



**ARNSIDE NATIONAL
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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 27 April 2021 at 5.00pm

*This is the information required by governors under the current COVID19 lockdown.
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, Mrs Judith Bratt, Mrs Helen Chaffey, Mr Steven Henneberry, Mr Iori Hocks, Mr Steven Kershaw Chair, Revd Andrew Norman, Ms Jacki Piper, Mr Nick Sharp Headteacher.

In attendance: Mrs Sue Glendinning Clerk to the Governing Board

VGBM 28/21 Welcome

Mr Kershaw welcomed everyone to the meeting and offered sincere condolences to Mrs Bratt upon her recent bereavement. Governors recognised the immense contribution to the Arnside community that her husband Chris had made and to the life of the school as well. The offer of assistance in any matter was made should Mrs Bratt require it.

VGBM 29/21 To receive apologies for absence

Mr Service – hospital appointment. Apology accepted.

Mrs Stephanie Griffith and Ms Sophie Lumsden were recorded as absent as no apologies had been tendered.

The meeting was declared quorate with ten governors present.

VGBM 30/21 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 31/21 To receive the minutes of the previous meeting held 23 February 2021

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

VGBM 32/21 Action points progress

All action points will be dealt with under the appropriate agenda headings.

STRATEGIC ACCOUNTABILITY

VGBM 33/21 Risk assessment update

School continue to monitor the risk assessments in place. The only change that has been made is to allow external sports coaches to attend school to deliver their sessions. Current routines remain the same.

VGBM 34/21 Headteachers report

a) Ofsted report

The final version of the Section 8 Ofsted visit was received in school on 26 April 2021, following the virtual inspection carried out in March. Only 4 governors were invited to meet with the inspector and receive the feedback, due to Covid restrictions. The main focus of the inspection was how school had

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coped during the Covid pandemic. The inspectors commented that this was a really positive aspect of school, with the faults found during the previous inspection process proving to be positive features in this one. Staff were relieved to know that they and school are heading in the right direction, which has been a boost to everyone's confidence.

There is one action point to deal with, which relates to the testing of pupils. School refuted this action point as school had only just returned from the enforced government lockdown and pupils had only been back in school for two weeks. The inspectors accepted this response, which means that there are no action points attached to the report.

Governors expressed their delight that all had gone well, and that staff have delivered an education for all pupils.

The inspectors were not expecting so much school development to have taken place during lockdown, and the School Improvement Plan (SIP) and Self-Evaluation Form (SEF) demonstrated continuing progress in school. suggestions were made to make school practise even stronger.

- Tighten up targets on pupils' plans
- Review the SEND process and tighten up the actions for pupils

Mr Sharp reported that the experience had given staff a much more positive experience of the inspection process. The overall inspection does not alter the Section 5 grade given in 2020, but it does flag up the need for a repeat Section 5 inspection to review the grading given, and school can request another full inspection rather than wait potentially for a further 3 years. The Section 8 report will now appear on the Ofsted website.

b) SIP and SEF

Governors were informed that school are working towards the targets highlighted. Ofsted confirmed that school are making good progress with the targets that have been set.

Work continues with the curriculum mapping, now that staff are more confident with the work they are doing.

School celebrates 50 years since it took up residence on the site on Church Hill in May 2021, 27 May 1971 – 27 May 2021. A call has gone out to the community asking if they have any school memorabilia. An order of service of the opening has been received and it was agreed that it would be good to follow the original order of service from 1971, inviting past pupils to attend the re-dedication service.

Mrs Lindy Brough is collating all memorabilia.

Action point:

Mr Adair will contact a past headteacher Mr Johnstone from the 1980's to see if he has any memorabilia.

VGBM 35/21 Curriculum delivery

a) Catch up funding update

School have received £9040.00 catch up funding.

School's allocations is calculated on a per pupil basis, providing each school with a total of £80 for each pupil in Reception through to Year 6. As the catch-up premium has been designed to mitigate the effects of the unique disruption caused by Covid-19, the grant will only be available for the 2020 – 2021 academic year. It will not be added to schools' baselines in calculating future years' funding allocations. The Education Endowment Foundation (EEF) has published a Covid-10 support guide for schools with evidence-based approaches for all pupils. Schools are advised to use this funding for specific activities to support their pupils to catch up lost teaching over the previous months, in line with guidance on curriculum expectations for the next academic year. Schools have the flexibility to spend their funding in the best way for their cohort and circumstances.

School have identified the impact of lockdown in the following ways:

- **Maths**

Specific content has been missed, leading to gaps in learning. Children still have an appetite for maths, but lockdown has affected their attitude in terms of resilience; they are not just simply 'behind'. Recall of basic skills has suffered. Children are not able to recall number facts, times tables and have forgotten some calculation strategies. This is reflected in arithmetic assessments.

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- **Writing**

Children have lost essential practising of writing skills. Grammar and punctuation specific knowledge has suffered, leading to a lack of fluency in writing. Those who have maintained writing through lockdown are less affected; however, those who evidently didn't write much have had to work on writing stamina and motivation due to the lack of fluency in their ability to write. As much of the writing was done online, the children's handwriting is less fluent and there was an overreliance on spell-checkers.

- **Reading**

Children accessed reading during lockdown more than any other subject. This is something that was more accessible to families and required less teacher input. However, children are less fluent in their reading and the gap between those children that read more widely and those children who did not, is now increasingly wide. Children have also lost comprehension skills and the ability to discuss a text. As children have more digital access, they are less likely to choose to read.

- **Non-core**

There are now significant gaps in knowledge as whole units of work have not been taught meaning that children are less able to access pre-requisite knowledge when learning something new. Children are also less likely to make connections between concepts and themes throughout the curriculum. Children have also missed out on vital curriculum experiences e.g., trips, visitors and use of the local area. Children are less socially resilient and lack confidence in social situations.

These areas have been broken down further into specific targets.

- **Metacognition and self-regulation**

- Class teachers to implement a more explicit pedagogy structure to lessons.
- Pupils to access more regular daily tests / quizzes to reinforce learning.
- Class teachers to raise the profile of growth mind set learning through PSHE.
- Pupils monitor progress and attainment more regularly

- **Outdoor adventure learning**

- All classes to plan additional outdoor learning experiences.
- Possible switch of residential experience timetable to earlier in the academic year.
- Utilise the local area to deliver activities.

Total budgeted cost £1490

The following areas have been completed

- **Reading comprehension strategies**
- **Small group tuition**
- **Behaviour interventions**
- **Sports participation**

Total budgeted cost £3850

These are the wider strategies to be implemented

- **Digital technology**
 - Develop the use of Teams in Key Stage 2
 - Use class dojo more effectively in KS1

- Implement the online WhiteRose maths framework to support maths teaching.
 - Use online platforms for homework provision.
 - Purchase necessary equipment to improve digital technology in classrooms.
- **Social and emotional learning**
- School level approach to implement additional PSHE provision.
 - New PSHE scheme to reinforce positive mental health and well-being.
 - Increase access to well-being support worker

Total budgeted cost £3700

Mr Sharp informed governors that there is still a way to go, but progress is being made in those areas not yet completed.

b) Parental engagement monitoring

During the recently held virtual parents evening sessions, 70% parental engagement was realised. The quote from School Cloud for 1 year is £350, this will cover the summer and autumn term in 2021 and the spring and summer terms in 2022. It was agreed that a one-year agreement be procured, which will also be used for SEND appointments as well as for parent's evenings. Parents with pupils with SEND informed the Ofsted inspectors that they were not fully aware of the targets their children were working towards, due to the autumn term reviews being missed due to the pandemic lockdown. School can now send the SEND targets out to parents so that they have an enhanced communication linked to their children's educational provision.

Q: How did staff feel the school cloud worked?

A: Staff reported that it worked well, especially as part time staff were able to work together in order to feed into the parents' appointments.

Q: Was the virtual attendance better attended than a face-to-face session?

A: Yes, as parents were able to access the system from work or home with no waiting around for their appointment as appointments could not overrun as they sometimes do in school.

Governors agreed that the initial £300 was well spent and had proven to be beneficial to the staff and parent body.

c) Early Years Update

The framework changes in September 2021, therefore, school are tweaking the framework used in school to marry with the new changes. Miss Addison and Mrs Sharp have attended training with a further member of staff to attend. Emphasis will be on speaking and listening and playing with the children, with less emphasis on paperwork. Observational input will be used with key texts provided for each area. Experience for children to broaden their horizons will be the focus of the new changes.

Mr Sharp was thanked for his report and for his continued commitment to the work of the school.

VGBM 36/21 Safeguarding

Mr Henneberry reported that the along with Ms Piper and Mr Sharp he assisted in completing the safeguarding audit and there are no areas requiring any major attention. Safe Haven are the team used for safeguarding services in school.

VGBM 37/21 Staff and pupil wellbeing

a) Staff wellbeing

This has much improved following the recent Ofsted inspection. Staff are not able to meet as frequently as they did in the past due to social distancing regulations and the bubble security in place in school; therefore, all staff meetings now incorporate the Lego game, which enables staff to let off steam, as the majority of their wellbeing issues are home related rather than work based. A new hot water boiler is in situ in the staff room, which has made a massive difference and lifted spirits. Communication is essential

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and staff recognise that once the lockdown restrictions are lifted, this will be the area requiring urgent development. PPA time can be taken at home to offer flexibility for staff members.

b) Pupil wellbeing

The children are pleased to be back in school and the various wellbeing activities are proving to be popular with them. Some children who have experienced a tough time during lockdown are on school's radar. 1-1 sessions with Mrs Reid are available for those needing it.

Some of the Catch-Up funding is being used for wellbeing initiatives, including expansion of the outdoor curriculum to aid in pupil mental health.

From September 2021 Mrs Reid will be taking on the school business manager position full time, which leaves a vacancy for the full-time pastoral support position in school. A succession plan is in place, with a teaching assistant being trained in the role.

VGBM 38/21 Finance report

- Governors were informed that the budget is on track, there has been a slight increase to the end of year deficit as reserves were accessed due to the Covid lockdown.
- The self – assessment has been completed along with the benchmarking process and returned to the ESFA.
- Building work has been planned for the end of term with carpeting and flooring to be laid in the reception class. The office development to create a hatch and an entrance hub will also be completed at the end of term. This will add to the safeguarding measures in school, as visitors will not be able to gain access to the school on entry.
- Arnies numbers have increased with breakfast wrap around care being good.
- School lunch uptake is excellent with in excess of 100 meals per day being served.
- Free School Meal provision has been undertaken by Orian, so no child is not in receipt of school lunch.
- Nursery funding will be based upon the autumn/summer numbers for meal funding, which has meant a slight delay.
- Dallam School will provide an external scrutineer of finances who will also review the financial policies and procedures with Mr Sharp and Mrs Evans. There is no cost implication at the moment to school for this service.

Governors approved the removal of Mrs Marion Inchmore's signature from the Santander and Cumberland Building Society Accounts with effect from the end of the summer term 2021, due to her retirement as school business manager. Proposed Mr Adair seconded by Mr Henneberry.

Action point:

- **The Finance Committee to meet on Tuesday 11 May 2021 at 5.00pm**
- **A redacted copy of the minutes be sent to Mrs Inchmore to send to Santander and the Cumberland Building Society for their records**

VGBM 39/21 Governance

a) Governor resignation

The Clerk informed governors that she had received Mrs Smith's letter of resignation as a parent governor with immediate effect, citing business and family pressure. Regretfully an acceptance letter was sent, in which Mrs Smith was thanked for her service and support to the school, and for her invaluable pastoral and wellbeing support for staff during the pandemic situation.

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This leaves the governing board with a vacancy for a parent governor. Governors were informed of the various skill gaps that Mrs Smith's resignation creates, and that parents would be notified of the vacancy, so that should anyone wish to consider the position they could speak to either the headteacher or Chair of Governors to seek further information about the role.

b) Succession planning

Mrs Glendinning informed governors that within the next 12 months there will be a significant turnover within the governing board as 7 governors' terms of office expire.

- There are 4 foundation governors who are appointed by the PCC
- 2 staff governors appointed by the staff
- 1 co-opted governor appointed by the governing board

Some governors have intimated that they will not be seeking re-election to the board.

Mr Kershaw has stated that he does not wish to serve a further 4-year term or stand as Chair for the next academic year. He will, however, finish his term and leave when his term expires in January 2022.

This means that the governing board will need to elect a new chair of governors for September 2021.

If anyone is interested on taking on the role and seek further information about what it entails, they can speak to either, Mr Kershaw, Mr Sharp, or Mrs Glendinning. Governors were encouraged to give this matter serious thought.

Mrs Bratt also stated that she is not seeking re-appointment as a foundation governor when her term ends.

Mrs Glendinning informed the board that she is willing to remain as clerk to offer advice and guidance through the selection process for replacement governors, to ensure a smooth transition, after which time she will be seeking to retire herself.

c) Governor training

Governors were informed that CCC have withdrawn access to Modern Governor training countywide for all schools and replaced it with governor training provision through the National Association of Governors (NGA). This is free access to governor training from 19 April 2021 -19 April 2022, after which time, should schools wish to continue to access governor training, they will need to be members of the NGA. The cost implication is £99 per annum for up to 25 governors. If school wish to sign up, then governors will receive a seamless training opportunity in 2022. The link for signing up for the next year will be sent to governors by the clerk, who attended the training on monitoring the training programme and ensuring that governors can access the site problem free. The service will provide training logs for governing boards so that skills can be built upon and identified training needs addressed via the programme, which governors access at their own pace.

The governing board agree that school should join the NGA and governors should start accessing the various training modules available to them. Mr Sharp will expedite.

d) Website update

Mr Henneberry reported that he has reviewed the website, and all is in order. He will carry out a half termly review and report back to governors at each meeting. Any significant updates or omissions will be dealt with as they are noted.

Staff curriculum areas will be dealt with and actioned as part of staff meeting agenda,

Changes to governor's curriculum roles will be changed at the next meeting ready for the new academic year. This will reflect the skills governors bring to the board, e.g.

- Sophie Lumsden head of English and subject lead to take on English responsibilities
- Steven Henneberry can co-ordinate Year 6 maths and the transition to Dallam linked into the role by Ian Service for monitoring purposes.
- Helen Chaffey: wellbeing and pastoral responsibility

e) Committee report

The minutes from the committee meeting have been circulated. The accountable officer is to liaise with Mrs Alison Evans the school bursar for termly updates. The ESFA guidance checklist to be referred to for this purpose. Mr Adair, committee chair reported that school is in a healthy financial position.

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The ESFA were concerned that the in-year deficit budget had slightly grown, but this was down to Covid and the subsequent requirements needed to deal with it to ensure staff and pupils were safe.

Q: Has any of the funding school applied for been granted?

A: The CIF bid for the school roof was unsuccessful, as was the bid for lighting from the SALIX loan.

Action point:

The responsible officer to meet with Sue Reid who is taking over the role of school business manager from September 2021, to discuss how they can work together, and what form information sharing will take.

VGBM 40/21 Policy review

- a) **Staff code of conduct policy** } approved en bloc. Proposed by Mr Kershaw
b) **Religious sex education policy** } seconded by Mr Adair.

VGBM 41/21 Chair's report

Mr Kershaw stated that the headteacher and staff were continuing to do a superb job under trying circumstances. Excellent team work was in place and staff wellbeing, will be a matter for long term monitoring and review. Each week will be assessed and the scenario for the long term managed accordingly. Mr Kershaw stated that governors have empathy for the workload the staff are bearing and support them wholeheartedly.

School feels more normal now, and the children are going into school happy and with a positive attitude to learning. Start and finish times have been adjusted slightly and good routines are in place.

Children have stated that they prefer going to school rather than have home learning.

Transition for opening in line with government recommendations was due to school being open during lockdown. The children were very fortunate to have staff and governors ensuring that high quality education was available for them.

Q: Is there anything planned for staff at the end of the academic year, to allow them to relax and celebrate the end of a very trying period in everyone's lives?

A: The PTA are looking forward to being able to arrange something in line with Orian who will provide the catering side of things.

VGBM 42/21 Items deemed confidential

There was an item deemed to be confidential, which is minuted separately.

VGBM 43/21 Date of next meeting Tuesday 6 July 2021 at 5.00pm

It is hoped that we will be able to hold this meeting on site, however, guidance will be followed should there be a change to the R rate and Public Health state otherwise. In this case an invitation will be issued to hold another virtual meeting.

Governors were thanked for their contribution and the meeting was declared closed at 6.50pm

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