



Milford Academy Board of Trustee – autumn 2 agenda

Thursday 23rd November 2023 at 4.00pm

Board of Trustees Business Agenda

Actions from the previous meeting

Reference	Action	Responsible	Outcome
TB1/23-24/02	Produce a trustee annual planner	Clerk/SBM	
TB1/23-24/09	Arrange the dates for termly monitoring visits and circulate to trustees	Head	
TB1/23-24/16	Review and update the behaviour policy and relevant policies to changes in Ofsted school inspection handbook and Early Years	Head	
TB1/23-24/19	Safeguarding audit report and recommendations	Agenda 23/11	
TB1/23-23/21	Investigate funding available to replace the school gates	SBM	

PRELIMINARIES			
Agenda item no.	Item	Lead	Time
TB2/23-24/01	Welcome and apologies for absence.	Chair	2 mins
TB2/23-24/02	Declarations of interest and Trustees Code of Conduct <ul style="list-style-type: none"> Register of pecuniary interest. Renew register of pecuniary interest forms. Renew Trustees Code of Conduct. 	Chair	5 mins
TB2/23-24/03	Membership <ul style="list-style-type: none"> Attendance requirements. Vacancy update. End of terms of office. GIAS check. 	Clerk	5 mins
TB2/23-24/04	Minutes of last meeting, actions and matters arising	All	5 mins
TB2/23-24/05	Chair's or Vice Chair's emergency action since last meeting.	Chair/ Vice Chair	2 mins
TB2/22-23/06	Correspondence: <ul style="list-style-type: none"> From Chair: From Headteacher: From Clerk: 	Chair Head Clerk	5 mins
FINANCE AND PERSONNEL			

TB2/23-24/07	Finance update	SBM	10 mins
TB2/23-24/08	Guidance and policies for review/approval	Chair/ Head/All	10 mins
TB2/23-24/09	UK GDPR update, including presentation of the annual report from the Data Protection Officer (DPO).	Head	5 mins
TB2/23-24/10	Standard items: <ul style="list-style-type: none"> • Virements. • Write-offs and disposals or surplus stock and equipment. • Health and safety, building maintenance. • Review audit reports and implement recommendations. 	Head/ SBM/ All	15 mins
TRUSTEE REPORTS			
TB2/23-24/11	Training and development 2023-2024.	All	5 mins
TB2/23-24/12	Reports from trustee visits and virtual monitoring.	All	10 mins
REPORTS TO TRUSTEES			
TB2/23-24/13	Safeguarding audit report and recommendations	Head	10
CONCLUDING ITEMS			
TB2/23-24/14	Pupil and staff wellbeing <i>Pupil and staff well-being on Wed 24th Jan at 6.00-7.30</i>	Head	5 mins
TB2/23-24/15	Health and safety update	Head/ H&S gov	5 mins
TB2/23-24/16	Equality incidents reported since the last meeting	Head	2 mins
TB2/23-24/17	Evidence of trustee board impact on school improvement	All	5 mins
TB2/23-24/18	Arrangements for Chair to inspect school records	Chair	2 mins
TB2/23-24/19	Confirm dates of future meetings Spring 2024 <ul style="list-style-type: none"> • Trust board standards – Thursday 8th February at 4.00pm • Audit and risk committee – Thursday 28th March at 3.30pm • Trust board standards – Thursday 28th March at 4.00pm Summer 2024 <ul style="list-style-type: none"> • Trust board standards – Thursday 16th May at 4.00pm • Members AGM – Thursday 18th July at 3.00pm • Audit and risk committee – Thursday 18th July at 3.30pm • Trust board business – Thursday 18th July at 4.00pm 	Chair	2 mins
TB2/23-24/21	Determination of confidentiality and communication. Identify any items which should remain confidential to the trustee board and minuted separately.	Chair/ clerk	2 mins

