

MINUTES OF THE GOVERNING BODY MEETING HELD ON TUESDAY 1ST MARCH 2022; AT 5.30 P.M.
AT WHITESTONE INFANT SCHOOL, MAGYAR CRESCENT, NUNEATON, WARWICKSHIRE.

.....

Present : Mrs. N. Green, Mr. C. Atkins, Mr. M. Hartopp, Mr. P. Johnson, Mr. D. Robinson,
Mrs. P. Jones, Mrs. F. Chadaway and Mrs. M. Burdett.

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.

Governors took a tour to observe the refurbishment of the two outside classrooms and other areas
of the main school building. Governors stated that the new decoration has improved the working
and learning environment throughout the whole school.

1. Welcome and Apologies.

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

Apologies were received and accepted from Mr. S. Shaw, Mr. P. Stokes and Mrs. R. Warwick.

2. Minutes and Matters Arising.

Minutes of the previous meeting held on Tuesday 28th September 2021 were read, agreed and
signed by the chair.

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 completed.

ACTION The Clerk to inform the LA of the new governors and vacancies on the governing body.
Action completed.

ACTION There is still a vacancy for a co-opted governor. Action outstanding.

3. 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.

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.

There has been a high percentage of pupil mobility, especially in Year 2. Often parents do not
inform the school that they have moved out of the area. Presently, two pupils on roll are not in
school, due to relocation & waiting for school places locally.

A governor enquired what is the criteria for a "missing pupil".

Mrs. Green replied that after ten days absent from school the Admissions at the LA are informed.

A governor stated that if we know where these “missing pupils” are then we have no Safeguarding concerns.

The air filters received from the LA have been placed around the school and all classrooms have CO2 monitors. A window in every classroom is opened for circulation of fresh air regarding Covid.

The LA has financed the resurfaced car park.

Mrs. Carr has been appointed to cover for Mrs. Mistry’s maternity leave. Mrs. Carr will receive induction training and would be introduced to the pupils and parents prior to taking up the position.

Friends of Whitestone received £1,500 from the Tesco Community Grant Appeal. This money would go towards flooring costs for the building of the top half of the “Pirate Ship” located in Year 1 and Year 2 playground.

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

There is one pupil with an EHCP.

Mrs. Stock a MDS supports a pupil 1:1 at every lunchtime. The child also has a full time teaching assistant to support access to the curriculum. We would receive approximately £10,000 a year for the next two years to support this pupil (reviewed annually). This EHC funding does not match the actual costs incurred.

Whitestone has engaged North Warwickshire School Sports Partnership to support sport activity levels and skill development with a competitive angle.

Mrs Kilburn held a SENCO Surgery for parents of those with pupils on the SEND register. Attendance was good and further termly sessions would be held.

Governors agreed that Mrs Kilburn attends the next full GB meeting a gives a SENCO presentation. ACTION Governors agreed that Mrs Kilburn attends the next full GB meeting a gives a SENCO presentation.

Observation week will focus on the monitoring the quality of teaching and learning across the curriculum, with subject leaders being observed in their subject area for development throughout the school.

Mrs. Green and Miss. Ivers have both undertaken monitoring writing throughout the school.

A RWI (Read, Write, Inc) progress meeting took place today. In Reception 80% or above. Looking at the five layers of reading for pupils to aspire next term. To enable pupils to catch up earlier, 1:1 tuition have been extended from half days to full days.

Mr. Johnson (Safeguarding Governor) came into school for an informative meeting regarding a serious child protection case. All the procedures were followed. Mrs. Green will keep Mr. Johnson and Mr. Atkins informed on the case development.

Mr. Johnson attended the CLA monitoring visit conducted by the Virtual School. Mrs. Green and Mr. Johnson also looked at how to prepare an EPEP.

The governors thanked Mrs. Green for her report.

5. Covid Update.

There have been high absences due to Covid throughout the school. The governor day was cancelled. In January, if there was a Covid case in the home, pupils would be told not to attend school on the recommendation of PHE. On one day 33% of pupils were absent with Covid.

Staff covered internally for absent colleagues and the curriculum delivered best as it could under the circumstances. With staff shortages intervention temporarily stopped. Remote learning was available. When pupils were in and out of school on a daily basis, teachers found it hard to plan and deliver lessons and the children found it hard to pick up their learning journey. Under all these conditions, Whitestone remained open.

This week there have been no cases of Covid in school. Staff no longer test twice a week for Covid and masks are no longer worn in school. All aged pupils are now playing and mixing on the playground.

Dinnertime eating for everyone will commence in the school hall after the new hot plate arrives. The "Owls Nest" is still running. There is still a high focus on the operation of hand hygiene.

Next week pupils will be visiting a farm. There will be SATs and phonic workshops. After School, clubs are now up and running. External visitors are now returning into school. Parents are back in school to observe pupils undertaking a variety of activities.

Pupils testing positive for Covid are still told to isolate for five days. This will stop at the end of March 2022.

On behalf of the governors, the chair, thanked all the staff of Whitestone for all their hard work and ever-ending commitment to the school under the Covid out breaks, which enabled Whitestone to remain open.

6. Review monitoring activities to evaluate progress against the LIP.

LIP writing trawl. There had been an Early Years monitoring morning. In Reception, there has been lots of environmental work and we have good outdoor provision.

Throughout the school, there are reading areas for pupils to read a book or undertaking reading on an electronic device. Pupils in Reception like choosing their own reading books. All books at Whitestone are age appropriate.

Governors enquired how could we encourage more pupils to read at home and a discussion took place. Governors agreed that "Reading" workshops to support and encourage parents to read on a regular basis with pupils at home would be held.

Mrs. Green reported that all learning plans have been reviewed. "Talk for Writing" a scheme has been introduced this half term with professional development for the senior leadership team. Our Talk for Writing journey will be a focus for school development during the next academic year too.

Mr. Davies (External School Consultant) had visited school and met with teachers regarding monitoring activities to evaluate progress.

The new governors stated that they were now becoming familiarised with the structure and working of the LIP after talking with their Link subject teacher, plus other educational terminology.

The LIP is a working document that governors dip into and not follow on a daily basis. Ofsted would ask the GB how they are assured what is been told is true. For any governors that were unsure, extra training would be available. Covid had made it impossible for governors to visit school to observe in pupils' books and talk to the teachers.

After a discussion, governors asked Mrs. Green to give a presentation at the next full GB meeting on taking governors through the planning process.

ACTION After a discussion, governors asked Mrs. Green to give a presentation at the next full GB meeting on taking governors through the planning process.

Monday 28th March 2022 – Pupil Premium Review, Mr. Johnson will be attending.

Friday 1st April 2022 – RWI Development Meeting – governors to contact Mrs. Green if available to attend.

Wednesday 6th April 2022 - Curriculum Review with Mr. Davies (External School Consultant).

Mrs. Green stated that re-establishing behaviour in school after the Covid lockdowns is taking place.

The School Evaluation has been updated.

Mrs. Green reported that she is receiving requests from parents to take pupils out of school during term time to go on holiday. Parents advised that this would be marked as unauthorised absence.

Mrs. Green reported that the rekenreks (abacuses) ordered last year have now arrived and used throughout the school.

7. Review any SSER updates.

Nothing to report.

8. Start Annual Budget Review.

Mrs. Knox stated that she had commenced reviewing the annual budget.

To undertake the WES standard package this year that included HR and payroll services.

ICT Strategic Advisory Service (SAS) from the LA had finished and that the LA had recommended no alternative support.

Now with Microsoft everyone must register to use it.

The I-pad support is from Apple (via WES).

Staff absence insurance cover was £10,000 last year, now increased to maximum due to maternity cover. This year the insurance cover paid for itself, it covers supply teacher cover for all staff.

After a discussion, the governors agreed that the above budget 2022/2023 items be actioned.

ACTION After a discussion, the governors agreed that the above budget 2022/2023 items be actioned.

ICT plan extended for a further two years. The four-year contract with the white boards ends next year and then extended for a further three years. Contract on the I-pads contract still has two years to run with the option to review the contract. We are using the sixty laptops that came from the DFE. The ICT budget this year is £24,000.

Fire Risk. The ICT suite doors are not fire doors. It will cost £3,800 to replace two sets of doors. Two further areas, the kitchen and ICT suite are to be linked to the fire alarm for early fire detection, cost £1,600.

9. Engaging With Parents.

Mr. Johnson is the Engaging with Parents Governor. Governors had recently attended an online training session regarding on “Engaging with Parents”. There is a big focus on stakeholders to connect with the local community.

Governors have attended Parents Evenings, new Parents Evenings, assemblies and concerts. However, we need to raise the governing body profile.

Governors held a discussion and agreed to undertake the following actions :-

- To put items in a newsletter from the GB to parents explaining the voluntary work that entails being a governor.
- To explain what governors observe pupils undertaking when visiting school and undertake a write up of this.
- A governor’s survey to parents would be circulated.
- The minutes of the governors meetings would be placed on the school’s website.

ACTION The governors agreed to raise the GB profile regarding “Engaging with Parents” with the above actions.

10. Policies.

Computing Curriculum Policy and Appendices have both been previously circulated.

After a discussion, the governors agreed the Computing Curriculum Policy and Appendices that are both to be signed and dated by the chair at the next physical meeting.

ACTION After a discussion, the governors agreed the Computing Curriculum Policy and Appendices that are both to be signed and dated by the chair at the next physical meeting.

11. Co-opted Vacancy Governor.

There is still a vacancy for a co-opted governor.

12. Governor Training/Visits.

Nothing to report.

13. Any Other Business.

(a) Mr. Stokes is the Mental Health Governor.

(b) Mrs. Green and Mr. Atkins are to discuss the format of future meetings over “Microsoft teams” or in school now that Covid is declining.

(c) The Clerk has emailed the Governors Information from the LA.

14. Dates of next meetings.

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.

There being no further business the meeting closed at 7.45 p.m.

Date Signed

(Chair)