



## The Milford Academy

*Aim high, achieve*

### Minutes of the Spring term 1 Board of Trustees Meeting held on Thursday 9<sup>th</sup> February 2023 at 4.00pm

Membership	Dave Dickinson, Chair
(A) denotes absence	Sue Buckby
	Matt Cooke
	Stephen Goff
(A)	Sarah Hickling
(A)	Danielle Roettig
	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

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#### Item

#### Action

##### **TB3/22-23/01 Welcome, apologies for absence and introductions.**

The Chair welcomed all to the meeting. Apologies for absence received from Sarah Hickling and Danielle Roettig, were approved by the Board.

##### **TB3/22-23/02 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. Terry Smith was a governor at Greenfields Community School and the Head had recently been appointed as a Director of The Link Academies Collaborative Trust.

##### **TB3/22-23/03 Membership**

###### Attendance requirements.

There were no issues to consider.

###### Vacancy update.

The Clerk said there were no vacancies to report.

###### End of terms of office.

The Clerk reported Sarah Hickling, staff trustee, end of term of office was due to cease on 24<sup>th</sup> February 2023. The Head confirmed a staff election had been held and the new staff trustee would be Helen Richardson.

###### GIAS check.

The Clerk reported GIAS was up to date.

**TB3/22-23/04 Minutes of last meeting, actions and matters arising (confidential - part).**

Minutes of the previous trust board meeting held on Thursday 24<sup>th</sup> November 2022, were accepted as a true record of the meeting.

**Actions from the meeting**

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

**Matters arising**

TB2/22-23/08 The Head referred to the SEN presentation and informed Trustees the school had successfully achieved the SEN Inclusion Award and the school were able to include the logo on school letterheads. The Chair thanked Jemma Wallace, SENCO, for her hard work in achieving the award.

**Confidential item – see confidential appendix****TB3/22-23/05 Chair's or Vice Chair's emergency action since last meeting (Confidential)**

None to report.

**TB3/22-23/06 Correspondence**From Chair.

None to report.

From Headteacher.

None to report.

From Clerk.

The DfE guidance on all schools having a defibrillator on site before the end of the academic year had been uploaded to GovernorHub. Further information, as the project progresses would be uploaded to GovernorHub.

**TB3/22-23/07 The Milford Academy / Nottingham Schools Trust – 'The next steps' (update from NST Plan B working party)**

The Head said NST were a forward thinking organisation and had been considering what would happen next in relation to the Education Bill. The White Paper had been 'shelved', however, this does not necessarily change the views of the government, although there were bigger challenges to address



and an election is expected in two years. The view of NST is, the established working party investigate options going forward, for example, do NST remain the same or form a Multi Academy Trust.

The Milford Academy, being a stand-alone Academy can convert to a multi Academy Trust as part of the NST structure. Alternatively, should any NST schools wish to join an established Multi Academy Trust there are other options available, but would they have a collaborative approach and would autonomy remain in the schools.

At the Head's briefing earlier in the day, the message shared was, there is no time critical element and no legislation to drive academisation. NST were looking at the best options for the 36 schools and if NST forming a MAT was a feasible option, what other areas do we need to consider, for example, a central team providing services to schools. This would be very much a collaborative approach and there are no pressures. At the next Heads briefing, NST should have a further update to share with schools.

**Trustees asked about the 'models.'** The Head said, although NST members were predominantly primary schools, with a small number of special schools, there were a number of models to consider. A Trustee added, some MAT's were regional, others were scattered across the country and those who were regional have proven to be more effective.

The Head reminded Trustees that the academisation programme had been established for 13 years and during this time, some MAT's had grown exponentially. MAT's that are too small tend not to work effectively and were more vulnerable. Pat and Sarah Fielding, CEO's, NST, hold regular discussions with representatives from the DfE but it will be the DfE's Regional Director making the ultimate decisions. A Trustee commented, it was highly unlikely all NST schools would academise together but small groups of schools could academise over a five or six year period. There will be a point in time when there will be a whole trust model but there were huge challenges to address.

The Head continued, NST was a great collaborative group of schools and some might be or could have already been approached by other MAT's to join them. A Trustee said, it was important to keep schools together, being pragmatic but keep the essence of NST. A Trustee added, it was far better to make decisions, than having to be forced to make a decision.

The Chair thanked the Head for the update and added strategic planning was important but as a school we also need to remain focused and continue to improve outcomes for children at the Milford Academy.

### **TB3/22-23/08 Update of pupil data from end of term 1 assessments**

The Head reported, the end of autumn term assessments had been completed and one of the challenges the school had faced was that we did not achieve the SAT's results we had anticipated. We had moved away from the standardised test model and opted for teacher assessments. Now, we operate a mixture of both models.

The current data identifies that we are on track to get ARE. Year 1 data is lower than we want but this is expected as pupils move from an Early Years Curriculum to the National Curriculum. Year 6 data is looking positive.

The school use 'O Track' online tracking software which gathers information from the other users within the Local Authority (9 schools). The Juniper assessment tracker provides us with an overall national picture.

At pupil progress meetings, strategies and interventions are identified and put in place to improve outcomes. Year 6 sat last summer's SAT's paper for their assessment and interventions are in place to ensure pupils remain on track. Sally Manz, School Improvement Adviser, has a pragmatic approach, recognises the school is on a trajectory for improvement and by Summer 2024, should be in line with National averages. This year's data for Year 6 is an improvement on last year's data and things take time to embed. There were gaps between PP pupils and non PP pupils and there were variances across Year groups.



Early Years data increases sharply in the Spring term and we are on track to reach GLD, although writing is an area for development.

A trustee commented, Early Years was a challenge across Nottingham city and we need to consider, for some children, two years education had been missed due to Covid. The Head predicted GLD to be close to 60% by the end of the year.

**Trustees asked about attendance.** The Head said attendance was just below National, currently 93.5% and our challenge continues to be persistent absence. The Education Welfare Officers (EWO's) are now back in schools and working closely with families. Holidays during school time is an ongoing issue regardless of fines imposed on parents.

**Trustees asked what the percentage of persistent absence was.** The Head said 7.5%. This was a cultural issue, some parents do not value education. We continue to present weekly attendance tables for each class.

The Chair thanked the Head for the update and confirmed he had visited the school to discuss pupil data in depth.

### **TB3/22-23/09 The impact of the cost of living crisis.**

#### Budget and long term financial strategy.

The Head reported, a case to support schools through difficult financial times had been presented at the Schools Forum meeting and the Schools Forum budget had a pot of money available to schools and would provide £25,000.00 to £30,000.00 across all Nottingham City schools, this equates to £85.00 extra funding, per pupil. The government would also provide, in April, energy and environmental funding to spend on energy efficiency upgrades would receive between 5.4% and 7.9% (approximately £16,000.00 for a primary school).

A Trustee had attended the recent finance training delivered by Education Governance Services, Nottingham, and referenced the uptake on free school meals (FSM) and the importance of ensuring parents were 'on board' in order for the school to receive six years funding. A Trustee added, he received regular Dojo FSM reminders and this may encourage parents to apply. The SBM explained the school are informed if children in Early Years qualify.

**Trustees asked, was Early Years deprivation taken in account.** A Trustee explained Early Years funding and the funding guarantee for schools with small budgets.

Trustees discussed the impact on the budget of the recent pay increases and strike action. The Head meets with the Chair, and Chair of the risk and audit committee, monthly to review the budget in detail. The Head and SBM had also met with a representative from EFSA and had agreed to work with the SBM on improving systems and addressing discrepancies. Last year the carry forward was £685,000.00.

#### Wellbeing and welfare of pupils, staff and the local community.

The Head said the DfE had provided funding to train one staff member on mental health and staff meet in small teams to discuss mental health and there is an opportunity to talk through any issues.

**Trustees asked, what do we do as a board, to monitor wellbeing.** The Head said it is a standing item on agendas, so Trustees have oversight. The Clerk suggested Trustees could do a staff wellbeing survey and have a wellbeing governor.

#### Impact on staff recruitment.

The Head said staff recruitment was a national issue but equally, was retention of staff.



### **TB3/22-23/10 Policies for review/approval.**

The following policies circulated for review, were approved:-

- Complaints Policy.
- Equality Policy.
- GDPR Policy.
- ICT Policy.
- Positive Handling Policy.
- Intimate Care Policy.
- Admissions 2024/2025 Policy.

The Head asked Trustees to email any comments/questions on draft policies.

**Govs**

The SBM confirmed the Articles of Association had been finalised in December.

### **TRUSTEE REPORTS**

#### **TB3/22-23/11 Training and development 2022-2023**

Sue Buckby had attended finance training.

The SBM would arrange with the Education Governance Service, for the Trust Board to have a series of 30 minute training sessions immediately before meetings.

**SBM**

#### **TB3/22-23/12 Reports from Trustee visits and virtual monitoring**

The Chair had completed a safeguarding visit and reviewed pupil data with the Head.

### **REPORTS TO TRUSTEES**

#### **TB3/22-23/13 Safeguarding audit update**

In the Autumn term, Claire Maclean, Schools and Education Safeguarding Co-ordinator, Nottingham City Safeguarding Children Partnership, shared with Heads/DSL's in schools, an updated annual safeguarding audit. The document was to be completed and submitted to Claire Maclean by 19th December 2022.

The safeguarding trustee can work with the DSL/ Head to complete the audit or review the document before submission and a summary of the audit, including actions, should be reported to the full governing board.

Action for governors:-

- To agree with the DSL/Head, the arrangements for completing the audit document;
- To ensure a summary of the audit, including actions, is reported to trustees at the autumn term or spring term meeting;
- To ensure actions are completed and comments/recommendations from Claire Maclean, Schools and Education Safeguarding Co-ordinator, are reported to the full trustee board.

Actions from the safeguarding audit would be presented at the next meeting

**Agenda 30/3  
Head**

#### **TB3/22-23/14 NST Report (for information)**

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

### **CONCLUDING ITEMS**

#### **TB3/22-23/15 Safeguarding and child protection**

Reported in the Headteacher report.

**TB3/22-23/16 Health and safety update**

Reported in the Headteacher report.

**TB3/22-23/17 Evidence of trustee board impact on school improvement**

Trustees agreed the following;-

- Review and approval of policies.
- Monitoring visits.
- Evidence of challenge in the minutes.

**TB3/22-23/18 Arrangements for Chair to inspect school records**

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

**TB3/22-23/19 Confirm dates of future meetings**

Trustees agreed the following dates for the spring term

- Audit committee – Thursday 30<sup>th</sup> March at 3.30pm.
- Trust board business – Thursday 30<sup>th</sup> March at 4.00pm.

**TB3/22-23/20 Determination of confidentiality and communication. Identify any items which should remain confidential to the trustee board and minuted separately.**

It was agreed that one item 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 5.23pm**

**Signed**

**Chair**

**Date**

**ACTION POINTS FROM THE MEETING**

Reference	Action	Responsible	Outcome
TB3/22-23/10	Email comments/questions on draft policies to the Head	Trustees	
TB3/22-23/11	Arrange 30 minute training sessions	SBM	
TB3/22-23/13	Present actions from safeguarding audit	Agenda 30/3 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	TB 9/2							
Dave Dickinson	Y		Y	Y	Y							
Sue Buckby	Y		-	Y	Y							
Matt Cooke	Y		Y	Y	Y							
Stephen Goff	Y		-	Y	Y							
Sarah Hickling	Y		-	Y	Apols							
Jackson Njiiri	Apols		Left	-	Left							
Terry Smith	Y		-	Y	Y							
Gus Steele	Y		-	Apols	Y							
James Strawbridge	Y		Y	Y	Y							
Rob Perkins	Y		Y	Y	Y							
Danielle Rose	-	-	-	Y	Apols							