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ARNSIDE NATIONAL SCHOOL IS AN ACADEMY
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Minutes of Arnside National C of E School Governing Board Meeting (GBM)

held Tuesday 4 July 2023 at 5.00pm

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

Present: Mr David Adair, Mr Graeme Armstrong, Mrs Judith Bratt, Mr Chris Hargreaves, Mrs Carla Hartropp, Mr Chris Myers, The Revd Andrew Norman, Mr Ian Service Chair of Governors, Mr Nick Sharp Head, Revd Hannah Wallace, Mrs Steph Woodburn.

In attendance:

Mrs Sue Glendinning Governance Professional to the Governing Board

GBM 30/23 Welcome

Mr Service welcomed governors to the meeting.

GBM 31/23 To receive apologies for absence

Mrs Steph Griffiths, illness.

Ms Jacki Piper, prior engagement.

The meeting was declared quorate with 11 governors present.

GBM 32/23 Declaration of conflict of interest in agenda items

Standard declarations from Mr Sharp and Mr Adair with regard to being related to members of staff.

Nil else declared.

GBM 33/23 To receive the minutes of the previous meeting held 26 April 2023

The minutes were agreed to be a true and accurate record of the meeting, proposed by Mr Adair seconded by Mrs Hartropp and signed by the chair.

GBM 34/23 Action points progress

GBM 20/23: SIAMS update on new framework ongoing. The curriculum committee started on embedding vision statement into documents in line with SIAMS protocols. Revd Norman has shared his SIAMS presentation with staff.

GBM 35/23 Headteachers report

Mr Sharps report was received prior to the meeting.

Governors were informed that there has been a slight dip in attendance figures this term.

Overall: 95.89 % (Authorised: 2.75% Unauthorised: 0.86% Late 0.50%) ANS still sit above national and Cumbrian.

5 children have returned to the Ukraine with their families.

2 medical long-term absences have had an impact on attendance figures.

Q: Are any pupils on 90% attendance?

A: No, the only pupils with a low attendance rate have authorised absence.

School have set the ambitious target of getting all pupils back into school from September.

Authorised by Chair: *I. Service*

Date: 28 September 2023

Early Years Foundations Stage (EYFS) profile showed in 2023 showed that 78% of pupils made a good level of development (GLD). 100% Pupil Premium GLD / 71% girls & 100% boys
The data for the 9 pupils in the cohort, will be reviewed again in September 2023.

KS1 data

Phonics check Year 1 pupils 91% passed. Cohort of 10 Pupils (1 Ukrainian pupil disapplied)
Y2 retakes – 67% / 2 out of 3 pupils gained the standard (1 SEND pupil disapplied)

KS2 data results has been put back a week to 11 July 2023. A full review of the data will take place in September 2023. All other teacher assessment data shows pupils are on track and doing well.
School have confirmed some pupils have dyslexia, which has brought results down, especially in spelling and grammar (SPAG), which is disappointing, but the results are explainable. School have started a new spelling scheme in 2022-23, which will be reviewed in September 2023 when all the data is in.

Maternity cover has been resolved, with Charlotte Fleming accepting the full-time maternity cover for September 2023. The provisional plan is for the post to continue to February half term, and this may be extended. Staffing arrangements for 2023-24 welcomes Lucy Denny to the teaching staff. She will be working 0.6 in Y4/5 alongside Jenny Topping. As an ECT, Lucy will require additional PPA time and a mentor. The class structure will stay the same for next year with TA support focused around the EHCP provision. Administration, lunchtime, and wrap-around care will remain the same.

The £2000 TLR (Teaching and Learning Responsibility) has been advertised on the staff noticeboard and the deadline for applications is Friday 7th July. The aim of the additional responsibility is to assume some of the roles Ms Piper currently has. A review of staff will take place again in 2024 when all staff have returned from maternity leave.

School will run without a deputy headteacher, and as such no teacher can be asked to deputise for Mr Sharp. Should anything occur to Mr Sharp, the governors would need to approach the staff to request that someone covers as an acting headteacher. Should the leave of absence be long term, then a temporary Acting headteacher would be appointed following consultation between the governors and the diocese.

Mr Sharp has reduced his teaching commitment to 1 day per week and this move fulfils the requirements of the ESFA audit. The DDSL is Karen Morris, who has the level 2 qualification, and she will complete Level 3 in September 2023.

Karen Morris is school's Mental Health Lead and has created an action plan to ensure pupils' and staff wellbeing is being monitored, assessed, and supported.

School has agreed to take part in an OFSTED research day where an inspector will look at provision for languages. Findings are for research purposes only and are aimed at being a 'support visit'. There are no judgements made and it has no bearing on a formal inspection.

School use Lancashire Education internet site and receive weekly reports on the security of school's broadband. These will be passed onto the safeguarding governor The Revd Norman.

During the summer break a £27,000 fire alarm system will be fitted. School resubmitted the CIF bid for the leaky roof, but the surveyors are not hopeful school will be successful.

School are paring back activities in school because 2 staff members are Early Careers Teachers (ECT) and school wish to focus on their teaching opportunities.

Revd Wallace gave her apologies and left the meeting at 5.30pm as she had another appointment to attend. The meeting remained quorate with 10 governors present.

Mr Sharp was thanked for his report.

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GBM 36/23 Governance matters

- a) **Committee minutes to be acknowledged**
The staffing minutes were received, and contents noted.
- b) **Governor appointments, end of term**
Mr Patrick Cherry has been nominated and appointed by the PCC to fill the foundation governor vacancy. He will be invited to attend the next meeting in September, following completion of his DBS check.
Ms Piper will not be replaced as the board has 2 staff governors, and remaining staff have an increased workload as Ms Piper's responsibilities have been shared out between them.
Mr Adair and Mrs Griffith's term of office expire in November 2023; therefore, the PCC need to seek to reappoint or replace.
- c) **Monitoring report on accidents & incidents data for pupils, staff, & visitors**
Mr Adair submitted the termly accident report to the board.
- d) **Effectiveness of link governor roles & governor monitoring activity 22-23**
Reports are required from Revd Wallace on EYFS, Mr Hargreaves Science, Mr Armstrong PE, Mrs Woodburn, LAC/PP.
Mrs Bratt has submitted her SEND report, and a suggestion from the parental questionnaire is to hold further SEND meetings led by Ms Morris in a virtual format.
Mrs Hartropp has been working with Ms Piper on English in school, so is a natural successor as English lead in school.
- e) **Chair of Governors 360° appraisal**
It is disappointing that insufficient appraisal forms have been received to give a balanced view on the chair's performance. Governors need to review their performance in order to improve the level of governance they deliver on an annual basis. They hold the headteacher accountable and also need to monitor their own critical friend role, as part of their leadership and management of the school.
- f) **Governor terms of reference 2023-24 GB and Committee meeting dates**
The document has been updated and governors were asked to read in preparation for September's meeting, when anyone wishing to change committees can advise the governance professional accordingly.
- g) **Governor training**
Governors have access to the NGA site for another academic year, so are advised to complete as many training modules as possible, during this time.
- h) **SIAMS objectives**
School have been informed that they are not on the inspection list for 2023-24.
- i) **Governor diversity documentation**
This document was discussed, with the decision taken not to share it any further at this present time.

GBM 37/23 Finance

School has submitted the 3-year budget forecast to the ESFA, and it currently shows 'positive' figures for the entire period. However, due to a falling roll (both locally and nationally), school has a plan to implement staff reductions in both TA and teaching roles in years 2025-2026.

2023-24	2024-25	2025-26
114 pupils	107 pupils	92 pupils

School will merge classes to cope with the falling roll, combining Years 1/2, Years 3/4, and Year 5/6.

Ms Morris will be put onto the online banking system as a second authorisation to replace Ms Piper. The CBS and the CCLA fund to be notified of this action.

GBM 38/23 Safeguarding matters

Ms Morris has taken on the role of Deputy Designated Safeguarding Lead (DDSL) in school following the retirement of Ms Piper.

Ms Morris will liaise with Revd Norman as safeguarding governor and Mr Service will continue as GDPR governor liaising with Mr Sharp.

Governors were informed that a pupil on long term absence due to a medical condition is receiving home tuition. This will continue for a further 4-6 months; therefore, a risk assessment will be carried out. Support for the pupil is in place with a physio, and a meeting with the parents has been arranged. This situation may impact upon the pupils outcomes in summer 2024 as they reach the end of Year 6.

Action point:

Mr Sharp to contact the LA regarding a Child Missing Education (CME) and request Hospital / Home tuition and Virtual learning to be provided for the pupil.

GBM 39/23 Policy review

The scheme of financial delegation was reviewed and updated.

Action point:

Mrs Glendinning to send to Mr Sharp the updated policy checklist

GBM 40/23 Chair's report

Mr Service informed governors that following the resignation of Ms Piper, he has held meetings with Mr Sharp to discuss increased workload and capacity.

Mr Service took the opportunity to formally thank Ms Piper for 30 years' service to the school and wished her every happiness in the next chapter of her life.

Mr Adair will organise flowers and governors can make a contribution to Mrs Reid for a gift to be presented at the leavers service.

Mr Gregory the student who has been in school was also formally thanked for his time in school, which has been greatly enjoyed by pupils and staff alike.

Mrs Hartopp was asked to leave the meeting prior to the next agenda item, which she did at 6.20pm. The meeting remained quorate with 9 governor remaining.

GBM 41/23 Items deemed confidential

Mr Sharp brought a matter to governors attention, which is recorded separately.

GBM 42/23 Date of next meeting TUESDAY 19 SEPTEMBER 2023 at 5.00pm.

Governors were thanked for their attendance and continued support and wished a happy summer break. The meeting was declared closed at 6.25pm.

Authorised by Chair: *I. Service*

Date: 28 September 2023