



**Coppice School Local Governing Body  
Business Meeting  
Wednesday 8<sup>th</sup> December 2021 at 10:00  
Coppice School**

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

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received for the CEO, KD, BF-N, NS and PF.</p> <p>No apologies were received from DS and DV.</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted for CEO, KD, BF-N, NS and PF.</p>	
2. OUTSTANDING ACHIEVEMENT AWARDS	
<p>2.1. Outstanding Achievement Awards</p> <p>Outstanding Achievement Awards were presented to Emily Cartwright, Sara Job and Damon Johnston [and then left the meeting at 10.02 a.m.].</p>	
3. ITEMS OF URGENT BUSINESS	
<p>3.1. Chair to determine any items of urgent business</p> <p>3.1.1. The Chair provided Governors with context regarding Sara Johnston (SJ), who's a retired Coppice Teacher and <b>Governors unanimously agreed to appoint SJ as a Governor with immediate effect.</b></p>	
4. DECLARATION OF INTERESTS	
<p>4.1. 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>	
5. COPPICE SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>5.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 13<sup>th</sup> October 2021 were reviewed and approved.</p>	
<p>5.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated.</p>	
<p>5.3. Matters arising from the Minutes</p> <p>There were no matters arising.</p>	
6. ITEMS TO BE CONSIDERED	
<p>6.1. Headteacher Report</p> <p>Governors received the Headteacher Report in advance of the meeting. Discussion/challenge was as follows:</p> <p>KO provided an overview on behalf of NS and explained that the Published Admission Numbers (PAN) and numbers on roll are being discussed with the LA and the site is being addressed with regards growth to potentially allow for more young people. Joel Hardwick, Assistant CEO – Strategy &amp; Partnerships &amp; NS have discussed this further and arranged</p>	

for somebody to visit the site in the New Year to explore building opportunities, although this provides more variables. The costs of pupils being placed outside of their local authority was also discussed. **A Governor queried parking, as this is already an area for concern** and KO explained this would be addressed at that time. Signage was also discussed. **Following discussion, it was agreed for KO to arrange parking tickets to be issued so the number of non-coppice staff spaces taken can be evaluated.**

**ACTION 1:** KO/NS to issue parking tickets to Coppice staff so the number of spaces taken by non-Coppice staff can be evaluated.

KO drew Governors attention to the bold text in the report as key highlights and explained that it has been very difficult to deliver on the priority areas of the SEF - Leadership & Management. Hopefully, this will be undertaken when Coppice have more stability due to the impact COVID is having on staff absence.

The School took part in a B11 Inspection on the 23<sup>rd</sup> November. The Inspector focused on the quality of reading and phonics in the morning and observed reading and phonics with several pupils/ groups in school. The next steps for Coppice are to find a Systematic Synthetic Phonics programme that works for our pupils, and for the English Leader to fully understand what provision looks like across school, and to make sure that this is secure and consistent. In the afternoon, the Inspector focused on Leadership and looked at curriculum implementation and the SEF. It was agreed by all, that next steps for leaders are ensuring that the curriculum is consistently being delivered as intended, and that it is having a positive impact on outcomes. This was already identified as a School Development Priority by leaders, and will be worked towards using the new Teacher Support and Development Programme. Deep Dives of subject areas were also discussed, and how this may look, and consideration given as to how we can support subject leaders further with this.

KO provided an overview with regards staff and provided context regarding the changes in the general office and that Mark Jarred is keen to streamline processes. One Teacher is on a risk assessment due to being pregnant. The Family Support Worker is leaving and this will be picked up temporarily by Tracey Senior.

The Health & Safety data was overviewed **and JT queried if the Site Supervisor is onsite all the time** and KO advised yes. KO advised that the defibrillator is now onsite and key staff have been trained but a wider training session will be delivered.

Staff sickness absence data was overviewed and JT mentioned it would be interesting to convert the data into £ (money). KO explained that it has been 'all hands on deck' and Coppice are looking at investing in Staff Absence Manager (SAM). KO explained that NS is dealing with the HR/sickness issues as proactively as possible. **The Chair expressed his understanding that this is a difficult situation to manage and appreciates that staff have continued to provide high quality lessons regardless.**

Wellbeing taster sessions have been offered to staff for three weeks three times per week, focusing on restorative yoga and sound therapy and this is going well.

**KO/NS  
09/02/22**

Governors received the data taken from each teachers Teaching and Learning profile. One teacher was on a support plan after the drop-ins during the Summer term but has made significant progress in their quality of teaching in Autumn term drop-ins.

**JT asked how long a 'drop-in' lasts** and KO advised 15/20 minutes but can be longer. Three 'drop-in's' are undertaken every two weeks to see all area's across the framework.

As a result of the Summer Term data drop, evidence shows that the majority of pupils (94%) made expected or above expected progress against their EHCP targets. As did 97% of our pupil premium pupils, showing there is no significant difference between our PP pupils and Non PP. All, 100% LAC pupils made expected or above expected progress towards their EHCP targets. As did pupils with EAL.

Governors reviewed the Behaviour data and noted the 282 behaviour incidents year to date. As per the report, KO explained that when recording on CPOMS – 'behaviour incidents' is the catch all term that staff use for any instance of behaviours from children. CPOMS training will be provided in the Spring term to enable staff to better use the system and to define terminology. Coppice can then separate into subgroups such as threats, aggression, or physical violence.

There has been one Fixed Term Exclusion (FTE) and KO provided context. **JT asked what is currently in place for the pupil and** KO provided an update regarding this.

Overall attendance is currently 90.1% to date, which is significantly above the national average.

During Autumn term, Coppice celebrated Parliament Week themed around bonfire night. During the week, each class focused on pupil voice skills such as confidence, speaking in front of a group, making a choice and voting. These skills are going to be harnessed to help pupils design new assemblies and choose outdoor playground equipment over the coming year. Teachers worked to ensure this week was meaningful for their pupils, some classes elected representatives for the Pupil Parliament whilst other classes voted on activities they wanted to do, ensuring the voice of each pupil could be heard in whatever way they choose to communicate. The Pupil Parliament lead will continue to build on pupil agency and pupil voice throughout the year, and regular parliament meetings will be held, so that our children and young people can effectively contribute to the way that school is ran. Coppice are meeting with Amanda Hobson of Central Trust next week regarding an Extended Services offer.

Weekly No Limits clubs also take place providing pupils to develop and explore new skills through a range of clubs selectively chosen through pupil voice and staff expertise. Coppice are hoping to build on this further this year, and are currently contacting organisations and businesses in the locality who may be able to enhance the curriculum. Each class also has a weekly Forest Schools lesson to promote the Happy Centred Schools driver and associated skills. **The Chair asked SJ how she found the no limit concept** and SJ advised it was effective in upper school and highly commended it. **A Parent Governor stated she does not believe her children will engage with**

**extra-curricular activities.** KO added that this is a club for the community and not just Coppice pupils.

Year 14s have all had 'Top Year Transfer' annual reviews of their EHCPs. Five students will be moving on from Coppice in July 2022 - three will be going into full time, Post 19 further education, one will be accessing a split placement Post 19 offer with an education and social care package and one student will be transitioning into a Social Care placement. Arrangements have been made with one Post 19 FE settings for visits in the new year for Year 12, 13 and 14 and Careers reviews will take place with the Careers Lead once these visits have happened.

The student who will be moving into a social care package will begin transition in January, once a suitable placement has been sourced through social care. The student will start to access this setting one day per week with a view to increasing this over time at a pace that meets the individual needs of the student.

The Bridge students have been working on careers and employability - producing a vocational profile and applying for Work Experience placements. One of the Bridge students has already started a placement with The Copper Pipe each day. Two students have completed internal work placements with Damon Stead and received glowing reports. In Coppice, four young people have been interviewed for an external placement at 'The Pantry'.

All students have accessed an industry experience, making Crepes with Cambeth Community Project - students will be making crepes at Coppice Christmas Fayre. Two students will be running a market stall at an external event on Sunday 5th December - selling produce made in Enterprise sessions in school. Coppice Cafe continues to run every Tuesday and Thursday, making and selling Breakfast/Lunch to staff and Governors were encouraged to go and have a look round.

**JT asked about the restructure of staff as mentioned at section 6.1. of the report** and KO explained this is just re-alignment of staff.

KO commended the efforts of NS, as she is doing an outstanding job leading the school.

#### 6.1.1. Appendix 1 - Updated SIP

KO explained the SIP will be designed with as much information as possible, so it is an informed piece of work.

#### 6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report

KO advised that the action with regards in-house inspections of the premises and fire safety systems has been completed. KO also confirmed that the ovens have been cleaned but they just need checking they are functioning correctly.

The H & S Report was received by Governors. **The Chair asked what the new PEEPS is** and KO advised it is evacuation procedures. **A Governor asked what IOSH is** and KO advised IOSH is a UK-based organisation offering professional qualifications in order to raise standards of health and safety in the workplace.

<p>6.2. Safeguarding Report</p> <p>Governors received the Safeguarding Report.</p> <p><b>The Chair asked who Andrew Hall is</b> and KO advised Andrew Hall is a national Safeguarding Guru and Coppice receive weekly updates, which are distributed to staff.</p> <p>PB advised that he attended a training course on 30<sup>th</sup> November - Safeguarding Introduction KCSIE. JT added that the latest change is peer on peer abuse. <b>JT recommended that Coppice should invite Governors to the staff KCSIE training sessions</b> and KO agreed to deal with this.</p> <p><b>ACTION 1:</b> KO/NS to arrange for Governors to be invited to the staff KCSIE training sessions.</p> <p>KO advised that his Safer Recruitment training needs to be added to the report. <b>ACTION 2:</b> KO's Safer Recruitment training to be added to the next Report.</p> <p>There was a discussion regarding the Single Central Record (SCR) and KO provided reassurance that this will be carried out.</p> <p>KO apologised for the report omission at section 5 and agreed to provide this. <b>ACTION 3:</b> KO/NS to provide the omitted S175 update.</p>	<p><b>KO/NS 09/02/22</b></p> <p><b>KO 23/03/22</b></p> <p><b>KO/NS ASAP</b></p>
<p>6.3. LAC Report</p> <p>Governors received the LAC Report. There is currently six LAC and attendance is good. <b>The Chair asked why only 5 PEPs have been completed when there is six LAC</b> and KO agreed to check this.</p> <p><b>ACTION: KO/NS to check why only 5 PEPs have been completed when there is six LAC.</b></p>	<p><b>KO/NS ASAP</b></p>
<p>6.4. Community Voice Report</p> <p>Governors received the Community Voice Report.</p> <p>Pulse Surveys are an ongoing form of communication with the staff team that enable leaders to receive honest feedback in areas surrounding wellbeing and workload, and allow Coppice to implement changes as a result of this feedback.</p> <p><b>JT commended the 'Local Heroes' Tea Party held for members of the community who are part of the 'Friends of Coppice School'.</b></p> <p>KO confirmed the Xmas fayre will be held outside and be COVID compliant.</p>	
<p>6.5. Budget Monitoring Report</p> <p>Governors received the Budget Monitoring Report, for information purposes. <b>The Chair queried why a more current report (October 2021) is not provided, as it is dated 15<sup>th</sup> September 2021</b> and it was agreed for this to be followed up by Clerking Services.</p> <p><b>ACTION:</b> Clerking Services to advise why the Budget Monitoring Report is dated 15<sup>th</sup> September 2021.</p>	<p><b>CLERKING SERVICES ASAP</b></p>

<p><b>The Chair asked how the new catering supplier is going</b> and KO explained there have been some initial teething problems but Coppice are on top of this.</p>	
<p>6.6. Teacher Pay and Appraisal Review</p> <p>Governors received the Teacher Pay and Appraisal Review for information purposes, which the CEO will sign off.</p>	
<p><b>7. GOVERNANCE MATTERS</b></p>	
<p>7.1. Governors to complete Activity Log</p> <p>Governors were reminded to email any activity to <a href="mailto:clerkingservices@nexusmat.org">clerkingservices@nexusmat.org</a></p>	
<p>7.2. Trust Verbal Update of Key Issues</p> <p>JT advised Governors of current vacancies at Central Trust recruitment - a Consultant Head and a Reading &amp; Phonics Lead.</p> <p>Discovery Academy in Sheffield is still on track to open in September 2022 and recruitment is being explored.</p> <p>Discussions are ongoing to explore a Sixth Form offer in Sheffield.</p>	
<p><b>8. ANY OTHER URGENT BUSINESS</b></p>	
<p>8.1. To consider any other urgent business agreed by the Chair</p> <p>None.</p>	
<p><b>9. CONFIDENTIALITY &amp; RISK</b></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>	

<p><b>10. DATES OF NEXT MEETING</b></p>	
---	--

Wednesday 9 <sup>th</sup> February 2022	10:00 – 12:00	Coppice School	Quality of Education
Wednesday 23 <sup>rd</sup> March 2022	10:00 – 12:00	Coppice School	Business Meeting
Wednesday 25 <sup>th</sup> May 2022	10:00 – 12:00	Coppice School	Quality of Education
<a href="#">Tuesday 28<sup>th</sup> June 2022</a>	<a href="#">16:00 – 19:00</a>	<a href="#">Craggs School</a>	<a href="#">Leadership Summit</a>
Wednesday 13 <sup>th</sup> July 2022	10:00 – 12:00	Coppice School	Business Meeting

---

**Minutes approved**

<b>CHAIR</b>	<b>SIGNATURE</b>	<b>DATE</b>