

**Minutes of the Full Governing Board of Lighthouse Federation
on Tuesday 28th September 2021 at 5.30pm
at St Mary's, Roughton**



1.	Welcome	Action
	<p>Governors</p> <p>Lee Coomer (LC) Donald Mayes (DM) Tracey Collingwood (TC) Jane Loades (JL) Anne Cottingham (AC) Amanda Sands (AS) Alex Hannah (AH) Louise Skillman (LS) Kathryn Jackson (KJ) - HT David Wiltshire (DW) Amanda May (AM)</p> <p style="text-align: right;">Present via Zoom Richard Barker (RB) Paul Dunning (PD) - Diocese Mike Roughsedge (MR) - LA Helen Wardale (HW) - LA</p> <p style="text-align: right;">Clerk Katharine Yuill (KY)</p>	
2.	Opening prayer - led by AS.	
3.	Apologies - none.	
4.	Declaration of Business and Pecuniary Interests	
5.	<p>Election of Chair and Vice Chair</p> <p>Both AC and AS were nominated for the position of Chair, and JL and TC for Vice Chair. After much discussion the board agreed to elect joint Co-Chairs and joint Co-Vice Chairs for the first year to enable the board to better get to know each other. Agreed that important to establish clear roles and responsibilities from the start.</p> <p style="color: red;">Decision; AC and AS elected as Joint Co-Chairs. JL and TC elected as Joint Co-Vice Chairs</p> <p>RB left the meeting at this point.</p>	
6.	<p>We are now all members of a federation governing board. What are the implications individually and as a board?</p> <p>Important that all governors get to know both schools, staff, pupils and parents. Suggested Co-Vice Chairs focus on opposite schools for a little while. Essential to recognise the history and reasons why we became a federation - opportunities and benefits offered, but important to grow an appetite for more - be enthusiastic, optimistic and far-reaching in our future vision. One of the key roles of the federation is to release some of HT's time - majority of policies/roles will be joint, but important that both schools retain their individuality. Useful to revisit statements in consultation document. Both schools have unfinished business from before, important to work across the federation to resolve. This is all new. The federation will likely look very different in a year's time.</p> <p>Reminder that Ofsted at Happisburgh looming and SIAMS at Roughton. <u>All</u> governors will be expected to be up to speed across both schools.</p> <p>AS and AC to meet weekly with KJ, perhaps alternating at Happisburgh and St Mary's. Existing SWAT analysis could be useful to look at joint strengths and weaknesses.</p>	
7.	<p>Committee Structure</p> <p>Agreed Lighthouse Federation committees;</p> <p style="padding-left: 40px;">Teaching & Learning Finance & Personnel</p>	

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	<p>Ethos & Community HT Performance Management (as required)</p> <p>Committee suggestions;</p> <ul style="list-style-type: none"> - Important to spread the load across all governors. - Try to meet in advance of FGB. - Co-Chairs to be members of all committees but not necessarily attend every meeting. - Co-Chairs not to Chair committees. - Joint Steering Group worked well as clear remit and decision making process - useful to extend this to committee discipline/terms of reference. - Important not to go through all of one school and then the other - more structure across both schools. - Governors to email AC and AS if interested in joining committees (ahead of next FGB please). <p>Some suggestions going forward;</p> <ul style="list-style-type: none"> - Two FGB a term - one housekeeping and one more general sharing of information. - One HT report a term - circulated and questions in advance to the clerk to KJ. - Governor discipline - reading documents and posing questions ahead of the meeting. - Ambition for single policies where possible, with addendums relevant to each school. - Policies reviewed by committees where possible. Give us more time to focus on good governance. - Still very much a place for Zoom meetings. <p>Happisburgh County Finance Audit due 4th October - trickle process of sending across documents rather than 2 day audit. Useful for governor to have conversation with Mrs Pagan about process. Report and action plan will result.</p> <p>KJ to prepare a monitoring schedule ahead of next meeting.</p> <p>JL left the meeting at this point.</p>	<p>All</p> <p>KJ</p>
<p>8.</p>	<p>Governors with special responsibility Required; Safeguarding, Health & Safety, SEN Other; Attendance, Data Protection, PPr/Sports Grant</p> <p>Decision;</p> <ul style="list-style-type: none"> Safeguarding - JL Health & Safety - LC SEN - DM Attendance - AM <p>To be further considered;</p> <ul style="list-style-type: none"> Data Protection - useful but big position, St Mary's included on T&L agenda PPr/Sports Grant - St Mary's included in T&L - suggested PPr joint with SEN - could be split into spend and impact across both F&P and T&L committees. 	
<p>9.</p>	<p>Safeguarding Policies</p> <p>Circulated to board in advance of meeting. Both based on County model and minor differences for each school e.g. DSL etc.</p> <p>Contact details awaiting approval - JL now Safeguarding Governor. AS and AC agreed that their contact number could be used. Good practice for all governors to have secure Lighthouse Federation governors email address.</p> <p>Decision; Agreed in principal that both policies are correct (aside from few minor typos - details to</p>	

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	be sent direct to HT).	
10. Co-opted and Associate Governors	<p>Lacking a member of the clergy. Rev Dobson willing to be a governor - AS to contact.</p> <p>Chris Allen would be an enormous support to the board. He now works as an RS advisor. AS to explore availability.</p> <p>Co-opted Governor - look at Skills Audit and decide who/what kind of person we need. Would be nice to have a Happisburgh staff member. KJ to mention again at staff meeting. LS keen to meet Happisburgh staff asap.</p> <p>Parent Governor - position vacant. Good for new parent to join the board. Look again next term. Parent governor can come from either school, but for first year would be good to have one from each.</p> <p>Suggested that the new board could spend the afternoon at each school to get to know parents. Could meet for few minutes before next FGB meeting. Important to get to know parents/be known to parents.</p>	<p>AS</p> <p>AS</p> <p>Clerk Skills Audit KJ</p> <p>All</p>
11. GovernorHub	<p>All governors have access and receive GovernorHub newsletter and updates. AS recommended signing up to E Courier weekly email. To upload past two Committee minutes, FGB minutes and SIB minutes.</p> <p>Agreed would use NGA template Governor Code of Conduct - to be uploaded to individual GovernorHub profiles and click the declaration. Also include Keeping Children Safe in Education and Declaration of Business/Pecuniary Interests.</p> <p>Please could all governors continue to record training via their GovernorHub profiles.</p> <p>Agreed all communication to parents and school noticeboards need to carry the Lighthouse Federation logo. Agreed the principal logo is very good. Governor Badges need federation logo. Could have branded lanyards for staff and governors - good way to familiarise pupils and parents with the federation.</p> <p>St Mary's website has picture of governor and brief description. New governors to provide brief description and photo too.</p> <p>Harvest Festivals Tuesday 5th October - St Mary's outside at 2pm Tuesday 19th October - Happisburgh St Mary's church at 2pm.</p>	<p>All Clerk</p> <p>Clerk/ All</p> <p>All</p> <p>AS/TC/ LC/AM/ RB</p>
12. Meeting Plan for full governors' meetings 2021/2022	<p>Tuesday 19th Oct 2021 - Happisburgh after Harvest Festival at 4pm Tuesday 23rd Nov 2021 - St Mary's 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>	
13. Close	The Co-Chairs thanked everyone for attending and the meeting was closed at 7.45pm.	

Green represents GB query/challenge.

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Red represents decision made.

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

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