Meeting	Seaford Learning Trustees
Date	Wednesday 15th May 2024
Time	5pm – 7pm
Venue	Board Room, Seaford Head School, Arundel Road site
Trustees	Jacky Cross Jon Dilley Bob Ellis James Hollingsworth Chris Mercer Margaret Rooms Sarah Speedie
In attendance	Jane Branson (Guest) Gaynor Newnham (Clerk)
Apologies	JH leaving at 6pm
Absent	

Minutes

Item	Item Outline
1.	**Welcome & Apologies for Absence** **JD opened the meeting, as Chair.** There were no apologies for absence, though JH would be leaving at 6pm.
2.	**Disclosure of Personal and Pecuniary Interests in Proceedings** There were no changes to the previous declarations.
3.	**Minutes of the Previous Meeting, 20 March 2024** The minutes had been circulated with the agenda. **Trustees approved the minutes as an accurate record of the meeting.** The summary of actions was reviewed, and all were noted to be complete, in hand, or on the agenda. Trustees discussed the use of school e-mail addresses, and arguments were made both for and against. It was noted that their use is not mandatory but would be best practise. Trustees voted and the majority agreed that school e-mail addresses should be used. It was clarified that Chyngton and governors may continue to use that Chyngton addresses and the Seaford Head addresses will be deleted - Clerk to action ***Action:*** • ***Arrange to close SHS email addresses for CM, JB, and JC.***

4.	**Finance and operations:** **Trust Finance** The Budget Monitoring Report and monthly overviews had been circulated. The CFO reported that both schools are currently positive and there will be further movement towards the end of the year. A Trustee asked if there is a forecast for the year and SL explained that the management report is the year end position as at the 7 May 2024. A Trustee asked if the two Chyngton Co-head posts are funded from the Chyngton budget, which was confirmed. They explained that the Chyngton LGB wishes to pursue this, as there are now 1.6 full-time equivalent (FTE) leaders at the school, due to a Trust decision, as opposed to the originally agreed 1 leader. The Trustee confirmed that they are happy with the strategic decision to have one full-time headteacher in place but asked for clarity about whether the additional 0.6 should be a Trust or a school cost, in view of the pressure on Chyngton if further cost savings are needed which can only made through staffing. BE explained that Chyngton is paying the difference between the previous DHT and the HT, which is not a significant sum, but acknowledged that the decision was made by Trustees, following a meeting of the Senior Executive Team, with no supporting documentation. There will be more transparency, in future. It will become an issue when Chyngton staff are informed of the required streamlining, and AC will be supported in messaging to staff. The Chair pointed out that there are currently two budgets, supported by Trust reserves. When there is a third school, a central budget and accounting process will be needed. Assuming the Trust is comfortable with the arrangement, there is no reflection on other savings, and the cost is accounted for. If there is a technical assessment as to why the situation continues, it is due to extra support being made to Chyngton at present. The CEO added that there is potential for the additional HT support to be provided to Seaford Primary. The post-holder will be deployed as effectively as possible. The CFO explained, in response to a question, that the Trial Balance is an accounting document that must be provided. The general position is favourable; more central block and free school meal funding is expected. It was confirmed, in response to a question, that the budgets will be approved at the next meeting. The CFO explained, following further questions, that it is not yet clear whether the budget is on track to balance. Pupil premium grant funding has been received, but the cost of Services to Schools is not yet known. Ongoing recruitment will also impact on the budget. The CFO explained, in response to a question, that the utility bills for Chyngton have not yet been received but money has been allocated. It was confirmed that utility costs are still purchased via the local authority. SL hopes that everything will be in place for year end, in August. The audit is scheduled for the first week of October. ESCC is being chased for High Needs Block funding for last year's additional intake to Y7 from April to August. MR recorded thanks to SL for the finance training.

	Premises: Trustees noted that the safeguarding appeal was dismissed – see letters circulated with the meeting papers. SL explained that Bailey Garner have sent a revised proposal based on the information in the report. The key differences were explained at the meeting, and it was confirmed that the funding has been received. SL explained, following a discussion, that there can be work on all aspects except the cricket field, and the project will be retendered. Trustees asked if the compromise would keep the children safe, and SL explained that, by not doing the cricket field, residents could access the site. The other areas will be secure. SL will continue to investigate possible solutions. The Trustees' responsibility for preventing children getting onto neighbouring properties was challenged and it was confirmed that they would be able to access them, but not the road. It was explained that the front wall is at risk of falling over and remedial action has been taken. The rear is fenced but is not fit for purpose. The inner green fence keeps children safe, they are never unsupervised on the field, and there are risk assessments in place. **It was agreed to proceed without the Cricket Field, and that any incidents of people getting in or out must be recorded.** **Audit and Risk Committee minutes** The Audit and Risk Committee minutes had been circulated. The Chair of the Committee highlighted that: • There will be a meeting next week to consider the 6th Form Feasibility Study. • The Trust strategy for the planned use of reserves has been reflected on. • There are ongoing conversations with the Town Council and Seaford Town Football about a possible sports facility and when a decision is made there will be a proposal for something on Arundel Road with a joint use agreement. • ICT development was funded from reserves. • Funding for Trust expansion was discussed, and any joiners would have a cost from the uncommitted surplus • Staffing costs moving forward were discussed, and 2.75% is built into the forecast as an ongoing cost. • Current numbers for the Chyngton Reception class are 46 • PLR will undertake the internal audit to focus on finance • There was an update on the Governance Review • The 360 Review of the Chair will be led by SS • SL presented a proposal for cleaning as managing it is taking time, and it was agreed to use Churchills Trustees asked for more information on decommissioning the Chyngton swimming pool and using the space for a specialist facility, and whether the provision would be Trust wide or town wide. BE explained that this would be attractive to the other Seaford schools and would be supported by the LA, who will provide an update in June. SS also explained that the Trust would decide the designation but the broader the better, to enable inclusivity. For a secondary level facility, the LA would place around 10 – 15

	students with a per capita funding. The school would have autonomy around staffing, and the provision would be good for recruitment and for provision for young people. Though Cuckmere House is within Seaford, it is hard for Seaford schools to access, and they do not take reception pupils. It was clarified, in response to a question, that a facility at Chyngton would not admit secondary pupils, it could feed a secondary provision. Trustees were informed that there are successful alternative units at Denton, and Peacehaven Community School, and they benefit the whole school, as the specialist staff can support the mainstream staff before needs escalate. SS explained, in response to further questions, that the special facility model supports children so that they do not have to attend a special school. One Trustee felt that a maximum of 15 children seems low across the town. It was explained that these children take up a lot of time, and they might transition in and out of the provision. A Trustee asked about facilities for deaf children, and it was explained that Willingdon secondary and primary provides these. There are specialist teachers providing an inclusive education that allows children to mix with the mainstream population. Trustees asked about the levels of need in the local area and it was explained that needs are increasing at primary level. The numbers of suspensions and permanent exclusions have grown. Support with behaviour is needed. Trustees asked if there would also be plans to introduce a secondary level alternative provision, and it was explained that further conversations would be needed. Experience at other settings has shown that those integrated at primary may not cope at secondary, but a bridge across key stages 2 and three may work. Trustees agreed that they would like to know more. The CEO reported that Chyngton would also like to develop nursery provision, and more information is needed. Trustees asked if there is a need, and it was explained that there is a lack of good quality nursery provision in that part of the town. It would also enable natural progression from a nursery into reception, which might mitigate the falling roll. *JH left at 18.05* The A+R Committee will next meet on Wednesday 10th July.
5.	**CEO Written Report:** The report had been circulated with the agenda. BE fed back to trustees on the work ongoing with Seaford Primary. It was explained that the acting head attends executive team meetings, James Pratt and SL have visited the school, and AC and RT are available for support. BE is due to meet the chair of governors next week to discuss ongoing support during a turbulent time.

	BE also reported that: • SHS staffing will be kept tight next year but growth is not assured. • The level of suspensions and exclusions is high in the county, and it is likely that children will be sent to SHS and CS. • LCEAT have taken on college central, and he was involved in their HT recruitment process. Trustees asked if it will be possible to protect Y9 given the circumstances, and SS explained that schools can RAG year groups but would have to honour the fair access protocol. It was explained, following a further question, that managed moves have reduced. College Central is currently closed, and the system must still provide places until it reopens in September. Most of the issues are in the east of the county, but there will be an impact on Seaford as the number of places reduces. **Trustees noted the progress against the SLT Action Plan 2023 - 24** The CEO reported that the only reds on the Trust plan are around nursery provision, and the SPP framework for peer review, due to lack of engagement with primary schools. JB reported that she had previously shared a draft Induction Pack which will need to come to a meeting for agreement. This will be added to a future agenda. ***Action:*** • ***Review draft induction pack at a future meeting*** **Position paper on Chyngton PAN** BE asked Trustees to authorise a consultation to reduce PAN at Chyngton. He explained, in response to a question that there is a standard process using an LA template that is shared on the website and with stakeholders. He explained that it would be advantageous for Chyngton to able to develop a vision and USP. Trustees asked about press involvement and BE explained that he does not expect any problems. It was confirmed, following a further question, that the reduction would be to 30 pupils. The consultation would be for September 2026, over a 6-week period. It would benefit the school to have clarity over pupil and staff numbers, as to start the year with gaps makes the school vulnerable to in-year admissions, some of whom have high levels of need. Trustees asked if there are any potential issues with the consultation and BE explained that there was a meeting with the LA planning officer, who is aware that numbers are low. Chyngton having first choice for SHS places has helped recruitment to upper KS2. The potential cost implication was challenged, and it was explained that it would allow for clearer planning. Various scenarios have been and will be considered, such as mixed age classes, capped year groups, etc. Through natural wastage and planning appointments, there can be a staged approach, fixed term contracts, etc. The TA structure can be reviewed and allow a gradual move to 1-form entry. It was confirmed, in response to a question, that the process will take 7 years to complete, though BE explained that the higher year groups will fill up. There will be risk

	of a period of staff turbulence but will be positive to say Chyngton is a popular 1-form entry school. **Trustees approved the consultation to reduce PAN at Chyngton to 30.** BE explained that the Risk Register commentary behind the gradings has been updated. **SLT Action Plan 2024 – 25** BE explained that he would like Trustee input into the plan for next year, which will be explored at the Away Day. **Safeguarding** It was reported that there was one significant incident. The role description for Trust Safeguarding lead will be shared with the Trustees, as an action. ***Action:*** • ***Share role description for Trust Safeguarding lead with the Trustees***
6.	**Standards across the Trust** School Dashboards and LGB minutes had been circulated with the meeting papers. Trustees asked if the reported figure of 1065 parent concerns at Chyngton is correct, and it was explained that the high number is due to the way staff log concerns. BE explained that there have been 5559 safeguarding incidents at SHS, and there will be consistency around logging concerns in future. Trustees queried the 57 pupils in Y1, which is not worrying. BE explained that these are IYA, which may need to be tracked in future. JB explained that if admissions are limited to 30, only those for whom Chyngton was first choice would be admitted. Trustees asked where the extra pupils would go, and it was explained that many of the pupils are from out of area. There are enough places for the local children. There have been 31 IYA at Chyngton, most of whom were excluded from other schools, or are new to area. Trustees asked about the SH6 PAN, which was confirmed to be 180 each year. BE will not be concerned until150/year is reached. Trustees asked about managed moves, and it was explained that suspension and exclusions have been kept low in the area due to the use of 6-week placements, which are a good option for children who can do with time away from their own school.
7.	**Governance** • **NLG Action Plan – review progress** This was covered under agenda item 5. • **Trustee Review** It was confirmed, in response to a question, that the report should be available for the Away Day.

	• **Agenda for Away Day** This will include presentations on the vision for Chyngton and the central services offer.
8.	**Agenda items for next meeting:**
9.	**Any other business** The CFO referred to errors in Chyngton policies and it was agreed that there will be a full review of policies with SL, KW, ES and GN. JB explained that the system has been impacted by capacity and sickness. Branding was discussed, and it was reported that the website is nearly complete. The link to the website/ logo will be shared with Trustees, as an action. ***Actions:*** • ***Review policies*** • ***Share link to website and logo with Trustees*** **Next meeting: Wednesday 12 June 5-7pm** Apologies were received in advance from JH The meeting closed at 19.01

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 21November 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	Notes
3	Arrange to close SHS email addresses for CM, JB, and JC.	GN	

5	Review draft induction pack at a future meeting	Trustees	
5	Share role description for Trust Safeguarding lead with the Trustees	GN	With June meeting papers
9	Review policies	GN/SL/KW/ES	Meeting 11/06/2024
9	Share link to website and logo with Trustees	BE	