

**Minutes of the Local Governing Body of
Coppice Valley Primary School
held at school and online
on 31st January 2023, commencing 4:00 pm**

Present: Richard Selfridge (Vice Chair), Hayden Gilmore, Sam Brooks, Emma Meadus (Headteacher), Dan Cawte

In Attendance: Corrie Leach and Jen Hardy, Early Years

Minutes: Catie Bradbury

Minute No.	Subject	Action/Who	By When
LGB 1	<p>The meeting commenced at 16:05.</p> <p>Apologies and Absence</p> <p>Apologies had been received from Tracy Coleman. Apologies were accepted.</p> <p>Beth Rich was not in attendance.</p> <p>The two new Governors were welcomed to the meeting, and introductions were done.</p>		
LGB 2	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>		
LGB 3	<p>Any Other Business Notified to the Chair/Clerk</p> <p>No other business had been notified.</p>		
LGB 4	<p>Minutes of the Last Meeting and Matters Arising</p> <p>4.1 For Approval - The Minutes of the last meeting of 28th November 2022 were checked, there were no errors or omissions and were proposed and accepted as a true and accurate record.</p> <p>4.2 Matters Arising not on the Agenda</p> <p>Confirmation to follow that all Governors have now completed the Annual Declaration and Code of Conduct.</p> <p>Educational Visits – appointing a Link EVC Governor was discussed. This Governor would be required to sit with the EVC Lead in school to ensure educational visits are carried out in line with guidelines and audit what has taken place so far. Also looking at Health and Safety working with the school Business Manager.</p>	CLB	ASAP

<p>LGB 5</p>	<p>Headteacher's Report</p> <p>The report had been shared in advance of the meeting.</p> <p>In summary numbers are looking good at 205 and is above where the financial forecast was. Additional funding has been received on top of that already showing in the accounts.</p> <p>There is a continuing struggle with pupils who have high needs and who are not being supported through the Local Authority. This puts a strain on the school budget and diverts Teaching Assistant support in class. However, the support is successful, and children are reintegrating back into classes.</p> <p>Numbers for next year are strong for the next academic year with 38 first choice applications for 30 places and over 100 1-5 choices. Q: <i>Are we still receiving money allocated based on the number of children in school in January?</i> Yes. The birth rate for this year is down as well.</p> <p>Attendance was 97.6% at the time of the report. This is being brought down by the persistent absence of 2 families.</p> <p>Corrie Leach and Jen Hardy from Early Years gave an update to Governors on the Curriculum, particularly History and Geography.</p> <p>Early Years in England has gone through a period of change with the introduction of a new framework last year. Coppice Valley adopted the framework a year early so have been following this for the past two years. The impact has been the change to the way curriculum and assessment are approached.</p> <p>The development for this year is to focus on using the curriculum and putting it on whole school plans. In terms of History and Geography progression can be seen from Early Years all the way up to Year 6. This was highlighted in the last Ofsted report. An intent statement has been written for history, which will be uploaded to the website. Geography vocabulary has been reviewed and the progression has been good through school.</p> <p>Staff are training with the National Centre for Excellence in Maths for which they will be accredited as professional development leads in the Early Years Maths area. Q: <i>Is Early Years just Reception?</i> Yes, we would also like to have a nursery which would add more value to our school. C: <i>I have received a contact from Stump Cross Caverns to confirm they would like to come in and provide talks to the children, i.e., about fossils etc.</i> A: This would be a good link to the school planning. Contact to be shared with the school.</p> <p>Coppice Gold Award</p> <p>This was created at the start of this academic year for the school's 50th Birthday and is along the lines of the Duke of Edinburgh Award but for young children which they can complete in school. Children from Year 5 and Year 6 have signed up, and it takes two years to complete. They have five goals to achieve:</p> <ul style="list-style-type: none"> Personal Achievement (Home Goal) Plan, do evaluate (Home Goal) Education or support a group of adults or children (School Goal) School Improvement (School Goal) Give back to your community (Community Goal) <p>Staff in school have signed up to be mentors, and pupils will receive an award when they have completed.</p>	<p>HG</p>	<p>ASAP</p>
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LGB 6	<p>School Improvement Plan Update</p> <p>The document was included in the pack of papers for Governors. The Headteacher shared the summary and explained how the plan is based on the Ofsted categories. It shows the school's objectives for the year, how they are going to be achieved, progress and measure and impact at the end of the year.</p>		
LGB 7	<p>Chair of Governor's Report</p> <p>Due to the Chair sending her apologies, there was no report.</p>		
LGB 8	<p>Link Governors</p> <p>There were recent visits by Governors into school, the reports will be written up and uploaded to the TEAMS folder.</p> <p>The updated list of Link Roles will be shared via TEAMS.</p>	<p>ALL</p> <p>EM</p>	<p>ASAP</p> <p>ASAP</p>
LGB 9	<p>Finance and Resources Update</p> <p>The latest finance statements had been shared with Governors. The Headteacher met with the Finance Lead and confirmed that the position is looking better with 13% reserves. £13,000 additional funding had been received from the Government in the Autumn term which has helped pay for the unfunded salary rises, and more children are in school compared to what was budgeted for.</p>		
LGB 10	<p>Policies for Approval/Information</p> <p>The SEND Policy had been shared in advance of the meeting, and this was approved by all Governors.</p>		
LGB 11	<p>Communications:</p> <p>The Clerk gave an update from the recent Education Board meeting. This included a discussion on the forthcoming Teacher Dispute and the impact this will have on schools, using the new Scheme of Delegation and Local Governing Body guidance, funding, Curriculum alignment, and Trust growth.</p>		
LGB 12	<p>Safeguarding (Standing Item)</p> <p>This was covered in the Headteacher's report.</p>		
LGB 13	<p>Risk Register (Standing Item)</p> <p>Updated and included in the folder.</p>		

LGB 14	<p>Governor Training</p> <p>Governors attended the recent Educational Visits and Safeguarding training which was delivered by our Trust. The Clerk confirmed she can share links for the new Governors for the training which has already taken place.</p> <p>National College also deliver ongoing Governor training, the Clerk to check the new Governors have been set up with access.</p>	CLB	ASAP
		CLB	ASAP
LGB 15	<p>Date and Time of Next meeting</p> <p>Tuesday 16th May 2023 @ 4:00 pm.</p> <p>The meeting finished at 5:03 pm.</p>		

SUMMARY OF ACTION POINTS

ITEM NO	ACTION	WHOM	BY WHEN
LGB 4	Confirmation that all Governors have completed Annual Declaration	CLB	ASAP
LGB 5	Contact for Stump Cross Caverns to be shared	HG	ASAP
LGB 8	Report Visit Forms to be uploaded to TEAMS	ALL	ASAP
LGB 8	Updated list of Link roles to be shared on TEAMS	EM	ASAP
LGB 14	Links to previous training to be shared with new Governors	CLB	ASAP
LGB 14	Links to National College to be checked for new Governors	CLB	ASAP

Signed:

Date: