



**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 27 February 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, Mr Paul Cherry, Mrs Steph Griffiths, Mrs Carla Hartropp, Mr Chris Myers, The Revd Andrew Norman, Mr Nick Sharp Head, Mrs Steph Woodburn.

**In attendance:**

Mrs Sue Glendinning Governance Professional to the Governing Board

**GBM 01/24 Welcome**

Mr Myers, Vice Chair of Governors welcomed governors to the meeting, and invited Revd Norman to open the meeting in prayer.

**GBM 02/14 To receive apologies for absence**

Mrs Judith Bratt – illness  
Mr Chris Hargreaves – work commitments  
Mr Ian Service – abroad visiting family  
Revd Hannah Wallace – work commitments

The meeting was declared quorate with 8 governors present.

**GBM 03/24 Declaration of conflict of interest in agenda items**

Mr Sharp declared an interest and Mrs Hartropp declared an interest in agenda item 9a).  
Nil else declared.

**GBM 04/24 To receive the minutes of the previous meeting held 5 December 2023**

The minutes were deemed to be a true and accurate record of the meeting, proposed by Mrs Hartropp, seconded by Mrs Griffith, and signed by the vice chair.

**GBM 05/24 Action points progress**

GBM 59/23: All governors to be added to the pecuniary interest form regardless of zero declarations and details uploaded to the school website. **ACTION COMPLETED.**

GBM 63/23: Cyber training: all governors to complete the training and submit their certificates for filing.

**OUTSTANDING ACTION** by G Armstrong, P Cherry, S Griffith, H Wallace, S Woodburn.

who were requested to complete this action

GBM 65/23: Admissions policy to be sent to the LA and uploaded to the school website. **ACTION COMPLETED**

**GBM 06/24 Governance**

**a) To receive committee minutes**

The Finance Committee meeting was held on 6 February 2024, minutes circulated. No actions to be brought to the boards attention.

The Curriculum Committee met on 20 February 2024, minutes to be sent to the Governance Professional for dissemination to board members.

Authorised by Chair: *I. Service*

Date 23 April 2024

**b) Governor vacancy**

Revd Norman stated that to date there are no suitable candidates to be proposed to the PCC to fill the foundation governor vacancy. It was suggested that the net be cast to a wider audience, rather than solely focusing on members of the community who attend St James's church, in order to fill the outstanding vacancy.

**c) Governor e-training**

Governors were asked to complete at least 2 training modules per half term and submit their certificates for filing. Prevent training, Safer Recruitment, and modules related to the committee governors were assigned to would be most beneficial initially.

**d) Governor monitoring**

4 governor monitoring reports have been received this term so far, which governors were thanked for. The information has been shared throughout the board.

**GBM 07/24 Headteachers report**

The headteachers report had been circulate prior to the meeting.

Mr Sharp informed governors that an additional 10 pupils will be joining school, which is unexpected but a most welcome bonus for school. Numbers are looking positive.

School currently have 4 Education Health Care Plan (EHCP) applications in progress.

1 has been turned down by the local authority, which school has countered by lodging an appeal, the process is currently underway. Mediation is Stage 1 of the process.

Teaching Assistant (TA) support will need to be increased, but this will need to be managed carefully.

Attendance has decreased slightly and sits at 94.5%. Authorised absence due to illness had affected the attendance of pupils, with 20+ pupils having scarlet fever. Public Health have been informed as this is a notifiable disease. Communications have been sent to parents highlighting the problem, and vigilance has been requested as measles and chickenpox are also on the increase. The mobility of the Ukrainian pupils has also reduced attendance this term.

Staff absence has caused logistical issues, which school have managed.

School led tutoring has started up again this year running from January to May, leading up to the SAT's tests.

Orian have significantly increased school meal prices. School are seeking a potential alternative finance system for school lunch ordering, as Orian run and manage the cashless system currently in operation. ScholarPack has a management system brought out by Arbor; however, there is talk of ScholarPack being phased out over a six-year period, so school are being proactive now to source an alternative provider. Dolce are another school meal provider, who are being reviewed as a potential successor to Orian. There will be no price increase until September 2024.

**Proposal:**

**Arbor has a cashless payment system, which school consider is an option to move to.**

**School meal price from Dolce £2.50, school meal price from Orian £2.85, therefore, school wish to find an alternative school meal provider.**

The Toddler Group is part of the school development plan and will start in the school hall after Easter 2024. Mrs Sharp and Mrs Miller from FOANS will run the group, which will be open to children under 3 years old, to be known as the Bush Babies, named by the pupils. This will be a drop-in session 9.30am – 11.30am, which parents will stay at along with their children. Refreshments will be provided, and an external provider will provide, music sessions, yoga etc for the attendees to participate in.

The Bush Babies will be advertised by poster, through social media and by external advertising from school. It is hoped that this enterprise will boost pupil numbers applying for reception places.



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The Diocesan energy survey for all buildings is in progress, the purpose is to identify areas needing improved energy efficiency.

The 5-year electrical certificate expires in April 2024, so it is hoped that the work in school will be finished in time for the certificate to be re-issued, and for further evidence of work required to be collated for the CIF bid to be submitted in December 2024.

Questions were taken from governors on additional areas within the headteachers report.

**Q: How are we doing regards pupil targets?**

**A:** Slightly down on where we should be, with reading and maths slightly below target. 1 pupil is on long term absence and therefore, they will not be assessed. For the 2 pupils from Ukraine who only recently joined school, the question is do they take the whole assessment, part, or none?

**Q: Can these pupils be disapplied?**

**A:** One pupil joined school part way through the year, the other has EAL (English as additional language), therefore, can be disapplied. If the pupils are assessed and included within the data, then the results this year will be lower.

**Q: How many pupils are there in Year 6 for assessment?**

**A:** There are 23 pupils in Year 6.

**Q: Do we have a spirituality policy?**

**A:** Yes, following the Diocesan SIAMS audit, Peter Barworth found one weak area, which was spirituality. Work is in progress to address this, and the policy will be sent to governors prior to the next meeting for approval at the meeting in April.

**Action point:**

**Spirituality policy to be shared with governors and approved at next meeting.**

Mr Sharp was thanked for his report.

**GBM 08/24 School Development Plan progress**

All areas within the SDP are on track. One area discussed at the curriculum committee meeting concerned the ECT (Early Career Teacher), who upon completion of their year, has indicated that they will be happy to take on subject responsibility for geography and other subjects where needed. Governors were informed that staff are proactive in their roles, with one area highlighted as potentially having run its course; global citizenship links with Senegal. Staff will be looking within this next academic year for another global link. Ukraine is a potential for consideration. Maths is a subject area that school are continuing to develop, working with other schools within the cluster, and the next INSET day will be cluster led again, as this is beneficial for all.

**Q: Do we know where pupils are meeting their EHCP targets?**

**A:** More data is required on this aspect of pupil assessment.

**GBM 09/24 Staffing structure for 2024-25**

Authorised by Chair: *I. Service*

Date 23 April 2024

Governors were informed that the staffing structure for 2024-2025 will remain as it is currently. The current cohorts are not having a major impact upon staffing; therefore, school will retain: Foundation stage, Year 1, Y2, Y3, Y4, and a split Y5/6, with 17 pupils in Year 6. Applications for reception indicate 8-9 pupils registered to date. A member of staff is trialling working full time and is doing well, so school hope to retain and employ full time going forward, as this is beneficial to both the individual and school.

### **GBM 10/24 Finance report**

The budget is on track with no glaring issues.

Banking signatories have been updated.

The Diocesan Trust Account needs to have former governor D. Adair removed from the signatories; this is in hand.

#### **Proposal:**

**Governors were asked to approve the appointment of Mrs Sue Reid, school administrator to be the replacement signatory. All in favour, unanimously approved.**

### **GBM 11/24 Safeguarding matters**

There is one pupil in school with epilepsy, who is affected by flashing/strobing lights. All staff are aware and know how to manage any situation whereby the pupil may be affected.

Revd Norman has carried out a safeguarding audit in school with Mr Sharp and staff and will audit the single central record (SCR) on 28 February 2024.

The kitchen staff need to keep their training updated to ensure their DBS checks are seamlessly updated. School liaise with Orian on this matter. One member of kitchen staff is on long term sick leave, which is being covered and managed, with all necessary checks in place.

Mr Sharp will send out details of safeguarding training for governors for completion.

Revd Norman will speak to the staff and pupils about safeguarding during the summer term.

Filtering and monitoring checks are in place, which are overseen by Mr Cherry. One issue has arisen, relating to Islam, which school are studying as part of RE. This has been filtered out by the system, due to current world events in the middle east. Staff are reviewing the subject areas they intend to cover to attempt to avoid filtering resources out.

29 responses have been received from the electronic parental questionnaire, which has only been in circulation for a week.

#### **Action point:**

- **Details of safeguarding training for governors to complete to be distributed by Mr Sharp.**
- **Collation of parental questionnaire responses to be shared with governors, staff, and parents after Easter.**

Mr Cherry left the meeting at 6.00pm. The meeting remained quorate.

### **GBM 12/24 Policy review**

**Attendance policy:** CCC still have an overview on this policy.

**Child on Child policy.**

**Health and Safety policy.**

**Religious Education policy;** one area to be clarified with R. Pearce.

**School admissions policy.**

Policies were proposed by Mrs Woodburn, seconded by Mr Armstrong, and approved by all, duly signed by Mr Myers.

Mr Cherry returned at 6.05pm.



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**GBM 13/24 Chair's report**

There was no chairs report.

**GBM 14/24 Items deemed confidential**

No items were deemed confidential at this meeting.

**GBM 15/24 Date of next meeting Wednesday 24 April 2024 at 5.00pm**

Governors were thanked for their attendance and continued support. The meeting was declared closed at 6.10pm.

Authorised by Chair: *I. Service*

Date 23 April 2024