



MILFORD PRIMARY SCHOOL TRUST BOARD

Aim high, achieve

Minutes of the Trust Board meeting held in school and remotely via Teams on Thursday 7th July 2022 at 4.00pm

Membership
(A denoted absence)

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

In Attendance

Rachael Harvey, Clerk to the board
Rachel Flynn, School Business Manager
Mark Axler, NTU

PRELIMINARIES

ACTION

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

TB6/21-22/01 WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed all to the meeting. There were no apologies for absence to consider.

TB6/21-22/02 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. James Strawbridge was a governor at Glapton Primary School and Terry Smith was a governor at Greenfields Community School.

TB6/21-22/03 MEMBERSHIP

The clerk reported one parent trustee vacancy.
The Chair said, trustees were extremely grateful to Jackson Njiiri, who had kindly agreed to extend his term of office while the school undertake a parent trustee election.
The Chair proposed the extension of Jackson Njiiri's term of office to 30th September 2022.
Trustees **approved** the proposal.

End of term of office

None to report

GIAS

The information on GIAS was up to date.

TB6/21-22/04 MINUTES OF THE LAST MEETING AND MATTERS ARISING

Minutes of the previous governing board meeting held on Thursday 29th May 2022 were accepted as a true record of the meeting.



Action points

Agenda	Action	Responsible	Outcome	
TB5/21-22/03	Arrange parent trustee election	Head/SBM	c/f to Autumn	Autumn term
TB5/21-22/04	Approval of budget 2022/2023	Agenda 7/7	Done	
TB5/21-22/08	Feedback on staffing	Head Agenda 7/7	Done	
TB5/21-22/08 & 17	Present finalised priorities	Agenda 7/7	Done	Head
TB5/21-22/09	Arrange date for the Head PM and inform PM trustees	Head	Ongoing	
TB5/21-22/11	Arrange training snippets and review of governance in the autumn term	SBM	Ongoing	SBM
TB5/21-22/12	Report on monitoring visits	Agenda 7/7	Done	AGM agenda
TB5/21-22/13	Email to the Chair and Head the impact statement template and examples. Report at the AGM	Clerk Head	Done c/f to next mtg	
TB5/21-22/14	Review the School Uniform Policy for approval on 7/7	Head Agenda 7/7	c/f to Autumn 1	Agenda 29/9
	Circulate capability policy to staff	Head	Done	Agenda 29/9
	Upload admissions information 22/23 to school website	Head	Done	
	Recommendations/outcome of H&S checklist	Autumn term	c/f to Autumn 1	
TB5/21-22/17	Circulate the link to the research survey	M Axler	Done	

Matters arising

TB5/21-22/07 The link visit with James Strawbridge and Terry Smith had been rearranged to 11th July at 1.30pm.

TB6/21-22/05 CHAIR'S OR VICE CHAIR'S EMERGENCY ACTION SINCE LAST MEETING

None to report.

TB5/21-22/06 CORRESPONDENCE

Chair

None to report.

Head

None to report.

Clerk

None to report.



SCHOOL PROGRESS

TB6/21-22/07 HEAD TEACHER TERMLY REPORT TO BOARD & PRIORITIES FOR 2022-2023

The Head led trustees through the key points:

- Pupil numbers had increased during the school year. In September 2021, we started with 460 pupils on roll, at the end of the school year we now have 492 pupils on roll, of which, 33% are Pupil Premium pupils.
- SEND numbers had remained stable throughout the year.
- Attendance - we are still in Covid times, attendance is 93.5%, short of the 96% target.
- Persistent absence is 5.3% (24 pupils).

Personal development, behaviour and attitudes

- In terms of personal development and experiences outside of the classroom, this had been the most difficult part throughout Covid but it is pleasing to re-introduce experiences as things are returning to normal.
- Year 4 went on a residential on Monday, Year 6 had also been on a residential. Year 2 went to camp at Wollaton Park. There are more outside of the classroom experiences planned for next year, we want to build 'Milford memories' for our children.

Safeguarding

- There are five DSL's in school. They attend termly network meetings and the Head provides CPD for all staff, there would also be more in-depth training in September.
- DSL meetings are held weekly in school.
- Our safeguarding systems had improved.

The clerk reminded trustees that the updated Keeping Children Safe in Education document had been released and reminded Governors to read and 'confirm read' on GovernorHub.

Trustees

Staffing

- The music award dedicated to Sally Simons to recognise her thirty years of service to the school, would be in place by the end of the term.
- The Head summarised the staffing movement from September.
- Ms Booth would be leaving at the end of term, she had secured a permanent position at Old Basford Academy.
- Erika Weatherall had been accepted to do the Initial Teacher Training Programme.
- Sarah White had successfully gained a place on the assessment only program and would be supported by a mentor from Nottingham Trent University to gain the qualified teacher status and be in a position to apply for teaching posts.
- Liz Worrell, school counsellor, would be leaving at the end of the term and through our links with NST and CCAT we have secured a new counsellor from September.
- Sally Barlow would also be leaving in July.
- There would be a review of the school office staff.

Trustees asked, is the counsellor post included in the budget for the next year. The Head said the new counsellor had been given a one-year contract.

Quality of education

- Following the successful Ofsted inspection one year ago, our focus has been on the curriculum.
- A working party was set up and subject leaders were monitoring the quality of teaching.

- In English there had been a focus on writing and the validated phonics programme 'Little Wander' had been introduced.
- The quality of education is a consistently good level or higher.

Outcomes for pupils

The Head led trustees through the tentative headlines and said some of the papers would be returned for a remark.

Phonics screening (Year 1) = 66%. These were the most affected children in the pandemic and since the return to school, staff absence had also impacted.

We did a practice phonics screening in April, the result was 39%, so we are confident of further improvement going into Year 2.

Year 4 multiplication tables, there was no pass mark, but we set realistic targets. The expectation was 50%, we achieved 60%, well done to the Year 4. We now need a consistent approach to teaching times tables.

KS1 results had been moderated by a Local Authority lead moderator.

Reading = 62% Maths = 62% Writing = 51% Combined = 47%. Trustees noted, the results were slightly below National.

Trustees asked about GLD. The Head would circulate the information to Trustees.

Head

The Head said the new reception baseline assessment had been submitted but we had not received any feedback. Trustees questioned the purpose of such assessments.

KS2 results

Reading = 65% Maths = 55% Writing = 70% SPaG = 55-60% Combined = 45-50%

The Head summarised the results from the three maths papers, which were significantly below where we wanted to be, arithmetic is an area for improvement. We use White Rose, so perhaps need to review our teaching. A trustee commented, she had the same issues with White Rose, at a school where she had taught, reasoning was good, arithmetic was poor.

Trustees asked, writing at 70%, was this your focus. The Head said the writing is a teacher assessment and we do not feel we have been too generous in our assessments. The Head was confident any external assessments would verify this. We have had a push on writing and it had been a positive outcome.

Trustees asked, how do we get parents more engaged in helping their children with mental maths and arithmetic. The Head said we need to engage parents more, we need to ensure they use the correct methods, we can do videos and put on the website. The staff trustee added, we also have Rock Stars and other resources.

The Head continued, we also have to improve on reading, our target was 75%, we need to look at reading skills and our approach.

Trustees asked about the targets and was the expectation to improve on the 2019 results. The Head explained, targets were informed by the 2019 results plus the last validated National.

Our target for reading was 70-75%. The writing result was good and matched the targets. In maths there were seven children, one point below.

The Chair added, he had a conversation with the Head about Priority 1, and he continued to be impressed by the level of work that had been done. Some results on Tuesday were disappointing, however, with the clarity identified in plans, and there were no excuses, he had left the meeting

feeling positive. The Head knows what he wants to put in place, but we need to put into context the significant challenge children have faced. The school level data is not being published, so this is our baseline and I saw evidence of giving our very best.

The Head said spelling had also let us down we would rethink of our approach to spelling; what does it look like, how do we support those with challenges. The Head was confident as a team, this can be put into practise.

The Head said the education landscape was difficult to predict, there had been two changes of Education Secretary over the last week and there would be a possible reshuffle of government office positions.

NST had been very proactive on the outcome of the White Paper and were looking forward. A working party had been formed and the Head had been invited to join. The working party would have oversight of the Academy agenda.

Health and safety and estates

Our CIF bid has been successful, this will enable us to have a new fire alarm system throughout school. This is a huge undertaking of work which would be project managed by Edison Fire Protection, who supported us in submitting the bid.

A further bid had been submitted for a modular building, we are awaiting the outcome.

The conference room will be renovated to be the new staff room. The budget for this work was £10,000.00, we came in under budget at £9,300.00.

We have also purchased a Pod, the cost is £9,500.00. The computer suite will be returned to a Year 4 classroom from September. The school no longer requires a dedicated computer suite as iPads are used throughout the school.

Trustees asked is there a cost to closing the computer suite. The Head explained, there would be no cost as PC's would need to be replaced, instead we are replacing with iPads.

Discussion items.

School uniform.

The Head suggested, at the start of the school year, to use Pupil Premium funding to provide a free school jumper for all pupils. The bulk order would cost £4,500.00. One of our priorities is about embedding the culture and ensuring pupils feel part of the school, which would help support the priority.

Following a discussion during which trustees considered affordability, ensuring a sense of inclusion and the wearing of a school uniform being a social level leveller, trustees **approved** the proposal, to provide a school jumper for all pupils and asked if the jumpers could be named in school, when distributing.

The workplace parking levy

The Head asked trustees to consider the school covering the cost of the workplace parking levy for staff. The reasons behind the request were:

- Staff drive to work, some of them from a distance, petrol costs.
- Staff can park on the road but there had been complaints from local residents and vehicles had been damaged.
- Other schools, particularly Multi Academy Trusts and stand-alone academies pay the workplace parking levy for staff.



The school is charged £10,000.00 for parking spaces and the cost is disseminated to staff, the cost is approximately £500.00 per year.

Trustees asked, would there be HMRC implications for staff. The Head said he was unsure, but would investigate. **Head**

A staff trustee said, previously the levy was subsidised but she had opted out, had parked on the local streets and had been abused by the public. She asked would there be enough spaces on site for all staff. The Head said, staff who pay currently would be guaranteed a space and there would be a further eight or nine spaces, which staff would manage on a rota basis.

The Chair asked, could a response to the question asked about HMRC implications be emailed to trustees and if the school wants to implement from September, trustees could approve virtually. **Head/ Trustees**

The Staff Hall of Fame

The Head said there had been a number of nominations and proposed a sub-committee meet to make the final choice. The Head invited three trustees to make up the sub-committee. Gus Steele, Mat Cooke and Sue Buckby agreed to be on the sub-committee.

Terry Smith left the meeting at 6.19pm

Trustees noted, the SENDCo report had been circulated. The Chair would meet with the SENDCo before the end of term.

The Head said Mark Axler, NTU, had facilitated a survey on how we want to work as Trustees, going forward. Trustees agreed to work with a hybrid model for meetings and the Autumn 1 meeting would be face to face.

Trustees thanked Mark Axler.

TB6/21-22/08 APPROVAL OF BUDGET 2022-2023 AND CURRENT IN-YEAR FINANCIAL 2021-2022 UPDATE

The budget information had been uploaded to Governorhub in preparation for the meeting. The SBM provided a brief overview of the budget and three-year plan.

Confidential item - see confidential appendix

Trustees **approved** the budget 2022-2023.

TB6/21-22/09 POLICIES FOR REVIEW/APPROVAL

None to report.

TB6/21-22/10 GDPR

There were no breaches to report.

TB6/21-22/11 STANDARD ITEMS

Virements

None to report.

Write-offs and disposal of surplus stock and equipment

The SBM reported one teacher's chair (broken) and one Year 6 chair (broken).



Building maintenance

The successful CIF bid to replace the fire alarm system had been discussed under agenda item TB6/21-22/07.

Review audit reports and implement recommendations.

The SBM said the auditors had reviewed contracts and payroll. There were no concerns.

TRUSTEE REPORTS

TB6/21-22/13 REPORTS FROM COMMITTEES

The audit committee had met immediately prior to this meeting, at which, the budget was discussed in detail. The approved minutes would be uploaded to Governorhub.

TB6/21-22/14 TRUSTEES VIRTUAL TRAINING AND DEVELOPMENT

The SBM would arrange for training to be delivered before the Autumn term meeting. The trustees would also undertake a review of governance.
Sue Buckby had attended the induction training.

SBM

TB6/21-22/15 REPORTS FROM GOVERNOR MONITORING VISITS

Terry Smith and James Strawbridge would be undertaking a monitoring visit on Monday 11th July.

TB6/21-22/16 END OF YEAR IMPACT STATEMENT

The clerk had emailed the impact statement and two examples to the Chair and Head. The Chair and Head would draft an impact statement for trustees to review before the start of the autumn term.

**Chair/
Head**

CONCLUDING ITEMS

TB6/21-22/17 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

James Strawbridge would complete on behalf of the Chair.

TB6/21-22/18 CONFIRM DATES AND TIMES OF FUTURE MEETINGS

Trust Board – Thursday 29th September at 4.00pm (face to face).

Audit Committee – Thursday 24th November at 3.30pm.

FGB meeting – Thursday 24th November at 4.00pm.

TB6/21-22/19 CONFIDENTIALITY AND COMMUNICATION

It was agreed that one item be deemed confidential for the purpose of the minutes.

The meeting closed at 6.28pm

Signed by the Chair:

Date:



Action points from the meeting:

Reference	Action	Responsible	Outcome
TB6/21-22/04	Arrange a parent trustee election Arrange a date for the Head's PM and inform PM trustees Arrange for school based training Present the Trustees impact statement to the members Review and approve the school uniform policy Receive recommendations from H&S checklist	Head/SBM Head SBM Agenda – AGM Agenda 29/9 Agenda 29/9	
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	
TB6/21-22/08	Share costings with trustees	Head/SBM	
TB6/21-22/16	Prepare a draft impact statement for approval	Chair/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 19.5	Audit 7.7	FGB 7.7
Sue Buckby			✓	✓	✓	✓	✓	A	✓
Mat Cooke	✓	✓	✓	✓	✓	✓	✓	✓	✓
David Dickinson	✓	✓	✓	✓	✓	✓	✓	-	✓
Stephen Goff	✓	-	✓	✓	-	✓	✓	-	✓
Sarah Hickling	✓	-	✓	✓	-	✓	✓	-	✓
Jackson Njiiri	✓	✓	✓	Apol	✓	✓	✓	A	✓
Terry Smith				Apol	-	Apol	✓	✓	✓
Gus Steel						✓	✓	-	✓
James Strawbridge	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rob Perkins	✓	✓	✓	✓	✓	✓	✓	✓	✓

