



Headteacher
Mr N Sharp

**ARNSIDE NATIONAL
CHURCH OF ENGLAND SCHOOL
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Minutes of Arnside National C of E School Governing Board Meeting (GBM)

held on Tuesday 12 November 2019 at 5.30pm

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, Mrs Rebecca Kennington, Mr Steven Kershaw Chair, The Revd Andrew Norman, Ms Jacki Piper, Mr Nick Sharp Headteacher, Mrs Rachael Smith.

In attendance: Mrs Sue Glendinning Clerk to the Governing Body
Mr Ian Thompson Auditor, Saint and Co.

GBM 47/19 Welcome and introductions

The Chair welcomed everyone to the meeting and introduced Mr Ian Thompson, the school's auditor from Saint & Co who was in attendance to talk governors through the academy's audited accounts for the year.

GBM 48/19 To receive apologies for absence

Mr Iori Hicks: in hospital

Mr Ian Service: AQA moderation in Guildford

Mr Ben Waterhouse: work commitments

The apologies were accepted, and the meeting was declared quorate with 12 governors present.

GBM 49/19 Declaration of conflict of interest in agenda items

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

Nil else declared.

GBM 50/19 Draft accounts presentation. Mr I Thompson

Mr Thompson took governors through the draft accounts that have been prepared for the year ending 31 August 2019.

- General Annual Grant (GAG) is higher than in 2018-19
- £804,000 income: £809,000 expenditure: Deficit of £5,000
- There are 2 pension schemes running in school. Non-teaching staff members are part of the local government pension scheme (LGP). There is currently a deficit of £290,000 in the pension funds, which school do not need to find the funds for immediately. £600 is recovered each month to cover the short fall. This will continue until the end of 2020, then the situation will be reviewed again. Future contributions may be needed in the future. School pay Mercer for their service to act as actuaries for the school. the pension funds have not been adequately funded.

Mrs Smith arrived at 5.47pm.

- £111,000 Condition Improvement Funding (CIF) received, which was spent on the replacing the roof and installing a new boiler.
- There may be a reduction in the GAG over the next academic year due to falling pupil numbers. Should numbers reduce, then school will need to reduce their outgoings and review all aspects of expenditure including staffing.
- £197,000 current assets
- £111,000 creditors

Authorised by Chair *Steven Kershaw*

Date 4 February 2020

- £86,000 left in the bank, which is 10% of income, which equates to one month's worth of expenditure. This is an adequate buffer for school.
- Caution was urged against spending now, as finances may be needed for the future.

Q: How does this situation compare to other schools?

A: Arnside are in a better position than other county academy schools. Arnside School is a going concern and is viable for the next 12 months. It also causes minimal concern to the auditors.

- Mr Thompson stated that Saint & Co are happy to sign off the regularity report, as the two areas for action in relation to minutes appearing on the school website have been actioned and there are no further issues with regards to governance.
- ESFA guidelines followed and eth format completed by Mrs Alison Evans and Mr Nick Sharp.
- A bound copy of the accounts has been signed and retained by Mr Thompson at Saint & Co.
- The approved report is to be tendered at the members annual general meeting.
- Governors were instructed that any family member who may be in a position to offer services to school in any capacity need to be recorded on the governor business interest forms. An electronic copy to be completed by governors in 2021.
- The audited accounts will be sent to the ESFA with the responsible officer's report by 31 December 2019, and the academy accounts will go to the ESFA and DFE by 17 January 2020.
- Mr Thompson expressed his thanks to Mrs Evans and Mr Sharp for their work on the school's finances.

Mr Kershaw thanked Mr Thompson for his report. Mr Thompson left the meeting.

GBM 51/19 To receive the minutes from the governing board meeting held 24 September 2019

The omission of Mrs Bratt's name from the governor attendance list was rectified and the minutes were agreed to be a true and accurate record. Proposed by Mr Adair and seconded by Miss Addison, and duly signed by the chair.

GBM 52/19 Action points progress

GBM 37/19: A parents training evening be set up to look at Purple Mash on the computers.

This was organised for 5 November 2019 and there were 8 attendees at the session. **COMPLETED**

GBM 37/19: The accessibility plan update; this will be completed in March 2020. ACTION ONGOING

GBM 37/19: Mrs Kennington and Mrs Smith to liaise to work together through the funding system with the PTA. This meeting took place, and it was agreed that a review of the school wishlist needs to occur to identify the priorities. An audit will be carried out by Christmas 2019. Any funds remaining from the school sports premium will be used to create an outdoor PE area.

ACTION ONGOING

GBM 37/19: School website update. Mr Hicks will oversee the monitoring of the school website once he is well again. Governors were asked to review the website and let the Clerk know if there was anything missing. **ACTION ONGOING**

GBM 37/19: Parental questionnaire outcomes to be put into SEF. This will be discussed at the February meeting. There were 76 responses out of 128 possible. The school administration staff are collating the information. **ACTION ONGOING**

GBM 37/19: Science, SEND reports to be submitted to Clerk by end of term. Reports received from the relevant governors. **COMPLETED**

GBM 37/19: 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 37/19: Governor representation at parents evening. There was a positive response from parents to this initiative. The revised procedure for the evening was much more streamlined with parents only able to access one entry point into school. This enabled governors to speak to parents and interact more effectively. **COMPLETED**

GBM 42/19: Church school alternative options to be trialled, staying with a Wednesday morning at the moment. School will review how the interventions are managed. **ACTION ONGOING**

Authorised by Chair *Steven Kershaw*

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Mrs Chaffey arrived at 6.05pm.

GBM 53/19 Headteachers report

The headteachers report was sent out prior to the meeting.

Mr Sharp informed governors that the date for his appraisal has been set for 29 November 2019.

Judith Gore from St Martin and St Mary will be the external advisor.

Mr Service and Mrs Chaffey are able to attend; however, Mr Kershaw is unable to attend. The panel can comprise of two governors; therefore, the meeting will be quorate.

Questions from the headteachers report were asked for.

Q: Is a third CIF bid being put in?

A: Yes, for the main pitch area of the roof. However, it is not certain that a third bid will be successful.

Q: Is the broadband up and running to a higher strength?

A: The broadband needs to be recabled from the green box into school, so the action is still ongoing.

Mr Sharp informed governors that the recent hiccup in maths, which resulted in pupils attaining lower than expected marks in the 2019 SATs tests, is being addressed to prevent a recurrence in 2020.

Callum Campbell a General Advisor (GA) from the Local Authority (LA) visited school and after being given the background to how this anomaly occurred was able to suggest areas for support to school, which Mr Sharp and the staff will follow up.

The request was made that Sue Reid be added as a signatory on the Cumberland Building Society Account and also on the Santander Account. This action was approved by governors. Proposed by Mr Adair and seconded by Mrs Bratt.

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

GBM 54/19 Vision Statement

This is an integral part of the school. The revision of the statement needs to tie in the values for the school, the conservation area, the links in Senegal, as well as local links.

Parents are to be asked for their input as well as all school stakeholders being consulted upon the process.

The Revd Norman said that he would be happy to assist with the biblical quotation update and suggested Galatians 5, linked to the fruits of the Spirit: **fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith**. It was suggested that the biblical quotation be painted on a prominent school wall for all to see on entry to school, as well as strategically positioned around school, with the possibility of painting it on the school playground, with assistance from pupils.

GBM 55/19 Staffing

Mr Sharp reported that all staff appraisals have been completed.

Schools Peer-2-Peer review has also been completed, with the report received in school 12

November 2019. This will be sent onto governors so that they can read the reviewers comments. The framework for review has been altered to match that of Ofsted's framework. The reviewers spent time in the classroom talking to pupils and staff. Areas under consideration were:

- **Quality of Education**
Intent, Implementation, Impact
- **Behaviour and Attitudes**
These are two separate areas now and are more focused than in previous inspections.
- **Leadership and Management**
Opportunities for development

The main report headlines were that:

- there is a small amount of inconsistency in marking in maths, which will be addressed at the staff meeting to be held on 13 November 2019
- further developments in maths resources suggested
- South Lakeland Rural Partnership (SLRP) network will conduct a “Mocksted” on 14 November 2019 led by Steve Horton and a fellow headteacher; who will review school and its practice. They will be asking questions similar to that of Ofsted. The outcome of this exercise will be fed back to governors at the next meeting.

GBM 56/19 Governance

a) Governor monitoring reports

The report on PE has been received and circulated from Mr Kershaw.

Governors were encouraged to complete a monitoring report after each visit to school, as evidence of governor involvement in school life.

b) School meal provision

Following the discussion held at the finance committee regarding sourcing a new meal provider, school have contacted Orian.

- 1) There are no contractual arrangements, provision of a service is reliant on the number of meals provided.
- 2) Orian pay for the kitchen to be installed using an interest free loan.
School need to check with the ESFA and the Diocese regarding the options open to school.
 - School to pay total amount
 - School to pay a small amount initially
 - School meal income to cover the cost of the kitchen.
- 3) Payments for school meals will be done online, using the online booking system, which is a cashless system and can be used for the breakfast club and afterschool club. This would mean that all provisions in school will be cashless, which will greatly assist the admin staff.
- 4) Orian will provide 2 members of staff, a chef and an assistant, who will cook and serve all meals. School will provide the mid-day supervisors and set up the hall.
- 5) The kitchen design will be a run of industrial units, for ease of cleaning and maintenance.
- 6) The initial quote was for £14,000.
- 7) There is a 12-month warranty with Orian.
- 8) The suggestion was made to use Lakeland company for the service level agreement.
- 9) The impact upon school, is that a small amount of space will be given over to the installation of the kitchen, which will not affect Arnies for the breakfast club.
- 10) The cost of the school meal would be £2.40. Infant funding received is for £2.30 per meal; therefore, school would subsidise the infant meal by 10p per head per infant in receipt of school meals.
- 11) All equipment becomes school's property after three years.
- 12) Orian guarantee no price rise year on year, they only pass on the cost of rising inflation.
- 13) Orian provide an excellent service and are used by many other schools within the county.
- 14) Protected capital funding, which school could pay off would be used for the project.
- 15) The kitchen could be installed over the Christmas break and be ready to run by the end of January 2020.

The suggestion to pursue alternative meal provision by Mr Waterhouse was acknowledged by the governing board, who proposed to accept the recommendations and invite Orian to deliver the meal service to school; with effect from January 2020. Proposed by Mrs Bratt seconded by Mr Henneberry.

The Revd Norman gave his apologies and left the meeting at 7.15pm, as he had another meeting to attend at 7.30pm. The meeting remained quorate.

Authorised by Chair *Steven Kershaw*

Date 4 February 2020

GBM 57/19 Committee reports

a. Curriculum Committee held 16 October 2019

The minutes had been distributed for information.

The point was made that the sports presentation at the meeting had been excellent, delivered with energy and enthusiasm, and enjoyed by those governors in attendance.

b. Finance committee held 30 October 2019

The minutes had been distributed for information.

GBM 58/19 Safeguarding matters

Nothing to report

GBM 59/19 Policy review

No policies for review at this meeting.

GBM 60/19 Chair's report

- Information from the diocese was shared with governors regarding safeguarding training in the West of the County and at Barrow.
- The PCC have approved the appointment of Mr David Adair, and Mrs Stephanie Griffith for a further four years term of office and Mr Steven Henneberry for his first four-year term.
- Arnside School were represented at the recently held Armistice day service, which was well received by the local community.
- The newly appointed diocesan board of finance representative is Mr Mark Chater, who will be welcomed at the annual general meeting.
- The chair thanked Mr Sharp and the staff for managing the school's financial system so well, thus ensuring that school continues to be financially viable.

Action point:

There will be a fireworks display at school with fireworks provided by the community.

Mr Henneberry will liaise with the PTA over the arrangements.

GBM 61/19 Items deemed confidential

No items were deemed to be confidential.

GBM 62/19 Date of next meeting Tuesday 4 February 2020 at 7.00pm

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

The meeting was declared closed at 7.30pm.