



Meeting of the Lighthouse School Full Governing Board

6th December 2017 at 6.30pm

Present:

Katie Parlett (Chair), Pauline Hilling, Emma Sullivan, Deborah Laycock, Darren Cooper, Rob Tuck, Matthew Cryer.

Apologies:

Rada Grknic, Michelle Hoole, Ian Hughes,

In Attendance:

Christine Milner - Clerk to the Board of Governors,
 Paul Staniland – Associate Governor
 Patrick Heaton- Gibson Booth, Appointed Auditors.

		Action
NB		
1.	Apologies. Rada Grknic – accepted Ian Hughes – accepted Michelle Hoole - accepted	
2.	Declarations of interest.	
2.1	Deborah Laycock – provides paid consultant services to Lighthouse School.	
3.	Annual Report and Financial Statements for the period ended 31st August 2017.	
3.1	The Accounts had been circulated to all Governors prior to the meeting.	
3.2	PH gave a brief introduction to the standard parts of the report.	
3.3	Page 13- indicates that the auditors have no concerns re the accounts and no irregularities to report.	
3.4	Page 16- contains the income/expenditure account ending 31/8/17.	

<p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10.</p> <p>3.11.</p> <p>3.12.</p> <p>3.13.</p> <p>3.14</p> <p>3.15</p> <p>3.16.</p> <p>3.17.</p> <p>3.18.</p> <p>3.19.</p> <p>3.20.</p>	<p>This shows that there is an increase in income from last year.</p> <p>Page 22 - School funding has increased, note 3 gives some explanation.</p> <p>There is an increase in grant funding which equates to 120k of additional income.</p> <p>Page 16 -There is an increase in expenditure.</p> <p>Page 24 - Note 7. Direct costs have increased this is due mainly to teacher's salaries plus various other cost increases including, support staff, premises, training, speech and language therapy.</p> <p>Page 27 - Pension costs are included. Although this shows a deficit, it is in fact a WYPF deficit.</p> <p>This was questioned by a Governor. The auditor explained that this is not an issue at present, this deficit is underwritten by the Secretary of State. This is an accounting tool.</p> <p>Page 26 - note 12. When balanced there is, in fact, an increase in cash available and the school is in a better position than last year.</p> <p>The auditor requested that the VAT returns are submitted on a more regular basis to help with cash flow.</p> <p>This has been noted and improved systems are in place.</p> <p>A Governor queried what might be a typical % of a school's budget taken in staffing costs.</p> <p>It was noted that the benchmark would have to be a school of a similar nature bearing in mind the required staffing/student ratio required at Lighthouse.</p> <p>Page 26 - It was noted that the school must disclose any remuneration to staff members who are trustees. The service must be given at cost on any sum over £2,000.</p> <p>The auditor noted that any minor issues mentioned in the management letter which accompany the accounts have been addressed and that the accounts are maintained in a good way.</p> <p>Chair of the Finance Committee commented that tight budgetary constraints will continue.</p> <p>A Governor asked if there was a contingency fund?</p>	
---	---	--

<p>3.21.</p> <p>3.22.</p> <p>3.23.</p> <p>3.24.</p> <p>3.25.</p> <p>3.26.</p>	<p>Chair of Finance explained that policy does not allow the figure in respect of this to dip under an agreed figure.</p> <p>The Chair thanked KA and PS and the Auditors' for their hard work on the accounts.</p> <p>The accounts were signed by the Chair and the Accounting Officer (Exec Principal)</p> <p>They were returned to the auditor who will send a copy for submission to the SFA by the end of December.</p> <p>7.15pm – The Auditor left the meeting.</p> <p>7.15pm – Jo Haswell joined the meeting as an observer. She is Vice Chair of Governors at Forest Bridge Special School which has a similar profile to that of Lighthouse.</p>	
<p>15.</p> <p>15.1</p> <p>15.2.</p> <p>15.3.</p> <p>15.4</p> <p>15.5.</p> <p>15.6.</p> <p>15.7.</p> <p>15.8.</p> <p>15.9.</p> <p>15.10.</p>	<p>NB The Lighthouse Trust AGM was added to the agenda at item 15.</p> <p>Present: Chair – Paul Staniland, Katie Parlett, Member Kate Webber, Member</p> <p>Apologies – Rada Grkinic, Member</p> <p>Accepted</p> <p>Declarations of Interest</p> <p>None</p> <p>RG had submitted vote by proxy form which was accepted by the meeting.</p> <p>The Governors Annual Report and Financial Statement with a Summary of Performance of Lighthouse to date was accepted by the Members.</p> <p>The Members agreed that Gibson Booth should be appointed as auditors for the financial year of 2017/2018.</p> <p>The Members ratified the appointment of governors, RT, DL and MC</p> <p>The Members agreed that DC should be re- appointed as a Governor for a further 4-year term.</p> <p>The AGM was closed at 7.25 pm.</p> <p>7.25 pm KW and PS left the meeting.</p>	

4.	Governor Matters	
4.1	This item was dealt with under Item 15 of the Agenda within the Lighthouse AGM.	
5.	Minutes of Previous meeting of the Lighthouse Full Governing Body 27/9/2017	
5.1	The Minutes were agreed as correct	
6.	Matters Arising.	
6.1	3.5 The Chair will follow up re induction with RT	
6.2	6.13 GB to send policy from his school in relation to 'visitors.	
6.3	6.17 Chair to send round Governors 'visits' form for use on each school visit.	
6.4	8.11 This matter to be added to the agenda of the Spring FGB meeting. This is the assurance that staff induction has been improved and consistent.	
6.5	8.14 The school website is fully compliant, but the Principal commented that the tone and language needs reviewing.	Principal
6.6.	15.1 Staff and parents committee are to look at the planning of a school celebration.	RT/DL
7.	Review and Ratification of Committee Terms of Reference.	
7.1.	The meeting agreed that this need further reviewing to ensure that there is consistent governance and responsibilities. To be returned in the next FGB meeting.	
8.	School Development Plan	
8.1	The Principal presented the plan to the meeting.	
8.2	A section covering the strategic plan has been added to link to the main document.	
8.3	It was agreed by the meeting that the impact of the excellent work within the school needs to be reported.	
8.4	It was also agreed that there should be less update and more report on impact and outcomes.	
8.5	Objective 1 – There has been a significant improvement in performance management.	
8.6	The Principal said that investments had been made in platforms to be able to show the impact in various areas	

	Including performance management/data/professional development/ student progress/ vision and values.	
8.7	The Chair commented that careers education is an area that the school needs to move forward with.	
8.8	A Governor pointed out that there are no milestone dates on the SDP, how does the governing body know if plans are completed?	
8.9.	The Principals agreed that the SDP should be RAGd and will add an impact column.	Principals
8.10.	The Chair requested V2 of the plan and thanked the Principals for a comprehensive report.	
8.11.	The Chair informed the meeting that there had been verbal feedback from the Ofsted Inspection.	
8.12.	There was a discussion around the feedback. The Governors felt that the inspection went well but were aware that there were some areas for improvement.	
8.13.	It was mentioned that the school needs to achieve external accreditations.	
8.14.	There had been significant progress made in several key areas. Ofsted liked the key activities and evidence where they could see 'impact'.	
8.15	The Principal shared that the feedback was consistently good with elements of outstanding. She was awaiting the official report to come through.	
9.	Safeguarding	
9.1	The SG Governor informed the meeting that there is a Safeguarding Action Plan as referred to in the SDP.	
9.2	The Plan refers to the updating of the policies and how they match practice within the school.	
9.3.	The Principal asked the meeting to refer to the Safeguarding and Child Protection Policy sent out in the FGB pack. This encompasses all guidance around safeguarding.	
9.4.	The Principal and SG Governor made it clear that all Governors must read Keeping Children Safe in Education.	All Governors
9.5.	KCSIE has been shared with all school staff (Sept 28 th , 2017 training day) and all staff have completed Part 1,2 and 3 Safeguarding Training.	

9.6.	All staff have signed to confirm that they have read KCSIE.	
9.7	There is also a Monday briefing for all staff to inform and discuss what is happening in the coming week with a 5minute SG topic and focus.	
9.8.	The Principal explained CPOMS. This is a platform where all staff can log SG concerns. This goes to the SG team, it is a chronological record and can be used as evidence if matters go outside of the school system.	
9.10	The SG Governor will come into school to look at the previous SG sect 11 report with the school SG lead.	SG Governor
9.11	The meeting agreed with the agreed amendments made to the Safeguarding Policy it is ratified	
9.12.	The Principal handed out a form to the Governors for them to confirm that they had read the SG and CP Policy.	
9.13	The Governors present signed the form and returned to the Principal.	
9.14	The Clerk will send the form to absent Governors for their signature.	Clerk
9.15	All Governors are in the process of undertaking Safeguarding training via smart log.	
9.16	Rada was asked to re send the link to smart log to the Governors.	RG
9.17	The key areas of the Safeguarding Action Plan were discussed: Photos of all Governors ID for all those required to have ID Visitors process log Contractors are subject to DBS checks Poster on entry to the school Clear expectations of visitors	
10.	Health and Safety	
10.1	This report has been through the Finance Committee so was not considered at this meeting.	
11.	Principals Report	
11.1.	It was noted that the report was completed in a new format that follows the Leeds Head Teachers Report guidance.	
11.2.	A Governor queried the staffing absence days recorded. Last year this was high and so requested this to be reported as a % of staff working days.	Principal

11.3.	The Principal reported that there had been an improvement in staff sickness.	
11.4	A Governor pointed out that 'incidents' appear to be high.	
11.5	The Principal reported that this is something about multiples and the number involved. Recording has been discussed and there is possibly some inappropriate badging of incidents. There is some work going on around this issue.	
11.6	Most Team Teach incidents are dealt with by a 'friendly escorting' technique and few are dealt with by using 'restorative physical 'intervention but all are recorded.	
11.7	The Chair requested that the above is recorded separately.	Principal
11.8	A Governor asked for confirmation that there is work done around the issue of racism. The Principal explained that although the issues were reported as racism, it was in fact, negative interaction between one peer group	
11.9	The Principal stated that, through lesson visits, she can reassure that there is active and excellent work going on around this subject.	
11.10	There was a discussion around levels of funding for students. There is some consultation taking place around this issue which will be reported in the next report from the Principal	Principal
11.11	The Chair thanked the Principals for an excellent report	
12.	Committee Minutes and Reports	
12.1	The Finance are to be amended and circulated.	PA to Principal
12.2	Teaching and Learning Committee minutes have been signed.	
12.3	Student, Staff and Family Support minutes have been signed	
13.	Policies	
13.1.	Safeguarding and Child Protection This item was dealt with under item 9.11 the Policy was ratified	
13.2	Safer Recruitment Policy – Ratified. It was acknowledged that some improvements could be made to this policy, but it is fit for purpose at this time.	
13.3.	Anti- Bullying Policy – Ratified.	

	<p>It was noted that staff and student views had been considered during the development of this policy and guidance from Stonewall.</p> <p>The Principal stated that she would like this policy to be presented to the Parent Hub for their views.</p>	
13.4	This policy also covers bullying within a staff environment.	
13.5	Staff Disciplinary Policy – Not Ratified Further work is required.	
13.6.	Policy to be returned before the next FGB meeting.	
13.7.	On- Line Safety – Ratified	
13.8.	Transgender Policy – No policy presented. Further work is required.	
13.9	Equality and Diversity- Not Ratified Further work required.	
13.10.	Governor Visitor Policy The Chair will send a sample to the Governors for consideration	Chair
13.11.	Pupil Premiums There was a short discussion and a request by the Governors for report for information re this subject. It was acknowledged that there is a need to be more mindful of the impact on individual students.	
14.	Educational Visits Report	
14.1	The above Report was tabled	
15.	Annual General Meeting	
	Recorded above	
16.	Any Other Business	
16.1	The Chair reported that the Charity has been approved as a 19-25year education provider subject to funding.	
16.2	The Chair delivered a presentation to the Deputy Leader of Leeds Council re the vision of the proposed College providing employability and 24/7 living for students. This would be rich community life empowering students with more complex needs.	
16.3	Talent City would provide internships and there will be a Board of professionals who will be Trustees of the Charity and the College.	

16.4	The Chair gave an update on the Charity	
16.5	The Chair reported that she had written a document which had gone to the Department of Education with a proposal for 16-25-year-old employment pathways. This document has subsequently been seen by No10 and a pot of £10mill has been allocated to the project. Every city will receive part of this fund for job coach training and an employer forum. LH Futures Trust will have a say in how this funding will be used in our local area.	
16.6	The Chair thanked the Staff and students for a wonderful Christmas Fair.	
16.7	The Chair also gave a big thanks to all Staff, Students and Governors for a great Ofsted effort.	
16.8	The next meeting is Wednesday 21 st March 2018	
