



ARNSIDE NATIONAL  
CHURCH OF ENGLAND SCHOOL  
CHURCH HILL  
ARNSIDE  
CARNFORTH  
LANCS  
LA5 0DW

Headteacher  
Mr N Sharp

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**Minutes of Arnside National C of E School Governing Board Meeting (GBM)**

**held on Tuesday 4 February 2020 at 7.00pm**

Key: highlighted areas in yellow = action point highlighted areas in blue = impact measure highlighted areas in green = question

**Present:** Mr David Adair, Miss Clare Addison, Mrs Judith Bratt, Mrs Helen Chaffey, Mrs Stephanie Griffith, Mr Steven Henneberry, Mr Iori Hicks, Mrs Rebecca Kennington, Mr Steven Kershaw Chair, The Revd Andrew Norman, Ms Jacki Piper, Mr Nick Sharp Headteacher, Mrs Rachel Smith, Mr Ben Waterhouse.

**In attendance:** Mrs Sue Glendinning Clerk to the Governing Body

**GBM 01/20 Welcome and introductions**

The Chair welcomed everyone to the meeting and asked The Revd Norman to open the meeting in prayer.

**GBM 02/20 To receive apologies for absence**

Mr Ian Service: holiday.

The apologies were accepted, and the meeting was declared quorate with 14 governors present.

**GBM 03/20 Declaration of conflict of interest in agenda items**

Mr Adair, and Mr Sharp, both have wives who work in school.

Nil else declared.

**GBM 04/20 To receive the minutes from the governing board meeting held 12 November 2019**

The minutes were agreed to be a true and accurate record. Proposed by Miss Addison, seconded by Mr Hicks, and duly signed by the chair.

**GBM 05/20 Action points progress**

**GBM 52/19: Mrs Kennington and Mrs Smith to liaise to work together through the funding system with the PTA.** Mr Sharp has spoken to staff about outdoor provision. **ACTION ONGOING**

**GBM 52/19: School website update.** Mr Hicks will oversee the monitoring of the school website.

**ACTION ONGOING**

**GBM 52/19: Parental questionnaire outcomes to be entered into SEF. ACTION COMPLETED**

**GBM 52/19: Opportunity to contact parents via letter suggesting the formation of a business forum to support school to be co-ordinated by Mrs Kennington and Mrs Smith. ACTION**

**ONGOING**

**GBM 52/19: Church School alternative options to be trialled, staying with a Wednesday morning at the moment.** School reviewed the interventions for individual pupils and following adjustments more pupils are able to attend Church School. **ACTION COMPLETED**

**GBM 60/19: Fireworks display at the pier to receive funding from the PTA as part of the outdoor curriculum contribution. ACTION COMPLETED**

**GBM 06/20 Headteachers report**

The headteachers report was sent out prior to the meeting.

Attendance	Authorised absence	Unauthorised absence	Late
96.16%	2.82%	0.77%	0.25%

Authorised by Chair *Steven Kershaw*

Date 18 May 2020

Parents of pupils with persistence absence have received letters regarding the absence rate, but to date there has been no response from those receiving the letters.

A progress report for pupils will be issued in the spring term, identifying pupil progress using data from target tracker. Levels for English and maths will be highlighted for parents, so that they are informed of their child's progress.

Curriculum co-ordination is going well, with all files linked together.

The parental questionnaire has been distributed and returned with the information collated by the school administration staff. Parents have been informed of the results. Some of the items raised have mirrored those received in the 2018-19 return. The information has been fed into the SEF, as evidence of consultation with the parents on school matters. The main area of concern was school dinners.

The kitchen development has been delayed by 1 week. Orian have appointed a chef and assistant chef, and the organisation of the kitchen is in order. Everything will be in place ready to run the second week after half term. All administration of the new meals system is ready, and the parents are all on board.

The funding agency said no to an interest free loan and instructed that school must use existing funds with the revenue generated from the supply of school meals used to ensure the kitchen pays for itself within 2-3 years.

Mrs Chaffey arrived at 7.25pm.

The financial accounts have been submitted to the ESFA, and a review will be held with them the last week of term; at which, Messrs Adair, Kershaw, and Sharp along with Mrs Evans the school bursar will attend to meet with the procurement auditor.

Staff have been discussing whether to replace their existing computers, which are outdated and slow with a new tower system or laptops. A service level agreement (SLA) with Sensible IT has been agreed and Mrs Smith on behalf of the governors will assist in the procurement decision and process.

Recent staff training has improved levels for staff in maths and RE delivery, which marries up with SIAMs expectations.

Mr Sharp reported that school received a pupil in September 2019 who had spent a year out of the education system being home schooled. The pupil had been off the school roll during this time, they were added again upon their admission to school. The pupil has now returned to home schooling; therefore, a Children Missing Education (CME) form has been completed and returned to the LA informing them of the situation.

There being no further questions, Mr Kershaw thanked Mr Sharp for his report.

### **GBM 07/20 SDP and SEF**

These documents were discussed at the AGM prior to this board meeting and approved by the trustees.

The School Development Plan is a robust document that encompasses all school matters and gives direction on the way forward of the school.

The Self – Evaluation Form was reviewed and following a review of all areas, school have graded themselves as good across the board with outstanding for Early Years Foundation Stage.

The headteacher reported that until all the strategies are embedded in school and school have undergone an inspection using the new framework, school will continue to grade itself good.

There has been a huge change in governance over the past two years, and the leadership team is now more efficient and effective.

### **GBM 08/20 Peer to peer monitoring**

Both peer-2-peer monitoring and the SLRP review have been held, with a “Mocksted” carried out in school, with outstanding practice evident in Early Years.

Governors recently attended training on the Ofsted framework and an action plan is now in place; whereby, each governor is assigned a curriculum subject linked to a subject leader, and regular meetings take place between both parties. The governor then gives feedback via a monitoring report form to the rest of the board. Mr Kershaw highlighted his recent work with the PE Co-ordinator.

### **GBM 09/20 Finance update**

The finance committee met on 29 January 2020; the minutes were circulated to the remainder of the governing board. The board were informed that the School Financial Value Standard will be completed by the end of February 2020.

### **GBM 10/20 Staffing matters**

The staffing committee comprising of Mr Kershaw, Mrs Chaffey, Mrs Kennington, Reverend Norman, Mr Service and Mr Sharp will meet on 24 March 2020 to discuss the staffing structure for the forthcoming academic year, with various scenarios under consideration. Their decision will be brought to the next board meeting for approval.

### **GBM 11/20 Governance**

#### **a) Governor monitoring reports**

Governors were asked to complete any monitoring reports and send them to the Clerk.

#### **b) Governors roles and responsibilities**

The roles and responsibilities were reviewed in light of recent changes within the governing board.

<b>Full Governing Board</b>		<b>Position</b>	<b>Governor responsibilities</b>
Mr Iori Hicks	Co-opted Governor		Humanities
Mr Ben Waterhouse	Parent Governor		SEND
Mrs Rachel Smith	Parent Governor		Pastoral Care
Mr David Adair	Foundation Governor	Vice Chair	Health & Safety
Mrs Judith Bratt	Foundation Governor		CLA/ Pupil Premium
Ms Helen Chaffey	Foundation Governor	Vice Chair	English
Mrs Stephanie Griffith	Foundation Governor		EYFS
Mr Steven Kershaw	Foundation Governor	Chair	PE
Mr Steven Henneberry	Foundation Governor		Website/Responsible Officer
The Revd. Andrew Norman	Ex officio		RE
Mr Ian Service	Foundation Governor		Data Protection Officer (DPO)/Maths
Mrs Rebecca Kennington	LA Governor		Safeguarding
Mr Nick Sharp	Headteacher	Headteacher	Designated Safeguarding Lead
Miss Clare Addison	Staff Governor		
Ms Jacki Piper	Staff Governor	DHT	
Mrs Sue Glendinning	Clerk to the GB	Clerk	

#### **c) Competency skills**

The competency skills audit was completed, and the three areas rated amber will be added to the SDP governance development plan.

- 1) **Strategic leadership:** monitoring progress
- 2) **Culture, values and ethos:** setting the culture, values & ethos of the school
- 3) **Collaborative working:** creating a sense of trust & shared ownership of school's strategy, vision & operational performance

#### **d) Skills audit**

Completed

#### **e) 360 Chairs skills**

Completed

**f) Governor training to review recent Ofsted inspection's at Sedbergh School**

Monday 9 March 2020 at 6.00pm at Sedbergh School, a training session on the latest updates to the inspection framework for as many governors as wish to attend. Schools from the SLRP who have recently undergone inspection will feedback on questions asked and the areas focused upon.

Discussion ensued and it was agreed that a cascade system be put into place should school receive the call, so that as many governors as possible can attend to meet the inspectors. Mr Sharp will call Mrs Glendinning, who will then contact governors by text message and a phone call.

The potential foci at Arnside School will be on:

- Reading
- Data for maths results in 2019

Strengths:

- English
- PE: mental health, fitness, community
- EYFS

**Action point:**

**Mrs Glendinning to send out recently asked questions by Ofsted inspectors for governors to prepare for.**

**GBM 12/20 Committee reports**

**a) Curriculum Committee held 14 January 2020**

Minutes shared with governors.

**b) Finance committee held 29 January 2020**

Mr Adair informed governors that school will be paying for the school kitchen outright. Parents will be communicated with to inform them that school is committing to the project, investing in their children's future.

Mrs Smith and members of the PTA will be holding some fundraising activities to raise funds to replace the computers at school.

Mrs Smith will draw up a document in conjunction with the headteacher and SLT to identify the wish list for future fundraising projects. A working party comprising Mrs Smith, Miss Addison, Mr Sharp and Mrs Kennington will review the objectives, and report back to the governing board.

**GBM 13/20 Safeguarding matters**

- A safeguarding audit will be carried out on 5 February 2020. Mr Sharp, Mrs Piper and Mrs Kennington will review the action plan and prepare the new plan for 2020-21.
- There have been some issues with two pupils, which the headteacher will update Mrs Kennington on at the audit meeting.
- Governors were asked to confirm who has completed safer recruitment training. Messrs Henneberry, Waterhouse and Adair have completed the training.
- Mr Sharp has completed his Fire Warden training. Mr Adair will facilitate a training session for staff on 10 February 2020. The fire crew are to be invited into school.
- NSPCC are facilitating safer recruitment training, which Mrs Smith and Mr Hicks will attend.
- Mr Sharp reported that there had been an incident with a pupil at a sporting event, but the matter had been dealt with according to policy and procedure, with a satisfactory outcome.

**GBM 14/20 Policy review**

- a) Admissions policy:** proposed by Mr Kershaw seconded by Mrs Smith
  - b) Accessibility Plan:** proposed by Mr Hicks seconded by Mr Henneberry
  - c) Behaviour policy:** proposed by Mrs Smith seconded by Mrs Kennington
- } approved

**GBM 15/20 Chairs report**

- Mr Kershaw reported that the AGM had been a successful positive meeting, with positive praise for Mr Sharp and the school from the diocesan representatives. They were impressed

Authorised by Chair *Steven Kershaw*

Date 18 May 2020

that the governors were able to fully answer the questions asked of them with clarity and evidence to back up statements made.

- Mrs Deane is taking early retirement and the governing board wish her well. There will be an informal get together to wish her well.
- Mrs Glendinning has informed the head and Chair that she is retiring at the end of the summer term, so the recruitment process for a replacement clerk will be put into place after Easter.

**GBM 16/20 Items deemed confidential**

Under the headteacher report an item concerning a staffing matter was deemed confidential and is minuted separately.

**GBM 17/20 Date of next meeting Tuesday 30 June 2020 at 7.00pm**

Governors were thanked for their attendance and involvement in the meeting.

The meeting was declared closed at 8.44pm