

MINUTES OF THE FINANCE, RESOURCES AND STAFFING COMMITTEE MEETING HELD ON TUESDAY 13TH JULY 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. G. Friswell,  
Mrs. H. Lewis, Mr. D. Robinson, Mr. S. Shaw and Mrs. P. Jones.

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

Whitestone is closed outside of normal school hours due to Covid-19. The performance and standards committee meeting was held via "Microsoft Teams". All the governors declared that they were in a confidential environment for the full duration of this meeting.

In The Chair – Mr. P. Johnson.

1. Welcome and Apologies.

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

Apologies were received from Mrs. R. Warwick and Mr. P. Stokes.

2. Minutes and Matters Arising.

Minutes of the previous meeting held on Tuesday 19<sup>th</sup> November 2019 and Tuesday 31<sup>st</sup> March 2020, Tuesday 14<sup>th</sup> July 2020 and Tuesday 17<sup>th</sup> November 2020 were agreed and are to be signed by the chair at the next physical meeting.

Minutes of the previous meeting held on Tuesday 30<sup>th</sup> March 2021 were amended to read "Item No. 6 - 2020/2021 current annual balance £3,925 and carry forward £79,329" agreed and are to be signed by the chair at the next physical meeting.

There were no matters arising.

3. Declaration of Interest.

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

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

4. Headteacher's Report Verbal.

Mrs. Green presented her verbal report.

Mrs. Stock, TA commenced long-term sickness in March 2021 and remains off work. Management referral has been requested and meetings are scheduled to assess Mrs. Stock's present medical condition and how long it would be before she can return to school.

Mrs. Hyde retires at end of the Summer term 2021 after 31 years teaching at Whitestone. We wish her a long and happy retirement.

Mr. Meigh and Mrs. Finn will undertake a job share in Reception next year.

Mrs. Manning has been appointed a TA 1:1 support for a SEN Reception pupil and a MDS has also been appointed to undertake the lunchtime needs of this pupil for the next academic year.

A MDS has been appointed to undertake the lunchtime needs of a small group of Reception pupils for next academic year.

There has been one fixed term exclusion. It lasted two days; initially the parents were supportive and then reported the case to the chair in the form of a complaint, who will to reply to them. Mrs. Green informed the chair from the outset of this exclusion.

There have been no referrals. There are no Child In Need Cases. There has been one Encompass Alert.

There is one Early Help. There is one Child Review and two Fostered LAC cases.

There have been no PREVENT, homophobic or racist incidents.

Mrs. Green is meeting with three families that are being monitored regarding attendance issues.

Transition for pupils joining and leaving Whitestone had taken place. Whitestone will receive IDS transition funding of £1,500 for three pupils joining Reception in September 2021. This money will pay a TA to undertake 45 hours to support these pupils to settle into school. Any extra money for TA support would be taken directly from the school's budget. Governors agreed to monitor this situation.

**ACTION Governors agreed to monitor the situation regarding extra funding taken from the school's budget for TA support for three pupils joining Reception in September 2021.**

In September 2021. Reception is full and there is a waiting list. In Year 1, there are 91 on roll and in Year 2, there are 88 on roll.

**The governors thanked Mrs. Green for her report.**

#### 5. Covid Report Update.

Mrs. Green gave the Covid Report Update.

A virtual visit day took place for all pupils commencing Whitestone in September 2021.

Three members of staff are self-isolating, one is working from home and there is supply cover in this class. Miss. Turner has received positive test results. All staff are undertaking LFT twice a week.

Mrs. Jones is undertaking administrative work in the school office.

The present Covid measures, including lunchtime will remain in place until the end of the Summer term 2021. The staggered start and end times of the school day will continue into the future. From September 2021, all pupils will eat their lunches in the school hall at dinnertime. PPA providers (Dance Express and NBLT) continue to come into school.

In September 2021, After School Clubs will be back and volunteers will return into school. It will be a cautious approach. Room reorganisation is to be decided. The format for assemblies will be a stepped approach, e.g. Year groups.

Mrs. Green will write a new Covid Risk Assessment for 6th September 2021. If another Covid outbreak occurs, restrictions would be reinstated.

**Governors enquired would they receive a copy of the new Covid Risk Assessment.**

Mrs. Green replied yes and that it would be placed on the website & Governor Hub.

Mrs. Green reported that staff have noticed that many parents were not wearing facemasks in the school playground and that staff were concerned about this.

**Governors stated that when it becomes not the law to wear a facemask out in public places (although the government expects the public to wear facemasks), what is our position at Whitestone if we require parents and visitors to wear facemasks and they refuse.**

**Governors held a discussion and agreed that the School Council gets pupils to write signs asking parents and visitors to wear facemasks when visiting Whitestone.**

**ACTION Governors agreed that the School Council gets pupils to write signs asking parents and visitors to wear facemasks when visiting Whitestone.**

Mrs. Knox stated that in a Covid outbreak facemasks would be worn in communal areas.

#### 6. Finance Officer Report.

Mrs. Knox reported that staffing next year had a debt of £5,000 due to teacher cover costs.

We will receive £2,700 supplement FSM grant, which can be spent as required throughout the school. Mrs. Green stated this money would support the music curriculum, having an impact to enable all Year 2 pupils to play an instrument, the ukulele. In Reception, we will buy in a singing session package.

A 2% pay award increase for staff is allocated within the budget. The LA has amalgamated 6a and 6b points on the teacher's salary pay scales.

Covid Catch-Up grant has been spent.

Mrs. Knox was thanked for her report.

#### 7. Budget Monitoring Update 2021/2022.

Mrs. Knox reported that the budget 2021/2022 was running to plan.

The Year 2 playground sunshade had cost £1,200 more than estimated.

#### 8. Pupil Premium and Sports Grant Up-date.

Mrs. Green reported that the Pirate Ship in the Reception playground was going to be removed due to its dangerous condition. The School Council had met and requested a Castle be purchased to replace the Pirate Ship.

Mrs. Knox had received two quotes for a Castle at £18,500 (one with a ten-year guarantee). The money will come from the Sports Grant. To purchase a suspension bridge (optional extra) for the castle the total cost would be £19,300. The "FOW" would give a financial contribution towards the cost. The castle would be installed in early September 2021.

Governors stated how this would be justified if asked by Ofsted in spending the whole Sports Grant of £18,500 on the Reception playground Castle regarding the outcome for all pupils at Whitestone. In addition, if purchased would the money for the suspension bridge come directly from the school's budget.

A focus discussion was held; governors agreed in principal and asked Mrs. Knox to obtain the exact cost of the project and report back.

**ACTION The governors asked Mrs. Knox to obtain the exact cost of the Castle purchase and report back.**

Mrs. Green reported that a government Premium Pupil Audit would take place in the near future. We have made good PP progress, but the audit would look at accelerated progress. How the SEN and PP funding is spent regarding "closing the gap" further would also be observed.

#### 9. Capital Spend- Update.

Year 1 boys toilet will be used as an accessible toilet to accommodate the needs of a EHCP pupil. There is no external funding for this work. The builders who are onsite undertaking the heating project will undertake the work in the Summer holidays 2021.

The LA is spending £36,000 on updating the second temporary outside classroom.

The Caretaker has undertaken many of the actions arising from the recent H&S Inspection Report. He also undertakes many of weekly H&S checks and completes the paperwork, previously undertaken by Mrs. Knox.

#### 10. Pay Committee – Update.

**CONFIDENTIAL ITEMS. See separate sheet.**

#### 11. Policies.

Home School Agreement Policy, PHSE Policy and Health and Safety Arrangements Policy. These are all on Governor Hub.

After a discussion, the governors agreed the above policies that are to be signed off and dated by the chair

**ACTION After a discussion, the governors agreed the above policies that are to be signed off and dated by the chair**

12. Correspondence.

The Clerk has emailed the Governor Information from the LA.

13. Any Other Business.

(a) Mrs. Knox reported that she had been in contact with Cactus Energy, a company that installs solar roof panels on to school roofs. The electricity generated and not used by the school is sold on to Cactus Energy. All the maintenance and cleaning of the solar panels is undertaken by Cactus Energy. The company would also monitor what green energy Whitestone is using.

The governors were extremely interested in supporting this project and asked Mrs. Knox to make further enquiries with Cactus Energy and report back.

**ACTION The governors asked Mrs. Knox to make further enquiries with Cactus Energy regarding solar roof panels and report back.**

(b) The governors asked Mrs. Green to pass on their thanks to the staff for arranging the school's 50<sup>th</sup> anniversary celebration held on Friday 9<sup>th</sup> July 2021. It was wonderful seeing the pupils enjoying themselves on such a community-based event.

(c) Mr. Friswell announced that with immediate effect his was resigning as the LA Representative Governor. The chair thanked Mr. Friswell for all his contribution and professional advice give as the H&S governor over the thirty past years. The Clerk would inform the LA of the resignation.

**ACTION The Clerk would inform the LA of the resignation of Mr. Friswell, the LA Representative Governor.**

(d) The chair thanked Mrs. Lewis, Co-opted Governor for staying on until the end of this term and for all her professional expertise and contribution given to Whitestone. Mrs. Lewis's term off office expired in May 2021 and she will not seeking re-election. The Clerk has informed the LA of this resignation.

14. Dates of next meetings.

Tuesday 7<sup>th</sup> December 2021 from 5.30 p.m. until 6.30 p.m.

Tuesday 29<sup>th</sup> March 2022; from 5.30 p.m. until 6.30 p.m.

Tuesday 12<sup>th</sup> July 2022; from 5.30 p.m. until 6.30 p.m.

At this point Mrs. Jones left the meeting.

There being no further business, the meeting closed at 6.40 p.m.

Date ..... Signed .....

(Chair)