

<b>Meeting</b>	Seaford Head School Local Governing Board
<b>Date</b>	Tuesday 25 <sup>th</sup> June 2024
<b>Time</b>	8am
<b>Venue</b>	Conference Room
<b>Governors</b>	Bob Ellis (Headteacher) Sylvia Huebbe Margaret Rooms Sarah Krushandl Paul Holmes-Ling Laura Hennessey James Hollingsworth
<b>In attendance</b>	Gaynor Newnham (Clerk) Sally Laidlaw (CFO)
<b>Apologies</b>	Mike Vingoe Candy Skene

### Minutes

Item	Item Outline
1.	<p><b>Welcome &amp; Apologies for Absence</b></p> <p>MR opened the meeting, as Chair.</p>
2.	<p><b>Disclosure of Personal and Pecuniary Interests in Proceedings</b></p> <p>No interests were declared.</p> <p>MR reported that she is teaching some SHS students as a volunteer.</p>
3.	<p><b>Minutes from Previous Meeting – Tuesday 30 April 2024</b></p> <ul style="list-style-type: none"> <li>• <b>Approve minutes.</b> <b>Governors approved the minutes as an accurate record of the meeting.</b></li> <li>• <b>Review actions.</b> The summary of actions was reviewed, as follows: <ul style="list-style-type: none"> <li>• <b>Explore the possibility of seeking sponsorship for bursaries and enrichment.</b> There is no further update on this, which PHL may be able to pick up with Sam Alvarez. LH also reported that there is a local Business Breakfast, for which she will provide a link.</li> <li>• <b>Action:</b> <ul style="list-style-type: none"> <li>• <b>Share Business Breakfast link with the Headteacher.</b></li> </ul> </li> <li>• <b>Observe lunchtimes</b> – complete, at the Lower School.</li> <li>• <b>Raise school food at the Chairs’ Forum</b> – complete. The East Sussex Governor Forum is meeting Chartwells, and MR will attend that.</li> </ul> </li> </ul>

	<p><b>Discuss school food with SH</b> – complete</p> <p>BE explained that there is limited capacity in school, but food could improve if there was a system-wide approach.</p> <p>The Headteacher reported that he has asked Gemma MacFarlane to join the LGB as a community governor</p> <p><b>Allocate a Governor to Sustainability</b> – MV is the link governor and has attended an online session</p> <ul style="list-style-type: none"> <li>• <b>Matters arising</b> There were no matters to discuss</li> </ul>
4.	<p><b>Presentation 1:</b> <b>Finance and Premises</b> <u>THE CFO presented the budget.</u></p> <p>Governors <b>asked</b> if unfunded pay increases needing to be met from the school budget would necessitate an immediate restructure. THE CFO explained that, initially, leavers would not automatically be replaced. Any pay increase would be backdated to April, though this is not reflected in the budget. Based on last year, this may not be known until January 2025.</p> <p>Governors <b>noted</b> that building work and IT is not in the budget, as costs will be met from reserves.</p> <p>Governors <b>asked</b> if Chyngton School’s (CS’s) contribution to the budget equals the cost of services provided by the local authority, and THE CFO explained that it is similar, but not like for like, and she does not know if the amounts compare. SHS covers specialist and curriculum teaching at CS, to include PPA (Planning, Preparation and Assessment) cover; the service-level-agreement with Computer to Cloud, recruitment, marketing, etc.,</p> <p>Governors <b>asked</b> about the premises staff TUPE to Churchills on August 1. THE CFO explained that the contract will cover staff and cleaning materials, separate to the internal budget for toilet roll, soap, etc. THE CFO will no longer be line managing cleaners, which will allow her to use her time more effectively. The cost is the worst-case scenario and may reduce if any staff leave during the contract. Another benefit is that there will now be sickness cover, where there is currently high absence on the team, which impacts in the quality of the cleaning. Two cleaners will be retained for unsociable hours worked in the sports hall and SH6. Governors <b>asked</b> why the corridors and stairs were not included in the contract, and it was explained that this was due to the cost. A good working relationship is anticipated. The length of the contract was confirmed, in response to a <b>question</b>, to be one year, to be reviewed, with a 6 month notice period. ESCC has just renewed a 3-year contract with them, and they can also support THE CFO if needed. This was confirmed, in response to a <b>question</b>, to be competitive and with a better level of service.</p>

THE CFO explained that staffing costs account for 87% of the budget, which is higher than the suggested 80-85%, due to the high needs block funding frontloaded for the income to be received, and due to employing the staff on permanent contract, which enabled the project to launch. This is a planned approach and remains monitored. The HEADTEACHER added that the high needs block funding is significant. The figures reflect that the Trust is retaining experienced staff, which is positive, but expensive. When interviewing, the best person is appointed, regardless of cost. Staffing is strong for the new year, and there will be capacity to support ECT's.

THE CFO explained, in response to a **question**, that split site support towards costs are £80k. There is a consultation on the way split site funds are calculated. This will eventually be part of the NFF (National Funding Formula). THE CFO confirmed, in response to a **question**, that the cost is not included in the staffing percentage. It also impacts on benchmarking.

Governors **challenged** the reason for the deficit of £383,000. THE CFO explained that the budget is based on income and expenditure, and includes additional costs to be absorbed from reserves, shown in the budgeting profile. There is an in-year overspend. THE CFO has had to over-estimate utility costs, though £25k credit notes have now come in. There have also been 2 resignations that will not be replaced since the budget was drafted. Items funded from reserves are not shown. The software does not show income increasing over time. If needed, adjustments will be made.

Governors **asked** about building work due to be completed this year and THE CFO confirmed that income for the safeguarding work has already been received.

The CFO explained, in response to a **question**, that Trustees must decide whether the £1.6million surplus will be a school or Trust figure. The Chair **asked** governors to bear in mind that, though there appears to be a healthy surplus, there are other demands on the money within the Trust. THE CFO explained that the school should not have a large surplus, as the money is for current pupils. Since the CFO joined there has been considerable work done at the school, while retaining the reserves. The CFO will account for decisions at Trustee level, and the budgets for both schools will be revised.

The HEADTEACHER explained that there is normally a predicted in-year-deficit, that ends the year as cost neutral. The budget is now tighter. There are no significant actions that would increase income. SH6 income comes the year after, and all funding is based on the October census.

Premises:

The CFO summarised that:

- The bid for fire door works has been appealed
- The safeguarding fence appeal was rejected, so the revised bid will be submitted for the front of the school and Corsica Hall. The front wall is the priority, and all other work will be paused. The CFO confirmed, in response to **questions**, that the work will commence as soon as Lewes District Council approves the plans.
- The Health and Safety link governor visited, and their involvement was helpful – the

	<p>committee and site team have become more effective. Two of the three sites have been visited.</p> <ul style="list-style-type: none"> <li>Governors queried the large Computer to Cloud cost, and the CFO explained that this is for the network provider. The cost is comparable to employing SHS staff, but the service is better. The CFO confirmed, in response to a question, that the school employs one IT technician and there will ultimately be a team of 3 across the sites. The CFO meets the directors regularly and the service has improved.</li> </ul> <p>The Chair commended the outsourcing of things not linked to teaching, such as IT and cleaning.</p> <p>The Head recorded gratitude to the CFO for creating a positive culture around how finances are looked after.</p> <p><i>The CFO left at 08.56</i></p>
5.	<p><b>Seaford Learning Trust – update</b></p> <p>Feedback from T5 and T6 meetings.</p> <p>The Chair reported that the external review of the Trust is now complete and demonstrates that there is a clearer view of the vision and the progress made by Chyngton School. The Trustee away day is planned for the 26 June, and there will be feedback at the next meeting.</p> <p>The Trust website and logo was shown at the meeting. The HEADTEACHER explained, in response to questions, that the Trust site will include links to the school websites, and vice versa. The school logos and uniforms will remain, as the schools will retain their own autonomy.</p> <p>The Head reported that:</p> <ul style="list-style-type: none"> <li>the Trust has been supporting Seaford Primary, as they have no Headteacher at present. The Acting Head attends the weekly executive meetings.</li> <li>Policy management is in the process of being changed. The schools currently follow the LA model policies and having a trust-wide policy would require more work. The Head would prefer to use the models available as writing new ones would not be a good use of time.</li> </ul>
6.	<p><b>Review of the Year SIP (School Improvement Plan) and SEF (Self-Evaluation Form) (1st draft of 2024 - 25)</b></p> <p>The SIP and the SEF had been circulated as appendices to the Headteacher's Report, though the timing of the SDP being written is impacted by the summer results.</p> <p>Senior leaders reviewed the SEF and self-assessed as outstanding, with areas to develop. As Ofsted visited this year, the summary document will act as the SEF, with headlines to explain the judgement. The document will be reviewed if the summer outcomes indicate changes are needed. Development areas are shown per section and inform the SIP. The</p>

	<p>SIP will be monitored by leaders through the year and shared with staff. Amendments to the SIP will also be considered once the results have been published, though they are expected to be better than last year's. HPA (Higher Prior Attainers') outcomes are historically strong. Vulnerable students (Lower Prior Attainers/ SEND) require additional support, as a rule.</p> <p>The Chair fed back that there is a review of reading taking place, and some changes are likely.</p> <p>A governor <b>asked</b> how the department plans link and it was explained that the department leaders see the whole school plan, which is divided into four areas, with student outcomes as the focus. They will have had the data when they write the plans, normally before the October half term.</p> <p>The head reported that a Quality of Education priority is to review the 2-year KS4 GCSE, about which the department heads have mixed views. Y10 often outperform the Y11, which governors suggested is due to having only two subjects to focus on. However, the process can then improve performance in Y11, due to reduced workload. Governors <b>asked</b> which subjects are taken early, and were informed that Option A subjects (art, computer science, business studies and religious education) are offered. This would not be possible without the overarching 3-year KS4. Governors commented that it is important to ensure the Option A subject is something that the students concerned are very good at, and that the way options were presented this year was positive. The headteacher explained that the process is being refined constantly and curriculum time is managed. Year 9 can be problematic, as some students are less engaged in subjects that they will not be continuing.</p> <p>Governors briefly discussed the English Baccalaureate, and whether it narrows the curriculum. The Head reported that there is less space for the arts if all students are made to take the Ebacc route. Having a 3-year KS4 prevents narrowing by giving more time.</p>
7.	<p><b>Headteacher's Update – written</b></p> <p>The report had been circulated with the agenda, the headteacher highlighted that:</p> <ul style="list-style-type: none"> <li>• GCSE and A Level outcome should exceed last year's</li> <li>• Attendance is above national and the slightly above last year's but could improve. The bereavement had an impact on attendance. The head explained, in response to a question, that the student's friendship group has weekly support sessions, and the cohort remains fragile. One member of the group has moved schools.</li> <li>• Staff movement is positive; one is leaving for retirement and the others are promotions. SHS retains high quality staff, as some just teach A Level, which is positive.</li> <li>• There was a visit from Shaun Jarvis whose recommendations inform the SEF.</li> <li>• Y12 admissions are higher than the previous year. There should be 120+ in September. The students enjoy the freedom SH6 offers as a small provider with a calm atmosphere. The students are good role models for the younger students. There has been interest from students in Eastbourne and Peacehaven, which is encouraging.</li> </ul>

	<p>Governors briefly <b>discussed</b> the former UTC Harbourside site in Newhaven (now called the Marine Workshops) and agreed that this might be a link worth exploring – BE to follow up with the CEO/ Principal, as an action.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Contact Marine Workshops CEO/ Principal</b></li> </ul> <p>A governor <b>asked</b> if there have been fewer cancelled lessons in SH6 and BE confirmed that the situation has improved and was due to a maternity leave.</p>
8.	<p><b>Safeguarding</b></p> <p>Governors noted the safeguarding section of the headteacher’s report.</p> <p>The headteacher highlighted that:</p> <ul style="list-style-type: none"> <li>• The main concerns remain self-harm, anxiety, and domestic violence</li> <li>• Having a safeguarding officer works well.</li> <li>• The Seaford safeguarding leads meet to discuss trends, etc.</li> <li>• Safeguarding is a growing issue.</li> </ul> <p>Governors <b>asked</b> if any changes due to be made because of the critical incident. The head explained that staff have been reminded to remain vigilant about social media. Phone use will continue to be discussed. BE explained, in response to a <b>question</b> about school policy, that any ‘phones that are seen at break and lunchtimes are confiscated and taken to student services. Some team members are concerned about inconsistency. However, they are sometimes useful for teaching and learning, checking Edulink, etc. Social media issues are more prevalent outside school. Children need to be taught to use them well.</p> <p>The Safeguarding Link Governor has met the Trust and Chyngton safeguarding leads and a Trust Safeguarding plan is being developed.</p>
9.	<p><b>External and monitoring reports/ reviews</b></p> <p>Governors noted the external adviser report and the H&amp;S report.</p> <p>The H&amp;S Link Governor fed back on a visit to Heathfield Community College (HCC) to look at the toilets, which were impressive gender specific open plan facilities. Public areas have CCTV, there are smoke detectors and emergency lighting, and students feel safe. Parent governors reported that there are SHS students who are scared to use the toilets here. The project required major building work and was expensive, but the HCC students were all positive about the toilets and reported feeling safe. A unisex option could be explored, though there is little space available at SHS.</p> <p>Governors agreed that toilets and food at SHS could be improved.</p>
10.	<p><b>Statutory policies due for review:</b></p>

	<ul style="list-style-type: none"> <li><b>Supporting Pupils with Medical Conditions Policy</b> Governors approved the Supporting Pupils with Medical Conditions Policy, subject to clarifying that the school holds asthma inhalers and adrenaline auto- injectors on site for emergency use.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Update Supporting Pupils with Medical Conditions Policy to show that the school holds asthma inhalers and adrenaline auto- injectors on site for emergency use.</b></li> </ul>
11.	<p><b>Governance</b> <u>Governor Skills Audit</u> The Chair explained that she would like to talk to governors now and will circulate the information to all.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li><b>Chair to contact governors re 1:1 meetings</b></li> </ul>
12.	<p><b>Agenda Items for next meeting:</b> <b>It was agreed to follow the same cycle as this year from September 2024.</b></p>
13.	<p><b>Any other business</b> Governors recorded thanks to the CFO for her work on the budget.</p>

10.04

No	Action	By	Notes
1	Share Business Breakfast link with the Headteacher	LH	
2	Contact Marine Workshops CEO/ Principal	BE	
3	Update Supporting Pupils with Medical Conditions Policy to show that the school holds asthma inhalers and adrenaline auto- injectors on site for emergency use.	KW	
4	Chair to contact governors re 1:1 meetings	MR	

<b>Seaford Learning Trust – draft meeting schedule for 2024 2025</b>				
<b>Term</b>	<b>SHS LGB</b>	<b>Chyngton LGB</b>	<b>Trustees</b>	<b>AGM</b>
<b>1</b>	Tuesday 24 September 8-10am	Thursday 26 September 9-11am	Wednesday 09 October 5-7pm	
<b>2</b>	Tuesday 12 November 8-10am	Thursday 14 November 9-11am	Wednesday 4 December 5-6.30pm	Wednesday 4 December 6.30-7pm
<b>3</b>	Tuesday 14 January 8-10am	Thursday 16 January 9-11am	Wednesday 29 January 5-7pm	

<b>4</b>	Tuesday 4 March 8-10am	Thursday 6 March 9-11am	Wednesday 19 March 5-7pm	
<b>5</b>	Tuesday 29 April 8- 10am	Thursday 8 May 9-11am	Wednesday 7 May 5-7pm	
<b>6</b>	Tuesday 24 June 8- 10am	Thursday 10 July 9am- 3pm	Wednesday 11 June 5- 6.30pm	