



**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 29 April 2025 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, Mrs Catherine Firth, Mrs Carla Hartropp, Mrs Janice Lee, 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

GBM 17/25 Welcome

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

GBM 18/25 To receive apologies for absence

The meeting was declared quorate with all governors present.

GBM 19/25 Declaration of conflict of interest in agenda items

Mr Sharp declared an interest. Nil else declared.

GBM 20/25 To receive the minutes of the previous meeting held 26 February 2025

The minutes of the previous meeting were declared to be a true and accurate record.
Proposed by Mrs Hartropp seconded by Mrs Firth and duly signed by the chair.

GBM 21/25 Action points progress

GBM 59/24 Outstanding governor monitoring visit reports. **COMPLETED**

GBM 6/25 Governor nominations for foundation governor vacancy. **ACTION ONGOING**

GBM 6/25 Revd Norman to request Diocese provide proof of training for governors. **COMPLETED**

GBM 22/25 Headteachers report

The report was circulated prior to the meeting.

Governors were informed that the prolonged long-term absence of a staff member has been resolved.
The member of staff has now returned to school and wellbeing checks are in place.

The parental questionnaire was reviewed by governors' prior to being sent out to parents.
Discussion ensued about a question relating to progress and how we expect parents to know if their child is making progress. It was agreed to remove the question from the questionnaire.

Peter Barfoot visited school on 29 April 2025 to discuss the SIAMS questions and how school will answer what is asked of them when the inspection takes place. He was most impressed with the responses given and stated that the school vision is fit for purpose; however, he is happy to facilitate a meeting of staff and governors to review it. The suggestion was made that this review take place in the

Authorised by Chair: C. Myers

Date 8 July 2025

summer of at an INSET day at the start of the new academic year. It was agreed that a summer meeting would be preferable, as the vision could be set and ready to embed from September onwards.

Action point:

A date to be set for a summer term staff meeting for governors to attend from 3.30pm to review the school vision.

Mr Sharp commented that the new school waste collection for food has been interesting if not a little challenging. The system and its efficacy are being monitored.

A review is to take place in school of all computers, laptops, iPads, prior to updating from Windows 10 to Windows 11. Sensible IT will enable a single cloud base server for all devices, which is the best value option overall. Plans for a 1 year and 5 – 10 – year plan will be shared with school. All devices that are unable to convert will need to be replaced, which has a cost implication; therefore, funds will be ring fenced for updating IT provision throughout school.

Scholarpack will soon cease to exist so school will transfer to the Arbor system. The transition will occur in June 2025, which will enable any teething problems to be resolved before the start of the new academic year. Mrs Reid the School Business Manager, has completed the training necessary for the transition phase.

School have received the Condition Survey Report, in which the school roof issue was neither reviewed nor condemned. The school electrical supply was flagged up as requiring urgent attention. School will submit the next CIF bid in September 2025 on the back of the condition survey report, citing a condemned system, which should guarantee a successful bid.

FOANS are raising funds to create a shaded area in the school yard and redeveloping an area for the EYFS.

The Arnside Music Festival have expressed a wish to donate their funds from this year's festival to school, circa £9-10k, which will be used to transform the outside provision.

No issues were raised by the LA Attendance Officer, Fran Morton, when she visited school. Attendance is not an issue at Arnside National school. **NOR 108, Attendance – 96.51%**

Mr Sharp was thanked for his report.

Mrs Woodburn joined the meeting at 5.30pm.

GBM 23/25 Governance

a) To receive minutes of committee meetings

The minutes of the Finance, Premises, Health, and Safety Committee were circulated. The Curriculum Committee minutes are to follow upon completion.

The next committee meetings will take place on 13 May 2025, Curriculum at 4.00pm with Finance at 5.30pm.

b) Governor vacancy

Suitable candidates to fill the foundation governor vacancy are being pursued by Revd Norman.

c) Governor monitoring

Reports received from Revd Wallace on Health and Wellbeing and circulated to governors. Mrs Lee would like to shadow the governor with responsibility for science, so it was agreed that Mr Myers will liaise with her to arrange a joint monitoring visit to school. From September Mrs Lee will take on the responsibility for science, as Mr Myers term of office will have expired.

d) Governor e-training

Governors were again reminded that the boards expectation is for each member to complete at least two training modules between meetings to keep up to date with governance and send their certificates to Mrs Glendinning for filing.

Mr Service joined the meeting at 5.40pm.



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GBM 24/25 Finance update

The building and IT matters were covered under the headteacher's report.
Mrs Evans will visit school on 2 May 2025 to review the school budget.
Scenarios on class structures will be reviewed, which will be shared at the Finance Committee meeting on the 13 May 2025.
Resources have been reviewed and purchased for September 2025.
School are currently ratifying price rises for Arnies, school lunch meals from Orian and Breakfast club.
Free places timings for 30 minutes before the start of school to change from 8.20-8.50am to 8.00-8.30am.

Q: Will a staff member be in post by the start of the free breakfast club?

A: Hours are being adjusted to accommodate the earlier start and coverage required for the breakfast club strategy.

Q: When does the contract with Orian end, and would it be more beneficial to change providers?

**A: Alternatives have been explored, and they deliver cheaper process per meal, but admin charges are added to the cost, which wipes out the savings.
Orian, employ they staff and cover staff absence, to run meals in house would lead to additional cost being covered by school.**

GBM 25/25 Safeguarding matters

Mr Sharp and Revd Norman have completed the safeguarding audit and the questionnaire.
Revd Norman discussed the audit with the Senior Leadership who found this to be a helpful exercise.
There are no safeguarding issues in school.
A review of how school log safeguarding concerns onto the new Arbor system will take place in September 2025.

GBM 26/25 Policy review

Anti-theft and finance policy accepted and approved. Proposed by Mr Myers seconded by Mrs Firth.

GBM 27/25 Chair's report

Mr Myers expressed his thanks to staff for their continued endeavours in school, and to Mr Sharp, who has taken on additional workload due to the staff absence. Mr Sharp was reminded that his wellbeing must come first, and that he must look after himself; however, governors are extremely grateful for all that he has done and continues to do for school.
Governors were thanked for the rigour and challenge they offer at both committee and board level, and they were asked to consider the succession plan to ensure seamless leadership continues for governance going forward.

GBM 28/25 Items deemed confidential

A staffing matter was deemed confidential and is minuted separately.

GBM 29/25 Date of next meeting Tuesday 8 July 2025 at 5.00pm

Governors were thanked for their attendance and continued support. The meeting was declared closed at 6.00pm.

Authorised by Chair: C. Myers

Date 8 July 2025