

Meeting	Seaford Head School Full Governing Board
Date	Tuesday June 21st 2022
Time	8am
Venue	H7, the Hub, Seaford Head School
Governors	Jon Dilley; Margaret Rooms; Paul Holmes-Ling; James Hollingsworth;
In attendance	Sally Laidlaw (Business Manager); Gaynor Newnham (Clerk); Jon Purdey
Apologies	Bob Ellis, Sandra Williams, Simon Herriott
Did not attend	Candy Skene, Sylvia Huebbe

Agenda

Item	Item												
1	<p>Welcome and Apologies for Absence JD opened the meeting. Apologies had been received from Bob Ellis, Sandra Williams, and Simon Herriott. Candy Skene and Sylvia Huebbe were absent.</p>												
2	<p>Disclosure of Personal and Pecuniary Interests in Proceedings No interests were declared.</p>												
3	<p>Minutes of previous meeting, 10-05-2022, and matters arising The minutes were approved as an accurate record of the meeting.</p> <p>The summary of actions was reviewed, as follows:</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Governor to attend the Safeguarding Practice Review on the 13th May</td> <td>To be actioned in July</td> </tr> <tr> <td>Consider governors' role in an OFSTED inspection, and any training/ preparation needed</td> <td>Carry forward to July</td> </tr> <tr> <td>Share new website designs with the Chair</td> <td>On agenda</td> </tr> <tr> <td>Share GDPR Training slides with the board</td> <td>Not actioned – follow up with SW</td> </tr> <tr> <td>Check the Articles of Association about the guidelines for online meetings</td> <td>SL advised that the auditors do not advise online meetings to be standard practice, though it was agreed that the articles should include the option to meet online if required</td> </tr> </tbody> </table> <p>Matters Arising In response to a question, it was agreed to check if governor monitoring visits could be completed online. Governors felt that this should be an option, as parents' meetings are available online, though parental engagement was reported to be variable. A mixture of in-person and online reviews will be explored by SLT.</p> <p>Actions:</p>	Action	Comment	Governor to attend the Safeguarding Practice Review on the 13 th May	To be actioned in July	Consider governors' role in an OFSTED inspection, and any training/ preparation needed	Carry forward to July	Share new website designs with the Chair	On agenda	Share GDPR Training slides with the board	Not actioned – follow up with SW	Check the Articles of Association about the guidelines for online meetings	SL advised that the auditors do not advise online meetings to be standard practice, though it was agreed that the articles should include the option to meet online if required
Action	Comment												
Governor to attend the Safeguarding Practice Review on the 13 th May	To be actioned in July												
Consider governors' role in an OFSTED inspection, and any training/ preparation needed	Carry forward to July												
Share new website designs with the Chair	On agenda												
Share GDPR Training slides with the board	Not actioned – follow up with SW												
Check the Articles of Association about the guidelines for online meetings	SL advised that the auditors do not advise online meetings to be standard practice, though it was agreed that the articles should include the option to meet online if required												

	<ul style="list-style-type: none"> • Governor to attend the Safeguarding Practice Review • Consider governors' role in an OFSTED inspection, and any training/ preparation needed • Share GDPR Training slides with the board • Articles of Association to include the option to meet online if required • Check whether governor monitoring can be completed virtually
4	<p>School Trips and Website JP joined the meeting at 08.10</p> <p><u>Residential and Overseas trips Proposals 2022-23</u></p> <p>JP explained that trips that would be during the school year, and for whole weeks, or would be prohibitively expensive, have not been presented to governors.</p> <p>In response to a question, it was confirmed that there is a hardship fund that parents can apply for. It was confirmed, following a further question, that any trip that is required for the curriculum must be funded. There are no trips currently subsidised by the school, though the report includes estimated costs, at present.</p> <p>The proposals were discussed, and it was reported that:</p> <ul style="list-style-type: none"> • Y11 and 13 not allowed to take trips in T4/5/6 • No trips will be advertised until they have been approved by governors <p>Governors asked a range of questions, and it was explained that:</p> <ul style="list-style-type: none"> • Duke of Edinburgh trip is scheduled for during half term • The Welsh camp did not take place last year • The concert tour of Tuscany may be moved to activities week from next year • There was a Spanish trip in February, and choice of trip is based on the language being studied by the students. Governors agreed that there should be parity between French and Spanish in the school, and every effort should be made to ensure all children can travel, based on their chosen language of study. JP will raise this with the Spanish teacher. Alternating French and Spanish, and history and geography trips was discussed and agreed to be an option to be explored. <p>SL explained that staff cover is the issue with trips during term time.</p> <p>Governors asked about the procedure for writing risk assessments, and it was explained that risk assessments are completed either by the staff or by the residential centres, and a designated person adds them to Exeant, an online risk assessment system which allows trips also to be approved by the local authority. Governors requested a sample risk assessment, for information.</p> <p>Action:</p> <ul style="list-style-type: none"> • Share sample risk assessment with governors <p>Governors approved the following visits:</p> <ul style="list-style-type: none"> • Nettlecombe Field Centre, Taunton • Y12/13 French trip • Sixth form trip to Berlin and Krakow • Ski Trip • Duke of Edinburgh Expedition Assessment • Concert Tour of Tuscany 2023 • Ypres and WW1 battlefields – with GCSE Health and the People focus • Welsh Camp • Y8-10 French trip <p>School Website</p>

Governors were shown the Seaford Learning Trust website, which should be live for the last 2 weeks of term. Governors commented that there is lots of information shown, but it is easy to find. In response to a **question**, it was explained that the target audience is current and future parents. There will not be a trust website; the school websites will say they are part of the Seaford Learning Trust.

The procedure for updating the website was explained, and governors were assured that:

- All potential additions will be proofread and created by the relevant teams.
- The website provider will train school admin staff on how to update the site; one person will be responsible for updating, but others will be trained in case they are absent.
- Parent Pay will be clearly signposted and linked directly.
- The site will also be formatted for 'phone use
- There will be links to the school social media
- There was a thorough audit of the current website before work started

JP left at 08.40

5

Financial Report and Site Development

The Finance Monitoring Report was presented, and SL explained that:

- The school received a supplementary grant of £83k to support national insurance and cost of living increases.
- There are potential savings as Y11 have now left; less MDSA's are needed. It was confirmed, following a **question**, that there is a daily rate for lunchtime covers.
- The cost of invigilators may be under budget. It was explained the exams have been managed well, and the school has continued to function well. The gym was used for some exams, meaning that more invigilators were required.

It was explained, in response to a **question**, that curriculum materials include capitation and general running costs for curriculum resources.

Following a **question**, it was confirmed that there may, potentially, be grade appeals, which would incur a charge to the school.

SL reported that there is a current predicted surplus of £186,000; she is confident in the figures, though things may still change.

It was confirmed, following a **question**, that utility costs have been factored in, though some services have not yet been invoiced. Following further **probing**, it was explained that the ESCC Energy Management Team send through the invoices and there seems to be ongoing fluctuation. Some smart meters are in place, while other readings are submitted manually. It was confirmed that funds have been ringfenced for energy charges. Energy invoices have not been received since the latest increase in charges, but the DfE have requested data on the costs, and it is assumed that schools will receive financial support.

The current account balance was **queried** and reported as £2.2 million.

Governors **asked** about the response to the internal audit. It was explained that there has been a 2nd remote audit and the report is not expected to be ready for the July meeting.

Services to Academies

SL explained that this relates to the services the LA provides.

Governors **asked** if there are alternatives to buying in services from the LA and cheaper grounds maintenance was procured, for example.

Potential economies of scale across the new MAT were **queried**, and it was explained that it may be possible to consider joint services with Chyngton. SHS will continue its current order, but some items will be removed from the Chyngton list. Governor Services and Data Protection will be obtained jointly across the schools.

Governors **asked** about cleaners and it was explained that 1 site has contract cleaners and 2 are managed by the school. This was questioned, and SL explained that there are too few cleaners to be able to cover the school without the cleaning contract.

In response to **questions**, it was explained that CLEAPPS relates to science, and nothing has changed since last year.

Governors **asked** about the payroll contract, and it was explained that the current system works well – a good reason would be needed to make changes to the service.

Governors approved the Services to Academies order.

2022-23 Budget

Governors **asked** about pupil numbers and it was explained that the predicted number of Y7 students is 247, due to appeals and other placements, so that PAN will be exceeded.

It was **asked** if the 6th form is likely to exceed 105, and SL confirmed that it will not, which is not problem, though it is disappointing. There were around 80 1st choice and 10 2nd choice students. The Chair was concerned that this is lower than had been reported previously. In response to a **question**, it was explained that a 6th form of 120 students would be ideal. Possible reasons for the low numbers were briefly discussed. Recruitment techniques may require attention. SL explained that there are 110 Seahaven Students attending a taster day today.

SL explained that the budget will be reprofiled after the October census. The current budget shows a carry forward of £1.2 million and a positive balance until the fifth year.

A governor **asked** if there is a target amount of reserves, and it was explained that there is no target, but an amount over 20% GAG must be justified to the DfE. There will be changes due to the MAT, and SHS money will transfer to Seaford Learning Trust.

SL presented the 2022-23 budget for approval and explained that:

- the GAG increase is minimal and based on pupil numbers
- government increases are not shown and cannot be factored in
- staffing costs increase in the later budgets, though income is not shown to increase in the budget
- all spending has been reviewed and reductions have been made where possible
- there are less big projects to be completed than previously
- Electricity has risen from £60-110K
- Grounds maintenance charges have increased though the budget was not affected
- IT contracts and licenses have not been changed in the budget, though all renewal requests will be analysed
- Free school meals increased in the current year
- Exam fees were not changed and will be reviewed through the year
- The admin' budget has been reduced

Governors **asked** if general inflation has been factored in, and it was explained that it has not; staff have been told to spend their budget in the current year or lose it.

A governor **queried** the allocation to the minibus, as the school runs its own bus. It was explained that the minibus hire charge relates to the lease.

A governor **asked** about the Swan Memorial Fund. It was explained that an ex pupil passed away and left £5k to the school for an annual award for the most improved student in English. The school has been told this will be replenished at a later point.

In response to a **question**, it was confirmed that there is a balanced budget until the end of Y5. SL is confident in the figures.

	<p>The pupil numbers on which the budget was based were challenged and confirmed to be as at the October census.</p> <p>The budget was approved, for submission to the DfE, on the assumption that BE had previously checked and approved the budget.</p> <p>Governors noted the Cash Flow Forecast and Trial Balance.</p> <p>Premises: SL reported that:</p> <ul style="list-style-type: none"> • Tenders will be sought for the front of the school. • The architects have been slow to complete the designs. • Internal moves for the new timetable will be made. • BE has moved offices, and there will be a new reception area, with a temporary reception in place in the short term. • Students will use the new entrance and Assistant Head of Year will manage the entry and departure of students each day. • One classroom will be created over the summer <p>Governors asked if it will be feasible to complete work while the school is open, and SL explained that the site can be made secure, though noise will need to be considered. Governors asked if postponing the work until next year might be better, though it was explained that it would be better to complete the work as soon as possible. SL confirmed, in response to questions, that governors will be sent the bids for approval, and there is no timeline at present. Though the slow work of the architects has caused the project to be delayed, it is too late to change.</p> <p>SL also reported that:</p> <ul style="list-style-type: none"> • Network items have been received • ICT are also working with Chyngton for trust bids for IT and HR infrastructure • Both CIF bids were successful: <ul style="list-style-type: none"> a. £605,000 was received for fire doors for Staines and Arundel Road, and the school must contribute around £60k. The work will be completed on a rolling programme from October half term, and completion statements can be submitted, as the work will not be completed by April. b. £461,000 (with £81k contribution) has been received for a fence for the Steyne Site. Following questions, it was confirmed that the school has accepted responsibility for ownership; there was an advance planning application and an ecological survey needs to be completed. The fence will go around the perimeter of the site. Either fob or number plate recognition may be considered. • The boilers have not been signed off, as operating manuals are awaited before the invoice can be paid <p>JD requested site of the extension plans, and it was confirmed that governor approval will be needed.</p>
6	<p>Health and Safety</p> <ul style="list-style-type: none"> • Health and Safety Audit It was reported that the recommend Health and Safety, and Risk Assessment training is in process. Kim Hicks from the LA will review the audit in July and there will be an opportunity for staff to review the accuracy of their risk assessments.
7	<p>MAT Update It was reported that there was a second meeting with the strategic group (HT's, SL, Chairs) and SL has a raft of work to complete.</p>

	<p>A governor asked if the point of no return has been reached, and it was explained that it has not, though progression is assumed. It was logistically too challenging to convert for September, so all parties are working towards conversion on 1st October. Draft papers will be signed on the 31st August.</p> <p>Trustees approved the change of name from Seaford Head Academy Trust to Seaford Learning Trust.</p> <p>It was explained that the MAT will have members, trustees, and local governors; the schedule of meetings needs to be decided. Trustees will oversee finances etc and the LGB's will focus on their respective schools. Both will meet termly.</p> <p>A governor asked if trustees would attend LGB meetings, and it was confirmed that they would, if they are on the school, committee. The number of meetings may reduce over time. JD and BE are attending a meeting with a National Leader of Governance this week.</p> <p>The timing of the trustee and LGB meetings was discussed, and it was explained that the GB's will meet in September, as normal, and the new system will begin in October. Seaford Head LGB will continue to meet at 8am on Tuesdays, and Trustees will meet on Wednesdays, from 5-7pm. The clerk and Business Manager will work on a meeting schedule.</p> <p>At the suggestion of a governor. It was agreed to investigate what training might be available for governors</p> <p>Action:</p> <ul style="list-style-type: none"> • Plan meeting schedule for Trustees and Governors from October 2022 • Source training for governors, regarding the change from governors to trustees, and single academy to MAT.
8	<p>Governance Matters</p> <p>1. Governance Structure **This was covered under MAT update**</p> <p>2. Policies</p> <ul style="list-style-type: none"> • Uniform Policy SL explained that there were some slight changes to the policy, so that trousers will be compulsory and skirts optional, due to affordability. The right to wear skirts will be withdrawn if they are of an inappropriate length. The rationale for the change was queried, and it was explained that some girls wear shorter skirts despite sanctions, and staff would then spend less time telling children to lengthen their skirts. It was clarified, in response to a question, that boys and girls will be expected to wear trousers. It was also explained that there are some changes to the rules about piercings. Governors deferred approval of the policy to the July meeting, as it was felt that more should have the opportunity to discuss it. <p>Action:</p> <ul style="list-style-type: none"> • Add Uniform Policy to the July agenda <p>3. Governor Monitoring Reports The SEND and English monitoring reports were noted</p> <p>4. Governor Training The training report was noted</p>
9	<p>Items for FGB Annual Review 12th July 2022</p> <p>Uniform Policy</p>

--	--

There being no further business, the meeting closed at 10.04

Meeting dates for 2021-22

Term	Date	Focus
6	12 July 2022	Full Governing Body (Review of year)

Agreed actions:

No	Action	By	Notes
1.	Governor to attend the Safeguarding Practice Review	JD	
2.	Consider governors' role in an OFSTED inspection, and any training/preparation needed	Board	
3.	Share GDPR Training slides with the board	SW	
4.	Articles of Association to include the option to meet online if required	SL	
5.	Check whether governor monitoring can be completed virtually	SL	
6.	Share sample risk assessment with governors	SL	
7.	Plan meeting schedule for Trustees and Governors from October 2022	GN/SL	Complete
8.	Source training for governors, regarding the change from governors to trustees, and single academy to MAT.	GN	Complete