

MINUTES OF THE GOVERNING BODY MEETING HELD ON TUESDAY 20TH FEBRUARY 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. C. Atkins, Mr. M. Hartopp, Mr. P. Johnson,  
Mr. P. Stokes, Mrs. E. Johnson and Mrs. S. Farmer.

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

In The Chair – Mrs. R. Warwick (Vice-Chair).

1. Welcome and Apologies.

The Chair, Mrs. Warwick welcomed everyone to the meeting.

Apologies were received and accepted from Dr. S. Hill, Mrs. M. Burdett, Mr. Robinson, Mr. Shaw and  
Mrs. Ford-Lings.

2. Minutes and Matters Arising.

Minutes of the meetings held on Tuesday 3<sup>rd</sup> October 2023 and Tuesday 14<sup>th</sup> November 2023  
(Extraordinary Post Ofsted) were read, agreed and signed by the chair.

Tuesday 3<sup>rd</sup> October 2023. The project for the installation of solar panels is on track. We are still  
awaiting approval from the LA (landlord) for the project to commence. Action outstanding.

Tuesday 14<sup>th</sup> October 2023. Coffee morning for parents was held. Parents can obtain information  
regarding Ofsted in several ways. Psychology training for teachers is not necessary because there  
are teachers who already have a psychology degree. Action completed.

3. Declaration of Interest.

Mr. Atkins declared an interest in items relating to Chetwynd Junior School and Etone College.

Mr. Johnson declared an interest in items relating to the Stockingford Academy, Nursery Hill Primary  
School, Arley 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 verbal report.

Mrs. Green reported that Mrs. Gothard, the former Head at Whitestone has passed away. Mrs.  
Green will attend Mrs. Gothard's funeral (in Lincolnshire), representing the school and GB. Mrs.  
Knox will undertake the running of the parent's evening next week in the absence of Mrs. Green.

There has been much pupil mobility and transition this term. The school is full, apart from one space  
in Year 2.

There is no further progress regarding the expansion of the school building.

Staff training and professional development continues throughout the school.

Presently, there is a staffing vacancy. The TA who supports a pupil with an EHP 1:1 leaves at Easter. To cover this vacancy for the Summer term is proving difficult. Mrs. Knox stated the cost to Whitestone to employ an agency TA for the Summer term is £10,500. If directly employed by the school the cost is £6,000. A saving of £4,000, which is necessary considering the budget position.

Mrs. Green has asked all the part-time TAs if they would consider working full-time for the Summer term in order to cover this vacancy.

Musical enrichment. A party of pupils (including PP pupils) attended a performance of music for children by the Birmingham Symphony Orchestra at the Birmingham Symphony Hall. The outing was a great success and pupils enjoyed the experience.

There have been many parental engagements; these included Self Esteem workshops, a coffee morning and support for child with Anxiety workshop. The parental feedback was positive.

Safeguarding, many things were happening. **Governors asked is the school getting the external agency support it required.** Mrs. Green replied yes, the problem is the long waiting time.

There have been no prevent, homophobic, racism and bullying cases.

There have been three internal isolations.

There have been no Operation Encompass Alerts.

**GB thanked Mrs. Green for her verbal report.**

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

Key Priority 1. Some PP pupils are near the cusp of the next level in writing. There is encouragement in writing. There are 14 PP pupils in some classes. We encourage all PP pupil parents into school for coffee mornings to talk and reach out. Promotion for PP sign up information would be circulated in March 2024. To share positive praise. Analyse data PP and non PP.

Key Priority 2. Introduce Zone Regulation to parents via a Newsletter. Acquire unified language.

Key Priority 3. Look at planning and resources. Additional staff planning time. Progression documents in place and being utilised.

Key Priority 4. Focus on questions that can be used. Staff are pleased about the amount of knowledge that pupils are retaining.

#### 6. Review any SSER Updates.

There are no changes to the SSER.

#### 7. Start Annual Budget Review.

WES fees, service request to be submitted. **Governors agreed to continue with the WES payroll.**

WES HR increase of 68% to use this service. Company 360 HR would provide a better service; they would come into school and support staff when required. This would cost an extra £600 than WES, but is better value for money stated Mrs. Knox. Mrs. Green reported that Whitestone received poor support from WES HR services. **Governors agreed to use 360 HR services.**

WES termly outdoor play equipment inspection service an increase of 68%. **Governors agreed to continue with this service regarding the H&S issues.**

Mrs. Knox stated that this year there will be maternity cover for specific staff members only. **Governors agreed to this.**

Educaterers have put up their prices from April 2024. The new price exceeds the current funding received from the DFE. In the past the funding has exceeded costs to school, this has been diminishing as prices have risen. The funding provided by the DFE is based on the school census data. When the school is notified of the new funding level for UIFSM, if the income does not match our expenditure, Mrs. Knox will then seek legal advice on the issue & our contract with Educaterers.

**Governors stated that they were concerned about the high wastage of food thrown away every day.** Mrs. Green stated this was because the menu was not what the pupils wanted. The school council had talk to the cook about what they wanted and liked to eat. Following this there has been a change of menu and hopefully less food wastage.

Capital fund. Mrs. Green stated if there was enough money, it was planned to replace curtains (to teacher storage cupboards) with doors.

#### 8. Attendance Report.

The Attendance Report had been previously circulated. Copy with original minutes.

Whitestone attendance is presently 95.2%; this is an increase on last term. **Governors held a focused discussion about pupil absences.**

Mr. Johnson (Attendance Governor) at a meeting with the LA Attendance officer who stated that Whitestone was doing all it could regard pupil absenteeism. There are no missing pupils. Mr. Johnson will be meeting the LA Attendance officer next week.

Mrs. Green stated we know who the regular non-attenders are. We are doing well against the national data. We hold regular meetings with parents regarding how the school can support them in attendance issues.

#### 9. Policies.

Privacy Notice for Staff Policy – How We Use Your Data.

Privacy Notice for Parents and Pupils – How We Use Your Data.

Privacy Notice for Members, Trustees and LGB – How We Use Your Data.

Privacy Notice for Applicants – How We Use Your Data.

WIS Data Protection Policy 2023.

All the above policies are to be dated and signed off by the GDPR governor.

10. Re-Appointment of Co-opted Governor.

Although absent from this meeting, Mr. Shaw had previously stated that he was willing to serve for another four year term of office as a co-opted governor from 1<sup>st</sup> March 2024 until 29th February 2028. **The GB unanimously agreed this.**

**ACTION The Clerk to inform the LA of Mr. Shaw’s continuation for a further term as a co-opted governor.**

11. Governor Training/Visits.

Mrs. Warwick had recently attended the “Monitoring and Evaluation” course. She had found this course very interesting and informative.

12. Correspondence.

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

13. Any Other Business.

There is no GDPR governor. After a discussion it was agreed that Mrs. Green asks Dr. Hill if he would consider undertaking this post.

**Action Mrs. Green to ask Dr. Hill if he would consider undertaking the post of GDPR governor.**

14. Dates of next meetings.

- FRSC – Tuesday 19<sup>th</sup> March 2024; from 5.30 p.m. until 6.30 p.m.
- Governing Body – Tuesday 14<sup>th</sup> May 2024; from 5.30 p.m. until 7.30 p.m.
- Performance & Standards – Tuesday 2<sup>nd</sup> July 2024; from 5.30 pm. until 6.30 p.m.
- Pay Committee – Thursday 4<sup>th</sup> July 2024; from 5.30 p.m. until 6.30 p.m.
- FRSC – Tuesday 9<sup>th</sup> July 2024; from 5.30 p.m. until 6.30 p.m.

There being no further business the meeting closed at 6.35 p.m.

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

(Chair)