



MILFORD PRIMARY SCHOOL GOVERNING BODY

'Aim high, achieve'

Minutes of the Annual General Members Meeting held on Thursday 13th July 2023 at 3.30pm

Members	(A) Mr Simon Thompson, Chair (A) Mr Ian Fidler Mr James Strawbridge
In attendance	Mr Rob Perkins, Headteacher and CEO Rachael Harvey, Clerk to the Board Rachel Flynn, School Business Manager (SBM) David Dickinson, Chair of Trustees

AGM01/22-23/01 WELCOME AND APOLOGIES FOR ABSENCE

James Strawbridge would chair the meeting in the absence of the Chair. Apologies for absence from the Chair and Ian Fidler, were noted.

AGM01/22-23/02 DECLARATIONS OF INTEREST

The Chair asked if any member wished to declare a personal benefit through attendance at the meeting or a conflict of interest related to any item on the agenda. The Head was a Director of The Link Academies Collaborative Trust and Nottingham Schools Trust.

AGM01/22-23/03 MINUTES OF THE LAST MEETING

The minutes of the inaugural meeting of the members on 7th July 2022, were agreed as a true record by those who had attended the meeting.

Action points

Item	Action	Responsible	Outcome
AGM02/21-22/05	Inform members when funding received and update on the work as it progresses	Head	Completed

AGM01/22-23/04 CONFIRMATION OF MEMBERS AND TRUSTEES

The CEO confirmed that membership was fully compliant, there were no changes to the members and trustees were up to date and recorded on the school website and on 'Get information about schools' (GIAS).

AGM01/22-23/05 CEO'S REPORT

The CEO led members through his report, which was circulated prior to the meeting:

- The overview for the year is in a post pandemic world. There are a number of issues that relate to:
 - Catch up following lost learning due to Covid.
 - A significant increase in mental health challenges from pupils and families.



- The cost of living crisis, for which the school continues to provide support for families in the local community.
- The School continues to work in partnership with East Midlands teacher training and Nottingham Trent University.
- staffing is stable although there are national challenges around recruitment. The school has no staff vacancies and we'll have a full complement of staff for 2023-2024. Staff have access to opportunities for CPD.

Finance

The finance report had been based on period 10 figures. The finance information had been circulated in preparation for the meeting.

- The projected carry forward is £483,000.00.
- Trustees would consider whether to put a limit on the maximum amount to carry fall forward but also ensuring the school is in a safe position.
- . Staffing costs were 83.5%. Ideally we would like to reduce this to 80% and will consider where to make savings over a period of time.
- The school continues to work with auditors who recognise school budgets are more challenging year on year. An internal audit would be completed next week. Internal auditors, Hobsons, carry out termly audits and their reports feed into the external auditor's report.
- External auditors, Smith Cooper, would meet with the SBM in October and report to the trustees in November.

Pupil projections

- Pupil numbers remain strong and cohorts were full.
- There are currently 56 new starters from September.

Premises

- The condition of the physical site is very good.
- Following a successful CIF bid, work had been completed on the site, this included the new fire alarm system.
- During the school holidays further work will take place on the site, this includes complete the erecting of security fencing, installing improved secure gates, repairing a leak in the modular building and improvements to the toilet blocks.
- The staff room had been relocated into the Hub.

Priorities for 2023-2024

- The school would continue to focus on outcomes as we move towards national across the board.
- Personal development, identified as Priority 2 in the SIP, the school would like to do more work with Sally Manz, School Improvement Adviser. We aim to provide an 'outstanding' PD offer in the coming 12-24 months. There will be many aspects to this including the commencing of our 'Rights, Respecting Schools Award' journey.
- Much work has already been undertaken to plan a 12-24 month development of teaching and learning pedagogy for the entire teaching staff. This work is being led by Sarah Walker-Jones, Deputy Head. There is a clear and strong strategic two-year plan to address this priority.

There were no risks or concerns.

AGM01/22-23/06 ARTICLES OF ASSOCIATION

The CEO reported there had been no changes to the Articles of Association since the last meeting.



AGM01/22-23/07 DETERMINATION OF CONFIDENTIALITY

No items were deemed confidential.

The meeting closed at 3.55pm

Signed by the Chair:

Date: