



**Minutes of the Local Governing Body of
Coppice Valley Primary School
held on Tuesday 16th May 2023, commencing 16:00**

Present: Emma Meadus (EM), Richard Selfridge (RS) Interim Chair, Dan Cawte (DC), Victoria Gibbons (VG), Beth Hope (BH),		
Also present: Sarah Eley – Clerk (SE) Victoria Gibbons (VG) English Lead.		
Minute No.		Action
LGB 1	<p>Apologies and absence (Please inform the Clerk prior to the meeting if you are unable to attend)</p> <p>There were no apologies.</p> <p>Hayden Gilmore and Samantha Brooks did not attend.</p>	
LGB 2	<p>Declarations of Interest</p> <p>There were no additional declarations of interest.</p>	
LGB 3	<p>Any Other Business notified to the Chair/Clerk in advance of the meeting</p> <p>There was no other business.</p>	
LGB 4	<p>Minutes of the last meeting 5.1 – For approval 5.2 – Matters arising not included on the agenda</p> <p>The minutes were approved as a true and accurate record of the last meeting. Link Governors were shared via Teams. There was an action to follow about the EBC (Hayden) that has been completed.</p> <p>The Code of Conduct has been completed by all present, but the status of other Governors is unknown.</p>	
LGB 5	<p>Finance Update & Review of 3-year Forecast</p> <p>The Governors viewed the finance report and the HT commented that the general picture is looking positive. Reserves are healthy.</p>	

LGB 6	Assessment <ul style="list-style-type: none"> • Spring Term Assessment Data • Year 4 multiplication check and Year 6 SATs 	
LGB 7	Headteacher's report Curriculum (VG) The English Lead presented an overview of the English curriculum. Lizzie Dodd and Vicki Gibbons have been job sharing since September 2022. There had been a review of Key Stage 1 English with Mike Smit. The outcomes were that the school needed to provide more emphasis on a love of reading, make sure less experienced colleagues were supported and more whole school displays were mounted showcasing English success. A lunchtime library was established. The school trialled a Year 3 reading scrapbook that goes home once a week. A different child each week chooses a book to work on. World book day was successful - based on words. There are timetabled library slots once a week. Certain children have a slot in the library. Handwriting policy – VG met with Early Years and Key Stage 1 teachers and discussed the challenges of introducing cursive and the best time to start joining letters. They are starting to look at the Letterjoin scheme for Year 1. The scheme has been well received. New Writing procedure - Write Stuff was found to be inappropriate and there was a downward trend in outcomes. The school has looked at forming its own procedure using Alan Peat and Michael Tidd's work. Children have enjoyed it and output has been positive. Year group overviews – The scheme includes types of writing, final product, grammarsaurus and there is an exemplar unit plan. There is a planning document, success criteria and further resources. VG is producing a writing assessment checklist. Assessment will inform planning. Working on an English handbook Oracy – new procedure. Following the oracy framework of the communication trust. There is a new procedure, staff meetings, resources, a tracking spreadsheet and modelled activities. Items to complete include: the handbook, updating reading procedure, monitoring lessons, more displays, a timetable of internal moderation for writing. A Governor commented that there was not enough writing in the existing scheme. <i>Q Are staff supportive of it?</i> <i>A All were having the same frustrations with Write Stuff. Staff liked some of it and built it into the school's own scheme.</i> <i>Q How long is a cycle?</i> <i>A Two pieces of writing every half term. The whole cycle is about three weeks.</i>	

LGB 7	<p>Q Can Governors come in and see how it is going? A Yes.</p> <p>School development plan This is the future 23-24 cohort; the proposed list fell to 29 and went up to 30 when someone on the waiting list was offered a place. There are 204 on roll. The school lost a brother and sister who were rehomed into another area locally.</p> <p>Curriculum</p> <p>SATs - 29 took the test. One child went on holiday.</p> <p>One child, who moved home shortly before the test would have contributed positive GD work.</p> <p>Reading was challenging and some pupils did not finish. Some of these had special considerations, some had had bereavements.</p> <p>The school has been selected for Key Stage 2 writing moderation on 12th June. Teacher assessments will be completed by 24th May.</p> <p>Staffing updates</p> <p>The HT is leaving, and the Trust is looking for a replacement. The Director of Primary Education is meeting the CEO next week. It will take time to recruit internally. The individual could be an interim position. The vacancy has gone out to senior leaders and deputies across the Trust.</p> <p>TA recruitment has been initiated and someone will start mid-June.</p> <p>SIP</p> <p>In abeyance pending the arrival of the new Head Teacher.</p> <p>Behaviour</p> <p>One pupil has been suspended. There are some challenging high-needs children. Staff training and help with staff resilience is needed. The Head Teacher would like to increase capability for dealing with difficulties in the classroom.</p> <p>The Deputy Head commented that there was not enough writing in the exiting scheme.</p>	
LGB 8	<p>Chair's Report</p> <p>The Chair congratulated the Head Teacher on her new appointment and said that she would be missed.</p> <p>There were no questions.</p>	
LGB 9	<p>School Policies for Approval</p> <ul style="list-style-type: none"> • Admissions 2024-2025 <p>The catchment area reduction was disappointing. North Yorkshire have pushed back about changing the anticipated catchment area. Grove Road and Bilton catchment do not necessarily have space for more children.</p>	
LGB 10	<p>Communications:</p> <ol style="list-style-type: none"> a) Feedback from Trust b) Feedback from Education Board <p>There was no feedback from the Trust nor any education board meeting.</p>	

LGB 11	Safeguarding/Health and Safety Covered by HT report.	
LGB 12	Risk Register (standing item) There have been no changes.	
LGB 13	Governor training Nothing to report.	

AOB

Two parents have shown an interest in being a Governor. The Clerk advised that one could be a parent Governor while the other could be Trust appointed. The Clerk offered to follow up next steps with Catie Bradbury.

The meeting ended at 16:55. The next meeting will be held at 4pm on 4th July.