

Meeting	Seaford Learning Trustees
Date	Wednesday 5 th October 2022
Time	5pm – 7pm
Venue	H6 Seaford Head School, Arundel Road site
Governors	Jon Dilley Margaret Rooms Paul Holmes-Ling Bob Ellis Susie Sylvester Chris Mercer
In attendance	Gaynor Newnham (Clerk) Sally Laidlaw
Apologies	Jane Branson Jacky Cross
Absent	James Hollingsworth

Minutes

Item	Item Outline
1.	<p>Welcome & Apologies for Absence JD opened the meeting and all present introduced themselves.</p>
2.	<p>Confirmation of Chair and election of Vice Chair 2022 – 2023 JD was elected Chair PHL was elected Vice Chair</p>
3.	<p>Disclosure of Personal and Pecuniary Interests in Proceedings Declaration forms were circulated at the meeting – SL will send forms to the three absentees. All who were present confirmed that there were no interests relevant to this meeting.</p> <p>Action:</p> <ul style="list-style-type: none"> • Send Declaration forms to JB, JC and JH (SL)
4.	<p>MAT update from the CEO / Chair BE reported that The Seaford Learning Trust (SLT) came into being on the 1st October. Trustees recorded thanks to SL for her hard work in the process. It was reported that:</p> <ul style="list-style-type: none"> • the partnership with Chyngton Primary is growing, and there are weekly heads' meetings which SL also attends when needed. • there has been a cluster meeting with the other primary heads in Seaford, to maintain positive relationships. The 2 other headteachers would like BE and JD to attend a FGB meeting at each to explain the benefits of being part of the SLT • Cradle Hill have a working party to explore academisation • SL is part of the School Business Managers' network meeting in Seaford • Now the trust has been formed, the OFSTED inspection report has been removed from the OFSTED website, as Chyngton is officially a new school. The report will be linked to the school's own website. • There are already clear benefits to both schools and there will be work at Chyngton by the SHS premises team. • Achievement, and work to build capacity in the trust is being discussed – maths is a current

	<p>focus for stretching Chyngton pupils; there will be more opportunities for such discussions at the INSET on the 31st October when the curriculum areas meet.</p> <p>A trustee asked if another OFSTED inspection will be needed, and it was explained that the timeline has been re-set. Chyngton will be treated as a new school, to be visited within the next 3 years. The inspection was very positive and there should be no rush to return. In terms of Ofsted, the school is in a strong position.</p>
<p>5.</p>	<p>MAT update from the School Business Manager – Finance and operations</p> <p>SL explained that:</p> <ul style="list-style-type: none"> • as the trust is listed at Companies House, Trustees are also directors. Forms were circulated at the meeting to be signed. • there will be 5 members above the trustees – their paperwork is being collected. <p>A copy of the draft new Articles of Association (Articles) showing the proposed changes to Seaford Learning Trust’s Articles of Association were tabled at the meeting</p> <p>It was noted that the Articles had been submitted to the Secretary of State for Education for approval (as required under the Trust’s current articles of association) and that approval had been received.</p> <p>A form of written resolution of the members of Seaford Learning Trust to affect the above (Written Resolution) was produced to the meeting and was considered.</p> <p>After careful consideration of the Written Resolution it was resolved to:</p> <ol style="list-style-type: none"> approve the Written Resolution in the form produced to the meeting and send the Written Resolution to every eligible member of the Seaford Learning Trust and to the Trust’s auditors <p>The chair instructed the board secretary to arrange for a print of the written resolution to be prepared and filed at Companies House</p> <p>It was confirmed that this was the end of the legal process, in response to a question. GIAS will also be updated.</p> <p>SL reported that:</p> <ul style="list-style-type: none"> • she has been meeting with the Chyngton Bursar, who has also attended the weekly team meetings, regularly • Parent Pay will be introduced at Chyngton. • The finance package should be delivered by the 19th October and financial reported will be available in December <p>Trustees asked if the day to day running of the schools has been impacted, and it was confirmed that they have not. The payroll etc. will transfer to SHS. Personnel has been updated and it is hoped that all pension information has been adjusted. The Chyngton accounts are currently closed but the Bursar will liaise with a member of the SHS finance team, and there is also a credit card in place in case of need.</p> <p>SL has visited Chyngton with the senior caretaker to discuss enhancements to the YR area before prospective parents visit the school. The external network provider will also bring Chyngton on board, work with internal systems, etc. 6 months-notice has been given to the ESCC IT service.</p> <p>In response to questions, it was confirmed that all Chyngton staff have a new employer. The TUPE process was followed and new letters of appointment have been issued.</p>

	<p>Members asked if the Chyngton staff have been open to the benefits of joining a MAT and it was explained that the offers of help have been very valuable.</p> <p>The caretaker contract at Chyngton will be looked at. The post-holder sees the benefit of the additional support, and there are informed conversations around contractors.</p> <p>BE added that the INSET on the 31st October will be significant as all departments and teams would have the opportunity to meet and explore the benefits of working together.</p> <p>The Chair commented that the measured, sharing best practice, and using resources well, are all positive.</p>
6.	<p>Governance Structure – confirm structure for 2022 – 2023</p> <p>A draft Scheme of Delegation had been circulated electronically, and it was confirmed that Terms of Reference will be needed for Trustees and Governors. Trustees will drive everything, and the local boards will monitor and hold senior leaders to account.</p> <p>Trustees discussed the different roles of trustees and governors, and it was agreed that Trustees are responsible for overarching strategy while governors monitor and hold the schools to account. It was agreed that these 2 roles should not overlap.</p> <p>A trustee asked if committees will be needed. It was agreed that they are not effective on a board of this size. The Scheme of Delegation should clarify who is accountable.</p> <p>It was agreed that the draft Scheme of Delegation, which has already been reviewed by the Chyngton governors, will be shared with the SHS governors for discussion. Once the Scheme of Delegation has been agreed, Terms of Reference for each body will be drawn up.</p> <p>It was agreed that Trustees should have an overview of safeguarding, which is robust at both schools.</p> <p>It was asked if there is an ambition for the governors to be different to the trustees. It was explained that the LGB chairs will always be trustees but there may be a long-term aspiration to have more non-governors on the Board of Trustees.</p> <p>The frequency of meetings was discussed, and it was reported that Members will meet once a year, and the first meeting is planned for 7th December at 5pm, with the AGM at 6.30pm. A trustee asked why only 5 Trustee meetings have been planned for this year. It was explained that the meeting schedule was planned around the Chyngton meetings, which had already been agreed. A trustee asked if 6 Governor meetings per year are needed, and it was agreed that they are.</p> <p>It was agreed that, in future, all meetings will be planned with the clerk, so that all necessary meetings can be fitted in.</p> <p>Financial reporting was discussed, and it was explained that the Financial Scheme of Delegation will sit below the main Scheme of Delegation and will be approved in December. The level of financial reporting to the governors was queried, and SL explained that she would prefer not to come to all LGB meetings but may drop in on occasion to provide an update on finance. A dashboard was suggested, to contain key information for each school, updated for each meeting. It was agreed that JD will create and bring a draft to the next meeting e.g. PAN, waiting lists, complaints, accidents, etc.</p> <p>SL explained that the members will appoint the trustees, and this will be confirmed at the next meeting.</p> <p>LGB composition was discussed and it was confirmed that SHS' LGB will include 1 or 2 members of</p>

	<p>staff. SL confirmed that additional governors could be co-opted</p> <p>It was confirmed that Viv Johnson will remain an independent governor for panels etc.</p> <p>It was asked if staff would be expected to present broad topics to trustees, and it was confirmed that this would go through LGB's.</p> <p>In response to a question, it was agreed to be appropriate for trustees to visit both schools. This would be a tour, not a monitoring visit. CM will arrange.</p> <p>A trustee asked how the Chyngton Heads link into governance, and it was explained that they are co-headteachers and share a place on the Chyngton LGB. In response to further questions, it was confirmed that they are not Assistant CEO's, and are line managed by BE who, in turn, is line managed by the Trustees.</p> <p>Link roles for Trustees were discussed. It was agreed that there needs to be clarity about the different roles of trustees and governors. The number of Trustee link roles should be minimal – possibly a Vulnerable Pupils' Champion, and a Safeguarding Link. Transition from CPS to SHS was also suggested as a valuable area of research, which SS could complete, as an external person. Progression into SH6 could be another theme for the year.</p> <p>It was asked if it would be beneficial to have small termly foci, rather than having an ongoing focus in all meetings. Trustees could identify 3 areas of concern across the trust for a more intense period, which may give better quality of information. The schools would be asked to investigate and report to the Trustees. A trustee suggested that it would not be appropriate for both Governors and Trustees to be visiting the schools and, potentially, duplicating work and encroaching on staff, while another feels that trustees are not purely strategic and there are practical aspects to the role – duplication and cross over could be managed.</p> <p>It was agreed that GN will source examples of governor and trustee coverage from other MATs.</p> <p>BE explained that the risk register will provide information for exploration at Trustee level. Pupil recruitment at CPS is known to be a risk, and CM and JB could give an insight into that. In response to a question, it was explained that Cradle Hill Primary School went to 3-form entry, which impacted on CPS, which is currently 1.5-form entry. There have been some pleasant surprises recently, and there are new homes being built locally, which may have a positive impact. CPS having no Nursery is negative, as a nursery could improve standards and recruitment. It was reported that there are discussions about having a feeder nursery close by. Pupil numbers at SHS6 could also be a risk; there are currently 1,200 in KS3/4 and 200 in SH6. It was noted that the Risk Register will sit with the Trustees, not the LGB's.</p> <p>Actions:</p> <ul style="list-style-type: none"> • SHS Governors to review Scheme of Delegation, for approval in December • Trustee and Governor Terms of Reference to be drafted once the Scheme of Delegation is approved • LGB and Trustee meeting schedules to be planned with the clerk in future • Publicise the AGM on the 7th December at 6.30pm • Create draft dashboard for Trustees to have an overview of each school • source examples of governor and trustee coverage from other MATs
7.	<p>MAT Policies and Procedures</p> <p>Policies were discussed.</p> <p>It was agreed that current policies and procedures will remain in place and the current review</p>

	<p>cycle will be followed. As policies are due for review, they will be adapted for the Trust, though day to day policies will be set by the schools. It was noted that there may need to be primary and secondary policies as the Trust grows.</p> <p>Having a Trust Complaints Policy was suggested. In response to a question, it was confirmed that both schools' Complaints Policies follow the ESCC 4-tier process. JD suggested adding a Trustee referral between levels 3 and 4.</p> <p>It was agreed that all policies, including the LGB policies, should be signed off by the trustees.</p> <p><i>CM left at 18.37</i></p>
8.	<p>Safeguarding This was covered during discussions earlier in the meeting.</p>
9.	<p>Standards and Performance BE reported that SH6 performance was excellent and the GCSE results were strong; vulnerabilities are at other key stages</p>
10.	<p>Strategic Planning This was covered during discussions earlier in the meeting.</p>
11.	<p>Agenda Items for next meeting: Finance Risk register – the sample will be shared with JD Scheme of Delegation Decide how the trust will approach the areas of concern Minutes will be shared with the LGB's and vice versa, and the trustee minutes will also be sent to the members.</p>
12.	<p>Any other business It was agreed that the trustee board will evolve and develop as the LGB's continue to discharge their duties.</p>
13.	<p>Date of next meeting: 5pm 7th December in H4 – members to be invited and sandwiches to be arranged.</p> <p>Action:</p> <ul style="list-style-type: none"> • Arrange sandwiches for the next meeting

There being no further business, the meeting closed at 18.59

No	Action	By
1.	Send Declaration forms to JB, JC and JH	SL
2.	SHS Governors to review Scheme of Delegation, for approval in December	SHS LGB

3.	Trustee and Governor Terms of Reference to be drafted once the Scheme of Delegation is approved	Trustees
4.	LGB and Trustee meeting schedules to be planned with the clerk in future	GN/ Chairs/ HT's
5.	Publicise the AGM on the 7 th December at 6.30pm	GN
6.	Create draft dashboard for Trustees to have an overview of each school	JD
7.	source examples of governor and trustee coverage from other MATs	GN
8.	Arrange sandwiches for the next meeting	GN – liaise with KG

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