



## THE MILFORD ACADEMY TRUSTEE BOARD

### Minutes of the meeting held in person and remotely via Teams on 3<sup>rd</sup> February 2022 at 4.00pm

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Membership  
(A denoted absence)

Dave Dickinson, Chair  
Sue Buckby  
Mat Cooke  
Stephen Goff  
Sarah Hickling  
A Jackson Njiiri  
Rob Perkins, Headteacher  
James Strawbridge, Vice-Chair

In Attendance

Sara Gadzik, Clerk to the Board  
Rachel Flynn, Academy Business Manager  
Mark Axler, Nottingham Trent University, observer

#### PRELIMINARIES

#### ACTION

The meeting took place in accordance with the Virtual Meetings Policy.

The meeting was recorded for an NTU research project and would not be used for any other purpose.

#### TB3/21-22/01 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting. He gave an update from the members meeting immediately prior, in which the new Articles of Association were adopted. The Trust's members were now James Strawbridge, Ian Fidler and Simon Thompson.

Apologies were accepted from Jackson Njiiri.

#### TB3/21-22/02 DECLARATIONS OF INTEREST

Trustees were reminded of the requirement to consider declarations of interest, either direct or indirect, for items of business on the agenda. No trustee expressed a personal benefit through attendance at the meeting.

#### TB3/21-22/03 MEMBERSHIP

It was noted that the new Articles of Association require at least two parent trustees and at least three trustees total. Beyond this there is no requirement for a minimum number of trustees.

**A trustee queried whether Terry Smith's appointment as a trustee needed to be approved by members.** The Clerk agreed to check. **There were no objections to Terry Smith's appointment.**

Clerk

#### TB3/21-22/04 MINUTES OF THE LAST MEETING AND MATTERS ARISING

Sue Buckby noted that she was present at the last meeting. With this amendment, the minutes of the previous board meeting held on 25<sup>TH</sup> November 2021 were accepted as a true record.



Agenda	Action	Responsible	Outcome
TB6/20-21/11	Circulate the trustee monitoring visit schedule and protocols	Head	Done
TB1/21-22/05	Circulate the SIA's report to non-staff trustees.	Head	Carried over

A trustee asked if there is an update on a long-term sickness absence. The Head said a member of staff will be returning on a phased return.

### **TB3/21-22/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING**

None since the last meeting.

### **TB3/21-22/06 CORRESPONDENCE**

None to note.

## **SCHOOL PROGRESS**

### **TB3/21-22/07 HEADTEACHER'S REPORT TO TRUSTEES**

The Head confirmed that the academy completed its admission consultation process for 2023/24 as instructed by the LA Schools Admission Department. No questions or objections were raised. Trustees had been copied into email confirmation from Schools Admission confirming they were satisfied that conditions had been met.

The academy is in the process of submitting the School Resource Management Self-assessment online. This will be completed following a meeting with Schools Finance on 2 March.

The Head noted that trustees had received the following documents prior to the meeting:

Budget for 2021-22

Period 5 – 3 year plan

P5 Outturn

P5 Management Accounts

P5 Journal Audit Trail

Cash Flow Statement

The Head noted that the latest outturn showed that Early Years funding had dropped by £24k as compared to the initial budget, due to lower numbers. The number on roll in September is now reflected in the outturn. The academy is taking a number of actions to actively promote the nursery, including social media. They are talking to a PR firm about other avenues to promote the academy. They are approaching parents who use part-time provision about full time. **A trustee noted that word of mouth among parents is one of the most effective recruitment tools.** The Head agreed and said they need to gather parent feedback which will inform future actions.

The Head noted that the Section 128 list was circulated to trustees. No trustees were on the list. GIAS has been updated.

### Policies

Trustees considered the following policies:

Visitors Policy - **approved**

Food Allergen Policy - **approved**



E-safety Policy – **A trustee noted the section on page 4 that states the academy would ensure that children do not access certain content and queried whether this was realistic.** It was agreed to change the wording to ‘the school will do its best to ensure...’

**A trustee asked how often ICT teachers have training on emerging IT threats as these change quickly.** The Head said they try to provide updates for staff regularly. Their IT technician monitors new threats. A staff trustee said that school takes part in Safer Internet Day and circulates information through this. The E-safety curriculum provision is through Purple Mash, which stays up to date on the latest threats.

**The Headteacher agreed to amend the E-safety Policy and bring it back to trustees.**

HT

Attendance Policy - **approved**

Policy to Promote Positive Relationships and Behaviour - **approved**

The Head noted there has been significant change to the rewards systems. They have sent information to parents about the new systems and introduced these to children.

ICT User Policy – A trustee queried section 4.6 and asked whether the academy should prohibit social media contact between parents and staff. The Head said it was difficult to police outside of school and there may be pre-existing relationships. However they could encourage staff not to accept friend request from parents. **The Head agreed to look at the wording.**

HT

A trustee asked if section 4.6 would prevent a staff member from standing for local government office or carrying out other offices. **The Head agreed to amend the wording to specify that the prohibition is through the school’s channels.**

HT

Staff absence insurance

Trustees noted that they had received three quotes by email and responded with questions which were answered. **Trustees approved the absence insurance quote from SAS.**

Covid update

The Head said the most recent risk assessment was completed today and circulated to trustees. The academy is managing well although this has been the most challenging half term of the pandemic due to the number of staff who have had to isolate or are off due to sickness. Staff and children have done very well in adapting. Staff have been incredible. The head thanked in particular Rachel Flynn who has been in the forefront of dealing with difficult conversations with parents and agencies. He also commended Louise Butler who has been excellent in coming up with solutions to staffing issues. **The Chair agree to write on behalf of the board to thank the two individuals.**

Chair

The Head reported that attendance across the city for all phases is 85%. The school’s attendance is 91-93%. Trustees commended this and the fact that children want to attend school.

Data report

The Head referred to the progress data report. He and the Chair meet a week ago and looked through the data in detail. He referred to the context summary on the front page.

The Head referred to the overview on page 4 and the benchmark figures. **Trustees asked questions about the demographics of the comparator schools.** The Head said they do not receive these details.



The Head noted the combined age related progress data for Year 6 and the end of year targets. Progress of Year 6 is very good considering the loss of learning. They are putting additional tuition into Year 5 to raise achievement in that cohort. He commented on data for other year groups and explained some of the interventions in place.

He noted the greater consistency in the data between year groups as compared to a year ago and said he is confident that staff are assessing accurately. The academy is doing moderation with other schools. There has been significant improvement in how the staff use data.

**The Chair confirmed that the session with the Head was very useful in interrogating the data and talking about interventions.** They identified some issues around vulnerable groups and are developing the system of recording progress to ensure all groups are properly represented. They will continue to meet once a term to look at data.

**A trustee referred to the reading initiative and asked if there was feedback about engagement from parents and if children were more engaged in reading.** The staff trustee said in KS1 the children have one or two chapters read to them in addition to a class story each day. Children are being asked to read three times a week and the take up of this is very good. They have seen the impact of this in the weekly guided sessions. In KS2 there is a class text which is supplemented by a text that is read purely for enjoyment. Children read in class independently nearly every day.

#### SIP

The Head referred to the document School Improvement Plan Update – Spring 1 circulated prior to the meeting and gave an overview of progress and next steps.

Priority 1 – progress and achievement in reading, writing and maths. Covered above.

Priority 2 – new frameworks for English and maths. There has been significant work to develop a consistent approach to teaching. The Head drew out some of the initiatives covered in the report. External visits from NST have validated this work.

Priority 3 – EYFS curriculum. The school has been working with EYFS specialist Mary Prest from NST. A wider curriculum working party has started. Work is focusing on consistency and making sure all curriculum leaders are working in a similar way. Developing consistent pedagogy is being addressed monthly through staff CPD. Topics are informed by staff monitoring.

Priority 4 – Develop school culture of Aim high, Achieve!. See Item 9 below. This will be a focus in the spring and summer terms.

The Head noted that the Senior Management Team receive updates about the development plan which are cascaded to all staff.

#### Update on Pupil Premium catch up funding

The report was circulated to trustees. The school receives about £130k. The Head noted that the fund can be used on initiatives that impact the whole pupil cohort as well as PP pupils. It helps to fund salaries of some staff who support PP pupils. Catch up funds are also used to for staff tutoring, targeting specific groups identified through the data.

#### **TB3/21-22/08 NST MEMBERSHIP RENEWAL**



The Head explained the remit of and support provided by the Nottingham Schools Trust. This includes the school improvement advisor, and access to support networks and external collaboration. The Head said he has received excellent support from the NST CEOs and central team. His view was that NST membership represents very good value for money; his recommendation was to renew for 2022-27.

**A trustee referred to the Ofsted report and noted that the relationship with NST was highlighted as a strength.** A staff trustee confirmed that staff across the academy utilise the skills, expertise and CPD from NST and find it very beneficial.

**Trustees agreed to renew the NST membership for another five years.**

### TRUSTEE REPORTS

#### TB3/21-22/09 'AIM HIGH, ACHIEVE!' – TRUSTEE INPUT

Priority 4 of the improvement plan relates to the development of the school culture and ethos. The Head referred to the summary document previously circulated. He noted that two trustees gave feedback on the plans through their link visit – see Item 11 below. He noted that it was important for stakeholders to have the opportunity to comment.

**A parent trustee said she has already seen the impact of the growth mindset on her child and gave an example.** There were no other comments.

5.15pm Steve Goff left the meeting.

#### TB3/21-22/10 TRUSTEE TRAINING AND DEVELOPMENT

None since last meeting.

The SBM noted that the academy is arranging 30 minute trustee training sessions prior to each of the remaining meetings this year.

#### TB3/21-22/11 REPORTS FROM TRUSTEE VISITS AND MONITORING

The Chair had a progress data meeting with the Head, covered above. They also discussed strategic use of resources. They will continue to review this termly.

The Chair had a safeguarding meeting with the Head and Louise. They discussed procedures and shared examples of how issues are dealt with. They reviewed trend data from MyConcern, and how resources can be deployed to address issues. **The Head noted that the Chair had queried how the DSLs are being consistent in categorising the issues. This was an example of the challenge provided by trustees.**

Mat Cooke and Sue Buckby had a meeting to look at the Aim High, Achieve! plan and objectives with the Head. It looks ambitious but achievable. This will underpin all the work of the academy going forward. **Mat Cooke gave detail of some of the initiatives**, for instance the Milford Memories and Milford alumni linking with the school as inspirational role models.

**Sue Buckby added that it was an inspiring visit.** They agreed about the need to raise aspirations and that it requires a holistic approach. She especially valued the parental engagement aspect. **The Head again noted the challenging questions from trustees during the meeting, particularly around parental engagement.**



**TB3/21-22/12 POLICIES**

It was noted that the model policy Teachers Pay and Appraisal Policy from the LA was agreed by the unions in October and sent to schools.

**Trustees confirmed that they had adopted the Teacher Pay and Appraisal Policy.**

**CONCLUDING ITEMS**

**TB3/21-22/13 EVIDENCE OF GOVERNING BODY IMPACT ON SCHOOL IMPROVEMENT**

Trustees noted that the majority of challenge is coming through the link visits.

**TB3/21-22/14 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

Spring 2022

Audit Committee – Thursday 31st March at 4pm

FGB meeting – Thursday 31st March at 4.30pm

Summer 2022

TBC – dates will be circulated.

**TB3/21-22/15 CONFIDENTIALITY AND COMMUNICATION**

It was agreed that no items were confidential for the purpose of the minutes.

**The meeting closed at 5.35pm**

**Signed by the Chair:**

**Date:**

**Actions point from the meeting:**

<b>Agenda</b>	<b>Action</b>	<b>Responsible</b>	<b>Outcome</b>
TB3/21-22/03	Check the arrangements for appointing trustees.	Clerk	
TB3/21-22/07	Amend the E-safety Policy and bring back to trustees.	HT	
TB3/21-22/07	Review the wording of the ICT user policy section 4.6 to address trustee concerns (communication with parents and posting political solicitations)	HT	
TB3/21-22/07	Write to two staff members to thank them for their work during Covid	Chair	

**Attendance record:**

	<b>Trustee attendance</b>
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Trustee	Autumn 2021			Spring 2022			Summer 2022		
	FGB 30.09	Audit 25.11	FGB 25.11	FGB 3.2	Audit	FGB	FGB	Audit	FGB
Sue Buckby			✓	✓					
Mat Cooke	✓	✓	✓	✓					
David Dickinson	✓	✓	✓	✓					
Rachel Flynn	✓								
Stephen Goff	✓	-	✓	✓					
Sarah Hickling	✓	-	✓	✓					
Jackson Njiiri	✓	✓	✓	Apol					
James Strawbridge	✓	✓	✓	✓					
Rob Perkins	✓	✓	✓	✓					
Terry Smith				Apol					