

Milford Academy Board of Trustees – Autumn 1 agenda

Thursday 28th September 2023 at 4.00pm

Action points from the Trustees meeting on 13 th July			
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	SBM	
	Include a breakdown of the comments on protected characteristics data in the Head's report.	Head	
	Check if the add on to the My Concern software is available	Head	
TB6/22-23/09	Upload 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	

PRELIMINARIES

Agenda item no.	Item	Lead / Papers	Time
TB1/23-24/01	Welcome and apologies for absence.	Chair	2 mins
TB1/23-24/02	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/All	5 mins
TB1/23-24/03	Membership <ul style="list-style-type: none"> Attendance requirements. Vacancy update. End of terms of office. GIAS check. 	Clerk	5 mins
TB1/23-24/04	Election of Chair and Vice Chair.	Clerk	5 mins
TB1/23-24/05	Minutes of last meeting, actions and matters arising.	All	5 mins
TB1/23-24/06	Chair's or Vice Chair's emergency action since last meeting.	Chair/ Vice Chair	2 mins
TB1/23-24/07	Correspondence: <ul style="list-style-type: none"> From Chair. 	Chair	5 mins



Head
Clerk

- From Headteacher.
- From Clerk.

SCHOOL PROGRESS

TB1/23-24/08	Approval of the School Development Plan (SDP) 2023-24 – allocation of Trustees to main priorities	Head / SDP 2023-24	20 mins
TB1/23-24/09	Arrangements for the Headteacher’s appraisal. <ul style="list-style-type: none"> • Appointment of external adviser. • Appointment of appraisal trustees. 	Chair/ PM trustees	5 mins
TB1/23-24/10	Presentation of pupil data – overview from Summer 2023	Head / Milford 2023 data summary	15 mins
TB1/23-24/12	Confirm the members of the teacher’s pay committee and the arrangements to hear the recommendations of the Headteacher	Chair/ Head/ Pay com	5 mins

TRUSTEE REPORTS

TB1/23-24/13	Review committee membership and delegation of functions	Chair/ Clerk	10 mins
TB1/23-24/14	Training and development 2023-2024 and arrangements for the Review of Governance on Thursday 9 th November	All	5 mins
TB1/23-24/15	Reports from Trustee visits and virtual monitoring	All	10 mins

REPORTS TO TRUSTEES

TB1/23-24/16	DfE Guidance: <ul style="list-style-type: none"> • Keeping Children Safe in Education (KCSIE) – (update Sept 2023). • DfE: New suspensions and exclusions guidance (September 2023). • DfE: Ofsted School Inspection Handbook (update September 2023). • DfE: Statutory framework for the early years foundation stage (update September 2023). 	Chair/ clerk	5 mins
TB1/23-24/17	Education Governance Reports: <ul style="list-style-type: none"> • Ofsted Inspection Framework Self-Assessment Tool. • Proposed Admission Arrangements for community schools for 2025/2026. 	Chair/ clerk	5 mins
TB1/23-24/18	NST Report (for information)		Info

CONCLUDING ITEMS

TB1/23-24/19	Safeguarding and child protection including annual safeguarding audit.	Head	5 mins
TB1/23-24/20	Pupil and staff wellbeing.	Head	5 mins



TB1/23-24/21	Health and safety update.	Head	5 mins
TB1/23-24/22	Equality incidents reported since the last meeting.	Head	2 mins
TB1/23-24/23	Evidence of trustee board impact on school improvement <i>Virtual training: Challenge and support - Tuesday 15 November at 6.00 – 7.30</i>	All	5 mins
TB1/22-23/24	Arrangements for Chair to inspect school records	Chair	2 mins
TB1/23-24/25	Confirm dates of future meetings Autumn 2023 <ul style="list-style-type: none"> • Audit committee – Thursday 23rd November at 3.30pm. • Trust board business – Thursday 23rd November at 4.00pm. 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
TB1/22-23/26	Determination of confidentiality and communication. Identify any items which should remain confidential to the trustee board and minuted separately.	Chair/ clerk	2 mins