalie Teal, queried continuing as a Parent Governor as her child had left '. Page 6 – 7.1. Change wording to read 'A number of Governors attended the Macmillan Morning at school'. Page 6 - 8.1.2. Change wording to read ' 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 '.	CLERK COMPLETED
4.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	

<p>4.3. Matters arising from the Minutes</p> <p>KO provided Governors with an update regarding E3cube funding bids and the outcome is awaited.</p> <p>Page 6 – 8.1.2.</p> <p>It was agreed the lack of access in the event of an emergency needs to be addressed. ACTION: LA to address improving emergency access to the school site.</p>	<p>LA 14/02/20</p>
<p>5. POLICIES</p>	
<p>5.1. Policies for Review</p> <p>None were tabled.</p>	
<p>5.2. New Policies</p> <p>None were tabled.</p>	
<p>6. ITEMS TO BE CONSIDERED</p>	
<p>6.1. Headteacher Report</p> <p>Governors had received the Headteacher Report in advance of the meeting, which was overviewed by KO/LA and discussion/challenge was as follows:</p> <p>The Chair asked KO to provide an example of the process outlined in Annex A. and this was provided. KO also advised of the SLT away day w/c 9th December.</p> <p>A Governor asked how long it will be before the process outlined in Annex A. is embedded and KO predicted January to adopt the way of working.</p> <p>The Whole School Action Plan was overviewed and discussed:</p> <p>A Governor asked what happens now and KO advised the assessment system is ongoing and will be built on. CEO suggested creating a three-year strategy on a page and KO explained this is the plan.</p> <p>The Chair asked if K6 of Whole School Action Plan was included in the new document. KO advised this was under a separate action plan and provided more information regarding this.</p> <p>It was noted Annex B. and C. had not been provided prior to the meeting for Governor review. ACTION: KO/LA to ensure teaching and learning data and progress towards milestones is provided for the next meeting on 14th February 2020.</p> <p>A Governor queried if the improvements in behaviour is a result of pupils leaving and KO confirmed this was the case.</p> <p>LA shared with Governors that a further challenge is increasing pupil numbers. Coppice currently have 130 pupils on roll and a waiting list for September 2020. A 'virtual' approach for post 16 was discussed. A Governor queried if specialist provision could be provided in a mainstream setting and there was an in depth discussion regarding this.</p>	<p>KA/LA 14/02/20</p>

<p>A letter of thanks was shared with Governors from the Royal Shakespeare School.</p>	
<p>6.2. Safeguarding Report</p> <p>The Safeguarding Report had been shared with Governors in advance of the meeting and discussion/challenge was as follows: PB advised he is undertaking training on 22nd January 2020 via Learners First. ACTION: LA to update dates of training for PB.</p> <p>CEO queried the increase of records of concern completed by Staff and LA apologised and advised the correct number. The high number is due to refresher training and therefore more robust awareness from staff on when to complete a form. CEO stated there was a similar trend in response to update training in other academies.</p> <p>CEO commented on the slight increase of pupils in receipt of a CIN plan and there was a discussion regarding this.</p>	<p style="text-align: center;">LA 25/03/20</p>
<p>6.3. Community Voice Report</p> <p>The Community Voice Report was tabled and overviewed by LA.</p> <p>Dates outlined at section 6. Future activity were noted by Governors.</p> <p>A Governor queried how the two pupils were chosen for Battlefields Tour France and LA provided this information.</p>	
<p>6.4. Health & Safety Report</p> <p>The Health & Safety Report had been shared with Governors in advance of the meeting and discussion/challenge was as follows:</p> <p>Governors were asked to return all paper copies of the report to LA. ACTION 1: LA to remove initials from the report and repost to GH.</p> <p>CEO commented positively on the strong Staff sickness profile.</p> <p>A Governor asked about school's approach regarding attendance and if an expected attendance % could be enforced with Staff and CEO explained this could only be done via a consultation process.</p> <p>Governors insisted the fire drill signage must be assembled before School closes for Christmas. ACTION 2: LA to arrange for the fire drill signage to be assembled before School closes for Christmas.</p> <p>KO queried regular maintenance of school bikes and LA provided this information. A Governor made a recommendation of a School Bike Doctor and this was noted.</p> <p>A Governor asked about Lockdown Procedures and the communication to parents and this was noted.</p>	<p style="text-align: center;">LA 14/02/20</p> <p style="text-align: center;">LA 20/12/20</p>
<p>6.5. SIP/SEF Update School</p> <p>To be reviewed at another time.</p>	

<p>6.6. Teacher Pay and Appraisal Review</p> <p>The Teacher Appraisal Review was tabled and queried by CEO. ACTION: KO/LA to amend the Teacher Appraisal Review and re-send to CEO for signature.</p>	<p>KO/LA 14/02/20</p>
<p>6.7. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>CEO advised that Heatherwood School converted on 1st November. Coppice School converted on 1st December, which takes the Trust to seven academies with two schools in pre-opening. Becton and North Ridge Schools are due to convert early 2020.</p> <p>CEO advised the Trusts Annual Accounts will be published by 31st December.</p> <p>The Leadership Summit was well attended and extremely positive. The next takes place on 9th June 2020 at Crags Community School.</p>	
<p>7. GOVERNANCE MATTERS</p>	
<p>7.1. Governors to complete Activity Log</p> <p>Completed.</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 provided Governors with an overview of Challenge Partners.</p> <p>8.1.2. The Chair shared with Governors a copy of an NGA handout.</p> <p>8.1.3. A Governor queried transportation and was provided with further information regarding the consultation process.</p> <p>8.1.4. The Chair sought CEO's input regarding sub-committee meetings. CEO advised it is Governor's own prerogative. ACTION: PB/LA to further discuss Governor's sub-committee meetings.</p>	<p>PB/LA 14/02/20</p>
<p>9. CONFIDENTIALITY & RISK</p>	
<p>9.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	
<p>9.2. To consider any areas of risk discussed during the meeting</p> <p>None.</p>	

10. DATES OF NEXT MEETING

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