



The Milford Academy

Aim high, achieve

Minutes of the Autumn term 1 Board of Trustees Meeting held on Thursday 29th September 2022 at 4.00pm

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

Item

Action

TB1/22-23/01 Welcome, apologies for absence and introductions.

The Chair welcomed all to the meeting. Apologies for absence were received Jackson Njiiri and approved by the Board.

Trustees noted Jackson Njiiri's term of office was due to cease on 30th September 2022.

TB1/22-23/02 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.

Renew Trustees Code of Conduct.

The Trustees Code of Conduct had been circulated to all Trustees. The Code of Conduct would be reviewed and signed by Friday 7th October 2022.

**Trustees
By 7/10**

TB1/22-23/03 Membership

Attendance requirements.

There were no issues to consider.

Vacancy update.

The Clerk reported, following the end of term of office for Jackson Njiiri, there would be two parent trustee vacancies.

The Clerk was asked to check the Articles of Association to confirm the number of parent trustees.

Reference – The Articles of Association

Subject to Articles 48-49 and 64, the Academy Trust shall have the following Governors:

Clerk



- (a) up to 1 Governor, appointed under Article 50;
 - (b) not used;
 - (c) At least 2 and up to 3 Parent Governors appointed under Articles 53- 58;
 - (d) up to 2 Staff Governors appointed under Article 58A;
 - (e) not used;
 - (f) up to 2 Community Governors appointed under Article 58B;
 - (g) the Principal;
 - (h) any Additional Governors, if appointed under Article 62, 62A or 68A;
 - and
 - (i) any Further Governors, if appointed under Article 63 or Article 68A.
47. The Academy Trust may also have any Co-opted Governor(s) appointed under Article 59.

The Head informed Trustees, the parent trustee election process was underway and would hope to have parent trustees in place by half term.

End of terms of office.

There were no end of terms of office to consider.

GIAS check.

The SBM would update GIAS.

SBM

TB1/22-23/04 Election of Chair and Vice Chair

The Clerk sought nominations for the position of Chair. David Dickinson was nominated and seconded. There were no further nominations.

David Dickinson was duly elected as Chair for a one year term.

The Clerk sought nominations for the position of Vice Chair. James Strawbridge was nominated and seconded. There were no further nominations.

James Strawbridge was duly elected as Vice Chair for a one year term.

TB1/22-23/05 Minutes of last meeting, actions and matters arising.

Minutes of the previous trust board meeting held on Thursday 11th July 2022 were, subject to three minor amendments, accepted as a true record of the meeting.

Actions from the meeting

Reference	Action	Responsible	Outcome
TB6/21-22/04	Arrange a parent trustee election	Head/SBM	Underway
	Arrange a date for the Head's PM and inform PM trustees	Head	Confirmed for 18/11
	Arrange for school based training	SBM	Completed
	Present the Trustees impact statement to the members	Agenda – AGM	Using 'live' doc
	Review and approve the school uniform policy	Agenda 29/9	Completed
	Receive recommendations from H&S checklist	Agenda 29/9	Completed



TB6/21-22/07	Read KCSIE (Sept 2022) and confirm 'read' on G'hub Circulate GLD data to trustees Investigate HMRC implications, email information to trustees. Trustees approve decision virtually	Trustees Head Head/Trustees	Completed Completed Completed
TB6/21-22/08	Share costings with trustees	Head/SBM	Completed
TB6/21-22/16	Prepare a draft impact statement for approval	Chair/Head	Using 'live' doc

Matters arising

TB6/21-22/07 –

The Head reminded Trustees of the request for the school budget to cover the cost of the parking levy and the implications of parking off site. The cost to the school would be in the region of £10,000.00 to £12,000.00, this would allow for up to 25 parking spaces. Upon investigation, there were no HMRC implications full staff all the school to consider. Trustees approved payment of the parking levy.

TB1/22-23/06 Chair's or Vice Chair's emergency action since last meeting.

None to report.

TB1/22-23/07 Correspondence

From Chair.

The Chair had received an overdue reminder two sign off the confirmation statement. This had since been signed off and submitted.

From Headteacher.

None to report.

From Clerk.

With reference to the vacancies on the Trust Board, the Clerk reminded Trustees of the requirement for new Trustees to have DBS checks completed within 21 days of appointment.

<https://disclosureservices.com/dbs-checks-for-school-governors/>

TB1/22-23/08 Headteacher's report and approval of the School Development Plan (Confidential – part).

The School Development Plan had been circulated to Trustees in preparation for the meeting.

The Head said priorities remain the same and the plan had been reviewed by Sally Manz, School Improvement Adviser.

The three priorities and actions would be a 'living' document for update and review purposes.

The Head had undertaken some research over the summer holidays on cultures and delivered a session on the four areas during the recent inset day. Staff considered what culture we are and what culture we want to be. It was felt we were a clan culture with strands of hierarchy culture. It was agreed, the school would aim to move toward a clan culture.

The Head continued, we considered, what is our approach to Black History Month and is it acceptable to consider for one month in the year. A staff trustee said all subject leads had been tasked to ensure this is reflected in the curriculum throughout the year.

A staff trustee added, the SENCo had done some work across the school, from EYFS to Year 6 to ensure reading books are diverse. The Head said our aim is not to celebrate Black History Month, but firmly embed it all year round. Staff are aware of this and are reviewing the curriculum to reflect this.



The Vice Chair asked is history of any sort something to be celebrated. The Head said the history curriculum is to learn from it but not necessarily to celebrate it.

Trustees discussed link roles to the priorities and the benefits of linking to the School Development Plan but also maintain a focus on key areas, for example, safeguarding, SEND and health and safety.

The following was agreed:-

- **Priority 1 - assessment and attainment** would be monitored by Sue Buckby and Sarah Hickling.
- **Priority 2 – curriculum and development**, including the roll out of Little Wandle, PSHE, maths, and grammar, would be monitored by Gus Steele, the Vice Chair and Steven Goff.
- **Priority 3 – whole school culture** would be monitored by Terry Smith and Matt Cooke.

The Head would update the monitoring link document (including contact names of staff), circulate to trustees and arrange dates/times of visits.

Head

The Chair said the conversations during the monitoring visits would be included in the impact statement.

Confidential item – see confidential appendix.

The Head recapped on the DfE guidance on school uniform and the requirement to review policy and ensure value for money, by Summer 2023. The School Uniform Policy states pupils do not have to wear branded items but the uniform should be in keeping with the school colours. We will need to consult with parents and pupils on any changes to the policy.

The guidance also states the requirement to have second hand uniform provision. There are several ways we can deliver this and suggested it be detailed in the policy and publicised on the school website.

The Head proposed forming a working group to include Sue Buckby, parent trustee plus one other to review the policy and ensure the school is compliant with the DfE guidance, by summer 2023. Sarah Hickling agreed to join the working party.

The Head would arrange a date for a meeting with Sue Buckby and Sarah Hickling.

Head

TB1/22-23/09 Arrangements for the Headteacher's appraisal.

Appointment of external adviser.

Trustees approved Sally Manz as external adviser. The Head confirmed the appraisal meeting would be on Friday 18th November.

Appointment of appraisal trustees.

Trustees approved the Chair and Mat Cooke as appraisal trustees.

TB1/22-23/10 Presentation of pupil data.

The pupil data had been circulated to trustees in preparation for the meeting.

The Head said Sally Manz, SIA, had reviewed the process and set targets for 2022/2023. The key points were presented:-

- GLD – 57% of pupils are working at GLD (this is 2% below the average of schools in NST).
- Phonics = 65% (10% below the National Average). The target is 75%.
- KS1 combined = 42.1%. The target is 55%.
- KS2 combined = 42%. The target is 60%.
- This years baseline will be done using last years SATs papers.

Trustees thanked the Head for the overview.



TB1/22-23/11 The role of a Trustee.

Referencing the new Articles of Association, conversations during the year and having new trustees on the Board, the Chair explained the role of trustees and referencing DfE guidance, their three main functions. It is important that trustees understand the boundaries, the priorities and as volunteers, with significant responsibilities, the role of the trustees.

The Head delivered a power-point presentation on how to fulfil the three main functions of trustees in a stand-alone Academy:-

- Clarity of vision.
- Holding to account.
- Financial performance of the organisation.

A staff trustee commented, staff had spent considerable time reviewing the school development plan and there is a clear vision and a plan to achieve. A staff trustee added, for staff, it is having the professional dialogue which will enable the next steps. The Chair agreed and explained, if we were to start the process afresh, we would have the vision, where we want to be, the staff add the detail. Trustees discussed in detail the importance of having a vision and as a stand-alone academy, keeping the autonomy, which may be lost by joining a MAT. Trustees agreed and added, we have a clear understanding of the culture of the school and specific roles, which will support monitoring and working toward achieving the vision.

The Chair said, in governance terms, parent trustees represent the parent view, sharing the message of the trustee roles, three functions and giving feedback. This discussion reinforces our role and responsibilities as elected representatives. Should trustees have any issues with the three functions, please raise with him.

Trustees asked, would there be an audit or review of governance. The SBM said this would be scheduled following the parent trustee election.

Trustees discussed communication with parents and reinforcing the vision statement. The Head said the most frequently accessed resource is 'See-Saw' but there were other communication streams. A trustee suggested having the vision statement on all correspondence on the letter head.

The Chair, to enable trustees to give consideration to the vision statement, communication and engagement with parents and the local community, suggested revisiting at the next meeting.

**Agenda
24/11**

TB1/22-23/12 Confirm the members of the teacher's pay committee and the arrangements to hear the recommendations of the Headteacher.

Trustees approved the Vice Chair, Augusta Steele and Sue Buckby as the pay committee.

The pay committee meeting would be held on Tuesday 1st November at 10.00am.

TB1/22-23/13 Review committee membership and delegation of functions.

Trustees approved Mat Cooke, Sue Buckby, the Chair, the Vice Chair and the Head as the audit committee.

It was agreed, the pupil discipline, staff dismissal and staff dismissal appeals committees would be made up from any three trustees who are available at the time, who have no conflict of interest or prior knowledge of the case.

TB1/22-23/14 Reports from committees

None to report.

TB1/22-23/15 Training and development 2022-2023

Trustees had completed a programme of bespoke training, held prior to the Trust Board meetings. Trustees noted they have access to the Education Governance Service, Nottingham, core training programme plus one bespoke two hour session.



TB1/22-23/16 Reports from Trustee visits and virtual monitoring

The Chair had completed a safeguarding visit.

The Head would circulate a schedule for monitoring visits for the autumn term.

Head

TB1/22-23/17 DfE Reports

Keeping Children Safe in Education (KCSIE) – update September 2022

Information

Keeping Children Safe in Education (KCSIE) is the main document setting out schools and colleges legal duties that must be followed to safeguard and promote the welfare of children and young people under the age of 18 in educational settings.

All relevant policies, particularly but not in isolation, the schools safeguarding policy, should be reviewed to include the updated statutory information and expectations found within the KCSIE (September 2022) document. The revisions to the document are summarised in the report booklet. The revisions to the document are:-

- Time constraints added to pupil file transfer.
- The need for pupils to have an “appropriate adult” during police investigations.
- Online checks for new staff.
- All governors to receive safeguarding training.
- More details on the effects of domestic abuse.
- Rewording from “peer on peer” to “child on child.”
- Focus on “early intervention.”
- Preventative update.
- Human Rights and Equality Act reminders.
- Additional new resources.

Actions for trustees

- All trustees to read the full KCSIE 2022 document.
- All trustees to attend safeguarding training.
- Ensure **all** staff have read the full KCSIE 2022 document.
- Ensure that new guidance found in KCSIE 2022 is embedded into all relevant policies and **review and approve** these within the autumn term.
- Safeguarding trustees to be assured that KCSIE 2022 changes are embedded into practice within the school/academy setting.

DfE updated guidance (July 2022): Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement

Information

The DfE have released updated guidance on Suspension and Permanent Exclusion for maintained schools, academies and pupil referral units in England, including pupil movement.

This reflects the government’s ambition to create high standards of behaviour in schools so that children and young people are protected from disruption and can learn and thrive in a calm, safe, and supportive environment. The updates are outlined in the report booklet.

Action for trustees

- Ensure your school policy is reviewed to reflect the updates.
- Ensure the updated policy is approved and publicised on the school website.
- Review and monitor the school’s suspension/exclusion data, pupil moves and the characteristics of permanently excluded pupils.
- Ensure the sanction is used only as a last resort.



TB1/22-23/18 Local Authority Report

Proposed Admission Arrangements for community schools for 2024/2025.

Action for trustees

Trustees are recommended to:

- note that the Local Authority is proposing to consult on its proposed admission arrangements 2024/2025 admissions arrangements set out in Appendices 1 and 2.
- consider the proposed planned admission number for their own school (as set out in Appendix 3).
- read this report and discuss at governing body meeting.
- When responding to the consultation, consider the draft timelines for the 2024/2025 co-ordinated admissions process as set out in Appendix 5.

The Proposed Admission Arrangements 2024/2025, including appendices, document is available on Governorhub.

TB1/22-23/19 NST Report (for information)

The NST report, for information, had been uploaded to GovernorHub.

The Head said, in response to the White Paper, NST had put together a committee to monitor progress and updates. The committee had met once to agree their remit.

As a stand alone academy, there is interest in the school from MAT's, to join them. NST is not a MAT and does not fit with the ambition of the White Paper. The Head would update trustees on any progress.

TB1/22-23/20 Safeguarding and child protection

The Head reported all staff safeguarding training was up to date and virtual training opportunities were also available to trustees.

The draft safeguarding policy had been circulated to trustees for review and approval.

TB1/22-23/21 Pupil and staff wellbeing

The Head reported, in line with school priority 3, a staff member had been appointed as well-being champion. Trustees noted pupil and staff wellbeing was a standing item on the agenda and the Head provides regular updates.

TB1/22-23/22 Health and safety update

The SBM reported on the two recommendations from the internal audit on purchase orders and receipts for transactions.

The Head would circulate the draft SEND policy for review and approval.

**Trustees
/Head**

TB1/22-23/23 Equality incidents reported since the last meeting

None to report.

TB1/22-23/24 Evidence of trustee board impact on school improvement

Trustees noted the impact statement and SIP, both 'living' documents evidences the impact on school improvement.

TB1/22-23/25 Arrangements for Chair to inspect school records

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

TB1/22-23/26 Confirm dates of future meetings

Governors agreed the following dates for Autumn 2.

- Pay committee – Tuesday 1st November at 10.00am.
- Audit committee – Thursday 24th November at 3.30pm.
- Trust board business – Thursday 24th November at 4.00pm.

