



The Milford Academy

Aim high, achieve

Minutes of the Autumn term 2 Board of Trustees Meeting held on Thursday 24th November 2022 at 4.10pm

Membership	Dave Dickinson, Chair
(A) denotes absence	Sue Buckby
	Matt Cooke
	Stephen Goff
	Sarah Hickling
	Danielle Rose
	Terry Smith
(A)	Gus Steele
	James Strawbridge, Vice-Chair
	Rob Perkins, Headteacher
In attendance	Rachael Harvey, Clerk to the Trust Board
	Rachel Flynn, School Business Manager (SBM)
	Jemma Wallace, SENCO (part of the meeting)
	Mark Axler, NTU

Item

Action

TB2/22-23/01 Welcome, apologies for absence and introductions.

The Chair welcomed all to the meeting. Apologies for absence received from Gus Steele were approved by the Board. The Chair welcomed Danielle Rose, new Parent Trustee, to the meeting. A round of introductions followed.

TB2/22-23/02 Declarations of interest and Trustees Code of Conduct

Register of pecuniary 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.

Renew register of pecuniary interest forms.

Trustees confirmed the register of pecuniary interest forms had been completed and returned to the school office. The Clerk said Danielle Rose would be required to complete the pecuniary interest form.

DR

Renew Trustees Code of Conduct.

The Trustees Code of Conduct had signed by Trustees. The Clerk said Danielle Rose would be required to read and sign the Code of Conduct.

DR

TB2/22-23/03 Membership

Attendance requirements.

There were no issues to consider.

Vacancy update.

The Clerk said, following the election of Danielle Rose, parent trustee, there were no vacancies to report.



End of terms of office.

The Clerk reported Sarah Hickling, staff governor, end of term of office was due to cease on 24th February 2023.

GIAS check.

The Clerk reported Rob Perkins, Head was not showing as a Trustee and Danielle Rose would need to be added to the membership. The SBM would update GIAS.

SBM

TB2/22-23/04 Minutes of last meeting, actions and matters arising.

Minutes of the previous trust board meeting held on Thursday 29th September 2022 were accepted, subject to one minor amendment, as a true record of the meeting.

Actions from the meeting

Reference	Action	Responsible	Outcome
TB1/22-23/02	Review and confirm agree to the Trustees Code of Conduct by 7/10 on G'Hub.	All trustees	Completed
TB1/22-23/03	Confirm no. of parent trustees in the Articles of Association	Clerk	Completed, inc in the mins
	Update GIAS	SBM	Completed
TB1/22-23/08	Update the link monitoring roles doc and circulate to Trustees	Head	Ongoing
	Arrange a date/time for the working party (The Head, SB and SH) to meet	Head	Completed
	Investigate the implications and update Trustees	Head	Completed
TB1/22-23/11	Communication and engagement with parents and the community	Agenda item 24/11	Completed
TB1/22-23/16	Circulate a schedule for monitoring visits	Head	Ongoing
TB1/22-23/22	Circulate the draft SEND policy for trustee review and approval	Trustees/Head	Completed

Head

Head

Matters arising

None to consider.

TB1/22-23/05 Chair's or Vice Chair's emergency action since last meeting (Confidential)

Confidential item – see confidential appendix.



TB2/22-23/06 Correspondence

From Chair.

None to report.

From Headteacher.

None to report.

From Clerk.

None to report.

TB2/22-23/07 Finance update

The Period 2 outturn report had been circulated to trustees in advance of the meeting.

The SBM and Head summarised the key points:-

- The support staff pay award, backdated to April 2022, had been agreed. This had impacted on the budget.
- A meeting had been held with a representative from the ESFA, with regard to the BFR3Y (three-year budget plan). The budget plan shows an in-year deficit. The National Funding Formula (NFF) was recalculated and the staffing structure reviewed, which reduced the deficit.
- The accounts would be completed and submitted before the December deadline, along with the Trustees Report. The Head added, from December he would meet with the Chair, the Chair of the Risk and Audit Committee and the SBM to review the monthly outturn report. We are in very challenging times.
- The staffing costs are 80% of the budget.
- The number of children with SEND continues to increase and £85,000 extra had been spent on SEND provision than the previous year.
- Energy costs had also risen.
- The Chancellor's budget identified that schools would be getting an extra £2 billion from next year.
- In terms of carry-forward we are in a good position. Should there be a significant change the staffing structure would need to be reviewed.

A trustee said every school was in a similar position. The SEND issue was huge, particularly in nursery and reception, schools do not get adequate funding. There are reserves in the Local Authority, this was discussed at the recent Schools Forum. It is hoped some of those reserves go to the schools.

Trustees discussed the dire situation schools are facing and the mental health of staff. The Chair added, from a strategic point of view we are aware of the issues, will review the financial situation monthly and wait and see what the promises from the Chancellor brings.

TB2/22-23/08 SEND Award presentation – Jemma Wallace, SENCO

The report had been uploaded to GovernorHub in preparation for the meeting.

Jemma Wallace, SENCO, presented an overview of:-

- The SEND Inclusion Award
 - Why we want to do.
 - What it demonstrates about us.
 - The eight objectives.
 - Our focus to further increase parental engagement.
 - The Pupil Voice.
 - Developing staff expertise.



- Verification day timetable – 5th December.
- The school profile.
- The school's implementation of the SEND system.
- Identifying pupils with SEND.
- The progress made.
- SEND funding.
- Staff development.
- Working with external agencies.

Trustees asked at what point would the child get a plan. The SENCO, gave as an example, a speech and language therapist (SALT) would discuss with the teacher but the child would not necessarily be given additional targets.

The Chair added there is a threshold for identifying a child with SEND. There is a statutory, legal process that we have to follow and if a parent felt that a plan would be helpful that is a positive. Trustees shared some of their personal experiences.

Jemma Wallace would ask the SBM to circulate an evaluation form for Trustees to complete and submit by 2nd December.

**JW/SBM/
Trustees**

Trustees thanked Jemma Wallace for her presentation.

Jemma Wallace left the meeting at 5.13pm

TB2/22-23/09 Headteacher report/updates including parent questionnaire overview.

The Head thanked Jemma Wallace for presenting the SEND Award slides and added Jemma identified the award, this was a great example of outward facing innovation.

The Head apologised for the lateness of sharing the Headteacher report and encouraged trustees to e-mail any questions.

The Head summarised the key points:-

- The number of pupils on roll had increased since September. There were still a few places available.
- There were places in Foundation Stage 2, the numbers were 8 less than the previous year.
- The Local Authority were able to do projections and had identified dwindling numbers. This greatly affects school funding, for example 10 pupils = £50,000.00
- Places were available in all Clifton schools, therefore, children were not tied to catchment areas.
- Pupil numbers are healthy in Years 1 to 6.
- Attendance is currently 95.4% with SEND and Pupil Premium (PP) attendance continues to improve.
- There had been increased support from Education Welfare Officers (EWO's).
- The number of support staff had increased.
- The number of absences had reduced.
- The projected carry-forward is £370,000.00, the projected loss is £200,000.00, of which £100,000.00 covers the pay awards and energy costs.

Stephen Goff left the meeting at 5.16pm.

Trustees queried the low number of EHCP's in comparison to SEND. The Head explained, the threshold for EHCP's had increased and we do not apply for an EHCP unless we feel there is a chance of success, it is a huge piece of work.



The Chair explained, there is a local context, Nottinghamshire, prior to Unitary Status, introduced Children 1st Funding Formula, which enabled schools access to funding via a process. Getting an EHCP does not necessarily always bring in a lot of money and the SEND Green Paper identifies this.

The Head continued:-

- Reportable incidents had reduced greatly, last year there were fifteen, this year there is one.
- The number of discriminatory incidents had reduced, last year there were seven, this year there are three.
- The school has five trained DSL's. All staff and trustees had completed safeguarding training and staff had completed the Prevent Duty training.
- In terms of the education landscape, the White Paper is still out there, the key point being every school should be an academy by 2030. This school is a stand-alone academy, it is not part of a Multi Academy Trust (MAT). At the recent Schools and Academies Show, Baroness Barron, continued to push the Academy agenda.
- We are one of 36 schools in the Nottingham Schools Trust (NST). They are proactive about future proofing and formed a working party to keep a watch full eye on the Academy agenda. The working party had discussed the likelihood of formalising a Multi Academy Trust, if required. NST were in a very strong position.

James Strawbridge left the meeting at 5.43pm.

TB2/22-23/10 Guidance and policies for review/approval.

The following policies circulated for review, were approved:-

- SEND policy.
- Attendance and absence policy.
- Allowances and related party transactions policy.
- Pay Policy – Teachers.
- Pay Policy – support staff.
- Whistleblowing policy.
- Code of Conduct.
- GDPR.

Trustees raised concern about having to provide medical evidence for absence when it was difficult to get a doctor's appointment and asked if there was any grace. The Head explained, this was a requirement, but would seek further advice.

Head

Trustees asked with reference to the Whistleblowing policy, do staff have access to the Chair via e-mail, as if a member of staff wanted to raise a concern about the Head or someone in the office, there was an issue around confidentiality. The Chair said there was a standard procedure for individuals to make complaints via the school office. If the complaint was about a member of the office staff, it would be done via the Head. Should the complaint be about the Head, this would be done via the school office.

TB2/22-23/11 Standard items.

Virements.

None to report.

Write-offs and disposals or surplus stock and equipment.

None to report.



Health and safety, building maintenance.

The Head reported the CIF bid had been successful and the upgrade to the lighting and fire system had been completed. The school had made a small contribution.

Review audit reports and implement recommendations.

The Chair of the Risk and Audit Committee reported on the meeting immediately prior to the trustees meeting, at which the audit report with recommendations had been presented. An internal scrutiny audit would be completed next term.

TB2/22-23/12 Training and development 2022-2023

None to report.

TB1/22-23/13 Reports from Trustee visits and virtual monitoring

The Head would circulate a schedule for monitoring visits.

Head

TB2/22-23/14 Safeguarding and child protection

Reported in the Headteacher report.

TB1/22-23/15 Pupil and staff wellbeing

Reported in the Headteacher report.

TB2/22-23/16 Health and safety update

Reported under agenda item TB2/22-23/11.

TB2/22-23/17 Equality incidents reported since the last meeting

Reported in the Headteacher report.

TB2/22-23/18 Evidence of trustee board impact on school improvement

Trustees agreed the following;-

- Review of policies.
- Challenge evidenced in the minutes.
- Review of the risk and audit practice.

TB2/22-23/19 Arrangements for Chair to inspect school records

The Chair would arrange to inspect and sign off the school records.

TB2/22-23/20 Any other business

Confidential item – see confidential appendix.

TB2/22-23/21 Confirm dates of future meetings

Governors agreed the following dates for the spring term

- Trust board standards – Thursday 9th February at 4.00pm
- Audit committee – Thursday 30th March at 3.30pm.
- Trust board business – Thursday 30th March at 4.00pm.

TB2/22-23/22 Determination of confidentiality and communication. Identify any items which should remain confidential to the trustee board and minuted separately.

It was agreed that two items be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.



The meeting closed at 6.18pm

Signed

Chair

Date

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
TB2/22-23/02	Complete Dec of Interest and read and sign Trustee Code of Conduct	DR	
TB2/22-23/03	Update GIAS	SBM	
TB2/22-23/04	Circulate link roles and visits schedule	Head	
TB2/22-23/08	Circulate evaluation form and return by 2/12	JW/SBM/Trustees	
TB2/22-23/10	Seek advice on the requirement to have a med cert	Head	

Attendance at meetings - Academic Year 2022 -2023												
	Autumn 2022				Spring 2023				Summer 2023			
	TB 29/9	PAY 1/11	R&A 24/11	TB 24/11								
Dave Dickinson	Y		Y	Y								
Sue Buckby	Y		-	Y								
Matt Cooke	Y		Y	Y								
Stephen Goff	Y		-	Y								
Sarah Hickling	Y		-	Y								
Jackson Njiiri	Apols		Left	-								
Terry Smith	Y		-	Y								
Gus Steele	Y		-	Apols								
James Strawbridge	Y		Y	Y								
Rob Perkins	Y		Y	Y								
Danielle Rose	-	-	-	Y								