



**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 6 July 2021 at 5.00pm**

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

*The government have stated that governors' statutory responsibilities are not altered or relaxed during the current situation. A duty to ensure that the strategic overview of school is managed lies with the governing board of Arnside National CE School.*

**Present:** Mr David Adair, Miss Clare Addison, Mr Graeme Armstrong, Mrs Judith Bratt, Mrs Stephanie Griffith, Mr Steven Henneberry, Mr Steven Kershaw Chair, Revd Andrew Norman, Ms Jacki Piper, Mr Ian Service, Mr Nick Sharp Headteacher.

**In attendance:** Mrs Sue Glendinning Clerk to the Governing Board  
Charlotte Tudway Diocesan Deputy Director of Education

### **VGBM 44/21 Welcome**

Mr Kershaw welcomed everyone to the meeting and introduced Charlotte Tudway the Diocesan Deputy Director of Education, who was attending the first part of the meeting to discuss Church School Development and the new SIAMS inspection framework.

### **VGBM 45/21 To receive apologies for absence**

Mrs Helen Chaffey, Mr Iori Hicks, and Ms Sophie Lumsden were recorded as absent as no apologies had been tendered.

The meeting was declared quorate with 11 governors present.

### **VGBM 46/21 Declaration of conflict of interest in agenda items**

Messrs Adair, Henneberry, Hicks and Sharp declared an interest in relation to personal connections with staff members in school.

### **VGBM 47/21 Church School Development and SIAMS inspection**

Charlotte Tudway Diocesan Deputy Director of Education introduced herself as the SIAMS manager for the diocese. She started by asking governors three questions:

1. What does good RE look like?
2. What does SIAMS look like?
3. How can governors monitor SIAMS?

A PowerPoint quiz then unfolded, which challenged myths and misconceptions around RE in school. Governors were asked to read the SIAMS framework, in order to be ready when the call comes. A one-day inspection occurs with a weeks' notice. The school website needs to be up to speed, as most of the evidence will be gleaned from the site.

Only one question is asked at inspection: "How effective is the school's distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish"?

Mr Sharp expressed the thanks of the staff for the work carried out with them to enable them to understand the SIAMS process, as well as for the support offered post Ofsted inspection.

C. Tudway left the meeting at 5.30pm.

**Authorised by Chair:** *Helen Chaffey*

**Date:** 12 October 2021

### **VGBM 48/21 Minutes of governing board meeting held Tuesday 27 April 2021**

The minutes were agreed to be a true and accurate record of the meeting, proposed by Mr Henneberry, seconded by Mr Adair.

### **VGBM 49/21 Action points progress**

**VGBM 34/21:** Mr Adair will contact a past headteacher Mr Johnstone from the 1980's to see if he has any memorabilia.

A successful week of celebrations for the schools 50<sup>th</sup> anniversary was enjoyed by all in attendance. Revd Norman followed the original church service, which was a special moment for all concerned. Mr Tim Adair used his drone to show an arial view of the pupils forming a 50 in the school playground, before they buried their time capsule.

**VGBM 38/21:** The Finance Committee to meet on Tuesday 11 May 2021 at 5.00pm **ACTION COMPLETED**

**VGBM 38/21:** A redacted copy of the minutes be sent to Mrs Inchmore to send to Santander and the Cumberland Building Society for their records. **ACTION COMPLETED**

**VGBM 39/21:** The responsible officer to meet with Sue Reid the replacement school business manager, to discuss how they can work together, and what form information sharing will take.

Mr Adair and Mr Henneberry met and agreed upon an internal scrutiny process to be carried out by them as the responsible officers. External scrutiny will be carried out by the Bursar at Dallam School.

**ACTION COMPLETED**

### **VGBM 50/21 Risk assessments update**

- Mr Sharp reported that the LA are contacted weekly as the rate of Covid infection rises, especially within primary year groups 4 and 5. Bubbles and schools are closing.
- ANS have kept their routines in place and limited visitors to the school, in order to reduce the risk as much as possible. All activities have been minimised.
- The Year 6 leavers event will go ahead on Thursday 15 July 2021 at 4.00pm, as they are a small cohort of 13 pupils, so guests will be limited to parents only, and will be held outdoors. This will reduce the risk for school, and Ms Piper and Mr Sharp would be the only members of staff who would need to self-isolate in the event of infection.
- A small play will be performed outside followed by the Bible exchange, with the yearbook and school leavers hoody.
- School are looking forward to September 2021, although there is no guidance at present for a return to school.
- Bubble isolation may end, but this remains unclear.
- Lateral flow tests will continue to be carried out twice weekly in September.
- The test and trace app is to be used, and with double vaccinations and a negative PCR tests, adults should not need to self-isolate.
- School will retain some element of the lockdown protocols, i.e., lunchtime protocols.
- A letter will be sent to all parents on 7 July to reinforce Covid testing protocols, as some children are poorly and in school. Some have had negative LFT's but are still being sent to school in an unfit state. They need to have a PCR test completed.

**Q: Is Church school back to normal yet?**

**A: Yes, with key stages taking week about with church school and singing with Ms Piper.**

**Q: What about parents and the community being present as they did pre Covid?**

**A: If restrictions are relaxed then there will be no barriers for external visitors.**

### **VGBM 51/21 Headteachers report**

Mr Sharp reported that 2 new pupils joined school, one in Year 6 who will transition to Dallam School and a sibling joined in reception.

Staff attendance is really good and pupil attendance is at 97%, which is very good.

Mr Sharp has met with the new headteacher at Dallam School, who is very positive and keen to move the cluster work on.

**Authorised by Chair:** *Helen Chaffey*

**Date:** 12 October 2021



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Mrs Marion Inchmore, School Business Manager, retires at the end of term after 32 years' service to the school. The whole school staff will meet on Wednesday 14 July to celebrate her retirement.

**Action point:**

**Mrs Glendinning will arrange for a card and flowers to be sent from the governing board expressing their grateful thanks for many years' service.**

Governors commented upon the exceptional attendance rate and were informed that Jeanette Shipperd had organised a sailing and kayaking experience for the pupils, which they had all really enjoyed, and would like to continue in future years.

**Q: Where are we with the school roll, linked to finance?**

**A: 2021-22, satisfactory situation. 2022-23 is the concern. The 3-year budget plan take account of the small falling roll; therefore, school have budgeted for this. A close watch will be kept on finances.**

Mr Sharp was thanked for his report.

**VGBM 52/21 Staff and pupil wellbeing**

Ms Piper informed governors that all is well in school, both pupils and staff alike are coping well.

There has been a lot of change, but people are managing to cope with it all. There will be shorter school reports this year, and no residential to plan, which eases staff workload. Activities with the pupils have been specifically targeted at wellbeing, and these have been well received and thoroughly enjoyed by the pupils.

Yoga, meditation, sex and relationships, have been covered and a resilience session was facilitated by Ms Piper's husband entitled "how to manage your chimp"

The senior leadership team (SLT) are considering who within the school staff will replace Mrs Reid, who is the current pastoral lead, when she takes over eth school business managers role (SBM) full time from September.

For the few pupils who are struggling to cope, they have been given strategies to cope and are doing well.

6 pupils working with Sarah Vaughan are having play therapy sessions, which is helping their mental health. There are no underlying issues they just require additional support.

Ms Piper was thanked for her report.

**VGBM 53/21 Governance matters**

**a) Vacancy**

A letter to parents to be sent out in September for the election of a parent.

Mrs Bratt will stay on for another term but has asked that someone shadow her as part of succession planning.

Governor responsibilities will be reviewed at the September meeting.

**b) Governor training follow up**

NGA website has many training modules, which governors can access. The web link was shared with governors, and they were encouraged to log in and use the service.

**c) Website update**

Mr Henneberry reported that he had conducted a review of the school website, and there were only some minor adjustments required.

Church School will be added to the website tracker.

**Authorised by Chair: *Helen Chaffey***

**Date: 12 October 2021**

Subject leaders need to update their sections on the website, as this cannot be done by anyone else. A definitive list for staff on what is required will be drawn up, so that they can keep their site updated, with consistency throughout all subject areas.

Mr Henneberry was thanked for monitoring the website on behalf of governors.

**d) Committee report**

**Finance Committee 11 May 2021**

The minutes had been shared with governors, all actions had been completed or scheduled for the summer break for completion.

The carry forward financial sum had been reduced from £40k-£30k.

The partnership with the diocese has been signed up for the next academic year.

Catch up funding has been received with a £4k roll over into the autumn term.

**VGBM 54/21 Safeguarding matters**

Governors were informed that one pupil has absenteeism issues, which are being dealt with.

This involves working with the local authority (LA) inclusion officer and a more formal route of working with the parents has been adopted. An action plan has been served to the parents, which they need to comply with before the end of term. If they are non-compliant this will lead to fine followed by a court case.

School have been working with Dallam School over an issue with some of their students who were outside of ANS, when they ought to have been isolating at home. Mr Sharp received a nasty letter from the parents of one of the students, but he feels that he still has a duty of care for these young people, who should either be at school or home, not wandering around outside in term time. Dallam School are dealing with the students in question.

**VGBM 55/21 Finance**

**a) Academies Financial Handbook update**

This has been issued to governor for their information. The role of Clerk has been upgraded to that of Governance Professional or GP following a review of governance requirements.

**b) Internal audit report**

This has been received in school from Jo Harmer. An excellent meeting was held, and a very robust report issued as a consequence. The action points raised have been actioned.

Thanks were expressed to Dallam School for allowing Jo Harmer to carry out the audit, free of charge. Other schools have paid between £600-800 for the same service.

The report will be submitted with this year's accounts.

**VGBM 56/21 Policy review**

**Admissions policy: APPROVED**

The changes to the policy come into force from 1 September 2021, proposed by Mr Kershaw, seconded by Mr Service.

The change to how the classroom split is carried out for pupils at KS1/KS2 will only be shared in the school prospectus.

**VGBM 57/21 Chair's report**

Mr Kershaw reported that this has been a long 18 months, and he praised the excellent manner in which Mr Sharp and the staff have handled the pandemic situation. All staff have been very robust in their actions, which is a testament to Mr Sharp's outstanding leadership skills.

Grateful thanks to all the staff were expressed for their support and work capacity throughout this period of unprecedented challenge. A huge thank you was also expressed to St James community for their support, they have been superb. The remote Church School sessions and Friday visits from Father Andrew have been most appreciated.

**VGBM 58/21 Items deemed confidential**

There was one confidential item under safeguarding, which is minuted separately.

**VGBM 59/21 Date of next meeting TUESDAY 28 SEPTEMBER 2021 at 5.00pm**

Governors were thanked for their virtual attendance and continued support, and it was hoped we could all meet in September face to face for the next meeting. The meeting was declared closed at 6.55pm.

Authorised by Chair: *Helen Chaffey*

Date: 12 October 2021