



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

**27<sup>th</sup> September 2017 at 6.30pm**

**Present:**

Katie Parlett (appointed Chair), Pauline Hilling, Rada Grknic, Michelle Hoole, Darren Cooper, Ian Hughes,

**Apologies:**

Emma Sullivan, Deborah Laycock

**In Attendance:**

Christine Milner - Clerk to the Board of Governors, Matthew Cryer.

Action

		Action
<b>NB</b>	<b>The meeting was preceded by 2017 Strategy Meeting, report presented by KP</b>	
<b>1.</b>	<b>Welcome by the Clerk and Election of the Chair and Vice Chair</b>	
<b>1.1</b>	The Clerk welcomed the governors to the first Full Governing Body Meeting of the 17/18 Academic Year.	
<b>1.2</b>	The Clerk asked for nominations for the position of Chair.	
<b>1.3</b>	PHS proposed KP MH seconded	
<b>1.4</b>	There were no further nominations, KP left the room for the vote to take place.	
<b>1.5</b>	The vote was unanimous, KP was informed that she had been duly elected as Chair of the Board of Governors for a period of 1 year.	
<b>1.6</b>	The Chair then took the meeting	
<b>1.7</b>	The Chair asked for nominations for the position of Vice Chair.	
<b>1.8</b>	KP proposed RG DC seconded There were no further nominations	

1.9	RG left the room for the vote to take place.	
1.10	The vote was unanimous, and RG was informed that she had been duly appointed as Vice Chair of the Board of Governors for a period of 1 year.	
2.	<b>Declarations of Interest and Apologies</b>	
2.1	None	
2.2	DL –accepted, at training event ES – accepted, childcare	
3.	<b>Present Membership of the Governing Body, Terms of Office and Vacancies</b>	
3.1	The meeting welcomed Matthew Cryer as a prospective Governor. He presented a written resume of his work experience and interests and spoke to the meeting re his wish to become involved with the Lighthouse School. He has extensive experience within education at Leeds City College, has led educational establishments through Ofsted Inspections and can offer his knowledge of curriculum assessment systems.	
3.2	KP proposed MH seconded.	
3.3	Matthew left the room, the Governors were unanimous in their decision that he would be a great asset to the team.	
3.4	Matthew was informed that he had duly been appointed as a Governor to the Lighthouse Board of Governors for a period of 4 years.	
3.5	The Clerk will ensure he has the required director application forms and the Chair and Vice Chair will ensure that he receives the necessary induction pack.	Clerk
3.6	The Chair informed the meeting of the progress of the election process for the parent governor. This is to complete in the next week or so. She will keep the Governors informed.	Chair
3.7	The Chair informed the meeting that Elaine Silsden, Principal of Allerton High School in North Leeds hopes to attend the next meeting as a prospective new governor.	
4.	<b>Terms of Reference of Committees and Membership</b>	
4.1	<b>Finance</b>	
4.2	Membership DC – Chair KP	

	KA HP – Clerk IH PHS ES	
4.3	The Terms of Reference are to be reviewed in the first Finance meeting of this year and ratified at the next FGB meeting	
4.4	<b>Teaching and Learning</b>	
4.5	Membership GB Chair PHS KP RG MH MC ES Lorraine Clerk	
4.6	The Terms of Reference were circulated to the meeting and were agreed at the last T and L Committee meeting.	
4.7	These were ratified by the Governors	
4.8	<b>Student, Staff and Family Support Committee</b>	
4.9	Membership DB Chair PHS ES KP AO (associate governor) MH Lorraine Clerk	
4.10	The Terms of Reference have been circulated	
4.11	These were ratified by the Governors	
4.12	The Chair requested that all Terms of Reference documents are set out in a consistent manner.	
4.13	The Principal will ask HP to do this	Principal/PA to Principal
5.	<b>Minutes of the FGB meeting 6<sup>th</sup> July 2017</b>	
5.1	The Minutes were accepted as accurate and signed by the Chair.	
6.	<b>Matters Arising</b>	
6.1	Keeping Children Safe in Education, all Governors must	All Governors

	read this document and sign to say that they have done so.	
<b>6.2</b>	The Clerk will send round a signing sheet by e mail.	Clerk
<b>6.3</b>	It was agreed that MH will be the designated safeguarding lead and work with ES as part of the team : ES, MH, DS,KH.	
<b>6.4</b>	MH has completed the CEOPS Ambassador Training during the summer holidays.	
<b>6.5</b>	The Chair requested that there be some closer links to parents about safeguarding and training on line.	
<b>6.6</b>	There are now Parent Hubs held at the Café monthly, MH will attend to inform re her SG role	MH
<b>6.7</b>	The Chair requested that more be done to ensure the Governing Body are represented at school events to enable parents to get to know them.	
<b>6.8</b>	The Principal suggested that Governors attend the next Shine event on 12/10	Principal/Governors
<b>6.9</b>	The Vision Statement work is still in progress, it was agreed that a separate work stream by e mail be set up to finalise this piece of work.	
<b>6.10</b>	DL and Chair will follow up on this	Chair/DL
<b>6.11</b>	DL (SG) has sent a list of completed actions to the Chair, she will send to the Clerk for distribution.	Chair/Clerk
<b>6.12</b>	IH to look at situation re complex needs.	IH
<b>6.13</b>	GB to send Governor Visits policy to the Chair	GB
<b>6.14</b>	The Chair reminded the Governors to arrange 'walk rounds' especially in relation to their specific responsibility. Please ensure that a 'walk round' form is completed. This links to the SDP.	Governors
<b>6.15</b>	The Chair is to send a list of 'walks' to the Clerk for distribution	Chair
<b>6.17</b>	The Chair will send round the 'walk round' form.	Chair
<b>6.18</b>	The Chair suggested that the students should also have opportunity to meet the Governors.	
<b>6.19</b>	The Principal suggested that this could be through the School Council or that Governors are welcome to have lunch with students.	

6.20	The Clerk is to send out the Evolve Report.	Clerk
6.21	The Principal will check on the progress of the Anti Bullying Policy. This is urgent and should be ratified as soon as is possible. She will discuss with DL(SG)	Principal
6.22	The Principals performance management was discussed and must be signed off by the half term break.	Chair/Principals
7.	<b>Committee Reports</b>  There are no outstanding reports currently	
8	<b>Principals Report</b>	
8.1	The Principal tabled her report.	
8.2	Within this report was the 1 <sup>st</sup> draft of the School Development Plan.	
8.3	This contained strategy, aims and objectives for the school for the coming year	
8.4	It was acknowledged that A1a and b needs improvement but also that work is in progress around Governors and external partners consistently challenging the school to be 'outstanding'.	
8.5	A Governor Action plan will be formulated, the Chair will meet the Principals Wednesday afternoon to undertake this work.	Chair/Principals
8.6	Governor responsibilities were reviewed. IH – HR to work with AM MC/GB (assoc gov)– Teaching and Learning assessment KP – SEN DL – Safeguarding AO (assoc gov) parent's liaison RG – pupil voice	
8.7	MC will meet with MH to discuss his new role within teaching assessment	MC/MH
8.8	Effectiveness of Leadership and Management (draft) was tabled and it was acknowledged that the Governor Action Plan needs to reflect those sections highlighted, this will link to the Governor Ofsted Training	
8.9	The Principal updated the meeting re the new intake of students. There are 14 new starters who seem to be settling well.	
8.10	The Principal informed that there are several new members of staff including recruitment of 5 more tutors.	

8.11	The Chair requested reassurance from the Principal that the staff induction is consistent and has seen improvements.	Principal
8.12	The Principal gave an update on staff induction with improvements clearly highlighted.	
8.13	The Principal informed that the new school website is up and running and fully compliant.	
8.14	The Chair suggested that some work could be done to ensure the language on the website clearly reflects the Lighthouse Vision and Values.	
8.15	The Chair asked for feedback from the Governors on the website	Governors
8.16	The Chair and the Principals will meet to discuss feedback and to look at the possibility of engaging a copy writer to ensure that the Lighthouse 'shop window' is excellent	Chair/Principals
8.17	The Chair thanked the Principal for her hard work on the SDP	
9.	<b>Safeguarding</b>	
9.1	This matter was taken under matters arising 6.1	
9.2.	The Chair will circulate an update from the SG governor	Chair
10.	<b>School Development Plan</b>	
10.1	This item was dealt with under item 8	
11.	<b>Health and Safety</b>	
11.1	There was no report to table at this meeting. There is a Health and Safety meeting scheduled for next week.	
11.2	A Governor brought up the issue of the lock on the main gate which can remain open if the magnet does not connect. It was acknowledged that this is a safety risk and should be replaced.	
11.3	This matter should be dealt with through H and S meeting	
12.	<b>Policies Update</b>	
12.1	Updated spreadsheet tabled	
12.2	Admissions Policy – Ratified	
12.3	Visitors Policy – Deferred to the next meeting. The Chair offered an amendment which covered 'role modelling' of staff for the benefit of students. Also, that some of the	

	language requires a more positive tone. This was accepted.	
<b>12.4</b>	This policy will go to the SSF Committee	
<b>12.5</b>	Safeguarding Policy – Requires updating, ES is working on this. Deferred to next meeting	
<b>12.6</b>	Anti Bullying – Deferred to next meeting. This policy will go to the SSF Committee	
<b>12.7</b>	Pay Policy – Deferred to next meeting. This policy will go to the Finance Committee.	
<b>12.8</b>	Admissions Policy – Deferred to next meeting. This policy will go to SSF Committee	
<b>12.9</b>	Transgender Policy – Deferred to next meeting. This policy will go to SSF Committee.	
<b>12.10</b>	A Governor questioned the Lighthouse policy for videoing the students, in this instance at events such as Lighthouse has Talent.	
<b>12.11</b>	IH will make enquiries re this matter with other special schools. The matter will be deferred to next meeting	IH
<b>12.12</b>	A discussion took place around activities undertaken through Shine and the risks.	
<b>12.13</b>	The Chair will meet with the Wellbeing Managers to discuss appropriate activities and if current are fit for purpose	Chair/WB Managers
<b>13.</b>	<b>Ofsted Action Plan</b>	
<b>13.1</b>	A Governor training meeting is scheduled for 2 <sup>nd</sup> November at 6.30pm.	
<b>13.2</b>	The Chair requested that Principal ES feed into this meeting, she has recently completed the Ofsted Readiness Course	Principal/ES
<b>14.</b>	<b>Governor Training</b>	
<b>14.1</b>	IH,DL and MC as new Governors, plus the new parent governor will attend module 1 and 2 Governor Training at the City of Leeds Academy on 9 <sup>th</sup> and 16 <sup>th</sup> November.	
<b>15.</b>	<b>Any Other Business</b>	
<b>15.1</b>	The Chair suggested a 5-year school celebration, with an official opening. Further discussions will take place	Chair/ Principals
<b>15.2</b>	The Chair circulated a report on the Charity's Trust	
	The meeting ended at 8.40pm	

	Thank you to all who attended	