

## Meeting of the Lighthouse School Full Governing Board

15th December 2016 at 6.30pm

**Present:**

Katie Parlett (Chair), Pauline Hilling, Rada Grnkic, Emma Sullivan, Michelle Hoole, Angela Owen, Darren Cooper, Suzanne Walker.

**Apologies:**

Geraint Pinchers, Angela Owen, Margaret Fretwell.

**In Attendance:**

Christine Milner - Clerk to the Board of Governors  
Paul Staniland – Associate Governor

		Action
<b>1.</b>	<b>Welcome and Apologies</b>	
<b>1.1</b>	Angela Owen – Accepted, travel. Margaret Fretwell – Accepted, prior arrangement. Geraint Pinches – Accepted prior arrangement	
<b>2.</b>	<b>Declarations of Interest</b>	
<b>2.1</b>	None.	
<b>3.</b>	<b>Auditors Report</b>	
<b>3.1</b>	The Annual Report and Financial Statement was tabled and presented to the meeting by Paul Staniland and Darren Cooper(Chair of the Finance Sub Committee).	
<b>3.2</b>	Page 22 and 23, Statement of Financial Activities discussed and pointed out that it shows a net deficit of £93k, however the meeting was advised that this has been budgeted for. There had been some late audit adjustments. Page 23 shows the net current assets, these exceed the liabilities and the meeting was advised that this is a satisfactory situation.	
<b>3.3</b>	PS informed the Governors that a new funding formula spreadsheet has been issued. He will forward this to DC and KA.	PS
<b>3.4</b>	The Governors discussed the fact that Lighthouse is funded at	

	a lower level than most comparative schools. This is a Local Authority issue.	
3.5	Page 24 sets out the Statement of Cash, it is noted that there are some concerns around this. However by budgeting tightly this should remain in an acceptable position. It is also to be noted that some spend is connected with the building cost and so will not re occur.	
3.6	The budget has been prudently managed, the Principal is running it very tightly. Both PS and DC are happy going forward.	
3.7	The Governors were happy to accept the budget and thanked PS, DC and KA for their hard work alongside the auditors.	
3.8	The Annual Report and Financial Statement year ended 31 <sup>st</sup> August 2016 was signed by the Chair and Principal(Accounting Officer) to be returned to the Auditors.	
3.9	Letters of Representation were also signed.	
3.10	The Chair thanked PS. ( left the meeting at 7pm)	
4.	<b>Minutes of Previous meetings</b>	
4.1	<b>School Evaluation Form (SEF) Meeting 8<sup>th</sup> December 2016</b>	
4.2	The minutes were accepted as accurate and signed by the Chair	
4.3	<b>Full Governing Body meeting 29<sup>th</sup> September 2016</b>	
4.4	The minutes were accepted as accurate and signed by the Chair	
5.	<b>Matters Arising</b>	
5.1	<b>SEF Meeting 8<sup>th</sup> December 2016</b>	
5.2	3.1 The Chair noted that the Senior Leadership Team (SLT) is working effectively and the atmosphere is very positive within the school.	
5.3	4. The Chair informed the meeting that she was happy with the School Development Plan and its clear links to the Principals performance targets.	
5.4	The Governors were pleased to see that the SDP reflects the ethos and vision of Lighthouse, it is accepted that there is more work to do but there a definite improvement has been made.	
5.6	6. The Principal has delivered some training within the school in relation to the requirements of Ofsted Inspections. The School	

	Improvement Partner (SIP) has also been very helpful, this has included a link to Ofsted U Tube, Bolita Scott and questions that Governors might be asked during an inspection.	
5.7	The Chair will send out paper copies of an extract of the above.	Chair
5.8	The Governors accepted the SEF and it was signed.	
5.9	The Chair requested that the SLT review the SEF on a 6 monthly basis. The Principal agreed.	Principal
5.10	<b>Full Governing Body Meeting 29th Sept 2016</b>	
5.11	7. The Chair noted that link Governors have been very proactive since this system was reviewed. She will do an update on activity and send out.	Chair
5.12	A Governor asked re the progress of a Safeguarding audit.	
5.13	The Chair informed the meeting that the Leeds Safeguarding Team, will do a 1 day visit to audit the CP files, a date to be arranged by school. A 1 day audit is being arranged with an independent safeguarding consultant, Deborah Laycock in Jan/Feb – awaiting date.	Chair
5.14	The Principal has also done a ‘deep dive’ on incidents. These will be reviewed during the Safeguarding Audit.	
5.15	The Chair asked for the Principal to review the Incident Management Policy along with DL.	Principal
5.16	This was agreed by the Principal	
5.17	A Governor asked re case supervision and when this is triggered?	
5.18	MH will look into this along with the other 2 designated safeguarding leads and discuss with the Principal. This matter will go into the next T L and Wellbeing Sub Committee.	SG leads and Principal. Chair of T L and S
5.19	School Development Plan to go to all Governors.	Principal
5.20	Minutes of the last Teaching Learning and Wellbeing Sub Committee to be sent to the Clerk for circulation.	Chair of T,L and S/Clerk
5.21	The Principals performance objectives are to be circulated to all Governors for comment. Chair/SIP to send to the Clerk	Chair/SIP/Clerk
5.22	The Chair still requires resumes for the school website from some Governors, please send asap	Governors
5.23	The Chair reported that the Regional Schools Commissioner visited the school on 25 <sup>th</sup> November. She gave Lighthouse a big	

	'thumbs up' and reflected that it was now time that LH replicate the 'brand'.	
<b>5.24</b>	Preliminary discussions have taken place with Leeds Education Authority re opening another school, suggestion is that this could be a primary. The building behind Lighthouse is available. The Chair will update the Governors at the next meeting.	Chair
<b>6.</b>	<b>Terms of Reference for Sub Committees</b>	
<b>6.1</b>	Teaching, Learning and Support Sub Committee.	
<b>6.2</b>	The terms of Reference for this sub are to be finalised in the next sub meeting and brought to the next FGB.	Chair of T,L and Support
<b>6.3</b>	Finance and Resource Sub Committee The terms of reference for this sub will remain as previously agreed.	
<b>6.4</b>	A Governor noted that the school website will need updating with the new T,L and S sub committee title and its Terms of Ref when ratified.	PA to the Principal
<b>7.</b>	<b>Policy update</b>	
<b>7.1</b>	Absence Management Policy – ratified	
<b>7.2</b>	Malpractice Policy – ratified	
<b>7.3</b>	Collective Worship Policy – ratified Social, Moral, Spiritual, Culture acronym to be amended.	PA to the Principal
<b>7.4</b>	Whistleblowing Policy – ratified	
<b>7.5</b>	Medical Needs Policy – ratified	
<b>7.6</b>	Volunteers Policy – ratified after amendments agreed. Governor challenged that all volunteers must be supervised whilst in contact with students. This was agreed and wording to be amended.	PA to the Principal
<b>7.7</b>	Work Experience Policy- The Chair requested that the Governors re read this policy due to amendments made, if no further comments, then ratified.	PA to the Principal
<b>7.8</b>	Staff Business Expenses Policy – carried over to next meeting. Amendments required.	
<b>7.9</b>	A Governor questioned that when expenses can be claimed is 'time specific' and this needs to be reconsidered, all expenses must be ' receipted', purchase of alcohol is not covered. DC and SW to look at the detail.	DC/SW
<b>7.10</b>	A Governor queried that there doesn't seem to be a requirement in the policy that all staff who drive their own	

	vehicles for work purposes (including transporting students) should have ' business use on their insurance'. She lodged concern that the school should take immediate advice from the LA due to the Safeguarding aspect of this issue.	
7.11	A discussion took place and it was agreed that it was not appropriate for staff to continue to carry students in their own vehicles until there was clarity over the policy.	
7.12	The Principal agreed that all transportation of students in staff cars and also the walking of students 1:1 should cease with immediate effect until practice and policy is reviewed.	
7.13	The Chair will contact DL, Safeguarding Leeds, to get advice.	Chair
7.14	The Principal will send an all school e mail this evening to ensure all staff are aware of the Governing Body's decision. Contingency plans will be discussed in school tomorrow.	Principal
7.15	This matter will be resolved and a report given to the Governors at the next meeting.	Principal
7.16	A policy for The Transportation of Students is to be developed.	Principal
7.17	The current Staff Business Expenses Policy is to be reviewed.	Principal
8.	<b>Principals Report</b>	
8.1	The Principal gave a verbal report to the Governors and will complete a full report for the next meeting.	
8.2	The Principal discussed the 4 Ofsted areas in which the school will be assessed.	
8.3	Leadership and Management A staff meeting was held on 15 <sup>th</sup> December and it is agreed that what is now in place in relation to staffing is a permanent arrangement. This is a definite step forward and gives stability.	
8.4	The Principal has now her performance targets in place which will be shared with all Governors.	
8.5	The Principal is aiming for consistently ' good and better' in all practice areas and is the trigger for 'outstanding' overall. This was the message given to the staff group.	
8.6	The Principal praised the staff group for their work and achievement bearing in mind the level of funding which the school receives. It was noted that funding levels were different amongst comparative schools and Lighthouse was doing very well in managing under such tight financial parameters.	
8.7	Relationships between the students and adults are good and engagement is high. Those visiting the school have commented	

	on this.	
<b>8.8</b>	The Principal noted that there are areas for improvement but Lighthouse will improve.	
<b>8.9</b>	<p>Outcomes</p> <p>MH has been working on assessments for the 2<sup>nd</sup> data points. An anonymised data sheet was presented to the Governors. This spreadsheet was very visual and enabled the Governors to scrutinise the outcomes in detail.</p> <p>It will inform teaching staff as to where improvements can be made and generate reports that will go to parents showing a journey through the year for each student.</p>	
<b>8.10</b>	The Governors were pleased that this would enable them to follow patterns and trends and links to the SDP.	
<b>8.11</b>	The Chair asked how progress will be measured?	
<b>8.12</b>	<p>The Principal informed that targets are set for each student on a 6 weekly basis and reviewed,</p> <ul style="list-style-type: none"> <li>❖ The data is meaningful</li> <li>❖ It will look at the wellbeing of the student</li> <li>❖ It will enable 'risk' issues to be reviewed ie amber panels</li> <li>❖ It will show where teaching needs to be tightened up</li> </ul>	
<b>8.13</b>	An evaluation of this report will be in the next Principals report.	Principal
<b>8.14</b>	Progress will be shown in student books and so enabling them to review their own progress. This will also be seen by parents.	
<b>8.15</b>	The Chair pointed out that data should be available from entry point in order to see the whole journey.	
<b>8.16</b>	The Principal explained that this is been attended too also.	
<b>8.17</b>	The Principal informed the Governors that most of the Lighthouse students are making good to outstanding progress.	
<b>8.18</b>	A Governor questioned if evidence of the whole journey would be available for Ofsted.' Destinations 'are essential. It was discussed that this could be evidenced through 'case studies'.	
<b>8.19</b>	<p>The Chair questioned that some work needs to be done around joining up the whole journey of students through to 'destination' including career development and internships. All those involved throughout the journey for each individual student should understand all component parts which lead to the destination.</p> <p>She asked that the SDP is more direct around this important aspect.</p>	
<b>8.20</b>	The Principal will look into this and the Chair will forward some ideas.	Principal/Chair

8.21	The Principal informed that there will be some alterations to the curriculum from January 2017, marking and development/ action plans will reflect this.	
8.22	Personal Development and Wellbeing This is definitely a strength of the school.	
8.23	The Principal noted that parental involvement needs to be worked on.	
8.24	A Governor asked re attendance rates.	
8.25	The Principal informed that at 96.51% Lighthouse attendance is above national average. Year 10 is 97.05% Year 11 is 91%	
9.	<b>Sub Committee reports</b>	
9.1	<b>Finance Sub Committee</b>	
9.2	The Minutes of the meeting 4 <sup>th</sup> October 2016 were agreed as accurate and signed by the Chair of the Finance Sub Committee.	
9.3	The Minutes of the meeting of the 8 <sup>th</sup> December 2016 were agreed as accurate and signed by the Chair of the Finance Sub Committee	
9.4	There were no discussion points due to item 3, Auditors Report	
9.5	<b>Teaching, Learning and Support Sub Committee</b>	
9.6	The minutes were not presented and it was agreed that this would be carried over to the next meeting.	Chair of the T, L and S sub
10.	<b>Any Other Business</b>	
10.1	The Governors wished all staff and the Principal a Happy Christmas and thanked them for their hard work.	
10.2	The Chair thanked the Governors for their tenacity and hard work over the year.	
	Next Full Governing Body Meeting 2 <sup>nd</sup> February 2017	

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