MINUTES OF THE GOVERNING BODY MEETING HELD ON TUESDAY 1ST OCTOBER 2024; COMMENCING AT 5.30 P.M. AT WHITESTONE INFANT SCHOOL, MAGYAR CRESCENT, NUNEATON, WARWICKSHIRE.

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Present : Mrs. N. Green, Mrs. R. Warwick, Mr. M. Hartopp, Mr. P. Johnson, Mrs. M. Burdett, Mrs. E. Johnson, Dr. S. Hill and Mrs. K. Ford-Lings.

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

In The Chair – The Clerk.

1. Welcome and Apologies.

The Clerk welcomed everyone to the meeting.

Apologies were received and accepted from Mr. D. Robinson, Mr. S. Shaw and Mr. P. Stokes.

2. Declaration of Interest.

Mr. Johnson declared an interest in items relating to the Stockingford Academy, Nursery Hill Primary School and Trustee of Nuneaton Foodbank.

Mrs. Johnson declared an interest in items relating to the Central England Academy Trust.

Mrs. Burdett declared an interest in items relating to Holy Spirit MAT.

Mrs. Farmer declared an interest in items relating to Croft Junior School.

On GovernorHub, Governors are to declare that their Declarations of Interest are correct and sign that they have read the document "Keeping Children Safe in Education", as shown by Mrs. Green.

3. Election of Chair and Vice-Chair.

Chair – Mr. Robinson (absent but had expressed an interest in standing). Proposed by Mr. Hartopp, seconded by Mrs. Warwick and agreed by the Governors. There being no further nominations, Mr. Robinson was elected to serve as Chair for the 2024/2025 academic year.

In the Chair – Mrs. Warwick (Vice-Chair).

Vice-Chair – Mrs. Warwick. Proposed by Dr. Hill, seconded by Mr. Hartopp. There being no further nominations, Mrs. Warwick was elected to serve as Vice-Chair for the 2024/2025 academic year.

ACTION The Clerk to inform the LA of the above elections

4. Review and Agree Committee Structure.

(a) Head Teacher's Performance Review Committee. This committee now comprises of Mr. Hartopp, Mr. Shaw, Mr. Robinson, Mrs. Warwick and Mr. Davies (external Advisor).

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

(c) Mrs. Farmer agreed to become a co-opted governor, previously a parent governor. The vacancy for parent governor has been advertised and interviews take place next week.

ACTION The Clerk to inform the LA of the above changes.

(d) Mr. Hartopp agreed to be the link Music governor and Mr. Johnson agreed to become the Early Years Link governor.

5. Agree Calendar meeting dates.

The Governors agreed the 2024/2025 calendar meeting dates. See Item No. 14.

Governor Day is Monday 17th March 2025.

Budget set meeting with Finance Officer is Tuesday 4th March 2025; at 9.30 a.m. Governors invited to attend.

6. Minutes and Matters Arising.

Minutes of the meeting held on Tuesday 14th May 2024 were read, agreed and signed by the chair.

ACTION. The Chair had written on behalf of the GB to both Mrs. Obrey and Mrs. Rudd for their dedication and service to Whitestone over the years and wished them both all the best for the future on leaving the school. Action completed.

ACTION The governors held a focused discussion on the present funding in education, especially in the SEND area and thanked Mrs. Green for her report. Mrs. Green contacted the LA on the issue and a payment of £18,000 was received. This will fund the financial amount that Whitestone is presently paying to support SEND pupils. Action completed.

7. Safeguarding Briefing.

Mrs. Green reported that the whole school had received Safeguarding Training, led by Mr. Over, from the LA. Mr. Hartopp (PREVENT governor) and Mr. Johnson (Safeguarding governor) were both in attendance.

Three governors had attended the Gateway Alliance, online Safeguarding training, which all governors must undertake.

ACTION Mrs. Green to circulate a video on Safeguarding to all governors. On GovernorHub, Governors are to declare that they have undertaken this training and read the document "Keeping Children Safe in Education", as shown by Mrs. Green. Also, to record any other training undertaken on GovernorHub, for reference.

At this point Mrs. Burdett entered the meeting at 5.45 p.m.

Mr. Johnson signed off and dated the Safeguarding Policy.

Mrs. Green stated that the Staff Behaviour and Conduct Policy is awaiting circulation from the LA.

Mr. G. Thomas, from the LA will present PREVENT training on Monday 2nd December 2024; from 3.30 p.m. until 4.30 p.m. in school. Governors invited to attend. Representatives from Chetwynd and "Stepping Stones" are also attending.

Mrs. Green reported that CPOMs is up to date. When Whitestone contacts another school regarding a pupil transfer, if no immediate reply is received, we chase this up within five days.

A governor enquired were there any Safeguarding online issues. Mrs. Green replied yes, a log is kept and she talks to the person concerned. This also applies to Safeguarding telephone issues.

Governors observed that the school's boundary fencing behind "Stepping Stones" was low and any pupil could escape over it, into a resident's garden. Mrs. Green stated on many occasions she had spoken to the local residences regarding the school's concerns on their low boundary fencing. Whitestone has a pending H&S Audit.

ACTION The governors held a focused discussion and agreed that Mrs. Knox obtains quotes for higher fencing in this area. This conversation would arise again with the expansion of the school site and Safeguarding issues.

8. Expansion Consultation.

Consultation On The Proposal to Increase Capacity At Whitestone Infant School had been previously circulated. Copy with original minutes.

Mrs. Green and all the governors were pleased with the consultation document. There was nothing contentious. Proposed timetable :-

- 11th October 2024 – County Council Portfolio Holder for Education gave approval for proposals to go out for consultation.
- 22nd October to 21st November 2024 – Consultation with parents and other interested stakeholders.
- 12th December 2024 – If Cabinet agree proposals, the project will progress and implementation.

Governors held a focused discussion. They expressed a need in the area for extra school places, due the expansion of residential new builds. Concern highlighted over present lack of car parking provision for staff, let alone for the future. There is the continual traffic congestion regarding the dropping off and collection of pupils in the area with the effects to the local residents.

ACTION The governors as "Stakeholders" agreed to hold a surgery in the evening (in conjunction with Chetwynd) inviting parents and local residences to express their views on both the Whitestone and Chetwynd schools expansion programme. Mrs. Green agreed to ask a representative from the LA to be in attendance to answer any pending questions, without whose presence the meeting would have very little significance.

9. Headteacher's Report.

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

Mrs. Green reported a good transition with pupils quickly getting into new routines of the school day. Some pupils are having a graduated start into school.

The repairs to the ramp at Whitestone Community Centre have not been carried out. The school is holding back on obtaining quotes for the work to be undertaken, until it can be established who is actually responsible for the ramp. The lease for the Whitestone Community Centre is with the LA.

Quotes have been obtained for key fobs on two doors as an extra safety precaution of pupils running off the school premises.

The Caretaker leaves at the end of October 2024. The post has been advertised and only one candidate has shown interest via a telephone call; to date no application form has been received. If no one applies we have the extra costs of employing agency staff. The main role is the opening/ closing of the school premises, along with emergency call outs. This will put pressure on the cleaning staff. The main reason why little interest has been forthcoming is the rate of pay. This is set by the LA and the school cannot alter this.

Governors held a focused discussion on the situation. It was agreed to ask on a temporary arrangement if any of the cleaners would be willing to take on these duties and enquire if the Caretaker at Chetwynd could help open and lock up.

Mrs Kilburn will be going on maternity leave in January 2025. Mrs. Mistry will take on Class 5 full time as maternity cover. Mrs. Webster will take on the role of SENDCO during this time.

The governors thanked "The Friends of Whitestone" for their continual support to the school in arranging fund raising events. Without their support the school would not benefit from purchasing the extra items, due to lack of allocated finance in the school's budget.

Mrs. Ford-Lings has scheduled Forest School sessions for Reception pupils.

A new projector has been installed in the school hall; the old project broke down in July 2024.

Mrs. Green and Mrs. Webster undertook a Learning Walk on Monday 30th September 2024.

There is a pilot scheme where Leaders in school visit other schools on a formal basis to observe classroom practices and ways of working. The cost is £600. Whitestone are hosts on 14th November 2024. Mrs. Green will report back regarding any improvements that can be implemented at Whitestone following these visits.

LA baseline assessments have been successfully carried out in Reception.

Attendance is good. We are above the LA and national attendance figures.

There are 8 EHCP cases. No suspensions, PREVENT, homophobic, bullying incidents and physical restraints have taken place.

The governors thanked Mrs. Green for her report

10. Agree Policy List.

The governors agreed the policy list which is placed on GovernorHub.

At this point Mrs. Johnson left the meeting at 6.50 p.m.

11. Governor Training/Visits.
Contained within item No. 7.

Mr. Johnson had been in school for the school council elections.

Mr. Stokes (H&S governor) participated in the Annual H&S Inspection.

12. Correspondence.
The Clerk has emailed the Governors Information from the L.A.

13. Any Other Business.
Mrs. Green reported that an item on the WhatsApp site, regarding lunch time activities that had led to a parent becoming aggressive and swearing on the playground. Mrs. Green had sent out a Newsletter to all parents, stating that we do all kinds of lunch-time activities. The school council will ask the pupils what activities they want participate in at lunch time. We will listen to the pupils and act upon their requests, if appropriate.

Mrs. Green asked the parents to talk to her about any issues and not act inappropriately on the school premises.

ACTION Governors held a focused discussion and suggested that if this parent behaviour is repeated in the future, the governors would seriously consider that any parent is banned from the school site, in same circumstances.

14. Dates of the next meetings.
Governing Body – Tuesday 1st October 2024; from 5.30 p.m. until 7.30 p.m.
Pay Committee – Tuesday 19th November 2024; from 5.30 p.m. until 6.30 p.m.
FRSC – Tuesday 3rd December 2024; from 5.30 p.m. until 6.30 p.m.
P&S – Tuesday 21st January 2025; from 5.30 p.m. until 6.30 p.m.
Governing Body – Tuesday 25th February 2025 from 5.30 p.m. until 7.30 p.m.
Governor Day - Monday 17th March 2025.
FRSC – Tuesday 25th March 2025; from 5.30 p.m. until 6.30 p.m.
Governing Body – Tuesday 13th May 2025; from 5.30 p.m. until 7.30 p.m.
P&S – Tuesday 1st July 2025; from 5.30 p.m. until 6.30 p.m.
Pay Committee – Thursday 3rd July 2025; from 5.30 p.m. until 6.30 p.m.
FRSC – Tuesday 8th July 2025; from 5.30 p.m. until 6.30 p.m.

There being no further business the meeting closed at 7.05 p.m.

Date …… Signed ……

(Chair)