



**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 (GBM)

held Tuesday 16 September 2025 at 5.00pm

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

Present:

Mrs Catherine Firth, Mrs Carla Hartropp, Mr Ian Service, Mr Nick Sharp Headteacher, Mrs Gillian Singleton, Mrs Lynnae Taylor, Mrs Tracey Taylor Chair of Governors, Revd Hannah Wallace.

In attendance:

Mrs Sue Glendinning Governance Professional to the Governing Board

GBM 43/25 Welcome

Mrs Taylor welcomed governors to the meeting and invited Revd Wallace to open the meeting in prayer. Mrs Lynnae Taylor was welcomed to her first governing board meeting, as the newly appointed parent governor. Introductions were made around those governors present.

GBM 44/25 To receive apologies for absence

Mr Graeme Armstrong – work commitments

Revd Andrew Norman – Diocesan meeting

Mrs Janice Lee was recorded as absent as no apologies had been received.

The meeting was declared quorate with 8 governors present.

GBM 45/25 Governance

a) Declaration of pecuniary business interest forms

All forms were completed except for those governors who were absent. These will be requested to be completed for audit purposes.

b) Code of conduct and governors' roles and responsibilities

All governors present have read the document and signed to say they have read it and the approved policies.

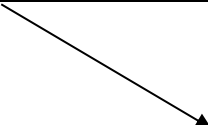
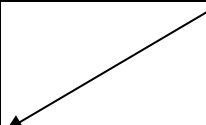
c) Terms of Reference update

The terms of reference document has been updated

Full Governing Board		Position	Governor responsibilities
Mrs Gillian Singleton	Parent Governor		Responsible officer
Mrs Lynnae Taylor	Parent Governor		Health & Safety / PE
Mrs Catherine Firth	Foundation Governor		English / Website monitoring
Mrs Janice Lee	Foundation Governor		Science
Mrs Jane Madeley	Foundation Governor		
Revd Andrew Norman	ExO Foundation Governor		Safeguarding / RE
Mr Ian Service	Foundation Governor	Vice - Chair	Data Protection Officer (DPO), Maths
Mrs Tracey Taylor	Foundation Governor	Chair	EYFS / SEND
Revd Hannah Wallace	Foundation Governor		Wellbeing / Pastoral Care /Fair Trade
Vacancy	Foundation Governor		
Vacancy	LA Governor		
Mr Nick Sharp	Ex Officio	Headteacher	Designated Safeguarding Lead (DSL)

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Mrs Carla Hartropp	Staff Governor		
Mrs Sue Glendinning	Governing Board GP	GP	
Finance/Premises/Health and Safety Committee		Pay Committee	
Mrs Gillian Singleton	Chair	Reverend Andrew Norman	Chair
Mrs Janice Lee	Clerk	Mrs Gillian Singleton	Clerk
Mrs Jane Madeley		Mrs Janice Lee	
Revd Andrew Norman		Mrs Jane Madeley	
Mr Nick Sharp		Mr Nick Sharp	
Mrs Lynnae Taylor		Mrs Lynnae Taylor	
Mrs Tracey Taylor		Mrs Tracey Taylor	
Standards, Curriculum & Pupil Welfare Committee		Staffing Committee	
Mr Ian Service	Chair	Reverend Andrew Norman	Chair
Mrs Catherine Firth	Clerk	Mrs Tracey Taylor	Clerk
Mrs Carla Hartropp		Mrs Janice Lee	
Mrs Janice Lee		Mr Ian Service	
Mrs Jane Madeley		Mr Nick Sharp	
Mr Nick Sharp			
Mrs Lynnae Taylor			
Mrs Tracey Taylor			
Revd Hannah Wallace			
Disciplinary committee		Staff dismissal committee	Grievance committee
Mrs Catherine Firth		Reverend Andrew Norman	Mrs Catherine Firth
Mrs Gillian Singleton		Mr Ian Service	Mrs Gillian Singleton
Mrs Lynnae Taylor		Mrs Janice Lee	Mrs Lynnae Taylor
		Appeals committee	
		Revd Hannah Wallace	
		Mrs Jane Madeley	
Exclusions committee			Official complaints committee
Mrs Janice Lee			Mrs Catherine Firth
Mrs Jane Madeley			Mrs Jane Madeley
Reverend Andrew Norman			Reverend Andrew Norman

d) Governor's end of term/resignations/appointments

Mr Armstrongs term of office expires on 12 October 2025, and he does not wish to stand again for office. Therefore, governors need to consider who is a suitable candidate for nomination to the LA for a replacement. Mrs Glendinning will notify school of any specific skills gap once the skills audit has been completed by all governors.

Mrs Glendinning will contact the Diocese to see where we are with the foundation governor appointment put forward by the PCC in July 2025.

Action points:

- All governors to complete their skills audit and return to Mrs Glendinning
- Mrs Glendinning to notify school of any potential skills gaps
- Mrs Glendinning to contact Diocese about PCC foundation governor vacancy nomination for an update on progress appointing the nominee.

e) Annual planner and meeting dates

The annual planner was shared with governors and the meeting dates for the future academic year confirmed.

f) Confirm arrangements for Headteachers appraisal review

The headteacher will contact Judith Gore, the external advisor to arrange a date for his appraisal.

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g) Declaration of conflict of interest in agenda items

Mr Sharp, nil else declared.

h) To approve minutes of previous meeting

The minutes of the meeting held in July were approved as a true and accurate record, proposed by Mrs Firth seconded by Mr Service, and duly signed by the chair.

i) Action points progress

GBM 35/25: Steve Hoare PE coaching position. Steve Hoare will continue coaching for 1 day per week. **COMPLETED**

GBM 36/25: Governor foundation vacancy – nominee being sought. **OUTSTANDING ACTION**

GBM 36/25: Staffing Committee - terms of reference approved. **COMPLETED**

GBM 36/25: Parent governor vacancy – a parent governor has been appointed; the vacancy has been filled. **COMPLETED**

GBM 36/25: LA governor position becomes vacant in October 2025 – governors skills audit issued, and governors asked to consider a suitable nominee for the position. **ACTION ONGOING**

GBM 36/25: Documents for new governors – to be issued again to all governors as an aide memoire on roles and responsibilities. A reminder that subject monitoring visits should be carried out termly, to see progress in learning outcomes. **COMPLETED**

GBM 46/25 Headteachers report

School development plan 2025-26

Mr Sharp informed governors that he has included health as a section within the new SDP.

The development priority is: Increase health and fitness through PE.

This will be achieved by:

- promoting regular exercise throughout the day
- incorporating sensory exercise breaks for SEND pupils
- implementing regular fitness-based units into PE curriculum mapping – focus on core stability

Staff have noticed that pupils are reading less than they have done in the past. Phonics is taught consistently across school with good results at the end of KS1, which sets pupils on the right track to read and understand as they progress through KS2 and beyond.

With regards to the school vision, after consultation with Peter Barfoot, a slight amendment has been made to the school vision statement. Governors were informed that the school vision is embedded in school ethos and that pupils understand what the vision is and how they are part of it. The next step is to embed spirituality and ensure that staff and pupils understand how this impacts school life.

As part of the health initiative and embedding the spirituality aspect of school life, a quiet area within the school playground is being developed. This will enable pupils who wish to remove themselves from the hurly burly of playtimes when seeking some peace and reflection, the opportunity to sit quietly in a calm atmosphere. Benches have been placed in a quiet area and the use of this section of the playground will be monitored.

Another objective is to re-establish links with prospective pupils, which it is hoped will be achieved through weekly Bush Babies provision, exploring the potential for holiday club sessions, events with playgroup parents / carers, which will lead to assessing interest and need for 2-yr old provision in the future.

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The condition report highlights areas which require attention during the academic year 2025-2026.

- Roof repairs – Autumn 2025
- Apply for CIF funding – Electrical re-fit & heaters -m Autumn 2025
- Improve ICT infrastructure – laptops KS2 & network cabling – Autumn 2025
- Disabled access provision for adults – Spring 2026
- Develop 'quiet area' provision in infant & junior playgrounds – Spring 2026

Governors agreed that a review and monitoring process of the SDP will take place through the Standards and Curriculum Committee.

Curriculum

The school's curriculum mapping process is under review. School is currently running a 5-class structure, which runs a 3-year rolling programme. but will need to consider moving to a four-class structure from September 2026; therefore, the curriculum map needs to reflect this change by moving to a 2-year programme.

Pupil attendance

Attendance currently sits at 97.6%

Fran Morton, the LA Schools Attendance Officer will visit school later in the term.

It has been noted that there are fewer parental requests for holidays in term time.

One family were fined during the summer holidays for time taken out of term time, so the message is getting through to parents that this matter is being treated seriously by the authority.

Attainment results

Results at end of academic year 2024 -2025 were fantastic, with school receiving some of the best attainment results for the outgoing Year 6 pupils. In comparison to other schools countywide and at national level, Arnside School were in the top cohort.

It is worth recording that these pupils were the children who went through the pandemic and suffered disruption to their education.

Key Stage 2 Year 6 (17 children)	Working towards the expected standard WTS	Working at the expected standard EXS +	Working at greater depth GDS
Maths	-	100%	47%
Reading	-	100%	59%
Grammar	-	100%	59%
Science	-	100%	NA
Writing	12%	88%	18%

Feedback from Dallam Academy, where the children have moved to for their secondary education, indicates that pupils have made a superb transition to the next stage of their education. Reports from 2 previous Arnside pupils gave school a glowing report at the open day for current Year 6 pupils.

Staff enjoyed their cluster INSET day in September at Crooklands, where they met up with colleagues from surrounding schools with 160 teachers/teaching assistants in attendance.

School have signed up to the Princes Training Hub again, focusing on three areas:

1. EYFS
2. Computing
3. Religious Education

Governors were informed that school has a new breakfast club leader Hannah Yip, and that there has been no further information on the governments proposed breakfast club scheme.

School have fully transitioned over to Arbor from Scholarpack. Mrs Reid has completed a marathon task and is to be praised for all the work she has done on the process.

Action point:

Revd Norman to carry out a single central record review.

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Events this term:

Meet the teacher – this was tagged onto the phonics update session for parents, but the turnout was very poor, with only 4 EYFS parents attending. Consultation has been circulated asking parents when the best time is to attend these sessions, which are for their benefit. The response was 4.30pm, which is the very time the session started. Discussion ensued.

Q: Would parents access information if it were placed on the school website?

A: The frustration staff have is that they have prepared the information, and answered questions asked of them about phonics via Dojo, so the work has been done; the parents just didn't arrive to hear the message.

The proposal was that staff upload the presentation to the school website and direct the parents in Year 1 and 2 to watch it. The evidence is also there for Ofsted to see for themselves what is being shared.

Action point:

Mr Sharp to check on the communication format used to inform parents of these events.

Governors were also advised to look at the Diocesan training on the new SIAMS framework, as it is most informative.

GBM 47/25 Finance update

Mrs Evans, the School Bursar, has submitted her year-end financial report, with the final figures showing that school finished the year slightly up on the predicted expenditure, which is better than expected. School remains under the 12% threshold, so there will be no claw back of surplus funds. This report will be submitted to the auditors, with a meeting arranged for end of October beginning November to go through the accounts with Saint & Co.

A change has been made at Companies House for future directorship appointments, which involves photographic ID checks of directors. Governors are asked to login to their personal account and submit photographic identification following the instructions on the site.

A challenge was raised about this process, stating that for every individual logged on the register at Companies House, they already have full name, maiden name (if applicable), date of birth, current address, occupation. As this is a government site, it should be possible for Companies House to cross reference identities using the information received with the passport department and the DVLA, as the records contain the same information. Given the potential threat of external agencies hacking into government websites, this places a person's identity of being stolen or cloned at risk; and by adding photographic recognition renders personal safety and privacy even more insecure.

The majority of governors expressed concern at this process and were not comfortable with the arrangement.

Action point:

Governors asked that this requirement be checked out with the auditors to see if it is mandatory.

Correspondence has been received from the Cumberland Building Society requesting that Messrs Myers and Service be removed as signatories. The suggested signatories are:

- Mr Sharp – Headteacher
- Mrs Reid – School Business Manager
- Miss Morris – SLT
- Mrs Glendinning – Secretary to the Board

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Mrs Glendinning suggested that Mrs Taylor, as Chair of Governors be added to the list as she is more accessible as she lives in the village. Governors approved this arrangement.

Action point:

- **Mrs Taylor to meet with Mrs Reid to submit her signature.**
- **Mrs Reid to submit a new list of signatories to the Cumberland.**

There has been no feedback from the funding agency following the financial submission made in July 2025.

Governors were informed that there had been a slight hiccup in relation to promised funds from the Arnside Music Festival, which were earmarked for the EYFS playground renovations. Unfortunately, the festival did not go ahead as planned so school did not receive the promised £10k, which has left a shortfall for the work carried out. This is to be addressed by further fundraising.

The children, however, love the new playground arrangements and are using the outside space every day.

GBM 48/25 Staffing matters

a) Staff wellbeing

Mr Sharp was happy to report that there has been a very positive start to the new academic year by staff and pupils. Draft timetables have needed a slight adjustment.

Mrs Hartropp has settled well into her new working week.

b) Staff appraisal for teaching / TA's / administration by 31 October 2025

Ms Morris will carry out the teaching assistant's appraisals and that of Mrs Sharp, and Mr Sharp will carry out all teaching staff appraisals. These will be completed by the end of October 2025.

GBM 49/25 Safeguarding

KCSiE 2025

The online safeguarding aspect has been changed, as has attendance guidance, AI and cyber security, and relationships and education information. All governors and staff have read the document and are aware of the updates to the safeguarding document.

Mr Sharp reported that all staff DBS checks are up to date, that staff carried out safeguarding training at the recent INSET day in September, and that the subject of unconscious bias was addressed in light of events that occurred at sports day in July.

GBM 50/25 Policies for review

- a) **Accessibility plan:** the policy requires further proof reading and will be submitted for approval at the next committee meeting.
- b) **Admissions policy:** approved, proposed by Revd Wallace, seconded by Mrs Firth
- c) **Child protection policy:** approved, proposed by Revd Wallace, seconded by Mrs Firth
- d) **Complaints policy:** approved, proposed by Revd Wallace, seconded by Mrs Firth
- e) **Monitoring policy:** approved, proposed by Revd Wallace, seconded by Mrs Firth

Mrs Taylor suggested that the governor monitoring form be reviewed for additional comments to be added. She will send the revised document to Mrs Glendinning for dissemination to governors for use during future monitoring visits to school.

Action points:

- **Accessibility plan to be updated and approved at first finance, premises health & safety meeting in October.**
- **Mrs Taylor to submit revised monitoring form to Mrs Glendinning.**
- **Mrs Glendinning to share monitoring form with governors.**

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GBM 51/25 Items deemed confidential

No items were deemed confidential.

GBM 52/25 Date of next meeting Tuesday 25 November 2025

The auditor will be invited to attend the next meeting to present the audited accounts, prior to submission to the trustees at the AGM in December.

Governors were thanked for their attendance and continued support. The meeting was declared closed at 6.40pm

Future meeting dates: Tuesday 3 March 2026, Tuesday 12 May 2026, Tuesday 7 July 2026

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Date 25 November 2025