



MILFORD PRIMARY SCHOOL TRUST BOARD

Minutes of the Trust Board meeting held in school and remotely via Teams on 31 March 2022 at 4.00pm

Membership
(A denoted absence)

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

In Attendance

Sara Gadzik, Clerk to the board
Rachel Flynn, School Business Manager

PRELIMINARIES

ACTION

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

TB4/21-22/01 WELCOME AND APOLOGIES FOR ABSENCE

Apologies were received and accepted from Terry Smith.

TB4/21-22/02 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. No trustee expressed a personal benefit through attendance at the meeting.

TB4/21-22/03 MEMBERSHIP

Confirmation of new trustees

The board formally co-opted Gus Steele as a trustee, having reviewed her CV and discussed her skill set by email. The Chair welcomed her to the meeting. The Head noted that she had been in to visit the school and another visit is planned.

GIAS

The SBM agreed to update GIAS and do safeguarding checks for the new trustee.

SBM

TB4/21-22/04 MINUTES OF THE LAST MEETING AND MATTERS ARISING

Minutes of the previous governing board meeting held on 3rd February 2022 were accepted as a true record of the meeting.

Agenda	Action	Responsible	Outcome
TB3/21-22/03	Check the arrangements for appointing trustees.	Clerk	Done
TB3/21-22/07	Amend the E-safety Policy and bring back to trustees.	HT	Done



TB3/21-22/07	Review the wording of the ICT user policy section 4.6 to address trustee concerns	HT	Done
TB3/21-22/07	Write to two staff members to thank them for their work during Covid	Chair	Done

The Head will circulate the school improvement advisor's latest report.

Head

TB4/21-22/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

None since the last meeting.

TB4/21-22/06 CORRESPONDENCE

None.

SCHOOL PROGRESS

TB4/21-22/07 HEADTEACHER REPORT TO BOARD

The Head drew trustees' attention to key items in his report.

- Pupil numbers are stable
- Attendance is still a challenge but at 93% is above national average
- Persistence absence has fallen
- There have been a number of pupil suspensions (fixed term exclusions) – a small number of children mostly Y6 with challenges outside of school and multi-agency support
- Health and safety external site survey was very positive
- No formal complaints this term
- Strong safeguarding team in school that meets on a regular basis
- One reportable racist incident – staff are looking actively at what they can do to promote equality and diversity; it will be a priority next year, linking to the curriculum
- School trips, workshops, visitors, parents' visits, clubs are happening again
- Priority is to ensure children understand and live the Milford values – values day

A trustee asked if the racist incidents are concentrated among specific groups of children and what constitutes a reportable incident. The Head said it is primarily KS2 but they have had a recent incident in KS1. Staff apply common sense to determining what is an incident; they also speak to children at the receiving end of comments to understand whether they have been impacted.

Gus Steele offered her support in developing the Milford values.

The Head continued with his report:

- Five trained DSLs who meet once a week
- The Chair undertook a safeguarding visit this term
- Head will analyse termly data on MyConcern and share with staff
- Staffing updates – EYFS lead will be retiring after 30-plus years
The Head asked for suggestions on how to recognise her service. Trustees noted her love of music. A trustee suggested naming a music award in her honour. Trustees discussed possibilities and agreed that an in-school celebration would be appropriate. The Head will take this forward.
- Another teacher is on a phased return and has requested a change to her working pattern. The Head is actioning this.



- Another member of staff is returning from maternity leave on a part-time basis. The Phase 1 lead will be a shared role.
- Sarah Hickling will be maths lead in addition to Phase 1 lead.
- There are two roles being filled by teachers on fixed term contracts so those are being advertised.
- Continuing work to develop rigorous internal monitoring; including short lesson visits, talking to pupils, book scrutiny, learning environment
- Four key leadership priorities – will aim for it to be three next year
- Priority 1: meet end of year targets for reading, writing and maths
- Pupil progress meetings at the start of next term
- Pupil progress moderation activities include external challenge
- Priority 2: Embedding new frameworks for English and maths
- Need a new phonics scheme that is validated; have selected one after a rigorous process
- In maths are refining the implantation stage of changes to maths curriculum; looking at consistent approaches and best practice in teaching and learning

It was agreed that Gus Steele will link with priority 2.

- Priority 3: links to wider curriculum with focus on EYFS
- Regular visits and support from NST; EYFS is now far more joined up
- Wider curriculum working party ensuring that key knowledge identified in each subject
- Priority 4: developing the culture of aim high and achieve
- Identifying opportunities in curriculum to develop growth mind set
- Milford memories has been discussed with all staff; will roll out in September
- Thinking about how they get buy in from families for aim high and achieve

The Head discussed how they look for alumni and local icons who are inspirational and aspirational for children. This includes staff. He would like to create a staff hall of fame that is added to each year. He asked trustees to consider how staff are chosen for this. It may be that staff nominate each other and a group of trustees makes the final decision.

Trustees agreed that staff should nominate and celebrate their colleagues. A trustee suggested that parents could input as well. A trustee noted the importance of seeking staff consent before publicly celebrating them. A trustee suggested involving the school council. **The Head agreed to bring a plan to the next board meeting.**

Head

The Head referred to the government white paper which came out this week. He will bring a more detailed report to the next meeting. He noted that the school already meets the 32.5 hour school day. He noted the strong emphasis on SEND children in the white paper and the green paper that came out today. The Head noted the ambitious target to have 90% of children meeting expected progress by 2030. The Head noted the ambition for all schools to be in a strong MAT by 2030. He noted that the school currently is in a strong position. **Trustees concurred with this view.** The Chair said he could not see any advantages in joining a MAT.

The Head noted that the current staff room is not fit for purpose. He proposed that the conference room be turned into the staff room, as it is underutilised in its current state. It could still be used for meetings. No major construction would be required and it would support staff wellbeing. He proposed putting reserves towards the project.



A trustee supported the investment and noted the positive impact on recruitment and retention. A trustee noted it would support staff efficacy which would impact positively on pupils. A staff trustee said that staff have been consulted and their views have been taken into consideration.

A trustee asked if staff are encouraged to take breaks and meet together, and whether this behaviour modelled by SLT. The Head explained that it had been curtailed by Covid and having a fit for purpose space will encourage staff to take breaks and come together again.

Trustees approved in principle the proposal to create a new staff room and requested that the Head seek costs and report back to trustees if works are likely to go over the £10k threshold.

FINANCE AND PERSONNEL

TB4/21-22/08 RECEIVE OUTTURN REPORT

The SBM noted that the Period 6 and 7 outturn and notes were shared prior to the meeting.

Trustees noted that all staff need to have training on cyber security by 31 May. Failure to do this could result in the school not having insurance to cover cyber attacks. The SBM referred trustees to the school cyber security questions for governors at www.ncsc.gov.uk

The SBM noted that the school had agreed to and signed the Co-ordinated Admissions Scheme for 2023/24 and reported this to the Admissions Department.

The SBM informed that the school falls outside the remit to report on gender pay gap as it has less than 250 employees. A record of this is on GovernorHub.

The SBM noted that she had shared the following links with trustees for information:

Benchmarking charts - Schools Financial Benchmarking www.schools-financial-benchmarking.service.gov.uk and <https://schools-financial-benchmarking.service.gov.uk/BenchmarkCharts/GenerateFromSavedBasket?urns=140413-145936-111638-131851-140973-105182-116142-124650-104104-142923-104802-139466-143942-119175-108604-138741&default=138741&comparison=BestInClass>

The SBM noted that she is monitoring how they maintain the 10% GAG funding. She is reporting to the ESFA in June. She noted the increase in energy costs and that they are monitoring and attempting to reduce energy usage. The Head referred to the recent energy usage audit discussed in the Audit Committee.

TB4/21-22/09 APPROVAL OR DELEGATION OF APPROVAL OF BUDGET FOR 2022-23

The SBM said this will come to the July meeting.

**July
agenda**

TB4/21-22/10 POLICIES FOR REVIEW AND APPROVAL

Trustees confirmed they had received and reviewed the:

English Policy

Health and Safety Policy

Staff Absence Procedures Policy

Whistle Blowing Policy

A trustee noted in the commitment in the English policy that children read from a variety of genres and asked if children are also encouraged to read about a variety of cultures. The Head said yes;



over the past year they have actively sought out books that represent diversity. **He will amend the policy to include this.**

A trustee recommended that they signpost reading support for adults as this is likely to be a barrier to children's learning. **The Head agreed to speak to the English lead about doing this.**

Head

In reference to the ICT policy a trustee referred to the unofficial parents Facebook page and queried how this fits with the policy. The Head said it is outside of their remit but he does keep an eye on what is said and will speak to parents if needed.

Head

A trustee asked for the definition of proxy sites. Another trustee explained this.

A trustee noted several typos. The Head confirmed he will rectify these.

Trustees approved all the policies in principle subject to minor changes as noted above.

TB4/21-22/11 STANDARD ITEMS

Virements

None

Write-offs and disposal of surplus stock and equipment

The SBM referred to the items in the list of write-offs: Blue trolley, vertical blinds in the halls, baseball holder in the conservatory, glass display cabinets (gifted to another school). **Trustees agreed to the write-offs.**

Building maintenance

Nothing further.

TRUSTEE REPORTS

TB4/21-22/12 REPORTS FROM COMMITTEES

The Audit Committee met immediately to this meeting. The Chair reported that the internal audit has been completed and resulted in one recommendation which has been actioned.

The SBM confirmed that trustees are receiving the correct documents each month.

TB4/21-22/13 TRUSTEE TRAINING AND DEVELOPMENT

Finance training for all trustees was held prior to this meeting.

There will be benchmarking training prior to the summer term meeting.

The SBM has asked the Governor Services to carry out a skills audit in the summer term. The SBM asked the trustees let her know what additional training they would like.

TB4/21-22/14 LINK TRUSTEE VISIT OVERVIEW / REPORTING

Jackson Njiiri conducted a link visit.

The Chair carried out a safeguarding link visit.

The Chair is meeting with the Head on a fortnightly basis.

Mat Cooke will meet with the SBM to review the risk register.



CONCLUDING ITEMS

TB4/21-22/15 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

James Strawbridge will do this on behalf of the Chair.

TB4/21-22/16 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

FGB meeting – Thursday 19th May at 4pm

Audit Committee – Thursday 7th July at 3.30pm

FGB meeting – Thursday 7th July at 4.00pm

The Head agreed to seek trustee views after Easter about whether to return to face to face or maintain a blended approach.

Head

TB4/21-22/17 CONFIDENTIALITY AND COMMUNICATION

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

The meeting closed at 6pm

Signed by the Chair:

Date:

Actions point from the meeting:

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

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 16.5	Audit 7.7	FGB 7.7
Sue Buckby			✓	✓	✓	✓			
Mat Cooke	✓	✓	✓	✓	✓	✓			



David Dickinson	✓	✓	✓	✓	✓	✓			
Rachel Flynn	✓	✓	✓	✓	✓	✓			
Stephen Goff	✓	-	✓	✓	-	✓			
Sarah Hickling	✓	-	✓	✓	-	✓			
Jackson Njiiri	✓	✓	✓	Apol	✓	✓			
Terry Smith				Apol	-	Apol			
Gus Steel						✓			
James Strawbridge	✓	✓	✓	✓	✓	✓			
Rob Perkins	✓	✓	✓	✓	✓	✓			