



**Meeting of the Lighthouse School Full Governing Board**

**26<sup>th</sup> April 2018 at 6.30pm**

Present:

Katie Parlett (Chair), Pauline Hilling, Rob Tuck, Matthew Cryer,

Apologies:

Rada Grknic, Michelle Hoole, Ian Hughes, Emma Sullivan.

In Attendance:

Christine Milner - Clerk to the Board of Governors,  
Deborah Laycock – Safeguarding Project Manager  
Anna Muir – HR

		Action
1.	<b>Apologies.</b>	
1.1	Rada Grknic – accepted Ian Hughes – accepted Michelle Hoole – accepted Emma Sullivan – accepted	
1.2	Darren Cooper – no apologies received	
2.	<b>Declarations of interest.</b>	
2.1	None	
3.	<b>Governor Matters</b>	
3.1	DL has resigned as a Governor with effect from April 20 <sup>th</sup> 2018. This is due to her appointment in the temporary role as Project Manager for Lighthouse. It was accepted that that the role may bring conflict of interest with the role of Governor. The Governors thanked DL for her contribution to the Board.	
3.2	MC will take on the role as Safeguarding Governor, DL will assist with his induction into the role.	DL
3.3	RT will take on the role as Chair of the Student and Family Support Committee. DL will also assist with some training to support his work in this role.	DL

3.4	The Chair informed the Board that Geoff will no longer support the Governing Body as he has in the past year. The Governors thanked him for his commitment to the Board.	
3.5	MC will take over as Chair of the Teaching and Learning Committee.	
3.6	The Chair informed that she has 2 prospective Governors in mind. One is experienced in Post 16 education in West SILC. The Chair is conducting due diligence and will report back to the Governors.	
3.7	The Clerk will check the constitution.	Clerk
3.8	The Chair informed that there have been some changes to Leeds City Council Senior Leadership. She will circulate the details.	Chair
4.	<b>Minutes of the FGB held on 6<sup>th</sup> December 2017</b>	
4.1	Agreed as a true reflection and signed by the Chair	
5.	<b>Matters Arising</b>	
5.1	A summer celebration was discussed, suggested that Shine would organise.	
5.2	8.9 The SDP now has an impact column and re sent to Governors.	
5.3	9.5 Noted RT is to complete safeguarding training on line	
5.4	LC has access to the smart log and can inform which Governors have completed and which have yet to do so. The Clerk will check and e mail out to those who have yet to complete.	Clerk
5.5	11.7 The Chair will re visit this	Chair
5.6	13.2 DL will check this policy and return to the Clerk	DL
6.	<b>Induction Programme</b>	
6.1	The presentation by AM was pre-this meeting.	
7.	<b>School Development Plan</b>	
7.1	The Executive Principal pointed out that an impact column has been added to the report	
7.2	There were various discussions around red areas	
7.3	The Governors thanked the Executive Principal for the SDP which they feel has improved as a document in its content	

	and impact	
<b>8.</b>	<b>Safeguarding</b>	
<b>8.1</b>	The Safeguarding statement has been circulated for Governor comments. DL will send to Executive Principals PA to put onto the school website.	DL
<b>8.2</b>	DL reported that the Single Central Register is up to date and requested that the Safeguarding Governor keep a close eye on its regular update.	SG
<b>9.</b>	<b>Health and Safety</b>	
<b>9.1</b>	To carry over to the next FGB meeting.	
<b>9.2</b>	However, the Buildings Report is mentioned within the Executive Principals Report. For note, The Education Skills Funding Agency are highly impressed with the school building and will away lessons from the refurbished buildings.	
<b>9.3</b>	Head of Central Services, LCC visited the school last term and was highly complimentary	
<b>10.</b>	<b>Executive Principals Report (including proposed School re structure)</b> Section removed due to sensitive information	
<b>11.</b>	<b>The Anne Maguire Report</b>	
<b>11.1</b>	This report highlights several key learning points for schools mainly around reporting.	
<b>11.2</b>	DL presented a short briefing paper for the Governors. This covered soft intelligence, behaviours, how things are recorded and how we are letting parents know if the school is concerned. It also discussed how it is necessary to have a culture of listening and actioning. Lighthouse has strengths in these with the Prevent agenda and its partnership with local police.	
<b>11.3</b>	The delivery of 'knife crime awareness is to be organised.	
<b>11.4</b>	A governor queried what action had been taken in response to a couple of relevant past minor incidents.	
<b>11.5</b>	The Chair explained that the Safeguarding Governor is to work with DL to work through a couple of case studies and procedures.	
<b>11.6</b>	There was a discussion in relation to page 3 of the report around 'speak up' and the concerns around the assurance that all students with disabilities can speak up and be heard, especially the non- verbal students.	

11.7	Anecdotal evidence suggests that this group are talking/communicating with their chosen teacher/adult. All non-verbal students should have a signal for when things have gone wrong.	
11.8	An important question was raised as to how we are preparing the students for life outside the school and a suggestion was made that all pupil passports should have 'a signal' added to it.	
11.9	The Chair suggested obtaining specialist advice on how to teach 'speak-up' and how to embed in their lives.	
11.10	The Chair will seek advice from the Head at Tree Tops.	
11.11	DL will seek advice from Raminder at Leeds Safeguarding.	
11.12	DL will set up a meeting with SG Governor to look at this matter in more detail and report back to Governors.	
11.13	ES( Principal) will provide an anonymised case study for the SG Governor and DL to audit.	
12.	<b>Policies</b>	
12.1	It was noted that the suite of exam policies was ratified by the Teaching and Learning Committee on 22/3/18	
12.2	<p>These were circulated prior to the meeting and ratified at the meeting:</p> <ul style="list-style-type: none"> <li>- Access Arrangements in Examinations Policy</li> <li>- BTec Assessment Malpractice Policy</li> <li>- Complaints and Appeals Procedure 2017 18 (Exams)</li> <li>- Disability Policy 2017 18 (Exams)</li> <li>- Emergency Evacuation Policy 2017 18 (Exams)</li> <li>- Exam Contingency plan 2017 18</li> <li>- Examinations Policy 2017 18</li> <li>- Internal Appeals Procedure 2017 18 (Exams)</li> <li>- Learner Recruitment &amp; Selection Policy 2017 18 (Exams)</li> <li>- Malpractice Policy 2017 18 (Student Assessment)</li> <li>- Non-examination Assessment Policy 2017 18</li> <li>- Procedure to verify the identity of candidates 2017 18 (Exams)</li> <li>- Reasonable Adjustments policy 2017 18 (Exams)</li> <li>- Special Considerations Policy 2017 18 (Exams)</li> <li>- Word Processor Policy 2017 18 (Exams)</li> </ul>	
12.3	Teaching and Learning Policy – ratified at Teaching and Learning Committee 23/3	
12.4	English Literacy and Communications Policy – as above	

12.5	Internal Verification and Assessment Policy – ratified as above	
12.6	Safeguarding Supervision Policy – ratified	
12.7	Disciplinary Policy – ratified	
12.8	Transgender Policy – to be written	Executive Principal
12.9	Governor Visits Policy– to be sent back to Executive Principal for amendments.	Chair
12.10	School Closure Policy – Ratified	IH
12.11	Lockdown Policy – Ratified	
12.12	Procedure to check the qualifications of the centre’s specialist assessor – Ratified at Teaching and Learning 23/3	Chair
12.13	Supporting Pupils with Medical Conditions – Ratified	
12.13	Disciplinary Policy – To be reviewed by AM	
12.15	Provider Access Policy – Ratified	
12.16	Equality and Diversity Policy (DRAFT) – PA to Executive Principal to circulate for amendments.	
12.17	Lighthouse Code of Conduct – Please ask DL re status of this policy	
12.18	A governor queried with concern that there is a Disability Policy in relation to exams but not a Lighthouse Disability Policy.	
13.	<b>Committee Reports</b>	
13.1	<b>Finance Committee</b>	
13.2	The report from the meeting held on 21 <sup>st</sup> March was presented and accepted as a true reflection.	
13.3	The minutes were signed by the Executive Principal in the absence of the Chair of the committee.	
13.4	Teaching and Learning Committee	
13.5	The report from the meeting held on 27 <sup>th</sup> March was presented and accepted as a true reflection.	
13.6	The minutes were signed by the Chair of the Committee.	
14.	<b>AOB</b>	
14.1	<b>GDPR</b>	

<p><b>14.2</b></p> <p><b>14.3</b></p> <p><b>14.4</b></p> <p><b>14.5</b></p> <p><b>14.6</b></p> <p><b>14.7</b></p> <p><b>14.8</b></p> <p><b>14.9</b></p> <p><b>14.10</b></p>	<p>A draft policy is due.</p> <p>The Executive Principal will appoint a GDPR staff lead. The Business Manager has completed GDPR training, so she will be considered in this role.</p> <p>The Chair will invite Weightmans Solicitors to deliver some brief training for the school.</p> <p>IH is to do a governor visit in relation to the progress of GDPR in the school.</p> <p>The Chair will circulate the slides from Weightmans Solicitors.</p> <p><b>Student Questionnaire</b></p> <p>There have been 10 responses with very positive outcomes. The governors were happy with this.</p> <p><b>Summer Party</b></p> <p>A decision was made to invite alumni students to the end of year party.</p> <p>The meeting ended at 9.20pm</p> <p>Thankyou to all who attended.</p>	