

MINUTES OF THE GOVERNING BODY MEETING HELD ON TUESDAY 18TH MAY 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, Mrs. H. Lewis, Mrs. R. Warwick, Mr. S. Shaw and Mr. P. Stokes.

In Attendance : Miss. J. Ivers (observer and Deputy Head), Mrs. L. Knox (School Business Manager) 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.

Apologies were received and accepted from Mr. G. Friswell.

2. 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 26th January 2021 were read and agreed are to be and signed at the next physical full governing body meeting. The minutes of the meeting held on Tuesday 22nd September 2020 were amended to included Mrs. Lewis as present and are to be signed at the next physical meeting

ACTION After a discussion, the governors agreed to the leasing of thirty new i-pads and the need of a contingency fund for the replacing additional i-pads in the future. Action completed.

ACTION After a discussion, the governors agreed to delay the decision to purchase CPOMS until the budget 2021/2022 full costings have been confirmed. Action completed.

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 give to the pupils and staff. Action outstanding.

ACTION After a discussion, the governors agreed the SEND Policy that was then signed off and dated by the chair and SEND governor. Action completed.

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.

4 Designated teacher report for CLA/CPLA.

Governor Report Re: CLA and CPLA, April 2021, had been previously circulated. Copy with original minutes.

Mrs. Hyde reported that pupils had made good progress over the last two terms. There has been no parental support or student help in the classes due to Covid restrictions. Under the present working restrictions, staff have worked exceptionally hard to achieve these results.

When Mrs. Hyde asked the pupils if they felt safe in school, they replied yes and that they liked talking to the staff. The two challenging pupils interact with the guineapigs to help calm them down.

Throughout lockdown, modified tasks and activities were provided online to support pupils' literacy and numeracy skills, and once back in school they received the support they required from both teachers and T.A.'s. There are pupils without EHCP and others need extra support in a calm way, which they receive at Whitestone.

There are two pupils in Care, we have applied for the highest funding and to justify the impact, discussions would take place at a meeting later on in this week.

Governors stated that we have the data of impact to support this application for extra funding.

Mr. Johnson, Safeguarding governor, agreed to take on the additional role of CLA/CPLA governor.

Governors enquired regarding the Covid effect on these pupils.

Mrs. Hyde replied that these pupils had been in school throughout lockdown and the smaller class sizes resulted in pupils getting more support and a raised impact on wellbeing. She stated it was enjoyable to talk to smaller classes.

Governors stated that catch-up would be more focused with an adult and smaller class sizes.

Mrs. Hyde replied that due to funding that this would never be possible and that an extra adult in Reception makes a huge difference supporting pupils with RWI.

Governors then thanked Mrs. Hyde who left the meeting.

5. Headteacher's Report.

Including Annual report on SEN and exclusions.

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

The intake for September 2021 in Reception is now full with 90 pupils. There is a waiting list and a number of appeals have been lodged.

Invitations have been sent out to the virtual New Parent Meeting on 10th June 2021.

Extra transition meetings have taken place regarding pupils who have specific needs in order that the additional staffing levels can be put into place.

Whitestone had applied for a grant to replace the "Pirate Ship" with another piece of play equipment. The top of the ship is saveable and would have a future use within the playground.

Governors volunteered to join the working party to remove the rotten base of the pirate ship.

The LA is to refurbish classroom 14 during the Summer holiday 2021.

On 25th May 2021, work will commence to replace the boiler ready for September 2021.

The major maintenance project to be undertaken during the Summer holiday 2021 is the replacement of the heating system in the remaining half of the school.

Mr. Barker retired as Caretaker after many years at Whitestone. The new Caretaker is Mr. Daffern who has settled in very well at Whitestone and during the Summer holiday 2021 he will undertake small decorating and maintenance jobs.

Miss. Pritchard has been appointed as cleaner.

Mrs. Shute is shadowing MDS in order to give MDS supply cover when needed.

Miss. Turner will undertake SEN duties for one day a week for the remainder of the Summer term, to accommodate the SEN increased workload.

Mr. Meigh 2 days and Mrs. Finn 3 days will undertake a job share.

Various staff development and training courses continue throughout the school.

Whitestone and Chetwynd continue their partnership on transition and the shared way forward.

Governors thanked the "Friends of Whitestone" who have continued to support the school with various online fund raising activities, during the Covid lockdown.

There have been no bullying, homophobic, exclusions or PREVENT incidents. No physical restraints have taken place.

One complaint received re potential bullying with Policy and protocols followed. Parents are working with school to support child and adjust behaviours. Miss. Johnson (PSA) and Mrs. Mathieson are involved.

One racist incident has taken place. Protocols were followed, the incident logged and both sets of parents informed. Additional age-appropriate discussions were held; along with a series of assemblies around racism, diversity and inclusion. No further incidents have taken place.

SEN. There are no pupils with EHCPs. One EHCP referral submitted and the pupil has now been allocated a place at another school.

Safeguarding. There are no Child Protection Cases. There are three Operation Encompass cases. A PEP review is scheduled later in the week for our two fostered children.

A PEEP (personal emergency evacuation plan) was completed, for a "temporarily disabled" pupil, the parent was involved. Sadly a Whitestone pupil was involved in a road accident and the pupil was luckily wearing headgear when cycling. The child has made a full recovery.

Governors enquired the location of this accident and did the local Councillors know about this.

Mrs. Green replied that the pupil was crossing Lutterworth by Mill Close and the parents had informed the local Councillors.

A formal complaint was received regarding H&S and associated procedures. The Complaints Procedure was followed. The chair of governors has been kept informed. If the parents were not fully satisfied with the school's response, the governors would be involved at the next stage.

Governors enquired how much extra work is involved with Mrs Green's school-to-school support work with Nursery Hill Primary School. This has widened to a Learning Improvement Role of Support & Monitoring for the LA.

Mrs. Green replied that this minimal time and Mrs. Knox invoices the LA for the sessions undertaken. It is beneficial to observe how other schools operate and how to support them.

Annual report on SEN and exclusions. Mr. Robinson (SEN Governor) had met with Miss. Turner regarding the annual report on SEN and exclusions.

A governor enquired with external partnerships and external workers, could Educational Psychology work be undertaken 'in-house' to be more cost effective.

Governors held a discussion and agreed that Mrs. Knox explores in-house costs for SEND as against bringing in external support and report back.

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

Governors stated extra funding should be available to meet these SEND costs and not taken directly from the school's budget.

6. Annual Update on Safeguarding/Child Protection.

Safeguarding Audit – April 2020 to March 2021. This had been submitted by Mrs. Green on 20th April 2021 and had been previously circulated. Copy with original minutes.

Mrs. Green and Mr. Johnson (Safeguarding Governor) had met and a good discussion had taken place.

Mrs. Green and Miss. Ivers had received the Safeguarding/Child Protection training. All the school staff are booked to receive this training in the Autumn term 2021. We require a member of staff to become a Mental Health First Aider, cost £600.

CPOMS is an excellent Safeguarding tool that makes life easier to access Safeguarding information. Staff can place information and issues on to pupils files, all the data is triggered and electronic recordings activated to enable print offs. We would have enough issues to make viable Whitestone.

Governors enquired into the cost of CPOMS.

Mrs. Knox replied that the initial CPOMS set up would be £1,000 plus £600 each year after to run.

Mrs. Green will ask the company to return to Whitestone 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 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.

7. Review attendance records and set Attendance targets.

Attendance 2020/2021 Summary – May 2021 (as at 14th May 2021) had been previously circulated. Copy with original minutes.

Targets. 96.75% (3.25% Absent) Whole School. 96.00% (4.00% Absent) Free School Meals. Set before Covid lockdown of January, February and March 2021.

March figures reflect the dates: 08th March – 17th May 2021

Whole school 96.72%. FSM 89.77%. Whole school minus FSM 97.58%. Pupil Premium 93.28%. Whole school minus PP 97.25%.

Governors enquired how many pupils had dropped from the target.

Mrs. Green replied that there are three pupils (and any pupil) with less than 80% attendance are automatically dealt with.

Governors considered that the LA is monitoring our attendance harshly under the circumstances.

Mrs. Green stated the when we meet parents regarding pupils attendance support is given at all levels. When a pupil is not in school, they are not learning and this has an effect on their future educational development.

Governors remarked that the pre Covid data was positive with pupils in school to get an education, although some FSM have a valid reason for absence.

Mrs. Green reported that parents were following the Covid rules. Absent with Covid is marked down as Covid related. We require proof of holiday cancellations and must be mindful of these situations.

Governors were concerned regarding pupils traveling abroad and in quarantine afterwards, with the risk of coming back into school with Covid.

Mrs. Green replied that teachers would ask pupils where they were going on holiday.

8. Health & Safety Update.

Health and Safety Report dated 25th March 2021, Mrs. Green, Mrs. Knox and Mr. Williams, WES H&S Advisor had been previously circulated. Copy with original minutes.

The new Caretaker, Mr. Daffern has received his initial training for the post.

All the actions from the recommendations in the Report are to be completed by September 2021.

In October 2021 there will be a Fire Inspection undertaken by the Fire Service.

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

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

Governors agreed that updates of actions arising from the H&S and Fire Inspection Reports be an agenda item at the next GB meeting.

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

Mrs. Warwick left the meeting at 6.53 p.m.

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

9. Covid Update.

Mrs. Green stated that the staggered starting and finishing times would continue in September 2021.

All pupils eat their meals in the school hall whenever possible.

LA stated that Whitestone's Covid Risk Assessment was good. Staff are tested twice a week and continue to wear facemasks. PPA continues as normal but with distancing.

"Premier Sports" are now running the After School Clubs. These are fun activities pupils organised within "bubbles" and any financial loss is undertaken by "Premier Sports".

Staff meetings and courses have been held online. There have been virtual parents meetings.

For the first time the Whitestone was used as a Polling Station, the event went smoothly under the Covid restrictions. The closure of school was taken as an Inset Day.

Volunteers have returned into school under the Covid rules.

Parents continue to wear face coverings at dropping off and collecting times.

We aim to undertake activities that are more physical for pupils at lunchtime.

The whole school photograph will take place on 23rd June 2021.

On Saturday 26th June 2021, the "Fab 50 Festival" will take place outside, weather permitting.

School transition day is to be confirmed.

There will be an outside leaving school celebration at the end of the Summer term, weather permitting.

Governors considered that it would be a great idea for an end of day celebration for those pupils leaving Whitestone this term.

10. Governor Vacancies.

Mr. Robinson agreed to move from a Parent Governor to a Co-opted Governor, to serve a four-year term of office from 18th May 2021 until 17th May 2025.

The Clerk to inform the LA and confirm any other governor vacancies and report back.

ACTION The Clerk to inform the LA and confirm any other vacancies and report back.

11. Governor Training/Visits.

Mr. Johnson had attended an “Ofsted Training” course and a “Peer to Peer” abuse course, (via Key).

Mr. Shaw had attended “PREVENT” training.

12. Correspondence.

The Clerk has emailed the Governors Information from the LA.

13. Meeting Dates 2021/2022.

The meeting dates for 2021/2022 have been previously circulated and agreed by the governors.

Governors agreed to hold full governing body meetings and pay sub-committee meetings face to face in school. All other sub-committee meetings would be virtual.

ACTION Governors agreed to hold full governing body meetings and pay sub-committee meetings face to face in school. All other sub-committee meeting would be virtual.

Mrs. Green and Mr. Atkins to meet to categorise Whitestone as a School for the LA.

14. Dates of next meetings.

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 7.30 p.m.

Date Signed

(Chair)