



**Coppice School Local Governing Body
Quality of Education Meeting
Wednesday 13th October 2021 at 10:00
via MS Teams**

Those Present:		
Paul Burns	Chair/Safeguarding Link Governor	PB
Natalie Swearman	Head of School	NS
Zenab Khan	Parent Governor	ZB
Karl O'Reilly	Executive Headteacher	KO
Dan Vockins	Vice Chair and T&L/Wellbeing Lead Link Governor	DV
Also Present:		
Warren Carratt	Chief Executive Officer	CEO
Emma Sheedy	Nexus MAT Clerk	ES
Jacky Tattershall	Assistant CEO – School Improvement	JT
Apologies:		
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
Damon Stead	Finance Link Governor	DS
No Apologies:		

1. APOLOGIES FOR ABSENCE	Actions
1.1. To receive apologies for absence Apologies were received from KD, BF-N, PF and DS.	
1.2. To accept apologies for absence Apologies were accepted from KD, BF-N, PF and DS.	
2. ITEMS OF URGENT BUSINESS	
2.1. Chair to determine any items of urgent business 2.1.1. Learners First	
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. Review & Completion of Register of Interests Governors were reminded to complete and return Register of Interests to Clerking Services.	
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 July 2021 were reviewed and approved.	
4.2. Review of Action Tracker The outstanding actions on the tracker were reviewed and updated.	
4.3. Matters arising from the Minutes 6.1. The Chair asked for an update regarding the Work Life Balance Policy and NS advised this is an Autumn 2 agenda item. 6.1. The Chair asked for an update regarding the COVID catch up funding and NS provided an update with regards improvements to the outdoor learning areas and fencing. 6.1. The Chair queried development with regards recruitment of office support and KO advised of discussions with the CEO, which will now be discussed with the current office staff.	
5. ITEMS TO BE CONSIDERED	
5.1. SEF & SIP priorities – LGB to agree key areas of qualitative scrutiny Governors received the Governor Overview Report in advance of the meeting, which was overviewed in detail by KOR. Discussion/challenge was as follows:	

<p>KO asked if DV had any queries regarding the Teaching & Learning data and DV advised that he was struggling with connection due to very poor WIFI connection. DV was therefore unable to provide any feedback.</p> <p>KO explained that due to COVID and staffing shortages, Coppice had to close one week early for the summer so the SLT Away Day was held internally. KO added that covering the staffing shortages has been extremely difficult and he personally assisted with EYFS.</p> <p>KO explained in detail about the four R's and how these align with the four Ofsted inspection categories.</p> <p>JT stated she was impressed with the Overview report and asked if the layers underneath would be shared and NS explained the Action Plan would be devised after half term and shared in due course. KO shared his screen and provided an overview of The Appreciative Inquiry 4D Model.</p> <p>ACTION: NS to distribute the draft Teaching & Learning Support Package.</p> <p>The Chair stated that he would like the Governors to be involved in the re-development of the school vision and NS explained about the difficulties of bringing together all stakeholders due to COVID and the staff shortages, so this will be a longer piece of work and should not be rushed.</p> <p>JT asked if the SEF has been written and NS explained that Coppice use an online system but it will be re-developed before Christmas and KO explained about his proposed amendments to the phraseology – 'in a typical year, our data shows'.</p>	<p>NS 08/12/21</p>
<p>5.2. Appointment of Vice Chair & Link Governors</p> <p>5.2.1. Vice Chair – DV. 5.2.2. Teaching & Learning Link Governor - DV/KD. 5.2.3. Safeguarding Link Governor – PB. 5.2.4. Finance Link Governor – DS. 5.2.5. Wellbeing Link Governor – DV/KD/PF.</p> <p>It was agreed for 2020/21 Link Governor roles to be carried forward to 2021/22.</p> <p>NS sought approval for the appointment of a new Co-opted Governor, who is an ex Coppice Teacher. The Chair agreed that as the Teacher is well known for her to be invited to the next meeting and voted in.</p> <p>ACTION: NS to send the new Governor details to Clerking Services.</p>	<p>NS ASAP</p>
<p>5.3. School Dates for 2022/2023</p> <p>Governors agreed to adopt the LA school dates for 2022/23.</p>	
<p>6. GOVERNANCE MATTERS</p>	
<p>6.1. Governors to complete Activity Log</p> <p>The Clerk reminded all Governors to email activity to clerkingservices@nexusmat.org.</p>	

<p>6.2. Chair/CEO Verbal Update of Key Issues from Trust Board of Directors</p> <p>The CEO advised of the official opening of The Bridge on 5th November, which Governors were invited to. NS provided context regarding the transition of Coppice pupils to The Bridge. The CEO also explained about the DfE safety valve process.</p> <p>The CEO provided an update regarding the opening of The Discovery Academy in Sheffield.</p>	
<p>7. ANY OTHER URGENT BUSINESS</p>	
<p>7.1. To consider any other urgent business agreed by the Chair</p> <p>7.1.1. Learners First PB advised of problems encountered with Learners First and it was agreed for PB to forward details to the CEO. ACTION: PB to forward the Learners First correspondence to the CEO.</p> <p>7.1.2. The Bridge Opening Day – 5.11.21 NS advised that Coppice staff may not be in attendance at the opening of The Bridge due to staff shortages and commemoration of the death of an ex-pupil.</p> <p>7.1.3. Recruitment NS provided an update with regards recruitment – 11 new staff commenced on 1st September 2021. A new catering supplier has been appointed. Sickness information was also shared. JT added that a Coppice member of staff is leading a Trust group looking at early years and language and literacy. The aim is to share best practise across the Trust more effectively. Thanks were extended to KO/NS for supporting this.</p>	<p>PB ASAP</p>
<p>8. CONFIDENTIALITY & RISK</p>	
<p>8.1. To consider the confidentiality of any items discussed during the meeting</p> <p>None.</p>	
<p>8.2. To consider any areas of risk discussed during the meeting</p> <p>None.</p>	
<p>9. DATES OF NEXT MEETING</p>	

Wednesday 8 th December 2021	10:00 – 12:00	Coppice School	Business Meeting
Wednesday 9 th February 2022	10:00 – 12:00	Coppice School	Quality of Education
Wednesday 23 rd March 2022	10:00 – 12:00	Coppice School	Business Meeting
Wednesday 25 th May 2022	10:00 – 12:00	Coppice School	Quality of Education
Tuesday 28 th June 2022	16:00 – 19:00	Craggs School	Leadership Summit
Wednesday 13 th July 2022	10:00 – 12:00	Coppice School	Business Meeting

Minutes approved

CHAIR	SIGNATURE	DATE