



Meeting	Seaford Learning Trustees
Date	Wednesday 7th December 2022
Time	5pm – 6.30pm
Venue	H5 Seaford Head School, Arundel Road site
Trustees	Jane Branson Jon Dilley Bob Ellis James Hollingsworth Paul Holmes-Ling Chris Mercer Margaret Rooms Susie Sylvester
Members	Dawn Baker Andrew Wright
In attendance	Gaynor Newnham (Clerk) Sally Laidlaw Carly James (Kreston Reeves) Simon Webber (Kreston Reeves) – attended remotely
Apologies	Jacky Cross Debra Kidd Gordon Sims
Absent	

Minutes

Item	Item Outline
1.	<p>Welcome & Apologies for Absence</p> <p>The Chair opened the meeting</p>
2.	<p>Disclosure of Personal and Pecuniary Interests in Proceedings</p> <p>There were no changes to the previously published declarations</p>
3.	<p>External Audit Report</p> <p>SL introduced Carly James, and Simon Webber, Kreston Reeves auditors, who attended the meeting. Simon attended remotely.</p> <p>The financial statements had been circulated prior to the meeting.</p> <p>It was explained that the Governors' Report includes statutory information and reports on the year to 31st August 2022.</p> <p>Aspects of the report were highlighted to governors by Carly James and governors asked questions to clarify points that were raised.</p> <p>The Key Audit Findings document was presented by Simon Webber and governors asked questions to clarify points that were raised.</p> <p><i>The auditors left the meeting at 6.10pm.</i></p>
4.	<p>Finance and operations</p>

	<ul style="list-style-type: none"> Financial Scheme of Delegation The Financial Scheme of Delegation had been circulated before the meeting. A trustee asked about the Chyngton School (CS) Headteachers' ability to access their budget. It was explained that technical issues have meant that the Chyngton team have been unable to access the figures since 1st October 2022, but this is being addressed. The CEO assured the board that the CS Heads have been kept informed of their financial position at their weekly meetings with him and SL. The role of the Local Governing Board in financial monitoring was discussed, and it was explained that SL will report at one LGB meeting per year. The Financial Scheme of Delegation was approved, in principle, and it was agreed that the Co-Chairs from CS will draft a sentence about financial monitoring by the LGB. Action: <ul style="list-style-type: none"> <i>Draft a sentence about financial monitoring by the LGB, to be added to the Trust Financial Scheme of Delegation</i>
5.	Minutes of the Previous Meeting – 5th October 2022 <ul style="list-style-type: none"> Approval of minutes The minutes were approved as an accurate record of the meeting. Review of Actions All actions were noted to be complete or in-hand. Matters Arising As the previous minutes had stated that the CS is 1.5 form entry, but it is 2 form entry, with 60 spaces per year group, current pupil numbers were reported, as follows: Year 1 – 38 students Year 2 – 56 students Year 3 – 54 students Year 4 – 53 students Year 5 – 58 students Year 6 – 60 students Reception – 53 students It was explained that the school is endeavouring to boost pupil admissions.
6.	Governance Framework: <ul style="list-style-type: none"> Approve Trust Scheme of Delegation The Trust Scheme of Delegation was approved.
7.	MAT Policies and Procedures <ul style="list-style-type: none"> Agree which policies should be approved by the trust, and which should be approved at school level This was deferred to the next meeting.

8.	<p>CEO Update and Feedback from LGB meetings</p> <p>Members noted the SHS LGB summary report from the Headteacher had been circulated with the meeting papers.</p> <p>In response to a question, it was confirmed that the Chyngton HTs' report should be included in the trustee papers for future meetings, for parity. A common reporting format will be devised, for use across the trust.</p> <p>It was also confirmed, in response to a question, that there any plans to share meeting papers via the cloud, to avoid trustees all having copies of documents on their own devices.</p> <p>Action:</p> <ul style="list-style-type: none"> • Agree common format for HT reports to LGB's
9.	<p>Agenda Items for next meeting:</p> <p>Governance Framework:</p> <ul style="list-style-type: none"> • Local Governing Board Terms of Reference • Agree annual schemes of work • Ensure governance arrangements are published on the school websites <p>Trust Vision, Strategy and Priorities</p> <ul style="list-style-type: none"> • Agree and plan how to monitor • Decide how the trust will approach areas of concern
10.	<p>Any other business</p> <p>Next meeting Wednesday 22 February 5-7pm</p>

Summary of Actions			
No	Action	By	Notes
1	Draft a sentence about financial monitoring by the LGB, to be added to the Trust Financial Scheme of Delegation	JB/ CM	Done
2	Agree common format for HT reports to LGB's	BE/ RT/	

Meeting dates for 2022-23

	FGB SHS	LGB SHS	FGB CS	LGB CS	Trustees	Members
Term 1	Tuesday 27 September 8- 10am		Thursday 29 September 2- 4pm		Wednesday 5 October 5-7pm	TBC
Term 2		Tuesday 29 November 8- 10am		Thursday 1 December 9- 11am	Wednesday 7 December 5-7pm	TBC
Term 3		Tuesday 7 February 8-10am		Thursday 9 February 9- 11am		TBC
Term 4		Tuesday 28 March 8- 10am		Thursday 30 March 9- 11am	Wednesday 22 February 5-7pm	TBC



Term 5		Tuesday 23 May 8- 10am		Thursday 25 May 4- 6pm	Wednesday 19 April 5-7pm	TBC
Term 6		Tuesday 11 July 8-10am		Thursday 13 July 9am-3pm	Wednesday 7 June 5-7pm	TBC

Attachments

Agenda	Paper Attached	Paper to follow
4	Finance Reports x 8	Final Accounts
5	Minutes	
6		Scheme of Delegation
7		Draft Policy Schedule