

MINUTES OF THE GOVERNING BODY MEETING HELD ON TUESDAY 22ND SEPTEMBER 2020;
COMMENCING 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,
Mr. G. Friswell, Mrs. P. Jones, Mr. S. Shaw, Mrs. R. Warwick and Mrs. H. Lewis.

In Attendance : Miss. J. Ivers (observer and Deputy Head) and Miss. G. Matt (Clerk).

In The Chair – Mr. C. Atkins.

Due to the school been closed outside the normal hours regarding the outbreak of coronavirus, this meeting was held virtually via Teams. All the governors declared that they were in a confidential environment for the full duration of this meeting.

1. Welcome and Apologies.

The Chair, Mr. Atkins welcomed everyone to the meeting and introduced Miss. Ivers, the new Deputy Head to the governors.

Apologies were received and accepted from Mr. Stokes.

2. Declaration of Interest.

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

Mr. Friswell declared an interest in items relating to “Stepping Stones”.

Mr. Johnson declared an interest in items relating to the Stockingford Academy.

On Governor Hub, Governors are to declare and update their annual declaration of interests and sign that they have read the document “Keeping Children Safe in Education”, September 2020.

3. Election of Chair and Vice-Chair.

In the Chair – The Clerk.

Chair – Mr. Atkins. Proposed by Mr. Johnson, seconded by Mr. Hartopp and agreed by the Governors. There being no further nominations, Mr. Atkins was elected to serve as Chair for the 2020/2021 academic year.

In the Chair – Mr. Atkins.

Vice -Chair – Mr. Shaw. Proposed by Mr. Hartopp, seconded by Mr. Atkins and agreed by the Governors. There being no further nominations, Mr. Shaw was elected to serve as Vice-Chair for the 2020/2021 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 and an external Advisor.

(b) Pay Committee. This committee now comprises of Mr. Shaw, Mr. Hartopp, Mr. Atkins and Mr. Johnson.

(c) Patch and Forum Representatives. The LA no longer holds these meetings for governors to attend.

(d) Training Link Governor. Position no longer required, because governors now directly book their own training courses online.

5. Agree Calendar meeting dates.

The Governors agreed the 2020/2021 calendar meeting dates.

Governing Body – Tuesday 22nd September 2020; from 5.30 p.m. until 7.30 p.m.

Pay Committee – Tuesday 10th November 2020; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 17th November 2020; from 5.30 p.m. until 6.30 p.m.

Performance and Standards – Tuesday 8th December 2020; from 5.30 p.m. until 6.30 p.m.

Governor Day - Monday 11th January 2021

Governing Body – Tuesday 26th January 2021; from 5.30 p.m. until 7.30 p.m.

Performance and Standards – Tuesday 2nd March 2021; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 30th March 2021; from 5.30 p.m. until 6.30 p.m.

Governing Body – Tuesday 18th May 2021 from 5.30 p.m. until 7.30 p.m.

Performance and Standards – Tuesday 22nd June 2021; from 5.30 p.m. until 6.30 p.m.

Pay Committee -Tuesday 6th July 2021; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 13th July 2021; 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 were read and agreed are to be and signed at the next physical full governing body meeting.

ACTION Mrs. Green replied that she did not have information to hand, but will inform the governors when the numbers are confirmed of on-line learning pupils returning to school. Action completed.

ACTION The governors agreed the plan to open Whitestone on Tuesday 2nd June 2020 with fifteen pupils in each class. Action completed.

ACTION The governors agreed to employ an extra teaching assistant to support and focus on pupils with issues that occurred whilst they were at home and absent from school in the lockdown. Action completed. Details in Headteacher's Report.

7. Safeguarding Briefing.

Mr. Johnson, Safeguarding Governor came into school on Friday 18th September 2020 and talked with Miss. Ivers regarding how the Covid risk assessment issues have been put into place and are working with a full school.

Mr. Johnson toured the school, adhering to social distancing procedures and observed the pupils in their playtime zones. He commented that it was good to be back in school and that pupils were following the covid rules.

Mrs. Green stated that any changes in the Safeguarding policies have been made to due to covid and any mental issues arising from it.

All staff have now completed the annual training for Safeguarding, Part 1. Mrs. Green has completed DSL (Designated Safeguarding Lead) refresher course and Miss. Ivers it to undertake the new to DSL course in the near future.

Mr. Over, the Safeguarding Officer for the LA has now left and replaced by the Mash Education Lead.

Bullying is a form of peer on peer abuse. Contextual safeguarding looks at all cases.

Mrs. Green stated that we have a few Child Protection Cases, but no child protection plans. At Whitestone, we try to use the Early Help as the first port of call, engaging outside agencies for support, prior Social Care involvement. Mrs. Mathieson is involved at this Early Help level.

Mrs. Green talked governors through two short videos (from Barnardo) regarding Safeguarding. If pupils cannot engage with learning in school, what lies behind this situation for these pupils? It is important that issues be identified early on in school life before problems lead to possible life-long situations. These videos along with two others will be placed on Governor Hub for governors to view in their own time.

A governor remarked that these two videos really do hit home the situation of some pupils and we must try to break the cycle.

A governor stated that Whitestone pupils are very young and vulnerable; we must show them how they can trust adults.

Mrs. Green stated that at Whitestone staff undertake their best to support parents and pupils in cases.

A governor enquired as governors is there any extra help that we can provide for these pupils.

Mrs. Green replied that she had attended training for Early Help Learning and that Miss. Ivers and Mrs. Hyde will be undertaking this training. At Whitestone we want the best for these pupils without the parents feeling judged regarding their domestic situation; e.g. losing a home or the lack of finance. Staff must walk along and support these parents and pupils.

Governors asked Miss. Ivers, as a new staff member with experience of working in other schools, was there anything else in her opinion that Whitestone can undertake regarding Safeguarding.

Miss. Ivers stated that all the staff know the rigorous Safeguarding procedures at Whitestone. Going forward, the use of CPOMS would be a very useful tool. CPOMS is a computerized Safeguarding system that allows all staff members to place their concerns and observations regarding any pupil on the system. CPOMS can transfer pupil's information from one school to another when a pupil leaves Whitestone.

A governor stated that CPOMS makes Safeguarding easier to monitor and track cases. Reports can be printed off this system.

After a discussion, the governors asked Mrs. Green to explore the costs of CPOMS and report back.
ACTION The governors asked Mrs. Green to explore the costs of CPOMS and report back.

At this point Mr. Friswell entered the meeting at 6.25 p.m.

Governors enquired during lockdown had any referrals and disclosures been revealed.

Mrs. Green replied that we have received two cases under lockdown from Operation Encompass.

Safeguarding is a standard agenda item at the staff weekly meetings.

Governors enquired when the Police sends the domestic abuse alerts to schools that includes pupils at Whitestone, what action is taken.

Mrs. Green replied that in such cases teachers are told to observe these pupils, offer support and care, as well as to report any findings.

8. Headteacher's Report.

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

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

Governors enquired how Mrs. Mathieson was helping to support pupils.

Mrs. Green replied that Mrs. Mathieson and an admin officer were on the playground every morning to welcome parents and pupils, asking parents if they had any issues and problems getting pupils ready for learning and offer their support, if required. Parents not now allowed into the school building.

Mrs. Mathieson works with eight pupils on a daily basis. Pupils in a new classroom could have problems in adjusting to their new working environment.

Mr. Johnson, Safeguarding Governor commented that on his recent visit to school observed Mrs. Mathieson undertaking an excellent role in supporting pupils with problems.

RWI (Read, Write, Inc) has commenced again. Mrs. Green and Mrs. Bason commenced RWI assessments with all Year 1 and Year 2 pupils from the beginning of this term.

Mrs. Bason will be providing training for Miss. Ivers and Mrs. Yeomans for a week in RWI. The RWI groupings for pupils will be fluid and flexible based on individual pupil progress.

Governors enquired to the situation of the pupil who was due to commence Whitestone in September 2020 but wanted to defer the place until later in the year, summer term 2021, through parental choice with the place left open until that pupil enters school.

Mrs. Green replied that she had spoken to the parents. The pupil has now commenced Whitestone on a staggered entry and will go home every day at 1.30 p.m. The pupil has settled in well.

A governor enquired into the open evening procedures for 2021 prospective parents/pupils.

Mrs. Green replied that a virtual tour would be uploaded to the website for prospective parents to watch. Tours of the school will take place commencing at 5.00 p.m. There will be a maximum of five parents all wearing facemasks and keeping social distancing in a group.

Reception numbers of 92 pupils had caused Mrs. Green to expand the Tapestry subscription to allow the two extra pupils to access online learning at home.

Governors enquired into the success of the virtual transition meeting for parents.

Mrs. Green replied that no problems had arisen. The open house questions after video for parents lasted for one hour.

Year 1 open virtual parents evening; Mrs. Green is asking parents for feedback. This could be undertaken again, but not as a replacement for a physical meeting.

Governors enquired how pupils were moving forward regarding undertaking RWI at home with parental support during lockdown.

Mrs. Green replied that these pupils are presently been assessed.

A governor enquired about re assessment. There are pupils that read well at home, but not so good in school. How are these pupils put into groups from these assessments?

Mrs. Green replied that all pupils have been given credit for their reading skills. After reassessment, Mrs. Bason will move pupils into their correct groups.

Mrs. Green informed that governors that there are two foster pupils in school. It is vital to understand their position, with the possibility of extra TA support due to their individual circumstances. Internal TA support will be sought for this position. Additional TA supply is needed to support covid outcome in any class.

9. Agreed Policy List.

2020/2021 Policy List was agreed. Governors asked the Clerk to check with the LA if additional policies should be added to this list.

ACTION The Clerk to check with the LA if additional policies should be added to the 2020/2021 Policy List.

“Keeping Children Safe in Education”, September 2020 and “Staff Behaviour” policies have both been signed off by Mr. Johnson, Safeguarding Governor.

Home School Agreement is to be updated.

Mrs. Green and Mr. Friswell have updated the school website.

10. Governor Training.

Governors as individuals were attending the Consortium training sessions.

11. Governor Co-opted Vacancy.

Mr. Robinson agreed to fill the Co-opted Governor vacancy for a four-year term of office from 22nd September 2020 until 22nd September 2024.

This now leaves a Parent Governor vacancy. The governors asked Mrs. Green to advertise this vacancy amongst the new intake of Reception parents. The Clerk to inform the LA of the above.

ACTION The Clerk to inform the LA that Mr. Robinson has been appointed a Co-opted Governor.

At this point Mr. Robinson left the meeting at 7.10 p.m.

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.

Governing Body – Tuesday 22nd September 2020; from 5.30 p.m. until 7.30 p.m.

Pay Committee – Tuesday 10th November 2020; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 17th November 2020; from 5.30 p.m. until 6.30 p.m.

Performance and Standards – Tuesday 8th December 2020; from 5.30 p.m. until 6.30 p.m.

Governor Day - Monday 11th January 2021

Governing Body – Tuesday 26th January 2021; from 5.30 p.m. until 7.30 p.m.

Performance and Standards – Tuesday 2nd March 2021; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 30th March 2021; from 5.30 p.m. until 6.30 p.m.

Governing Body – Tuesday 18th May 2021 from 5.30 p.m. until 7.30 p.m.

Performance and Standards – Tuesday 22nd June 2021; from 5.30 p.m. until 6.30 p.m.

Pay Committee -Tuesday 6th July 2021; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 13th July 2021; from 5.30 p.m. until 6.30 p.m.

There being no further business the meeting closed at 7.15p.m.

Date Signed

(Chair)