



Meeting of the Lighthouse School Full Governing Board

4th July 2018 at 6.30pm

Present:

Katie Parlett (Chair), Pauline Hilling, Emma Sullivan, Matthew Cryer, Michelle Hoole, Ian Hughes, Darren Cooper

Apologies:

Rada Grknic, Rob Tuck

In Attendance:

Christine Milner - Clerk to the Board of Governors,(joined meeting at 6.40pm)

		Action
1.	Apologies.	
1.1	Accepted	
2.	Declaration of Interest	
2.1	None	
3.	Governor Matters	
3.1	The Chair acknowledged MH's excellent work in setting up the classroom monitor system.	
3.2	Governor visit scheme – the feedback form was discussed.	
3.3	RT's visit report discussed. He had made comment that he had struggled to understand the structure system for classes. Overall the visit was a positive one.	
3.4	It was explained to the meeting that there has been a decision to rename groups for the next academic year numerically and with letters. 'A' been the highest functioning group, key stages denoted with numbers.	
3.5	More Governor visits will be scheduled in September	
3.6	The Governor timetable for 18/19 has been distributed and agreed.	

4.	Minutes of FGB meeting 26th April 2018	
4.1	Amendment – 3.1 this should read DL and not DB	
4.2	Minutes were agreed as accurate and signed by the Chair	
5.	Matters Arising	
5.1	3.8 – Structure still not completed, Chair will circulate when available	Chair
5.2	8.2 – Single Central Register is up to date.	
5.3	10.32 – The school is well staffed, it is acknowledged that the situation has changed since the last FGB. The Exec Principal did conduct a time and motion survey as discussed but this is acknowledged as a snap shot in time. Subsequently, there has been a stop on the use of supply teachers.	
5.4	11.9 – The Chair has spoken to the Head at Tree Tops and he is due to come back with his thoughts as relation to ‘speak up’. Chair will report back in September.	Chair
5.5	Chair suggested that the SG do some research into ‘speak up’ in other schools and areas of special needs.	MC
5.6	A Governor fed back that there is significant work been done already in teaching students how to ‘say no’ and acknowledged that staff expertise is required to recognise ‘signs’.	
5.7	The SG will talk to DL to see if she has spoken to Raminder Aujla on this subject	MC
5.8	The Principal also informed the Governors that the students have contacts for the summer should they need.	
5.9	The Governors were informed that all staff have made a pledge about the Safeguarding of Children.	
5.10	11.13 The anonymised case study will go the MH and the SG for audit	Exec Principal
5.11	14.3 KA has been appointed GDPR lead, she will receive help from Tracey Robinson.	
5.12	The DPO is Veritau (external appointment) and the contact officer is Emma Garland.	
5.13	DL is currently working very hard to ensure the archive records are fully GDPR compliant, she may need further help from within school.	Exec Principal

5.14	MH will look at the use of Microsoft 365 to ensure its use is GDPR compliant.	MH
5.15	14.4 The meeting decided that no more external GDPR training is required.	
5.16	14.10 The Chair will pick this up with the Principal. There will be a charge for the party to cover costs for food and the photo booth. It is acknowledged that this is not a fundraiser.	Chair
5.17	The Tour De Lighthouse is planned, this is to raise funds for improvement of IT.	
5.18	The Principal discussed the possibility of the development of an IT strategy. The new IT provider appears to be cost effective and positive.	Principal
5.19	The Chair will talk to an IT refurbishment Co to see if they might be interested in sponsoring the school with some IT equipment.	Chair
6.	GDPR	
6.1	Principal stated that the school may need to invest in some staffing to assist the GDPR progress .	
6.2	The Chair informed that the cost is estimated at around £5k, this would include setting up new systems and development of a Retention Policy compliant with new requirements.	
6.3	This matter will go to the Finance Committee for further discussion.	Principals PA
7.	School Development Plan	
7.1	The Principal informed that the update of the SDP is incorporated into the Principals Report.	
8.	Staffing	
8.1	This agenda item is incorporated into the Principals Report.	
9.	Strategy for year 18/19	
9.1	This agenda item is incorporated into the Principals Report	
10.	Safeguarding	
10.1	This agenda item is incorporated into the Principals Report	
11.	Health and Safety	
11.1	This agenda item is incorporated into the Principals Report	

12.	Principals Report	
12.1	The Principal presented the report to the meeting	
12.2	1.School Context	
12.3	1.3 There was a discussion around intake and how Local Authorities gain places at Lighthouse.	
12.4	A Governor asked if any student has left the school due to the transport cuts.	
12.5	The Principal informed that this situation has been delayed for 12months.	
12.6	1.4 The Principal informed that attendance remains good. Students with attendance rates under 90% have action plans to monitor. Safeguarding is covered within these plans.	
12.7	A Governor asked if the actions plans have improved outcomes for those students, have they had an impact?	
12.8	The Principal commented that they open a dialogue with parents and carers. She also explained that the school timetable has been accommodating parents who wish to take a holiday outside of the usual Leeds term appreciating that Lighthouse students may have some extra sensory needs.	
12.9	1.5 The Principal pointed out that there is a pupil premium heading in the budget so that it can be monitored more effectively.	
12.10	1.7 A Governor asked if there was a reason for the spike at the start of the academic year as regards incidents.	
12.11	The Principal informed that she had looked at 'repeats' and the same children are involved in a number of incidents. Action plans have been put in place and there have been interventions to support several individuals. She added that she would expect an increase at the start of the academic year as students get used to attending Lighthouse School.	
12.12	MH informed the meeting that there has been an increase in incidents, but the school has put resources into managing the incidents and training for staff.	
12.13	The Chair asked if there had been any injuries to staff?	
12.14	Principal informed that there had been minor injuries and one member of staff had taken time off work because of an incident.	

12.15	Ofsted had questioned staff in relation to their experiences regarding incidents and if they felt supported. The answer was that they did.	
12.16	2. Leadership and Management	
12.17	The Principal reported that the Self Evaluation was good at this time.	
12.18	The Deputy Principal post is not to be recruited to at this time. The aim is to grow the team from within and enhance the structure as such.	
12.19	The Principal made the point that the Board needs more Governors to push the school to 'Outstanding'.	
12.20	The Chair acknowledged that the Board needs to recruit Governors with the required skills. She mentioned that she has someone in mind and will approach them to see if they might be interested.	Chair
12.21	The Principal asked the question of what skills the Governing Body is missing?	
12.22	There was a discussion re the above and it was pointed out that 'Marketing and Employability' might be gaps.	
12.23	MC pointed out that he presently has a dual role which he feels needs to be reconsidered.	Chair
12.24	The Principal commented that the new framework will help the quality of teaching to move to 'outstanding'.	
12.25	MH informed the meeting that the last round of observations showed significant improvements in the quality of the teaching.	
12.26	5. Outcomes	
12.27	MH discussed outcomes which are good. All students are accessing exams in KS4 and 5 but there are still anxieties around exam sitting. Course work has increased.	
12.28	The Principal is talking to partner schools about sharing the moderating and this will give some staff an opportunity to upskill in the next year.	
12.29	The Chair informed that the Charity has applied for a grant to assist with employer's engagement within the curriculum . If this is successful it will pay for an employment tutor.	
12.30	The Chair informed that all parents of students who access work experience will receive a report.	
12.31	6.Resources Policies and Staffing	

12.32	A total of 5 staff members are currently working notice.	
12.33	A Governor asked if there were any specific reasons why. The Principal informed that there does not seem to be any pattern.	
12.34	The Induction and Probation Process is ready to go in September.	
12.35	The HR resource is to be increased and will provide a service for the Charity. This will also enable the Principal and the school to have more access to HR when needed.	
12.36	The Chair thanked the Executive Principal and the Principal for their continued hard work including the huge task of getting the school through the Ofsted inspection. It is acknowledged by the Governors that there has been a lot of development within the school over the last year. This is a calm and happy school which is very welcoming.	
12.37	The Executive Principal and the Principal thanked the Governors for their support and their appreciation for the partnership approach.	
13.	Committee Minutes	
13.1	Finance Committee 23/5	
13.2	Minutes agreed as accurate and signed by the Chair.	
13.3	The Chair of the Finance Committee chaired an extraordinary meeting today. He commented that a higher level of income would give the school an increased chance to move to 'outstanding'	
13.4	He also stated that the budget was finalised today and reminded the Governors that it is not permitted to submit a deficit budget. The budget is tight, but it is balanced.	
13.5	A discussion was held around the areas of challenge within the budget. The 3-year budget is complete, each year shows a small surplus. Industry advises that the staff ratio cost should be at 80%, it was a challenge to achieve that. The school is underfunded and to employ the level of staff that it should then it would expect higher funding from the LA.	
13.6	The budget was agreed in the Finance Committee and subsequently agreed in this meeting by the Full Governing Body.	
13.7	The Governors were informed that Sally Ann Greenfield is assisting with fundraising and will work with MC.	
13.8	There was a discussion around parental contributions to the	

	school as happens in other schools. It was acknowledged that Lighthouse parents are already very generous when fundraising.	
13.9	The Chair has set up a meeting with Sally Ann Greenfield to look at a fundraising strategy.	
13.10	The meeting thanked the Finance Committee Chair.	
13.11	Teaching and Learning Committee 24/5	
13.12	Minutes agreed as accurate and signed by the Chair.	
13.13	The Governors were informed that there is a new Ofsted framework due in September.	
13.14	The accelerated progress of students was outlined, there are several students who have made excellent progress and jumped several stages.	
13.15	The Principal presented the SaLT report.	
13.16	Student Family and Staff Support Committee 14/5	
13.17	Minutes agreed as accurate and signed by the Chair	
14.	Policies Update	
14.1	Data Protection Policy	
14.2	IH will check if GDPR updates the Data Protection Act.	
14.3	There was a discussion around Freedom of Information Requests. IH informed the Governors that educational records must be provided free of charge but technically as a free school, Lighthouse are not obliged to adhere to this. There was a discussion around cost, but no proposals were made.	
14.4	There was a concern around IT data security and the need to change passwords on a regular basis.	
14.5	MH will discuss with Primary Tech	
14.6	The policy will be ratified when the above points 14.2 and 14.5 have been reviewed.	
14.7	Safeguarding and Supervision Policy	
14.8	It was agreed that all the checks and balances are in place to ensure adherence. No external supervision is required, there is 6 weekly supervision for every member of staff.	
14.9	The Safeguarding Strategy Meeting will be scheduled for September/ October.	

14.10	The policy is ratified.	
14.11	Equality and Diversity Policy	
14.12	Ratified	
14.13	On line Safety Policy	
14.14	Ratified	
14.15	Volunteer Policy	
14.16	Amendment – For volunteers under the age of 18 years work given must be of an administrative nature. All voluntary work must be allocated according to skill sets.	
14.17	Ratified	
15.	Any Other Business	
15.1	The Chair gave a massive thanks to the Executive Principal who is now to leave her position at Lighthouse. Her devotion, commitment and resilience has been greatly appreciated by the school and the Governors and all acknowledge with admiration what she has achieved. She leaves with all good wishes for the future.	