



## The Milford Academy

*Aim high, achieve*

### Minutes of the Spring term 2 Board of Trustees Meeting held on Thursday 30<sup>th</sup> March 2023 at 4.00pm

Membership	(A)	Dave Dickinson, Chair
(A) denotes absence		Sue Buckby
		Matt Cooke
		Stephen Goff
		Helen Richardson
	(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

---

#### Item

#### Action

##### **TB4/22-23/01 Welcome, apologies for absence and introductions.**

##### **The Vice Chair agreed to chair the meeting in the absence of the Chair.**

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

##### **TB4/22-23/02 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 was a Director of The Link Academies Collaborative Trust and Nottingham Schools Trust.

##### **TB4/22-23/03 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 David Dickinson, co-opted trustee, end of term of office was due to cease on 10<sup>th</sup> June 2023.

##### GIAS check.

The Clerk reported GIAS was up to date.



#### **TB4/22-23/04 Minutes of last meeting, actions and matters arising**

Minutes of the previous trust board meeting held on Thursday 9<sup>th</sup> February 2023, were approved as a true record of the meeting.

#### **Actions from the meeting**

<b>Reference</b>	<b>Action</b>	<b>Responsible</b>	<b>Outcome</b>
TB3/22-23/10	Email comments/questions on draft policies to the Head	Trustees	Completed
TB3/22-23/11	Arrange 30 minute training sessions	SBM	Completed
TB3/22-23/13	Present actions from safeguarding audit	Agenda 30/3 Head	Completed

#### **Matters arising**

None to report.

#### **TB4/22-23/05 Chair's or Vice Chair's emergency action since last meeting**

None to report.

#### **TB4/22-23/06 Correspondence**

##### From Chair.

None to report.

##### From Headteacher.

The Head received an email from the Education Secretary with reference to the pay award offer to teachers and how it was funded. The DfE had also circulated a document on MAT's.

##### From Clerk.

None to report.

#### **TB4/22-23/07 The Milford Academy – End of Spring term Head Teacher report to the Board (Confidential – part).**

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

The Head summarised the key points:

- The school was fully subscribed in Year 1 to Year 6.
- Attendance remains stable, at slightly above 93%.
- The school continues to work closely with the Education Welfare Support Service.
- Persistent absence was 16.5%.
- Persistent absence was recognised as an issue across all Clifton schools at the Clifton Heads meeting.

**The Vice Chair referenced an article about the increasing number of SEND pupils not returning to school post Covid, and asked if this was the case in the Clifton area.** The Head said it was an issue in secondary schools with attendance being below 80%. The Clifton schools Heads were putting together a joint letter to parents and carers to explain their intention to work together, to address attendance



and persistent absence. From September, Farnborough School would introduce staff doing 'door knocking' before school to ensure pupils were in school.

The Head continued:

- There had been two fixed term exclusions.
- Finance - the in-year forecast shows a reducing balance. The SBM was working with EFSA support to present a more accurate budget, it can be, however, difficult to predict with so many 'unknowns.'
- Health and safety - the new fire alarm had been installed and tested earlier in the day.
- David Thompson, health and safety officer for schools, had completed a health and safety walk and the recommendations/actions would be reported at the summer term meeting.
- The cost of living crisis continues to impact the community. More families were facing difficulties, last year ten families were affected, this year there are 25 families, so far.
- There had been four equality incidents reported since the last meeting.

#### **Confidential item - see confidential appendix**

- There had been a PSHE curriculum review. The school takes a hard line on equality issues.
- The number of incidents involving HLN pupils had increased. Staff would complete further training to support our HLN pupils and managing incidents.

#### Safeguarding

- **The Head would update the safeguarding contextual information over the Easter holiday and circulate to governors.**
- We know and expect, when children return from school holidays there will be an increase in safeguarding concerns. There are issues at home, some injuries, which are usually innocuous, but were always checked. Mental health issues are challenging, and staff are aware. The school counsellor is in school three days per week. The school also makes referrals.

Head

#### SEND

- The school received a SEND award. Huge recognition goes to Jemma Wallace, SENCO, for her hard work.
- There were very high levels of SEND across Nottingham City particularly in KS1 and Early Years.
- The SEND consultation had been completed and Nottingham City would receive a funding of £20,000,000.00. some of which, is likely to be used for a new build special school.

#### Staffing

- Tori Heiden will sadly be leaving at the end of the Spring term, to spend time with her family. We thank her for the many excellent years of service given to the academy.
- Tarnia Janisse, will be working full-time for the duration of the Summer term in Year 1 to help cover the loss of Tori Heiden, supporting in this cohort.
- Jemma Wallace, SENCO, had requested a change of days to work the same hours (0.8) from September 2023, over five days. This formal request had been discussed with the Head and Chair of the Trust Board and agreed, as it fits the needs of the Academy.
- Stephanie Williams-Raynor, a TA working within our MESU, had also made a formal request to return to working a full working week. This request has again been formally discussed and agreed to as it also meets the needs of the Academy. This change would also take effect from September 2023.
- There would also be a slight tweak to the Deputy Head and Assistant Head roles. The Deputy Head would be curriculum lead, the Assistant Head role would be teaching and learning lead.



- Following the change in roles, an internal advert had been placed for a joint English lead, split between reading and writing. Jemma Wallace had been successful in securing the reading lead and Jess Cassidy had secured the writing lead.

### Leadership and management

The Head reminded Trustees of the three main priorities. Sue Buckby reported she had met with Joe Turner, Deputy Head, to discuss **Priority 1 (enhance assessment systems across school so that all end of year targets are met and outcomes for all pupils are at least in line with National comparisons)** and the next steps for the summer.

**Priority 2 (implement a consistent approach to curriculum leadership and delivery to ensure it meets the needs of all our learners).** Emma Spiers, Early Years Adviser, had completed a phonics audit and although we await her report, Emma Spiers commented, it was the best Year 2 teaching of phonics that she had ever seen. This evidences how the work around phonics had impacted.

Sally Manz, School Improvement Adviser (SIA), had completed monitoring of arithmetic and noted there was now more consistency.

Spelling was identified as a concern last year and KS2 leaders had reviewed their approach to spelling. Sally Manz, SIA, and Helen Richardson, Year 5/6 phase lead, had delivered a PSHE session to staff. The action plan had now been refined and would be embedded during the summer term.

The Head reported, lots of work around **Priority 3 (enhance the 'Aim high, achieve!' school culture to ensure all stakeholders are aligned and form an active part in this with a strong focus on an inclusive community approach)** had been scheduled for the summer term.

The Head explained, although the White Paper had been dropped, the direction of travel appears to be the same, although there was no pressure to convert to an Academy. There was, however, a risk for those schools in an Ofsted category and provided an example.

### Health and safety

We are currently looking to utilise £18,000.00 funding for the replacement of some windows around the site and improvement to the toilet blocks. David Thompson, health and safety officer for schools, had suggested a radical solution, in having a unisex toilet block. Whitegate Primary School have installed a unisex toilets and the Head would visit the school, discuss the advantages and disadvantages with the Head of Whitegate Primary School and feedback to Trustees.

**Governors, with reference to initials being used in the report, asked if a key could be provided. The Head would add a key in future reports.** **Head**

Trustees thanked the Head for his report.

### **TB4/22-23/08 Receive outturn report / report from internal auditors**

Period 6 and period 7 outturn reports had been uploaded to GovernorHub in preparation for the meeting.

The SBM summarised the key points:

- Monthly meetings were held with the Chair of Trustees, the Chair of the risk and audit committee, the Head and the SBM to monitor the school's finance. The SBM added, although difficult to anticipate, there was now a much stronger focus on finance.
- There had been changes to the staffing structure (this had been reported in the Headteacher's report).
- The predicted carry-forward for 2022/2023 was £448,000.00.
- The predicted carry-forward for 2023/2024 was £266,000.00.



- The 2024/2025 financial year predicts a deficit.

The Head explained how NST presented a five-year budget plan, prepared by school finance providers, SAAF, which shows year on year and projections based on worse case scenarios. The Head added, when reviewing the budget, we always err on the side of caution.

The Directors of NST had held Sarah and Pat Fielding, CEO's NST, to account on the carry-forward amount, which was felt should be reviewed annually. The Head suggested reviewing the carry-forward and ask ourselves, should we be spending more.

**Following a discussion on the difference between managing the budget for a maintained school versus an academy, trustees asked, was there a set figure that the school worked toward.** The Head said there was not a set figure but, as an academy, there is the responsibility of maintaining the school building and site, so we need to have some reserves, and **suggested the carry-forward be an agenda item for discussion at the next risk and audit committee.**

R&A  
comm  
13/7

#### **TB4/22-23/09 Policies for review/approval**

The following policies circulated for review, were approved:

- Financial regulations and procedures.
- The right to request flexible working.
- Staff absence procedures.

#### **TRUSTEE REPORTS**

##### **TB4/22-23/10 Training and development 2022-2023**

Governors noted there would be a 30 minute training session before the trustees meeting on 18<sup>th</sup> May on health and safety and premises.

The SBM said there would be a review of governance in the summer term, the reviewers would be Clare Colmore and Margaret-Anne Dickie. **The date of the review would be circulated to trustees, once confirmed.**

SBM

##### **TB4/22-23/11 Reports from Trustee visits and virtual monitoring**

Sue Buckby had completed a monitoring visit on Priority 1 of the School Improvement Plan '**Enhance assessment systems across school so that all end of year targets are met and outcomes for all pupils are at least in line with National comparisons**' with Joe Turner, Deputy Head. The visit report had been uploaded to GovernorHub.

#### **REPORTS TO TRUSTEES**

##### **TB3/22-23/12 Safeguarding audit update**

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

The Head said, Claire Maclean, Schools and Education Safeguarding Co-ordinator, Nottingham City Safeguarding Children Partnership, had introduced an annual safeguarding audit. The document was completed and submitted to Claire Maclean before 31<sup>st</sup> December 2022.

The actions from the audit:

- Does the trust board have a written policy and procedures for dealing with allegations of abuse against a member of staff, visitors, volunteers or governors.
- Training materials for CPD – the school has resources held by the DSL and external trainers also deliver staff training.



- Is your school's safeguarding curriculum relevant to a diverse range of groups, including disabled children, those from Black, Asian and minority ethnic communities and LGBTQ+ children.

The Head confirmed all actions had been addressed. Helen Richardson, staff governor, referred to the safeguarding curriculum being relevant to a diverse range of groups, explained, this was about making children aware and she was part of the NST working group, from which we can draw on different areas and talked about unconscious bias, as an example.

#### **TB4/22-23/13 NST Report (for information)**

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

#### **CONCLUDING ITEMS**

##### **TB4/22-23/14 Safeguarding and child protection**

Reported in the Headteacher report.

##### CPD

The Head reported, school attachment trauma training – welfare and mental health of pupils, would be completed at the September inset day.

##### **TB4/22-23/15 Health and safety update**

Reported in the Headteacher report.

##### **TB4/22-23/16 Evidence of trustee board impact on school improvement**

Trustees agreed the following:

- Review and approval of policies.
- Monthly scrutiny of finance and review of carry-forward amount to be discussed by R&A committee.
- Monitoring visits.
- Evidence of challenge in the minutes.

##### **TB4/22-23/17 Arrangements for Chair to inspect school records**

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

##### **TB4/22-23/18 Confirm dates of future meetings**

Trustees agreed the following dates for the summer term

- Trust Standards – Thursday 18th May at 4.00pm.
- Audit committee – Thursday 13th July at 3.00pm.
- Trust Business – Thursday 13th July at 4.00pm.

##### **TB4/22-23/19 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
TB4/22-23/07	Update the safeguarding contextual information and circulate to governors. Include a key in the Headteacher's reports	Head Head	
TB4/22-23/08	the carry-forward be an agenda item for discussion at the next risk and audit committee.	R&A comm 13/7	
TB4/22-23/10	Circulate the date for the review of governance	SBM	

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	R&A 30.3	TB 30.3				
Dave Dickinson	Y		Y	Y	Y	Apols	Apols				
Sue Buckby	Y		-	Y	Y	Y	Y				
Matt Cooke	Y		Y	Y	Y	Y	Y				
Stephen Goff	Y		-	Y	Y	-	Y				
Sarah Hickling	Y		-	Y	Apols	-	Left				
Jackson Njiiri	Apols		Left	-	Left	-	-				
Terry Smith	Y		-	Y	Y	-	Y				
Gus Steele	Y		-	Apols	Y	-	Y				
James Strawbridge	Y		Y	Y	Y	Y	Y				
Rob Perkins	Y		Y	Y	Y	Y	Y				
Danielle Roettig	-	-	-	Y	Apols	-	Apols				
Helen Richardson							Y				