

Meeting	Seaford Head School Full Governing Board
Date	Tuesday September 27 th 2022
Time	8am
Venue	The Hub
Governors	Jon Dilley; Margaret Rooms; Paul Holmes-Ling; Sandra Williams; Candy Skene; Sylvia Huebbe; Bob Ellis
In attendance	Gaynor Newnham (Clerk) Imogen Wallace Jennie Mathew Rob Handy
Apologies	James Hollingsworth

MINUTES

Item	Item Outline
1.	<p>Welcome & Apologies for Absence</p> <p>JD opened the meeting and explained that LGB Chairs will be appointed at the Trustee meeting on the 5th October.</p> <p>The Chair and Deputy Chair of Trustees will also be appointed the Trustees meeting. PHL confirmed that he will be happy to be Deputy Chair.</p> <p>A governor asked who would act as Chair in the event of an OFSTED inspection before the LGB is appointed, and it was confirmed that JD would do this.</p> <p>A governor asked how BE was appointed CEO. It was explained that he was named in the application to form the MAT (multi academy trust).</p> <p>In response to a question about staff representation on the LGB, it was confirmed that the current staff governors will continue in their current roles. Terms of Office were queried and reported to be for the trust to determine.</p> <p>It was reported that Simon Herriott has resigned as a parent governor and it is hoped to be able to recruit 2 parent members to join the new committee. JD will send a letter of thanks to the outgoing governor.</p> <p>Action:</p> <ul style="list-style-type: none"> • Send a letter of thanks to the outgoing governor
2.	<p>Disclosure of Personal and Pecuniary Interests in Proceedings</p> <p>Governors completed their annual declarations and confirmed no interests related to the current agenda.</p>
3.	<p>Minutes from Previous Meeting – 12th July 2022</p> <p>Approved</p> <p>The summary of actions was reviewed, and all were noted to be complete.</p> <p>Though the governors have not attended OFSTED training, BE included an attachment to his report which covers this.</p> <p>In response to a question, it was confirmed that the new website is live and trustee updates will</p>

	<p>be added.</p> <p>Membership of the Pay Committee was confirmed as JD, MR, PHL. It was confirmed that each school will need to have its own panel. The Pay Committee date was agreed as 19th October 8-10, via TEAMS.</p>
<p>4.</p>	<p>Safeguarding Update</p> <p>Imogen Wallace presented this section of the meeting.</p> <p>KCSIE: Governors confirmed they have read Keeping children safe in education - GOV.UK (www.gov.uk)</p> <p>Governors approved the Child Protection and Safeguarding Policy</p> <p>It was explained that the policy was updated, based on model ESCC policy, and personalised to the school.</p> <p>The following points were outlined to governors:</p> <ul style="list-style-type: none"> • Changes to the structure of the safeguarding team and pastoral support, so there is an Assistant Head of Year per year group who is trained a Deputy Designated Safeguarding Lead. (DSL). It was confirmed, in response to a question, that this was driven by the need to spread the burden. In addition to this, safeguarding is monitored by the people closest to the students. The Assistant year-heads are not teaching and are in constant contact with the children. It is also good for parents to have a designated person to contact. • There is a dedicated mobile number and email address for students to report concerns if they prefer not to meet face to face. • The reporting on CPOMS has been made more robust. In response to a question, it was explained that this is the Child Protection Online Management System and was introduced 5 years ago and used by many schools. Following further questions, it was explained that the CPOMS reported are sent to nominated internal staff. The DSL's respond and record actions taken so there is a chronology recorded. • The number of incidents recorded has increased year on year, from 175 last September to 335 this year. Though there are more incidents, the increase is also due to better use of the system and greater awareness. Incidents include home issues, domestic violence, pastoral care concerns, self-harm, attendance. Governors were surprised to hear that there is an average of 20 concerns logged each day. • Attendance has become more important for safeguarding and is being robustly logged. • Bullying is also logged, so it can be tracked and identified as friendship issues, or bullying. Governors asked about the number of bullying incidents and it was confirmed that there has not been an increase. • KCSIE changes were explained to governors. • Governors and trustees will need to complete Child Protection and Safeguarding training, and new governors could have training from the DSL – both PHL and SH confirmed that they would like to attend. • The profile of Equalities is being raised, and the school is working towards a diversity and inclusion kite mark. • Online safety has been prioritised. Smooth wall updates are passed to heads of year as they arise, and the Online safety policy was updated in September. Online safety is

	<p>being mapped in the curriculum and there will be termly parental communication related to this.</p> <p>Governors asked if the DSL contact numbers are on the website and school letterheads, and it was explained that there is a poster for visitors on the reception desks, and there are leaflets for visitors which contain the relevant numbers. There is a safeguarding display in the staff rooms and a slide is displayed at the end of assemblies, in response to the safeguarding review.</p> <p>Governors asked if safeguarding will be managed across both schools and it was explained that there is an experienced safeguarding lead at Chyngton. There is a family support worker across SHS and the 4 primaries in Seaford.</p> <p><i>IW left at 8.30am</i></p>
<p>5.</p>	<p>GCSE outcomes, targets, and interventions Jennie Mathew</p> <p>The following points were outlined to governors:</p> <ul style="list-style-type: none"> • The school achieved FFT5 in Levels 4,5 and 7+ in English and maths. • The school reached FFT20 for level 5+, including SEND. IN response to a question, it was confirmed that of the year group was SEND. Clarification of key terms was requested and it was explained that an EHCP (Education Health Care Plan) replaced the previous 'statement,' SEND K students are just above the level at which they would be identified as SEND, but may still require some support, and FFT is the Fisher Family Trust. • Attainment 8 was hard to reach due to attainment in the open bucket – the school increased curriculum options. Governors requested a breakdown by subject, which will be circulated, as an action. • Attainment for SEND and PPG is an area to develop. In response to a question about how SHS compares with other schools, it was explained that outcomes were similar for PP and SEND. The data was impacted by poor attendance. • Outcomes were impacted by the gender divide, as this was a girl heavy year group. Girls may have coped better with lockdown due to having better independent study skills. The current Y11 is boy heavy and there is a focus on boys' who are vulnerable to under-achieving. • All GCSE subjects have positive value added except art and music. The Top subjects were French, English language, computing, business studies and geography. The GCSE Art moderator did not agree with the teachers' grades, but Art BTEC performed well. A governor asked if the art judgements were a subjective matter or a risk to the subject. It was explained that leaders are not concerned as there are experienced staff in place. It has been decided not to appeal the judgement. • The greatest progress was in biology, photography, chemistry, English language, and geography. In response to a question, it was confirmed that the photography course is popular. <p>A governor asked if, when sitting exams early, the results count in the year they were taken. This was confirmed to be the case last year, due to teacher assessed grades. It was explained that pupils may take one GCSE early, in PE, art, or photography, and they attend 6 lessons per</p>

	<p>week for that subject.</p> <p>Governors were pleased to see that the school achieved its aim to raise standards at GCSE level.</p> <p>The impact of interventions was discussed. and it was explained that English interventions took place during tutor time, and others during PE lessons. The COVID recovery funded intervention was unsuccessful and has been removed. Online tutoring in English and maths made no impact. The most successful interventions were delivered by SHS staff, for which no additional funding is available.</p> <p>It was reported that the new Y11 cohort is weaker, and targets are slightly lower:</p> <ul style="list-style-type: none"> • Attainment 8: 52 • 9-4 basics: 90 • 9-5 basics: 45 • EBACC strong 15 <p>It was explained that progress figures are generally good at SHS. Only 7 ESCC schools had a weaker cohort on entry than SHS, but above national results were achieved.</p> <p>It was reported that the school has created a period 6 lesson where possible, in a range of subjects, and 93.7% of students have attended. (Whole school attendance is 94.6%). In response to a question about the parents' views, it was explained that there have been 1 or 2 parental complaints. Leaders are confident that this is the best possible strategy. Any students needing 3 sessions will spread them across the year. These sessions are timetabled where there is capacity, so there is no additional work for staff. Some staff have also agreed to do voluntary interventions. There are regular sessions for English and maths in the hub. In response to further questions, it was reported that it is hoped the sessions will continue if staff have the capacity.</p> <p>Governors asked about the parents' concerns, which ranged from not wanting to make children stay late, to mental health. The messaging made it clear that it was compulsory, to ensure all participated.</p> <p>The range of voluntary interventions was shown to governors and it was explained that some only last 20 minutes and are very successful.</p> <p>Action:</p> <ul style="list-style-type: none"> • Share outcomes breakdown by subject <p><i>JM left at 8.56</i></p>
6.	<p>Business Manager Update</p> <p>Sally Laidlaw</p> <p>**This was covered after agenda item 7**</p>

	<p>It was reported that:</p> <ul style="list-style-type: none"> • The Budget Monitoring Report shows a £300k surplus, and £80k unexpected income was received in August • SL is reviewing the year end position and will bring the budget back to the trustees as soon as it is available • An external adviser has reviewed the financial systems and found strength and robustness in all areas <p>The new building project was discussed, and it was reported that tender documents have been received and all movements have been made in readiness. Four bids have been received. One was too high, and there are 3 that are very similar. The architects suggest Farrington's, based on quotes and experience, and advised SL to negotiate with them. The time scale was queried, and SL confirmed that talks will begin as soon as governors approve. SL would also like to consider J.H. Payne.</p> <p>In response to further questions, it was confirmed that the school may recover VAT and the work would be supervised by the architects.</p> <p>Architect charges were queried, and it was explained that there was a charge for planning and tendering, and any additional charges will be checked, as there may be supervision and signing off payments, at a percentage of the contract value – normally 7-8%.</p> <p>The lead time was queried, and it was explained that the submission says 22 weeks including 2 weeks at Christmas, so a pre-Christmas start is assumed.</p> <p>Governors asked how much money is available and SL reported that there is a balance of £2.4 million, with £500k reserves. Governors discussed this further and agreed to allocate £650,000 to the project.</p> <p>Governors agreed that the school is currently in a strong financial position. It was also agreed that energy and staffing costs will require monitoring.</p> <p>Governors discussed other potential projects, such as improving the sports facilities at the Arundel site, and investing in the 6th form, where internal work and IT improvement are needed.</p>
7.	<p>S6H: outcomes, targets, progress since last inspection and future developments</p> <p>Rob Handy</p> <p>** This was covered after agenda item 5**</p> <p>It was reported that:</p> <ul style="list-style-type: none"> • The best 6th form results were achieved this year, above national • The FFT5 target was achieved for A* and A grades • Teacher predictions were hesitant towards the end of the year, and students we achieved higher than predicted • SHS was not above regional average – though closer to regional standard than in past

years

- A*-C grades did not meet FFT 20 – this is a focus for next year

Governors **asked** how many exams were taken, which was confirmed to be above 200. It was explained that most students take 2-4 A levels, though there are also BTECs and other programme of study. Most students are encouraged to sit 3 qualifications, though this is looked at case by case. The range of BTEC qualifications is expanding and it is good to offer a range of options for Seaford pupils.

Governors **asked** who attends SH6, as the A levels do not follow GCSE trends. It was explained that the 6th form is made up of a cross section of students. Not everyone can be accommodated, some go on to take L2 qualifications and some top end gain scholarships elsewhere. Career goals will impact on pupils post-GCSE choices. About 1/3 SHS students attend SH6. It was explained that students can begin apprenticeships at 16 but cannot get a job until they are 18. Some attend for a year and then they leave for employment. Some want to travel to study, some don't. The Chair **requested** a subject breakdown for SH6. A breakdown of destination data was shown to the governors.

Governors **asked** who attends Y14, and it was explained that some students attend another year for more UCAS points or extra qualifications. This applies to 2 students this year. In response to a further question, it was explained that places are funded until the age of 19. Children are not allowed to continue if it is not in their best interests, and they must do 2 qualifications to receive funding.

The current Y13 was discussed and it was explained that the school is aiming for FFT5 though may exceed at the top end. Governors **asked** if FFT5 is the top 5% of all schools, and it was explained that geography and deprivation are also considered. Governors **asked** if ALPS is falling out of use, and it was explained that it is better for large cohorts and not for this setting.

Recruitment to SH6 was discussed and it was reported that there are 109 new students this year, including 16 internationals. This is 2 more than last year. Governors **asked** how long the international students will attend and it was explained that some are staying until January, when there is another potential intake. The amount of funding was **queried** and reported to be 93 from the government and 16 for international students. It was confirmed that the international students attend education from 8-4 each day.

Governors were disappointed in the SH6 uptake, as admissions had been 130 in 2020. It was explained that there were insufficient opportunities to promote the 6th form last year. This will be addressed this year, and there will also be taster days and efforts to recruit external students.

BE explained that the 2020 figure was achieved when society was contracting due to the pandemic; students are now looking outwards. There was also an influx from B&H Football academy and Moira House in 2020.

Governors **asked** where the external students are from, and it was reported that they include former Seahaven, Peacehaven and Ratton pupils, as well as some who are new to the area.

Y11 destination data was requested and will be provided, when available.

	<p>Governors asked for reasons why recruitment might be an issue, and it was explained that a survey will be sent out. SHS does not offer the range of courses that BHASVIC does, and some students want to leave Seaford. It was suggested that some students are driven by what they do out of school – if they have an active local life they don't want to travel out of the area.</p> <p>Strengths and areas for development were shown to the board.</p> <p>A governor asked if making the 6th form more specialist or elite might be a possibility. It was reported that there was a curriculum review and it was decided to keep BTEC and less academic L3 subjects to provide breadth. Psychology, sociology, maths, and sciences (physics and chemistry) are popular. Choices may be influenced by what Y12 teachers also teach Y11. Spanish has not run this year. The Chair explained that specialising goes against the position of the community based educational trust. It was hoped that the results will help with recruitment.</p> <p>Governors congratulated staff on the results, despite the disappointing lack of numbers.</p> <p>Action:</p> <ul style="list-style-type: none"> • Share subject breakdown for SH6 with governors <p><i>RH left at 09.38</i></p>
8.	<p>Headteacher's Update</p> <p>Governors noted the HT report and appendices, which had been circulated with the agenda.</p>
9.	<p>Seaford Learning Trust – MAT update</p> <p>It was reported that the Scheme of Delegation for the LGB needs to be agreed. Finance will sit with the trustees. A governor challenged the level of financial oversight the LGB's will have, and it was agreed that the finance summary could come to governors. As the LGB Chairs will also be trustees they will be able to disseminate information to governors.</p>
10.	<p>Governance</p> <p>Head Teacher Performance Management Arrangements were agreed</p>
11.	<p>Agenda Items for next meeting:</p> <ol style="list-style-type: none"> 1. Governors' Annual Business: <ul style="list-style-type: none"> • Election of Officers: • Chair of Governors • Vice Chair of Governors • Approve Governor Code of Conduct • Set GB Objectives for the year • Confirm the school vision for the year • Confirm Link Governor Roles 2. ESCC Model Complaints Policy

12.	<p>Any other business</p> <p>The DP Compliance Report had been circulated with the agenda.</p> <p>Governors were invited to attend a joint INSET with Chyngton on the 31st October at the Arundel Road site.</p>
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There being no further business, the meeting finished at 10.06

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 June 9am-3pm	Wednesday 7 June 5- 7pm	TBC

Actions

No	Action	By	Not
	Send a letter of thanks to the outgoing governor	JD	
	Share outcomes breakdown by subject	JM	
	Share subject breakdown for SH6 with governors	RH	