



Milford Academy Board of Trustees

Thursday 29th September 2022 at 4.00pm

Board of Trustees Autumn 1 Agenda

PRELIMINARIES

Agenda item no.	Item	Lead	Time
TB1/22-23/01	Welcome, apologies for absence and introductions (if required)	Chair	2 mins
TB1/22-23/02	Declarations of interest and Trustees Code of Conduct <ul style="list-style-type: none">• Register of pecuniary interest;• Renew register of pecuniary interest forms;• Renew Trustees Code of Conduct.	Chair/All	5 mins
TB1/22-23/03	Membership <ul style="list-style-type: none">• Attendance requirements;• Vacancy update;• End of terms of office;• GIAS check.	Clerk	5 mins
TB1/22-23/04	Election of Chair and Vice Chair	Clerk	5 mins
TB1/22-23/05	Minutes of last meeting, actions and matters arising.	All	5 mins
TB1/22-23/06	Chair's or Vice Chair's emergency action since last meeting.	Chair/ Vice Chair	2 mins
TB1/22-23/07	Correspondence: <ul style="list-style-type: none">• From Chair.• From Headteacher.• From Clerk.	Chair Head Clerk	5 mins

SCHOOL PROGRESS

TB1/22-23/08	Headteacher's updates and approval of the School Development Plan.	Head	15 mins
TB1/22-23/09	Arrangements for the Headteacher's appraisal. <ul style="list-style-type: none">• Appointment of external adviser.• Appointment of appraisal trustees. <p><i>Virtual training: Monday 3rd October at 5.30 – 7.00</i></p> <p><i>Ref: Governors Handbook 2017 (6.5 Staffing & performance management)</i> <i>"Boards in maintained schools have a statutory duty to appoint an external adviser for advice and support on the Headteacher's appraisal and to consult that adviser on setting objectives for, and appraisal of, the Headteacher".</i></p>	Chair/ PM trustees	5 mins
TB1/22-23/10	Presentation of pupil data.	Head	10 mins
TB1/22-23/11	<ul style="list-style-type: none">• Being a Trustee at Milford – what does this mean and look like – group discussion	Chair / Head	25 mins



TB1/22-23/12	Confirm the members of the teachers pay committee and the arrangements to hear the recommendations of the Headteacher	Chair/ Head/ Pay com	5 mins
TRUSTEE REPORTS			
TB1/22-23/13	Review committee membership and delegation of functions	Chair/ Clerk	5 mins
TB1/22-23/14	Reports from committees	Com Chairs	10 mins
TB1/22-23/15	Training and development 2022-2023	All	5 mins
REPORTS TO GOVERNORS			
TB1/22-23/17	DfE Reports; <ul style="list-style-type: none"> Keeping Children Safe in Education (KCSIE) – update September 2022. DfE updated guidance (July 2022): Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement. 	Chair/ clerk	5 mins
TB1/22-23/18	Local Authority Report Proposed Admission Arrangements for community schools for 2024/2025.	Chair/ clerk	5 mins
TB1/22-23/19	NST Report (for information)		Info
CONCLUDING ITEMS			
TB1/22-23/20	Safeguarding and child protection including governor checklist <i>Virtual training:</i> <i>Managing allegations – Wednesday 21st Sept at 6.00 -7.30</i> <i>Safeguarding, what governors need to know - Monday 3 October at 6.00 – 7.30</i> <i>Prevent Duty - Monday 14 November at 6.00 – 7.30</i> <i>Looked after children - Wednesday 14 December at 6.00 – 7.30</i>	Head	5 mins
TB1/22-23/21	Pupil and staff wellbeing <i>Virtual training:</i> <i>Pupil and staff well-being – Thursday 13 October at 6.00-7.30</i>	Head	5 mins
TB1/22-23/22	Health and safety update	Head	5 mins
TB1/22-23/23	Equality incidents reported since the last meeting	Head	2 mins
TB1/22-23/24	Evidence of trustee board impact on school improvement <i>Virtual training: Challenge and support - Tuesday 15 November at 6.00 – 7.30</i>	All	5 mins
TB1/22-23/25	Arrangements for Chair to inspect school records	Chair	2 mins
TB1/22-23/26	Confirm dates of future meetings Autumn 2022; <ul style="list-style-type: none"> Audit committee – Thursday 24th November at 3.30pm; Trust board business – Thursday 24th November at 4.00pm. 	Chair	2 mins



TB1/22-23/27

Determination of confidentiality and communication. Identify any items which should remain confidential to the trustee board and minuted separately.

Chair/ 2 mins
clerk