

MINUTES OF THE GOVERNING BODY MEETING HELD ON TUESDAY 16TH MAY 2023; COMMENCING AT 5.30 P.M. AT WHITESTONE INFANT SCHOOL, MAGYAR CRESCENT, NUNEATON, WARWICKSHIRE.

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Present : Mrs. N. Green, Mr. C. Atkins, Mr. M. Hartopp, Mr. P. Johnson, Mr. D. Robinson, Dr. S. Hill, Mr. S. Shaw, Mrs. R. Warwick, Mrs. M. Burdett, Mrs. E. Johnson and Miss. K. Ford.

In Attendance : Miss. J. Ivers (observer and Deputy Head), Mrs. L. Knox (SBM) and Miss. G. Matt (Clerk).

In The Chair – Mr. C. Atkins.

1. Welcome and Apologies.

The Chair, Mr. Atkins welcomed everyone to the meeting and introduced Miss. Ford, the new Staff governor, who replaces Mrs. P. Jones who has resigned from this post.

**ACTION The Clerk to inform the LA of the changes in the Staff governor.**

Apologies were received and accepted from Mr. Stokes and Mrs. Chadaway.

2. Minutes and Matters Arising.

Minutes of the meeting held on Wednesday 15th March 2023 were read, agreed and signed by the chair.

**ACTION** After a discussion, governors agreed to the installation of the lighting sensors using the ring fenced capital from the two grants. These have been installed today. Action completed.

**ACTION** Governors agreed to a working party comprising of Mrs. Green, Mr. Johnson, Mrs. Knox and Mr. Stokes to explore the installation of solar panels. Action outstanding.

**ACTION** After a discussion, Mrs. Chadaway offered to meet with Mrs. Green regarding communications with parents via the “WhatsApp”. Action outstanding.

**ACTION** After a discussion, it was agreed that Mr. Atkins (on behalf of the GB) would send a letter of appreciation to “The Friends of Whitestone”. Thanking them for their continued support in organising fund raising events and supporting the school throughout the academic year. Action completed.

**ACTION** UIFSM 65% uptake to be investigated in order to increase the uptake. Action completed.

**ACTION** Mrs. Green to email governors with dates to look at the SEF in depth in preparation for Ofsted. SEF discussion (re away day) to be a standard agenda item at future meetings. Action completed.

3. Declaration of Interest.

Mr. Atkins declared an interest in items relating to Chetwynd Junior School and Eton College.

Mr. Johnson declared an interest in items relating to the Stockingford Academy, Nursery Hill Primary School and Trustee of Nuneaton Foodbank.

Mrs. Johnson declared an interest in items relating to the Central England Academy Trust.

Mrs. Burdett declared an interested in items relating to Holy Spirit MAT.

#### 4. Headteacher's Report.

Mrs. Green presented her report that had been previously circulated. Copy with original minutes.

The Reception intake in September 2023, 90 places have been accepted and all parents have received an email inviting them to attend the New Parents evening on 8<sup>th</sup> June 2023.

**A governor enquired how pupils accept new pupils joining their class during the academic year.** Mrs. Green replied that Whitestone pupils welcomed new starters in a friendly manner as is the ethos of the school.

New quotations are being sought for replacement roller shutter doors to the Reception outside classroom. Quotations would be discussed at the FRS meeting and hopefully the work would take place in the Summer holidays 2023.

On Tuesday 25<sup>th</sup> April 2023 an Extraordinary Budget meeting took place via "Zoom", it was quorate. The Budget 2023/2024 was agreed and submitted to the LA.

Whitestone's photocopier contract has expired. From September 2023 we will enter into a contract with RISO and moving to only having one photocopier, presently we have two. This will be more cost effective to run, quicker printings, reduced wastage and improved technical features.

The playground markings have cost £2,536 and hopefully work would commence in June 2023.

There was a site visit on Monday 13<sup>th</sup> March 2023 with LA representatives, regarding the feasibility expansion of Whitestone (and Chetwynd) from a three-form entry to a four-form entry school to allow for the increase of new housing development within the area. The next meeting with the LA, will give Whitestone the opportunity to state what we need from this expansion regarding classroom accommodation and other related facilities. All school expansions commence from Reception.

Building work would commence in 2025 with the opening in September 2026. **Governors held a focused discussion.** Mrs. Green agreed to update the governors on progress made with the LA.

Mrs. Morris has decided to retire at the end of the Summer term 2023, after twenty-five years at Whitestone and her MDS and TA roles will not be replaced. The effects on the school's needs in September 2023 are presently unknown.

Mrs. Green and Miss. Ivers have both undertaken extensive monitoring activities and results have reflected in staff progression throughout the school.

Pupils write down what they have learnt in a lesson. On occasions, due to the pupil's age, it is hard for them to retain knowledge, if the subject is not taught on a daily basis.

Following a recent interview for a full-time teacher, Miss. Pemberton will be joining the Whitestone team in September 2023.

From September 2023, Mrs. Mistry will take on the three “cover days” required by the school (DHT, SENCOs and Mrs. Obrey’s day off).

There has been one exclusion. There has been no PREVENT, homophobic cases and racist incidents. No physical restraints have taken place.

SEND. Currently there are four pupils with an EHCPs and one further pupil to possibly begin the EHCP process.

A parent stated that their child was being “bullied”, the case was dealt with. The situation in this class is being monitored and both pupils are receiving support. The school is communicating with both parents in order for both of these pupils to move forward.

Mrs. Green was thanked for her report.

#### 5. Annual update on Safeguarding/Child Protection.

Mrs. Green and Mr. Johnson (Safeguarding governor) had met and undertaken an action plan, focusing on what Whitestone has achieved to date on Safeguarding/Child Protection.

The introduction of CPOMs has made it easier for staff to record any Safeguarding issues and these can be seen by all DSLs and alerted staff members. This is especially helpful for any teachers dealing with pupils with a PEP (Pupil Education Plan).

There is a Safeguarding training package which all staff members have to undertake. Plus volunteers who come into school on a regular basis. This is followed by a Safeguarding quiz. The aim is that all course attendees understand the Safeguarding requirements at Whitestone.

If governors visit school and pupils say things that perhaps needs further investigation, these must be reported on CPOMs. Pupil’s attendance reports are also put on CPOMs. In cases where pupils have an attendance of below 50%, this would be deemed as Severe Absence. Meetings are held with the parents where absence is a cause for concern, <90% which is in the Persistent Absence category. Parenting Contracts are utilised for the most concerning absence issues.

Mr. Johnson has attended a Safeguarding Recruitment course. Both, Mrs. Green and Miss. Ivers are to attend a Safeguarding Recruitment refresher course.

There have been no further Bullying incidents since the last reported case.

#### 6. Review Attendance records and set Attendance targets.

Attendance 2022-2023 Summary had been previously circulated. Copy with original minutes.

Attendance 2022-2023. Targets 96.75% (3.25% absence) whole school. 96.00% (4% absence) FSM.

FSM attendance 90.94% January to April 2023. Action is taken regarding increased absences and records of actions taken, e.g. holidays. Letters are sent to parents and an attendance meeting held with parents. Mrs Green stated that we try to track as much as we can and records what Whitestone can undertake to support parents and pupils. Poor attendance links into pupil’s educational progress.

Whitestone attendance is above that national average and LA attendance.

Governors held a focused discussion on attendance and were supportive of the actions that Whitestone takes in cases of absence.

#### 7. Review Pupil Exclusions.

Mrs. Green reported that there had been one exclusion, this was for half a day. Mr. Atkins (Chair) had been informed on the day of the exclusion.

Mrs. Green had held a meeting with the parents regarding the exclusion. The pupil (who receives external support) has been monitored and is now working better.

#### 8. Health and Safety.

H&S Fire Inspection Report took place on Wednesday 3rd May 2023, with Mrs. Green, Mrs. Knox, Mr. Hurst (School Caretaker) and Mr. Williams (WES H&S Advisor). This had been previously circulated. Copy with original minutes.

All the electrical actions were completed immediately. Several of the fire doors expandable strips are worn and need replacing. As a result all the strips in all fire doors have been replaced.

More external lighting is required in the car park area, an H&S issue when the school hall is rented out at night to local community groups.

The fire drill is to be undertaken at different times throughout in the school day.

A Fire Risk Assessment is to be undertaken in the near future.

#### 9. Standard Item/SEF Discussion (Away Day).

Mrs. Green asked some questions that governors should be able to reply to at an Ofsted Inspection.

“How do governors know that Whitestone fulfils its statutory duties regarding Safeguarding. GB discussed what happens when they visit school. They sign in at reception, a photograph is taken. A visitors badge on a lanyard is worn through the whole visit to school. GB undertakes an annual Safeguarding Inspection. Safeguarding posters regarding DSL leads and Safeguarding Governor are displayed all around the school building.

CPOMs information can be transferred to different schools when pupils leave Whitestone. This includes behavioural issues. DSL only gets full access to Safeguarding issue reports. Keypad code is changed when a member of staff leaves.

Both Mr. Johnson and Mrs. Knox have attended the Central Record training course.

“How effectively does the governing body monitor attendance records?”

Governors monitor pupil's attendance via the Head's termly reports”. In cases of continual absence, governors enquire what action is being undertaken to make contact with the families involved and the outcome of meetings held with the parents.

Mrs. Green stated that at Whitestone parents have never been fined for taking pupils out of school for a holiday in term time. The administrative work involved would be higher than the fine which is not retained by the school.

“How do governors ensure that staff workload is reasonable (this covers all staff) and how is staff well-being catered for”. **Governors stated that there is PPA for all year groups. Staff well-being surveys are held four times a year. A focused discussion took place.**

10. Policies.

There were no policies to review.

11. Governor Training/Visits.

Governors had visited school for the recently held SATs.

Mr. Stokes had visited school for the Fire Safety and Annual H&S Review.

12. Any Other Business.

The Clerk has emailed the Governors Information from the L.A.

13. Meeting Dates 2023/2024.

Meeting dates 2023/2024 would be confirmed after Mr. Atkins and Mrs. Green have met.

14. Any Other Business.

(a) Mr. Atkins stated that he would be standing down as chair in September 2023, but would continue as a governor. Any one considering standing for chair would be welcome to discuss this with him, regarding the work and responsibilities of the position.

(b) Mr. Hartopp, Co-opted governor term of office expires on 16<sup>th</sup> July 2023 and he agreed to continue in the post for another four year term of office, from 17<sup>th</sup> July 2023 until 16<sup>th</sup> July 2027. **The governors were in agreement.**

**ACTION The Clerk to inform the LA of Mr. Hartopp’s continued term of office as a Co-opted governor.**

(c) **Governors discussed the holding of hybrid meetings. Mrs. Green stated that she would investigate the technology of this and report back.**

**ACTION Mrs. Green to investigate the technology required to hold hybrid meeting and report back.**

14. Dates of next meetings.

Performance and Standards – Tuesday 27<sup>th</sup> June 2023; from 5.30 p.m. until 6.30 p.m.

Pay Committee – Tuesday 4<sup>th</sup> July 2023; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 11<sup>th</sup> July 2023; from 5.30 p.m. until 6.30 p.m.

There being no further business the meeting closed at 7.20p.m.

Date ..... Signed .....

(Chair)