

The Milford Academy

Aim high, achieve

Thursday 8th February 2024 at 4.00pm

Actions from the previous meeting and Trust Board Agenda

Reference	Action	Responsible	Outcome
TB2/23-24/03	Contact Danielle Roettig	Head	
TB2/23-24/04	Upload the quotations for replacement of the gate to GovernorHub and present at the next meeting.	SBM/ Agenda 8/2	
TB2/23-24/10	Circulate to trustees, the date of the next internal audit	SBM	
TB2/23-24/13	Circulate the protected characteristics data to trustees	Head	

PRELIMINARIES

Agenda item no.	Item	Lead	Time
TB3/23-24/01	Welcome and apologies for absence	Chair	1 mins
TB3/23-24/02	Declarations of interest	Chair	2 mins
TB3/23-24/03	Membership <ul style="list-style-type: none"> Attendance requirements. Vacancy update. End of terms of office. Code of Conduct. Approval of Terms of Reference and Scheme of Delegation document. Get information about schools (GIAS) check. 	Clerk	5 mins
TB3/23-24/04	Minutes of last meeting, actions and matters arising	All	5 mins
TB3/23-24/05	Chair's or Vice Chair's emergency action since last meeting	Chair	2 mins
TB3/23-24/06	Correspondence: <ul style="list-style-type: none"> From Chair: From Headteacher: From Clerk: 	Chair Head Clerk	5 mins

SCHOOL PROGRESS

TB3/23-24/07	Headteacher's updates – Autumn standards update/pupil and staff wellbeing <i>Governor training: Wednesday 24th January at 6.00 -7.30 – wellbeing focus</i>	Head	15 mins
TB3/23-24/08	Headteacher resignation / recruitment process updates	Chair / Head	15 mins

TB3/23-24/09	Finance update including quotations for review and approval	SBM/all	5 mins
TRUSTEE REPORTS			
TB3/23-24/10	Reports from committees	Chair	10 mins
TB3/23-24/11	Governor training and development	All	5 mins
TB3/23-24/12	Reports from monitoring visits <i>Governor training: Tuesday 30th January at 6.00 -7.30</i>	All	10 mins
REPORTS TO TRUSTEES			
TB3/23-24/13	<ul style="list-style-type: none"> Governor/Trustee allowances policy; Prevent Duty (updated guidance 31.12.23); <i>Governor training: Monday 25th March at 6.00 -7.30</i> <ul style="list-style-type: none"> Working together to safeguard children. 	Chair/ Clerk	5 mins
TB3/23-24/14	NST Report (for information)		Info
CONCLUDING ITEMS			
TB3/23-24/15	Safeguarding and child protection, including feedback from the safeguarding audit and recommendations <i>Governor training: Monday 26th February at 6.00 -7.30</i>	Head	5 mins
TB3/23-24/16	Health and safety update, including risk assessment updates <i>Governor training: Monday 22nd April at 6.00 -7.30</i>	Head	5 mins
TB3/23-24/17	Arrangements for Chair to inspect school records	Chair	2 mins
TB3/23-24/18	Confirm dates of future meetings: Spring 2024 <ul style="list-style-type: none"> Audit and risk committee – Thursday 28th March at 3.30pm Trust board standards – Thursday 28th March at 4.00pm 	Chair	2 mins
TB3/23-24/19	Determination of confidentiality and communication. Identify any items which should remain confidential to the governing body and minuted separately.	Chair/ clerk	1 min