

# Minutes of Full Governing Board of Lighthouse Federation

5.30pm on Tuesday 22 March 2022 at St Mary's



## Attendance

Richard Barker RB

Tracey Collingwood TC (Co Vice-Chair)

Lee Coomer LC via zoom

Anne Cottingham AC (Co-Chair)

Alex Hannah AH

Kathryn Jackson HT

Donald Mayes DM

Jane Loades JL (Co Vice Chair)

Amanda May AM

Amanda Sands AS Co-Chair

David Wiltshire

Rev Catherine Dobson

## Welcome

### 1 **Prayer** Jane Loades

DM informed governors of the recent death of Rosalie Monbiot, a much respected former governor of St Mary's.

### 2 **Apologies** Louise Skillman

### 3 **Declarations of Business/Pecuniary Interests Conflicts of Interest (relevant to the agenda)** None declared

### 4 **Notification of AOB items**

Lanyards

Clerking

### 5 **Agree and Sign Minutes of last meeting FGB 18 01 22**

Correction R Barker – attendee

Minutes were agreed and signed

### 6 **Matters Arising from FGB 18 01 22**

Item 12

- Admission Policy – presently only available on St Mary's website

**Action HT** Happisburgh admission policy onto school website

Item 15

- Flexi -schooling –

HT children settling in well

- 'near miss' at St Mary's

HT Police informed and visited

Local Council informed and visited

Parents and children reminded of the designated safe crossing place

HT has spoken with parties involved.

### 7 **HT Report**

HT drew attention to:

NOR St Mary's 96 Happisburgh 82 – NOR may be affected by transport costs of pupils from out of catchment.

Attendance at both schools improved – currently both 93%

Staffing StM AL(TA) 1:1 SEN support Y1/2 + Willow (nurture room) - leaving at the end of term.

This post requires specialist qualification. Post has been advertised, currently 2 expressions of interest

Curriculum Phonics workshops for parents at both schools – disappointing attendance. It is taking time to build parent involvement after the restrictions of the last two years.

Easter Experience taking place at both schools – a slightly better response.

Curriculum Development – staff subject coordinators are working hard to develop their understanding of the role. Staff meetings after Easter will focus on understanding and applying the theories of learning – Curriculum Statement. This work is already promoting good staff discussion. Generally enjoying the challenge but it is difficult to balance time ie developing and monitoring a subject area and class responsibility.

Recent information from Ofsted – recognition that small schools will not have sufficient staff time or specialist expertise, collaborative working with other schools is promoted.

Information from other schools suggests that Section 8 Inspections(1day) approach to curriculum development has been less challenging than the experience at Happisburgh.

Off-site activities Good to celebrate the increase of off-site activities this term – sports with other schools, residential.

**Q Were there any difficulties – take up, social problems on the visit?**

Children who were hesitant were able to go for the day. Unfortunately, at Horsford the children were organised within school groups, this impacted on their social behaviour during free time when children mostly continued to play within established friendships rather than extend their social groups.

**Q In the past the residential has been open to Y4 pupils, but not this year.**

HT It is unusual for residential visits to be offered to Y4 – at StM in the past this has been an option due to small Y5 Y6 cohorts. Now that the residential is a Federation opportunity there is not room for Y4. All pupils will have the opportunity to benefit from a residential.

**Q Bikeability was enjoyed by StM - will this be offered to H?**

HT The company was fully booked this year – MM has already made arrangements for both schools for next year. Bikeability offers pupils the opportunity to learn to ride or cycling proficiency.

**Q This year the schools did not take part in Cathedral Days at Norwich. Is this a possibility for the future?**

HT Yes. This year both schools have taken part in the Art Project - Diversity, collaborating with other schools. Their work will be displayed in a church in Norwich.

Training – StM Jon Moule (Diocese) visited and trained a group of Y5 pupils to lead Collective Worship. This will happen fortnightly. It is planned that the St Mary's group will cascade this training to Happisburgh pupils.

As part of the LA EY support H staff will be visiting Gresham village school to observe good practice in EY.

**Q VP is now the coordinator for Geography, what about History?**

HT The new teacher at StM in Elm class is a History specialist and is happy to coordinate this subject for the Federation. She has passed on all the work she has already done. Her training over the last term has covered curriculum development skills which she will now apply to Geography.

**Q Is there continuing evidence of lack of Wellbeing in the parents and the children?**

HT Yes a big difference in the children - anxious children, anxious parents. It is hoped that the resumption of opportunities for parents to be involved in the life of the schools will help the whole school communities. Added impact of the war in Ukraine.

**Q Is JE (Pastoral Support) at H still absent?**

HT Yes and this does impact on the support that can be given to children and families.

**Q Are all staff aware of the Staff Support Line?**

HT Yes.

**Q What is the position regarding the Heating system at H?**

HT Several consultants have visited, but as yet no solutions. It is likely that there will be considerable disruption to the class when action is taken.

**AS** There has been an amazing response from both school communities to the Ukraine appeal – collections of clothing, food, medical needs, cake sales and bracelet making. Thanks to a **H** parent contact the funds raised by the Federation working together will be matched by Aviva. It would be good for Governors to recognise their effort and send a card.

**Action TC** Cards to thank the Friends of the schools in recognition of their hard work.

Rev Catherine Dobson left the meeting

## **8 Committee Reports**

### **Ethos and Community 22.02.22**

JL drew governors' attention to:

Health check report from DSSO (diocesan Schools Support Officer) was positive. The SIAMS Self Evaluation based on the 7 strands of inspection will be available on GovHub. It is likely that the inspection will not be before September. CW training by Jon Moule very positive – he had been impressed by the children's responses.

### **Teaching and Learning 1 02 22 and 10 03 22**

RB drew governors' attention to:

Curriculum reviews – presentations by coordinators – Music (MM), Reading(CH), Writing(KM) were very informative and gave a good oversight of the work of the coordinators.

CH intends to launch Reading Karate at StM next term.

**Q Reading percentages (10.03.22) – the range at St M is markedly different from H. Is there a reason for this?**

HT These figures relate to the end of the Autumn Term. There are some children in Rec at StM who need much support but with targeted support they have made good progress this term.

### **Resources 8 02 22**

DW drew governors' attention to:

The completion of SFVS (Schools Financial Value Survey) - thanks was expressed to DW for his work in drawing together information and submitting the forms for both schools in due time.

H Finance Audit findings have been considered and also the implications for StM.

The Finance Policies for each school have been reviewed. There is now a Federation Finance Policy.

StM pre-school -Acorns. It is hoped that integration will take place in September but there are still many practical implications particularly with staffing.

**Q Why have the federation schools not accessed the Covid Catch up Grant?**

DW The Catch up grant is over more than one year and is tapered. It becomes very expensive for schools. HT commented that although the fore-runner of the catch up grant had been accessed the impact of an unknown teacher coming into school for a few sessions is debateable.

**Budget Setting** at each school has recently taken place with LA Finance Officer(FO).In each budget allocations have been made for release time for Coordinators to develop and monitor their curriculum areas across the Federation and additional funding has been allocated for energy.

Partly reflecting the increase in children eligible, both Pupil Premium and Sports' Grant have funds which must be spent by July. This will be monitored carefully.

**H** It is planned to consider the implications of the redecoration programme and the cost of heating repairs at Bud Rev 1.

**StM** Strategy Planning and Capital funding (new school hall) has been maintained.

The surpluses brought forward for each of the next 3 years is positive for both schools.

## **9 Budget Approval**

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**StM** Strategy Planning and Capital funding (new school hall) has been maintained.

The surpluses brought forward for each of the next 3 years is positive for both schools.

DW recommended: Governors should approve the 3 year budgets 2022 -2025 for each school

**Budgets for Happisburgh and St Mary's were unanimously agreed.**

**Action AS/AC** Respond to FO re agreements of budgets for Happisburgh and St Mary's.

## **10 Safeguarding**

HT and JL (Safe Guarding Gov) have agreed to monitor alternately the Single Central Register (SCR) for each school.

## **11 Policy Review**

### **Behaviour Policy**

Governors identified inconsistencies on p8.

**Policy agreed** with above amendments

### **Complaints Policy**

**Policy agreed**

### **Staff Discipline Policy**

Discussion relating to several queries/inconsistencies relating to dismissal of staff.

1.6 re dismissal. Amend to 'HT, Chair, Vice-chair or other delegated governor'

5.1 and 5.7 re lifting of suspension - unclear.

**Action** HT to consult HR

## **12 Governor Monitoring**

Reference T&L minutes (10 03 22) Item 6

Several governors have completed and recommended Governor Monitoring training.

The resource pack contains guidance on the process, visits protocol, and a report template.

Discussion: Monitoring of the responsibilities and activities of curriculum coordinators may be carried out by T&L committee (see Minutes T&L 1 02 22 and 10 03 22) but need to be complemented by individual governor visits. In September HT distributed a monitoring plan relating to SIDP and individual governors agreed areas of responsibility. eg Attendance, SafeGuarding, GDPR. Monitoring needs to be across the Federation. HT expectation (see template) clarifies the focus.

**Action HT** recirculate SIDP Governor monitoring plan

Monitoring of Phonics (TC) has taken place at Happisburgh alongside Mike Roughsedge (MR - LA Imp Bd officer). AS has monitored PSHE at Happisburgh. AC has monitored RE across both schools and presented a report.

No decision was taken about a monitoring report record – reports circulated to all Gov? reports only on GovHub? hard copy signed by all governors at FGMtg and retained by HT?

**It was agreed**

i) prior to a visit the focus and practical arrangements would be made with HT (telephone preferred).

ii) that the template provided would be used.

iii) report sent to HT for accuracy check

iv) report to AC - put onto GovHub and info circulated to all governors

v) as appropriate to be discussed at relevant committee

**Action AC** Copy of template to be placed on GovHub

**13 Correspondence**

None

**14 AOB**

**Lanyards**

After discussion it was agreed ie Lighthouse Federation words on lanyard and both schools on the badge.

**Action HT - JP at H** to order lanyards for all governors.

**Clerking**

AS reported that Tuesday evenings is difficult for the proposed new clerk.

Discussion: Tuesday evening remains the preferred day for most governors.

**Action AS** to discuss again with LA Clerking Service.

**Community Tax Credits**

**Q** There has been a request from a parent for this to be considered.

DW this is to be an agenda item at the next Resources committee.

**Action DW** Agenda item Resources – Community Tax Credits

**15 Reflection**

Governors reflected on the good progress of curriculum development and involvement of all staff across the Federation.

The meeting closed at 8.00pm

**Summary of Decisions**

- |                |              |  |
|----------------|--------------|--|
| <b>Item 6</b>  | <b>HT</b>    | Happisburgh admission policy onto school website                             |
| <b>Item 7</b>  | <b>TC</b>    | Cards to thank the Friends of the schools in recognition of their hard work. |
| <b>Item 9</b>  | <b>AS/AC</b> | Respond to FO re agreements of budgets for Happisburgh and St Mary's.        |
| <b>Item 11</b> | <b>HT</b>    | consult HR (Staff Discipline Policy)   |
| <b>Item 12</b> | <b>HT</b>    | recirculate SIDP Governor monitoring plan                                    |
| <b>Item 14</b> | <b>HT</b>    | JP at H to order lanyards for all governors                                  |
|                | <b>AS</b>    | to discuss again with LA Clerking Service.                                   |
|                | <b>DW</b>    | Agenda item Resources – Community Tax Credits                                |