

The Milford Academy

Aim high, achieve.

Minutes of the Autumn term Board of Trustees meeting held on Thursday 25th September 2024 at 4.25pm

Membership

(A) denotes absence

	Dave Dickinson, Chair
	Matt Cooke, Joint Vice Chair
(Apol)	Stephen Goff
	Tiffany Iball
	Helen Richardson
	Terry Smith
(Apol)	Gus Steele
	James Strawbridge, Joint Vice Chair
	Joseph Turner Perkins, Head

In attendance

	Dave Dethick, Clerk to the Trust Board.
(Apol)	Rachel Flynn, School Business Manager (SBM)

Item

Action

TB1/24-25/01 Welcome, apologies for absence.

The Chair welcomed all to the meeting. Apologies for absence received from Stephen Goff, Gus Steele, and Rachel Flynn were approved.

TB1/24-25/02 Declarations and Governors Code of Conduct.

Register of pecuniary interest.

Trustees have completed this or are about to. There were no declarations to consider.

Annual Disclosure; Circulated and completed at the meeting.

Renew Governors Code of Conduct. Completed.

TB1/24-25/03 Membership

Attendance requirements.

There were no attendance issues to consider.

Vacancy update.

The Clerk reported, following the recent parent trustee election, there were no vacancies on the trust board.

End of terms of office.

There was no end of terms of office to consider.

GIAS check.

The Clerk confirmed that GIAS was up to date.

TB1/24-25/04 Election of Chair and Vice Chair.

The Chair and Vice Chairs stated that they were happy to stand for a further period in Office.

They were duly nominated and re-appointed by the Board for a further term.

TB1/24-25/05 Minutes of last meeting, actions and matters arising.

Minutes of the previous trust board meeting held on Thursday 18th July 2024, were approved.

Actions from the meeting

Reference	Action	Responsible	Outcome
TB6/23-24/03	Update GIAS	SBM	Completed
TB6/23-24/07	Write a 'welcome back and thank you' letter to all staff.	Chair	Completed
TB6/23-24/08	Feedback to the Head key aspects missing from some policies	T Iball	Completed
TB6/23-24/09	Contact the SBM at Old Basford Primary School to discuss their GDPR practise and ensure the school, as a single academy, were compliant.	SBM	Subject to confirmation
TB6/23-24/10	Contact Wilson Contracts to arrange for the work to be completed before the autumn term.	SBM	Completed
TB6/23-24/13	Upload the PE and sports funding report to GovernorHub for trustees to review. Publicise on the school website by 31st July deadline.	Head/ Trustees	Completed

Matters arising

There were no matters arising to consider.

TB1/24-25/06 Chair's or Joint Vice Chair's emergency action since last meeting

None to report.

TB1/24-25/07 Correspondence

From Chair.

None to report.

From Headteacher.

None to report.

From Clerk.

None to report.

SCHOOL PROGRESS

TB1/24-25/08 Headteachers report and School Development Plan (SDP).

The Head confirmed that the Schools Development Plan which included its vision had been uploaded onto GovernorHub.

The Head confirmed that there were currently 449 pupils on the school roll and that Nursery numbers were steadily increasing.

In the context of the Behaviours and Attitudes Action plan the Head gave an overview of the priority to improve attendance. The Head noted in the context of the SDP that the school were making concerted efforts to improve attendance which was currently at 93.7% against a national average of 94.3%. Louise Butler who manages attendance has been allocated 'ring-fenced' time every day from 9am until – 10.15am to assess the situation. Following this Louise consults with the Head to decide on the appropriate actions that are necessary. Louise has also been allocated time on Fridays (1pm until 2pm) followed by a further meeting with the Head. Whilst no home visits have been undertaken by the school as yet it is hoped that this may happen at some point. The Head stated that overall, the school's approach was more proactive with an emphasis on giving a clear message to parents about expectations. The Head noted that children taking time off for holidays continues to be a challenge notwithstanding fines being issues as appropriate.

The Head confirmed the following new appointments to the school:

- Deputy Head
- SENCO
- Year 5 teacher.
- Year 2 teacher.

The Head noted that visits continue to be of high importance and are used to stimulate children's interests, raise motivation and confidence levels, and utilise different ways of learning. The Head confirmed that the Year 6 residential trip was currently underway and that pantomime trips have been organised. It was hoped that bringing the Year 6 residential forward would have benefits of building relationships at an earlier stage.

In relation to the Schools Development Plan the Head informed trustees that the school were looking to embed a new style which mirrored the four criteria areas Ofsted consider when conducting inspections. The priority Action plans as outlined in the SDP are:

- Quality of Education.
- Behaviours and Attitudes.
- Personal Development.
- Leadership and Management.

The Head informed trustees that the Rebecca Gittings needed to 'sign off' the plan.

In relation to the priority action plans the Head informed trustees that more specific information relating to Objectives, Success criteria and Actions to be taken by the school were detailed in the SDP which was on GovernorHub.

The Head gave an overview and update relating to the action plans as below:

Quality of Education: plan had been shared with staff.

Behaviours and Attitudes:

- i) the school would review its values in the new year after receiving feedback from parents and trustees.
- ii) review and implement school the school behaviour policy.

Personal Development:

- i) Promote physical exercise and healthy lifestyles.
- ii) Implement a 'Gifted and Talented Programme'

- iii) Provide opportunities for children to build their cultural capital through such arrangements as residentials, trips, pantomime visits etc.

Leadership and Management.

- i) Establish the Senior Leadership Team and deliver a shared vision providing a high-quality and fully inclusive education for all pupils.
- ii) Develop and mentor senior leaders and class teachers in order to improve the outcomes of pupils.

The Head referred trustees to the final page of his report which gave an overview of professional development activities for staff for the Autumn term.

The Chair thanked the Head for the overview and stated that the allocation of Trustee responsibilities was critical in terms of supporting the school to achieve the desired outcomes detailed in the SDP.

TB1/24-25/09 Presentation of pupil data.

The Head confirmed that the 'Milford Summer data 2024' had been uploaded onto GovernorHub.

The Head gave the following overview:

- ✓ **GLD** current year 1 (2024) is 62% combined – aspiring to 70%+.
- ✓ **KS2 Reading** at 68% against National average of 74%. New reading lead in place.
- ✓ **Multiplication table check** at 69%. 7 children scored 24 and 8 children scored 23.
- ✓ **Phonics.** Year 1 75.4% against a national average of 79% (2023) Little Wandle programme is taking effect. Strong phonics teacher (Jess Koletszki) moved to Year 1.

Trustees noted the significant progress that had been made across the school and stated that this was a credit to all year groups.

A Trustee asked if within the SEND cohort at the school had there been an increase in a particular group?

The Head stated that this was the case in relation to Autism (ASD) and noted in particular the level of need up to Year 3 was noticeable.

The Chair asked if further analysis of pupil data, incorporating added value, was available for Trustees to see?

The Head stated that the school were currently working on the Year 3 cohort data and that he would provide this to Trustees when it was available.

Head

TB1/24-25/10 Pupil Premium and Sports Premium update.

The Head said the annual PE sports funding report had been completed and uploaded to GovernorHub.

TB1/24-25/11 Arrangements for Headteachers appraisal.

Review has already taken place for this year. Panel David Dickinson, Terry Smith, and Sally Manz. No pay increases involved this year.

TB1/24-25/12 Confirm the members of the teacher's pay committee and the arrangements to hear the recommendations of the Head.

Agreed Pay Committee member are:

Matt Cooke (Chair)

Tiffany Iball

Terry Smith.

The Head confirmed that pay progression meetings are underway and he will email his recommendations to the Committee on 11 October 2024. **Head**

TB1/24-25/13 Policies for review/approval.

Tiffany Iball, Gus Steele, and James Strawbridge have formed a working group which meets termly. The following policies, have been uploaded to GovernorHub, for review by the group:

- Debt Recovery Plan.
- MA Intimate care Policy.
- MA LAC Policy.
- MA Positive Handling Policy.
- MA Special Education Needs and Disability Policy.
- MA Safeguarding Policy.

Once reviewed by the group the Policies will be referred to the full Committee for approval and ratification. **T Iball**

TB1/24-25/14 UK GDPR update.

Agreed to defer the item in the absence of the School Business Manager. **SBM**

TB1/24-25/16 SEND provision – what do we want it to look like at Milford?

The Head confirmed that a final planning meeting is taking place on 9 October 2024 and it was necessary for the School and Trustees to clarify expectations in relation to the type of provision the school could deliver and its admission policy. It was noted that the Local Authority (LA) do pay for placements e.g. eight placements four funded by the LA, sixteen placements eight funded by the LA. A general discussion took place regarding the school’s capacity to provide placements. Whilst no conclusions were reached it was noted that Milford could, possibly, provide for higher functioning ASD children ‘ring fenced’ to those children who live in the Clifton area.

Terry Smith agreed to join the meeting on 9 October 2024. **Terry Smith**

GOVERNOR REPORTS

TB1/24-25/17 Arrangements to review and update Terms of Reference and Delegation of Functions 2024/2025

It was noted that the articles of association for Milford Academy that are already in place would remain as they are currently and be reviewed in due course.

TB1/24-25/18 Reports from Committees.

None to consider.

TB1/24-25/19 Review of link roles and appointment of: Safeguarding Trustee, SEND Trustee and Health and Safety Trustee.

The Head confirmed that the ‘Governor’s roles and responsibilities’ document had been uploaded onto GovernorHub.

The Head agreed to email the document to Trustees for their consideration and agreement. **Head**

TB1/24-25/20 Governors/ trustee training and development including termly workshop days 2024/2025

Details of the training opportunities available to Trustees are shown in the 'Report to Governors' from Governor Services.

TB1/24-25/21 Reports from trustee visits and monitoring.

No reports for consideration at the meeting.

TB1/24-25/22 Board Assurance Framework and Early Warning System Checklist.

The maintained school Board Assurance Framework had been uploaded onto GovernHub for information and adoption.

REPORTS TO TRUSTEES

TB1/24-25/23 Report from School Improvement Adviser.

No report to consider.

TB1/24-25/24 DFE Guidance: Keeping Children Safe in Education (KCSIE) – update September 2024.

The Department for Education has uploaded the latest version of Keeping Children Safe in Education (KCSIE) which came into effect on 1st September 2024.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

The changes made are mainly technical for example to bring KCSIE in line with other guidance e.g. Working together to safeguard children 2023.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

TB1/24-25/25 Education Governance Reports:

- **Proposed admission arrangements for community schools for 2026/2027**
- **Promoting a Whole School Approach to Health and Wellbeing: Rationale, Strategies and Support for Governors.**

These documents are for information only and can be found on the link below.

[Report to Governors \(Nottingham City\) - Autumn 2024.docx - GovernorHub](#)

TRUSTEE REPORTS

TB1/24-25/25 NST report.

This report is for information only.

It is understood that the selection process is currently underway for the appointment of a new Chief Executive at NST.

CONCLUDING ITEMS

TB1/24-25/27 Safeguarding and child protection

The school currently has five DSL's.

Staff will be given an update at the INSET day on 4 November 2024.

The Head and Chair continue to meet regularly to discuss safeguarding matters.

TB1/24-25/28 Pupil and staff wellbeing.

No major updates from the Head.

A Teaching Assistant group has been established. Teaching Assistants have been allocated 1 hour TA time at the end of each term.

The Chair stated that on a recent walk around the school with the Head he had observed a positive atmosphere and happy pupils. The Head agreed that, overall, the mood in the school was positive and acknowledged the efforts of staff in helping to achieve this.

TB1/24-25/29 Health and Safety update.

The Head reported as below:

- No reported H&S incidents.
- Fire evacuation test on 18 September 2024.
- Safety certificate is up to date.
- School lockdown procedure has been reviewed.

TB1/24-25/30 Equality incidents reported since the last meeting.

The Head reported that there had been two homophobic incidents. Action taken:

- I. Pupils warned.
- II. Parents notified.
- III. Recorded on Arbor.

TB1/24-25/31 Evidence of trust board impact on school improvement.

It was noted that a summary of Governor activities and impact has been uploaded onto GovernorHub.

[Trustee impact overview 24.25.docx - GovernorHub](#)

TB1/24-25/32 Arrangements for Chair to inspect school records

Ongoing inspections in place.

TB1/24-25/33 Confirm dates of future meetings

The date for the next meetings were to be confirmed to facilitate the attendance of Gus Steele.

It was noted that Tuesdays may be the best alternative.

Head/
SBM

TB1/24-25/34 AOB – Feedback from Research Thesis.

Confidential item – see confidential appendix.

TB1/24-25/35 Determination of confidentiality and communication. Identify any items which should remain confidential to the trust board and minuted separately.

It was agreed that one item be deemed confidential for the purpose of the minutes.

The trust board retained the right to redact the minutes and documents considered should a request for access be received.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 6.10pm

Signed

Chair

Date

ACTION POINTS FROM THE MEETING

	Action	Responsible	Outcome
TB1/24-25/09 Presentation of pupil data.	Provide trustees with further analysis of pupil data for year 3.	Head	
TB1/24-25/12 Pay Committee.	Provide recommendations for pay progression by 11 October to pay committee members.	Head	
TB1/24-25/13 Policies for review/approval.	Review outstanding Policies for ratification by Committee	Tiffany/Gus/James	
TB1/24-25/14 UK GDPR update.	Provide update at next Standards Committee meeting in November.	SBM	
TB1/24-25/16 SEND provision.	Attend SEND planning meeting on 9 October 2024	Terry Smith	
TB1/24-25/19 Link roles.	Email trustees a copy of governor roles and responsibilities document.	Head	
TB1/24-25/33 Dates for future meetings.	Confirm dates for future Standards Committee meetings.	Head/SBM	

Attendance at meetings - Academic Year 2024 -2025

	Autumn 2024				Spring 2025				Summer 2025			
	TB 25/9	A&R 25/9	TB	A&R	A&R	TB	A&R	TB	A&R	TB	A&R	TB
David Dickinson	Y	Y										
Matt Cooke	Y	Y										
Stephen Goff	Apols	Apols										
Terry Smith	Y	Y										
Gus Steele	Y	Y										
James Strawbridge	Y	Y										
Helen Richardson	Y	N/A										
Joseph Turner	Y	Y										
Tiffany Iball	Y	Y										