



Milford Academy Board of Trustees

Thursday 24th November 2022 at 4.00pm

Board of Trustees Business Agenda

PRELIMINARIES			
Agenda item no.	Item	Lead	Time
TB2/22-23/01	Welcome, apologies for absence and introductions (if required)	Chair	2 mins
TB2/22-23/02	Declarations of interest and Governors 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	5 mins
TB2/22-23/03	Membership <ul style="list-style-type: none">Attendance requirements.Vacancy update.End of terms of office.GIAS check.	Clerk	5 mins
TB2/22-23/04	Minutes of last meeting, actions and matters arising	All	5 mins
TB2/22-23/05	Chair's or Vice Chair's emergency action since last meeting.	Chair/ Vice Chair	2 mins
TB2/22-23/06	Correspondence: <ul style="list-style-type: none">From Chair:From Headteacher:From Clerk:	Chair Head Clerk	5 mins
FINANCE AND PERSONNEL			
TB2/22-23/07	Finance update	SBM	10 mins
TB2/22-23/08	Guidance and policies for review/approval <i>For information:</i> <i>Link to the cost of school uniforms (Sep 2022)</i> https://www.gov.uk/government/publications/cost-of-school-uniforms/cost-of-school-uniforms <i>Link to the updated attendance guidance (Sep 2022)</i> https://www.gov.uk/government/publications/working-together-to-improve-school-attendance <i>Link to the school admissions appeals code (Oct 2022)</i> https://www.gov.uk/government/publications/school-admissions-appeals-code	Chair/ Head/All	10 mins
TB2/22-23/09	GDPR update	Head	5 mins
TB2/22-23/10	Standard items;	Head/	15 mins



	<ul style="list-style-type: none"> • Virements. • Write-offs and disposals or surplus stock and equipment. • Health and safety, building maintenance. • Review audit reports and implement recommendations. 	SBM/ All	
TRUSTEE REPORTS			
TB2/22-23/11	Training and development 2022-2023.	All	5 mins
TB2/22-23/12	Reports from trustee visits and virtual monitoring.	All	10 mins
CONCLUDING ITEMS			
TB2/22-23/13	<p>Safeguarding and child protection including checklist</p> <p><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></p>	Head	5 mins
TB2/22-23/14	<p>Pupil and staff wellbeing</p> <p><i>Virtual training:</i> <i>Pupil and staff well-being – Thursday 13 October at 6.00 -7.30</i></p>	Head	5 mins
TB2/22-23/15	<p>Health and safety update</p> <p><i>Virtual training:</i> <i>Health and safety - Monday 26 September at 6.00 – 8.00</i></p>	Head/ H&S gov	5 mins
TB2/22-23/16	Equality incidents reported since the last meeting	Head	2 mins
TB2/22-23/17	<p>Evidence of trustee board impact on school improvement</p> <p><i>Virtual training:</i> <i>Challenge and support - Tuesday 15 November at 6.00 – 7.30</i></p>	All	5 mins
TB2/22-23/18	Arrangements for Chair to inspect school records	Chair	2 mins
TB2/22-23/19	Confirm dates of future meetings Spring 2023 – dates to be confirmed.	Chair	2 mins
TB2/22-23/20	Determination of confidentiality and communication. Identify any items which should remain confidential to the trustee board and minuted separately.	Chair/ clerk	2 mins