



**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 Virtual Governing Board Meeting (VGBM)**

**held Tuesday 29 November 2022 at 4.00pm**

**Key:** highlighted areas in yellow = action point highlighted areas in blue = impact measure highlighted areas in green = question

**Present:** Mr David Adair, Mr Graeme Armstrong, Mrs Judith Bratt, Mr Chris Hargreaves, Mrs Carla Hartropp, Mr Steven Henneberry, Mr Chris Myers, Revd Andrew Norman, Ms Jacki Piper, Mr Ian Service Chair of Governors, Mr Nick Sharp Headteacher, Revd Hannah Wallace, Mrs Steph Woodburn.

**In attendance:**

Mrs Sue Glendinning Governance Professional to the Governing Board  
Mr Ian Thompson Auditor from Saint & Co

**GBM 65/22 Welcome**

Mr Service welcomed governors and Mr Thompson to the virtual board meeting, which was being held to receive the audited accounts from Mr Thompson.

**GBM 66/22 To receive apologies for absence**

Mrs Steph Griffiths: recovering from surgery  
The meeting was quorate with 13 governors present.

**GBM 67/44 Declaration of conflict of interest in agenda items**

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

**GBM 68/22 To receive the audited accounts from Ian Thompson of Saint & Co Auditors**

The draft report has been shared with governors prior to the meeting.  
The figures remain the same as issued with no changes.  
The tangible assets are the land and buildings approximately £2,000,000  
The long-term liabilities are the pensions for all teaching and non-teaching staff.  
The net current assets were 57k and have reduced to 47k.  
The bank balance still has outgoings, which is an acceptable position to be in.

STATEMENT OF FINANCIAL ACTIVITIES (SOFA) INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2022					
	Unrestricted Funds	Restricted General Funds	Restricted Fixed Asset Funds	Total 2022	Total 2021
	£	£	£	£	£
<b>Income and endowments from:</b>					
Donations and Capital Grants	13	-	5	18	7
Charitable Activities					
Funding for the academy trusts educational operations	26	670	-	696	668
Other trading activities	21	2	-	23	20
<b>TOTAL</b>	<b>60</b>	<b>672</b>	<b>5</b>	<b>737</b>	<b>695</b>

**Authorised by Chair: I. Service**

**Date: 28 February 2023**

<b>Expenditure on:</b>					
Raising Funds	-	-	-	-	-
Charitable Activities					
Academy trust educational operations	51	702	39	792	747
Other	-	-	-	-	-
<b>TOTAL</b>	<b>51</b>	<b>702</b>	<b>39</b>	<b>792</b>	<b>747</b>
<b>Net Income / (Expenditure)</b>	<b>9</b>	<b>30</b>	<b>34</b>	<b>55</b>	<b>52</b>
<b>Transfer between funds</b>	<b>9</b>	<b>5</b>	<b>14</b>	<b>-</b>	<b>-</b>
<b>Other recognised gains / (losses)</b>					
Actuarial loss on defined benefit pension scheme	-	257	-	257	21
<b>Net movement in funds</b>	<b>-</b>	<b>222</b>	<b>20</b>	<b>202</b>	<b>31</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	20	301	2,055	1,774	1,805
<b>Total funds carried forward</b>	<b>20</b>	<b>79</b>	<b>2,035</b>	<b>1,976</b>	<b>1,774</b>

GAG funding has increased this year.  
Expenditure of £792,000 leaves a deficit of £55,000  
Depreciation = £39,000  
Costs in pension scheme = £5,000  
Cash deficit = £11,000

Over the long term the only concern would be if the deficit continues to increase. School can pay bills and are able to do so for the next 12 months. The 3-year budget indicates that school remains viable and is in a strong position as a standalone academy. With the current asset's vs current liabilities, school have £50,000 to carry forward.

The auditor stated that school will be able to continue operating for the foreseeable future.

#### **GBM 69/22 To receive the management report**

The management report demonstrates regularity and probity of school, with the report sent to the ESFA. There are no high points, all are low with one medium point highlighted.

##### **1) Related Party Disclosure Forms ( Medium point)**

All governors have completed the Related Party Forms and where appropriate staff members have disclosed their employment with the academy. However, there was no disclosure relating to the employment status of other governors stating for whom they work. It is therefore difficult to confirm from these whether any related party transactions have occurred.

##### **Action point:**

**Ensure that the auditors related party forms include details of employment/self-employment for all governors both working and retired.**

##### **2) Accounting Officer File (Low point)**

The EFSA's Accounts Direction states an accounting officer file should be kept. The retention of a working papers file would also assist the academy trust if there was a change in the accounting officer during a reporting period.

##### **Action point:**

**A file will be kept with a checklist at the front confirming completed monthly by the headteacher.**

##### **3) Lunch Shop Proceeds (Low point)**

The proceeds from Lunch Shop were not correctly allocated for one month between catering, Arnies and breakfast Club.

##### **Action point:**

**Ensure Lunch shop proceeds are correctly allocated every month.**

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#### **4) Governors - Companies House (Low point)**

Companies House did not show five governors' appointments from October 2021 and July 2022.

**Action point:**

**A system to be put in place to ensure that all changes to governors are promptly recorded at Companies House.**

Mrs Glendinning raised the point that she had been informed that staff and parent governors should not be entered onto companies house register. Ms Thompson will check this fact out with Companies House.

#### **5) Governors – GIAS (Low point)**

The GIAS system (formerly Edubase) did not show Mrs C Hartropp being appointed as a governor

**Action point:**

**A system to be put in place to regularly check that the GIAS information is correct.**

#### **GBM 70/22 Governor questions to the auditor**

A response to the management report to be filled in and returned to Mr Thompson, who will check the situation with companies house..

The going concern statements are ready to be signed and returned.

**Q: The related parties' disclosure is not well worded. Could this be altered to include a section for those governors who are retired?**

**A: Governors need to complete the form and state retired in place of type of work. This shows that they have read the form.**

Mr Adair proposed to accept the accounts, seconded by Mr Henneberry, approved by all.

#### **GBM 71/22 Date of next face to face meeting Tuesday 28 February 2023 at 5.00pm**

Mr Service thanked governors and Mr Thompson for their attendance and input.

Mr Sharp was thanked for his continuing good stewardship of the school.

The meeting was declared closed at 4.32pm.

**Authorised by Chair: *I. Service***

**Date: 28 February 2023**