

Meeting	Seaford Head School Local Governing Board
Date	Tuesday 5 th March 2024
Time	8am
Venue	Conference Room
Governors	Bob Ellis Sylvia Huebbe Margaret Rooms Paul Holmes-Ling Laura Hennessey James Hollingsworth Mike Vingoe
In attendance	Gaynor Newnham (Clerk) John Purdey Sarah Speedie
Apologies	Sarah Krushandl Candy Skene

Minutes

Item	Item Outline
1.	<p>Welcome & Apologies for Absence Apologies were received and accepted from Sarah Krushandl and Candy Skene</p>
2.	<p>Presentation 1: Enrichment and extra – curricular</p> <p>John Purdey (JPP) presented, and governors commended the level of provision available. JPP explained that he plans to see if there is a link between involvement in activities and academic achievement.</p> <p>Governors asked about financial support with trips for children eligible for pupil premium grant (PPG), and it was explained that the PPG budget is £30 per year per child. Parents are informed that there is funding available. Governors then asked if there could be a larger budget to support PPG students, due to the high cost of some excursions, and BE explained that many working families would also be excluded from the expensive trips. PPG support is valued, and it must be ensured that there is enough that is accessible to all, and that the smaller trips have the same impact as the costly expeditions.</p> <p>A governor asked if there could be a different approach to curriculum-linked enrichment, giving the example of a talented musician being supported to attend the music tour. It was confirmed that this could be explored on a case-by-case basis.</p> <p>It was agreed, following further discussion, that sponsorship will be explored, or possibly a bursary fund. PHL will discuss this further with JPP.</p> <p>BE explained that a former student contributed to staff wellbeing and STEM (Science, Technology, Engineering, Mathematics) activities, over 10 years.</p> <p>Action:</p> <ul style="list-style-type: none"> • Explore the possibility of seeking sponsorship for bursaries and enrichment.

	<p>A governor asked if EPQ (Extended Project Qualification) would ever be compulsory, as it is at some schools. It was explained that some children are encouraged to participate, as it would improve their CV, but there is not capacity for all students to access this.</p> <p>JPP requested approval for a Spanish exchange in September and French exchange in January. It was confirmed, in response to a question, that the trips would use same framework as before. The Spanish and French exchange trips were approved.</p> <p>It was explained, in response to a question, that the New York trip will not take place as only 23 out of a potential 40 places were applied for. Governors asked if the trip was open to all students, and it was explained that it was guided towards art, photography, and drama. A governor suggested that other students may have liked to be invited, which might have boosted numbers.</p> <p><i>JPP left at 08.31. SS joined at 08.32.</i></p>
3.	<p>Presentation 2: School Improvement in East Sussex</p> <p>Sarah Speedie presented to governors. MR thanked SS for the presentation and was pleased to hear that TASS (Team Around the School Setting) is very well resourced, though schools are not aware of all that is available, and parents may also not be aware of what is available at the school.</p> <p>SS commended the clear investment in inclusion at SHS, where there is a brave curriculum which includes the animals at Steyne Road, and the Evolve Curriculum. Children need the pathway in which they will be successful.</p> <p>A governor asked how the services link to academies, independent and maintained schools. SS explained that the team would work with all schools but has less involvement with the independents. It was confirmed, in response to a question, that the independent schools can purchase support, and children with EHCP's at independents are automatically supported. Academies can refuse support for inclusion, but attendance is statutory. BE explained that SHS wants to engage with the LA and added that academies who do not engage, and exclude to a high level, have an impact on other schools. SS explained that work with those at risk of permanent exclusion (PEX) may lead to it being avoided. There are high levels of PEX at present. Schools do not know how to cope with the behaviour being exhibited, and some of the children are still impacted by the pandemic.</p> <p>A governor asked if there is a limit to how often TIG (Tiered Inclusion Grant can be applied for, and it was explained that there is not.</p> <p>A governor asked if there is work with Health Visitors for Early Years and it was explained that there is an Early Years Team that links with health, and transition. Attendance for pre-school is a concern and a pre-code has been created, as attendance is not statutory before children are 5.</p> <p>It was asked if SS could share this information with governors, such as at the Chairs' Forum, and SS explained that she will be delivering some attendance training in May and will discuss further training with John Murray at the Governance Service.</p> <p>Governors had had no idea of the size of the team, and SS explained that every child with an EHCP has an allocated person. She is keen to ensure Heads are made more aware of what is available.</p> <p>It was explained, in response to a question, that teachers can access these services via the school's Inclusion Lead. Leaders should know the name of the SPOC (Single Point of Contact) for Inclusion, who can be emailed, and a conversation requested, in the first instance.</p> <p>BE explained that the team is leading with issues that have exponentially increased since the pandemic. Critical incident support has been excellent.</p> <p><i>SS left at 09.13.</i></p>

4.	<p>Disclosure of Personal and Pecuniary Interests in Proceedings - Governors to confirm any interests related to the current agenda.</p> <p>LH reported that she has been asked to be a Trustee for the Youth Counselling Project and will confirm when/ if she takes the role.</p>
5.	<p>Minutes from Previous Meeting – Tuesday 16 January 2024</p> <ul style="list-style-type: none"> • Approve minutes. The minutes had been circulated with the agenda. The minutes were approved as an accurate record of the meeting. • Review actions All actions were noted to be complete, except: <ul style="list-style-type: none"> ○ MR will liaise with SW re SEND Staff List ○ Governor Terms of Office will be discussed at the next meeting. • Matters arising There were no matters arising. <p>Action:</p> <ul style="list-style-type: none"> • Add Governor Terms of Office to the agenda for the next meeting.
6.	<p>Seaford Learning Trust – update</p> <p>The minutes from the last two had been circulated with the agenda.</p> <p>Feedback from T3 meeting: MR reported that the Chyngton School (CS) presentation had been impressive and highlighted the high level of input into the school. Another governor noted the mention of CS in all presentations to SHS governors.</p> <p>BE reported that the headteacher at Seaford Primary is leaving at Easter, and the Trust has offered support for years 5 and 6 and the DHT will act up for T5 and 6. She is due to meet BE/RT/AC to discuss support. There have been discussions with the governors, and, in the longer term, the governors may consider more formal links with the Trust.</p>
7.	<p>Headteacher’s Update – written.</p> <p>The Headteacher’s report had been circulated with the agenda.</p> <p>BE informed governors that a Y9 student passed away unexpectedly last week. The LA has an unexpected death template which has been followed closely and appears to be working well. Educational Psychology support has been secured.</p> <p>Governors, if contacted by the press, were asked to direct them to BE.</p> <p>The school will close at lunchtime on the day of the funeral, which will be on the 19 March. There will be a memorial football match later in the year.</p> <p>The impact on the community will be monitored, including vulnerable children and staff.</p> <p>It was confirmed, in response to a question, that the inclusion and safeguarding teams are supporting the school. Beachy Head Chaplaincy was suggested, by a governor, as a possible resource.</p> <p>Governors agreed to minimise pressure on staff at this difficult time by, for example, cancelling meetings planned for the near future.</p> <p>BE explained that governors will be informed of anything they need to know, and there will be a review of safeguarding once investigation has taken place.</p>

	<p>Governors asked if it is normal for 6 students to have left Year 12, which BE confirmed. A governor suggested that this trend makes the number on roll reported in September unrealistic and asked if the 'guest' students skew the figures. BE explained that the funding is different for the guests. The aim is to have 100+ core students, and there are currently at 104.</p> <p>The SIP and SEF 2023-24 had been circulated with the agenda and it was confirmed, in response to a question, that there are no significant changes to the SIP, but the RAG-rating has been updated.</p> <p>It was explained, in response to a question, that the attendance of the bereaved children will be recorded under an appropriate code and no children in that group will be sanctioned. SHS is strong for attendance and inclusion in the LA.</p> <p>BE explained that the Y11 predictions are at or above usual, though the outcomes will be negatively impacted by some Y11 students who will not attend exams.</p> <p>It was reported that the capacity of the site team has been expanded and a psychology teacher has appointed due to the growing popularity of the subject.</p> <p>Vaping in the toilets was noted to be an issue. It was agreed, following a discussion, that open court toilets might be a solution, and it was agreed that the H&S Link governor will arrange to see those installed at Heathfield Community College.</p> <p>Action:</p> <ul style="list-style-type: none"> • H&S Link governor will arrange to see the open court toilets installed at Heathfield Community College.
8.	<p>Safeguarding This was covered earlier in the meeting.</p>
9.	<p>External and monitoring reports/ reviews:</p> <ul style="list-style-type: none"> • H&S Report Governors noted that the unplanned fire alarm during a school play was a useful test of procedures. • Evolve Review MR commended the number of events planned for the day.
10.	<p>Statutory policies due for review:</p> <p>MR explained that policies will be now managed through Governor Hub, as there a system there. Questions about polices will still need to be managed during meetings. BE explained that the Trust follows ESCC model policies, wherever possible. The policies were not approved at the meeting.</p> <ul style="list-style-type: none"> • Health and Safety Policy It was agreed that changes of assembly points from the hub need to be added. It was confirmed, in response to a question, that there is a separate Fire Safety Policy. A governor asked if the bomb threat evacuation point has been decided, and it was explained that it would depend on circumstances, and points would be agreed according to the nature of the threat. A governor asked if there are personal emergency evacuation plans, which was confirmed. It was explained, in response to a further question, that the plans are discussed by SLT, but

	<p>can be challenging due to some students not wanting to comply.</p> <ul style="list-style-type: none"> • ECT (Early Careers Teacher) Induction Policy This was not discussed. • Children with Health Needs Who Cannot Attend School Policy A governor asked if paediatric approval for non-attendance would be needed, rather than GP, and it was explained by a governor with relevant experience that most surgeries should have a paediatric whom GPs could consult. BE explained that, in some cases, GP's have approved absence which is unhelpful.
11.	<p>Governance</p> <ul style="list-style-type: none"> • Notice of SLT AGM 20 March 4pm PHL confirmed that he would like to attend. <p>MR reported that the Finance Training booked for next Monday will look at cross-trust finance, and there is an online Mental Health Training session next Monday morning.</p>
12.	<p>Agenda Items for next meeting: PHL attended schools' climate change conference and will feed back at the next meeting.</p>
13.	<p>Any other business</p>

Draft 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 January 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

No	Action	By
1.	Explore the possibility of seeking sponsorship for bursaries and enrichment.	PHL and JPP
2.	Add Governor Terms of Office to the agenda for the next meeting.	GN
3.	H&S Link governor will arrange to see the open court toilets installed at Heathfield Community College.	SH