

Meeting of the Lighthouse School Full Governing Board

6th July 2017 at 6.30pm

Present:

Katie Parlett (Chair), Pauline Hilling, Rada Grknic, Michelle Hoole, Angela Owen, Emma Sullivan, Deborah Laycock, Darren Cooper,

Apologies:

Rada Grknic

In Attendance:

Christine Milner - Clerk to the Board of Governors, Geoff Brooke, Ian Hughes

Action

NB	Raminda Anja delivered a Safeguarding Training session to the above group.	
1.	Apologies	
	Rada Grknic - accepted	
2.	Declarations of interest	
2.1	Geoff Brookes – Has paid work with the school Deborah Laycock – Has paid work with the school	
3.	Governor Matters and Appointment of Governor	
3.1	On behalf of the Board of Governors, the Chair said goodbye and thank you to Angela Owen who has come to the end of her 4 year term. She has decided not to go for re election. Angela is one of the founding members of the school and has brought something very special through her commitment, hard work, knowledge and passion since the school was established, she will be missed.	
3.2	Angela expressed her wish to be involved with parent development next year. The Chair accepted the offer, the Board and school would very much like her help with this area of work.	
3.3	Appointment of new Governor	

3.4	The Governors had received the resume of Ian Hughes prior to the meeting.	
3.5	Ian introduced himself to the meeting. His professional background is in private practice as a solicitor but said his heart was in Local Government and at present is Head of Legal Services in Calderdale. Ian also sits on the Safeguarding Board. He has worked closely with the Head Teacher of a secondary school in the Calderdale area to re site part of the school. He feels he has a good understanding of issues faced by Head Teachers and Governors. Ian is hoping that he can offer his skills, experience and professional knowledge to Lighthouse and its continual development.	
3.6	MH – proposed ES – seconded	
3.7	IH left the room whilst the vote took place.	
3.8	The vote was unanimous. Ian Hughes was duly appointed as Governor to the Lighthouse School Board of Governors for a period of 4 years	
3.9	IH returned to the meeting. He was given the Governor Introduction Pack and asked to complete and return to KA.	
4.	Leadership in 17/18	
4.1	ES and MH left the room for the first part of this item	
4.2	The Chair discussed the appointment of ES as joint Principal of Lighthouse School, she is due to take up her post in September and the notes relating to this process are to be lodged as part of the meeting pack.	
4.3	The Finance committee had approved the budget and the recruitment panel of KP, GB (associate governor), PH, DC and RG alongside HR advice had agreed that ES was an outstanding candidate. Safer Recruitment Policy was followed throughout this process.	
4.4	ES went through an assessment process, including a panel interview with the above mentioned after which the appointment was offered and accepted.	
4.5	The Chair stated that the terms and conditions offered to ES had been benchmarked and agreed by the governors.	
4.6	ES and MH re joined the meeting	
4.7	ES was welcomed by the meeting as the new joint Principal of Lighthouse School.	

4.8	ES said that she was very happy and excited to be taking up this post and looking forward to see all students having fun, achieving their potential and progressing onto a positive destination. This must also be for the staff too, it is important for them to have opportunities for their own development	
5.	Minutes of the Previous Meeting 18 the May	
5.1	Agreed as accurate and signed by the Chair	
6.	Matters Arising	
6.1	3.6 The Chair is preparing the induction pack for DL and IH as new governor's although all governors will receive one. This will include details of upcoming training events.	Chair
6.2	3.10 The Chair will discuss the matter of a parent governor election with the Principals.	Chair/Principals
6.3	The Chair will also agree a date for a proposed Family Evening to take place in September. This will be an information giving occasion where the parents can meet the staff and get to know the school. The proposal will be from 3.15 on wards of from 7- 9pm. It was noted that there is already a parents 'drop in' on the 13 th September scheduled so a decision needs to be made as to if the remit of this session is widened in order for the Governors to attend.	Chair/Principals
6.4	The school timetable needs to be updated and published.	PA to Principal
6.5	8.1 The Principals would like to work on the current template for the Principals Report.	Principals
6.6	10.5 It was noted that the police have responded to the 'incident' reported previously and have taken the CCTV footage.	
7.	School Development Plan	
7.1	The Chair requested some amendments to the SDP 2016/17 wording to ensure it is clear that the school has a 'destination led' ethos.	
7.2	The Principal will make this amendment into the 17/18 plan which is near completion.	Principals
7.3	As regards Objective 2, a Governor asked if all the staff know what the schools vision is.	
7.4	The Principal stated that this is very much embedded and explained that their understanding was evidenced very clearly at the Colours Day.	

7.5	A Governor suggested that the vision could be presented through a 6 word list posted around the school so the vision is visible and available.	
7.6	GB suggested he has a contact with a company who could produce some large posters hopefully free of charge.	GB
7.7	The Chair asked if DL could distil the vision/ values down into the '6 words'	DL
7.8	At this stage the Chair read out a letter from a student who is about to leave the school. The words were powerful and captured his love for the school, his enjoyment for his time spent here, his positivity as regards his future and his gratitude. This was a fantastic example of the Vision and Values of Lighthouse coming to life and very much working for this young person.	
7.9	GB suggested a way of tracking students throughout their lives, this is done at his own school. He will discuss further with the Chair and Principals.	GB/Principals
7.10	The Governors agreed that they would like to invite 'old ' students back for parents evenings and other events.	Chair/Principals
7.11	The Chair requested that another column be inserted into the SDP Plan template to record Governor oversight or involvement.	PA to the Principal
8.	Safeguarding Update	
8.1	VU presented the end of year Safeguarding Report.	
8.2	Safeguarding Governor (SG) presented a report to the meeting on the work that has been undertaken since the last FGB meeting.	
8.3	The Principal requested that the Safeguarding Policy go onto the school website urgently.	PA to the Principal
8.4	A Governor queried if the policy includes early help provision.	
8.5	The SG said that the policy does include this provision and the policy is fit for purpose to go onto the website but made it clear that there is more work to do and improvements to be made.	SG
8.6	The SG questioned the practice of how students, staff and parents are informed about safeguarding, what it means and how the policy may operate on a day to day basis.	
8.7	It was decided that the SG would visit classes in September to record pupil views.	SG

8.8	It was agreed that IH would look at the schools approach to Data Protection and its policy	
9.	Health and Safety	
9.1	This report is contained within the Principals Report and noted that it has been through the Finance Committee.	
9.2	It was noted that there has been a £60k retention budget for 'snagging' which is still continuing. The contractors have been very co-operative . The Governors agreed that it is important to maintain the school to a high standard.	
10.	Principals Report	
10.1	The Chair and Vice Chair had sent the Principal a template for the report. The Principal had made some amendments to this which were accepted by the Chair.	
10.2	It was agreed that the 2 Principals will review the template together and send to the Chair.	Principals
10.3	The CPD (Continual Personal Development) schedule, 2 SEFs and the Health and Safety Report was attached to the Principals Report.	
10.4	It was noted that attendance is above the national average.	
10.5	A Governor suggested that 'persistent absence' and 'group attendance' for key disadvantaged groups should be should be under the safeguarding heading.	
10.6	It was noted that Education Health care Plans will replace Statements.	
10.7	The Governors discussed a number of risk issues around funding controlled by the LEA.	
10.8	There was a discussion around 'declined places'. The Chair queried the statement that Lighthouse does not provide 1:1 and this should depend if the school can provide in a particular instance.	
10.9	The Principal stated that the school was not resourced to provide 1:1 and these are very difficult decisions to make.	
10.10	GB suggested that 1:1 does provide a good income stream and worth considering if Lighthouse is the right place for a particular student.	
10.11	There was a discussion regarding funding and how the Local Authority awards places at Lighthouse and possible impact on the top up funding that the school receives.	
10.12	It was also noted that the Partnership Funding (Ralph	

	Thoresby) could be at risk.	
10.13	It was agreed that the new governor would look into 'complex needs' and the negotiations with the LEA .	IH
10.14	The Governors discussed the 'areas for improvement' in the last Ofsted Report.	
10.15	There has been some significant improvements as regards objective 9: <ul style="list-style-type: none"> ❖ Reports to parents ❖ Parents evenings – wellbeing and SALT staff have been present ❖ The Wellbeing staff group has been strengthened ❖ Greater emphasis throughout the school on 'destination' 	
10.16	The Chair asked re the progress of 'case studies'	
10.17	The Principal informed that this work is ongoing	
10.18	The Principal will e mail out the new staffing structure.	Principal
10.19	The Governors wished it to be noted that the Principal had made real progress with Leadership and Management.	
10.20	The Chair asked for the Governors views on what governor visits should look like in the coming year and suggested that agreed 'objectives' are needed.	
10.21	GB has a school policy on Governor Visits and will send to the Chair. It gives a clear framework which includes a 'student voice' component to each visit.	GB
10.22	This policy should note the key areas that the Governors want to look at and monitor.	
10.23	The Chair requested that the school timetable should include Meet the Governor's slots.	Principal/MH/Chair
10.24	There was further discussion on Ofsted readiness.	
10.25	The Chair informed the meeting that there had been a Parent Survey which had been completed by 21 parents. The responses were very positive.	
10.26	The responses did bring up a number of points, one of which was how the school communicates with the students and parents especially on more difficult and sensitive issues such as bullying.	
10.27	Parents had expressed a wish to have a holistic view of the progress of their child. This was an improvement noted by Ofsted with which the school is making good progress.	

10.28	The Chair will collate the feedback from a number of events and distribute findings.	Chair
10.29	A Governor requested that the Evolve Report be e mailed to all Governors and that it should state the purpose of all visits. The Governors would like to know the value to all trips.	MH
10.30	It was noted that the quality of teaching overall was judged as good.	
10.31	A Governor asked the Principal to outline any update on the staff appraisal system.	
10.32	The Principal explained that all staff are performance managed. However, performance management and line management will be developed further in the coming year. Next term will see the introduction of an official document on which objectives will be set for all staff.	
10.33	The Chair wished the minutes to note that the Governors thank the current Principal and acknowledge that through her hard work and commitment she has moved the school forward in many respects over the past year.	
11.	Committee Meeting Minutes	
11.1	Finance Committee	
11.2	The minutes of the meetings dated 28 th March 2017 and 6 th July 2017 were agreed as accurate and signed by the Chair of the Committee.	
11.3	The Chair gave a brief update on the meeting of the 6 th July 2017.	
11.4	Student, Family and Staff Support Committee	
11.5	The minutes of the meeting dated 16 th May were agreed as accurate and signed by the Chair of the Committee.	
11.6	Teaching and Learning Assessment Committee	
11.7	The minutes of the meeting dated 18 th May 2017 were agreed as accurate and signed by the Chair of the Committee.	
11.8	GB suggested that he would develop an action plan in relation to the evaluation of governance matters.	GB
12.	Policies Update.	
12.1	Admissions Policy	

12.2	The Chair queried the application process and it was suggested that some simplification would be beneficial in order for it to appear a more transparent process.	
12.3	A Governor suggested that the parent's point of view should be sought.	
12.4	IH, AO, ES, HP and a staff member should form a working group and look into the school application process and policy.	IH, AO,ES,HP
12.5	This matter should be on the agenda for the September meeting.	Clerk
12.5	Anti Bullying Policy	
12.6	This was discussed and it was agreed that this requires reviewing. It needs to cover how staff can support a student in the event of bullying. The SG will get some student feedback and ask students to be involved in the review of the policy.	SG
12.7	The matter will be put on the agenda for the September FGB meeting	Clerk
12.8	The Governors requested an updated policy spreadsheet for the next FGB meeting.	PA to Principal
13.	Ofsted readiness	
13.1	The Chair has circulated questions and answers.	
13.2	The Governors requested a meeting in September to plan the Principals performance management process and review the School Development Plan.	Chair/Principals
13.3	The Governors discussed what is appropriate to share in the FGB meeting and amongst the Governors as regards the Principals performance management.	
13.4	IH will do some research and send some advice to the Chair.	IH
13.5	The Chair will organise an Ofsted training event for the Governors.	Chair
13.6	A Governor asked if all the staff are aware of the school's Critical Incident Management Plan. (CIMP)	
13.7	The Principal stated they are aware that this is to be found in the reception area.	
13.8	The Governors were informed that the CIMP will go to the Student, Family and staff Committee in September.	

<p>14.</p> <p>14.1</p> <p>15.</p> <p>15.1</p> <p>15.2</p> <p>16.</p>	<p>New Academic Year 17/18 timetable</p> <p>The timetable has been circulated</p> <p>Any Other Business</p> <p>The Vice Chair informed the meeting that the Parent Teachers were to pay for half the cost of a defibrillator for the school and that a grant has been applied for to cover the remaining cost.</p> <p>The Chair thanked:</p> <p>The Assistant Principals who had stepped up and done a great job in supporting the Principal,</p> <p>Helen who has done a great job and gone beyond her duties,</p> <p>Katherine and Anna for their hard work throughout the consultation period,</p> <p>Finally, the Governors wish Vicky all the very best for her 'pending arrival' and a very happy maternity leave.</p> <p>Next Governing Body Meeting 27th September 2017.</p>	
--	---	--
