



MILFORD PRIMARY SCHOOL TRUST BOARD

Minutes of the Trust Board meeting held in school and remotely via Teams on Thursday 19th May 2022 at 4.00pm

Membership
(A denoted absence)

Dave Dickinson, Chair
Sue Buckby
Matt Cooke
Stephen Goff
Sarah Hickling
Jackson Njiiri
Terry Smith
Gus Steele
James Strawbridge, Vice-Chair
Rob Perkins, Headteacher

In Attendance

Rachael Harvey, Clerk to the board
Rachel Flynn, School Business Manager
Sarah Walker- Jones, Assistant Head (part of the meeting)
Mark Axler, NTU

PRELIMINARIES

ACTION

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

TB5/21-22/01 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. There were no apologies for absence to consider. Trustees noted Gus Steele would join the meeting at 4.30pm. The Chair reminded Trustees they were part of research project with Mark Axler, Nottingham Trent University, and the meeting would be recorded. Trustees wished to record their thanks to Sara Gadzik, former Clerk to the Board, for her excellent work in supporting the Board and improving governance.

TB5/21-22/02 DECLARATIONS OF INTEREST

Trustees were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. James Strawbridge was a governor at Glapton Primary School and Terry Smith was a governor at Greenfields Community School.

TB5/21-22/03 MEMBERSHIP

The clerk reported the following:-

Vacancies

One parent trustee vacancy.

End of term of office

Mat Cooke, co-opted trustee, term of office ceased on 9th May, was re-co-opted for a further term. Jackson Njiiri, parent trustee, term of office would cease on 15th July 2022. The Head and SBM would arrange a parent trustee election.

Head/
SBM



GIAS

The information on GIAS was up to date.

TB5/21-22/04 MINUTES OF THE LAST MEETING AND MATTERS ARISING

Minutes of the previous governing board meeting held on 31st March 2022 were accepted as a true record of the meeting.

Action points

Agenda	Action	Responsible	Outcome
TB4/21-22/03	Update GIAS and carry out safeguarding checks for the new trustee	SBM	Done
TB4/21-22/04	Circulate the SIA's report to non-staff trustees.	Head	Done
TB4/21-22/07	Bring a proposal for staff hall of fame to next meeting.	Head	Done
TB4/21-22/07	Report to trustees if anticipated cost of staff room exceeds £10k.	Head	Done
TB4/21-22/09	Approval of 2022-23 budget.	July agenda	c/f
TB4/21-22/11	Amend the English policy to include books featuring a variety of cultures.	Head	Done
TB4/21-22/11	Speak to English lead about signposting reading support for adults.	Head	Done
TB4/21-22/16	Seek trustee views after Easter about whether to return to face to face meetings or maintain a blended approach.	Head	Done

**Agenda
7/7**

TB5/21-22/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

None to report.

TB5/21-22/06 CORRESPONDENCE

Chair

None to report.

Head

None to report.

Clerk

The clerk reminded Trustees the NST contract was due for renewal from September. The Chair confirmed the trustees had **approved** to renew the contract for a further five years.

SCHOOL PROGRESS

TB5/21-22/07 SCHOOL IMPROVEMENT PLAN (SIP) – PRIORITY 2 UPDATES / DISCUSSION

Sarah Walker-Jones, Assistant Head, led Trustees through the framework for English and maths, developed with Sarah Hickling:-

- We wanted to create frameworks for the maths and English curriculum that were linked to the national curriculum that meets the needs of our children;
- Objectives had been set for each half term;



- The frameworks were developed through two working parties, in a short-term planning format;
- The maths working party used the White Rose Maths;
- The frameworks were launched in September 2021 and have been embedded during the year;

The following targets were set:-

- To ensure staff have access to all resources and planning material and had signed up to White Rose Maths, accessible on-line or on Teams. This was achieved in September 2021;
- To ensure consistency, save planning materials and resources for other staff to access going forward. This is saved half termly and supports the monitoring days;
- Giving staff an opportunity, while working with the new frameworks, to evaluate the effectiveness. This is discussed half termly and is incorporated into phase meetings. We also include moderation sessions in phases and work with other networks in Clifton and NST;
- To have consistency with displays around the school. The learning environment policy had been updated. Maths and English lessons always have topic related vocabulary and every classroom has an inviting reading corner;
- To update the English and maths policies using feedback from stakeholders and ensure the website reflects all changes. The long-term plan and policies would be signposted on the website for parents. The learning environment and marking feedback policy had also been updated;
- Previously there had not been set monitoring days, now they are completed half termly. They are evaluated, shared with staff and link with CPD. Previous monitoring had been reviewed to evidence all goals had been reached;
- Linking with the monitoring days, we ensure staff have the relevant CPD to support their teaching. We use a 'buddying up' of staff and share important knowledge and strategies;
- We have introduced a validated synthetic phonics programme and are using 'Little Wandle'. Ofsted inspectors felt our phonics approach was fit for purpose, however, we needed to secure to a validated programme. We were successful in securing £6,000.00 funding to support this.

The next steps:-

- Engaging with parents and familiarising them with the new frameworks;
- Raising awareness of the new phonics programme and how parents can access at home. There are key groups we need to refine the framework for;
- SEND groups make up to 20% of our pupils, so we need to ensure the framework is fit for purpose, starting with KS1;
- The phonics programme to have formal interventions;
- Resources to be saved centrally.

The Head thanked the Assistant Head and Sarah Hickling, who had done a lot of the work under the cloud of Covid. Both are relatively new to the English and maths lead roles and added, Terry Smith and James Strawbridge would be undertaking a link visit on Thursday 16th June and will see what had been done, practically.

Governors also thanked the Assistant Head and Sarah Hickling for the tremendous amount of work they had done.



Governors asked, would the 'Little Wandle' resource be used in the nursery. The Assistant Head, some elements of practice related to nursery but we do not encourage formal phonics in nursery. The Flying High Trust had provided a lot of support and have sent a book about encouraging phonics in the nursery.

Governors asked, what was the feedback from the School Improvement Adviser. Sarah Hickling said it had been a positive experience. There had been lesson drops and a review on a page for each Year group. Questions were answered confidently and the relevant policies were accessed. On reflection, we want to ensure that staff have a clear understanding of the terminology.

The Chair echoed his thanks to the Assistant Head and Sarah Hickling and added, we look forward to the feedback from the monitoring visits at the next Trustees meeting.

The Assistant Head left the meeting at 4:41pm

Gus Steele joined the meeting at 4:42pm

TB5/21-22/08 HEADTEACHER REPORT TO BOARD

The update to the Headteacher report had been uploaded to Governorhub in preparation for the meeting.

The Head updated on the key points.

- A meeting had been held with the Chair to discuss Priority 1. This will be presented at the next trustees meeting;
- FS2 data - Covid had impacted greatly at this age, there are also a number of children who are SEND. The target is 65%, the spring data was 56%, so we hope to reach the target by the end of this term;
- Year 1 remains a concern, again Covid had impacted. Staffing had also been an issue, due to long term absence. The joint Phase leads are aware the data needs to be improved. Tori Heiden and Julie Baggley are now both back in school and a strategic staffing plan has been created to ensure support and focus is placed on this cohort for remainder of the school year. We will then review what is required in Year 2;
- Year 2 are in a great place. Combined data shows they are close to the target, however, reading is impacting;
- Year 3 are being held back by writing;
- Years 4 and 5 are good, these will be our next two cohorts;
- Year 6 SATS were completed last week and the data will be accessible on 5th July. Everything possible had been done to ensure a positive outcome and we are confident this could be our best data for some years. Governors noted there would be a full presentation of the data at the Autumn 1 meeting;
- Pupil progress meetings are held termly, at which the most concerning groups are identified, our priority is around disadvantage pupils. The current gap is 33%, which is too large. This is a significant group and the pandemic had impacted greatly on disadvantaged pupils.



Staffing

- Congratulations go to Sophie Smith, who had been successfully appointed as the new EYFS lead from September;
- Rebecca Harrison, previously appointed on a one-year fixed term contract, had been appointed to a permanent KS1 post;
- Abbey Bennett had been successfully appointed to the KS2 post and would be joining the school from September;
- There is one vacancy in EYFS, for which short listing will take place tomorrow and interviews would be held on Thursday 26th May. There may be more 1:1 teaching assistant provision needed, the Head would be feedback at the meeting in July;
- A request from a teaching assistant to move to four days per week had been received, from a business perspective, the request can be met. Another 1:1 teaching assistant, currently doing 4.5 days per week had requested to increase to 5 days per week. The trustees **approved** the requests.

**Agenda
7/7**

Attendance

- The average attendance from September 2021 to May 2022 was 93.6%, considering the Covid related issues, which was at a high level, this is positive;
- There had also been an outbreak of chicken pox and scarlet fever;
- Persistent absence was 10%.

Site plan work

- The staff room refurbishment was going well. The kitchen had been refitted and we are now looking at flooring and furnishings. The Head would inform Trustees if the cost was likely to exceed £10,000.00;
- The computing suite in school is reverting back into a classroom, this will accommodate the Year 4 class, currently in the modular building;
- All classes will work with I-pad's in their individual classrooms. It will be time saving, there is however, the cost of the I-pads to consider, this would be offset from the need to replace the desktops;
- The modular building would be used as an intervention space for Year 2;
- We want to improve the reception area. The SBM had visited Greenfields Community School to get some ideas;
- The space outside of the Year 1 class needs to be utilised more effectively;

Priorities

- A review of the data will be done at the end of this term. At the inset day on 1st July, the focus will be on the new priorities and ensuring everyone has a voice. Trustees noted the finalised priorities would be presented at the July meeting.

**Agenda
7/7**

The Chair thanked the Head for the update.

TB5/21-22/09 CONSIDER ARRANGEMENTS FOR HEADTEACHER PERFORMANCE MANAGEMENT FOR ACADEMIC YEAR 2022-2023, INCLUDING APPOINTMENT OF EXTERNAL ADVISOR AND APPROVAL OF PERFORMANCE MANAGEMENT GOVERNORS.

Trustees **approved** Sally Manze as external adviser and the Chair and Mat Cooke as performance management governors.



The Head said Sally Manze would be visiting the school in July, so he would arrange a tentative date and time and liaise with the performance management governors. **Head**

TRUSTEE REPORTS

TB5/21-22/10 REPORTS FROM COMMITTEES

None to report.

TB5/21-22/11 TRUSTEE TRAINING AND DEVELOPMENT

The SBM would arrange a short training for all trustees prior to the meetings in the autumn term. Trustees discussed having a review of governance early in the autumn term. The SBM would arrange.

SBM

The Head reminded Trustees that the annual general meeting needed to be held before the end of term. It was agreed the meeting would be held on Thursday 7th July at 3.00pm.

TB5/21-22/12 LINK TRUSTEE VISIT OVERVIEW / REPORTING

The Chair continues to meet with the Head on a fortnightly basis. There had been discussion around data projection, targets, planning and development in the classroom. The Chair had also attended the recruitment for the teaching and EYFS posts and undertaken classroom visits.

The Chair added, with regards to the appointment of Rebecca Harrison, it was great to see the impact of support and growth from a fixed term post to a permanent position and a positive CPD approach.

Mat Cooke had completed an asset audit check in advance of the internal audit visit. The Chair added, following an external audit it had emerged there is a requirement for the Trustees to do an asset audit.

The Head confirmed that priority visits had been planned. Gus Steele, Terry Smith and the Vice Chair would report on their visits at the July meeting.

**Agenda
7/7**

FGB5/21-22/13 END OF YEAR IMPACT STATEMENT

The clerk would email the impact statement template and examples to the Head and Chair. The Head said the impact statement would be reported to the members at the AGM.

**Clerk
Agenda
AGM
7/7**

REPORTS TO TRUSTEES

FGB5/21-22/14 LA AND DFE REPORTS

DfE Statutory Guidance – Cost of School Uniform

In November 2021, the DfE published statutory guidance stating schools and their governing boards must have regard to the cost of school uniform guidance when reviewing, developing and implementing their school and trust uniform policies.

Schools should:-

- Ensure their uniform is affordable;
- Keep the use of branded items to a minimum;
- Publish the school uniform policy on the school's website and the policy be easily understood;
- Ensure the uniform supplier arrangements give the highest priority to cost and value for money (including the quality and durability of the garment);
- Avoid single supplier contracts unless regular tendering is sought and more than one supplier can compete for the contract, ensuring best value for money. Single supplier contracts should be retendered at least every 5 years;
- Ensure that second-hand uniforms are available for parents/carers to purchase. Information on second-hand uniforms should be published on the school's website.
- Engage with parents and pupils when developing the school uniform policy.



Action for governors/trustees

- Review and approve any changes to the current uniform school policy;
- Ensure school uniform information is published on the school website;
- Be compliant with much of the DfE guidance by September 2022, with the exception of the school being in breach of a pre-existing contract or agreement with a uniform supplier;
- Have sight of any existing contracts or agreements and renewal dates;
- Ensure, where practicable, the school is fully compliant with the guidance by summer 2023 (it is recognised that some schools tied into existing contracts with suppliers will not be able to comply with some elements of the guidance until their contract is due for renewal, which may be after summer 2023).

It was agreed, the Headteacher would review and update the policy and present to governors at the next meeting.

**Head
7/7**

Model Capability Policy for Employees (Feb 2022)

The Capability Policy had been revised in February 2022 to include Early Careers Teachers (ECT's).

Action for governors

- To approve the updated policy;
- Ensure the revised policy is circulated to all staff.

The policy was **approved** and the Headteacher would circulate to all staff.

Head

Determined admission arrangements for Nottingham City community/maintained schools 2023-2024

Action for Governors

Governors are recommended to;

- Note the determined admissions arrangements and oversubscription criteria for 2023-2024 set out in the report (and in Appendices 1 and 2), which are unchanged from those determined for the 2021-2022 admission arrangements;
- Note the planned admission number for their own school (set out in Appendix 3);
- Note the timelines for the 2023-2024 co-ordinated admissions process (as set out in Appendix 5);
- Ensure that this information appears on your school's website during the 2022-2023 and 2023-2024 school years.

please note all appendices mentioned are available in the full report on Governorhub

Governors **noted** the report. The Headteacher would ensure the admissions information 2023/2024 is uploaded to the school website.

Head

Annual Health and Safety Report

David Thompson, Health and Safety Office for Schools, has circulated the annual health and safety checklist to Headteachers.

Action for governors

- Receive and approve the health and safety report;
- Ensure the report, once approved, is submitted to the Schools H&S Team, Local Authority;
- Receive feedback from the report and action any recommendations.



Feedback from the report and recommendations would be an agenda item at the autumn term meeting. **Autumn term**

FGB5/21-22/15 NST Report Spring 2022

Trustees noted the NST report had been uploaded to Governorhub, for information.

CONCLUDING ITEMS

TB5/21-22/15 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

James Strawbridge will do this on behalf of the Chair.

TB5/21-22/16 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

Annual general meeting – Thursday 7th July at 3.00pm (Trustees were invited to attend).

Audit Committee – Thursday 7th July at 3.30pm

FGB meeting – Thursday 7th July at 4.00pm

TB5/21-22/17 ANY OTHER BUSINESS

The SBM had circulated:-

- The cash flow reports
- The three year plan;
- The Finance Policy;
- The English Policy.

and informed Trustees the school had a healthy balance of £600,00.00. The Finance Policy had been updated to record cash was held in the school office and is checked by two staff members. Gus Steele pointed out minor amendments to the English Policy.

The Trustees **approved** the Finance Policy and English Policy, subject to the minor amendments.

Gus Steele asked if she was required to sit on any committees. The Head would bring the priorities to the next meeting and discuss committee membership.

**Agenda
7/7**

Mark Axler would circulate the link to the research survey and gather views on the preferred meeting model at the meeting in July.

MA

TB5/21-22/18 CONFIDENTIALITY AND COMMUNICATION

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

The meeting closed at 5.28pm

Signed by the Chair:

Date:



Actions point from the meeting:

Agenda	Action	Responsible	Outcome
TB5/21-22/03	Arrange parent trustee election	Head/SBM	
TB5/21-22/04	Approval of budget 2022/2023	Agenda 7/7	
TB5/21-22/08	Feedback on staffing	Head Agenda 7/7	
TB5/21-22/08 & 17	Present finalised priorities	Agenda 7/7	
TB5/21-22/09	Arrange date for the Head PM and inform PM trustees	Head	
TB5/21-22/11	Arrange training snippets and review of governance in the autumn term	SBM	
TB5/21-22/12	Report on monitoring visits	Agenda 7/7	
FGB5/21-22/13	Email to the Chair and Head the impact statement template and examples. Report at the AGM	Clerk Head	
FGB5/21-22/14	Review the School Uniform Policy for approval on 7/7 Circulate capability policy to staff Upload admissions information 22/23 to school website Recommendations/outcome of H&S checklist	Head Agenda 7/7 Head Head Autumn term	
TB5/21-22/17	Circulate the link to the research survey	M Axler	

Attendance record:

Trustee	Autumn 2021			Spring 2022			Summer 2022		
	FGB 30.09	Audit 25.11	FGB 25.11	FGB 3.2	Audit 31.3	FGB 31.3	FGB 19.5	Audit 7.7	FGB 7.7
Sue Buckby			✓	✓	✓	✓	✓		
Mat Cooke	✓	✓	✓	✓	✓	✓	✓		
David Dickinson	✓	✓	✓	✓	✓	✓	✓		
Stephen Goff	✓	-	✓	✓	-	✓	✓		
Sarah Hickling	✓	-	✓	✓	-	✓	✓		
Jackson Njiiri	✓	✓	✓	Apol	✓	✓	✓		
Terry Smith				Apol	-	Apol	✓		
Gus Steel						✓	✓		
James Strawbridge	✓	✓	✓	✓	✓	✓	✓		
Rob Perkins	✓	✓	✓	✓	✓	✓	✓		