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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 28 February 2023 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, Mrs Judith Bratt, Mrs Steph Griffiths, Mr Chris Hargreaves, Mrs Carla Hartropp, Revd Andrew Norman, Mr Ian Service Chair of Governors, Mr Nick Sharp Headteacher, Mrs Steph Woodburn.

In attendance:

Mrs Sue Glendinning Governance Professional to the Governing Board

GBM 01/23 Welcome

Mr Service welcomed governors to the first governing board meeting of the new year. He joined the meeting via Teams, as he was recovering from illness.

GBM 02/23 To receive apologies for absence

Mr Graeme Armstrong: funeral in North East
Mr Steven Henneberry: resigned
Mr Chris Myers: family commitments
Ms Jacki Piper: strike action
Revd Hannah Wallace: work commitment in Harrogate

The meeting was quorate with 9 governors present.

GBM 03/23 Declaration of conflict of interest in agenda items

Standard declarations from Mr Sharp and Mr Adair, about being related to members of staff.
Nil else declared.

GBM 04/23 To receive the minutes of the previous meeting held 22 November 2022

The minutes were agreed to be a true and accurate record of the meeting; proposed by Mr Adair seconded by Mrs Woodburn and duly signed by proxy due to the chair's physical presence.
The minutes from the meeting held with the accountant were a record of the end of year finances.
All action points had been dealt with.

GBM 05/23 Action points progress

GBM 57/22: New governors were asked to submit their monitoring reports to Mrs Glendinning for dissemination and filing. **Action ONGOING.**

GBM 57/22: Mr Sharp to review the data from the parental questionnaire and report back to governors. Mr Sharp informed governors that 50 questionnaires had been returned, a 40% response rate. This is a 2% increase on last year's survey.

90% of parents agreed or disagreed with their responses rather than with "don't know".

Areas for development:

- 1) Parents receive valuable information about their child: 78% agreed, 14% disagreed.**

The spring progress report has been tweaked to include additional information, as will the autumn report.

Authorised by Chair: *I Service*

Date: 26 April 2023

Attendance has been added to the report, which has raised parental attention to their child's attendance record and is having a greater impact upon attendance than the letters home.

2) Christian nature of the school: 78% agreed, 14% did not know, 4% disagreed.

A curriculum evening was held at the beginning of the spring term to share school's Christian vision with parents. Parents have been made more aware of school events.

3) Do parents know the school governors? 72% agreed, 6% disagreed, 16% did not know.

Parents know that there are governors in school. A discussion was held with the chair about this matter, and it was agreed that a drop in night for parents with refreshments would be held one night per term, at which governors would be present. A letter will be sent to parents informing them of the governor section on the school website, where agenda and minutes can be accessed, to inform them of the matters that are discussed.

Action point:

The questionnaire will be altered slightly to have a response box added to each question, for parents to have their input into the process. Mr Sharp will attend to this.

GBM 06/23 Headteachers report

Governors thanked Mr Sharp for an enjoyable training evening, which enabled governors who are new to technology access the school website. Mr Sharp also offered to research the NGA training modules for suitable starter courses for these governors to undertake.

Mr Sharp then addressed his report to governors, which had been sent out prior to the meeting.

SEND – 2 applications for EHCP have been approved, with minimal hours unfortunately.

1 further application is in the process of being assessed by the Educational Psychologist. This pupil should receive maximum hours. The college will provide an apprentice to work with this pupil, with a member of staff in school picking up the extra hours for the other pupils.

Attendance: data indicates that attendance is slightly down by 0.2%. Some families removed their children from school on the Monday and Tuesday prior to the Christmas break for additional school holidays. There has also been an outbreak of scarlet fever in school, which has reduced attendance amongst pupils.

Q: With the change to the school start time, what is pupil punctuality like?

A: Doors open at 8.50pm, registration is at 9.00am. Anyone arriving after that is deemed to be late. 0.47% late absences recorded, by pupils who live out of the area and are regularly late.

INSET: a successful January INSET training day was held at Casterton School, which because of its success, will be repeated for future INSET days. All staff attended and undertook personal and curriculum development, which proved to be most beneficial. This action demonstrated school as a stand-alone academy's outward facing ethos.

Action point:

Link governors to be invited to attend the spring term school curriculum evening. Mrs Bratt will attend for SEND.

Mental health

The mental health lead in school is Ms Karen Morris, who has completed her training, which covers both staff and pupils.

Play therapy, is now taking place off site, and continues to offer a fantastic service to school.

Mr Sharp is working with the school nurse Donna Moore, to undertake training to become an asthma friendly school. All staff will receive training, asthma registers will be set up, and at the end of the process school would receive certification.

Q: Has the damage to the entrance been repaired?

A: The damaged wall has been repaired.

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Q: Have we been successful with the CIF bid this year?

A: No outcome yet. The intruder and fire alarms have been updated this term, which was a costly process, but a better system is now in place, with new sensors in operation, which links to an app on Mr Sharp's phone.

Mrs Griffiths arrived at 5.30pm.

Mr Sharp was thanked for his report.

GBM 07/23 School Development Plan (SDP)

A section dedicated to pupil voice has been added to the SDP, so that pupils have more effective input through school routines and self-evaluation. This will be achieved through:

- Regular cycle of meetings and feedback from the School Council, Ethos Team & Eco Club.
- Input into staff meeting structure.
- Communication from the School Council, Ethos Team, and Eco Team with parents via website.

All governors and staff need to be aware of the new SIAMS framework.

Action point:

This will be an agenda item at the next governing board meeting to be held in April.

GBM 08/23 Governance

a) To receive committee minutes

The minutes will be circulated once received.

b) To receive Governor monitoring reports

RE monitoring will take place on 9 March 2023.

Action point:

Governors were asked to make an appointment with their subject lead, so that monitoring can take place this term. Reports to be forwarded to Mrs Glendinning, for dissemination and filing.

c) Governor vacancy

Mrs Glendinning received the resignation of Mr Steven Henneberry, following his appointment as substantive headteacher at Dallam School. A letter was sent on behalf of the governing board acknowledging his resignation, along with thanks for his service to the school during his time as governor.

This leaves the governing board with a foundation governor vacancy; and after consulting the recently completed skills audit, Mrs Glendinning advises the board to consider seeking a suitable candidate with accountancy skills.

Action point:

The Reverend Norman to consult with Mr Sharp and Mr Service prior to meeting with the PCC to nominate a replacement governor.

Mr Henneberry also served as the safeguarding governor, so it is essential that this position is filled. The Reverend Norman will cover this position, whilst having a conversation with Revd Wallace about her capacity to take on the role in school. He will also assist in the forthcoming safeguarding audit.

Action point:

The safeguarding audit, will be completed by Ms Piper, Mr Sharp, and The Revd Norman

Mr David Adair will take on the responsible officer role, until the vacancy is filled.

Authorised by Chair: *I Service*

Date: 26 April 2023

d) Governor e-training

Governors were asked to ensure that they have an up-to-date safeguarding certificate and to complete as many training modules using the NGA site as possible, whilst we have access to a free service. The site is free to access until April 2023.

GBM 09/23 Financial update

Total Income: £745,687

Total expenditure: £746,097

Carry forward: £46,684

There is the potential for the school meal price to be increased by Orian. A potential price increase could affect parental take up of school meals, and a reduction in menu choices could also affect take up. This will be discussed at the forthcoming finance committee, and if the increase is deemed to be unavoidable, the increase will come into effect from Easter 2023.

School will also be utilising the maternity insurance cover, which covers some teaching costs but not all. A part time member of staff will cover the class full time when the present teacher goes onto maternity leave, with school meeting the additional 2.5 days costs from the budget.

The newly approved EHCP for a pupil will have the first 11 hours covered paid for by school, which squeezes the budget further. The hours will be managed by an apprentice.

GBM 10/23 Safeguarding matters

There is an imminent Team Around a Family (TAF) meeting to be held in school, other than this, there are no safeguarding issues in school to report on.

GBM 11/23 Policy review

The **School Admission policy** has been reviewed and updated for 2024-25. Approved by Mr Adair and seconded by Mr Hargreaves.

The **Online Safety policy** was approved by the curriculum committee.

GBM 12/23 Chair's report

Mr Service thanked Mr Sharp for keeping school open and running as usual through the recent strike action taken by members of the National Education Union (NEU). The impact will be felt in school on 16 March 2023, when 3 members of staff will strike. School will manage the situation and cover classes with minimal impact to pupils' educational outcomes.

The governors wished it to be recorded, that although they support the staff in their endeavours to negotiate a pay increase, they advocate encouraging education, which is of paramount importance to maintain stability for the pupils, who have recovered well from the recent disruption caused by the pandemic.

Q: Governors were asked if they would support partial closure of school if it became necessary? (The only union taking strike action is the NEU, as the NASWT and NAHT ballot did not reach 50%.)

Q: The response was, that partial closure would be preferable to full closure, as parents need to be supported as well as staff, and disruption must be kept to a minimum for all parties concerned. Health and safety risk assessment strategy is to be followed, to determine how classes affected will be covered.

GBM 13/23 Items deemed confidential

No items deemed confidential at this meeting

GBM 14/23 Date of next face to face meeting Wednesday 26 April 2023 at 5.00pm

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