



**ARNSIDE NATIONAL
CHURCH OF ENGLAND SCHOOL
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ARNSIDE NATIONAL SCHOOL IS AN ACADEMY
Company number 07840925

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

held Tuesday 12 October 2021 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, Miss Clare Addison, Mr Graeme Armstrong, Mrs Judith Bratt, Mrs Helen Chaffey, Mrs Stephanie Griffith, Mr Steven Henneberry, Revd Andrew Norman, Ms Jacki Piper, Mr Ian Service, Mr Nick Sharp Headteacher.

In attendance: Mrs Sue Glendinning Governance Professional to the Governing Board

GBM 60/21 Welcome

Mrs Glendinning welcomed everyone to the first meeting of the academic year and said how good it was to be able to meet in person rather than virtually.

GBM 61/21 To receive apologies for absence

No apologies had been tendered.

The meeting was declared quorate with 11 governors present

Mr Iori Hicks was recorded as absent as no apologies had been submitted.

Mrs Sophie Lumsden has not attended any meetings since her appointment as governor nor sent her apologies. Therefore, she has self-disqualified herself as a governor and has been removed from office

*“A governor who, **without the consent of the governing body, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school.**”* [Constitution \(England\) Regulations 2012](#)

This paragraph applies to every governor, other than governors who are governors by virtue of the office that they hold.

GBM 62/21 To elect the Chair of Governors

Mrs Glendinning as Governance Professional conducted the election for the position of Chair of Governors for the forthcoming academic year.

Mr Steven Kershaw gave notice in April 2021 that he would not be standing for re-election as Chair for the academic year 2021-22, as his term of office expires in January 2022. He resigned as both Chair and governor in a letter sent to Mrs Glendinning effective immediately. Grateful thanks were recorded for the sterling work that Mr Kershaw had undertaken during his three years as chair of governors. Mr Sharp expressed his grateful thanks for the support given by Mr Kershaw both personally and to the entire staff during the pandemic, which had been most welcome.

No nominations had been received by Mrs Glendinning for the office of Chair of Governors prior to the meeting; therefore, governors were informed that they must elect someone in order for the remainder of the agenda to be dealt with, or the meeting would be declared closed and reconvened in 7 days' time, when the process would be repeated.

After a period of discussion and self-reflection, Mrs Chaffey said that she would be willing to stand as chair until the new year, but it is her intention not to stand again when her term expires in 2022. As such another governor will need to be appointed as chair when her term expires.

Authorised by Chair: *Helen Chaffey*

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Her nomination was accepted by the remaining governors seconded by Mrs Bratt, with a unanimous vote in agreement.

Mrs Glendinning thanked Mrs Chaffey for taking on the role and assured her that she would be given support to carry out the role. The meeting was handed over to Mrs Chaffey.

GBM 63/21 To elect the Vice Chair of Governors

No nominations had been received by Mrs Glendinning for the office of Vice-Chair of Governors prior to the meeting; therefore, a proposal would be accepted at the meeting.

Mr Service proposed Mr Adair, seconded by Mr Henneberry, and unanimously voted for by the remaining governors. Mr Adair was duly elected for the forthcoming year.

GBM 64/21 Governance

a) Declaration of pecuniary business interest forms

These had been distributed to governors prior to the meeting and were duly returned completed and will be kept for audit purposes

b) Code of conduct and governors' roles and responsibilities

The code of conduct had been distributed prior to the meeting and governors were asked to sign to say that they agreed to abide by the code and that they had read the attendant policies linked to the code.

c) Terms of Reference update

This document was updated and approved by the governing board.

Arnside National C of E School Trustee, Governing Board & Committee Membership

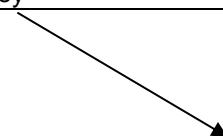
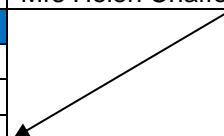
THE ACADEMY TRUSTEES

The 5 Members of the Academy Trust are: -

The Diocesan Bishop	Bishop James Newcome		
The Archdeacon of Westmorland & Furness	The Venerable Vernon Ross		
The Parish Incumbent	Reverend Andrew Norman		
Diocesan Board of Finance Representative	Mr Mark Chater		
The Chairman of Governors	Mrs Helen Chaffey		
Full Governing Board		Position	Governor responsibilities
Mr Chris Hargreaves	Parent Governor		Humanities
Mr Chris Myers	Parent Governor		English
Mr David Adair	Foundation Governor	Vice Chair	Health & Safety
Mrs Judith Bratt	Foundation Governor		SEND / LAC //Pupil Premium
Mrs Helen Chaffey	Foundation Governor	Chair	Wellbeing / Pastoral Care
Mrs Stephanie Griffith	Foundation Governor		EYFS
	Foundation Governor		
Mr Steven Henneberry	Foundation Governor		Safeguarding/Website/Responsible Officer
Revd Andrew Norman	ExO Foundation Governor		RE
Mr Ian Service	Foundation Governor		Data Protection Officer (DPO), Maths
Mr Graeme Armstrong	Authority Governor		PE
Mr Nick Sharp	Headteacher	Headteacher	Designated Safeguarding Lead (DSL)
Miss Clare Addison	Staff Governor		
Ms Jacki Piper	Staff Governor		Deputy DSL
Mr Iori Hicks	Co-opted Governor		
Mrs Sue Glendinning	Governing Board GP	Governance professional	
Finance/Premises/Health and Safety Committee		Pay Committee	
Mr David Adair	Chair	Reverend Andrew Norman	Chair
Mrs Stephanie Griffith	Clerk	Mrs Stephanie Griffith	Clerk
Mr Chris Hargreaves		Mr Chris Hargreaves	
Mr Stephen Hennebery		Mr Nick Sharp	
Revd Andrew Norman			
Mr Nick Sharp			
Vacancy			

Authorised by Chair: *Helen Chaffey*

Date: 23 November 2021

Standards, Curriculum & Pupil Welfare Committee		Staffing Committee			
Mrs Helen Chaffey	Chair	Reverend Andrew Norman	Chair		
Mr Ian Service	Clerk	Mrs Helen Chaffey	Clerk		
Miss Clare Addison		Mr Graeme Armstrong			
Mr Graeme Armstrong		Mr Chris Myers			
Mrs Judith Bratt		Mr Ian Service			
Mr Chris Myers		Mr Nick Sharp			
Ms Jacki Piper					
Mr Nick Sharp					
Disciplinary committee		Staff dismissal committee		Grievance committee	
Mr Graeme Armstrong		Mrs Stephanie Griffith		Mr Graeme Armstrong	
Mrs Judith Bratt		Reverend Andrew Norman		Mrs Judith Bratt	
Mrs Helen Chaffey		Vacancy		Mrs Helen Chaffey	
		Appeals committee			
		Mr Ian Service			
		Mr Steven Henneberry			
		Vacancy			
Exclusions committee				Official complaints committee	
Mrs Judith Bratt				Mr David Adair	
Reverend Andrew Norman				Mrs Judith Bratt	
Mr Ian Service				Mrs Helen Chaffey	

d) Ratification of nomination for LA governor position

Mr Graeme Armstrong's nomination as the Local Authority candidate for the vacancy, had been approved by the local area committee. Governors also approved the nomination and as such Mr Armstrong was welcomed to the board. Proposed by Revd Norman, seconded by Mrs Griffiths.

e) Annual planner and meeting dates

The annual planner of work for the governing board along with the meeting dates for the academic year had been distributed prior to the meeting and approved by the governing board.

f) Skills audit

Governors had been asked to complete the revised skills audit form, so that any skills gaps could be identified and addressed when vacancies occur. Governors were thanked for their assistance in this matter.

g) Confirm arrangements for Headteachers appraisal review

Judith Gore, Chair of the Primary Heads Association (PHA) will be invited to be the external advisor on the headteachers appraisal panel this year. A date will be set for November to conduct the appraisal.

h) Declaration of conflict of interest in agenda items

Messrs Adair, Henneberry, and Sharp declared an interest in relation to personal connections with staff members in school.

i) To approve minutes of previous meeting

The minutes were agreed to be a true and accurate record of the meeting, proposed by Miss Addison, seconded by Mr Service, and signed by the Chair Mrs Chaffey.

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j) Action points progress

VGBM 51/21 Flowers and a card to be arranged for Mrs Marion Inchmore's retirement.

Mrs Glendinning delivered to school flowers and a card on behalf of the governing board expressing their grateful thanks for her 32 years' service at the end of the summer term when she retired.

VGBM 51/21 Parent Governor election: The letters to parents was distributed and three applications were received. Two applicants will be invited to take on the role for the next 4 years, thereby filling the two vacancies. The third applicant will be contacted and informed that as they are the spouse of a member of staff their expression of interest will be held in abeyance, as there is a conflict of interest. However, as their skill set may be useful to the governing board, they could be appointed as an associate member in the future should circumstances alter.

Strategic accountability

GBM 65/21 Headteachers report

a) Risk assessment /return to school update

Governors were informed that if there is a 10% rise in infection due to Covid, school will revert back to the bubble system and segregation.

There will be a 10-day buffer zone with no After School Clubs (ASC) then school will revert back to normal practice when it is safe to do so.

b) Vision

Following the meeting held with Charlotte Tudway on 28 September 2021, to discuss the school vision statement, governors were sent the draft vision statement for their consideration.

Governors were happy with the wording and after a final tweak, moving the statement: "love ourselves more" to the end of the piece, echoes what is practised in school. Governors believe that the statement truly reflects the ethos of the school and the vision of the future direction it wishes to take.

Staff, pupils, and parents have also been consulted on the process, and the "fruits of the spirit" theme is embedded in school and ties in with the work that is currently ongoing in school.

Action point:

Mr Sharp and the vision working party, are to review the SIAMS protocol and ensure that the vision statement reflects the requirements.

The recently held harvest festival was a superb example of living the school ethos and vision.

- **School development plan 2021-22**

Mr Sharp shared the school development plan with governors and outlined the main headlines for consideration over the next 12 months.

- Standardised tests need to be conducted to demonstrate an increase in pupils' results.
- Curriculum mapping – ongoing process
- Governing board development – succession planning is in place and newly appointed governors will need to undertake training to ensure effective, efficient governance continues as personnel change when terms of office expire. 2022-2023 sees 7 terms of office expire, which means a 50% turnover of governors, after a lengthy sustained period of stability. This transition needs to be managed well.
- Church ethos – SIAMS aware
- Wellbeing – priority for pupils and staff
- Building development – CIF bid repeated as school constantly needs to repair the pitch roof. Lighting in school also needs to be upgraded so that there is consistency in all areas. ICT refurbishment is ongoing and essential.

c) Curriculum

- **Pupil assessment for 2021-22**

This is going ahead as normal, with Standards Attainment Tests (SATs) following the same regime.

The areas covered will be:- reading, writing, maths and reasoning/problem solving

Children need to learn again how to work to a deadline, as they are now in a pattern of working to their own timescales due to home learning.



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- **PSHE delivery**

The PSHE programme has been adapted to use throughout school in all year groups.

d) Behaviour and attitudes (pupils)

- **Pupil attendance**

98% attendance, which is excellent.

There were positive cases at the end of the summer term, with a family of 4 spread over 3 classes, which caused major disruption to school. Other parents knew which family it was. There was limited support for school at this time, as Cumbria County Council (CCC) website crashed, and Public Health England (PHE) told school to follow protocols.

The Friday before the end of term school closed Nursery, Reception, Year1 and Year 6.

The end of term leavers event went ahead socially distanced for the Year 6 pupils during the school holidays, which was enjoyed by all.

Two staff members were affected in Year 6 but were well again after a period of self-isolation.

- **Pupil behaviour / wellbeing on return**

There have been no issues with pupils returning to school, they have been very keen to return. Pupils have settled well, and the new starters are coping extremely well.

The parental questionnaire was sent out at the beginning of October 2021 and feedback will be forthcoming at the next meeting.

Parents evenings were again held virtually with 8-minute time slots for parents, which again worked well for all parties.

The meeting held with the PTA to discuss Christmas arrangements, decided that the Christmas fayre will be held outside in a Christmas market setting.

GBM 66/21 Finance

a) Budget update

School are working with Saint & Co on the year end accounts. There is to date a £35-40k carry forward, which is excellent.

The wrap around care costs need to be reviewed as they are losing money. Arnies in particular are not cost effective, therefore, a questionnaire will be sent to those parents accessing the care, to seek their opinions.

Suggested savings could come from: -

- running the after-school club (ASC) Monday – Thursday only, dropping Friday evening
- reducing the time each day finishing at 5.30pm
- charge a fee for late collection time from 5-5.30pm

Nursery numbers are low, which is the same throughout the locality, as there are not many families moving into the area.

A meeting is to be held with the ESFA before half term, to discuss funding. The ESFA will review the data from the previous year's census. However, school did not have a kitchen then, and the take up of Universal Infant Free School Meals (UIFSM) is very low. The school kitchen opened in 2020 and school

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had to fund the infant FSM uptake, which led to a £9k deficit. The ESFA are aware and may address this during this academic year.

b) Approve scheme of financial delegation policy

The policy was approved, proposed by Mr Henneberry, seconded by Mr Service.

GBM 67/21 Staff matters

a) Staff wellbeing

The staff questionnaire will go out at half term.

Sickness attendance is low as staff have managed to avoid becoming ill.

b) Staff appraisal for teaching / TA's / administration by 31 October 2021

This process is ongoing and will be completed by half term.

Miss Morris is conducting the TA's appraisals, with Mr Sharp and Ms Piper conducting all other staff.

Ms Piper carries out Mrs Sharps appraisal to avoid a conflict of interest.

Staff lunch time duties have been reduced, as there is now a rota for KS1 lunchtime, which enables all staff to get a break.

The physio is to be contacted for bespoke training on lifting and handling for staff dealing with one pupil, to prevent injury to them as the child is getting older and is growing. Personalised staff training is essential for morale as well as safety. This will be completed by the end of term.

School have signed up to the University Students package for PGCE students and the 3-year teaching programme. This will bring in a complete range of student to school. Mrs Shipperd has completed her mentor training.

Action point:

School to request students with an international background be given the opportunity to visit ANS.

This will bring ethnic diversity to school to enable pupils to become more aware, given the limited opportunity to meet people from a diverse background in Arnside and south Lakeland.

GBM 68/21 Safeguarding

a) KCSiE 2021

This has been distributed to all governors to read.

Action point:

Mr Henneberry will conduct the safeguarding audit in the autumn term and will send out the safeguarding checklist to all staff.

Revd Norman gave his apologies and left the meeting at 6.40pm. The meeting remained quorate.

GBM 69/21 Policy review

Early Years policy

Child protection policy

Data protection

Peer on peer policy

Staff wellbeing policy

} approved en bloc, proposed by Mr Adair seconded by Mr Service

GBM 70/21 Items deemed confidential

No items were deemed confidential

GBM 70/21 Date of next meeting Tuesday 23 November 2021 at 5.00pm

2 November 2021 @ 6.30pm Finance / Pay Committee

23 November 2021 @ 4.00pm Curriculum Committee

23 November 2021 @ 5.00pm GB meeting to approve accounts prior to AGM

Governors were thanked for their attendance and continued support. The meeting was declared closed at 6.45pm.

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