

# Minutes of Full Governing Board of Lighthouse Federation

5.30pm on Tuesday 17 May 2022 via Zoom



## Attendance

Richard Barker RB

Tracey Collingwood TC (Co Vice-Chair)

Lee Coomer LC

Anne Cottingham AC (Co-Chair)

Alex Hannah AH

Donald Mayes DM

Jane Loades JL (Co Vice Chair)

Amanda May AM

David Wiltshire

Kathryn Jackson HT

1. **Welcome** AC
2. **Opening Prayer** JL
3. **Apologies** Amanda Sands, Alex Hannah will join later.

## 4. Declaration of Interests

None declared

## 5. Headteacher's report – verbal update

NOR

**H** 83 + 7 Nursery **StM** 94

In both schools a greater number of boys

Post Pandemic

Increase in PPr pupils – both schools 37%

Increase in SEN **H** 19% **StM** 18%

Attendance **H** 91% **StM** 93%

At **H** flexi-schooling has impacted on attendance data

Staff absence also high – since September **H** 180 days (5 Covid)

**StM** 152 days (9 Covid)

Both schools have experienced incidence of Mental Health issues and some long term sickness absence.

Managing staff absence is almost a daily problem – particularly difficult to find cover for Midday Supervision and Learning Support. Teaching staff often needed to provide necessary cover.

Behaviour/Vulnerable pupils

**H** 3 Looked After Children (LAC)

1 pupil attending Special Unit

3 pupils placed from women's refuge

**StM** 2 Special Guardianship

3 concern to Social Services

2 x ½ day exclusions

SENDCo (CH and KA) For both schools there is a considerable amount of additional work - paperwork and meetings.

The Willow room at St Mary's is used by 4 pupils whose needs require specific interventions for periods out of their classes.

Good to have schools open to parents again and children have benefited from visits (Banham Zoo, Bure Valley railway) and also taking part in sports tournaments. The children have requested Football and Netball matches between Happisburgh and St Mary's and Y6 pupils in each school are choosing their own special day out.

SATs week – a challenging time – some very anxious pupils. Resilience is generally low after the pandemic – Y6 pupils found it difficult to persevere and concentrate for some of the longer tests.

Parents have participated in various events: **StM** Easter Experience, **H** Anglo-Saxon Meal, Making Dragons, and more recently the Book Fair **H** was not well attended

Jubilee Events: **H** a Jubilee Lunch and Jubilee fete organised by the Friends.

**StM** Jubilee lunch, country dancing and Cream Teas organised by the Friends

**H** EY - LA support team have visited and **H** staff have visited another local school to observe good practice. HT reported that EY practice has improved.

**H** Y6 has been selected for LA moderation (Writing and Maths) – considerable additional work for CT who must take to the moderation meeting, work from 6 pupils to demonstrate- 2 below expected level, 2 expected level, and 2 above expected level in Writing and Maths. Examples cannot be taken from work completed when the aspect was taught – ie writing across subjects indicates independent use punctuation.

Curriculum development has continued to create a curriculum which is both Creative and Cognitive. The curriculum statement and rationale, presented at a recent staff meeting, has received very favourable comments from a LA Curriculum Adviser and also from S Nixon.

Science, Art, Music, History, Geography, have all benefited from a day CPD working with KJ who is confident that it will be ready for September.

Initially there was some opposition but subject coordinators are increasingly very professional, more passionate about their subject and are determined to see it working well in classes across the federation.

RB commented that Teaching and Learning Committee had been very positive following a presentation by the Maths Coordinator.

## **6. Notification of items for AOB**

Vattenfall Pipeline, White Paper

## **7. Minutes of last meeting FGB 22.03.22**

Minutes of last meeting – Item 8 (Resources) duplication of a section.

**Action AC** to amend

With the above amendment the minutes were agreed and signed.

## **8. Matters arising from 22 03 22**

Community Tax Credits – covered in Resources minutes Item 9

## **9. Committee Reports**

**Resources**

DW drew governors' attention to the recent appointment of Premises Manager for the Federation. An opportunity had been taken to benefit both schools. It was hoped that in the future similar opportunities would arise in other areas.

Before the Finance Policy Review both schools had their own finance policies which in some aspects differ. After review the draft Federation Finance Policy was sent to the office staff of both schools. Several points were raised.

Discussion – are the issues substantial?

DW yes – one concerning cash held on site.

DW asked governors for their preference: either to adopt at this meeting the draft policy for both schools or to continue until further review.

**It was agreed to wait until the next meeting to allow committee discussion**

**Action** DW agenda item for next Resources committee – Finance policy - points raised by Office staff.

### **Ethos and Community**

JL drew attention to

- Rev Peter Streete – a local retired vicar who has welcomed the invitation to be involved with St Mary's. The school is looking forward to working with him.
- Learning walk at Happisburgh
- Monitoring report - Easter Experience
- The committee has reviewed the RE Policy and Collective Worship Policy both for the Federation and recommends them to Governors.

**RE Policy accepted**

**Collective Worship Policy accepted**

### **Teaching and Learning**

RB Verbal update on meeting of 16 05 22.

The committee had been very impressed with the presentation given by MM, Federation Maths Coordinator: her focus on consistency across the federation, her understanding, enthusiasm and belief in the Mastery programme with its emphasis on fluency in basic number operations as the foundation. She spoke of her work across the schools and the generally positive attitude from other staff. The committee had also considered the SEND/LAC report from JL. The provision map compiled by SENCOs and Benchmarking information available at the next meeting will assess the impact of SEN interventions and support. Parent/Pupil questionnaire – initial findings were considered.

## **10. Single Central Record (SCR)**

HT reported recent training. JL and KJ will alternate schools for inspection of SCR. SCR at each school was inspected.

Alex Hannah joined the meeting

## **11. Safeguarding**

HT reported that she is currently conducting a Safe Guarding Audit Review at H. The audit tool is rigorous and lengthy. When complete this will be shared with JL (Safe Guarding Governor) StM audit will be due next term.

Designated Safe-Guarding Lead (DSL) 3 at each school are required to have regular minuted meetings when information is shared. It is planned that these will be via Zoom so that both schools can share information. Training and information is also gained via the local group of schools.

**Action** HT share H audit with JL

## 12. Policy Review

**RE** See Item 9  
**Collective Worship** See Item 9  
**Finance** See Item 9

HT Federation Policies. There are 3 policies on Governorhub for review at the next FGMtg – Anti-bullying, Attendance and Children missing school.  
There are approx. 17 further school specific policies, due for review at different times but need to be reviewed and accepted as Federation Policies.

How is this best managed? Discussion.

**It was agreed** some should be reviewed by the appropriate committee and recommended for acceptance, others reviewed by all governors. This should be done proactively over time – a maximum of 3 policies per FGMtg.

**Action AS/AC** agenda item for next FGMtg - Anti-bullying, Attendance and Children missing school.

**HT** devise a plan for review of the remaining policies.

## 13. Monitoring Programme update

Updated Monitoring programme was shared on screen – a traffic light system to indicate progress.

Discussion: Governors individually offered to fill the gaps.

**Q** Is a written report an expectation?

Yes – using the template on Govhub.

### Reporting Process was agreed -

- Reports should be sent initially the HT for accuracy check.
- Returned to author
- Sent to AC for upload to Govhub and circulation to relevant committee chair.

**Action AC** to amend monitoring template to include check/circulation on completion of report

It was agreed to delay further subject monitoring until September – the new curriculum.

**Action** HT to update the programme and circulate.

## 14. Purposeful Collaboration Meeting

HT reviewed the recent meeting held at the invitation of St Benet's Academy Trust - a follow up from the mtg in 2020. Recent White Paper includes the Government expectation that all schools will have academy status by 2030.

St Benet's is offering to co-ordinate discussions across schools in the North East corner of Norfolk to work together exploring current and potential strengths. St Benet's would seek to support schools and create a local hub for mutual benefit. eg Curriculum development, Maths Excellence.

An extraordinary FGMtg, , has been arranged so that Governors can clarify the opportunities and concerns. **Tuesday 14 June at 5.30 at St Mary's**

Purpose of the meeting: to clarify the journey towards Academy status within St Benet's in the light of our limited experience as a federation

**Q** How do we ensure we get full support from St Benet's as well as contributing in our areas of strengths?

Everyone was asked to consider Purposeful Collaboration – their queries/concerns/opportunities for Lighthouse Federation

**Action** AC email to all governors w/b June 6 requesting Governors' questions for the meeting. These will be compiled and circulated to GB.

**Q** Would it be possible to join this meeting via Zoom?  
Probably not as a presentation will be delivered.

#### 15. Clerking Service

This has not yet been resolved.

**It was agreed to** take this to the next meeting.

#### 16. Dates of Meetings 2022/23

Dates have been shared with school offices.

**Action** AS/AC Agenda item for next meeting

#### 17. AOB

Vatenfall AS has attended a local meeting. A community fund, £15million is available for community initiatives. Ideas were requested.

AS - a community electric minibus – a benefit to the federation as well as the local community

LC - solar powered heating for the school.

#### Government White Paper

Aim 90% children at expected level – the language of levelling up. Information relevant to Item 9. Recommended reading for governors.

**Action** AS to be the point of contact  
AS to upload to Govhub

#### 18. Reflection on today's meeting

Governor involvement in the schools, via monitoring and visiting, experiencing first hand the impact of our decisions in strategic development.

**Dates of next meetings**

**Additional mtg Tuesday 14 June 5.30 at St Mary's (Item 14)  
Tuesday 12 July 2022 5.30 at St Mary's**

#### Summary of Actions

- Item 9** **DW** agenda item for next Resources committee – Finance policy - points raised by Office staff.
- Item 11** **HT** share H audit with JL
- Item 12** **AS/AC** agenda item for next FGMtg - Anti-bullying, Attendance and Children missing school.  
**HT** devise a plan for review of the remaining policies.
- Item 13** **AC** to amend monitoring template to include check/circulation on completion of report  
**HT** to update the programme and circulate.
- Item 14** **AC** email to all governors w/b June 6 requesting Governors' questions for the meeting. These will be compiled and circulated to GB.
- Item 16** **AS/AC** Agenda item for next meeting
- Item 17** **AS** to upload to Govhub

