



**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 20 September 2022 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, Mr Graeme Armstrong, Mrs Judith Bratt, Mrs Carla Hartropp, Mr Chris Myers, The Revd Andrew Norman, Ms Jacki Piper, Mr Ian Service Chair of Governors, Mr Nick Sharp Head, Revd Hannah Wallace, Mrs Steph Woodburn.

In attendance:

Mrs Sue Glendinning Governance Professional to the Governing Board

GBM 40/22 Welcome

Mrs Glendinning as Governance Professional welcomed governors to the meeting and asked The Reverend Norman to open in prayer for the start of the new academic year, and in remembrance of the recent death of Her Majesty Queen Elizabeth II.

GBM 41/22 To receive apologies for absence

Mrs Steph Griffiths: recovering from surgery.

Mr Chris Hargreaves: work commitments.

Mr Steven Henneberry: work commitments

The meeting was declared quorate with 11 governors present.

GBM 42/22 To elect the Chair of Governors

A nomination had been received for the position of Chair of Governors; proposed by Mr Adair seconded by Revd Wallace for Mr I Service. Mr Service agreed to serve for one more year for continuity's sake but stated that a new chair will need to be appointed in 2023.

Following a vote by the remaining governors, Mr Service was duly elected, and the meeting handed back over to him by Mrs Glendinning, who congratulated him on his appointment.

GBM 43/22 To elect the Vice Chair of Governors

Two nominations had been received for the position of Vice - Chair of Governors;

- Mr David Adair proposed by Revd Wallace seconded by Mrs Bratt
- Mr Chris Myers proposed by Mr Service seconded by Mr Adair

Following a brief discussion and a vote, it was approved by governors present that both candidates be elected as a means of succession planning. Both were congratulated by Mr Service.

GBM 44/22 Governance

a) Declaration of pecuniary business interest forms

These had been distributed and completed by governors and returned to the governance professional.

b) Code of conduct and governors' roles and responsibilities

This had been distributed to all governors who had read it and signed a copy for the file.

c) Terms of Reference update

This was updated with newly appointed governors being assigned curriculum areas of responsibility for monitoring.

Authorised by Chair: *I. D. Service*

Date: 22 11 2022

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		The Reverend Andrew Norman	
Diocesan Board of Finance Representative		Mr Mark Chater	
The Chairman of Governors		Mr Ian Service	
Full Governing Board		Position	Governor responsibilities
Mr Chris Hargreaves	Parent Governor		Science
Mr Chris Myers	Parent Governor	VC	English
Mr David Adair	Foundation Governor	VC	Health & Safety
Mrs Judith Bratt	Foundation Governor		SEND / Pupil Premium
Mrs Stephanie Griffith	Foundation Governor		EYFS
Mr Steven Henneberry	Foundation Governor		Safeguarding/Website/Responsible Officer
Revd Hannah Wallace	Foundation Governor		Wellbeing / Pastoral Care
Mrs Steph Woodburn	Foundation Governor		LAC / Pupil Premium
Revd Andrew Norman	ExO Foundation Governor		RE
Mr Ian Service	Foundation Governor	Chairman	Data Protection Officer (DPO), Maths
Mr Graeme Armstrong	Authority Governor		PE
Mr Nick Sharp	Ex Officer	Headteacher	Designated Safeguarding Lead (DSL)
Mrs Carla Hartropp	Staff Governor		
Ms Jacki Piper	Staff Governor		Deputy DSL
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 Henneberry		Mr Nick Sharp	
Revd Andrew Norman		Mrs Steph Woodburn	
Mr Nick Sharp			
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
Mr Graeme Armstrong		Mr Graeme Armstrong	
Mrs Judith Bratt		Mr Ian Service	
Mrs Carla Hartropp		Mr Nick Sharp	
Ms Jacki Piper			
Mr Nick Sharp			
Revd Hannah Wallace			
Disciplinary committee		Staff dismissal committee	Grievance committee
Mr Graeme Armstrong		Mrs Stephanie Griffith	Mr Graeme Armstrong
Mrs Judith Bratt		Mr Chris Myers	Mrs Judith Bratt
Mr Chris Hargreaves		Reverend Andrew Norman	Mr Chris Hargreaves
		Appeals committee	
		Mr Stephen Henneberry	
		Revd Hannah Wallace	
		Mrs Steph Woodburn	
Exclusions committee			Official complaints committee
Mr Stephen Henneberry			Mr David Adair
Reverend Andrew Norman			Mrs Judith Bratt
Mrs Steph Woodburn			Reverend Andrew Norman

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- d) **Annual planner and meeting dates**
Distributed to governors for their information.
- e) **Skills audit**
Distributed to governors for their completion. The final version will be shared at the next meeting.
- f) **Confirm arrangements for Headteachers appraisal review**
Mr Sharp will arrange a date to meet with Judith Gore as external advisor for the headteacher appraisal process and then contact the governors assigned to the committee.
- g) **Declaration of conflict of interest in agenda items**
Standard declarations from Mr Sharp, Mr Adair, with regard to being related to members of staff. Nil else declared.
- h) **To approve minutes of previous meeting**
The minutes were approved to be an accurate record of the previous meeting held on 5 July 2022, proposed by Revd Norman seconded by Mr Armstrong and duly signed by the chair.
- i) **Action points progress**
Outstanding pen portraits required from Mr Armstrong, Mrs Hartropp, Revd Wallace and Mrs Woodburn. These are to be sent to Mrs Glendinning for uploading to the school website.

STRATEGIC ACCOUNTABILITY

GBM 45/22 Headteachers report

Vision

- a) **School development plan 2022-23 (refer to page 7 of SDP)**
 - The maths project is on a 3-year cycle.

Q: Using the tracking system can we identify pupils requiring assistance and link their needs to Individual Education Plans?

A: Yes, we can and do.

Action point:

Mr Myers volunteered to assist Mr Sharp with SDP target setting and a date is to be arranged to start the process.

- Governance is up to speed with a full compliment of governors in each category. Governor Training and succession planning is to be embedded and monitored.
- English as an Additional Language (EAL) is being implemented in school for the influx of Ukrainian pupils arriving in school. Arnside has the highest number of refugees in South Lakeland and Arnside School the largest number of refugee pupils. Some families are happy to stay in the area, others have travelled south to Manchester to seek work, some have chosen to return home. There are no resources forthcoming from the local authority, although funding is available, school have yet to receive any. Backdated funding should come to school. Top slicing of funding within the LA is in place to employ someone to provide provision for the Ukrainian pupils.
- Early Years trial is in place, having both Nursery and Reception in one class. Staffing is working very well, and no issues have been identified.
- There are new names for the class structure, determined by the pupils through the school council and pupil voice. They are:

Authorised by Chair: *I. D. Service*

Date: 22 11 2022

- Osprey = Year 6
 - Swift = Years 4/5
 - Butterfly = Years 3/4
 - Otter = Years 1/2
 - Hedgehog = Reception / Nursery
 - Hoglets = Nursery Class
- Teaching Assistant provision will be reviewed at half term and will form part of the discussion at the finance meeting to be held in November.
 - School meals are to be increased. Orian have increased their meal costs and there is potential for another meal price increase. A new menu is in place, which has simplified ordering of food, which should reduce costs.

Q: Are Orian looking at the nutritional value?

A: Yes, they must provide a balanced diet, although the new menu offers less choice and variety.

Q: How many pupils in receipt of free school meals (FSM) do we have?

A: The impact has not been seen in school yet, as FSM and Pupil Premium pupils have not increased in number. If families struggle a private 1-1 word will be held between the head and the family. Second hand uniform supplies are building up and teh Eco-Club are running this initiative, and parents are aware of this provision.

- Wellbeing is the main priority in school this term for both staff and pupils.
- School church distinctiveness is embedded in practice and reviewed on a regular basis. All is in place for the impending SIAMS inspection.
- Building development plan is 80% completed.

Curriculum

a) Pupil assessment for 2022-23

KS1 SATS (Standard attainment tests) will become non-statutory when the Year 2 cohort have completed their time in school, as assessment will be used from Reception Baseline Benchmark to Year 6. Moderation will still be in place, but assessment will be different.

Behaviour and attitudes (pupils)

a) Pupil attendance

97% attendance.

Pupils falling below the baseline of 90% will be closely monitored and a letter will be sent out to families to discuss how their child's attendance can be improved.

Q: Are the new school times proving to be an issue?

A: Very few lates have been recorded on the register.

b) Pupil behaviour / wellbeing on return

There have been no issues on return to school.

Pupil wellbeing is satisfactory with no major issues reported or noted.

11 new pupils have settled in very well, and pupils' attitudes towards each other is one of caring.

Diocesan changes

a) Change in Diocesan Director of Education

Governors were informed that Charlotte Tudway is the new Diocesan Director for Education, taking over from Vanessa O'Dea.

b) MAT

There are currently 2 Good Shepherd Multi Academy Trusts in the County, geographically north and south of the county.

School are listening to what the other schools within the MAT are saying and will place the matter on the governing board agenda for discussion when the time is right for the school.



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GBM 46/22 Finance

a) Budget update

Mr Adair addressed issues that have been dealt with by the finance committee.

- Review of the school meals
- Utilities: 3-year contract for gas is in place. The electricity contract is due in March 2023.
- DfE: no additional funding forthcoming from them for energy price inflation. There may be help for businesses, which school can apply for.
- Wage increases have to come from the existing budget, with no additional funding available.
- Healthy budget carried forward but will need to be reviewed in light of increases.
- Mr Adair, Mr Service. Mr Armstrong and Mr Hargreaves met prior to the meeting and carried out a walk around school.

GBM 47/22 Staff matters

a) Staff wellbeing

Mr Sharp reported a good start to the new academic year from staff, who returned refreshed from their summer break.

Staff have undertaken resilience training and are more effective in their communication following the INSET training days.

b) Staff appraisal for teaching / TA's / administration by 31 October 2022

Wellbeing will play a part of staff appraisal this year.

Ms Piper will assist Mr Sharp in the appraisal process, with Ms Morris carrying out the TA appraisals.

One member of staff is under careful scrutiny in relation to wellbeing.

Mr Sharp has allocated an additional staff member to the SLT, to assist with the school management, which will afford him a better work life balance. This followed discussions about his own wellbeing with the Chair at the end of the summer term.

Action point:

Parents are to be reminded of the process for resolving issues by going through the correct channels rather than directly to the headteacher. This will be sent by Mr Service in a school newsletter.

GBM 48/22 Safeguarding

a) KCSiE 2022

All governors were sent the document and asked to read it and sign the code of conduct that they had done so.

GBM 49/22 Policy review

The raft of policies that had been reviewed by Ms Piper were approved by governors. Thanks were expressed to Ms Piper for the time it had taken her to work on the documents, which all have the school vision statement embedded within them.

- Attendance policy
- Behaviour policy
- Child on Child abuse policy

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- Child Protection policy
- First Day Calling policy
- Health and Safety Policy
- Supporting pupils with medical conditions

Proposed by Mr Adair seconded by Mrs Hartropp.

GBM 50/22 Items deemed confidential

No items were deemed confidential at this meeting

GBM 51/22 Date of next meeting Tuesday 22 November 2022

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