



**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 17 September 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 Catherine Firth, Mrs Carla Hartropp, Mr Chris Myers Chair of Governors, Revd Andrew Norman, Mr Ian Service, Mr Nick Sharp Headteacher, Revd Hannah Wallace, Mrs Steph Woodburn.

In attendance:

Mrs Sue Glendinning Governance Professional to the Governing Board

GBM 42/24 Welcome

Mr Myers welcomed governors to the meeting, and formally introduced Mrs Firth to members of the board. Governors then introduced themselves to Mrs Firth who is a retired teacher, and who expressed her delight at being able to join the governing board, having spent the past year as a volunteer in school.

GBM 43/14 To receive apologies for absence

Mrs Steph Griffiths – work commitments.

Mrs Tracey Taylor – on holiday

Mr Chris Hargreaves was marked as absent as no apologies had been received.

The meeting was declared quorate with 9 governors present.

GBM 44/24 Governance

a) Declaration of pecuniary business interest forms

All forms were completed with the exception of 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 this document, which was duly signed by all.

c) Terms of Reference update

The terms of reference document has been updated and Mrs Firth has been assigned the role of governor with responsibility for the website oversight.

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

THE ACADEMY TRUSTEES	
The Diocesan Bishop	Bishop
The Archdeacon of Westmorland & Furness	The Venerable Vernon Ross
The Parish Incumbent	The Reverend Andrew Norman
Diocesan Board of Finance Representative	Mr Mark Chater
The Chairman of Governors	Mr Ian Service

Authorised by Chair: *C. Myers*

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Full Governing Board		Position	Governor responsibilities	
Mr Chris Myers	Parent Governor	Chair	English	
Mrs Gillian Singleton	Parent Governor			
Mrs Tracey Taylor	Foundation Governor		SEND	
Mrs Catherine Firth	Foundation Governor		Website monitoring	
Mrs Stephanie Griffith	Foundation Governor		EYFS	
	Foundation Governor			
Revd Hannah Wallace	Foundation Governor		Wellbeing / Pastoral Care /Fair Trade	
Mrs Steph Woodburn	Foundation Governor		LAC / Pupil Premium	
Revd Andrew Norman	ExO Foundation Governor		Safeguarding / RE	
Mr Ian Service	Foundation Governor	Vice - Chair	Data Protection Officer (DPO), Maths	
Mr Graeme Armstrong	LA Governor		Health & Safety / PE	
Mr Nick Sharp	Ex Officio	Headteacher	Designated Safeguarding Lead (DSL)	
Mrs Carla Hartropp	Staff Governor			
Mrs Sue Glendinning	Governing Board GP	Governance professional		
Finance/Premises/Health and Safety Committee		Pay Committee		
Mr Graham Armstrong	Chair	Reverend Andrew Norman	Chair	
Mrs Stephanie Griffith	Clerk	Mrs Stephanie Griffith	Clerk	
Revd Andrew Norman		Mr Graham Armstrong		
Mr Nick Sharp		Mr Nick Sharp		
Mrs Gillian Singleton		Mrs Gillian Singleton		
Mrs Tracey Taylor		Mrs Tracey Taylor		
Mrs Steph Woodburn		Mrs Steph Woodburn		
Standards, Curriculum & Pupil Welfare Committee		Staffing Committee		
Mr Ian Service	Chair	Reverend Andrew Norman	Chair	
Mr Chris Myers	Clerk	Mr Chris Myers	Clerk	
Mrs Catherine Firth		Mr Graeme Armstrong		
Mrs Carla Hartropp		Mr Ian Service		
Mr Nick Sharp		Mr Nick Sharp		
Revd Hannah Wallace				
Mrs Tracey Taylor				

d) Governors end of term/resignations/appointments

Mrs Glendinning informed governors that there will be vacancies for 2 parent governors and 1 local authority governor in October 2025. As such they were asked to consider who may be an appropriate replacement LA governor and a skills audit will be carried out mid-way through next year to assess what skills are required for the parent governor election notification.

e) Annual planner and meeting dates

Governors were issued with the planner and meeting dates for the academic year for both governing board meetings and committee meetings.

f) Confirm arrangements for Headteachers appraisal review

Mr Sharp will contact Judith Gore to confirm 12 November 2024 as his appraisal meeting date.

g) Declaration of conflict of interest in agenda items

Mr Sharp declared an interest. Nil else declared.

h) To approve minutes of previous meeting

The minutes were deemed to be a true and accurate record of the meeting, with one amendment to an incorrect spelling, proposed by Mr Armstrong, seconded by Mrs Woodburn, and duly signed by the Chair.

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i) Action points progress

GBM 35/24: Governors asked to ensure they carry out the necessary monitoring visit linked to their area of responsibility and submit their reports at least termly. **ACTION ONGOING**

GBM 35/24: Fair-Trade Governor role to be considered in September.

This links to wellbeing and school council, so Revd Hannah Wallace will take this role on and link into St James Church Fair Trade. **ACTION COMPLETED**

GBM 35/24: Governors to undertake Prevent and Safeguarding training as a minimum and submit their certificates to Mrs Glendinning.

Thanks were expressed to Revd Norman and Mr Service for their diligence in completing the training as requested at the July meeting. Remaining governors were reminded that this is a mandatory yearly requirement of all governors, and as such Mrs Glendinning need the certificates in the file by the end of September. **ACTION OUTSTANDING**

GBM 35/24: Education Staff, Wellbeing Charter to be added to the September meeting agenda. **ACTION COMPLETED**

GBM 45/24 Headteachers report

The headteachers report had been circulated prior to the meeting.

NOR 104, pupil numbers have fallen than in previous years.

Nursery numbers have increased but Reception numbers have fallen.

This years Year 6 cohort is smaller in number than in recent years, so there will be less numbers of pupils leaving in 2025 than entering in autumn 2025-26.

School need to see an increase in pupil numbers again.

There are 18 Pupils on the SEND register (excluding Pupil Premium) 3 Pupils receive support from outside agencies.

5 Pupils have an Education, Health, and Care Plan (EHCP), with one EHCP application in progress.

There are 9 Pupils in total in receipt of pupil premium funding (Free school meals – FSM or Ever6).

School development plan 2024-25

Mr Sharp informed governor's that there are changes to make to the SDP.

Tutoring provision will be removed, but maths targets will be kept.

The global citizenship will be altered, as the partnership with Senegal is fizzling out.

The vision is to change towards a spirituality target, as school work towards SIAMS inspection.

There will be a focus will be on the ELSA provision set up by Mrs Brough.

Outdoor learning environment in EYFS, to be developed further.

School currently only have 2 Ukrainian pupils, who both have a good level of English.

Q: Has Marie Murphy been reassigned in school?

A: Yes, she has taken on alternative provision in school.

Action point:

Mr Sharp to circulate the revised SDP to governors, with any necessary feedback to be made by return.

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Curriculum

School are continuing with the maths mastery programme and will repeat the sustaining year to enable pupils to gain and refine skills.

Curriculum maps are being refined by Roxanne Pearce.

Pupil assessment for 2024-25

Fischer Family Trust (FFT) data will be released later in the year.

Pupils with needs will be disapplied from school data:

- 2 Ukrainian pupils with EHCP removed from data base.
- 1 Philippine pupil started mid-way through year with poor English
- 1 pupil with long term absence due to illness.

All pupils passed their Spelling and Grammar (SPaG) tests, with a high level at greater depth.

All pupils passed their maths tests, with a high level at greater depth.

Reading was disappointing as 2 pupils did not pass the test. This was due to pupil attendance falling below 90%.

School are reviewing all pupil data to ensure that what is recorded is a true and accurate record of results.

Progress measures are not being reviewed for KS1 data, due to the long-term effects of the pandemic.

Future data from the Reception baseline through to Year 6 will be reviewed.

Q: What are the prospects for this current Year 6?

A: Staff are positive about this Year 6 cohort, as the pupil with an EHCP is not learning related. The data indicates around 80% pass rate or higher, which is better than last year.

Behaviour and attitudes (pupils)

Pupil attendance

Attendance is **Overall: 96.44 %** (Authorised: 1.92% Unauthorised: 1.64% Late 0%)

Q: How many pupils have missed school due to holidays in term time?

A: 1 family are on holiday, the remaining pupils are all in school, with no unauthorised absences.

Governors were informed that school have notified parents that the local authority now have an attendance officer in post. A meeting with Dan Morton is booked in for October 2024 to review school data.

Pupil behaviour / wellbeing on return

Pupil behaviour remains very good, with a positive upbeat.

Mr Sharp was thanked for his report.

GBM 46/24 Finance update

School should be in receipt of the school draft accounts soon.

Mr Sharp is covering staff absence rather than bring in supply cover to reduce staffing costs.

GBM 47/24 Staffing matters

a) Staff wellbeing

There has been a good start to the year with no staffing changes.

The ECT has settled in well into their second year.

b) Staff appraisal for teaching / TA's / administration by 31 October 2023

The headteacher is carrying out all teaching staff appraisals, and Miss Morris is completing the teaching assistants. These will all be completed by 31 October 2024.

All staff and pupils are well settled in school, and INSET days were positive events, talking about teaching and learning.

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GBM 48/24 Safeguarding KCSiE 2024

The safeguarding checklist for all staff has been completed, and the Cumbria Safeguarding Partnership site has also been updated. All staff have re-registered and are working through their individual checklists.

Revd Norman as safeguarding governor has booked dates in the diary to review progress.

All governors have read the KCSiE 2024 document and have signed to that effect in the code of conduct for governors.

GBM 49/24 Policies for review Education, Staff Wellbeing Charter

Governors were informed that staff have chosen to carry out their Planning Preparation Assessment (PPA) time in school rather than at home, as all necessary resources are in school.

Q: Do we need to support Mr Sharp?

A: Mr Sharp stated that the staff questionnaire was circulated at the start of the Autumn term, so once the data has been collated, consideration on what governors can do to support staff and the headteacher will be given. This will be carried out in the Curriculum Committee.

Q: How is the headteacher's wellbeing?

A: Mr Sharp reported that he keeps smiling, but he is getting there. The teaching load is high, as school have a 3-year budget to balance.

Mr Sharp covers Year 6 PPA time on Monday morning, and PPA on Monday afternoon, which frees up Mrs Brough.

Release time for the ECT in Year 3 on Tuesday afternoon, when he covers science.

Friday he covers Karen Morris class.

Governors informed him that this is much more work than they expect him to be doing, they are aware that it keeps the budget down, but they have a duty of care to him, to ensure he is not overdoing things.

Karen Morris has completed the Wellbeing training and she covers staff, parents, and pupils as part of her remit. This links to her appraisal objective.

GBM 50/24 Chairs report

The Chair asked Mr Sharp and Mrs Hartropp to leave the meeting at this point, so that a confidential matter could be raised.

GBM 51/24 Items deemed confidential

Item related to agenda item 50/24, which is minuted separately.

GBM 52/24 Date of next meeting Tuesday 26 November 2024 at 5.00pm

Tuesday 25 February 2025, Tuesday 29 April 2025, Tuesday 8 July 2025

Governors were thanked for their attendance and continued support. The meeting was declared closed at 6.20pm

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