



Headteacher
Mr N Sharp

**ARNSIDE NATIONAL
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ARNSIDE NATIONAL SCHOOL IS AN ACADEMY

Minutes of Arnside National C of E School

Annual General Meeting (AGM)

held on Tuesday 6 December 2022 at 5.30pm

Key: **highlighted areas in green** = question asked

Trust Members present:

The Venerable Vernon Ross Archdeacon of Westmorland & Furness
The Revd Andrew Norman Parish Incumbent
Mr Ian Service Chair of Governors
Mr Nick Sharp Headteacher

Proxys in attendance

The Venerable Colin Hill, Proxy for the Bishop of Carlisle, Rt Rev'd James Newcome.

In attendance

Mrs Sue Glendinning Company Secretary & Governance Professional to the Governing Board

AGM 01/22 Welcome and prayers

The Chair, Mr Ian Service, invited The Venerable Ross to open the meeting in prayer.

AGM 02/22 Apologies for absence

- Bishop of Carlisle, Rt Rev'd James Newcome – engagement in the House of Lords.
The Venerable Colin Hill was authorised to act as proxy for Bishop James
- Mr Mark Chater Diocesan Board of Finance Representative – family commitment

The apologies were accepted, and the meeting was deemed quorate with four trust members and a proxy member present.

AGM 03/22 To hear any declarations of interest

The Venerable Vernon Ross – Trust Member at Cartmell Priory School, and Trinity Academy Carlisle.
The Revd Andrew Norman – Ex officio Foundation Governor at Beetham, Storth, Penny Bridge Schools
Mr Nick Sharp – related to staff member

AGM 04/22 To accept the minutes of the AGM held on 7 December 2021

The minutes were accepted as a true and accurate record, proposed by The Venerable Ross, seconded by The Venerable Hill, and signed by the chair.

AGM 05/22 To receive the Academy Trust's Annual Report and Financial Statements for the year ended 31 August 2021, subject to its approval by the governors

The governing board approved the Academy Trust's Annual Report and Financial Statements for the year ended 31 August 2022 at its meeting held on 29 November 2022.

The Chair informed members that services to the academy had been provided by Saint & Co. An internal audit had been carried out by the Responsible Governor and Jo Harman from Dallam School. A review of Saint and Co's service to school is due after 5 years; to date school are happy with the service they have received since 2018, when Saint & Co became involved with the school.

Authorised by: *I Service*

Date 5 12 2023

School will carry out a survey of alternative auditors during 2023, so that an informed decision can be made at the 2023 AGM.

Action point:

A survey of alternative auditor provision to be carried out for AGM in December 2023.

The Chair asked if there were any questions from the Trustees, relating to the accounts or management report.

Q: Are there any contingencies for rising fuel prices?

A: School are locked into the gas contract. The electricity contract is due for review in March 2023. School had continued with the service provider N-Power, as this was the local authority's preferred contractor. However, this provision requires re-negotiation.

School have taken on board a large solar panel project with Lake Solar and are locked into the agreement for 20-30 years. There is no cost to school for this as the electricity generated pays for the system. A percentage has been factored into the school accounts for energy increases.

Mr Sharp stated that the more immediate concern is the backdated pay increase for teaching and support staff, which must be met from the existing budget, with no additional funding available. School have managed to meet the cost and remain in the black for the remaining three years. The auditor was very complimentary about how school have managed the budget.

There were no high priorities highlighted in the management report and the auditor was having to seek areas out for inclusion.

➤ **Medium action: Related Party Disclosure Forms**

All governors had completed the Related Party Forms and where appropriate staff members have disclosed their employment with the academy. However, there was no disclosure relating to the employment status of non-staff governors stating who they work for. Therefore, the auditor found it difficult to confirm whether any related party transactions had occurred. He requires total transparency.

Governors requested that the forms wording be altered to be more succinct in what is required of them. The form will be amended for next year's submissions.

➤ **Low action: Accounting Officer File**

The EFSA's Accounts Direction states an accounting officer file should be kept. A file should be kept with a checklist at the front confirming that the head has reviewed the monthly wages, reviewed the monthly bank reconciliation etc.

This has been actioned.

➤ **Low action: Lunch shop Proceeds**

The proceeds from Lunch shop were not allocated correctly between catering, Arnies and Breakfast Club for one month. **This has been rectified.**

➤ **Low action: Governor missing from GIAS**

The GIAS system (formerly Edubase) did not show Mrs C Hartropp being appointed as a governor.

This has been rectified.

Mr Sharp reported on elements outstanding from last year's management report. All foundation governor vacancies have been filled and the governing board has its full complement of governors.

School have adopted the Blackburn Religious Education scheme, with both Mr Sharp and Mrs Pearce trained in its delivery. This has been cascaded down to staff and an INSET day in January 2023 is planned for further staff training. The scheme is proving to be very beneficial to school and its pupils.

Q: How are pupil numbers doing?

A: There was an influx in the summer of 10 additional children, which was unexpected.

Authorised by Chair: *I Service*

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In summer 2023, 20 pupils will leave Year 6, with 10 starting in Reception in September 2023; this differential has been predicted in the 3-year budget plan. School will be able to ride out 2022-23 with no significant detrimental effects.

Q: How many Ukrainian refugees are there in school?

A: 7. School receive £6.5k per pupil, which equates to £45,500. This funding employs a teaching assistant who works solely with the Ukrainian pupils. The LA have been slow in releasing the funding to schools, so school have a plan B in place should the total funding not materialise from the LA.

1 family have moved over to the North East, but the remaining families have settled in the area. The Ukrainian group are very proactive, setting up English classes for the adults and social events for the families. The families attend "Messy Church", and as 90% are Christian, church attendance is consistent.

Arnside have the highest collection of refugees in the county and are ranked in the top 10 in the country.

There being no further comments about the accounts; they were duly accepted and approved by the members. This was proposed by The Revd Norman, seconded by The Venerable Ross.

AGM 06/22 To receive the Headteachers review of the year

Members had been issued with the headteachers reports for the academic year, which gave an overview of the work of the school. Mr Sharp reported that The Venerable Ross had conducted a collective worship in school and had looked at the work going on in the classrooms during his visit. The Venerable Ross commented that the creative use of space in school was to be praised, and he had been impressed with the work going on in corridors to maximise all available space for pupils learning.

School are working towards an Ofsted Inspection, which is due in this academic year 2022-23. There is a cascade mechanism in place for letting governors and members know when the inspection is announced, led by the governance professional Mrs Glendinning.

School are not within the SIAMS inspection window this year, but are happy with the direction school is moving in. The Christian vision and values have been reviewed and revised and embedded into school life and have been welcomed by staff and pupils alike. The vision is making a positive impact within school and the pupils enact the vision statement on a daily basis.

Links with St James are becoming stronger and the Churches Together initiative is working well. Reverend Hannah Wallace has implemented some joint ventures and the Churches Together Christmas Party will be the next event.

The staffing structure is stable. 1 staff member left school in April 2022, to work with an art charity in Kendal, which was a beneficial move, as a planned reduction in classes due to merging year groups meant school had a surplus of staff. Congratulations have been expressed to a member of staff who informed school, that she is pregnant and hopes to work until May half term before commencing maternity leave. School will advertise a full-time maternity cover position in the spring term, which will be covered by insurance.

Mrs Murphy is an additional staff member working with pupils who have English as an Additional Language (EAL)

Authorised by: *I Service*

Date 5 12 2023

Mr Sharp reported that Governance is a strength of the school, with a full compliment of governors in place. A succession plan is being implemented following a skills audit of governors, to ensure that a balance of skills is in place. This succession plan will enable a smooth transition in governance leadership when a new chair is appointed, and governors' terms of office expire. The current acting headteacher of Dallam Secondary School, Mr Henneberry, is a foundation governor at school and serves as the responsible officer and safeguarding governor. It is hoped that the governing board will be able to retain his valuable contribution to the work of the board whilst his own professional duties increase.

Reference was made to the provision of school catering by Orian and the sudden increase in costs, which were passed onto school. School checked the contract, which was not as robust as it could be, and a loophole meant that the LA picked up the additional cost. The food provided is of good value and there is a 70% uptake by pupils. Large portions are provided, which delights the pupils.

Members expressed their thanks to Mr Sharp for his positive outlook and exemplary leadership and to staff and governors for their continuing support of school life, as well as their support for the headteacher.

AGM 07/22 To appoint the auditors for the coming year

Members agreed that Saint and Co had provided a diligent, robust service in managing the accounts and were happy with their service to school and proposed to continue using Saint & Co for a further year. They provide the accounting service for the stand-alone academies in the county.

A review of alternative auditing services will be carried out in 2023, so that a decision can be taken at the next AGM about who to appoint in subsequent years. Proposed by The Venerable Hill seconded by The Venerable Ross and approved by the remaining members.

AGM 08/22 To receive questions from the Members of the Academy Trust

Q: The Venerable Ross asked, in light of the government agenda to have all schools part of a multi academy trust, where are school within this process, and have they given any further consideration to joining the Good Shepherd Multi Academy Trust (GSMAT)?

A: School have taken part in the diocesan review led by Charlotte Tudway and await the outcome. It is understood that there may be a geographical north, south divide in the GSMAT. Currently, there are limited options for governors to consider, and they have stated that further consultation between standalone academies and the Good Shepherd Trust is required, so that options can be discussed, and an informed decision taken. They agreed that Charlotte Tudway is managing the situation at the right speed and level so that school do not feel coerced in any manner. The governing board determined at the meeting held on 22 November 2022, that now is not the tight time to make any decisions on this matter but will retain it as an agenda item.

The members agreed that options in Cumbria are difficult, given the geographical spread of schools. The suggestion was made to consult further with Charlotte Tudway and to seek the opinion of Ambleside School. The comment was also made that the GSMAT would benefit from having a secondary school within the structure, and that Dallam School could be a potential candidate for South Lakeland. This is a discussion for the diocese to hold.

There were no further questions from members.

AGM 09/22 To agree the date for the Annual General Meeting 2023

The members agreed that the next annual general meeting be held on **Tuesday 5 December 2023 at 5.30pm.**

Members were thanked for their attendance and the meeting was declared closed at 6.10pm

Authorised by Chair: *I Service*

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