

**Minutes of the Local Governing Body of
Coppice Valley Primary School
held via TEAMS
on Tuesday 18th May 2021, commencing 16:00**

Present: Mr P Clayton (Chair), Miss T Coleman (Vice Chair), Mr M Chapman, Mrs L Payne, Mr R Selfridge, Mrs E Meadus (Headteacher), Mr D Cawte

Also present: Mrs C Bradbury (Minutes), Mr P Boreham and Mr C Foster (Finance Leads)

Minute No.		Action
LGB 1	<p>The meeting commenced at 16:04.</p> <p>1. Apologies</p> <p>There were no apologies for absence.</p>	
LGB 2	<p>2. Additional Declarations of Interest</p> <p>There were no additional Declarations of Interest.</p>	
LGB 3	<p>3. Minutes of the Last Meeting and Matters Arising</p> <p>The Minutes of the last meeting of 9th February 2021 were checked, there were no errors or omissions and were proposed and accepted as a true and accurate record.</p> <p>Matters Arising</p> <p>The action points had been addressed, and there were no further matters arising.</p>	
LGB 4	<p>4. Finance Update</p> <p>The Finance Report had been shared ahead of the meeting. The report shows year to date actuals compared to the February forecast, and the school is tracking ahead with a year to date small surplus of £1,617 compared to the February forecast deficit of £14,828. As the school fully reopened in March the income and expenditure changed and all areas are on track with other income doing slightly better.</p> <p>The year to date and actuals are shown split down on the second page. There has been extra GAG Funding with £9,000 being received due to Pupil Premium and around £10,000 due to the Free School Meal voucher scheme.</p>	

	<p>Teaching staff elements are where they should be, the school has been lucky to not have to use agency staff with only £569 spent compared to that expected of £3,500. Although utility bills have reduced due to the school closure, the NYCC contract for caretaking and cleaning has finished, which meant additional supplies have been bought.</p> <p><i>Q: With the NYCC contract ending for caretaking and cleaning, presumably there is something else in place?</i> A: Yes the contract has been taken inhouse from April with one Caretaker and two Cleaning staff. There will be a saving in future years but for this first year equipment and supplies need to be bought.</p> <p><i>Q: Educational supplies, renewals of licences, variance, are they not accounted for?</i> A: Yes they are spread out across the months of contracts.</p> <p><i>Q: With the new laptops are they included as part of the revenue spending from the school budget, thought this would be capital cost?</i> A: This will be moved to capital cost when purchased.</p> <p>With the reforecast the deficit is now showing as £33,607 compared to £41,138 anticipated in February. With the school reserves being around £79,000, the net figure of around £45,000 is still in line with the guided 4 – 8%. The forecast is really positive compared to other schools in the Trust, which is a good turnaround for the school.</p> <p>The three year budget is being finalised and will be presented to Governors at the next meeting.</p>	PB/CF
LGB 5	<p>5. Headteacher's Report</p> <p>The report was issued in advance of the meeting and questions received were:</p> <p><i>Q: Regarding the voluntary tests, what do you mean by 'voluntary'? Is there a risk that those requiring additional assistance may be missed?</i> A: Voluntary in that the Government has not made tests mandatory this year but we are electing to do them for our own information. There is no risk that any pupil will miss out on taking them. We still make sure all pupils do them.</p> <p><i>Q: The catch-up plan appears to be going well but what progress data do we currently have? Do we know which subjects have been most successful with 'catch-up'?</i></p> <p><i>Q: Have we any idea after the visit on the 9th June will we get some feedback from the trust on progress and how effective it appears to be?</i> A: Andrew Cummings for the Trust is coming to check on progress of Catch Up on 9th June. Staff have been asked to provide me with data in the next 2 weeks which will be presented to Andrew. The results of the visit and a report will be shared at the next LGB, and will also be shared with Trustees.</p> <p><i>Q: How are we supporting the pupils who appear not to be on track? How do we know this support is working?</i> A: All pupils are not on track, due to lockdowns, so all pupils are being supported by prioritising teaching for those objectives that are fundamental building blocks for learning to progress. For those pupils who are at even more of a disadvantage, they are being targeted through the Catch Up work and Tutoring sessions (Year 6). We will know if it is working when the data is processed for June 9th. It was not practical to gather data before a reasonable time frame has gone by; we're only on week 7 of school since reopening.</p> <p><i>Q: Relating to the 4% of pupils that are not at school, what is the school doing to support these pupils and will this additional support by staff impact other areas in school?</i></p>	EM

	<p>A: The support for the 4% comes from Sam Wright and this is part of her job with dedicated time set aside to it each week so it does not impact on other areas of school life. Support is offered via the protocols and procedures in the school attendance policy, so that means starting with making contact with families, finding out barriers to attendance, offer Early Help support from school, monitoring attendance following this support, acting quickly to communicate with families if attendance dips, instigating a meeting in school to discuss the seriousness of the matter and offering Early Help support again. If this is not taken up then NYCC gets involved with an Attendance Panel which formalises the proceedings. Targets are agreed. Outcomes of non-compliance can be fining.</p> <p><i>Q: Since the new curriculum was introduced, what data have we got to show this has been a positive change?</i></p> <p>A: We won't have numerical data until we do the standardised tests in June. Observational data from my monitoring and learning walks shows a positive uptake in pupil engagement in lessons. Specialist teaching across school in Art, Latin, Science and Music shows a much greater quality of pupil work products and engagement in learning.</p> <p><i>Q: With regards to the bullying incident, how do you know if the parents and children are satisfied with the school action taken in response? What is being done to ensure it doesn't happen again?</i></p> <p>A: I rang the parent to find out if they were satisfied that school had handled the incident well, which they were. It was a complex situation. As to it happening again, then the class have had some follow up lessons with Sam in PSHE about what racism is and is not, what bullying is and is not etc. Both children involved has SEND so there was confusion and complicating factors - I will explain at the meeting.</p> <p>An update will be provided at the next meeting with regards to the catering re-tender which is being dealt centrally by the Trust.</p> <p>There is a main piece of work to be done with the roof. An emergency meeting is being held with the CEO and Estates Manager, the Headteacher will update Governors via TEAMS after the meeting.</p> <p>The Headteacher confirmed that Mrs Hatton had stepped back from her role as Governor due to her new employment and workload. Thanks were asked to be minuted for Mrs Hatton's work over the past 7 years in her role and for her support of the school.</p> <p>There are a couple of vacancies on the Board, and the Headteacher has an expression of interest from a parent who is a former Primary Deputy Head and consultant for special needs. It has been agreed with the Trust that she will become a trust-appointed Governor, and will be invited to the next meeting. All Governors were in agreement.</p> <p>Catch Up</p> <p>There is a different method for catch up to that originally planned. Catch up is due up to end of the Summer term due to students missing so much school. As the funding was allocated to staffing which was slightly different to the other schools, when school was closed the costs were still accrued due to contracts. Capacity has been created within the school with class teachers being released with the use of HTIAs. Teachers have three sessions per week with the students. The Headteacher has been monitoring this with oversight by the Deputy Headteacher.</p> <p>There is an uncertainty about the money for next year, the estimate being £6,000 linked to disadvantaged numbers. The tentative plan is to use for Year 5 and Year 6 tutor focus, which will give more time to get them where they need to be when the leave KS2.</p>	<p>EM</p> <p>EM</p>
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LGB 6	6. Chair of Governor's Report The Chair gave a verbal update to the Board including his recent visits into school, one being for reviewing the School Central Record, and he had a good catch up with the Headteacher.	
LGB 7	7. Link Governors There have been several meetings with Governors. Two Governors met with the SLT and went through the new Risk Register. This will be kept under review.	
LGB 8	8. Safeguarding (Standing Item) This item had been covered within the Headteacher's report.	
LGB 9	9. Risk Register (Standing Item) Apart from that mentioned in LGB 7 there were no further updates with regards to the Risk Register.	
LGB 10	10. Policy Approval Emergency Response Plan. All Governors confirmed they had read this, there were no amendments or comments, and the Policy was ratified.	
LGB 11	11. Trust Update/Education Board Feedback There has been no meeting of the Education Board since the last meeting. The next meeting will be held on 9 th June 2021.	
LGB 12	12. Correspondence There was no correspondence.	
LGB 13	13. Any Other Business There was no further business and the meeting closed at 16:43. Date of next meeting: Tuesday 6 th July 2021. It was agreed that this would be a face to face meeting, pending the update on the restrictions.	

ACTION POINTS

ITEM NO	ACTION	WHOM
LGB 4	Three year budget to be presented to Governors at the next meeting.	PB/CF
LGB 5	AC's report to be shared at the next meeting	EM
LGB 5	Catering update to be provided at next meeting	EM
LGB 5	Update on the roof situation to be provided via TEAMS	EM