



**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 Thursday 28 September 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, Mr Paul Cherry, Mrs Steph Griffiths, Mr Chris Hargreaves, Mrs Carla Hartropp, Mr Chris Myers, The Revd Andrew Norman, Mr Ian Service Chair of Governors, Mr Nick Sharp Head, Mrs Steph Woodburn.

In attendance:

Mrs Sue Glendinning Governance Professional to the Governing Board

GBM 43/23 Welcome

Mrs Glendinning as Governance Professional welcomed governors to the meeting and introduced Mr Cherry to the meeting as a recently appointed foundation governor. The Reverend Norman was asked to open in prayer for the start of the new academic year.

GBM 44/23 To receive apologies for absence

Mr Graeme Armstrong: work commitments.

Revd Hannah Wallace: annual leave

The meeting was declared quorate with 11 governors present.

GBM 45/23 To elect the Chair of Governors

Nominations had been received for the position of Chair of Governors, for Mr I Service.

No other nominations were received nor any given at the meeting. Mr Service agreed to serve for one more year for continuity's sake but stated that a new chair will need to be appointed in 2024.

Following a vote by the remaining governors, Mr Service was duly elected, and the meeting handed back over to him by Mrs Glendinning, who congratulated him on his appointment.

GBM 46/23 To elect the Vice Chair of Governors

A nomination had been received for the position of Vice - Chair of Governors, for Mr Chris Myers.

No other nominations were proposed. Following a vote, governors approved the nomination and elected Mr Myers as Vice Chair for the academic year 2023-24.

GBM 47/23 Governance

a) Declaration of pecuniary business interest forms

These had been distributed and completed by governors and returned to the governance professional.

b) Code of conduct and governors' roles and responsibilities

This had been distributed to all governors who had read it and signed a copy for the file.

c) Terms of Reference update

Mr Adair was thanked at this point in the meeting for 28 years' service to governance, as he has tendered his resignation, with effect from this meeting. The PCC were asked to consider a replacement appointment to fill the vacancy created.

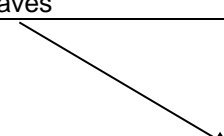

The terms of reference document was updated with the newly appointed governor being assigned their curriculum area of responsibility for monitoring.

Authorised by Chair: I. Service

Date: 5 12 2023

THE ACADEMY TRUSTEES

The 5 Members of the Academy Trust are: -

The Diocesan Bishop		Bishop Robert of Penrith (acting Bishop of Carlisle)	
The Archdeacon of Westmorland & Furness		The Venerable Vernon Ross	
The Parish Incumbent		The Reverend Andrew Norman	
Diocesan Board of Finance Representative		Mr Mark Chater	
The Chairman of Governors		Mr Ian Service	
Full Governing Board		Position	Governor responsibilities
Mr Chris Hargreaves	Parent Governor		Science / Responsible Officer
Mr Chris Myers	Parent Governor	Vice Chair	English
Vacancy	Foundation Governor		
Mrs Judith Bratt	Foundation Governor		SEND
Mrs Stephanie Griffith	Foundation Governor		EYFS
Mr Patrick Cherry	Foundation Governor		Website monitoring
Revd Hannah Wallace	Foundation Governor		Wellbeing / Pastoral Care
Mrs Steph Woodburn	Foundation Governor		LAC / Pupil Premium
Revd Andrew Norman	ExO Foundation Governor		Safeguarding / RE
Mr Ian Service	Foundation Governor	Chair	Data Protection Officer (DPO), Maths
Mr Graeme Armstrong	Authority Governor		Health & Safety / PE
Mr Nick Sharp	Ex Officer	Headteacher	Designated Safeguarding Lead (DSL)
Mrs Carla Hartropp	Staff Governor		
Mrs Sue Glendinning	Governing Board GP	Governance professional	
Finance/Premises/Health and Safety Committee		Pay Committee	
Mr Chris Hargreaves	Chair	Reverend Andrew Norman	Chair
Mrs Stephanie Griffith	Clerk	Mrs Stephanie Griffith	Clerk
Mr Graham Armstrong		Mr Graham Armstrong	
Revd Andrew Norman		Mr Chris Hargreaves	
Mr Nick Sharp		Mr Nick Sharp	
Mrs Steph Woodburn		Mrs Steph Woodburn	
Standards, Curriculum & Pupil Welfare Committee		Staffing Committee	
Mr Ian Service	Chair	Reverend Andrew Norman	Chair
Mr Chris Myers	Clerk	Mr Chris Myers	Clerk
Mrs Judith Bratt		Mr Graeme Armstrong	
Mr Patrick Cherry		Mr Ian Service	
Mrs Carla Hartropp		Mr Nick Sharp	
Mr Nick Sharp			
Revd Hannah Wallace			
Vacancy			
Disciplinary committee		Staff dismissal committee	Grievance committee
Mr Graeme Armstrong		Mrs Stephanie Griffith	Mr Graeme Armstrong
Mrs Judith Bratt		Mr Chris Myers	Mrs Judith Bratt
Mr Chris Hargreaves		Reverend Andrew Norman	Mr Chris Hargreaves
		Appeals committee	
		Revd Hannah Wallace	
		Mrs Steph Woodburn	
		Vacancy	
Exclusions committee			Official complaints committee
Reverend Andrew Norman			Mrs Judith Bratt
Mrs Steph Woodburn			Reverend Andrew Norman
Vacancy			Vacancy

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d) Annual planner and meeting dates

Distributed to governors for their information.

e) Confirm arrangements for Headteachers appraisal review

Mr Sharp will arrange a date to meet with Judith Gore as external advisor for the headteacher appraisal process and then contact the governors assigned to the committee.

f) Declaration of conflict of interest in agenda items

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

g) To approve minutes of previous meeting

The minutes were approved to be an accurate record of the previous meeting held on 4 July 20223 proposed by Mr Adair seconded by Mr Hargreaves and duly signed by the chair.

h) Action points progress

GBM 38/23 Child Missing Education: Mr Sharp contacted the LA and the Hospital & Home team and held daily communications with the child. Tuition is in place for this academic year. Ms Morris is attending Team Around the Child (TAC) meetings to ensure provision is consistent.

GBM 39/23 Policy checklist: has been updated.

Action point:

PCC to appoint a replacement governor for the foundation vacancy as soon as possible.

GBM 48/23 Headteachers report

Vision

- Mr Sharp reported that the new staff had settled well into school.
- The fire alarm system was replaced over the summer holidays.
- A new hatch appeared in the entrance when a workman's foot came through the roof!
- All remedial work was completed in the summer holidays.
- The solar panels will be erected on 1 October 2023.
- The Ofsted curriculum research date is forthcoming, and Jenny Topping will answer the questions asked during the research visit.
- Mrs Pearce has received a Teaching, Learning Responsibility (TLR) for the next academic year as she takes on the curriculum role previously managed by Ms Piper.
- Mrs Sharp is the mentor for the Early Career teacher (ECT)

Questions for the headteacher on his report.

Q: Data for SPAG (spelling and grammar) is not in line with national data. Is this a hangover from the pandemic?

A: Many pupils in this cohort are dyslexic. Staff are not convinced that the TWINKL SSP programme currently in use in school, is the correct programme, as they find that level 6 is not appropriate. Therefore, a review is under way of the programme and once completed, the programme will stop being used.

The programme used in KS2 seems to be satisfactory.

Q: Some pupils fell below schools own targets, what has happened to them?

A: School have picked up the pupils who missed their targets and are working with them to catch up.

Q: Is school still receiving catch up funding?

A: Yes, and school are reviewing the situation to ensure that all relevant interventions are in

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place for pupils; as staff were not happy that the catch-up programme, was delivering what pupils required.

Mr Sharp reported that this year the cohort of pupils are very different, and the target has been set at 91%. Pupils with SEND have been identified and interventions are in place to get them to the expected standard in 4 years' time.

Q: Where are we with the draft SIAMS plan?

A: This has been shared with staff and Mr Service will assist Mr Sharp draw up the final plan.

a) School development plan 2023-24

This was shared with governors, who were informed that the SDP was worked upon with staff at the INSET days in September. The areas marked in amber need further work, those in red, have not yet been commenced. Tweaks will occur during the academic year, as this is a live working document. Mr Sharp will review the SDP again with Mr Myers who will give the governors insight into the process.

The building development plan is also under review.

The CIF bid has been resubmitted, as the state of the roof is now a major concern.

Conversations with the local MP about the work required have taken place, and a great deal of evidence supports this year's CIF application.

Mr Sharp met with Julie Holden the Academy Commissioner for his termly meeting and was introduced to the new academy commissioner.

Questions that were asked of the commissioner were:

- Was there funding available for the school roof, as it would be nice to remove the rainwater collection buckets from the roof? – **No money available**
- What if school had to close the kitchen because of the roof situation? - **No money available**
- What if school had to be closed due to the roof situation? – **No money available**
- Julie Holden said that there may be emergency funding to top up any grants school may receive.

Action point:

School are to push the CIF bid for urgent funds to repair/replace the school roof, with support from the local MP and the academy commissioner.

The Asset Management Plan (AMP) has been updated to include the decoration and newly carpeted areas in school.

Solar panels will be added to the AMP once erected. They will be placed on the north side of the roof, as this is the only part of the structure that can support them. The panels will not be installed until the roof has been repaired/replaced.

b) Curriculum

Fischer Family Trust (FFT) document was shared with governors.

Karen Morris SENDCo, receives the data to review all groups within the school.

Because the cohorts are small the percentage data is not as reliable due to skewing of data.

Q: Has the FFT data flagged any area that we are not aware of?

A: None whatsoever. Value added on maths is lower than English and writing. Maths remains an objective and target in the SDP.

c) Pupil attendance

High attendance rates 95.98%.

Parents are no longer seeking approval for absence; they are just telling school "we are going".

This is recorded as unauthorised absence, but remains less than 1%, at 0.3%.

Persistent absence less than 90% in 2021/22, 1 in the autumn term, 2 in the spring term, but none in the summer term. Company number 07840925

Arnside National School do not issue fines for absence.

d) Behaviour and attitudes (pupils)

School have experienced very few behavioural issues.

All demeanours are recorded on scholar pack, and behaviour is always an agenda item for SLT, staff and governor meetings.

1 pupil may require an EHCP for diagnosed autism, which school are working in tandem with parents to secure.

All comments received about pupil behaviour are positive both from internal and external sources.

Bikeability and wheelchair basketball instructors have commented upon the fact.

Mrs Bratt, Mr Cherry, and Mrs Hartropp gave their apologies and left the meeting at 6.00pm to attend another meeting. The meeting remained quorate with 8 governors present.

GBM 49/23 Financial update

Mrs Evans the school bursar is very happy with the school budget.

£10k in funding was received for the Ukrainian pupils in school.

Q: How many Ukrainian pupils do we have in school now?

A: The numbers have reduced to 5, 1 child's father died in the war, so the family may return to the Ukraine, and another family are considering returning home too, dependent upon their situation.

School are considering ways in which to attract parents into school who have nursery aged children.

This is to attempt to raise entry numbers to remain a sustainable viability. A playgroup will be set up in the school hall on a Friday morning, which will need a playleader to run it.

Q: Would the Methodist playgroup be interested in running the school group in school as well?

A: Sue Gardner's name has been passed onto school to contact to see if this is feasible.

GBM 50/23 Staff matters

a) Staff wellbeing

Great start to the new year for staff with new starters fitting in very well. There is a great buzz around school.

An event for Christmas has already been arranged, and arrangements to cover staff absence so that they can attend their own children's graduation ceremonies, is in place.

b) Staff appraisal for teaching / TA's / administration by 31 October 2023

Mr Sharp and Ms Morris are carrying out the staff appraisals, with Mr Sharp conducting the teaching staff and Ms Morris the teaching assistants and support staff.

Mrs Sharp's appraisal will be conducted by another member of staff to avoid conflict of interest.

GBM 51/23 Safeguarding

a) KCSiE 2023

All governors have been issued with the latest version of KCSiE. In accordance with the guidelines filtering and monitoring will take place by Mr Cherry and Mr Sharp.

School receive weekly filtering reports from the service provider Educational Broadband.

A report will be feedback to the Curriculum, Standards, and Safeguarding Committee as well as to the governing board.

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GBM 52/23 Policies for review

Behaviour policy
Child protection policy 2023-24
Complaints policy
Equality policy
Financial delegation policy
Fire management policy
Risk management policy
SEND policy

policies received by governors prior to meeting for review and comments. Policies approved and ratified, proposed by Mrs Griffiths, seconded by Mr Adair.

Mrs Griffiths gave her apologies and left the meeting at 6.15pm. The meeting remained quorate.

The financial delegation policy is to be sent to Mrs Sue Reid, School Business Manager and Mrs Evans, School Bursar.

GBM 53/23 Chairs report

Mr Service asked if there were any governors available to attend the forthcoming face to face parents evening in school on 17 & 18 October 2023. Mr Cherry, Mrs Bratt and Mr Myers will attend the event. School harvest festival service will be held in the church on Friday 29 September at 9.30am. All governors are invited to attend.

GBM 54/23 Items deemed confidential

The Revd Norman apologised and left the meeting at 6.20pm as he had another board meeting to attend. The meeting was quorate with 6 governors remaining.

No items were deemed confidential at this meeting

GBM 54/23 Date of next meeting Tuesday 21 November 2022

Future meeting dates were discussed and approved and are as follows:

Tuesday 27 February 2024, Tuesday 23 April 2024, Tuesday 9 July 2024

Governors were thanked for their attendance and continued support. The meeting was declared closed at 6.30pm.