

Minutes

Full Governing Body Meeting: Standards Tuesday 21st September 2021 Online meeting, via TEAMS



Attended by:

Jon Dilley
Margaret Rooms
Simon Herriott
Sandra Williams
Candy Skene
Sylvia Huebbe
Sally Laidlaw
Gaynor Newnham – Clerk
Jo Smith (Agenda Item 5)
Jennie Mathew (Agenda Item 6)
Rob Handy (Agenda Item 5)

Item	Item Outline
1.	Welcome & Apologies for Absence JD welcomed governors to the meeting. Apologies were received from James Hollingsworth and Paul Holmes-Ling.
2.	Disclosure of Personal and Pecuniary Interests in Proceedings Governors were asked to complete and return their forms to the clerk as soon as possible. Action: <ul style="list-style-type: none">• Complete and return Pecuniary Interests forms to the clerk.
3.	Governors' Annual Business: <ul style="list-style-type: none">• Election of Officers:<ul style="list-style-type: none">a) Chair of Governors Jon Dilley was elected Chair of Governors for the year 2021-2022b) Vice Chair of Governors Margaret Rooms was elected Vice Chair of Governors for the year 2021-2022• Approve Governor Code of Conduct The Code of Conduct was approved. It was agreed that the level for declaration of gifts will be set at £25. Clerk to amend the document, as an action. Action:<ul style="list-style-type: none">• Amend the Governor Code of Conduct to show any gifts received over £25 should be declared.• Set GB Objectives for the year: These are outlined in the School Improvement Plan• Confirm the school vision for the year These are outlined in the School Improvement Plan

4.	<p>Minutes from Previous Meeting The minutes were approved as an accurate record of the meeting. The summary of actions was reviewed, and all were noted to be complete or in hand.</p>
5.	<p>Safeguarding Update <i>Jo Smith joined the meeting at 8.25</i> The Safeguarding presentation that had previously been shared with staff was shown to governors (previously circulated within the HT Report). It was reported that:</p> <ul style="list-style-type: none"> • The school is meeting its safeguarding duties. • All staff have read the necessary safeguarding policies and KCSIE. • Parents can be confident that their children will be safeguarded at school. • DSL training has been updated by all DSL's. • There will be a renewed focus on online safety this year; online gaming is an increasing concern, as are financial scams. • County Lines activity is prevalent in this area of the country. • Online referrals are now used and are easier to track. The criteria for sharing information with parents was explained. • Risk reduction plans for to sexual violence and harassment are a new initiative and generate action plans which are shared with staff. • The school Safeguarding Policy and the KCSIE will be circulated to governors • Safeguarding training records for governors will be ensured to be up to date. <p>The PREVENT duty was explained to governors, and it was specified that the issue relates mostly to right-wing radicalisation of young white males, followed by Islamist radicalisation; 86% of referrals are for children with ASD.</p> <p>Action:</p> <ul style="list-style-type: none"> • Circulate the school Safeguarding Policy to Governors • Circulate KCSIE to governors • Check governor safeguarding training is up to date <p><i>Jo Smith left the meeting at 08.48</i></p>
6.	<p>GCSE outcomes, targets, and interventions <i>Jennie Mathew joined the meeting at 08.48</i> JM gave a presentation to governors, which had been circulated as part of the Headteacher's Report.</p> <p>It was reported that:</p> <ul style="list-style-type: none"> • Teachers managed the teacher assessed grading process very well; 11 stage 1 appeals were submitted and not upheld, which is a testament to the rigor of the process. • Attainment 8 had been predicted at 52.6 and the outcome was 53.74, which was a testament to the accuracy of the predictions; for the first time, FFT20 was reached in Attainment 8, though FFT5 was not achieved.

	<ul style="list-style-type: none"> Disadvantaged and Pupil Premium Students performed well in the smaller assessment system. <p>Governors commended the tremendous results, and agreed that the PPG results were excellent, which is a testament to the school.</p> <p>It was asked if there have been comparisons with other schools, and it was confirmed that there had been discussions through the Senior Leaders Network Group that confirmed that Seaford Head students performed well and in line with previous years' performance. The students at Seaford Head were nurtured very well and attended for the assessments, which may have been less daunting than full examinations. Higher prior attaining students also performed well.</p> <p>It was reported that SEND will remain a key focus; the numbers of SEND pupils at the school are small, meaning that each pupil impacts significantly on the data. The number of SEND pupils was queried and reported as 9 'K' Codes and 11 Education and Healthcare Plans.</p> <p>It was explained that the current Y11 and Y10 students have benefitted from curriculum changes and consistent interventions from Y7; progress teaching is also in place and focuses on supporting SEND students to make progress. Every department has PPG and SEND targets as well as whole school, and Y11 interventions are being fine tuned so that there is a block of support for lower, middle, and higher attaining students. There will also be interventions during tutor time. It was explained that online tutoring is not widely used, though Action Tutoring (face to face) is in place.</p> <p>Governors requested a breakdown of performance by subject; it was explained that the meetings with subject leaders will include that information, if required though, due to the unique situation last academic year, school leaders felt they would prefer to focus on the year to come.</p> <p><i>JS left the meeting at 09.03</i></p>
7.	<p>Business Manager Update</p> <p>**This was discussed after agenda item 4**</p> <p>At the Headteacher's request, governors discussed planned improvements to the school entrance (Arundel). The Business Manager explained that estimated costs had been investigated before the pandemic and were reported to be around £440,000, and may increase a further 10%, though employing existing site staff is likely to reduce costs. In response to a question, it was confirmed that funds are available. It was stressed that the improvements are related to the safeguarding of pupils.</p> <p>The potential timeline was queried, and SL explained that planning applications will be submitted by Christmas, and work would begin over Easter 2022 and completed for September 2022.</p> <p>JD commented that the improvements will free up space in the school and will focus on Seaford Head School before any MAT expenditure is incurred, which is right for the school, as the money has been accrued by diligent financial constraint.</p> <p>Governors discussed the proposal and queried the level of staff consultation. It was explained that there was initial discussion before the pandemic, but it would be useful to discuss further.</p> <p>Governors were concerned that they were being asked to approve a project with no accurate financial information provided, especially as the estimated cost represents 40% of the school's reserves.</p> <p>It was agreed that the governors support the project in principle but will not sign off</p>

completely until costings are in place.

****This section below followed agenda item 6****

Internal Audit

The SBM reported that the Internal Audit Report has been received; it was noted that there are some governance actions to be actioned by the clerk.

Actions:

- **Governance actions from the Internal Audit Report to be completed.**

Governors approved the following policies:

- **Crisis Management Plan**

In response to a **question**, the Crisis Management Plan was confirmed to be the same as the Business Continuity Plan.

- **Scheme of Delegation**

It was explained that the only change to the document relates to changes of job title.

- **Charging Policy**

It was reported that the only change to the policy is a 50p increase for the caravaners. JD **asked** if there is a charge for the car park if the field is hired; SL confirmed that this is negotiated per hire.

- **Anti-Fraud and Corruption Policy**

- **Gifts and Hospitality Policy**

In response to a **question**, it was confirmed that all are based on East Sussex model policies.

A response to the audit report was requested for the first finance meeting in the new year (March 2022).

SL drew attention to Risk Management and explained that there will be a training session from Bishop Fleming so that the Risk Management plan is manageable and fit for purpose.

The Academies Handbook and the Charities Commission checklist (CC8) were highlighted as important for governors to work through. It was agreed that the SBM and the Chair will complete the work and then circulate the documents to governors before the next audit.

It was explained that the Expenses Policy was circulated, following previous discussions about inter-site travel. There are no plans to change the policy.

Finance

There was a brief discussion of budgets and expenditure, as some costs have been impacted by COVID school closures. It is hoped that a 'normal' school year will enable budgets to be set more accurately in future.

Premises

It was reported that the work on the huts has been delayed for various reasons. It is planned for them to be handed over before half term and to be operational the week after. In response to a question, it was confirmed that a governor site visit will be arranged.

Action:

- **Arrange for governors to see the new huts.**

	<p>It was confirmed that there is still an issue with the school boilers. There will be a meeting with the contractor on the 24th September to discuss this further and payment has been withheld, especially in view of the £25,000 additional charge. It is hoped that they will work during the cold weather. Utility costs have been impacted as there are other boilers working that cannot be turned off.</p>
<p>8.</p>	<p>S6H: outcomes, targets, progress since last inspection and future developments <i>RH joined the meeting at 09.30</i></p> <p>RH reported that:</p> <ul style="list-style-type: none"> • The Teacher Assessed Grades were successful, with just 1 appeal, which the exam board did not uphold. • The results day was positive, and most students secured the further education provision they desired, including one Cambridge entry who is studying History. • The 6th Form increases opportunities for students with a range of abilities. • The average A Level grade was B-, which represents 0.38 value added, an improvement on the last results. • There has been work with the department leads and KS5 leads to discuss value added and the current Y13 data. • There was positive support from parents and the community; children felt supported through COVID and the exam' process. • The new Y13 took mock exams with generally good outcomes; some retakes have taken place and there is work with students to ensure they are on track. Predicted added value is 0.01 but this is hoped to increase, with improved grades following interventions, with a focus on moving from a D to a C, and more A grades. <p>Destination data was queried. It was reported that several children have chosen to take a gap year, though some have accepted places they had not originally expected to. Final details will be shared with governors, once they are secure.</p> <p>The current predictions were shown to governors.</p> <p>There was a discussion of T Levels, which combine vocational and academic courses and are equivalent to 3 A levels. RH explained that there are conditions around funding and work placements which makes it hard for smaller 6th forms to offer T Levels, and SHS plans to focus on A Level and BTEC courses. There has been government consultation and the funding for some BTEC may be withdrawn; this will necessitate a review of the courses on offer.</p> <p>It was reported that Years 12 and 13 both have 100+ students though some courses are not well subscribed, and sustainability will need to be reviewed. Language courses are not popular, though the students who take them tend to perform well. BTEC offers may need to be reduced from September 2023. JD advised careful management of the reduction, as the school must meet the needs of the community.</p> <p>It was agreed that the development plans for the 6th form will be reviewed as it would be good to retain 50% of the Year 11 cohort and for 6th form intake to be 120.</p> <p>It was reported that staffing structures for the 6th form have not changed, while the number of students has increased. There needs to be recognition of this, as their needs to be parity of equivalent roles across the school. This will be discussed further at the pay committee.</p> <p><i>RH left at 09.51</i></p>
<p>9.</p>	<p>Headteacher's Update</p> <p>The written HT Report had been circulated with the agenda</p> <ul style="list-style-type: none"> • Admissions and NOR <p>It was reported that PAN was exceeded and, in response to a question, it was confirmed that there are waiting lists for Y7/8/9, which are full.</p>

	<p>Y10 is 8 students below PAN, at 232 and new students would be welcomed.</p> <ul style="list-style-type: none"> • Attendance This was referred to in the Headteacher's written report • Pupil Premium Action Plan This was referred to in the Headteacher's written report • Sport Premium Action Plan This was not discussed, due to time constraints. • School Improvement Plan This has been shared with governors previously and all staff at the school INSET day and featured in the Headteacher's report. • Partnership It was reported that discussions with Chyngton School are ongoing. It was agreed that Partnership will now be a 10-minutes standing item on future agenda. <p>Action:</p> <ul style="list-style-type: none"> • Add Partnership as a 10-minutes standing item on future agenda.
10.	<p>Governance</p> <ul style="list-style-type: none"> • Confirm Link Governor Roles The format of the curriculum meetings was queried; BE explained that the link government and department heads should review priorities for the year, though JD stated that he would like last year's data to be available. BE explained that the Link Governor document has been amended to show the correct staffing of the Arts Faculty. It was confirmed that the department heads should contact governors; any governors who are not contacted to arrange meetings were asked to let BE know, and he will follow up with the staff. Output from the meetings was discussed and BE suggested using the visit report forms to feed back to governors. It was clarified that SEND progress needs to be a focus for all meetings. <p>Action:</p> <ul style="list-style-type: none"> • Link governor meetings to be completed and reported, using the standard visit report form. • Governors to notify BE if they are not contacted to arrange a meeting. • Head Teacher Performance Management Arrangements to be agreed This was not discussed, due to time constraints and would be confirmed outside of the meeting
11.	Items for Finance Focused Agenda 7th December 2021

Meeting dates for 2021-22

Term	Date	Focus
2	7 December 2021	Finance (with auditors)
2	7 December 2021	Trust Board Meeting and AGM <i>will follow after Finance meeting</i>
3	18 January 2022	Standards
4	8 March 2022	Finance (including half year figures)
5	10 May 2022	Standards
6	21 June 2022	Finance (to agree budget)
6	12 July 2022	Full Governing Body (Review of year)

Agenda	Action	By	Notes
1.	Complete and return Pecuniary Interests forms to the clerk.	Governors	Urgent
2.	Amend the Governor Code of Conduct to show any gifts received over £25 should be declared.	Gaynor	Complete
3.	Circulate the school Safeguarding Policy to Governors	Jo Smith	
4.	Circulate KCSIE to governors	Jo Smith	
5.	Check governor safeguarding training is up to date	Gaynor	
6.	Governance actions from the Internal Audit Report to be completed.	Gaynor	Complete
7.	Arrange for governors to see the new huts.	Bob Ellis	
8.	Add Partnership as a 10-minutes standing item on future agenda.	Gaynor	Complete
9.	Link governor meetings to be completed and reported, using the standard visit report form.	Governors	
10.	Governors to notify BE if they are not contacted to arrange a meeting.	Governors	