



**ARNSIDE NATIONAL
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**ARNSIDE NATIONAL SCHOOL IS AN ACADEMY
Company number 07840925**

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

held Tuesday 22 February 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, Miss Clare Addison, Mrs Judith Bratt, Mr Chris Hargreaves, Mr Steven Henneberry, Mr Chris Myers, Ms Jacki Piper, Mr Ian Service Chair of Governors, Mr Nick Sharp Headteacher.

In attendance:

Mrs Sue Glendinning Governance Professional to the Governing Board

VGBM 01/22 Welcome

Mrs Glendinning as the Governance Professional welcomed governors to the first meeting of the new year, as Mrs Chaffey's term of office had expired.

VGBM 02/22 To elect a chair of governors

Mrs Glendinning conducted the election for the position of Chair of Governors for the remainder of this academic year.

Mr Service self-nominated and was proposed by Mr Adair seconded by Mrs Bratt.

Governors were asked if they approved this nomination, which they did unanimously. Mr Service was duly elected a chair and the meeting was handed over to him.

VGBM 03/22 To receive apologies for absence

Mr Graeme Armstrong – work commitments in Manchester.

Revd Andrew Norman – conflicting diary date.

Mrs Steph Griffith had not submitted apologies so was marked as absent.

The meeting was declared quorate with 9 governors present

VGBM 04/22 Declaration of conflict of interest in agenda items

Mr Sharp and Mr Adair declared an interest in relation to their wives being staff members.

Mr Henneberry declared an interest as he is in a relationship with a staff member.

Nil else declared.

VGBM 05/22 To receive the minutes of the previous meeting

The minutes were agreed to be a true and accurate record of the meeting, proposed by Mr Henneberry seconded by Mr Adair and signed by the chair.

VGBM 06/22 Action points progress

Mr Sharp read the vision statement to governors for which he is awaiting final ratification from the Reverend Norman. The statement is embedded in staff meeting minutes, policy notices, and will eventually become embedded in school documents. "Remember – everything is done in love"

GBM 74/21 The scheme of financial delegation has been updated to include a section about debit card usage. Mr Sharp informed governors that one debit card has been compromised, which wasn't flagged up by the bank. The office manager noticed the anomaly. The card details have been changed.

Action COMPLETED

Authorised by Chair: *Ian Service*

Date: 26 April 2022

GBM 77/21 The school newsletter will include an update on governors. Mr Service will write something for the next newsletter. **Action completed**

GBM 77/21 Governors to submit their pen portrait to Mrs Glendinning for uploading to the website.
Action OUTSTANDING

VGBM 07/22 Headteachers report

a) Risk assessment update

This was referred to in Mr Sharps report.

Governors were informed that school attendance had been affected due to the Covid regulations. Siblings could attend school even if Covid was present in family members. This caused the infection to run rife throughout school. Half term placed a breaker on this and since school have returned there have been no further reported cases.

Visitors to school have been limited and after school club has been reduced to lower the infection rate. Cumbria data for January/ February demonstrates that primary rates of infection were sky high, with secondary rates greatly reduced.

School will react to situations as and when required.

Q: With reduced testing announced, how will school monitor school absences?

A: Staff will keep testing; school currently are uncertain how this action will be monitored. The LA have provided a template letter for parents, which school will use.

Q: Are school keeping out of the discussion on pupil vaccinations?

A: Flu vaccinations are run through schools, so they do support vaccination programmes. School will determine what the best course of action is when the matter arises.

The Education Psychology department are working with school for SEND provision, as there is a major backlog in provision to schools. There are 2 pupils who require assistance. It is hoped to free up TA provision in order to provide the initial 11-hour cover school have to provide.

One child requires provision in another setting, which has resulted in a two-year battle with the LA to provide it. Mr Sharp accompanied the parents to Witherslack School to view their resources, as the child requires therapeutic provision, which Arnside School are not equipped to offer. Once the child has been transitioned to the other setting, a teaching assistant will be freed up to work with other pupils in school.

Tara Cook is due back in school after February.

Buildings

Painting has been done throughout school during half term.

Electrical PAT testing is to be carried out.

The fire service check has been completed, with new extinguishers purchased, which need to be wall mounted. School have not received any feedback on the fire risk assessment.

Staffing

School currently have an issue related to staffing, as one member is absent due to Covid and the side effects on their health. This member of staff runs the breakfast club, after school club (ASC), is a teaching assistant and mid-day supervisor. The headteacher and other staff are trying to cover these areas but school need someone to manage the TA support. The agency have no TA staff left, so school need to find support from another source. Staff insurance will cover the cost, but the situation is likely to be long term.

The breakfast club is easy to manage, the ASC is more problematical as it is after school hours.

This issue is a wellbeing issue for both the headteacher and deputy headteacher as they need to be protected from doing too much.

Q: Will the member of staff's job description be reviewed, prior to their return?

A: This is under review and is linked to the appraisal process. A phased return to work will be employed when the member of staff is due to return to work.



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Action point:

Governors approved sending a card and flowers to the absent member of staff.

Mr Sharp was thanked for his report.

VGBM 08/22 Governance

a) To receive committee minutes

Finance, Premises, Health and Safety Committee

Mr Adair talked governors through the committee minutes.

Action point:

A tree surgeon is needed to assess the state of the ash tree, as it has been shedding a large number of branches throughout the recent storms.

Curriculum committee

Mr Service reported that governors can now visit school to carry out early years foundation stage visits to see how the strategy is being employed in school.

b) Competency framework

The competency framework was completed, with 2 areas for future meeting follow up:

- 1) Governors to ask about curriculum mapping when conducting monitoring visits
- 2) Monitoring of targets and data assessment to be reviewed by governors when monitoring any curriculum area

c) School Financial Value Standard (SFVS)

The school resource management self-assessment tool was completed, and all is in order.

d) Foundation governor vacancy update

As Revd Norman was not present at the meeting, governors were unable to ask how the recruitment process is going on.

Governor information currently held to be cross referenced with GIOS data and updated where necessary.

Mr Hicks term of office has ended; therefore, a letter of thanks will be sent thanking him for his service to school. His position of co-opted governor will not be filled.

e) Governor e-training

Some governors reported that there were issues getting onto the NGA website.

Action point:

The e-mail link will be resent to see if access can be gained this way.

f) Governor monitoring

Governors can visit school to resume their monitoring roles with half termly visits.

Action point:

Monitoring forms to be resent to governors. Upon completion, forms to be returned to Mrs Glendinning for dissemination and retention in the file

VGBM 09/22 Safeguarding matters

Authorised by Chair: *Ian Service*

Date: 26 April 2022

One incident occurred in school, which resulted in school procedures being amended to prevent a repeat of the situation.

Action point:

Mr Henneberry to meet with Mr Sharp and Ms Piper to carry out a safeguarding audit.

VGBM 10/22 Policy review

a) Crisis Management Plan

This was approved by governors, proposed by Mr Service seconded by Mr Adair.

b) Code of Conduct

This is under review linked to the whole school behaviour policy and will be circulated when complete.

VGBM 11/22 Chair's report

There was no report as there were no additional agenda items to discuss.

VGBM 12/22 Items deemed confidential

None.

VGBM 13/22 Date of next meeting Tuesday 26 April 2022 at 5.00pm

Governors were thanked for their attendance and continued support. The meeting was declared closed at 6.25pm.