

Meeting of the Lighthouse School Full Governing Board

29th September 2016 at 6.30pm

Present :

Katie Parlett (Chair elected at meeting), Rada Grkinic (elected at meeting), Pauline Hilling, Michelle Hoole, Angela Owen, Darren Cooper, Suzanne Walker (at 6.50pm)

Apologies:

Emma Sullivan, Geraint Pinchers.

In Attendance:

Christine Milner - Clerk to the Board of Governors

		Action
1.	Welcome and Apologies	
1.1	The Clerk welcomed the Governing Body to the new school year.	
1.2	The Clerk has received apologies from: Emma Sullivan – Maternity Leave – accepted Geraint Pinchers – this meet had been moved and diary clash – accepted.	
2.	Election of Chair, Vice Chair and new Governor	
2.1	The Clerk asked the Board to propose candidates for the position of Chair. DC proposed KP AO second.	
2.2	KP left the room whilst the vote took place. The vote was unanimous and she was duly elected as Chair of the Lighthouse School Board of Governors for a term of 1 year.	
2.3	KP took over as Chair of the meeting	
2.4	The Chair asked for proposals for the position of Vice Chair	
2.5	KP proposed RG AO second	

2.6	RG left the room whilst the vote took place. The vote was unanimous and she was duly elected as Vice Chair of the Lighthouse School Board of Governors for a term of 1 year.	
2.7	The Chair wished to thank the outgoing Principal for everything that she had done during her time at Lighthouse and for moving the school forward.	
2.8	<p>The Chair then welcomed the new Principal, Pauline Hilling and thanked her for accepting the post. Pauline has 30years experience of special school education, has served as Head Teacher in 3 schools and executive head of a primary school. Within this time she has lead an ‘outstanding ‘ school and has 10 years experience as an Ofsted inspector of independent schools and works as an improvement partner for Lighthouse and other primary schools.</p> <p>Pauline plans to prioritise work for Lighthouse and will be on site for 2 days each week which will be flexible. She has spent a substantial amount of time over the summer period getting to know the school.</p>	
2.9	<p>Election of a new Governor</p> <p>The Chair explained that Margaret Fretwell was due to attend the meeting but was unable owing to family issues. However, she had been into school and met with the Principal and herself. Margaret was happy for the Chair to put forward her resume to the Board and for the election to take place in her absence.</p> <p>MF is retired, has an extensive educational background, was executive principal to a MAT, has worked as a school improvement partner and deputy head in a middle school. She has worked with the Lighthouse Principal in the past.</p>	
2.10	<p>KP- proposed PH – second.</p>	
2.11	The vote was unanimous and Margaret Fretwell was duly elected as a Governor for a term of 4 years.	
3.	Sub Committees	
3.1	<p>The Chair proposed that there be 2 sub committees:</p> <p>Teaching, Learning and Wellbeing Finance and Resources</p>	
3.2	This was agreed by the Governors	
3.3	A discussion took place with regard to what would be the scope of the T and W sub committee. The Chair and other governors questioned that this group should incorporate	

	pupil, family and staff support.	
3.4	This was agreed by the Governors and will be looked at in more detail when the Terms of Reference are agreed at the first meeting.	
3.5	Membership of the Sub Committees	
3.6	Teaching and Wellbeing: MF (Chair) KP AO RG PH ES (currently on mat leave, will confirm if she is to participate during this period) LO (clerk)	
3.7	SW will support this committee when required.	
3.8	A Governor requested all reports be available to the Committee at least one week before each meeting.	
3.9	DRAFT Terms of Reference for the T and W Sub Committee will be circulated before the first meeting in order that they can be discussed and agreed at that meeting.	Chair of T L and W
3.10	Membership of Finance Sub Committee DC (Chair) GP KP PH Paul Staniland (Associate) Katherine Atkinson (Associate) HP (Clerk)	Chair of Finance
3.11	Terms of Reference to be agreed at the first meeting	Sub Chairs and Clerk
3.12	Terms of Reference for sub committees are to be sent to the Clerk for circulation to all Governors.	
4.	Update of Register of Interest	
4.1	The Clerk has circulated the required form to all Governors which is to be completed and returned to her or KA at the school asap. Thanks to those who have done so already.	All Governors
5.	New National Database of Governors.	

5.1	The Clerk informed the Governors that this is now a government requirement in order that there is transparency as regards who is in control of our schools.	
5.2	All Governors have had the required form to complete and they should return asap to the Clerk or KA at the school. Thanks to those who have done so already. This information will also to be used update the school website.	All Governors
5.3	All Governors were asked to provide a short synopsis of their skills and what they bring to the Board of Governors. Please also provide a photo. Send to HP at the school.	All Governors
6.	Minutes of the FGB meeting 30/6/2016 and Sub Committees	
6.1	Minutes of the FGB Meeting 30/6/16 An amendment was made to point 8.15. This should read Lighthouse Futures Trust.	
6.2	The minutes were agreed as accurate and signed by the Chair	
6.3	Matters Arising	
6.4	The Clerk will re send the info sheet on Child and Families Act 2014	Clerk
6.5	Safeguarding – it was proposed that MF takes this Governor responsibility due to her professional background and experience. Chair to discuss with her	Chair
6.6	School Review – this is planned for the end of October/ beginning of November	Principal/Chair
6.7	Incident Management Policy – Principal is to revisit this	Principal
6.8	Earwig – the training is to start on 19/10	
6.9	The Principal will pick up any of the ‘principals’ action from these minutes.	Principal
6.10	All Governors should sign the sheet or confirm by e mail to the Clerk that they had read ‘Keeping Children Safe in Education’ asap.	All Governors
6.11	Minutes of the Finance Sub Committee 16/6/2016	
6.12	The Minutes were agreed and signed by the Chair of Finance.	
6.13	Matters Arising	

6.14	The Chair of Finance appraised the Governors as regards the budget, it is tight but the team are working closely on the year end.	
6.15	A Governor asked if there were any financial consequences to the change in leadership and new Senior Leadership Team (SLT) structure.	
6.16	The Chair of Finance indicated that there will be an increased cost and this will go into the up coming meeting for close scrutiny.	
6.17	Leeds Grammar School have agreed to provide daily transport for Lighthouse. The Governors would like to extend their thanks to GSAL. The Chair will do this on behalf of the GB.	Chair
6.18	Minutes of the Teaching and Learning Sub Committee 32/6/16	
6.19	The minutes were agreed and signed by the Chair.	
6.20	Matters Arising	
6.21	A Governor asked for an update as regards the School Development Plan.(SDP)	
6.22	The Chair informed that due to the new organisational structure the SDP will be updated with clear priorities agreed.	Principal/Chair
6.23	A Governor asked if parents would receive regular progress and targets for speech and language, the importance being that this underpins all teaching at Lighthouse. They pointed out that this did not seem to be a priority in the last year.	
6.24	The Principal confirmed that this is already being addressed as a priority.	
6.25	A Governor stated that parents should be able and confident to e mail form teachers', it is their responsibility to liaise with parents. This issue needs some clarity with teaching staff and parents.	Principal
6.26	The Chair suggested that this matter goes into the SDP to ensure that there is a clear procedure in order for parents to contact form tutors to discuss their child's progress.	Principal
6.27	A Governor questioned if case studies had been completed in order that the FGB could see ' a day in the life of ' and the journey of 3 individual students of Lighthouse.	

6.28	The Chair requested that the studies be submitted to the Teaching and Wellbeing Committee.	
6.29	A Governor asked if the behaviour plans are being updated and what should be signed off by the parents.	
6.30	The Principal confirmed that they were. She informed the Board that the school is getting CPOMS which pulls together CP information which will, in certain circumstances, inform these plans.	
6.31	The Chair asked if student progress and development data is being revisited.	
6.32	The Principal confirmed that she is working with MF and they are bench marking data with other schools.	
7.	Link Governors	
7.1	The Chair presented a document ‘ Link Governors’, this will reflect the SDP. This makes clear roles and responsibilities of each Governor and which staff member they link with.	
7.2	AO/ Principal – to develop links to parents AO/Principal – School Policies DC//KA – Finance and Health and Safety GP/KA – Legal, contracts and best value SW/DK – Staff CPD and links to SDP EM – Maternity Leave KP/Principal – Vision, Values strategy, post 16 and weekly meeting. RG/VE – Pupil support and voice, student focus group. MH – link for staff and teachers to the FGB MF/SB - Teaching and Learning link MF/ VE – Safeguarding (or ES if available)	
7.3	Governors are to liaise with their staff link and produce mini Terms of Reference by 24/11 for incorporation into the SEF(School Evaluation Form) .	All Governors
7.4	The Chair will produce a diary of visits by Governors to the school for the year.	Chair
8.	The Principals Appraisal	

8.1	The Chair suggested that this should take place at the end of November, a date to be arranged.	Chair/Principal
8.2	The panel will consist of the Chair, SW and an external partner.	
8.3	This was agreed by the Governors.	
9.	The Principals Report	
9.1	The Principal talked through the Leadership Transition that had taken place over the last few weeks. She is determined to produce clear and timely information in order that the school and her leadership may be held to account.	
9.2	She has acted as Lighthouse SIP and has knowledge of the Lighthouse Vision and Values and Strategy Plan 2015 – 2020.	
9.3	In August she had met with each member of the Senior Leadership Team (SLT) and appointed 3 Assistant Principals. As SIP, the Principal felt that the curriculum needed reviewing and developing, this restructure will enable that work to take place.	
9.4	The Principal has asked the Chair to attend a SLT meeting to talk through the Lighthouse vision.	
9.5	The Strategic Leadership Team consists of KP, the Principal and KA (Business Manager).	
9.6	The top priority for the school is the safety and wellbeing of the pupils and staff.	
9.7	The Administration Team has been restructured to improve efficiency. All staff have clear roles and responsibilities.	
9.8	Staff development is a high priority and so opportunities are been funded by the school, this includes the Assistant Principals (APs). Funding Agreements are to be signed as appropriate by staff.	
9.9	The APs are to be given new contracts of employment and a salary increase which will be reviewed after 1 term. The Principal will be managing their performance.	
9.10	The APs will be managing the performance of their own teams.	
9.11	All staff performance objectives will be aligned to the SDP, the Lighthouse Vision and Values and Ofsted requirements.	

9.12	The Principal intends to build leadership at all levels.	
9.13	The Principal stressed that Health and Safety is a priority. An experienced Premises Manager with extensive H and S expertise has been acting as a mentor to the Caretaker and will chair a H and S meeting covering all aspects and extending into premises.	
10.	Policies	
10.1	Leave of Absence and Annual Leave The Principal will review and amend as required. The Governors agreed that this can be finalised by the Principal.	Principal
10.2	Educating Students off Site will be renamed The Work Experience Policy. MH will re look at this and offer amendments, it will be sent via e mail for agreement by the Governors at which time it will be considered ratified.	MH
10.3	Educational Trips The Principal considered this policy robust enough for the summer period of activities but needs reviewing.	
10.4	A Governor questioned if this policy is robust enough for all trips and what the Governing Body considered as 'dangerous' in relation to Lighthouse students.	
10.5	The Shine Club activities were discussed and in particular the up coming visit to Stockeld Park. Should staff be highly identifiable on school trips and should school hoodies be used to ensure students are also identifiable?	
10.6	The Principal will liaise with VE when reviewing this policy taking into account Governor concerns as recorded in 10.4 and 10.5. The Principal will keep the Governors informed.	Principal/VE
10.7	A Governor suggested that the parental consent form be updated on a yearly basis.	Principal
10.8	This will be circulated to the Governors for their agreement. Clerk to receive and circulate. Principal to review.	
10.9	Capability Ratified by the Governors	
10.10	Probationary Period SW proposed amendments which were accepted by the Governors, once the amendments are made to the document this policy is considered ratified.	
10.11	Recruitment	

	The Chair queried 2.21 states that all recruitment is internal and so does not allow in new talent.	
10.12	SW suggested that this be amended to internal and external if the school decides it is appropriate for a particular vacancy.	
10.13	SW suggested, in relation to references taken up when recruiting, that this should be amended to references going back 2 years which will give 'width and breadth' to the process.	
10.14		
10.15	The Governors agreed the above amendments and once these are incorporated into the document the policy is considered ratified.	Clerk
11.	Absence Management Policy is to be carried over to the next FGB meeting	
11.1	Any Other Business	
	None	
	The meeting closed at 9.45 pm.	
	The next Full Governing Body Meeting will be held on 24 th November 2016	
	UPDATED ACTIONS LIST	
Chair of T L and W	Draft Terms of Ref for Teaching, Learning and Wellbeing Sub to be circulated to members before meeting. 3.9	Asap
Chairs of subs	T of R for T L and W sub and Finance sub, once agreed, to go to Clerk for circulation to All Govs. 3.12	Asap
All Govs	Register of Interests Form to be returned. 4.1	
All Govs	National Database of Governors form to be returned to KA 5.2	Asap
All Govs	Short synopsis to be sent to HP. 5.3	Asap
Clerk	Re send info on Child and Families Act 6.4	Asap
Chair	Chair to discuss Safeguarding responsibility with MF 6.5	Asap
Principal/Chair	School Review 6.6	Asap
Principal	Incident Management Policy 6.7	Next meet

Principal	‘ Principals actions ‘ from last meeting 6.9	Asap
All Govs	Confirmation of reading of Keeping Children Safe in Ed 6.10	Asap
Chair	Thanks to GSAL 6.17	Asap
Principal	Update of SDP 6.22 and 6.26	Next meet
All Govs	Short Ts of Ref for individual Governor responsibilities 7.3	Next meet
Chair	Diary of Governor visits 7.4	Asap
Chair/Principal	Principals Appraisal 8.1	Next meet
Principal	Leave of Absence and AL policy 10.1	Asap
MH	Work Experience policy 10.2	Asap
Principal/VE	Educational Trips policy 10.6 and 10.8	Asap
Clerk	Absence Management policy – carry over to next meeting 10.15	Asap
		Next meet