

MINUTES OF THE GOVERNING BODY MEETING HELD ON TUESDAY 28TH SEPTEMBER 2021;
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,
Mrs. P. Jones, Mr. P. Stokes and Mr. S. Shaw.

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

In The Chair – Mr. C. Atkins.

1. Welcome and Apologies.

The Chair, Mr. Atkins welcomed everyone to the meeting.

Apologies were received and accepted from Dr. Hill and Mrs. Warwick.

Mr. Hartopp attended the meeting via “Microsoft Teams”.

2. Declaration of Interest.

Mr. Atkins declared an interest in items relating to Chetwynd Junior School, Etone College and NGA.

Mr. Johnson declared an interest in items relating to the Stockingford Academy and Nursery Hill
Primary School.

On Governorhub, Governors are to declare and update their annual declaration of interests and sign
that they have read the document “Keeping Children Safe in Education” and “Code of Conduct”.

3. Election of Chair and Vice-Chair.

In the Chair – The Clerk.

Chair – Mr. Atkins. Proposed by Mr. Johnson, seconded by Mr. Shaw and agreed by the Governors.
There being no further nominations, Mr. Atkins was elected to serve as Chair for the 2021/2022
academic year.

In the Chair – Mr. Atkins.

Vice -Chair – Mr. Shaw. Proposed by Mr. Atkins, seconded by Mr. Robinson and agreed by the
Governors. There being no further nominations, Mr. Shaw was elected to serve as Vice-Chair for the
2021/2022 academic year.

4. Review and Agree Committee Structure.

(a) Head Teacher’s Appraisal Committee. This committee now comprises of Mr. Atkins, Mr.
Hartopp, Mr. Johnson, Mr. Shaw and Mr. Davies (external Advisor).
To meet on Thursday 23rd November 2021; at 5.30 p.m.

(b) Pay Committee. This committee now comprises of Mr. Shaw, Mr. Hartopp, Mr. Atkins and
Mr. Johnson. Mr. Shaw agreed to be Chair of the Pay Committee.

5. Agree Calendar meeting dates.

The Governors agreed the 2021/2022 calendar meeting dates.

Governing Body – Tuesday 28th September 2021; from 5.30 p.m. until 6.30 p.m.

P&S – Tuesday 9th November 2021; from 5.30 p.m. until 7.30 p.m.

Pay Committee – Tuesday 30th November 2021; from 5.30 p.m. until 6.30 p.m.

FRS – Tuesday 7th December 2021; from 5.30 p.m. until 6.30 p.m.

P&S - Tuesday 18th January 2022; from 5.30 p.m. until 6.30 p.m.

Governing Body - Tuesday 1st March 2022; from 5.30 p.m. until 7.30 p.m.

FRS – Tuesday 29th March 2022; from 5.30 p.m. until 6.30 p.m.

Governing Body – Tuesday 17th May 2022; from 5.30 p.m. until 7.30 p.m.

P&S – Tuesday 28th June 2022; from 5.30 p.m. until 6.30 p.m.

Pay Committee – Tuesday 5th July 2022; from 5.30 p.m. until 6.30 p.m.

FRS – Tuesday 12th July 2022; from 5.30 p.m. until 6.30 p.m.

6. Minutes and Matters Arising.

Minutes of the meeting held on Tuesday 24th September 2019, Tuesday 28th January 2020, Confidential Matters Tuesday 28th January 2020 and Tuesday 18th May 2020, Tuesday 22nd September 2020, Tuesday 26th January 2021 and Tuesday 18th May 2021 were read, agreed and signed by the chair.

ACTION The chair stated that he would formally write to Mrs. Bason on her recent retirement after twenty-nine years at Whitestone, thanking her for her dedicated professionalism given to the pupils and staff. Action completed.

ACTION Mrs. Knox to explore in-house costs for SEND as against bringing in external support and report back. Action completed.

ACTION Mrs. Green to ask a company to come into school and give a demonstration of CPOMS. A webinar will be available for governors to watch and if in agreement purchase CPOMS to use from September 2021 onwards. Action completed.

ACTION WCC Fire Inspection documents are to be signed off and dated by Mr. Stokes and Mr. Friswell (H&S governors). Action completed.

ACTION Governors agreed that updates of actions from the H&S and Fire Inspection Reports be an agenda item at the next Resources committee meeting. Action outstanding.

ACTION The Clerk to inform the LA of governor vacancies and report back. Action completed.

Dr. Hill appointed a new Parent Governor (from 28th September 2021 until 27th September 2025) and Mr. Stokes agreed to be his mentor.

There is another parent interested in filling the second Parent Governor vacancy, who will meet with Mrs. Green and Mr. Atkins next week.

Mr. Johnson agreed to fill the LA Governor vacancy from his present Co-opted Governor position.

The Clerk would ask Mrs. Warwick if she would move from Parent Governor and become a Co-opted Governor. This would then leave 1 Co-opted and 1 Parent vacancies to be filled.

ACTIN The Clerk to inform the LA of the new governors and vacancies on the governing body.

Link Governors agreed to stay the same, with the exception that Mr. Atkins undertakes Music and PE and Dr. Hill undertakes Computing and Science.

7. Safeguarding Briefing.

Mrs. Green gave governors a presentation on the WIS Safeguarding and Child Protection Policy 2021. All governors must sign on Governorhub to say that they have read it and understand its working for the school.

Mr. Johnson (Safeguarding Governor) and Mr. Hartopp (Prevent Governor) have both received extra training in this area. Mr. Atkins is the Safer Recruitment Governor. Miss. Ivers is a DSL, Designated Safe Lead. Mrs. Green is a DSL and Designated Teacher for LAC (Looked After Children) who undertakes annual training.

Every year staff and volunteers receive Safeguarding and Child Protection training. On Monday 1st November 2021 is a "Safeguarding" In-set day for all staff. Governors are invited to attend. All volunteers at Whitestone receive Safeguard training and we ask for references before they commence at Whitestone.

Both Mrs. Green and Miss. Ivers have received Safer Recruitment Training.

MASH is within the intergrated front door, early intervention to stop further external agency involvement. **Governors expressed their concern if the LA can fully resource this service without putting back extra pressure on the schools.**

Mrs. Green stated that all low level concerns are placed on CPOMS; this is to nip all incidents in the bud. **Governors were concerned about the extra workload this placed on for staff and how to manage their welfare and any arising implications. Under Safeguarding, staff are aware of the acceptable line of language of how teachers address the pupils.**

The system of the yellow forms was still in use. Staff could place the completed yellow forms anonymously with their concerns on Mrs. Green's desk.

Online child abuse is an area of rapid expansion that continually being addressed within Whitestone and all schools.

The GB held a focused discussion on many aspects of Safeguarding and its increasing demands and observations from all staff members.

Whistleblowing. If any staff members have concerns regarding Mrs. Green (Head), they must report this to Mr. Atkins or Mr. Johnson, who would then talk to Mrs. Green about the issues and concerns of the staff. In extreme circumstances, the case would be reported to LADO (Local Authority Designator Officer) for further investigation.

All pupils receive constant reminders of Safeguarding within and outside of school.

Mrs. Green stated that it was her job and responsibility to scrutinise all DBS certificates at Whitestone and that she could not delegate to other staff members.

8. Headteacher's Report.

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

Mrs. Green reported that two places held in Reception were not taken up on the first day of term. The parents had decided to send these pupils to another school and failed to inform the Admissions at the LA of this. Admissions will now offer these two places to pupils on the waiting list.

Governors were concerned over the incident that they have no control over. If these two places were still vacant, Whitestone would lose £10,000 of funding.

Mr. Daffern, the Caretaker has successfully passed his probation period.

The GB congratulated him on all the work that he has undertaken at Whitestone since been appointed, especially the jobs undertaken during the Summer holiday.

Mrs. Green stated that in the near future, the carpet in the School's entrance would need replacing.

The pirate ship needs removing. Presently, we are undecided as to what the replacement will be.

"Friends of Whitestone" have secured a Tesco Community Grant. The minimum grant is £500. We need to place Tesco tokens in the allocated box in the School entrance to receive this grant.

The GB congratulated "Friends of Whitestone" for arranging the 50th Celebration in the school grounds on Saturday 25th September 2021. The event raised £2,500.

At this point Mr. Atkins left the meeting at 6.55 p.m.

Whitestone has brought into County Music Service to enrich the music curriculum. The 'newly' refurbished room 14 is has been turned into a music room which is being well utilised. "Big Music for Little People" a weekly provision for Reception aims to bring back singing to Whitestone. The music teacher is providing whole class ukulele sessions. This is enriching the wider curriculum, especially for our Pupil Premium pupils.

Whitestone has signed up with the with the NQT+1 programme being delivered by the Nuneaton Education Alliance (NEA), providing continuing professional development during 2021-2022. Miss Yeomans will receive 0.5 non-contact time to support this development.

Governors enquired how the support time would be administered. Mrs. Green replied that time would be accumulated. There is no plan to hold a weekly sessions, but rather useful blocks of time.

Whitestone receives support with professional development from many partnerships. Whitestone's SLT now meet with Chetwynd's SLT. Governors enquired as to the reason for this. Mrs. Green replied that Chetwynd would gain better knowledge of Whitestone's workings, forge links within the community and help create a better transition.

Mrs. Green reported that this year Whitestone is promoting the love of books and reading. It is wonderful to observe pupils playing back on the playground.

The focus this year would be on Maths, Writing and Pupil Premium. All will be evidence based. RWI plays an excellent support in this.

Following on from Covid, Reading intervention takes place next week and there will be phonics practice every day. We need consistency throughout Whitestone.

The new Mastering Number programme principles are good. The Research team has only supplied sixty free Rekenreks. Whitestone has purchased at a cost of £890 extra packs so that every pupil has access to this learning.

Last year Whitestone undertook its own "in house" assessments. The national average is unknown.

Language progress is low, due to Covid. Pupils have not been mixing with other pupils in the classroom. We have purchased Talk Writing programme, an investment for impact for pupils' development which begins in spring 2022 with an emphasis on SLT development in the first instance. The continuing professional development will last for the next 2 years.

School Evaluation. Ofsted Inspections are now returning, especially for present "outstanding schools". To maintain this status schools must have a rigorous impact on outcomes for Pupil Premium children.

There have been many staff changes over the past academic year.

Governors enquired when it would be possible for them to come into school to undertake monitoring. Mrs. Green replied at Subject Leaders need time to develop regarding the impact of Covid. Governors are welcome to meet up with their Subject Leader later this term.

Mrs. Green will provide the GB with questions that Ofsted could ask for them to research.

There have been no bullying, racist, homophobic, exclusions or PREVENT incidents. There have been no referrals made.

Governors thanked Mrs. Green for her report

9. Agreed Policy List.
2020/2021 Policy List was agreed.

Governors are to sign that they have read and understand Code of Conduct on Governorhub.

10. Governor Training.
"Pupil Premium" over "Microsoft teams" on Tuesday 20th September 2021.
"School Improvement" over "Microsoft teams" on Tuesday 14th September 2021.
Further sessions and dates would be announced.

11. Governor Co-opted Vacancy.
Contained within Item No. 6.

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

13. Any Other Business.

There was no any other business.

14. Dates of next meetings.

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There being no further business the meeting closed at 7.25p.m.

Date Signed

(Chair)