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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 26 November 2024 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 Steph Griffith, Mrs Carla Hartropp, Mr Chris Myers Chair of Governors, Revd Andrew Norman, 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  
Mr Ian Thompson Auditor for Saint & Co.

### **GBM 53/24 Welcome**

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

### **GBM 54/24 To receive apologies for absence**

Mr Graeme Armstrong – work commitments

The meeting was declared quorate with 11 governors present.

### **GBM 55/24 Declaration of conflict of interest in agenda items**

Mr Sharp declared an interest. Nil else declared.

### **GBM 56/24 To receive the audited accounts from Ian Thompson of Saint & Co Auditors**

Mr Myers welcomed Ian Thompson to present the audited accounts and management report. Mr Thompson informed governors that the accounts template is set by the ESFA, and that there was no comment from the auditor on the first 22 pages of the report, as this was governance information, submitted by the bursar. He has checked this prior to checking the submitted accounts, which are for a charity and limited company.

Mr Thompson referred to page 22 the Restricted General Funds.

£779,000 GAG income.

£762,000 expenditure.

£17,000 in reserve.

There is a surplus, which is positive in the current schools financial climate.

School have demonstrated satisfactory financial performance over the past 12 months and are financially sound and are a viable concern going forward.

School occupies the building but the land is owned by the Diocese; therefore, the accounts need to show depreciated assets to the sum of £40,000.

The liability to occupy school, the maintenance and upkeep of the building lies with school.

Tangible assets have decreased slightly from £2,000,000 to £1,978,000.

There has been a positive financial increase in the budget, giving school 2 months asset buffer, for salaries, which is a benefit.

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The accounts give a true value of the funds and the auditor is happy with the managed accounts maintained by Mr Sharp and Mrs Evans.

Governors were informed that school will require an audit by the ESFA at some point in the future and that the auditor has to respond to regularity as deemed by the ESFA.

Evidence shows that school are following the financial scheme of delegation, and that school have acted with probity for the funds received.

Documents completed by governors are all in order.

**The management letter** was referred to next with governors attention drawn to the three areas for action. Governors were informed that should the school roll decrease and pupil numbers fall; a review of the school financial strategy would need to take place.

1) **MEDIUM RISK: Monthly Management Accounts**

- Accounts are not prepared on a monthly basis and supplied to management as recommended by the Academies Finance Handbook.
- There is a “must” in the Academies Financial Handbook to prepare management accounts every month.
- As a result, management might not be aware of financial issues in time to deal with them accordingly.

**ACTION**

**Management accounts need to be done every month.**

It was agreed that as the bursar visits school every two months, the SLT will carry out the alternate monthly management accounts, which will be checked by the bursar on her visit.

2) **LOW RISK: Calculation of Depreciation.**

- An error in the calculation meant depreciation had been charged on assets which were fully written off.
- This could lead to incorrect figures carried forward for Fixed Assets.

**ACTION**

**Put a system in place to ensure depreciation is only charged on assets that still have a netbook value.**

This was a technical oversight, which has been rectified, therefore, the risk has been removed.

3) **LOW RISK: Capita – Pension Deficit Payments**

- The LGPS deficit payments via the nominal ledger/payroll did not agree to what we would have expected per the deficit recovery paperwork.
- The difference of £1,383 during the year.

**ACTION**

**We suggest you review going forward to ensure that the LGPS deficit payments are made in accordance with the LGPS 31 March 2022 Actuarial Valuation Results.**

£2,000 per annum is required to add towards staff pensions. This was a minor deficit of £500, which had not been collected by Capita payroll, therefore, is not schools fault. This matter has been rectified; therefore, the risk has been removed.

**GBM 57/24 Governor questions to the auditor**

**Q: If school reached a deficit over a three-year period, the ESFA would need school to have monthly management accounts prepared. Is this action for SLT or governors or both?**

**A: Both the SLT and governors to carry out this task.**

Governors were informed that a response to the 3 areas identified above has been sent off to the ESFA.

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## RESOLUTION:

The governing board of Arnside National C of E School are in agreement with the response sent to the ESFA. Monitoring reports will be carried out on a 6–8-week cycle by the school bursar, with the SLT checking any area that is highlighted, and action taken to rectify the issue as it arises. This action will be overseen by the governor who is the Responsible Officer for financial oversight.

Mr Thompson was happy for Mr Sharp and Mr Myers to sign off the audited account documents.

Mr Thompson was thanked for his input into the meeting and left at 5.20pm.

### **GBM 58/24 To receive the minutes of the previous meeting held 17 September 2024**

The minutes were agreed to be an accurate record of the meeting, proposed by Mrs Woodburn, seconded by Mr Service, and duly signed by the Chair.

### **GBM 59/24 Action points progress**

**GBM 44/24: Governor monitoring reports.** Thanks to those governors who have completed their monitoring visits to school. The remaining governors have been asked to ensure they complete their monitoring responsibility before the end of term and submit their reports to Mrs Glendinning, for dissemination and filing. **ACTION ONGOING**

**GBM 44/24: Safeguarding and Prevent training by governors.** Those governors who have not yet completed their training must do so before the end of term, as this is a mandatory annual requirement. **ACTION OUTSTANDING**

**GBM 44/24: SDP to be sent to all governors.** Mr Sharp informed governors that the SDP is on the shared drive for governors to access. **ACTION COMPLETED**

### **GBM 60/24 Headteachers report**

The headteachers report has been shared with all governors prior to the meeting.

Mr Sharp drew governors attention to the nine areas listed under leadership and management.

## Leadership and management:

### **1. Fairtrade**

School is currently applying for the Fair Achiever award and is working alongside the community Fairtrade group to complete the application. Reverend Hannah is our Fairtrade governor.

### **2. DFE 'catch up'**

A 'catch up' with the DFE took place in October 2024. No issues were highlighted. Questions about future funding, SEND provision, CIF appeals, Sports Premium etc. could not be answered. The academy and Multi Academies Trust (MAT) agenda has been removed from the DFE agenda. This is no longer a priority for schools under the new government legislation.

### **3. Parent / carer curriculum information sessions**

This term, school has implemented two parent / carer information evenings: Phonics and Brain Development (delivered by the school nurse). Session in the spring term will focus on maths and computing. Uptake continues to be low and different strategies have been tried i.e. after school, evening, online etc. School may try an evening where both curriculum areas are covered.

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#### **4. Staff survey**

Outcomes from the staff survey were shared with Reverend Hannah. Positive responses were received from all who took part and it was a good reflection of the support offered by Governors, SLT and fellow members of staff. Questions were raised about the flexibility of home PPA and a possible 'golden hour' per term for staff.

#### **5. SEND**

A parental application for an EHCP has been turned down and will progress to the mediation stage, which takes place on 27 November 2024; Miss Morris will attend.

ELSA provision has made an excellent start and Mrs Brough will complete pupil evaluations following the end of placements in December. Emily Bernardi's reported two extremely successful outcomes from the latest Play Therapy placements. School has made a successful application to Sandgate for EIP support with a pupil in Reception. Work will involve specialist visits, observations and suggestions for action planning and future targets.

#### **6. Finance**

An external review of finance was completed by Jo Hamer, Dallam School business manager. The report will be shared with the Finance Committee.

Internal audits will be completed by Gillian Singleton, who will be the Responsible Officer.

Saint & Co have completed their audit and the draft accounts are finalised with no major issues highlighted on the management report.

The ESFA have been in contact regarding the 3-year budget plan, which identified the <1% use of reserves. The budget has been reviewed and resubmitted, showing that the reserves are now within the threshold.

#### **7. Headteacher appraisal**

The Headteacher appraisal was completed on 19.11.24 led by Judith Gore (Primary Heads Association Executive) with Chris Myers, Andrew Norman, and Tracey Taylor.

Future targets will focus on:

- Ensuring stability with school staffing / class structure and adaptations to curriculum mapping due to a falling role and changes that may be a result of this.
- SEND – focusing on EHCP and vulnerable pupils' provision.
- Evaluating and future development of the School Vision & distinctive Christian ethos / nature of the school – pre, during and post SIAMS.

#### **8. Student placements**

School is currently hosting a PGCE placement in Swift Class (Maria Ogle) and a L2 TA Lancaster & Morecambe College placement in EYFS (Maisie Wilson).

#### **9. Attendance**

An attendance review meeting took place in October 2024 with Fran Morton, LA Attendance Officer.

It was noted school has a very high attendance rate with very few issues.

Sub 90% attendees were all for justified reasons i.e. illness or medical.

Fran Morton provided a revised format for a holiday request and additional template letters for clarifying the fining system.

**School Roll (NOR)** 104 (including Nursery)

**Pupils in receipt of Pupil Premium (PP):**

9 Pupils in total (Free school meals – FSM or Ever6)

**SEND Register:**

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) / 1 EHCP application in progress



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**Attendance:**

Period from 4 September to 20 November 2024

**Overall: 97.27 %**

Authorised: 1.94% Unauthorised: 0.45% Late 0.34%

**Q: KS2 figures for pupils disallowed SATs, are there any potential major issues foreseen?**

**A: The application has gone in, but school have not yet received a response. No major obstacles are foreseen for the 2 pupils with English as Additional Language (EAL) and the overseas pupil who joined school very late in the school year.**

PC Hayley has carried out a check on parking around school at the beginning and end of school drop off, as parking was again becoming an issue for residents. Parking stickers were not used this time, as this caused tension last time a check was carried out. Instead, the police officer stayed and spoke to pupils about road safety and safe ways to travel to school if not using a car.

The CIF bid is once again being processed. The building survey is being carried out week commencing 2 December 2024.

**Q: Was there any flooding after last week's storm?**

**A: Remedial repairs were carried out. Buckets were once again deployed to catch water ingress. A report from the roofing company who carried out the remedial work has been submitted with the CIF bid.**

Mr Sharp was thanked for his report

**GBM 61/24 Governance**

**a) To receive committee minutes**

Minutes from the curriculum committee have been shared with governors. Governor responsibilities were redistributed in light of Mr Hargreaves resignation and are listed below.

Full Governing Board		Position	Governor responsibilities
Mr Chris Myers	Parent Governor	Chair	Science
Mrs Gillian Singleton	Parent Governor		Responsible Officer Financial Oversight
Mrs Tracey Taylor	Foundation Governor		SEND
Mrs Catherine Firth	Foundation Governor		English / 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)

**b) To receive Governor monitoring reports**

Thanks were expressed to Revd Norman and Mr Service for their monitoring reports which have

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been shared and filed. Other governors were reminded that a monitoring report is required each term for the area of responsibility a governor holds. Governors were reminded to ensure they carry out a visit before the end of term and submit their reports to Mrs Glendinning. Mrs Taylor has submitted the SEND report; Mrs Woodburn has submitted the pupil premium report, Mrs Firth has submitted the website monitoring report and has the English report to complete and submit. Mr Myers is collating his science report.

**Action points:**

**Reports on EYFS, Wellbeing & Pastoral Care, Fair Trade, Health & Safety and PE are outstanding.**

**c) Governor vacancy update**

A lady has expressed an interest in becoming a foundation governor and has visited school and met with Mr Sharp. She has a background in secondary school education having taught in Liverpool. Revd Norman will follow up the completion of her application form and submit it to the PCC for approval.

Once this vacancy is filled governance will be back to capacity.

**d) Governor e-training**

Governors were asked to try to complete as least 2 training modules per term and submit their certificates to Mrs Glendinning. All governors must complete Safeguarding Level 1 and Prevent training annually in September each year when changes to KCSiE and Prevent legislation is updated.

**Action point:**

**Mrs Griffith, Mrs Singleton to complete safeguarding training.**

**Mr Armstrong, Mrs Griffith, Mrs Singleton, Mrs Woodburn to complete prevent training.**

**GBM 62/24 Safeguarding matters**

Mr Sharp reported that a member of staff received an injury to their hand when the door magnet at the front entrance became loose and fell off. The screw had worked loose over a period of time. This is now part of a weekly check carried out to prevent a similar situation occurring. The incident was recorded on the appropriate records and the staff member suffered no lasting damage.

Revd Norman has carried out the Single Central Record (SCR) review and all is up to date. Mr Sharp will update his SCR training.

Revd Norman looked at the action plan for safeguarding and was surprised that staff only have to have a DBS check carried out when taking up employment, and not have a 3 yearly check carried out, which is the norm in other organisations.

**Q: If staff sign up to the DBS update service, does this negate the need for cyclical checks?**

**A: This is unclear.**

**Action point:**

**Mr Sharp will contact Kym Allan and ask what best practise for staff DBS checks and SCR updates is.**

Revd Norman stated that good progress is being made on the safeguarding action plan, and that school are meeting requirements for safeguarding.

Revd Norman was thanked for his feedback to governors.

**GBM 63/24 Policy review**

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**“Let all that you do, be done in love” I Corinthians 16 vs 14**



**School admissions policy:** Mrs Reid informed reports that the LA had been in touch requesting some changes be made to the school admission policy. They were informed that this is an academy Church School, therefore, the admission policy is advised by the diocese not the LA. No changes required.

**Behaviour policy**

**Charging and remissions policy**

**Complaints policy**

**Data protection policy**

**Health and safety policy**

**Risk management policy**

**SEND policy**

**Supporting pupils with medical conditions policy**

policies reviewed and approved  
proposed by Mr Myers, seconded by Mr Service

**Q: Relating to the Risk Management policy, what happens if Sue Reid SBM is absent from work?**

**A: Mr Sharp replied that school would seek support from the diocese and the school cluster support network group.**

**Action point:**

**Move Sue Reid potential absence to a high-risk rating.**

**Q: Is the child protection unit still Cumbria Child Protection Hub, or has it divided to Cumberland, Westmoreland, and Furness?**

**A: It remains as Cumbria Safeguarding Children Partnership (CSCP) and is divided internally into the two unitary council districts.**

#### **GBM 64/24 Chair's report**

School continues to be a lovely place of learning with a calm and happy atmosphere.

The ECT is working hard and making good progress. Thank you to Mr Sharp and all the staff for their continued efforts to make Arnside School a great place to be.

Mr Myers informed governors that the headteacher appraisal panel had met with the external advisor Judith Gore and completed this year's appraisal process for Mr Sharp. He was pleased to report that Mr Sharp has met and exceeded his targets, and the panel therefore, awarded an incremental point. The governing board ratified this decision, and Mr Myers as Chair will liaise with Mrs Reid SBM, to ensure that payroll are duly notified and the incremental backdated process is completed.

#### **GBM 65/24 Items deemed confidential**

None.

#### **GBM 66/24 Date of next meeting to Tuesday 25 February 2025 at 5.00pm**

Governors were thanked for their attendance and continued support. The meeting was declared closed at 6.05pm

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