



## The Milford Academy

*Aim high, achieve*

### Minutes of the Summer term 1 Board of Trustees Meeting held on Thursday 18<sup>th</sup> May 2023 at 4.00pm

Membership	Dave Dickinson, Chair
(A) denotes absence	Sue Buckby
	Matt Cooke
	Stephen Goff
	Helen Richardson
	Danielle Roettig
(A)	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)
	Mark Axler, NTU

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#### Item

#### Action

##### **TB5/22-23/01 Welcome, apologies for absence.**

The Chair welcomed all to the meeting and thanked the Vice Chair for chairing the previous meeting, in his absence. Apologies for absence received from Terry Smith and Gus Steele, were approved by the Board.

##### **TB5/22-23/02 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. The Head was a Director of The Link Academies Collaborative Trust and Nottingham Schools Trust.

##### **TB5/22-23/03 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, the Chair, co-opted trustee, end of term of office was due to cease on 10<sup>th</sup> June 2023. The Chair confirmed he was happy to continue for a further term. Trustees co-opted the Chair for a further term.

##### **The Clerk would update the membership on GovernorHub and the SBM on GIAS.**

Clerk/  
SBM

###### GIAS check.

The Clerk reported GIAS was up to date.



### **TB5/22-23/04 Minutes of last meeting, actions and matters arising**

Minutes of the previous trust board meeting held on Thursday 30<sup>th</sup> March 2023, were approved as a true record of the meeting.

### **Actions from the meeting**

Reference	Action	Responsible	Outcome
TB4/22-23/07	Update the safeguarding contextual information and circulate to governors.	Head	Completed
	Include a key in the Headteacher's reports	Head	Completed
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	Noted
TB4/22-23/10	Circulate the date for the review of governance	SBM	Completed

### **Matters arising**

#### **TB4/22-23/10**

The SBM confirmed the date for the review of governance would be Thursday 9<sup>th</sup> November.

### **TB5/22-23/05 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 correspondence from two teachers trade unions regarding ballots for strike action and the proposal from each union to strike on the same dates.

#### **From Clerk.**

None to report.

### **TB5/22-23/07 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:

- Overall, pupil progress was a positive picture, with an increased number of children moving to ARE.
- Progress in reading
  - Year 1 – 19% to 44%
  - Year 2 – 42% to 52%
  - Year 3 – 61% to 64%
  - Year 4 - 68% to 69.5%
  - Year 5 – stable at 72%
  - Year 6 – stable at 71.6% (SATs completed the previous week).



**Trustees asked, was the autumn data from standardised tests.** The Head confirmed this and added, the spring term data was based on teacher assessment and internal moderation. Data was fully based on tests in the past, now there is more of a balance. For our pupils, writing remains the biggest challenge and was most impacted by the pandemic. There is much work to be done in Year 1, but for Year 2, we are confident to achieve 60%+ by the end of term.

The Head continued:

- The new phonics scheme 'Little Wandle' had been introduced, for which, staff had received training and we are beginning to see the impact.
- Progress in writing:
  - Year 1 – 27.5% to 32%
  - Year 2 – stable at 47%
  - Year 3 – 47% to 53%
  - Year 4 – stable at 58%
  - Year 5 – stable at 61%
  - Year 6 – stable at 58% (SATs completed the previous week)
- Tori Heiden, teacher, left at the end of the spring term, Tarnia Janisse, teaching assistant, was working full time, to support.
- The data for Year 5 was positive and moving in the right direction.
- Progress in maths:
  - Year 1 – 34% to 39%
  - Year 2 – 52% to 53%
  - Year 3 – 63% to 64%
  - Year 4 – 63% to 66%
  - Year 5 – 69% to 72%
  - Year 6 – stable at 62%
- Progress in reading, writing and maths (combined).
  - Year 1 – 14% to 27%
  - Year 2 – 39% to 47%
  - Year 3 – stable at 50%
  - Year 4 – 55% to 58%
  - Year 5 – stable at 56%
  - Year 6 – stable at 52%
- EYFS had made significant progress from Autumn to Spring, which was normal practice.
- Writing in FS2 for writing, in Autumn was 16% was now 45%. The target was 60%, we are on track to achieve this.
- The Head and Chair had completed an in-depth review of various groups.
- Writing was subjective and staff would always err on the side of caution.
- The school would be working with Greenfields Community School and Dovecote Primary School to share best practice and for moderation purposes.

Head

**Trustees asked, how did the Year 6 pupils manage the SATs week.** The Head said, there were fewer stresses or anxieties. We try not to make too formal and breakfast was supplied for those sitting exams. Staff are very supportive throughout. As a school we did all we could to prepare and we are proud how the pupils had coped. The Chair added, he had visited the school earlier in the day and all the children were happily playing and burning off energy. The Head said, the next few weeks could be difficult, the pupils have ten weeks before the move to secondary school, so behaviour issues need to be contained.

A parent governor commented, there was a positive message from another parent on Dojo, also the breakfast club was a great idea and very much appreciated.



Trustees thanked the Head for his report.

#### **TB5/22-23/08 School Improvement Plan**

The SIP had been presented in the last Headteacher's report, there were no further updates at this time.

Trustees noted that Sue Buckby, Terry Smith, Augusta Steele and the Chair had completed monitoring visits since the last meeting. **All visits reports would be uploaded to GovernorHub.** Trustees

#### **TB5/22-23/09 Consider arrangements for Headteacher performance management for academic year 2023-2024, including appointment of external advisor and approval of performance management trustees.**

Trustees approved Sally Manz as external advisor. The dates for the performance management meeting had been set and **the Head would circulate the dates to the performance management trustees.** Head

### **TRUSTEE REPORTS**

#### **TB5/22-23/10 Training and development 2022-2023**

Trustees had completed a health and safety and premises responsibilities training immediately prior to the meeting.

#### **TB5/22-23/11 Reports from Trustee visits and virtual monitoring (Confidential – part)**

The Chair summarised the outcome of his monitoring visit to review pupil progress and reported the school were well on track on the two-year trajectory. The Chair had also completed a safeguarding visit and reported there had been a slight increase in concerns but there was a contextual picture, the cost of living had impacted on wellbeing. All procedures were followed appropriately, staff training had been updated and Prevent training had been completed, recently. Staff were fully aware of the context in which the school operates and report accordingly.

Mat Cooke had visited the school during SATs to monitor the mechanisms for the safety of papers and procedures in place.

Sue Buckby and Danielle Roettig had met with the Head.

**Confidential item – see confidential appendix.**

#### **TB5/22-23/12 End of year impact statement**

The Head said, much of the detail for including an impact statement was detailed in the minutes. There was a document which highlights the areas to include and this was developmental. Trustees were reminded to complete a monitoring visit report, following visits, these would feed into the impact statement and also be included as evidence. Trustees noted, the aim was to hyperlink reports from visits to the impact statement.

### **REPORTS TO TRUSTEES**

#### **TB5/22-23/13 LOCAL AUTHORITY REPORT AND DfE GUIDANCE**

DfE Guidance: Dealing with concerns and complaints.

All maintained schools and maintained nursery schools must have and publish on the school website procedures to deal with all complaints relating to their school and to any community facilities or services that the school provides, for which there are no separate (statutory) procedures.



The DfE have produced a model complaints procedure and model policy for managing serial and unreasonable complaints for trustee boards to consider and adopt.

<https://www.gov.uk/government/publications/school-complaints-procedures>

<https://www.gov.uk/government/publications/school-complaints-procedures/best-practice-advice-for-school-complaints-procedures-2019>

Trustees are recommended to:

- Review and approve the draft complaints procedure and draft policy for managing serial and unreasonable complaints and ensure the details are publicised on the school website.
- In order to attempt to resolve complaints at the early stage governors are encouraged to attend the dealing with concerns and complaints governor training.

**The Head would review the policy.**

**Head**

Determined admission arrangements for Nottingham City community schools, 2024-2025.

The purpose of this report is to inform governors of the determined admission arrangements for the school year 2024-2025.

The Local Authority is responsible for determining the admission arrangements for community schools. Following consultation, a report was submitted to the Council's Executive Board on 21<sup>st</sup> February 2023, and the Board approved the admission arrangements for 2024-2025.

Trustees noted, the full report had been uploaded to GovernorHub.

Action for trustees:

- Note the determined admissions arrangements and oversubscription criteria for 2024-2025 set out in the report.
- Note the planned admission number for their own school set out in the table included.
- Note the timelines for the coordinated admissions process.
- Ensure that this information appears on your school's website during the 2023-2024 and 2024-2025 school years.

Trustees noted the report.

#### **TB5/22-23/14 NST Report Spring 2023**

Trustees noted the NST report had been uploaded to GovernorHub, for information.

#### **CONCLUDING ITEMS**

##### **TB5/22-23/15 Safeguarding and child protection**

Reported in the Headteacher report.

##### **TB5/22-23/16 Health and safety update**

Reported in the Headteacher report.

The SBM confirmed the environmental health report and health and safety inspection report had been uploaded to GovernorHub. The Head added, following the inspection, the school had received a five star rating.

##### **TB5/22-23/17 Equality incidents**

None to report.



#### **TB5/22-23/18 Arrangements for Chair to inspect school records and uploaded information on GovernorHub**

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

The SBM confirmed the cashflow statement and budget information had been uploaded to GovernorHub. **Trustees noted, the BF03 and purchase of traded services would need to be approved at the next meeting.**

**Agenda  
13/7**

**Trustees asked, was there a plan to spend some of the large carry forward.** The Head said this was an agenda item for the next risk and audit committee, who would consider reducing the carry forward without leaving the school in a vulnerable position. The Chair added, the three prediction always shows a deficit, so we need to ensure the budget is carefully monitored and risks considered. The SBM said the officer from the ESFA had not responded to her emails, she would continue trying to make contact.

**R&A  
13/7**

The SBM said the defibrillator (provided free to schools through the DfE programme) had been delivered to the school earlier in the day.

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

Trustees agreed the following dates for the summer term

- 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
TB5/22-23/03	Update the membership on GovernorHub Update the membership on GIAS	Clerk SBM	
TB5/22-23/08	Upload outstanding visits reports to GovernorHub	Trustees	
TB5/22-23/09	Circulate dates for the performance management meeting to trustees.	Head	
TB5/22-23/13	Review the concerns and complaints policy	Head	
TB5/22-23/18	Approval of the BF03 and purchase of traded services  Discussion on the carry forward	Agenda TB 13/7 Agenda R&A 13/7	



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	TB 18.5			
Dave Dickinson	Y		Y	Y	Y	Apols	Apols	Y			
Sue Buckby	Y		-	Y	Y	Y	Y	Y			
Matt Cooke	Y		Y	Y	Y	Y	Y	Y			
Stephen Goff	Y		-	Y	Y	-	Y	Y			
Sarah Hickling	Y		-	Y	Apols	-	Left	-			
Jackson Njiiri	Apols		Left	-	Left	-	-	-			
Terry Smith	Y		-	Y	Y	-	Y	Apols			
Gus Steele	Y		-	Apols	Y	-	Y	Apols			
James Strawbridge	Y		Y	Y	Y	Y	Y	Y			
Rob Perkins	Y		Y	Y	Y	Y	Y	Y			
Danielle Roettig	-	-	-	Y	Apols	-	Apols	Y			
Helen Richardson							Y	Y			