



**Coppice School Local Governing Body
Safeguarding, Leadership & Management
Wednesday 9th December 2020 at 10:00
via MS Teams**

| Those Present: | | |
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| Karl O'Reilly | Executive Headteacher | KO |
| Paul Burns | Chair/Safeguarding Link Governor | PB |
| Linda Allison | Headteacher | LA |
| Natalie Swearman | Deputy Headteacher | 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 |
| Damon Stead | Finance Link Governor | DS |
| Dan Vockins | Vice Chair and T&L/Wellbeing Lead Link Governor | DV |
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| Also Present: | | |
| Warren Carratt | Nexus MAT CEO | CEO |
| Mark Jarred | School Business Manager | MJ |
| Emma Sheedy | Nexus MAT Clerk | ES |
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| Apologies: | | |
| Jenny Burnett | Governor | JB |
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| No Apologies: | | |
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| 1. APOLOGIES FOR ABSENCE | Actions |
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| 1.1. To receive apologies for absence Apologies were received from JB. | |
| 1.2. To accept apologies for absence Apologies were accepted from JB. | |
| 2. ITEMS OF URGENT BUSINESS | |
| 2.1. Chair to determine any items of urgent business 2.1.1. Condolences were extended to the family of the pupil who recently passed away. | |
| 3. DECLARATION OF INTERESTS | |
| 3.1. Individual Governors to declare any personal, business or other governance interests on any item on the agenda Staff Governors in attendance declared an interest in agenda item 6.8. | |
| 3.2. Review & Completion of Annual Documentation The Clerk advised of outstanding forms, which will be followed up outside of the meeting. | |
| 4. COPPICE SCHOOL LOCAL GOVERNING BODY MINUTES | |
| 4.1. To approve the minutes of the following meeting: The minutes of the meeting held on 14 th October 2020 were approved as a correct record with no amendments. LA asked the Clerk to duly amend her position, which the Clerk has dealt with. | |
| 4.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated. | |
| 4.3. Matters arising from the Minutes There were no matters arising. | |
| 5. POLICIES | |
| 5.1. Policies for Review None. | |
| 5.2. New Policies None. | |
| 6. ITEMS TO BE CONSIDERED | |
| 6.1. Headteacher Report The Headteacher Report had been shared with Governors in advance of the meeting and challenge/discussion was as follows: | |

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| <p>The Chair queried Key Developments regarding English & Maths on Page 2 and LA provided clarity regarding this.</p> <p>The CEO queried the purchase of iPods and KOR explained about the SmartRubric program, so teachers can link observations as evidence to support targets.</p> <p>The CEO queried the behaviour data in 17/18 and LA explained this relates to one pupil who's since transitioned to residential.</p> <p>The Chair extended thanks to all staff for their support during these difficult times.</p> | |
| <p>6.2. Safeguarding Report</p> <p>The Chair provided LA with details of his Safeguarding training for inclusion in the table on Page 1 and Safer Recruitment training on Page 5 also. ACTION: LA update the Safeguarding Report with the Chair's training.</p> <p>The Chair queried the regression of pupils in receipt of a CIN plan, as outlined on Page 8 and LA explained that the pupils have been stepped down.</p> <p>The CEO queried Pupils in receipt of a CP Plan data on Page 8 and LA explained this should be 3.</p> | <p>LA 24/03/21</p> |
| <p>6.3. Community Voice Report</p> <p>The Community Voice Report was received by Governors.</p> <p>The Chair asked how Workforce Voice is achieved with school bubbles etc. and LA explained about the use of MS Teams.</p> <p>The Chair commented on the healthy school fund budget.</p> | |
| <p>6.4. Academy Health & Safety Self-Assessment Report</p> <p>The Chair queried how many Support Staff there are and MJ advised 44.</p> <p>The Chair queried the installation of the finger guards and La provided an update.</p> <p>The Chair asked about the fire door on the Staff Room and KOR provided context.</p> | |
| <p>6.5. Competent Person Audit & Action Plan</p> <p>The CEO provided an update regarding ProAktive and explained that Coppice's fire and health and safety audits haven't taken place yet.</p> <p>The CEO commented that the unexpected child death of a pupil at Coppice did not meet the RIDDOR reporting requirements, as this was not due to negligence or an issue on the school site. Regardless, the HSE has been informed and any queries dealt with.</p> | |

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| <p>6.6. Budget Monitoring</p> <p>The Budget Monitoring Report was reviewed by Governors and the CEO explained the Trust approach with this and that reports are always a couple of months behind, so the situation (especially in special schools) will always mean it's different on the day of the meeting. The CEO also explained that red and – (minus) = surplus.</p> <p>The Chair queried the forecast variation for Education Support Staff and the CEO/LA provided context.</p> <p>The Chair asked for more information regarding school insurance and the CEO explained about the risk protection arrangement.</p> <p>The Chair commented that 80% of the budget is spent on staffing and asked how this compares to other academies and the CEO advised that staffing is usually 80-85% in Special Schools.</p> <p>The CEO provided context regarding the surplus carry forward. KOR queried if the school can draw on the surplus and the CEO confirmed that they can, in line with the Trust's delegated financial powers manual. A discussion about the development of outdoor classroom areas followed.</p> | |
| <p>6.7. SIP/SEF Update</p> <p>LA provided an overview of the SDP, which includes milestones.</p> <p>The CEO queried if leadership changes/succession planning had been included with the SEF and LA advised it had.</p> | |
| <p>6.8. Teacher Pay and Appraisal Review</p> <p>Governors reviewed and approved the Teacher Pay and Appraisal Review.</p> <p>A Governor queried pay levels and LA/CEO provided context.</p> <p>NS queried Trust criteria for pay progression and the CEO advised accordingly.</p> | |
| <p>6.9. Annual Self-Assessment – NGA Skills Audit</p> <p>The Clerk advised of three outstanding forms, which will be followed up outside of the meeting.</p> | |
| <p>6.10. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>The CEO provided an update regarding the opening of Bader Academy.</p> <p>The CEO explained about the transition arrangements of LA leaving and NS taking over as Headteacher.</p> <p>The CEO advised of DMBC's review of Special Schools, which is suggestive Coppice could increase roll by a further 3 pupils. However, this is disputed by the school and Trust.</p> | |

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| 7. GOVERNANCE MATTERS | |
| 7.1. Governors to complete Activity Log The Clerk reminded Governors to email Clerking Services with any activity undertaken. | |
| 8. ANY OTHER URGENT BUSINESS | |
| 8.1. To consider any other urgent business agreed by the Chair 8.1.1. LA tabled the resignation of Jenny Burnett, effective from 08/12/20. It was agreed for the Chair to write and extend thanks to JB and Natalie Teal also. ACTION: Chair to write a letter of thanks to JB & NT. | CHAIR ASAP |
| 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 | |

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| Wednesday 10 th February 2021 | 10:00 – 12:00 | MS Teams | 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 |
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