

MINUTES OF THE GOVERNING BODY MEETING HELD ON TUESDAY 25TH FEBRUARY 2025;  
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. K. Ford-Lings.  
Mr. P. Stokes, Mrs. E. Johnson, Dr. S. Hill, Mrs. S. Farmer and Mr. D. McGee.

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

In The Chair – Mr. M. Hartopp was elected to chair the meeting.

1. Welcome and Apologies.

The Chair welcomed everyone to the meeting.

Apologies were received and accepted from Mr. D. Robinson, Mr. S. Shaw and Mrs. M. Burdett.

2. Minutes and Matters Arising.

Minutes of the meeting held on Tuesday 1<sup>st</sup> October 2024 were amended to read “Present – Mrs. S. Farmer” agreed and signed by the chair.

ACTION The Clerk to inform the LA of the above governor elections. Action completed.

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

4. Headteacher’s Report.

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

There has been much mobility with pupils leaving and joining Whitestone many of which have EHCPs.

An advert has been placed for a part time TA in Year 1 to support the increase in SEN pupils.

Mrs. Kilburn has given birth to Lyla Maeve, both Mum and daughter are doing well.

Mrs. Knox is on bereavement leave and returns on 3<sup>rd</sup> March 2025. The budget meeting schedule for this date has been delayed.

The LA has established that it is the responsibility of Whitestone Community Centre to pay for the building work required on the ramp leading into the Community Centre.

The issue of the car parking spaces directly in front of the Community Centre is still be looked into by the LA, but it is felt that these may actually be for the use of the school.

Facias outside of Class 9 have been temporarily repaired. On closer inspection the LA deemed that a replacement is needed, along with the canopy. Work will be undertaken by the LA as part of 2024/2025 works. The LA will then conduct similar work by replacing the canopy outside of Class 6, as part of the LA 2025/2026 programme.

“Stepping Stones” and Whitestone are working in partnership to develop “The Forest School” and have applied for funding for this project that will include staff training for both parties.

At this point Mrs. Warwick entered the meeting at 5.40 p.m.

Safeguarding, there are currently no Child Protection plans in place, although one assessment continues to determine the threshold and course of action. There is one Child in Need case. There is one active Early Help Pathway in progress and another about to undergo initial assessment. One Operation Encompass alert received. No physical restraints have taken place.

The Annual Safeguarding window opens at the end of the month with submission due by the end of March 2025. Mr. Johnson (Safeguarding governor) and Mrs. Green are to meet and complete the document.

A Year 2 parent had submitted a parental request for an EHCNA. The school has fifteen days to respond to the LA. Mrs. Green stated that the paperwork for this is very time consuming.

Mr. Towers, the new Caretaker has settled in to Whitestone very well and he is undertaking several training courses to develop his caretaking skills.

LA attendance meeting took place with the school and attendance governor. Attendance for last term was 93.8%. Attendance is constantly monitored throughout the school.

There have been no suspensions, Prevent, homophobic, bullying or racism cases to report.

**Governors thanked Mrs. Green for her informative report.**

#### 5. Review monitoring activities to evaluate progress against LIP.

Mrs. Green reported that there had been monitoring since December 2024. Book trawls, pupil progress meetings, RWI and Pupil Premium interventions, plus general learnings walks had taken place.

EYES writing interventions and learning walks had been undertaken. Mighty Writer a tool for KS1 to enable the development of literacy skills has been successfully introduced for pupils’ literacy progress. Mrs. Dixon, HLTA has been trained to undertake Mighty Writer in Year 1.

To date there has been no governor involvement in the learning walks.

Governor Day will be on Monday 17<sup>th</sup> March 2025 and all governors are invited to attend.

**Governors held a discussion on progress and were pleased with the outcomes.**

6. Review any SSER updates.

Mrs. Green reported that RWI is assessed every half term, by staff who do not know the pupils and the results are good.

In Reception there are 14 pupils on the SEND register. In Year 1 there are 16 pupils on the SEND register. In Year 2 there are 16 pupils on the SEND register.

7. Start Annual Budget Review.

Mrs. Green reported that Monday 3<sup>rd</sup> March 2025 was the deadline for WES fees and would like to continue with WES data protection officer support and termly outdoor play equipment inspection. To buy into the property indemnity scheme, the insurance will now just cover fabric of the building and not the kitchen equipment.

The STS (Specialist Teacher Service) that comes into school for 2 hours every 2 weeks and assess pupils and support pupils. This has been a good support, the behavioural impact on pupils could be observed. Cost £1,343.19 total to be included in the 2025/2026 budget.

Governors enquired did the Gateway Alliance offer insurance, Mrs. Green replied that she had looked externally but WES gave the best insurance cover for what Whitestone needed.

**ACTION After a discussion, the governors agreed to submit the WES fees 2025/2026 before 3<sup>rd</sup> March 2025.**

8. Attendance Report.

Mr. Johnson (Attendance Governor), Mrs. Green had met with LA regarding school attendance. The LA is pleased with the report and that there were no major problems. The Attendance Policy needs updating, to include the LA changes.

Mrs. Green stated that at Whitestone presently no fines are given to parents who take pupils out of school in term time for holidays. If in the future fines were introduced to Whitestone parents that Chetwynd would also introduce fines.

**ACTION Discussion to continue at future meetings regarding imposing fines to parents taking pupils on holiday in term time.**

The attendance spreadsheet is viewed on a regular basis. Known barriers to attendance are family holidays in term time, lateness and sickness bugs.

At Whitestone we support families who have continual absence from school, by holding meetings with parents regarding the causes and what action can be implemented to overcome this.

The present SIMS package that provides the daily absence figures finishes soon. The potential replacement Arbor system will be quicker and easier to use giving better information on attendance.

School attendance is linked to pupil educational progress.

Attendance is a key focus of any Ofsted Inspection.

#### 9. Policies.

English Curriculum Policy 2025 and Handwriting and Presentation Policy had both been previously circulated. Copies with original minutes.

**ACTION After a discussion the governors agreed both the above policies that were then signed off and dated by the Chair.**

#### 10. Health and Safety Report.

The Health and Safety Inspection took place on 6<sup>th</sup> November 2024, by Mrs. Somel, H&S Advisor from the LA. Mr. Stokes is the H&S governor.

The H&S Report was positive. The Fire Risk and Risk Assessment have both been completed. The site competent person appointed in writing is the Caretaker. Further manual handling training is required. The H&S policy had been updated.

#### 11. Fire Risk Assessment Report.

A Fire Risk Assessment took place on November 2024, by Pyro Fire Services, acting on behalf of the LA and the LA are challenging many of the issues raised from the report which is getting updated. Fire issues arising from the report are:-

- The kitchen was not separated from the corridor by a 30-minute fire separation. It is recommended that the kitchen is separated from the corridor by 30-minute fire separation including FD30s fire doors where needed.
- Fire Alarm, inadequate detector coverage. The means of warning in case of fire is deemed inadequate for the premises as there is lack of detection coverage. It is recommended a fire alarm system is installed with automatic fire detection coverage. This will ensure there are no areas where fire may grow undiscovered and will provide early warning should a fire occur.
- The reception hall door glazing is not fire rated. It is recommended that the glass in the doors and glass over the doors is changed to fire resistant glass, unless the glass installed can be confirmed as fire rated by certification.
- There are numerous fire doors within the building in need of upgrade, repair or replacement. It is recommended fire doors are upgraded to meet a compliant standard. To identify which doors should be improved and to prioritise the works, it is recommended a fire door survey is carried out.
- Numerous fire escape doors were not fitted with signage to instruct occupants on how to operate the opening mechanism. It is recommended fire escape doors with push bar mechanism are fitted with 8push bar to open9 signs. Escape doors with thumb turn mechanisms should be fitted with 8 turn to open9 signs.
- Emergency lighting non-compliant. It should be confirmed emergency lighting is installed in accordance with BS 5266.

- Fire Warden Training. It cannot be confirmed whether there are a suitable number of trained fire wardens on the premises. It is recommended that sufficient fire wardens are designated and trained in order to manage evacuations of the whole premises with a contingency plan should any fire warden be absent. Mrs. Green, Mrs. Knox and the Caretaker all have received fire training.

Governors held a focused discussion on the Fire Risk Assessment report and noted the findings.

12. Governor Training/Visits.

Mrs. Farmer had been into school to discuss the SEN Review with Mrs. Kilburn.

13. Correspondence.

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

14. Any Other Business.

The plan to expand both Whitestone and Chetwynd schools has been put back following opposition from the recent consultation. Especially regarding the build-up of traffic and car parking adjacent to both schools at drop off and pick up times. The expansion plan will now be taken to the cabinet at WCC in the summer term 2025. The building work is expected to commence in Summer 2026.

Mr. Johnson had raised the question of what’s going on regarding the above situation with the LA, unfortunately, they could not answer the question.

The governors held a focused discussion on the future expansion of Whitestone and the lack of information received from the LA.

15. Dates of the next meetings.

Governor Day - Monday 17<sup>th</sup> March 2025.

FRSC – Tuesday 25<sup>th</sup> March 2025; from 5.30 p.m. until 6.30 p.m.

Governing Body – Tuesday 13<sup>th</sup> May 2025; from 5.30 p.m. until 7.30 p.m.

P&S – Tuesday 1<sup>st</sup> July 2025; from 5.30 p.m. until 6.30 p.m.

Pay Committee – Thursday 3<sup>rd</sup> July 2025; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 8<sup>th</sup> July 2025; from 5.30 p.m. until 6.30 p.m.

There being no further business the meeting closed at 6.55 p.m.

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

(Chair)