

Meeting	Seaford Head School Local Governing Board
Date	Tuesday 26 th September 2023
Time	8am
Venue	Conference Room
Governors	Bob Ellis Sylvia Huebbe Margaret Rooms Candy Skene Paul Holmes-Ling Laura McCabe James Hollingsworth
In attendance	Gaynor Newnham (Clerk) Mike Vingoe – observer Sam Alvarez – to present on SH6 outcomes Imogen Wallace – to present on Safeguarding Dean Hooker – to present on Y11 outcomes
Apologies	Jon Bathard-Smith Sarah Krushandl

Minutes

Item	Item Outline
1.	<p>Welcome & Apologies for Absence</p> <p>The Chair opened the meeting, and introduced Mike Vingoe, a potential new governor, who was observing the meeting.</p> <p>Apologies were received from Jon Bathard-Smith</p> <p>Sarah Krushandl was absent with no apologies</p>
2.	<p>Presentations:</p> <ul style="list-style-type: none"> <p><u>S6H outcomes and targets</u></p> <p>Sam Alvarez reported that there has been a good start to the year. Students are still being recruited to the sixth form and three joined yesterday. The intake includes 8 international students and 12 more are due. Locally, students commute from as far as Eastbourne, due to the good reputation of SH6. There are now 130 students enrolled.</p> <p>New student leadership roles have been created including TA roles for students to help in the lower school. Students can suggest new SH6 leadership role possibilities.</p> <p>2023 A level outcomes were not as good as the year before but that was the case nationally. Supervised study is hoped to have impact. The value-added figure was discussed and BE explained that it is difficult to assess this year. Progress measures are not yet validated and outcomes were pegged back to 2019 levels. All attainment measures were up on 2019 figures. Governors asked if comparisons should be made to other schools rather than to previous years. These can be helpful and BE explained that regional statistics are impacted</p>

by schools in the independent sector. Universities took account of the changes this year and most students secured their first choices. The admission of 4 students to Oxford was agreed to be excellent.

It was reported that aspirational targets have been set based on FFT5 for A level and BTEC courses. It is hoped that regular assessment, supervised study, and early interventions will have impact.

Governors **asked** if the study supervisor post is new, which was confirmed. It was explained, following further **questions** that the post holder is a former Seaford Head student, who is not a teacher, but has a good understanding of learning. The supervision space is focused and calm.

Governors **asked** what the year 12 capacity is, and it was explained that there is a notional PAN of 350 students but ideally there would be 130 per year group. The level of need this year is high, possibly due to COVID.

It was explained that many students did not complete 3A levels last year because of COVID. These students had not sat their GCSE's, meaning that this was their first experience of public examinations.

Governors **asked** if the reasons students choose other 6th form provision have been captured. It was explained that Y11 students were interviewed and the highest achieving students chose to remain at Seaford Head. Other students welcome the experience to attend 6th form out of area but several have returned because of the length of the commute. It was confirmed in response to a **question** that Seaford Head is recognised as a provider of a good academic education.

Governors thanked the staff for their hard work.

SA left at 08.23

IW joined at 08.23

- [Annual Safeguarding update](#)

Imogen Wallace described changes to KCSIE and reported that the LA Smoothwall is more secure than the previous system of filtering. The process for managing alerts was explained to governors. Category 5 alerts will lead to phone calls home. Governors **asked** about the frequency of the category five alerts and it was explained that there has been one recent high-level alert which was followed up and turned out to be a joke comment between siblings. Alert levels 1 to 4 are recorded on the child protection online management system (CPOMS) and there are follow-up conversations with students. Laptops can be monitored in class and screens locked for inappropriate content.

It was reported that KCSIE has been changed in relation to children absent from education, when students are not attending but their location is known, and children missing in education, when their location is not known. It was explained, in response to a **question**, that such incidents are uncommon. Students not attending school are supported by the Education Welfare Officer. One student was referred as missing in education but was then located. It was confirmed, in response to a **question**, that missing children remain the responsibility of the school until they are registered elsewhere.

KCSIE has also changed in relation to safeguarding against hirers of school spaces. It was confirmed, in response to a [question](#), that this also applies to outdoor spaces belonging to the school. Following a further [question](#), **it was agreed that to check how this applies to Wave Leisure.**

Changes to the ESCC Safeguarding Policy and the E-Safety Policy were outlined to governors.

It was reported that the Safeguarding Audit Report action plan shows that safeguarding is effective at Seaford Head.

Safeguarding training for governors was discussed and it was agreed to check how often governors should attend training, which is available via the local authority and online - clerk to action.

The new format for reporting to governors was explained. This was briefly discussed and agreed to be a good starting point for discussion of safeguarding at the school.

It was explained, in response to a [question](#), that students are generally happy to report any concerns to an assistant head of year, even if incidents take place out of school. The student services team is effective in dealing with issues raised.

Governors were asked to confirm that they have read KCSIE on governor hub.

IW left at 8.43

Action:

- **Check whether Wave Leisure is subject to the changes in KCSIE**
- **Check how often governors should attend safeguarding training**

DHM joined at 8.43

- [GCSE outcomes and targets](#)

It was reported that the children were 19th in the county on entry but made good progress to being in the top 10 for all measures, despite COVID.

Achievement was not as strong as Leaders hoped this year and were down on 2019 outcomes. The Progress 8 figure could not be stated at this stage.

It was reported, in response to a [question](#), that there were 29 SEND students in the cohort.

PPG progress was not good mainly due to high levels of persistent absence or children attending alternative provision. Strategies will be developed for this year.

Some students achieved above FFT targets and generally there was good progress from students' starting points. Y 11 attendance was much lower than pre – covid levels, both here, and nationally.

A governor [asked](#) why German outcomes are not reported and it was explained that German was taken by students in the younger year groups. These results will be counted in next year's data.

It was reported that targets for next summer are aspirational and in line with FFT5 (top 5% of similar schools). FFT20 would still be good progress for the students. It was confirmed, in response to a [question](#), that the FFT5 comparison is national. PPG targets are achievable.

It was reported that interventions will include daily sessions with maths and English tutors.

	<p>Last year these sessions only happened once a week. Year 10 students taking GCSE's are also able to attend after school interventions.</p> <p>Governors asked how staff reacted to the results and it was explained that some heads of department were disappointed although comparison KS2 outcomes showed that the students made huge progress and achieved what they needed for their post-16 needs. It was explained following further questions that any students who did not achieve the results they needed for Maths and English would be able to resit examinations in the sixth form alongside their A level courses.</p> <p><i>CS and LM left at 09.04</i></p> <p>It was reported that Seaford Head was above local average for outcomes. Governors asked if all students achieved as required and it was explained that a few were unable to take the courses they wanted but many have found alternatives such as apprenticeships. It was asked if colleges are flexible about entry requirements and it was explained that they are generally happy to support students to attend.</p> <p><i>DH left at 09.06</i></p> <p>Governors asked if it is possible to feed back to children on why they didn't meet, or exceeded expectation, and it was explained that this happens for students remaining at SH6. BE explained that the 2022 outcomes were very high, but in 2023 the marking was adjusted to 2019 levels.</p> <p>Governors questioned whether there was a significant difference between predictions and final results. BE explained that most subjects predictions were very accurate but there was an issue in Art where final outcomes were below predictions.</p> <p>It was confirmed in response to a question that many of the high achievers in the cohort were given scholarships to Lewes Old grammar school at the end of Year 6. Following a further question, it was confirmed that FFT gives individual as well as group targets</p>
3.	<p>Elect Chair and Vice Chair of Governors</p> <p>Margaret Rooms was elected Chair of Governors.</p> <p>Paul Holmes-Ling was elected Vice Chair of Governors.</p>
4.	<p>Annual Business:</p> <ul style="list-style-type: none"> • Disclosure of Personal and Pecuniary Interests in Proceedings <p>Governors were reminded to complete new declarations on Governor Hub if they have not already done so.</p> <p>The following interests were declared at the meeting:</p> <ul style="list-style-type: none"> ○ SH no longer teaching German at the school. She explained, in response to a question, that it is not possible to study AS level German at the school and there was no demand for another GCSE course. Following further questions, it was explained that other foreign language courses exams available for native speakers. It was explained following a further question that an EAL teacher supports the online courses.

	<ul style="list-style-type: none"> ○ MR no longer a Governor at St Johns School. ○ PHL no longer a Trustee at SHS. ○ JH remains a Governor at Cradle Hill. <ul style="list-style-type: none"> ● Review and approve Scheme of Delegation – for publication on the school website Approved It was explained that the Trust Risk Committee is meeting this Friday ● Agree Headteacher Performance Management Review Panel / date (Trustees will lead) It was explained that the school and the Trust will manage this, on a date to be agreed by Trustees. MR will be on the panel.
5.	<p>Minutes from Previous Meeting – Tuesday July 11th, 2023</p> <ul style="list-style-type: none"> ● Approve minutes The minutes were approved as an accurate record of the meeting ● Review actions All actions were complete or on the agenda except. ● Matters arising Monitoring of the SIP was discussed, and MR agreed to cover any meetings that governors cannot attend. Some governors had questions about their “link” and other governor issues and it was agreed to convene an additional meeting for governors to discuss which areas they will be monitoring. <p>Action:</p> <ul style="list-style-type: none"> ● Arrange additional LGB meeting
6.	<p>Seaford Learning Trust – update Feedback from Trustees’ Away Day BE fed back that there was a successful session to discuss the identified issues, and a clear action plan is in place.</p>
7.	<p>Headteacher’s Update – verbal</p> <ul style="list-style-type: none"> ● Including Premises, Health and Safety and Finance It was reported that: <ul style="list-style-type: none"> ✓ Arundel Road Fire doors are 95% complete; There will be more work in October and February half terms. ✓ Capital projects at the Steyne Road site Millennium wing are complete ✓ LA annual H&S audit was positive 73% (up from 49%) – 1 risk assessment was not in place and training needs have been identified ✓ The August outturn is under review, as the £340,000 predicted deficit has reduced to around £110,000. The budget reforecast will be presented at the Trustee meeting. <p>Governors asked about the new building for the extra Y7 students and it was explained that this is complete and will be handed over on Friday. The room will be used to support SEND</p>

	<p>and vulnerable children at the Steyne Road site.</p> <ul style="list-style-type: none"> • Cycle for LGB meetings BE had circulated the cycle in advance of this meeting and governors agreed it gave a useful overview of the cycle for the year ahead. • Calendar of school trips BE asked Governors to consider a trip to New York for 50 students from years 10-13 and explained that no exam subjects would be affected. The timing of the trip was queried, and it was confirmed to be planned for well-being week alongside any other residential trips. Students remaining on site will enjoy enrichment activities. Governors asked how many staff would be involved and it was explained that strict ratios would be adhered to. 50 students would require more than three staff. Governors asked about staff places and it was explained that they would volunteer to attend. The predicted cost of the trip was confirmed, in response to a question, to be around £1200 pounds. Governors then asked about the activities to be undertaken in New York and it was explained that a suggested itinerary has been provided to the head teacher. Governors asked if subsidised places would be available and it was explained that students eligible for pupil premium are given £20 towards the cost of any trip. Any curriculum related trips must be funded by the school though it would not be possible to fully fund trips of this nature. One governor suggested that scholarships for trips could be considered and it was agreed that funding possibilities should be explored. Charity donations could also be considered, such as from the Rotary Club. It was confirmed, in response to a question, that a full risk assessment is completed for all trips. There will be a presentation to governors on enrichment later in the year. Governors gave approval in principle for the trip to proceed. It was agreed that PHL would follow up with the member of SLT responsible for leading on trips and provide a more detailed overview for governors. • SEF meetings It was explained that the meetings between governors and subject leaders should last no longer than 20 minutes, online.
8.	<p>Safeguarding Updated Keeping Children Safe in Education guidance – covered under agenda item 2</p>
9.	<p>External and monitoring reports/ reviews</p> <ul style="list-style-type: none"> • External adviser report 21st June 2023 It was reported that the June visit included coaching for 2 members of the SLT who were taking on new responsibilities.. There is a new school improvement partner for this year who has completed a visit and will visit again late in November. Governors asked if there is an annual plan for the three visits. It was explained that there will be six visits this year in preparation for Ofsted. The focus will be middle leadership and Ofsted preparation. The governors asked if it would be possible for them to have a training session in preparation for Ofsted. Governors discussed whether to arrange this with the external adviser or through governor services and it was agreed that the head teacher will discuss this with the LA advisor and report back. <p>Action:</p> <ul style="list-style-type: none"> • Arrange Ofsted training for governors
10.	<p>Policies</p> <ul style="list-style-type: none"> • Policy Review Schedule Managing the policy review cycle was discussed and it was agreed that the system is still not

	<p>effective. This will be picked up outside the meeting.</p> <ul style="list-style-type: none"> • Statutory policies due for review: Governors approved the following <ul style="list-style-type: none"> ○ Online Safety Policy ○ Child Protection and Safeguarding Policy ○ Privacy Notices <p>Action:</p> <ul style="list-style-type: none"> • <i>Follow up on how best to manage approval of policies</i>
11.	<p>Governance</p> <p>1. Review governing board diversity data – check collection GN explained that she will chase up remaining surveys and send to Kate Winter</p> <p>Action:</p> <ul style="list-style-type: none"> • <i>Chase and share governing board diversity data with Kate Winter</i>
12.	<p>Agenda Items for next meeting: Behaviour and T&L presentations</p>
13.	<p>Any other business</p> <p>A governor asked the head teacher to follow up on a possible enrichment project as an action.</p> <p>Action:</p> <ul style="list-style-type: none"> • <i>Follow up on a possible enrichment project</i>

There being no further business the meeting closed at 10.01

Meeting Dates for 2023-24

Term	LGB SHS	LGB CS	Trustees	Members
1	Tuesday 26 September 8-10am	Thursday 28 September 9-11am	Wednesday 11 October 5-7pm	
2	Tuesday 21 November 8-10am	Thursday 23 November 9-11am	Wednesday 6 December 5-6.30pm	Wednesday 6 December 6.30-7pm
3	Tuesday 16 January 8-10am	Thursday 18 February 9-11am	Wednesday 31 January 5-7pm	
4	Tuesday 5 March 8-10am	Thursday 7 March 9-11am	Wednesday 20 March 5-7pm	
5	Tuesday 30 April 8-10am	Thursday 2 May 9-11am	Wednesday 15 May 5-7pm	
6	Tuesday 25 June 8-10am	Thursday 27 June 9am-3pm	Wednesday 12 June 5-6.30pm	Wednesday 12 June 6.30-7pm

Nd	Action	By
1.	Check whether Wave Leisure is subject to the changes in KCSIE	IW
2.	Check how often governors should attend safeguarding training	GN

3.	Arrange additional LGB meeting	MR
4.	Follow up on how best to manage approval of policies	GN
5.	Arrange Ofsted training for governors	BE
6.	Chase and share governing board diversity data with Kate Winter	GN
7.	Follow up on a possible enrichment project	BE