

**Minutes of the Full Governing Board of Lighthouse Federation
on Tuesday 23rd November 2021 at 5.30pm
at St Mary's**

	<p><u>Key action 2</u> KJ reported working alongside the History co-ordinator for curriculum development.</p> <p><u>Key action 3</u> More support from Lead Officer and Early Years team in the new year.</p> <p><u>Key action 4</u> 'Leaders need to ensure support staff have appropriate training and support to be effective'. Discussion; what is the expectation of the training for TAs? NVQ levels and experience taken into account.</p> <p>Concern about low morale within staff team. Multiple open and honest staff meetings and discussions (group and individual), and KJ has individually emailed staff following the inspection.</p>	
10.	<p>Happisburgh IB update Met on Zoom on 12th November. Lead Officer very supportive. Discussed post-Ofsted plan. IB has been with school for a long time. Lots of resources available but all with cost attached. Challenging for small schools.</p>	
11.	<p>Committee Updates (minutes circulated in advance)</p> <p>Ethos & Community (EC) - 11th November 2021 ToR previously circulated. SIAMS imminent for St Mary's. Learning Walk throughout school completed during meeting. Plans to monitor Collective Worship and RE. Biblical text linked to vision is The Good Samaritan. Values linked to bible text. Happisburgh school community recently agreed their six most important Christian values and will need to consider a biblical narrative. Important to share curriculum, staff expertise and pupil activities across the federation, but each school will remain distinctive.</p> <p>Teaching & Learning (TL) - 15th November 2021 ToR to be circulated with FGB minutes. Looked closely at Post-Ofsted Action Plan. Importance of curriculum continuity and Early Years. Agreed program of meetings and main agenda items for rest of year. Planned to invite additional invitees (as appropriate) to T&L meetings as part of monitoring. Proposed that at January FGB, a main agenda item would be HT providing governor training on subject leadership, expectations and responsibilities, and invite the SLT to the meeting. Also keen to discuss SIAMS and H&S. Looked at SEND. Next meeting will review structure and template for governor visits.</p> <p>Finance & Personnel - 18th November 2021 Reviewed ToR, particularly those relating to H&S (see below). Agreed to re-name committee 'Resources'. Discussed staffing and additional resource. Recognised additional staff responsibilities. Governors should be involved in setting the budget next year. Positive feedback on budget following Revision 2. Both schools are showing positive budgets for the next three years. Virtual School H&S audit for partially sighted child judged the Happisburgh EY outside space as inadequate but not unsafe. Need to budget for building projects.</p>	

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	<p>Some items within the draft ToR relating to H&S had financial implications, others referred to the role of the H&S Governor. LC (H&S Governor) agreed to have responsibility for these items.</p> <p>Clerking Service - Following information from the LA Clerking Service, governors discussed the options. Possible future clerks include a current parent, governors discussed the implications and agreed to make the decision for long-term provision at the January meeting. It was agreed that the Spring term provision will be two temporary clerks offered by the Clerking Service.</p>	
12.	<p>Safeguarding Safeguarding Report from Mrs Egerton (Pastoral at Happisburgh) circulated to board in advance of meeting. Discussion: what information is useful to the board. It was agreed useful to have a brief general overview at each meeting within the HT report, followed by the annual Safeguarding Review in July. JL checked the Single Central Record at both schools.</p>	
13.	<p>Policy Review Reminder for governors to email KJ directly if notice grammatical/spelling errors please.</p> <p>Health & Safety Policy Some amendments. It was noted that more First Aiders were needed at Happisburgh. KJ proposed that all staff are trained every three years (as happens at St Mary's). Suggestion to delegate some responsibilities away from KJ to SLT.</p> <p>Admissions Policy, Complaints Policy and Exclusions Policy all to be reviewed in January meeting.</p>	
14.	<p>Governor Code of Conduct Agreed and signed by all governors present.</p>	
15.	<p>Correspondence - none.</p>	
16.	<p>Any other business Happisburgh Festive Fiesta - 3rd December 2021. Some anxiety around Covid, KJ to discuss with staff/Friends organisers.</p> <p>Residential visit to Horstead Diocesan Centre - KJ apologised for late information and requested governor approval for the residential visit in the Spring term. The visit complies with all necessary LA guidelines. Governors approved this activity.</p>	
17.	<p>Reflection on today's meeting Did not have time to cover this.</p>	
18.	<p>Close The Chair thanked everyone for attending, and thanked the outgoing clerk for her sterling service over the years. The meeting was closed at 7.40pm.</p>	
19.	<p style="text-align: center;">Dates for the next full governors' meetings 2021/2022 Tuesday 18th Jan 2022 - Happisburgh Tuesday 22nd March 2022 - St Mary's Tuesday 17th May 2022 - Happisburgh Tuesday 12th July 2022 - St Mary's</p>	

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Agreed as a true record at the following meeting of the Full Governing Body.

Signed..... Name..... Date.....