



**ARNSIDE NATIONAL  
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**ARNSIDE NATIONAL SCHOOL IS AN ACADEMY  
Company number 07840925**

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

**held Tuesday 9 July 2024 at 5.00pm**

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

**Present:** Mr Graeme Armstrong, Mrs Judith Bratt, Mrs Steph Griffiths, Mrs Carla Hartropp, Mr Chris Myers, Revd Andrew Norman, Mr Ian Service Chair of Governors, Mr Nick Sharp Headteacher, Mrs Tracey Taylor, Revd Hannah Wallace, Mrs Steph Woodburn.

### **In attendance:**

Mrs Sue Glendinning Governance Professional to the Governing Board

### **GBM 29/24 Welcome**

Mr Service welcomed governors to the meeting, and formally introduced Mrs Taylor to members of the board. Mrs Taylor is a retired headteacher, with experience of EYFS and SEND.

Mr Service congratulated school on the recent Ofsted inspection outcome and stated that the very positive comments from the lead inspector were much appreciated by all staff and governors. Parents had passed on their congratulations to Mr Sharp and the staff, and everyone can now commence their summer holiday with a sigh of relief and genuinely unwind.

Reverend Norman informed governors that school is not in the SIAMS window for inspection during 2024-25.

### **GBM 30/14 To receive apologies for absence**

Mr Patrick Cherry resigned with effect 9 July 2024.

Mr Chris Hargreaves - unwell

The meeting was declared quorate with 11 governors present.

### **GBM 31/24 Declaration of conflict of interest in agenda items**

Mr Sharp declared an interest. Nil else declared.

### **GBM 32/24 To receive the minutes of the previous meeting held 23 April 2024**

The minutes were deemed to be a true and accurate record of the meeting, proposed by Mr Myers, seconded by Mrs Woodburn, and duly signed by the Chair.

### **GBM 33/24 Action points progress**

**GBM 20/24: home work policy:** this has been reviewed. **COMPLETED**

The school check with families re: the necessary devices for completing homework was carried out. The parental questionnaire has been rephrased in relation to the question on governance.

**GBM 23/24: Confirmation by the school bursar that we can carry on for a further year without any TLR's in place in school.** The member of staff who has completed their ECT year will now be mentored in school as they start as a fully-fledged teacher.

**GBM 26/24: Ofsted inspection:** School will be addressing the three points from the Ofsted report, concentrating on inducting Miss Denny, and preparing for a SIAMS inspection in 2025-26.

**Authorised by Chair:** *C. Myers*

**Date 17 September 2024**

## **Strategic Accountability**

### **GBM 34/24 Headteachers report**

The headteachers report had been circulated prior to the meeting.

#### **Attendance**

Governors were informed that the local authority have appointed an additional 3 attendance officers. Fran Morton will visit ½ termly and monitor the school data and will deal with any attendance matters in totality. Fran Morton visited school on 8 July 2024. The officers have access to the database but cannot access the codes giving the reason for absence.

Mr Sharp can notify Fran Morton directly if a parent is removing their child from school for family holidays. The attendance officer can then:

- 1) Issue a strong letter
- 2) Meet with the parents to discuss the issue
- 3) Issue a heavy fine

This new method of working keeps schools relationship with parents equitable. Mr Sharp has asked for a letter to inform parents of the new system. New legislation is being rolled out countrywide on attendance. Mr Sharp has shared the context and back stories on certain pupils so that the context is understood by the attendance officer.

Persistent absence letters will still be sent out by Mr Sharp. Four families will receive these as pupils attendance has fallen below 90%.

Governors were informed that 360 attendance looks better towards the year end, nationally it is dropping off, but Arnside School's percentage is rising..

#### **Profile data**

Profile data sits at 82% , which is the third consecutive year that school have achieved a good level of development.

Year 2 cohort is really strong, and there is evidence of strength across the board for the 10 pupils in class.

Year 4 pupils all achieved their multiplication targets with 100% pass rate.

#### **KS2 data was received on 9 July 2024.**

1 EHCP pupil was disapplied.

1 pupil has a medical illness, that prevents them being at school, so the tests were undertaken at home.

1 pupil has just arrived at school from the Philippines, so was disapplied.

Mr Armstrong arrived at 5.25pm.

The Ukrainian pupils were included in the data, their parents had asked that they take the tests.

1 pupil passed 2 out of 3 tests, 1 pupil met the standards but was not graded.

4 pupils achieved the standard in maths

2 were a near miss in reading; however, they were strong on spelling and grammar.

The biggest issue for the pupils was timing; by the time the pupils had read the questions, they had no time to revisit the questions asked.

#### **Q: How many were there in the cohort?**

A: 23, but 5 were unregistered.

#### **Q: Can you ask for data to be removed if a pupils has not been educated in school for 2 years?**

A: Yes, pupils with English as an additional language (EAL) who have not attended for 2 years can have their data removed, as can pupils who have been unable to attend school due to medical needs over 2 years. The school data is rationalised.

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Ofsted looked at the data and the lead inspector acknowledged the work done with these pupils and said that future years data will be scrutinised.

The current Year 5 will do well, as will the current Year 4 pupils.

### **Filtering system**

The filtering system has been upgraded, and Mr Sharp now receives the names of each member of staff and pupil when something is flagged. The system also identifies the time taken on each search history. There is a safeguarding issue as well as a GDPR concern that a line has been crossed by the level of interrogation the new system is able to apply. The main concern is how the data is shared.

BT Lancs are to be informed about the GDPR issue.

Mr Cherry is no longer the governor with filtering responsibility, as he has resigned. Future concerns will be raised with Revd Norman as Safeguarding governor. The role of filtering governor will be reassigned in September 2024 when the new academic year starts.

Mr Sharp was thanked for his report.

### **GBM 35/24 Governance matters**

#### **a) Committee minutes to be acknowledged**

The minutes from the Standards, Curriculum Pupil Welfare Committee had been shared with governors.

The minutes from the Finance Committee are to follow.

#### **b) Effectiveness of link governor roles & governor monitoring activity 23-24**

A good number of reports have been received ; however, they are sporadic.

No report has been received for science, early years, yet there is a schedule for each term.

#### **Action point:**

**Governors with responsibilities are asked to ensure that they carry out the necessary monitoring visit to school linked to their area of responsibility and submit their reports at least termly.**

Mr Sharp has received a request from a local fair trade action group for a Fair-Trade Governor link to be created. Governors were informed that the school council/eco group, have received accreditation.

#### **Action point:**

**The Fair-Trade Governor role to be considered when roles and responsibilities are reviewed in September.**

#### **c) To approve terms of reference 2024-25 and set GB / Committee dates**

The foundation governor vacancy has been filled, ratified by the PCC on 1 July 2024.

Mrs Catherine Firth has been nominated.

The PCC will now have to consider a further candidate for a foundation governor vacancy, as Mrs Judith Bratt has tendered her resignation after 14 ½ years serving school as a governor.

The governing board thanked Mrs Bratt for her devoted service and wished her well for the future.

**Authorised by Chair: C. Myers**

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Mrs Bratt's responsibilities have been shared amongst governors, with Mrs Taylor taking on SEND role and joining the Curriculum Committee.

Governors approved the dates for the forthcoming year and asked that the roles and responsibilities be confirmed at the September meeting.

**d) To elect chair and vice chair of governors**

Mr Ian Service has given notice to Mrs Glendinning that he wishes to stand down as Chair of Governors and allow the succession plan to come into play.

As such nomination forms for the office of Chair and Vice Chair were issued to governors ahead of this meeting. Nominations were received for Mr Chris Myers and Mr Patrick Cherry, who has resigned his position as governor.

Mr Myers explained that his term has one more year to run, after which time he will not be seeking re-election, as his daughter leaves school at the end of the academic year 2024-25. He accepted the nomination as Chair for one year only. No other nominations had been received or were tendered at the meeting.

Mr Myers was asked to leave the room whilst governors considered the nomination.

Mr Myers was welcomed back to the meeting after due discussion and deliberation and was congratulated on being elected as Chair of Governors for the next academic year.

Mr Ian Service was elected as Vice-Chair, in order to offer support and guidance to the newly elected chair.

**e) Governor training**

Governors were informed that the number of training certificates received have dried up.

Governors were reminded that Prevent and Safeguarding training and evidence of certification is required every year.

Governors with responsibilities were asked to carry out training linked to their area and the committee they are assigned to, so that we maintain a broad range of skills, knowledge and expertise across all areas.

**Action point:**

**Governors to undertake Prevent and Safeguarding training as a minimum and submit their certificates to Mrs Glendinning.**

**f) To consider Education Staff, Wellbeing Charter**

This charter is to be considered and approved in September.

**Action point:**

**Education Staff, Wellbeing Charter to be added to the September meeting agenda.**

**GBM 36/24 Finance**

Governors were informed that the budget is being finalised for the end of August submission.

Financially school are in the black for the next three years. School will need to access the reserves over this 3-year period.

This should raise the awareness of the ESFA, as this could potentially place school with a deficit.

Pupil Premium funding is still to come on stream, and allocation of resources funding is due.

Governors and school need to consider whether to allow a SRMA (School Resource Management Audit) visit in school. After discussion the decision was a resounding no to this visit.

School still have not had a response to the CIF bid appeal that was lodged, and the deadline has now passed.

**GBM 37/24 Safeguarding matters**

The SCR (Single Central Record) has been checked and all is in order.

Reports have been received from Revd Norman the Safeguarding governor.

There was a confidential matter raised which is minuted separately.

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### **GBM 38/24 Policy review**

The admissions policy was approved, proposed by Mr Service and seconded by Mr Myers.

### **GBM 39/24 Chair's report**

Mr Service stated that the recent inspection confirmed that school have a dedicated team of staff led by a very dedicated and enthusiastic headteacher, supported by a good team of governors. He was delighted with the final Ofsted report and congratulated everyone for remaining so resilient and buoyant after the last devastating report three years ago. Everyone has risen above and showed their true colours and have served the school well and should be rightly proud of their achievements. Congratulations are also extended to the pupils, who are the unsung heroes.

Mr Service thanked governors for their support whilst he has been chair and wished Mr Myers well as he takes over the helm.

### **GBM 40/24 Items deemed confidential**

Item related to agenda item 37/24, which is minuted separately.

### **GBM 41/24 Date of next meeting TUESDAY 17 SEPTEMBER 2024 at 5.00pm.**

Governors were thanked for their attendance and continued support. The meeting was declared closed at 6.15pm

**Authorised by Chair: *C. Myers***

**Date 17 September 2024**