



## Milford Academy Trust Board

Thursday 31<sup>st</sup> March 2022 at 4.30pm

### Business Agenda

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#### PRELIMINARIES

Agenda item no.	Item	Lead	Time
FGB4/21-22/01	Welcome and apologies for absence	Chair	2 mins
FGB4/21-22/02	Declarations of interest	Chair	2 mins
FGB4/21-22/03	Membership <ul style="list-style-type: none"><li>• Attendance requirements;</li><li>• Vacancy update</li><li>• Confirmation of new Trustees;</li><li>• End of terms of office;</li><li>• Code of Conduct;</li><li>• Approval of Scheme of Delegation:</li><li>• Get information about schools (GIAS) check;</li><li>• Confirmation that governor checks are up to date (DBS and Section 128).</li></ul>	Clerk	5 mins
FGB4/21-22/04	Minutes of last meeting, actions and matters arising	All	5 mins
FGB4/21-22/05	Chair's or Vice Chair's emergency action since last meeting	Chair	2 mins
FGB4/21-22/06	Correspondence: <ul style="list-style-type: none"><li>• From Chair:</li><li>• From Headteacher:</li><li>• From Clerk:</li></ul>	Chair Head Clerk	5 mins

#### SCHOOL PROGRESS

FGB4/21-22/07	End of term Head Teacher report to Board	Head	20 mins
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#### FINANCE

FGB4/21-22/08	Receive outturn report	Head	20 mins
FGB4/21-22/09	Approval, or delegation of approval, of budget 2022-2023, including purchase of services and staff structure	Chair	10 mins
FGB4/21-22/10	Policies for review/approval	Chair	10 mins
FGB4/21-22/11	Standard items; <ul style="list-style-type: none"><li>• Virements;</li><li>• Write-offs and disposal of surplus stock and equipment;</li><li>• Building maintenance;</li></ul>	All	10 mins



- Review audit reports and implement recommendations.

### **GOVERNOR REPORTS**

FGB4/21-22/12	Reports from committees	Chair	10 mins
FGB4/21-22/13	Governor training and development	All	5 mins
FGB4/21-22/14	Link Trustee visit overview / reporting	All	10 mins

### **CONCLUDING ITEMS**

FGB4/21-22/15	Arrangements for Chair to inspect school records	Chair	2 mins
FGB4/21-22/16	Confirm dates of future meetings Summer 2022 - TBC	Chair	2 mins
FGB4/21-22/17	Determination of confidentiality and communication. Identify any items which should remain confidential to the governing body and minuted separately.	Chair/ clerk	2 mins