

The Milford Academy

Aim high, achieve

Minutes of the Summer term 2 Board of Trustees Meeting held on Thursday 13th July 2023 at 4.40pm

Membership	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)

Item

Action

TB6/22-23/01 Welcome, apologies for absence.

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

TB6/22-23/02 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. Terry Smith was a governor at a local primary school and a Director of Nottingham Schools Trust.

TB6/22-23/03 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.

There were no immediate end of terms of office to consider. Staff trustee, Stephen Goff's term of office would cease on 4th November. **The Head would arrange a staff election next term.**

Head

GIAS check.

The Clerk reported GIAS was up to date.

TB6/22-23/04 Minutes of last meeting, actions and matters arising

Minutes of the previous trust board meeting held on Thursday 18th May 2023, were approved as a true record of the meeting.

Actions from the meeting

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

Head

Matters arising

TB5/22-23/18

The Chair said the significant carry forward had been discussed at the A&R committee and will be raised during the internal audit next week and a strategy would be agreed going forward, following the audit.

TB6/22-23/05 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.

Email updates from Gillian Keegan, Secretary of State for Education.

From Clerk.

The link to the KCSIE, September 2023, document had been uploaded to GovernorHub on 13th June and reminded Trustees, they were required to read the document and confirm once read.

TB6/22-23/07 The Milford Academy – Head Teacher report to the Board

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

The Head summarised the key points:

- Numbers on roll remain healthy. The percentage of EAL pupils continues to increase, there had been a 33% increase in the last three years which identifies there is a more diverse community, this was reflected in the curriculum.

- Attendance remains stable at 92.7%, which is just below national. Louise Butler, Assessment Lead, had attended meetings to share strategies and approaches.
- Persistent absence is 20%. This equates to 10% of children missing one day in school every two weeks. **Trustees asked if the school had a dedicated Education Welfare Officer.** The Head confirmed this and provided examples of her role in addressing attendance, including meeting with parents.
- Two pupils had elected to be home educated.
- The number of holidays taken during turn time remains an ongoing issue for which the Local Authority issue fines, however it does not deter families, as it is more cost effective for them to pay the fine than take holidays out of term time. **Trustees asked, do we have assurance from the Local Authority that the fines are upheld and was data available to support this. The SBM would investigate and request the data.**
- There had been a drop in fixed term suspensions. **SBM**
- Staffing remains stable and currently there were no vacancies. In terms of the budget. 83.5% was spent on staffing, we would like to reduce the figure to 80%.
- Reserves remain healthy, the carry forward from 2022/2023 was £483,000.00.
- There were no health and safety concerns.
- There were no parent complaints or concerns.
- In terms of safeguarding, the number of families accessing help and support had increased from 15% last year to 26% this year.
- For families with safeguarding concerns, accessing social care is a challenge.
- There were no reportable incidents to address.
- The number of racist incidents had reduced from 15 last year to 7 this year, these were mainly discriminatory incidents. **Trustees discussed the protected characteristics, comments made by children and asked the Head to include a breakdown of the data in his report. The Head would arrange.** **Head**
- **Safeguarding training was up to date.**
- Sarah Flear, external auditor had informed the school that My Concern were offering an add on to the current software, but this was not available at present. **The Head would investigate and report at the autumn term meeting.** **Head**

SEND

- SEND consultation had taken place in the spring term.
- The Local Authority had received £20 million of funding to further support SEND. The Head had proposed how the school supports HLN and the Local Authority were interested in our ideas. A recommendation would go to the Local Authority Board in September and the school may receive some funding.

Staff

- Abby Bennett would be leaving the school at the end of term after securing a teaching post closer to her home.
- Sue Wallace will be retiring at the end of term, after a number of years working with us at Milford within our Nursery / EYFS team
- Chanelle Wignall has been successfully appointed to join our Nursery/EYFS team as a teaching assistant on a permanent contract from September.
- Tarnia Janisse would be working as a full time SEND teaching assistant, on a 12 month fixed term contract, from September.
- Sarah White had secured a teaching position in school from September, after passing her QTS.
- Erica Weatherall had completed the ITT with East Midlands Teacher Training, passed her QTS and would be looking for teaching opportunities.

Leadership and management – School Development Plan

- **Priority 1** - The assessment process and outcomes had been overhauled as they were a lot of assessment systems. This had resulted in a positive improvement.
- **Priority 2 – phonics.** ‘Little Wandle’ was now fully embedded and a review of how we teach arithmetic had been completed.
- Lots of work had been done on spellings and PSHE.
- The curriculum shows that every subject is sequenced, pupils talk about subject areas confidently including their prior learning.
- **Priority 3 – ‘aim high, achieve’.** The Milford memories book had been introduced, this included a strategic view of school trips.
- There have been a review of what ‘challenge’ looked like. Jenny Digges, School Improvement Adviser, had facilitated two sessions on how we communicate as a team and individually with each other.
- The school continues to provide a free school jumper to every child.
- Staff and children had input on what the new vision would be for next year, this would be presented to Trustees.

Priorities for next year

- We will continue to focus on outcomes. Sally Manz, School Improvement Adviser, had reiterated this was a two year project and the school was on the right trajectory.
- PSHE and wider personal development would be more focused to include protected characteristics, different faiths and invite people into school to talk to the children. We will also take part in the ‘Rights to Respect’ School Award.
- Continue to develop the overview of teaching and learning. Joe Turner, Deputy Head, had already completed a lot of work on this across the school. Governors noted the timeline was two years to have a fully embedded approach.

Standards and outcomes

- EYFS - GLD last year was 55%, this year it is 65%. The target had been reached as a result of the team working extremely hard.
- Phonics screening check - last year was 65%, this year 61%. The cohort has seven children with high level special needs. Emma Spears, Independent Phonics Expert, visited the school and was enthused by the quality of teaching and the fidelity of the scheme.

KS1

Pupils had made accelerated progress and there had been a lot of value added year on year.

Governors noted one of the papers was particularly challenging and its content had made national news headlines.

Milford 2022 Reading	National 2022 Reading	Milford 2022 Maths	National 2022 Maths	Milford target 2023 (Reading)	Milford 2023 (Reading)	Milford target 2023 (Maths)	Milford 2023 (Maths)
64%	67%	51%	68%	65-70%	60%	65-70%	67%

Year 4 multiplication tables

	INSIGHT average 2023	Milford	National 2022
Mean score	20.4	19.2	19.8
% of pupils achieving full marks	31%	30%	27%
% of pupils achieving 20 or higher	66%	58%	Data unavailable

KS2 SATs

	2022 Data		2023 Data		2023 Target
	National	Milford	National	Milford	Milford
EXS or Above					
Reading	75%	63%	73%	67%	70-75%
Writing	69%	71%	71%	70%	70-75%
Maths	71%	50%	73%	70%	70-75%
GPS	72%	55%	72%	70%	70-75%
Combined	59%	43%	59%	60%	55-60%

Grammar, Punctuation and Spelling

High Standard = 16 children = 27%

2 children also achieved a scaled score of 99, which is over 3% added to the EXS or above

Reading

Higher Standard = 8 children = 13%

3 children also achieved a scaled score of 99, which is 5% added to the EXS or above

Maths

Higher Standard = 13 children = 22%

1 child achieved a scaled score of 99, which would be almost 2% added to the EXS or above

The Head commented, the results were positive, although 6% below national. The school was on a two-year trajectory and the current Year 5 were on track to achieve.

The team have done a wonderful job and we are proud of the outcome.

Trustees commented, it seemed arbitrary to compare the results to last year. The Head agreed, adding, we look at how we compared to national and results year on year can fluctuate due to the cohort.

Trustees asked, would the school continue with KS1 SATs. The Head replied, the school would not do SATs but would do some form of testing.

Personal development

Referring to the residential, the Head said the cost of living crisis had impacted greatly and less children attended residential this term, which was unfortunate as certain children who would have benefited greatly from attending. The budget is in a healthy position, therefore, for the next two years we propose to fully fund Year 2, Year 4 and Year 6 residential visits. The average cost per year would be £25,000.00, this will enable all children to have the residential experience. The Chair added, the message we want to send to parents is that over the next two years, all children in school will be able to attend a trip fully funded by the school. Trustees agreed, it was important to invest in today's children and fully supported the proposal.

Education landscape

The Heads said NST were future proofing and investigating the move to become a Multi Academy Trust. Model articles of association had been drafted and conversations held with the Regional Director, DfE, who favoured NST becoming a Multi Academy Trust.

The general consensus from Headteachers was positive. NST were progressing with a plan and next year would bring a proposal to governors. As a stand-alone academy we have easier and other options. The Chair added, the school can look at the options available at the appropriate time, there are other

local Multi Academy Trusts, there is no need to do anything at present and when we are in that position to make a decision, we can if we wish, say 'no' with confidence.

Health and safety

Updating of the windows and doors, the erecting the fencing and fixing the leak in the Hub would be completed during the school holidays.

The Head reminded trustees of the 'Hall of Fame' and asked invited trustees to sit on the voting panel. Sue Buckby, Gus Steele and Matt Cooke offered to be panel members.

Trustees thanked the Head for his report.

FINANCE AND POLICY

TB6/22-23/08 Approval of budget 2023/2024, the carry forward and current in-year financial 2022-2023 update

The Chair reported that he had met with Matt Cooke, Chair of the audit and risk committee, and the Head, to formally review the budget. The budget was also presented to the audit and risk committee, immediately before the meeting of the Trustees, and was approved.

Trustees ratified the decision of the audit and risk committee to approve the 2023/2024 budget.

TB6/22-23/09 Approval of the BFR3Y and purchase of traded services

The SBM explained the traded services were support services the school opt to purchase annually.

The SBM proposed no change to the service providers from 2022/2023 for the next academic year.

Trustees approved the purchase of traded services for 2023/2024.

The SBM would be meeting with Schools Finance on 26th July. **The BFR3Y would be uploaded to SBM Governorhub, following the meeting.**

TB6/22-23/10 Policies for review/approval

The RSE Policy uploaded to a GovernorHub for review, was approved by trustees.

Trustees asked how the use of the policy was impacting on unconscious bias. Helen Richardson, staff governor, said there would be staff training to raise awareness of unconscious bias at the start of next term.

TB6/22-23/11 Standard items

Virements

None to report.

Write-offs and disposal of surplus stock and equipment

The list had been uploaded to GovernorHub for review. The Chair signed off the write-offs and disposal of surplus stock and equipment.

Building maintenance

Discussed under agenda item TB/22-23/07.

Review audit reports and implement recommendations

Trustees noted, an internal audit had been scheduled for the following week.

GOVERNOR REPORTS

TB6/22-23/12 Governor training and development

Gus Steele had completed the safer recruitment training through NSPCC.

The SBM said a review of governance was scheduled for 9th November and the reviewers would be inviting trustees to meet with them informally as part of the process.

TB6/22-23/13 Reports from trustee monitoring visits

Sue Buckby reported she had arranged a monitoring visit to review Priority 1, unfortunately this had been cancelled. **The Head would arrange an alternative date with the staff member and Sue Buckby.** Head
Gus Steele and Terry Smith had scheduled a monitoring visit for September.

TB6/22-23/14 End of year impact statement

The Head had received an exemplar from the Clerk. **The Head had captured the detail in a draft impact statement and would be upload to GovernorHub for review and comments.** Head

CONCLUDING ITEMS

TB6/22-23/15 Arrangements for Chair to inspect school records

The Chair had inspected and signed off the school records prior to the meeting.

TB6/22-23/16 Confirm dates of future meetings

Trustees agreed the following dates for the autumn term

- Trust Standards (Autumn 1) on Thursday 28th September at 4.00p
- Audit and risk committee on Thursday 23rd November at 3.30pm.
- Trust Business (Autumn 2) on Thursday 23rd November at 4.00pm.

Trustees noted the review of governance would be on Thursday 9th November.

TB6/22-23/17 Determination of confidentiality and communication. Identify any items which should remain confidential to the trustee board and minuted separately.

It was agreed that no items 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 5.50pm

Signed

Chair

Date

ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
TB6/22-23/03	Arrange a staff election early next term.	Head	
TB6/22-23/04	Review the concerns and complaints policy	Head	
TB6/22-23/07	Ask the LA for data on fines to parents re absence Include a breakdown of the comments on protected characteristics data in the Head's report. Check if the add on to the My Concern software is available	SBM Head Head	
TB6/22-23/09	Uploaded the BFRY3 to Governorhub	SBM	
TB6/22-23/13	Arrange an alternative date with the staff member and Sue Buckby to review Priority 1 (monitoring visit)	Head	
TB6/22-23/14	Upload the draft impact statement to GovernorHub for review and comments.	Head	

Attendance at meetings - Academic Year 2022 -2023										
	Autumn 2022				Spring 2023			Summer 2023		
	TB 29/9	PAY 1/11	A&R 24/11	TB 24/11	TB 9/2	A&R 30.3	TB 30.3	TB 18.5	A&R 13.7	TB 13.7
David Dickinson	Y		Y	Y	Y	Apols	Apols	Y	Y	Y
Sue Buckby	Y		-	Y	Y	Y	Y	Y	Y	Y
Matt Cooke	Y		Y	Y	Y	Y	Y	Y	Y	Y
Stephen Goff	Y		-	Y	Y	-	Y	Y	-	Y
Sarah Hickling	Y		-	Y	Apols	-	Left			
Jackson Njiiri	Apols		Left							
Terry Smith	Y		-	Y	Y	-	Y	Apols	-	Y
Gus Steele	Y		-	Apols	Y	-	Y	Apols	-	Y
James Strawbridge	Y		Y	Y	Y	Y	Y	Y	Y	Y
Rob Perkins	Y		Y	Y	Y	Y	Y	Y	Y	Y
Danielle Roettig	-	-	-	Y	Apols	-	Apols	Y	-	Apols
Helen Richardson							Y	Y	-	Y