



**Minutes of the Local Governing Body of  
Coppice Valley Primary School  
held on Tuesday 28th November 2023, commencing 16:00**

Present: Hannah McNamara (HM), Richard Selfridge (RS), Dan Cawte (DC), Hayden Gilmore (HG).		
Also present: Sarah Eley – Clerk (SE), Jo Fineran (JF) Deputy Head.		
Minute No.		Action
LGB 1	<p><b>Apologies and absence</b> <b>(Please inform the Clerk prior to the meeting if you are unable to attend.)</b></p> <p>BH and AS sent apologies. JS did not attend.</p>	
LGB 2	<p><b>Declarations of Interest</b></p> <p>Everyone had completed their DoI. JF will be given the link by HMcN.</p>	
LGB 3	<p><b>Any Other Business notified to the Chair/Clerk in advance of the meeting</b></p> <p>There was no other business.</p>	
LGB 4	<p><b>Minutes of the last meeting</b> <b>4.1 – For approval</b> <b>4.2 – Matters arising not included on the agenda</b></p> <p>The minutes of the last meeting were approved as a true and accurate record.</p> <p>RS reported that the school was signing up for Governor Hub and using the resource for Governor induction as part of a Trustwide initiative. RS will send HMcN the link to the Governor Hub induction section.</p>	RS
LGB 5	<p><b>Headteacher’s report</b></p> <ul style="list-style-type: none"> <li>• <b>RKLT Draft Attendance Policy attachment.</b></li> </ul> <p>Student numbers – there is a cohort of 31 in Year 3 (one over capacity, but twins were admitted).</p> <p>There are 207 pupils in total. The census number is 205. Pupil numbers for the next academic year - 15 first choice applicants. Applications close at the end of January.</p>	

	<p>Curriculum – Governors received the assessment report from DC. Years 2-5 completed NTS reading and maths assessments and teacher assessed writing. Year 6 results predict percentages in the mid 80s, putting Coppice Valley significantly above national average. Reading 4.6 writing 3.4 maths 3.5.</p> <p>Currently writing in Years 2-6 stands at 78%, reading at 80% and maths at 79% ARE.</p> <p>IDCR – no comments.</p> <p>Autumn data is better than last year’s.</p> <p>The school is running the Coppice Gold Award a precursor to the Duke of Edinburgh scheme. It incorporates a plan, do, evaluate, project round education, school improvement activity and the community.</p> <p>The HT reported that the safeguarding annual audit had been completed. Some schools have been randomly selected for review of their audit and Coppice Valley’s will be held on 7<sup>th</sup> December.</p> <p>Attendance is currently 96.6% mostly through illness.</p> <p>Red Kite have drawn up an attendance policy – the responsibility for attendance sits with HTs. The policy alleviates pressure from HTs with parents. The policy is still in draft.</p> <p>HTs are not authorizing term time holiday. This is a Trust wide protocol which may stop individual challenges at individual schools.</p> <p>Risk Register – the HT met with Charlie Lowe, the new Head of SEND for NY. He has plans in place but there are no timelines at present. There was a complaint about two EHCP applications which went missing with the council last year. Within the next eight weeks there will be an outcome.</p> <p>Projects – the school delivered the Christmas project and also presents for 15 children from Cash for Kids. The money for the community hub is in. Workshops will be held on how to use a slow cooker and it will be gifted in January. It is fully funded.</p> <p>The school is ow looking at outdoor development.</p>	
<b>LGB 6</b>	<p><b>Chair of Governors’ Report</b></p> <p>The Chair met with all non-staff governors. Everyone has been into school and communication between Governors is in place as is access to appropriate files. RS will discuss timings of the LGB with Governors who are not attending to ensure they can still attend.</p>	
<b>LGB 7</b>	<p><b>Link Governors</b></p> <p>The Chair has started producing a Governor pack and developing a list of Link Governors.</p>	
<b>LGB 8</b>	<p><b>Finance and Resources Update</b></p> <p>Coppice Valley is expecting to break even but there is a surplus of £12k, partly owing to wraparound care and extracurricular clubs.</p>	

	<p><b>Q Could the reserve be clawed back?</b>  <b>A No. It would need to be spent on capital items.</b></p> <p>The staff pay increase has been budgeted for, but the HT does not know how much of that will be funded.</p> <p>An air source heat pump will be installed because the boiler is past use.</p>	
<b>LGB 9</b>	<p><b>School Policies for approval/Trust Policies for Information Health and Safety Policy Statement</b></p> <p>The Statement needed updating. Only the head's name needed changing.</p>	
<b>LGB 10</b>	<p><b>Communications:</b></p> <p><b>a) Update from our Trust</b>  <b>b) Feedback from Education Board</b></p> <p>There has been no update from the Trust.  Feedback from the EB – attendance is a major issue. It mainly affects secondary schools. Primary schools are less of an issue but attendance needs to be monitored. The contract with parents seems to have broken in some cases since Covid.</p> <p>Rhianwen Jones is keen to develop Governor recruitment and development.</p>	
<b>LGB 11</b>	<p><b>Safeguarding/Health and Safety (standing item)</b></p> <p>This is built into the HT report. There will be review of the audit. No children are on child protection schemes. Staff now have key fobs in line with safeguarding. There is a new security gate. Parents should not let other parents through. A new security camera has been installed.</p>	
<b>LGB 12</b>	<p><b>Risk Register (standing item)</b></p> <p>The Risk Register had been reviewed and there were no changes.</p>	
<b>LGB 13</b>	<p><b>Governor Training</b></p> <p>The Chair said he would be distributing an induction pack to Governors. He said he would start putting in place pieces of Governor training.</p>	
<b>LGB 14</b>	<p><b>Date and time of next meeting</b></p> <p>The HT prefers a 4pm convening of meeting. This gives an opportunity for Governors to see the school. Employers should allow Governors to attend. Online attendance is permitted.</p>	
<p>Dan Cawte was thanked for all his hard work as he moves into new role at another school. HMcN thanks DC for his support during her early time with the school. DC agreed to stay on as a Governor. SE mentioned that the Vice Chair needed appointing.</p> <p><b>Date and time of next meeting</b>  The meeting ended at 4.45pm. The next meeting will be held at 4pm on 30th January.</p>		

**ACTION POINTS**

<b>ITEM NO</b>	<b>ACTION</b>	<b>WHO</b>	<b>BY WHEN</b>
LGB 4	RS to send the HT the link to Governor Hub.	RS	Next LGB

**Signed:** .....

**Date:** .....