



**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 25 February 2025 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, Mrs Janice Lee, Mr Chris Myers  
Chair of Governors, Mr Ian Service, Mr Nick Sharp Headteacher, Mrs Gillian Singleton,  
Mrs Tracey Taylor, Revd Hannah Wallace, Mrs Steph Woodburn.

### **In attendance:**

Mrs Sue Glendinning Governance Professional to the Governing Board

### **GBM 01/25 Welcome**

Mr Myers welcomed governors to the meeting and formally introduced Mrs Lee to members of the board.  
Governors then introduced themselves to Mrs Lee.

### **GBM 02/25 To receive apologies for absence**

Revd Andrew Norman– prior engagement  
The meeting was declared quorate with 11 governors present.

### **GBM 03/25 Declaration of conflict of interest in agenda items**

Mr Sharp declared an interest. Mrs Hartropp for agenda item relating to staffing. Nil else declared.

### **GBM 04/25 To receive the minutes of the previous meeting held 26 November 2024**

The minutes of the previous meeting were declared to be a true and accurate record.  
Proposed by Mr Myers seconded by Mrs Taylor and duly signed by the chair.

### **GBM 05/25 Action points progress**

**GBM 59/24 Outstanding governor monitoring visit reports on EYFS, Wellbeing & Pastoral Care, Fair Trade, Health & Safety and PE to be submitted for filing and dissemination**

Mr Armstrong and Revd Wallace will complete their visits and submit monitoring reports. **ACTION ONGOING**

**GBM 59/24 All governors to complete Prevent and Safeguarding L1 training annually.**

Outstanding Safeguarding Certificates required from Mrs Singleton. **ACTION COMPLETED**

Outstanding Prevent Certificates required from Mr Armstrong, Mrs Singleton, Mrs. Woodburn. **ACTION COMPLETED**

**GBM 62/24 Kym Allan to be contacted and asked what best practise for staff DBS checks and SCR updates is.**

Mr Sharp has ascertained that three yearly DBS checks are recommended. School has actioned this. **ACTION COMPLETED**

**GBM 63/24 Move Sue Reid's potential absence to a high-risk rating. ACTION COMPLETED**

Authorised by Chair: *C. Myers*

Date 29 April 2025

## **GBM 06/25 Governance**

### **a) Governor monitoring**

Reports received from:

Mr Service Maths, Mrs Firth English, Mrs Firth School Website, Mr Myers Science.

### **b) Governor vacancy**

Mrs Griffith resigned from the governing board in December, effective from

1 January 2025. This leaves the board with a foundation governor vacancy. Governors were asked to consider who may be appropriate to approach to seek to fill the vacancy.

Governors were also reminded that there will be a further two vacancies in October when Mr Myers and Mr Armstrongs term of office expires. A parent governor election will be required to replace Mr Myers, and a candidate will be required to fill Mr Armstrong in the LA category.

#### **Action point:**

**Governors to inform Mr Sharp of any potential candidates, and he will liaise with Revd Norman as chair of the PCC.**

### **c) Review of GB Committee structure**

In light of Mrs Griffith's resignation, the board need to consider who will act as clerk to the finance committee, and who will take on the role of monitoring EYFS.

Mrs Woodburn stated that she would clerk the committee and Mrs Taylor will take on the EYFS role. Mr Myers thanked both governors for stepping into the two roles.

Mrs Lee has been added to both committees for the next academic year, so that she can get a true feel of the work of the school.

### **d) Governor e-training**

Governors were again reminded that the boards expectation is for each member to complete at least two training modules between meetings to keep up to date with governance requirements/changes and send their certificates to Mrs Glendinning for filing.

Mrs Firth state that she had attended a diocesan course but received no certificate as proof of attendance.

#### **Action point:**

**Revd Norman to be asked to speak to the diocese about this and request that governor attendance is proven for both OFSTED and SIAMS purposes.**

## **GBM 07/25 Headteachers report**

This was circulated prior to the meeting.

There are 107 pupils on roll, with 3 new starters who have settled in well. 2 pupils access wraparound care, which has increased pupil numbers accessing the provision and makes it viable.

As part of a new government initiative Breakfast Club will be free from September 2025.

Storth and Burton Morewood School were two of the pilot schools, chosen due to pupils with high needs. 30-minute provision for breakfast club will be available to any school child, the question is how will this be managed?

Mr Sharp informed governors that a meeting will be held with parents next week regarding pupil absences. Pupil progress reports will also be sent to parents' next week.

Lucy Denney will be moving to KAPOW for school's music curriculum, with a further review of this part of the curriculum after a settling in period.

### **Leadership and Management**

Mr Sharp reported that he has had a catch-up meeting with a representative of the DfE just before half term for the school's regular health care check. The DfE had received the year end accounts and are happy with schools' direction.

Mr Sharp was assured that the Multi-Academy-Trust (MAT) agenda will no longer be pushed, so school can remain as a single academy with no further pressure to join a MAT.

The DfE regard pupil outcomes, provision and learning as more important matters to focus attention upon.



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## **SEND**

An EHCP application has been submitted with a twelve-week waiting time, as there are insufficient education psychologists in the county to deal with the number of applications received by the LA. School have urged the authority to expedite the application and to seek an early ratification so that the pupil can receive the interventions required. School will have 6 pupils with an EHCP when this application is confirmed.

Ms Morris, school's SENDCo writes all the EHCP's and has standardised the format and sets SMART targets for each pupil. Specific information is requested on each form, which is essential to provide the relevant interventions.

Discussion at governing board committee level has occurred to discuss whether this takes away ownership from staff, if this is the process school continues to follow, and requested that a review be carried out at the end of the year. Staff are to be asked for their thoughts on the process, and parents for whom this is applicable will be asked their opinion too, with information fed back to Ms Morris as part of the review process. Mrs Hartropp said that staff feel involved with both the SENDCo and the process but agreed that a full review would be beneficial.

Governors stated that as long as the class teacher is not divorced from the process, and understand what is required for an EHCP, the updated process can be implemented and embedded with careful monitoring throughout.

Mr Sharp reported that he met with Fran Morton, the LA attendance officer on 25 February and received a glowing report, with no issues identified with pupil attendance.

Two letters were sent out in January for pupils with persistent absence, with an attendance rate below 90%.

There is now a formal application process for parents to follow when they wish to request holidays in term time, which is making some parents think about what they are doing. The entire attendance process is being led and managed by the LA, which alleviates pressure on school and enables the LA to help families who struggle to meet attendance targets, through investigation of their attendance issues.

The parents who received the letters concerning pupil absence are under scrutiny and will receive an LA review next term.

**Q: On the 360-degree form, is red the mark of persistent absence?**

**A: Yes. The red in Early Years and KS2 can be identified as parental overprotectiveness when their child is sick.**

## **Buildings**

School awaits the National Survey of School Buildings report. The school's electrical wiring will be condemned, and a bid will be submitted for the next round of CIF funding to cover the cost of rewiring school.

The playground redevelopment will incorporate shading in the school yard to protect children from excessive sun exposure. FOANS are looking into fundraising for this project.

The legionella check has been carried out with the mixer valves changed. The cold and hot pipes are running next to each other, so remedial work is required to separate the pipes.

## **Activities and visits**

School have identified that diversity in school is minimal, so through careful curriculum mapping, school are trying to address this issue. Race and religion are covered.

School is joining with local residents to visit Holly Bank, to see the alpacas and pygmy goats.

**Authorised by Chair: C. Myers**

**Date 29 April 2025**

Year 6 pupils were covering dignity and dementia at the WI Hall, after meeting elderly members of the community. The pupils were split into three groups: the kitchen, serving and chatting and sewing with residents. The mix of young and old was beneficial for both ages. The pupils were buzzing following the visit, so more opportunities to visit local care homes and the wider community are being explored. The school residential will take place before Easter.

#### **GBM 08/25 School Development Plan progress**

The review of the SDP took place at the curriculum committee when targets were reviewed.

School is on track with certain areas requiring a change in focus.

Maths is being reviewed for the number of pupils who achieve greater depth.

The reading target is being worked upon by Mrs Hartropp.

The school link is moving away from Senegal and liaising with Dipta in Bangladesh as part of the global citizenship link.

RE, spelling and pupil voice are working well.

EHCP/IEP's provision is working well and is also on track to meet targets.

#### **GBM 10/25 Finance update**

The year end accounts were submitted and accepted by the DfE.

Mrs Evans, school bursar, visited school in January 2025 and made some minor adjustments to the three-year budget plan, which has been submitted to the ESFA. Once the latest EHCP application has been approved school will need to provide the first £6,000 to fund the initial hours.

There are no predicted additional expenses.

The next Finance Committee meeting will be held on **11 March 2025 at 5.30pm.**

#### **GBM 11/25 Safeguarding matters**

Mr Sharp and Revd Norman will complete the safeguarding audit ready for submission by 14 March 2025.

School is phasing out Microsoft Windows 10 and as a belt and braces exercise will need all laptops updated to Windows 11. An audit of all old systems is to be carried out.

#### **GBM 12/25 SEND update**

This was covered under the headteachers report.

#### **GBM 13/25 Policy review**

There were no policies for review.

#### **GBM 14/25 Chair's report**

Mr Myers was delighted to report that the continued high standards for pupils in all aspects of their education continue to be evident throughout school. He expressed his grateful thanks to Mr Sharp and all the staff for their ongoing dedication towards the school.

Monitoring reports submitted by governors reflect the day-to-day practise of high standards of teaching within school and the atmosphere of learning which is thoroughly embedded in all aspects of school life. This can only have a positive outcome for all pupils who attend school and positively influence their vision, enabling them to live and thrive through the school's ethos and religious context.

Mr Myers stated that the school vision is being lived by all and is evident in all that is seen.

Mr Myers reminded governors that they are in place to challenge the work in school in a non-confrontational way and to ask probing questions to uphold reports submitted by the head and staff.

Staff welcome governors into school for their monitoring visits and are happy to share the time with them. The staff see governors as being supportive of school and are not threatened by their visits, they are very appreciative of the time taken to review the life of school from an external perspective.

Mr Myers thanked governors for their continued support and in their diligent discharge of their responsibilities.

#### **GBM 15/25 Items deemed confidential**

GBM 09/25 Staffing was deemed confidential and is minuted separately.

#### **GBM 16/25 Date of next meeting Tuesday 29 April 2025 at 5.00pm**

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

Authorised by Chair: *C. Myers*

Date 29 April 2025