

MINUTES OF THE GOVERNING BODY MEETING HELD ON TUESDAY 26TH JANUARY 2021;
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, Mrs. H. Lewis and Mrs. R. Warwick.

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. S. Shaw and Mr. P. Stokes.

The governors agreed to take the agenda in the following order.

8. Start The Annual Budget Review.

Mrs. Knox reported that she had commenced looking at items for setting the 2021/2022 Budget.

WES is not offering building insurance next year. Whitestone will sign up to the government's RPA (Risk Protection Arrangement) scheme from 1st April 2021. The scheme covers everything including flood damage. This will be a saving of £5,000.

A detailed look at subscription payments was undertaken to be undertaken, looking at items that are used. This included WES.

Whitestone has been paying for all Covid requirements, mainly cleaning items from September 2020.

Savings of £7,000 have been made by using RPA and reviewing contracts.

Staffing is the largest budget item. The new LED lights have reduced energy costs. Hygiene costs will increase due to Covid.

Whitestone applied to the DFE to receive money from the Covid fund and was successful. A second DFE Covid fund is in operation; but Whitestone does not meet the criteria.

On Wednesday 10th February 2021, Mrs. Knox and Mrs. Green will meet with the Finance Officer to discuss the 2021/2022 budget.

£17,500 allocated in the budget for ICT. To lease new interactive whiteboards and 30 i-pads the cost will be £3,000, plus, £8 yearly support for each I-pad.

£20,000 earmarked in the budget to meet the cost of leasing of thirty new i-pads. Discussion around the need of a contingency fund for replacing i-pads in the future took place.

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

Governors enquired what happens to the old i-pads.

Mrs. Green replied that the old I-pads could still be used in school.

At this point Mrs. Knox left the meeting at 6.45 p.m.

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 18th May 2020 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 The governors asked Mrs. Green to explore the costs of CPOMS and report back. Action completed.

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

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

3. 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.

4 Headteacher's Report.

Mrs. Green presented her report that had been previously circulated.

Mrs. Green stated that she had looked into the operational costs of the CPOMS on-line Safeguarding system. The initial cost is £940 and £315 for staff training, plus £1,750 a year operational costs.

Governors had mixed views on the purchase of CPOMS. It was easy for staff to use and an excellent Safeguarding tool that makes life easier to access Safeguarding information. The present manual operational system works successfully. However, before any decision to purchase CPOMS is made, we must look at the costs when setting the 2021/2022 budget.

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

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

Mrs. Green reported that she had been approached by NBBC to use the school as a Polling Station for the local elections on Thursday 6th May 2021, because Whitestone Community Centre has been recently flooded. Reluctantly, under the circumstances Mrs. Green agreed to this. Therefore, Whitestone would be closed to all pupils. We will use this day for the staff "In-set Day" that was originally planned for Monday 7th June 2021. Parents would be notified of the above arrangements.

A governor stated that due to the Covid situation that there was a possibility that the local elections could be postponed.

DFE have announced that all schools will be closed to all pupils for the February half-term holiday.

There are 271 pupils on roll.

Mrs. Gamblin has joined the Year 2 team and has settled in well at Whitestone.

Staff professional development continues in school time and there are twilight training sessions. The training is proving very positive for staff development.

The partnership and communications with Chetwynd continues to increase. This is proving positive for both schools, especially regarding transition and the Covid situation.

Miss. Cusworth's position as the Consortium ICT Expert has included "virtually" supporting another school. This is a positive way that Whitestone's staff development is supporting other schools.

Under the Warwickshire Primary Partnership, Mrs. Green has been approached to support another school in the area.

"Friends of Whitestone" continue their fund raising/social events by ongoing on-line, due to the Covid restrictions.

The governors recorded their appreciation and thanks to the "FOW" for the continual hard work in supporting Whitestone by arranging fund raising/social events, especially under the present circumstances.

Mrs. Mathieson, TA was appointed in March 2020 to undertake a pastoral support role; she has a full workload and her excellent work undertaken has had an impact throughout the whole of Whitestone. **The governors thanked Mrs. Mathieson for her hard work in this demanding role.**

Covid cases continue to rise throughout the school amongst both staff and pupils. We are monitoring the situation.

Mrs. Green stated that we need a time to reflect the school learning with support and input from a governor's view. **Mrs. Warwick offered to undertake this and meet with Mrs. Green.**

Phonic screening check, six pupils were absent. The overall pass rate was 70%; the remaining 30% of pupils will be supported for the remainder of this academic year.

The Compass alerts have increased this academic year.

Attendance based on the eligibility of those pupils that could be in school is 96%.

Governors enquired with the Parent School Adviser presently having a full workload, did any other staff members support her. When Ms. Johnson returns from her maternity leave, will there be a hand over time from Mrs. Allen.

Mrs. Green replied that Mrs. Mathieson TA is helping with pupil issues within the school and other TAs are making wellbeing telephone calls. There will be a handover time from Mrs. Allen when Ms. Johnson returns from her maternity leave. One Early Help case has required the support from an external Family Support worker.

One racist incident recorded. Procedures were followed and the parents informed.

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

There were no Child in Need or Protection cases.

There are two Early Help Plans in place.

LAC review taken place and PEP review for two fostered pupils.

A governor enquired how did the Phonics screening check results compare with previous years.

Mrs. Green replied that she would put this information on Governorhub when available.

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 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.

The Chair thanked Mrs. Green for her ongoing achievement in working closer with Chetwynd regarding issues that affected both schools, including Covid. With Mrs. Green supporting another school, what would the time factor be?

Mrs Green replied that it would minimal; she estimated that it would be two sessions.

The chair and governors informed Mrs. Green that they would be available to meet and support her in any matters should she require this regarding the present circumstances of managing Whitestone.

Mrs. Green was thanked for her report.

5. Covid Update.

Mrs. Green gave a Covid update regarding the situation at Whitestone.

The key worker and vulnerable pupils criteria has expanded for this lockdown. More key workers are asking for full-time places. There are ten vulnerable pupils attending. They have no remote learning facilities at home and there are issues at home.

There are 120 key worker pupils with 96% attendance.

To keep small groups in school, presently there are fifteen pupils in a class. At break and lunchtimes there is no bubble mixing and each bubble keeps within their allocated zones on the schools grounds. Hotbox meals are eaten in the classroom. Staff members are linked to a class. One TA moves around the school on a weekly class rota.

To manage their workload, the staff are released to make remote videos for home learning.

We ensure that SEND provision is appropriate on site and there is remote learning. We are trying to do the best for home working under the circumstances with staff working full out to achieve this. Nothing replaces face-to-face learning within the classroom.

Staff now wear facemasks in school in communal areas and face shields in classrooms.

Presently, no volunteers are working in school.

Governors stated that when the situation returns to normal, that a briefing should be undertaken on Whitestone's development and the progress made regarding home learning.

Governors stated that with homeworking, the parents appreciated the power point instructions that the teachers had made, it had made home learning easier for the parents to undertake.

Mrs. Green stated that all pupils should have three hours of home learning every day. We are looking at best practice. The length of staff meetings has been reduced to ten minutes.

Teachers are now undertaking two sets of planning, one for the classroom and one for home learning. The provision of paper packs is a backward step.

Governors enquired on recorded home learning videos, can pupils see and engage with the teacher. Progress would be observed as time goes on with home learning.

Wellbeing videos are on Governor Hub for governors to observe.

Governors enquired regarding the numbers in school of key worker pupils.

Mrs. Green replied that if any key workers were working from home, pupils could come into school. In cases of validity of a key worker, a letter is required from the employer confirming this. There is LA legal support available regarding problems arising from key workers status. In cases, where this status is proved false, the parents will receive a letter asking that the pupil be removed from school.

6. Review monitoring activities to evaluate progress against LIP.

Mrs. Green reported that some priorities had been overtaken with Covid.

There is a robust catch-up recovery plan for individual pupils with plans to look at SEN catch-up provision online, with 1:1 support.

Baseline and PHSE are positive.

Blended learning extends learning opportunities.

Remote parent consultations have been undertaken.

We are to look at the quality and nature of remote education.

Improved planning, we hope to engage with community in the Summer term.

The chair asked that governors contact their subject link teacher for monitoring subject progress and undertake a report of their meetings. The reports are to be placed on Governorhub.

Mrs. Green agreed to undertake the uploading of these documents on to Governorhub.

7. Review any SSER updates.

Mrs. Green reported that the SLT had been using the new document "School Development Framework" (by Edison), this is used as a development tool. Staff will look at and discuss the issues.

After a discussion, it was agreed that a TA, teacher and a governor look at this document from different perspectives.

Mr. Johnson agreed to represent to governors by looking at the pupil and family support area.

The document was then signed off and will be put on Governorhub.

9. Policies.

SEND Policy. Miss. Turner, SEN Lead and Mr. Robinson, SEND Governor had updated this.

Remote learning continuity, learning the best way forward has been a learning curve regarding the Covid restrictions due no live classroom lessons. All lessons are being undertaken via videos.

Governors stated that live lessons were more appropriate in senior schools. Infant school pupils due to their age did not have full concentration and tended to get distracted.

After a discussion, the governors agreed the SEND Policy that was then signed off and dated by the Chair.

ACTION After a discussion, the governors agreed the SEND Policy that was then signed off and dated by the Chair.

Mrs. Green stated that the old I-pads were not compatible for home learning. The "Friends of Whitestone" had purchased nine kindles (not monitored) and six laptops. Attleborough Church had donated three unwanted laptops from its congregation. The school council will be writing thankyou letters to the above for their laptop donations.

Mrs. Green reported that after much corresponding with the LA, on Monday 1st February 2021, a delivery of twenty-one laptops will arrive at Whitestone.

10. Parent Governor Vacancy.

There will be two co-opted governor vacancies in May 2021. Mrs. Lewis will be stepping down in July 2021. Mr. Stokes has agreed to continue as a Co-opted governor for a further four-year term of office. Governors were to consider any person that they knew with the required expertise and skills who would be interested in filling the co-opted governor vacancy.

11. Governor Training/Visits.

Governors are uploading details of their governor training courses on Governor Hub.

There have been no governor visits to school due to Covid restrictions.

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.

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.

Governor Day - Monday 11th January 2021 (replaced with a series of virtual engagement opportunities)

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 7.30 p.m.

Date Signed

(Chair)