

Meeting	Seaford Head School Full Governing Board
Date	Tuesday March 8 th 2022
Time	8am
Venue	Via TEAMS
Governors	Jon Dilley; Margaret Rooms; Paul Holmes-Ling; Simon Herriott; Sandra Williams; Candy Skene; James Hollingsworth; Sylvia Huebbe; Bob Ellis
In attendance	Sally Laidlaw (Business Manager) ; Gaynor Newnham (Clerk)
Apologies	

Minutes

Item	Item Outline
1	Apologies for Absence None
2	Disclosure of Personal and Pecuniary Interests in Proceedings None
3	Minutes of previous meeting, 18-01-2022, and matters arising One minor amendment was requested. The minutes were approved as an accurate record of the meeting. The summary of actions was reviewed, and all were noted to be complete.
4	<p>Financial Report SL reported that:</p> <ul style="list-style-type: none"> • The budget has been reviewed in detail – the staff changes (increments and appointments) have been added and the budget headings are correct. • 182k additional income – non budgeted – has been received • The management report has had no added value, due to the reprofiled budget, which provides an accurate picture of the mid-year accounts. Added value will now be added for the rest of the year. A governor asked whether added value relates to VAT, which was confirmed. • 2021 Support staff pay awards will be processed in the March payslips • There will be ongoing analysis of salaries to ensure they are correct • There is additional expenditure since the original budget was approved in June 2021– this is due to School Fund being brought into the main accounts. New budget allocations have now been created, such as for money raised by dance and drama classes, as well as school fund, for transparency • Some of the changes are ‘in/out’ as areas have been moved, there is additional PPG (Pupil Premium) income etc. Expenditure has been allocated for other areas, such as summer school, for clarity. • There is an in-year surplus, and budget deficits are shown in subsequent years, though this will change as the new budget (GAG) will be added; next year’s budget will be £300k more than for 2021. • Catering costs have increased. This is due to FSM (free school meal) invoices from the LA being wrongly entered by the kitchen staff. This will be addressed via training. In response to a question, it was confirmed that the budget should be based on 100% of the pupils eligible for FSM attending every day. • Utilities cost increases are based on LA advice, though SL will complete further analysis – there is currently a healthy budget in those areas, but there will be ongoing monitoring. <p>In response to a question, it was confirmed that there is £183K additional income due to miscalculations centrally.</p> <p>Governors noted that school led tutoring and recovery grant figures were not available when the budget was set.</p>

	<p>In view of the large allocation for school trips in the budget, governors asked whether they should now be signing off school trips. It was explained that this is being addressed and a new policy is being proposed and will come to the governors. The residential trips for the following year will be signed off in June. The signing off of trips for 2022 was queried and BE explained that this is accounted for on the COVID Risk Assessment.</p> <p>It was agreed that the routine of approving trips should be resumed.</p> <p>Action:</p> <ul style="list-style-type: none"> • Ensure there are procedures in place for governors to sign off school trips. <p>As there was expenditure recorded in the budget Eco School and Green Power, a governor asked why these appear to be less active than pre-pandemic. It was explained that the remaining balances will be added to next year's budget. In response to further questions, it was explained that the schools is developing staff capacity to resurrect the clubs, as this is a whole - school priority. The Eco Group has continued and there has been a recent forum.</p> <p>The revised budget was approved</p> <p>Schools resource management checklist Governors noted that the only action related to the audit and risk committee reflecting minimum good practice by precluding employees from its membership, which is being addressed.</p> <p>Benchmarking Report Benchmarking analysis had been shared with the board, though it was explained that the comparison is not entirely accurate due to Seaford Head having a split site and a 6th form. Governors queried the medium risk to the in-year balance, and it was confirmed that this has been investigated though, as the report is based on historic accounts it is not clear what this relates to. Following further challenge about the pupil numbers on the document, it was confirmed that the report is out of date and based on 2019 census. It was explained that the relatively high teaching costs are due to the majority of members of staff being experienced and, therefore, on the upper pay scale. It was agreed that the board does not need to be too concerned at this stage, as governors and auditors agree the budget to be healthy.</p>
5	<p>Internal Audit Action Plan It was explained that there is not yet an accurate risk register, due to other priorities and a lack of template. The document will be completed with the support of the auditors, but it was confirmed that the audit actions have been moved forward and the document will be updated for the next meeting.</p>
6	<p>Health and Safety (H&S) and Premises Health and Safety SL reported that:</p> <ul style="list-style-type: none"> • there has been progress made against the audit • Many H&S policies have come to this meeting. Policy management has been discussed with the Clerk, Business Manager, and Head's PA. • Risk assessments will be on ESCC templates, and a meeting with the LA is planned. • Legionella was the biggest issue, and there are a few potential issues that are being monitored. Paperwork will be strengthened. Deep cleaning of the water tanks will be addressed in the summer, as this was identified as a concern, though not urgent. 2 staff have been trained on legionella testing, though this is now needed for an additional person, due to a resignation. <p>COVID It was reported that:</p> <ul style="list-style-type: none"> • the number of cases remains high, which is challenging. • A new risk assessment, based on the LA model, will be circulated on the 11th March. • From April 1st, COVID- risk will be in the main school risk assessment. • 6 Air filtration monitors are in school and can be allocated as needed.

	<p>Attendance was queried and reported to be around 1.5% below normal for students; a letter from Public Health England advised children to stay home for 5 days if infected. Attendance is generally good, especially in the exam groups. Staff attendance is also slightly below normal levels.</p> <p>A governor asked if attendance has been affected by anxiety about the situation in Ukraine. It was reported that:</p> <ul style="list-style-type: none"> • Younger cohorts are known to be worried about the situation. • Students were involved in a collection for Ukraine, which gave them a sense that they were acting constructively. • Mental health concerns are likely to increase, and there will be an offer of support for parents in managing the news. <p>There are parents across the country who are removing their children from school because of recent events, but elective home education is being tracked and is not significantly increased, though there are high numbers of home educated children in East Sussex. The number of students impacted at Seaford Head was queried and reported to be 9-10 this year. It was explained that there is an LA agreement that if someone goes off roll and wants to return after 6 months or so, they can. A standard letter is sent to parents who remove their children to say they are within their rights, but it is not believed to be in their best interests. The schools is doing everything possible to keep students on roll and discourage parents from going down the EHE route.</p> <p>Governors asked if there is a Ukrainian/ Polish cohort, and it was confirmed that there is not.</p> <p>It was reported that there has been some absence related to students visiting family overseas now COVID-restrictions are easing. Governors supported being sympathetic to requests for leave of this nature.</p> <p>Premises SL reported that:</p> <ul style="list-style-type: none"> • The Hub is now in use. Some repairs were needed before the storm, as cladding had not been properly secured on installation. This has been fully repaired. • There is ongoing dispute about additional charges for the installation of the boilers; governors supported SL in taking a hard line about this. • The planning application has been approved for the new reception area. There will be work with structural engineers to create classrooms, and tenders will be sought. It is planned to use preferred suppliers for elements of the work and the architect is aware of this. There is a contingency plan if work is not complete by September so that the student led parts are operational, though it may be necessary to relocate some personnel in office spaces. • Some transportation costs were incurred to collect free furniture donated by Kreston Reeves. Thanks, were recorded for their generosity. As a result, some new office spaces have been created and the staff room is being refurbished. The site manager is completing a lot of the work and there is a plan in place to minimise disruption.
7	<p>Pension Indexation</p> <p>It was reported that annual pension indexation would not be triggered for any teachers who received no increment this year due to the pay freeze. Janet Bowen from the LA has advised that there needs to be a minimal payment of £1 per month, per person, for the year, which will trigger the pension indexation. This will affect 19 teachers and 8 SLT members, including the Headteacher. In response to a question, it was confirmed that this is the only year there has been a pay freeze.</p> <p>Governors approved the £1 per month pay increase for 19 teachers and 8 members of the SLT, including the Headteacher, for whom written notification will be needed.</p> <p>Governors recorded thanks to Janet Bowen at the Local Authority.</p> <p>Action:</p> <ul style="list-style-type: none"> • Confirm the Headteacher's pay increase of £1 per month, in writing.
8	<p>Headteacher's Update</p> <p>Governors noted that there will be the usual full report in May; for today's meeting he was focusing on the development of the Seaford Learning Trust.</p> <p>Personnel</p>

It was reported that:

- There has been little staff movement over the last 2 years, due to COVID, though there is an expectation that this will change this year. In response to a **question**, this was confirmed to be due to a combination of factors, including strategic planning.
- Recruitment of support staff is a challenge. The reason for this was discussed, and governors questioned whether reimbursement is an issue. It was explained that the school follows the LA guidance and some staff are poorly paid; some would earn better in Academy chains.
- English and maths teacher recruitments are currently underway and there is a good field.

Partnership – Seaford Learning Trust

It was reported that:

- There have been numerous meetings to discuss the development of the trust
- Due diligence checks are planned for Chyngton School, which has had recruitment challenges that it feels Seaford Head can support them with
- A power point was presented to governors, to update them on the process.
- The draft application has been submitted to the Regional Schools Commissioner and will go to the Headteacher Board on April 27th
- Due diligence is ongoing and there are fortnightly meetings to discuss and interrogate the budget at Chyngton.
- The SLT will be in place for September.
- The long-term vision is to work with all the Seaford Head primaries, who will retain their own identities and ethos. There will be a programme of collective support and a focus on teaching and learning.

Governors **discussed** the Articles of Association for the new trust. It was explained that there will be 5 members of the trust, who have been recruited; trustees will be involved in the trust's over-arching strategy. It was confirmed that the members have been recruited.

Each school will have a Local Governing Board (LGB) which must continue to hold SLT to account.

Governors **queried** the actual difference between the Board of Trustees and the Local Board of Governors, and it was explained that:

Trustees	Governors
oversee all schools in the trust	Focus on the schools
develop strategy	
oversee trust development	
Will include LGB Chairs	
May not include staff	Can include staff
Have financial control	Oversee delivery and performance of the budget
Meet 6 times per year	Meet 6 times per year, at least for the first 2 years
Membership of 8-10, to include the headteacher as CEO and representation from each school.	

The time commitment for trustees was **queried**, and it was explained that there will be double workloads for those sitting on both boards. Some members need to be independent.

It was **noted** that Members of the Trust have met once per year. It is likely that an additional early meeting will be needed, to agree the structure and practice so that both organisations are reflected properly.

Possible trustees were **discussed**. Susie Silvester is now suggested as a Trustee, having previously been a member. Rev. James Hollingsworth knows all the local schools and would be a good potential trustee. JD is likely to step away from the LGB, as he will be involved at trustee/ member level, but it will be essential that the LGB remains strong. It is hoped that as many current governors as possible will continue to serve the board. It was suggested that those driving the process should approach specific governors whose skills would be beneficial to the board of trustees.

It was explained that there will be longer term discussions about building the trust to include the other local primaries, and the Chair asked if all governors are comfortable with the direction of travel.

A **question** was raised about the role of Seaford Head as the trust grows to include other primary schools, and it was explained that the structure will be safeguarded so that Seaford Head will remain the lead school.

Sustainability was **queried**, in relation to the child population in the area, and it was explained that it is hoped that it is hoped that student recruitment will be improved by the schools' links.

It was **asked** if the other local schools might be penalised for not joining the MAT. BE assured governors that there will be ongoing talks with the other schools, which are likely to be politically compelled to consider joining a MAT, though it was noted that there should be visible benefits for schools that join the trust, as well as guaranteeing children a place at an already popular secondary school. It was **noted** that Annecy School is part of a MAT, but that it would be good to have links with the school.

Governors approved the submission of the application for the April local headteacher board.

Further updates will be shared as needed and the final document will be circulated to the board. Jon Dilley and Gordon Sim will be members and there are 3 new independent recruits.

Teaching and Learning

It was reported that:

- The year 11 and 13 students are in a good place
- The younger cohorts will be supported as they progress to the next key stage.
- Exams will proceed this year and data tracking is positive re outcomes.

A governor **asked** when intervention timetables will be published. BE explained that the interventions will focus on revision and support, for the pupils that need it. The information will be available soon and will take place in the first week of the holiday.

Admissions results were **queried**, and it was explained that allocations have been shared with the parents and there has been direct contact from the other primaries. Seaford Head is over-subscribed, and some local children have been rejected. The school was 1st choices for nearly 300 students, for 240 places. This is in line with a 3-year trend. It was noted that there will be some admissions appeals.

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**Governance Matters
Governance Structure**

SL reported on the current LGB structure:

Members	Trustees
Jon Dilley	Jon Dilley
Gordon Sims	Margaret Rooms
Susie Silvester	Paul Holmes-Ling
Margaret Rooms	Simon Herriott
Paul Holmes-Ling	James Hollingsworth
	Sylvia Huebbe
	Bob Ellis
	Sandra Williams *
	Candy Skene *

*staff governors will complete their term, only, and move to the LGB upon conversion to the MAT, until their term of office ends.

SL will circulate paperwork to be returned as soon as possible to ensure there is accurate paperwork at Companies House.

Action:

- **All governors to complete paperwork and return to SL as soon as possible.**

	<ul style="list-style-type: none"> • Governor information on the website to be updated. <p>Policies</p> <p>Governors approved the following policies:</p> <ol style="list-style-type: none"> Anti-Bullying Asbestos Management COSHH Display Screen Equipment (DSE) Electricity at Work Fire Safety First Aid Legionella Lone Working Moving and Handling Noise at Work Personal Protective Equipment Risk Assessment Violence and Aggression at Work Whistleblowing Governors noted the need to ensure there is a process for sharing this document with staff. This will also need to be on the website. Work at Height Work Equipment Workplace Health, Safety and Welfare <p>It was confirmed that the H&S Policies are ESCC model policies, personalised to SHS – these will need to be reviewed upon becoming a trust</p> <p>Action:</p> <ul style="list-style-type: none"> • Ensure the Whistleblowing Policy is made available to staff and added to the website
10	<p>AOB</p> <p>It was reported that the Complaints panel met last week, and was joined by Stuart Ford, Chair of Seahaven Academy.</p> <p>MR fed back, as chair of the panel, that someone with experience is needed to be able to manage complaints and exclusions and it is not always realistic to expect to find those skills on the GB. This was discussed and it was explained that there has been an independent governor for exclusions in the past, who manage panels impartially and professionally, holding the school to account. It may be necessary to check that the independent governor will be comfortable to continue if conversion to a MAT is successful.</p> <p>It was also noted that all GB's have trouble meeting the need and it is positive to be able to draw on local support governors.</p> <p>It was reported that the Complaints Training available through ESCC was oversubscribed, though the process in the ESCC Complaints Policy is easy to follow.</p> <p>Items for Standards focussed agenda: 10 May 2022</p> <p>None</p>

Meeting closed at 09.58am

Meeting dates for 2021-22

Term	Date	Focus
5	10 May 2022	Standards
6	21 June 2022	Finance (to agree budget)

6	12 July 2022	Full Governing Body (Review of year)
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Documents:

Number	Action	By	Notes
1.	Ensure there are procedures in place for governors to sign off school trips.	BE/SL	
2.	Confirm the Headteacher's pay increase of £1 per month, in writing.	JD	
3.	All governors to complete paperwork and return to SL as soon as possible.	FGB	
4.	Governor information on the website to be updated.	GN	
5.	Ensure the Whistleblowing Policy is made available to staff and added to the website	SL	