



Coppice School Local Governing Body Business Meeting Wednesday 13th July 2022 at 10:00 at Coppice School

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| Those Present: | | |
| Paul Burns | Chair/Safeguarding Link Governor | PB |
| Karl O'Reilly | Executive Headteacher | KOR |
| Kathryn Deacy | Staff and T&L/Wellbeing Link Governor | KD |
| Paula Fraser | Parent and Wellbeing Link Governor | PF |
| Zenab Khan | Parent Governor | ZB |
| Sara Johnston | Governor | SJ |
| Also Present: | | |
| Vicky Hawksley | Nexus MAT Clerk | Clerk |
| Jacky Tattershall | Assistant CEO – School Improvement | JT |
| Apologies: | | |
| Natalie Swearman | Head of School | NS |
| Damon Stead | Finance Link Governor | DS |
| Bev Fox-Norris | Staff Governor | BFN |
| 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 for NS, DS and BFN. | |

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| <p>1.2. To accept apologies for absence</p> <p>Apologies were accepted for Natalie Swearman, Damon Stead and Bev Fox-Norris.</p> | |
| 2. OUTSTANDING ACHIEVEMENT AWARDS | |
| <p>2.1. Presentation to Staff Nominee(s)</p> <p>KOR presented an award to a member of staff (JW) for her outstanding work across the leadership team and the school in English and Phonics.</p> | |
| 3. ITEMS OF URGENT BUSINESS | |
| <p>3.1. Chair to determine any items of urgent business to be considered Chair to determine any items of urgent business</p> <p>None.</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 25th May 2022 were approved as a true record with no amendments.</p> | |
| <p>5.2. Review of Action Tracker</p> <p>The outstanding actions on the tracker were reviewed and updated. All remaining outstanding items are now complete.</p> | |
| <p>5.3. Matters arising from the Minutes</p> <ul style="list-style-type: none"> • The situation regarding car parking on site has improved but remains an ongoing issue. <p>There were no other matters arising.</p> | |
| 6. ITEMS TO BE CONSIDERED | |
| <p>6.1. Headteacher Report</p> <p>The report had been circulated in advance of this meeting. KOR outlined the main points to note:</p> | |

- There has been a main focus on safeguarding and the safeguarding team have been undergoing the appropriate training required as part of a 3-year plan.
- The school retains a strong profile of teaching across the year and the quality of education has improved.
- Use of CPOMS needs to be more effective and training has taken place to look at ways of aligning this system more closely with the school.
- School vision and values – expect these to remain unchanged at the present time but beginning to review the ethos and future vision for the school. This will require a significant amount of work and we will revisit this item in the future. We are aiming to develop a culture of excellence.
- Leadership capacity has been doubled across the school.

Governor Question: What is the difference between a Deputy Head and an Assistant Head? KORR explained that a Deputy Head has much more responsibility. An Assistant Head is more of a middle leadership rather than senior leadership role.

- iAbacus (page 6 of the report) – the areas in yellow are judged to be a tentative Good, areas in green are secure Good. The report states that leadership and management is securely good in many areas and work is underway to ensure that all other areas become good as well.

Governor Question: What does a culture of excellence look like? KORR explained that there will be a session for teachers, TAs and Governors to understand what we mean by 'excellent' and what criteria will be required to meet this standard.

6.1.1. Appendix 1 - Updated SIP (**attached document**)

The SIP and SEF documents have been circulated to governors in advance of this meeting and give an update on the school's current position.

- Development Plan – KOR circulated a grid explaining the main points in the plan. The Framework for Excellence contains four priorities; developing a culture of excellence; systems and processes support rapid improvement; preparation for Ofsted and succession planning and developing the next phase of leadership. School leaders have been allocated to each of these areas.
- In order for learners to make progress there are 5 key areas; scaffolding learning; explicit instruction; flexible grouping; use of technology and meta cognition.

Governor Question: Are we expecting another Ofsted visit soon? *We think this could take place in September 2023 or sooner.*

KOR explained that these are still draft priorities at this stage and explained the implementation process for these priorities. These areas will be input into a project management tool which will help us to outline priorities, how these will be done and timescales. We have already undertaken some training on this which is just for the leadership team at this stage and is a live document which will keep us on track and provide evidence for the School Improvement Plan.

KOR explained that the SEF document has not yet been updated for the Sixth Form provision.

KOR explained that we are also looking at the following areas:

- Use of staff workspaces to make them more effective and user-friendly for staff to use
- We are re-purposing a sensory room which is not fit for purpose – this will become an office.
- Staff will have PPA space and we are looking at various options for this.
- Investment is also needed in the Staff Room, toilet areas etc.
- The environment and the curriculum areas will be more closely linked.
- The school security system is being replaced and quotes have been received for this. All doors will be centrally controlled by a computer programme. Parents have been consulted on this and were happy for the school to make decisions which are safe for the school. The new security system has a battery back-up system. The new system is costing £30k but it will allow us to re-do the current fob system to make it more efficient and secure. This will be done over the summer. The company doing the work are also managing our CCTV and fire alarm systems.

Sickness and absence – this has been very high this term. Last week we had a total of 24 pupils absent from school in one day.

Induction programme for staff (see page 12 of the Head's report) – KOR reported that a detailed induction programme is in place for new staff and new staff are joining the school gradually for various roles. KOR confirmed that SLT are advertising for 9 TA posts and from the applications received so far, expect to appoint only 3 or 4 at this point. The school are keen to ensure that they appoint the right people and may need to consider using agency staff if this is deemed appropriate.

Pop-ins – KOR explained that these are opportunities for staff visit classrooms throughout the day and see what learning is taking place at different times. The SLT then have a 'respond and reflect day' during which they identify areas of good practice or respond to any issues arising around school. The SLT keep a daily log on iAbacus of the 'respond and reflect' duties and outcomes.

Governor Question: How many pop-ins would a member of staff normally have? KOR provided further information to Governors including how it depended upon the area. The main aim is to see what is working well and what can be improved. It is more of a conversation with staff. Indeed, staff welcome more visibility of leadership and this is intended to be a supportive measure for staff during which they have an opportunity to talk about their teaching.

KOR explained that Coppice have appointed a new Assistant Head Teacher following a very rigorous process for the candidates. An internal appointment as been made and detailed feedback has been given to the unsuccessful candidate who was also internal.

Areas for improvement identified for next year are:

- KOR explained that the Maths curriculum needs development and have appointed two maths specialists to take this work forward and work as part of the Maths team;

- The Pool needs to be repaired and refurbished. The pool area is currently not suitable for use and needs significant work to make it suitable for children to use.
- Development of phonics – lots of work being done on this and this is gaining momentum;
- Libraries are progressing well in both upper and lower school. School has ordered new technology for the areas. KOR wished to record his thanks to the volunteers who have helped to set this up.
- KOR reported that many children are working at the expected level of progress but we always encourage them to improve further.
- Science is taught throughout the curriculum and there are plans to report on this as a separate subject in the future.
- Sports Premium – this will be a focus for the new Assistant Head who will conduct a review of this next year.
- National Tutor Programme – we are using funding from this programme to cover a member of staff to deliver the biophilic assessments.

Governor Question: How do you deal with children who are not making enough progress and are 'red'? We try to identify barriers to learning and what support measures we can put in place to re-engage them.

Behaviour – staff have undergone CPOMS training to ensure that all incidents are recorded accurately on this system.

Governor Question: Is 658 incidents high for Coppice compared with previous years? KOR noted that most of these incidents are multiple incidents relating to a few children. Two members of staff are allocating the ELSA team to work on patterns, trends and understand triggers and solutions.

There has been one fixed term exclusion last year, which is very unusual for this school.

Staff are also having training this week from CAMHS and how referrals are made to this service.

Attendance data – attendance has been adequate this year but not outstanding. The school is within national averages and are aware of patterns of non-attendance and the reasons behind this.

Bus cancellations – we have been unable to get the buses to a number of children on a couple of occasions. Support for children who are not in school is in place.

Absence data – governors requested that the reference to initials in the Headteacher's report should be removed.

Pupil Cabinet – the first session of this Cabinet is taking place this week. We are looking at working with our lower ability children as well to ensure their voices are heard.

Assemblies have restarted and children are engaging well with these and give us a chance to celebrate our children's achievements.

KOR
07.12.22

Forest schools – we are continuing to develop this area. We recently held a karaoke evening, our Jubilee Day was very successful and we held a memory afternoon last week for one of our children who had sadly passed away. We will be starting to offer the Duke of Edinburgh award again this year and are encouraging children to go for the Silver award.

Some of our post-16 students are going on a trip to the Belgian town that we are twinned with and they are travelling by coach and ferry.

Transition – we also look at where our children go to after they leave Coppice. There have been many positive destinations for our children this year. Our Post-16 students won a regional achievement award for an enterprise project in which they competed against some affluent private schools. This was a fantastic achievement for our children.

6.1.2. Appendix 2 - Health & Safety (Competent Person) Audit Report (**attached document**)

The report of the recent audit was circulated to governors in advance of this meeting.

Governor Question: Did the school pass the recent fire drill? KOR confirmed that the school all evacuated successfully but it was noted that no time had been included for the evacuation process. Agreed that KOR would ensure this was included.

Action: KOR.

KOR explained that an issue which arose during the last drill related to the use of radios. Staff will be instructed not to use the radios and wait to be informed as to when it is safe to re-enter the building.

A new telephone system has been installed across the school and KOR reported that there have been some issues with this system. PN noted that there have been numerous occasions when he has telephoned the school and has been unable to get a reply.

KOR is investigating the issue about the gate at the top of the school site which is not locked at a weekend. This was raised on the Health and Safety report and we are awaiting a response to this.

As indicated earlier, the car parking situation has improved but we would like to improve the car park area around the top of the school and are also intending to get the grass cut to improve the look of the site.

RIDDOR – there have been two RIDDOR referrals and KOR explained that there were no issues with these. One incident is being dealt with by the person's solicitor but expects this to be resolved amicably.

Capital works – a huge amount of indoor and outdoor space across the site needs upgrading. School have received a quote for new flooring which is more suitable for the needs of pupils. This work is about to start and should be completed by October half-term.

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07.12.22

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| <p>Sixth form café area – KOR reported that this is an oddly shaped space with different carpets across different areas. The school are adopting a biophilic design with more greenery in classrooms to improve mental health, behaviour and learning etc.</p> <p>School have received a quote for keeping the Hall area cool for assemblies as it is currently much too hot, they are investigating the possibility of installing air conditioning in this area.</p> <p>KOR was thanked for an excellent and detailed report.</p> | |
| <p>6.2. Safeguarding Report</p> <p>Lots of training has taken place for staff. There have been no significant changes in relation to safeguarding.</p> <p>Leadership of safeguarding in the school is strong and staff are diligent in their approach to this. All staff are now safeguarding trained and the appointment of a Family Support Worker has been really beneficial.</p> <p>JT noted that Page 7 and page 10 of the report include staff names. KOR to remove.</p> <p>JT feels it would be useful to add the numbers for the last academic year as a means of comparison.</p> <p>There were three referrals made to social care but only two known outcomes. KOR to check the outcome for the other referral.</p> | <p>KOR 07.12.22</p> <p>KOR 07.12.22</p> |
| <p>6.3. LAC Report</p> <p>Report circulated to governors in advance. KOR to ensure that names and initials are removed from page 5 of the report. KOR to email MS to ensure the documents are updated and re-uploaded onto Governor Hub.</p> | <p>KOR 07.12.22</p> |
| <p>6.4. Community Voice Report</p> <p>A parent survey will be issued before the end of term with a view to holding a parent meeting at the start of next term.</p> <p>SLT have also conducted a staff engagement survey. The number of responses received was lower than in previous years, but the feedback itself was mainly positive. KOR is keen for governors to be involved in this and will raise this at the forthcoming Governors' Day.</p> <p>SLT have responded to many of the comments and feedback given in the Staff Survey.</p> | |
| <p>6.5. Budget Monitoring</p> <p>For information. KOR explained that minus figures are good. The £448k in Capital will be spent on flooring, playgrounds, blinds, door locks etc. The £448k is from a historical carry forward.</p> | |

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| <p>Revenue C/F is £30k but we have some staff to put into this.</p> | |
| <p>6.6. 2022-23 Draft Budget & Staffing Structure</p> <p>Draft budget - if we spend as planned next year we will have a capital C/F of £34k next year.</p> <p>The staffing structure had been sent out in advance. KOR explained the model and the focus areas of the SLT etc. The school have adopted a faculty model and will be seeking leaders for these areas.</p> <p>Governor Question: Are these TLR posts? No, some TLRs can be temporary for a specific project and give staff experience of leadership roles. Coppice has an unusual system of TLRs and have reviewed where these are needed.</p> <p><i>KOR stressed that this is a draft structure at this stage with tweaks still to be made and roles still to be allocated.</i></p> <p>KOR explained that the two TLRs will be the Pupil Progress Leads who will work across the school and feed back to the SLT and CEO. There will also be a wellbeing team consisting of MHFAs and ELSAs.</p> | |
| <p>6.7. Consideration of dates for next year.</p> <p>Dates for next meeting were agreed – governors will check diaries and liaise with MS if any changes. The Chair and Headteacher will also look at what additional meetings are needed in between these.</p> <p>6.8. Register of Interest Update</p> <p>None.</p> | |
| <p>7. GOVERNANCE MATTERS</p> | |
| <p>7.1. Governors to complete Activity Log</p> <p>PH has sent a safeguarding report to MS.</p> | |
| <p>7.2. Trust Verbal Update of Key Issues</p> <p>No growth updates since last meeting. JT explained that all senior leaders, Headteachers and Heads of School met last week to agree Trust priorities. Details of these have been circulated.</p> | |
| <p>8. ANY OTHER URGENT BUSINESS</p> | |
| <p>8.1. To consider any other urgent business agreed by the Chair</p> | |

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| One member of the governing body reported on feedback received from a prospective parent who was seeking a special school for their child and visited Coppice first. The parent was so impressed with the school that she declined to visit any of the other schools she had planned and will definitely be bringing her child to Coppice in the future. | |
| 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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Minutes approved

| CHAIR | SIGNATURE | DATE |
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