



**Coppice School Local Governing Body  
Quality of Education Meeting  
Wednesday 9<sup>th</sup> February 2022 at 10:00  
at Coppice School**

<b>Those Present:</b>		
Paul Burns	Chair/Safeguarding Link Governor	PB
Karl O'Reilly	Executive Headteacher	KO
Natalie Swearman	Head of School	NS
Zenab Khan	Parent Governor	ZB
Sara Johnston	Governor	SJ
<b>Also Present:</b>		
Barrie-John Simmons	Nexus MAT Clerk	Clerk
Jacky Tattershall	Assistant CEO – Quality Assurance & Improvement	JT
Warren Carratt	Chief Executive Officer	CEO
Jo Worrall	Teacher – English Lead	JW
<b>Apologies:</b>		
Damon Stead	Finance Link Governor	DS
Bev Fox-Norris	Staff Governor	BF-N
Kathryn Deacy	Staff and T&L/Wellbeing Link Governor	KD
<b>No Apologies:</b>		
Paula Fraser	Parent and Wellbeing Link Governor	PF

1. APOLOGIES FOR ABSENCE	Actions
<p>1.1. To receive apologies for absence</p> <p>Apologies were received from DS, BF-N and KD. No apologies were received from PF</p>	
<p>1.2. To accept apologies for absence</p> <p>Apologies were accepted from DS, BF-N and KD.</p>	
2. ITEMS OF URGENT BUSINESS	
<p>2.1. Chair to determine any items of urgent business</p> <p>DV has resigned from the governing body. This was noted.</p> <p>Governance development day.</p>	
3. DECLARATION OF INTERESTS	
<p>3.1. 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>	
4. COPPICE SCHOOL LOCAL GOVERNING BODY MINUTES	
<p>4.1. To approve the minutes of the following meeting:</p> <p>The minutes of the meeting held on 8<sup>th</sup> December 2021 were approved as a correct record with no amendments.</p>	
<p>4.2. Review of Action Tracker</p> <p>The action tracker was reviewed and updated.</p>	
<p>4.3. Matters arising from the Minutes</p> <p>None.</p>	
5. ITEMS TO BE CONSIDERED	
<p>5.1. SIP priorities – Deep Dive Review of Specific Curriculum Area(s)</p> <p>NS and KOR explained that the school improvement/development plan (SDP) needs to be honed more, but the strengths in the document map to the Ofsted framework. NS outlined the focus on quality assurance, but the interruptions of COVID-19 had made it a real challenge.</p> <p>NS explained that the B11 review focused on English, and therefore JW has been invited to talk to governors this morning about the English curriculum in school. NS explained the format of the schools current Self-Evaluation Form (SEF), and JT will send NS the Trust model SEF.</p>	

NS outlined the off-timetable time for the extended leadership team SDP actions.

NS fed back that school has recently appointed 3 new teachers, and NS is really happy with the candidates. New teachers will be starting after Easter.

NS also explained that school is looking to add more leadership posts to support the quality of teaching and learning in school. CEO advised he felt this was needed for school and that he and NS have been discussing this for the past few months. NS felt the school could re-define the new leadership structure and have this in place after Easter. NS will ask governors to be involved in interviews.

Cass Hayes is supporting school with safeguarding given Alison's recent departure.

JT provided some advice on the SEF, suggesting the addition of hyperlinks and also suggesting a revised use of language to be more developmental/strength-based.

ZK asked how parents know that pupils are making progress without P Levels. NS explained the progression maps school now have in place, and can show ZK this in more detail. CEO explained the national removal of P levels and the issues, as well as freedoms, this has created for special schools. CEO suggested having a future LGB or workshop on the Preparing for Adulthood framework. NS/KOR to consider.

JW joined the meeting.

JW explained the statutory changes with reading and phonics. JW talked through the B11 review, and how this confirmed what school believed was the case. JW explained that many teachers in school haven't come from mainstream primary, so don't have expertise in phonics.

JW has visited a number of schools to review different phonics programmes, and is also working with the English Hub. JW has secured £2k of grant funding from the accelerator hub.

School will need to introduce a new model of synthetic systematic phonics (SSP), to meet legal requirement. Both libraries are being overhauled in school. JW has secured more library booked through a national scheme. School have chosen Essential Letters and Sounds.

There is a timeline in place for the school workforce to be trained on the new SSP, before the end of the school year. There is also be a requirement for children to read 1:1 every day. NS explained that this is cross-curricular, and Janine is looking at this as part of her middle leadership responsibilities.

JW gave some examples of the conflict between SSPs and the personalised learning needs of pupils at Coppice.

JW felt the opportunities school are getting from working with the National Literacy Trust are great, and school are part of a research project with one other special school nationally.

**KOR**  
**23/03/22**

<p>PB asked how schools support families where English is an additional language (EAL). NS explained this will be an area of focus for the new Family Support Worker. NS outlined that school are also looking at the diversity of reading materials so it is reflective of the school pupil community.</p> <p>PB asked what a “reading hut” is, and JW explained this was for the playground in EYFS so children have the same resources internally as externally to meet the continuous provision brief.</p> <p>JT fed back that having an updated RAG rating and timeframes in the action plan would help give governors clearer insights.</p> <p>JW asked if one of the governors would be happy to be a link governor for phonics and ZK agreed to do this. ZK is therefore the new link governor for teaching and learning, and JW will make contact with SK.</p>	<p><b>JW</b> <b>23/3/22</b></p>
<p>5.2. B11 School Review Report</p> <p>This item was covered in detail under the prior agenda item.</p>	
<p>5.3. Annual Self-Assessment – NGA Skills Audit</p> <p>Governors were informed that the annual skills self-assessment was about to commence and to expect to receive their assessment form shortly. They were advised to complete the audit and return it to <a href="mailto:clerkingservices@nexusmat.org">clerkingservices@nexusmat.org</a></p>	
<b>6. GOVERNANCE MATTERS</b>	
<p>6.1. Governors to complete Activity Log</p> <p>Reminder to all Governors to email activity to <a href="mailto:clerkingservices@nexusmat.org">clerkingservices@nexusmat.org</a>.</p> <p>PB updated the LGB on the courses he has attended recently – one delivered by the Trust and one by the NGA.</p>	
<p>6.2. Trust Verbal Update of Key Issues</p> <p>CEO outlined the current issues with the High Needs Place Notification return from DMBC and explained that the Trust is appealing this, as we do not agree with the view that school should have 136 planned places from Sept 2022.</p> <p>The Bridge has increased demand for sixth form.</p>	
<b>7. ANY OTHER URGENT BUSINESS</b>	
<p>7.1. To consider any other urgent business agreed by the Chair</p> <p>Governance development day – KOR to send out an MS Forms to ask governors which date they can/want to attend.</p>	<p><b>KOR</b> <b>23/03/22</b></p>

<b>8. CONFIDENTIALITY &amp; RISK</b>	
8.1. To consider the confidentiality of any items discussed during the meeting  None.	
8.2. To consider any areas of risk discussed during the meeting  None.	
<b>9. DATES OF NEXT MEETING</b>	

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
Tuesday 28 <sup>th</sup> June 2022	16:00 – 19:00	Crags School	Leadership Summit
Wednesday 13 <sup>th</sup> July 2022	10:00 – 12:00	Coppice School	Business Meeting

**Minutes approved**

CHAIR	SIGNATURE	DATE