



MILFORD PRIMARY SCHOOL GOVERNING BODY

'Aim high, achieve'

Minutes of the Annual General Members Meeting held on Thursday 7th July 2022 at 3.30pm

Members	Mr Simon Thompson, Chair Mr Ian Fidler Mr James Strawbridge
In attendance	Mr Rob Perkins, Headteacher and CEO Rachael Harvey, Clerk to the Board Rachel Flynn, School Business Manager (SBM) Mark Axler, Nottingham Trent University

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

AGM02/21-22/01 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting. There were no apologies for absence. The Head informed the meeting, The Milford Academy Trust has a reformed Board with updated Articles of Association and new board members.

AGM02/21-22/02 DECLARATIONS OF INTEREST

The Chair asked if any member wished to declare a personal benefit through attendance at the meeting or a conflict of interest related to any item on the agenda. James Strawbridge declared he was a trustee of the Glapton Academy Board.

AGM02/21-22/03 MINUTES OF THE LAST MEETING

The minutes of the inaugural meeting of the members on 8th July 2021, were agreed as a true record by those who had attended the meeting. There were no actions or matters arising from the minutes.

AGM02/21-22/04 CONFIRMATION OF MEMBERS AND TRUSTEES

The Chair confirmed that membership was fully compliant, the members and trustees were up to date and recorded on the school website and on 'Get information about schools' (GIAS). The Head reported one parent trustee vacancy.

AGM02/21-22/05 CEO'S REPORT

The CEO led members through his report, which was circulated prior to the meeting:-

- We have returned to 'normal' and there had been no school closures or restrictions
- There are still challenges with staffing numbers, which has impacted financially.
- It has been a successful year; A new full time Deputy Head had started, the middle leadership had been strengthened and the senior leadership are now at full capacity.
- We have made a successful appointment to the position of Early Years phase leader.
- We have laid the foundations for 'aim high and achieve' culture and what it means.



- The challenging but successful Ofsted inspection identified a few actions to strengthen the curriculum. A working party was formed and the curriculum has been strengthened.
- We have work to do on CPD, this is supported through NST.
- The Early Years provision needed a more joined up approach, with support from NST, working practices have improved.

The Chair asked for more information on the Early Years appointment. The Head said the current phase leader would be retiring. An external advert had been placed and the recruitment panel appointed Sophie Smith, F2, who was the strongest candidate. Sophie knows the work that has been done and the next steps, she knows about building a strong team who have input and feel involved. Sophie is part of the senior management team and is currently doing her NPQ ELY qualification.

The Head continued:-

- We continue to work with staggered times. The window for children coming onto the school site is 8.45am to 9.00am. Any pupil arriving after that time is recorded 'late.' The end of the day is set as one finishing time. This is compliant with the White Paper requirement to deliver 32.50 hours teaching time per week.

Finance

Members noted, the finance report had been based on period 10 figures. The finance information had been circulated in preparation for the meeting.

- The projected carry forward is £480,939.00.
- The 3 year budget plan had been amended to ensure a positive carry forward over the next three years.
- It had been a challenging year, with Covid related issues impacting greatly, resulting in a deficit of -£113,410.00. the factors are supply cover staff, a full time 1:1 teaching assistant for a pupil, not in the original plan. Energy costs have also increased, our current electricity costs of £40,000.00 are expected to rise by 50%. All costs were unforeseeable. We do have a contingency, should we find ourselves in a deficit position, going forward.
- The percentage of budget on staffing is usually 80% - 85%. Last year the staffing budget was 77%, this year it is 75%.
- External auditors, Smith Cooper, will meet with the SBM and report to the trustees in November. Internal auditors, Hobsons, carry out termly audits and their reports feed into the external auditor's report.

Pupil projections

- There are serious concerns about falling pupil numbers across the city. The Local Authority do a 5 year plan of the projected intake. A local primary school had reduced their PAN. Our projection is 55+. There are a number of primary schools in Clifton with spaces, our reputation needs to be strong.
- We engage with local newspapers and share good news stories, we ensure our school website is up to date. We want The Milford Academy to be the parent choice. Losing pupils numbers impacts on the budget.
- Pupil numbers appear stable for the next three years.

Premises

- The condition of the physical site is very good.
- David Thompson, Health and Safety Officer for Schools, had completed a health and safety audit and produced a detailed report, identifying a few minor actions.



Head

- The CIF bid had been successful. Edison Fire Protection, had visited the site to audit the fire alarm system and supported with the bid, for which the funding would be used. The Head would inform members once the funding had been received and update on the work as it progresses.
- An area of the roof is also being renovated, this area would be the new staff room from September.
- The IT suite is being returned to a classroom.

Priorities for 2022-2023

- At the recent inset day, priorities for 2022-2023 were discussed and staff made valuable contributions. A meeting is scheduled for 20th July, with Sally Manz, School Improvement Adviser (SIA) to discuss the provisional priorities which include:
 - Assessment systems to be in line with National at key stages.
 - To ensure we have accurate assessments and internal and external moderation. We are also working closely with Challenge Partners to quality assure, using any pupil progress meetings and data as evidence.
 - Have a variety of curriculum based elements. We have purchased the validated phonics system ‘Little Wandle’. From KS2 data, arithmetic has been identified as an area for improvement.
 - Further development of the ‘aim high, achieve’, culture, identifying what it means to be at the Milford Academy, how we achieve, how we behave and the high expectations. We will be launching ‘Milford Memories’ and work more closely on parent engagement, with local businesses and Nottingham Trent University.

AGM02/21-22/06 ARTICLES OF ASSOCIATION

The SBM reported, the trust’s Articles of Association had been reviewed by the ESFA and was fully compliant.

AGM02/21-22/07 DETERMINATION OF CONFIDENTIALITY

No items were deemed confidential.

The meeting closed at 4.04pm

Signed by the Chair:

Date:

Action points

Item	Action	Responsible	Outcome
AGM02/21-22/05	Inform members when funding received and update on the work as it progresses	Head	