The Milford Academy
Aim high, achieve

Minutes of the Autumn term 1 Board of Trustees meeting held on Thursday 28th September 2023 at 4.40pm

Membership		Dave Dickinson, Chair
(A) denotes absence		Sue Buckby
		Matt Cooke
		Stephen Goff
		Helen Richardson
	A	Danielle Roettig
		Terry Smith
	A	Gus Steele
	A	James Strawbridge, Vice-Chair
		Rob Perkins, Headteacher

In attendance	Rachael Harvey, Clerk to the Trust Board
	Rachel Flynn, School Business Manager (SBM)
	Joe Turner, Deputy Head

Item	Action
TB1/23-24/01 Welcome, apologies for absence.	

The Chair welcomed all to the meeting. Apologies for absence received from Gus Steele and Strawbridge, were approved by the Board. Trustees noted Danielle Roettig's absence.

TB1/23-24/02 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. Sue Buckby was teacher training at a Rushcliffe primary school.

Renew register of pecuniary interest forms.
The register of pecuniary interest forms were completed by trustees.

Review and sign Trustees Code of Conduct.
The Clerk reminded trustees, any changes which prevent a trustee adhering to the Code of Conduct, therefore, impeding on their ability to fulfil their role, must be reported to the Headteacher and Chair".
The Code of Conduct had been uploaded to GovernorHub for review. Trustees confirmed they had read the Code of Conduct.
The Chair suggested the Trust Board work with a schedule to ensure statutory requirements were met through the year. **The Clerk and SBM would arrange**. **Clerk/ SBM**

TB1/23-24/03 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 confirmed a staff election was underway.

GIAS check.
The Clerk reported GIAS was up to date.

TB1/23-24/04 Election of Chair and Vice Chair

The Clerk sought nominations or self-nominations for the position of Chair. David Dickinson was nominated, there were no further nominations. David Dickinson was re-elected as Chair for a one year term.

The Clerk sought nominations or self-nominations for the position of Vice Chair. Matt Cooke was nominated, there were no further nominations.

Trustees noted, James Strawbridge, long standing Vice Chair, absence from the meeting and agreed to elect Matt Cooke as Vice Chair for a one year term.

Should James Strawbridge wish to stand as Vice Chair, the Trust Board would function with two Vice Chairs, for a one year term, as part of succession planning.

TB1/23-24/05 Minutes of last meeting, actions and matters arising

Minutes of the previous trust board meeting held on Thursday 13th July 2023, were approved as a true record of the meeting.

Actions from the meeting

Reference	Action	Responsible	Outcome
TB6/22-23/03	Arrange a staff election early next term.	Head	Completed
TB6/22-23/04	Review the concerns and complaints policy	Head	Completed
TB6/22-23/07	Ask the LA for data on fines to parents re absence	SBM	Completed
	Include a breakdown of the comments on protected characteristics data in the Head's report.	Head	Autumn 2
	Check if the add on to the My Concern software is available	Head	Not available
TB6/22-23/09	Uploaded the BFRY3 to GovernorHub	SBM	Completed

TB6/22-23/13	Arrange an alternative date with the staff member and Sue Buckby to review Priority 1 (monitoring visit)	Head	Completed
TB6/22-23/14	Upload the draft impact statement to GovernorHub for review and comments.	Head	Completed

Matters arising

TB6/22-23/07 The Head shared the data received from David Hughes, Local Authority, on fines to parents.

The Chair asked what was the school's approach to parent fines. The Head said there was no consistent approach across Clifton schools, as not all schools issue fines. We issue fines on a consistent basis, according to the policy. It is to deter families taking holidays during school time which results in children missing vital learning. We need to consider the impact and may need to reconsider our approach. A trustee commented, it could be a potential safeguarding issue.

TB1/23-24/06 Chair's or Vice Chair's emergency action since last meeting

The Head had discussed with the Vice Chair, the RAAC issue. There was an inspection of the building in the summer term, this was followed up by exploratory work, which confirmed the school does not have any RAAC issues. The DfE had been informed of the outcome.

TB1/23-24/07 Correspondence

From Chair.
None to report.

From Headteacher.
None to report.

From Clerk.
None to report.

SCHOOL PROGRESS

TB1/23-24/08 Presentation of pupil data – overview from Summer 2023

The Head presented the pupil data from the Summer term (link below).

Milford data - Summer 2023.docx

The Head summarised the key points:
- The phonics results were cohort related, seven children were HLN.
- Phonics is a priority. An external audit had been completed and the result was very positive. The school are using 'Little Wandle' which had been embedded through CPD.
- Review of the provision in Year 2 was underway.
- Sally Manz, SIA, would be visiting school next week to meet with the writing lead.
- KS2 shows better outcomes. An analysis on reading had been completed and showed that four children achieved 99 scale score.
- Writing moderation is expected during this academic year. Moderation is done on a four-year cycle.

- The maths result was challenged, due to one child who sat two out of the three papers and scored highly on the two papers. The ruling is children need to sit all papers. The school had produced two sets of data to reflect this.
- Strategies and interventions had been put in place to support the current Year 6. Our target is to reach National targets in two years and the school the school were on a trajectory to achieve this.

TB1/23-24/09 Approval of the School Development Plan (SDP) 2023-24 – allocation of Trustees to main priorities.
Priority 1 – Continued focus on improving outcomes to be in line with national outcomes by Summer 2024.
Staff attend pupil progress meetings. The moderation process had been reviewed and would be amended slightly. the time frame to complete the priority is 12 months.

Priority 2. Enhance and ensure a clear and strategic approach to 'personal development' across the academy that builds on and goes beyond the taught curriculum.
Consideration had been given to what underpins personal development, this includes school trips, residentials and experiences. The leadership team are working hard to strive towards 'outstanding'. We need to be more strategic and ensure but every trip, residential and experience is appropriate and brings value. After school clubs are targeted to ensure specific children attend.

Trustees, referring to the strategic approach around trips and the timing of trips, which are usually scheduled at the end of specific pieces of work or projects, asked might it be more impactful to arrange trips mid project or piece of work, while children are fully immersed. The Deputy Head said options had been considered, however, we are also mindful of logistics, not having trips too close together and the cost to parents.

Priority 3. Enhance and deeply embed a high-quality approach to evidence-informed teaching and learning that ensures real consistency across all subjects
The Head said the Assistant Head was the 'knowledge organiser', she had researched a plan to achieve 'good' in teaching and learning. The Assistant Head presents at staff meetings and Phase Leaders were also heavily involved. The school has a two-year plan to have consistent teaching across the school.

The Head proposed trustees be assigned to the three priorities. Following a brief discussion, trustees agreed the link roles:
Priority 1 – Helen Richardson, David Dickinson (Chair) and James Strawbridge.
Priority 2 – Sue Buckby, Gus Steele and Terry Smith.
Priority 3 – Matt Cooke, Stephen Goff and Danielle Roettig.

The Head would arrange the dates for termly visits and circulate to trustees. **Head**

TB1/23-24/10 Arrangements for the Headteacher's appraisal.
Appointment of external advisor.
Trustees approved the appointment of Sally Manz as external advisor.

Appointment of appraisal trustees.
Trustees approved the Chair and Vice Chair as appraisal trustees.

TB1/23-24/11 The school's educational recovery plan, Pupil Premium and Sports Premium.
The Head confirmed the Pupil Premium plan and Sports Premium plan had been uploaded to the school website. Trustees had reviewed the plan in the summer term.

TB1/23-24/12 Confirm the members of the teacher's pay committee and the arrangements to hear the recommendations of the Headteacher.
The pay committee would be Sue Buckby, Gus Steele, and Terry Smith.

The Head would circulate the date and time of the pay committee meeting.   **Head**

TRUSTEE REPORTS
TB1/23-24/13 Review committee membership and delegation of functions
The Terms of Reference would include the following committees and members.
Audit and risk committee.
Matt Cooke.
Helen Richardson.
James Strawbridge.

Trustees agreed to continue to support, when required, to sit on a committee of other NST schools, in the event of trustees/governors being unavailable:

Pay committee
Sue Buckby.
Gus Steele.
Terry Smith.

Pay appeals committee
James Strawbridge.
Danielle Roettig.
plus one other.

Pupil discipline committee
Any three trustees, excluding those employed to work in school. All committee members to have no prior knowledge of the exclusion being considered and no conflict of interest.

In the event of insufficient trustees being available, governors to be sought from other NST schools, subject to them having no conflict of interest.

Staff Dismissal Committee
Any three trustees, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

In the event of insufficient trustees being available, trustees to be sought from other NST schools, subject to them having no conflict of interest.

Staff Dismissal Appeal Committee
Any three trustees, excluding those employed to work in school. All committee members to have no prior knowledge of the case being considered and no conflict of interest.

In the event of insufficient trustees being available, trustees to be sought from other NST schools, subject to them having no conflict of interest.

TB1/23-24/14 Training and development 2023-2024 and arrangements for the Review of Governance on Thursday 9th November

The Clerk informed the meeting the governor training was available to view and book directly on GovernorHub and detailed on the front page of the Governors Report booklet. Key training dates were also highlighted, under subject matter, on the agenda.

The external review of governance, facilitated by Clare Colmore and Margaret-Anne Dickie, was scheduled for Thursday 9th November.

TB1/23-24/15 Reports from trustee monitoring visits

Sue Buckby had completed a monitoring visit in July to review Priority 1.

Matt Cooke and the Chair continue to meet monthly to review the budget with the SBM.

TB1/23-24/16 DfE Guidance

Keeping Children Safe in Education (KCSIE) – (update Sept 2023).

Action for governors:

- All governors to read the full KCSIE 2023 document.
- Ensure that new guidance in KCSIE 2023 is embedded into all relevant policies and review and approve these in the autumn term.
- The link safeguarding governor to be assured that all KCSIE 2023 changes are embedded into practice within the school.
- With regards to filter and monitoring requirements, the link governor for safeguarding is assured that the new DfE guidance has been implemented and audit tools for assessing filtering and monitoring in school have been used.

Summary of report

The Department for Education has uploaded the latest version of Keeping Children Safe In Education (KCSIE) which came in to effect on 1st September 2023.

Keeping children safe in education - GOV.UK (www.gov.uk)

The guidance sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

Key revisions include three additional paragraphs:

Filtering and Monitoring – this is a repeated theme throughout the document. The document mentions the importance of all staff having 'an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring' are spread across the document. The school's approach to online safety, including appropriate filtering and monitoring on school devices and school networks should be reflected in their Child Protection/Safeguarding Policy which should include awareness of the ease of access to mobile phone networks see (Paragraph 138). It is reasserted that the DSL has the lead responsibility in this area. However clear roles and responsibilities for other key staff e.g. SLT, IT provider, governors need to be considered.

Paragraph 141 informs 'Governing bodies and proprietors should consider the number of and age range of children, those who are potentially at greater risk of harm and how often they access the IT system along with the proportionality of costs versus safeguarding risks.'

In the new paragraph 142 linked to the PREVENT duty that we are provided with detail about what is meant by this and a link to the DfE filtering and monitoring standards which set out that schools and colleges should:

- Identify and assign roles and responsibilities to manage filtering and monitoring systems.

- Have effective monitoring strategies in place that meet their safeguarding needs of the school.
- Follow the recently DfE Publication of [Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - Guidance - GOV.UK (www.gov.uk)](www.gov.uk) (paragraph 141 page 37).
- Such monitoring systems should block relevant content without unreasonably impacting on a child's learning (paragraph 134 page 35).
- Staff safeguarding training and Child Protection/Safeguarding Policy should reflect the individual school's approach to cyber safety when using school devises and networks and be reviewed at least annually (consider more frequently) including expectations of all staff where they see or suspect unacceptable content may be accessed, review of lesson/departmental planning to share in advance any material that may require pre-planning with the IT team or may cause filtering concerns eg RSHE topics that may give rise to curiosity from children for searches using school devices (paragraph 14 page 8).
- Governing bodies/proprietors strategic training should include an understanding of the above.

Identification of 'susceptible' terminology re PREVENT – difference of terminology about children and young people who are 'susceptible' to being drawn into terrorism, rather than being 'vulnerable' to being drawn into terrorism. (Annex B page 149). See 'Managing risk of radicalisation in your education setting' (October 2022 [managing risk of radicalisation in your education setting - GOV.UK (www.gov.uk)](www.gov.uk).

Online searches this topic was covered last year however the guidance this year now states explicitly that 'schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks' (paragraph 221 page 55). Schools are advised to be transparent with these checks and make clear, as part of their safer recruitment processes, that searches will be complete using publicly available material.

Equality Act – consideration for reasonable adjustments to be made for vulnerable children and, under provisions within the Equality Act, schools can take positive action where children with protected characteristics may benefit (paragraphs 86-90 page 25).

Children Missing/Elective Home Education and absence – More focus appears to be placed on reviewing absence with a safeguarding lens and the direction for professionals to act accordingly where these concerns arise (paragraph 175-79 page 44-45, Annex B, Page 144). Absences could be indicators of more serious warning signs linked to sexual abuse or exploitation. Schools should ensure that all relevant policies cover expected statutory guidance and best practice to ensure every children's whereabouts is known and there is effective timely management of actions and intervention for example within the school's first day contact arrangements/ home visit process or robustness of agency referrals where required [Elective home education: departmental guidance for local authorities (publishing.service.gov.uk)](publishing.service.gov.uk) [Stat guidance template (publishing.service.gov.uk)](publishing.service.gov.uk)

Children missing from education – To be known as 'children who are absent from education'. There is an emphasis on the safeguarding risks for those missing from education, particularly on repeat occasions and/or for prolonged periods. The guidance advises that a robust response is needed to address persistently absent pupils as they are at risk of abuse and becoming a child missing education in the future and particularly relevant for children known to social care.

Use of school sites by outside organisations – New heading, 'Use of school sites by outside organisations' (paragraph 377) in Part 4 on raising concerns and managing allegations. This confirms schools' safeguarding responsibilities when they receive an allegation relating to an incident that

happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, schools should follow their safeguarding policies and procedures, including those provided by Nottingham City Safeguarding Children Partnership (NCSCP) in informing the Local Authority Designated Officer (LADO).

Forced marriage – a new paragraph has been added to reflect the legislation changes regarding legal age of marriage which is 18. This includes reference to any process unofficially or officially that could be seen as marriage even if violence, threats, or another form of coercion are not used. As with existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages. (Annex B page 155)

Retention of documents – Paragraph 276 clarifies that copies of documents used to verify a successful candidate's identity, right to work and required qualifications should be kept on their personnel file. But copies of DBS certificates and records of criminal information disclosed by a candidate are covered by UK GDPR/DPA 2018. To comply with the requirements of the Data Protection Act 2018, when schools choose to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed a school may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to. It goes on to emphasise that schools do not have to keep copies of DBS certificates, to fulfil the duty of maintaining the single central record.

The head said, to ensure the school were compliant with the requirement to install a monitoring and filtering system in school, the solution the school had opted for was 'Smoothwall' Digital Safeguarding Solutions. The cost equates to £3.50 per child. The SBM added, the internal audit completed in the summer would evidence this had been done and termly meetings with the Chair and DSL would report any findings.

Trustees said it was reassuring to have the appropriate software installed in school, how are we balancing what children access at home. The head said in terms of homework we set things that are not online based, we do not use apps for books. We are mindful of the risk. A staff governor commented, the majority of resources used in school were online, we do not have any choice with regard to resources.

The Head said the school had received five refurbished laptops from NST.

DfE: New suspensions and exclusions guidance (September 2023)
The suspension and permanent exclusions guidance updated in July 2022, effective from September 2022, was presented to governing boards in the Autumn term 2022, to be a companion piece to the Behaviour in Schools guidance. The link to the DfE guidance is included in the report.
The updates include:
- New guidance and amended regulations about a Headteacher's ability to cancel an exclusion before the governing board has met to consider whether the pupil should be reinstated.
- Governing board reinstatement meetings and independent review panels (IRP's) can now be held via the use of remote access for suspension and permanent exclusions if requested by the parents, provided certain criteria are satisfied.
- The Clerk should be present during the governing board's deliberation process and recorded in the minutes; the discussion, the outcome and how the decision has been reached.

Actions for governors:
- To note the updates to the guidance.
- To ensure the policy reflects the updates and the updated policy is publicised on the school website.

Governors noted the updates. **The Head would review and update the behaviour policy.**

DfE: Ofsted School Inspection Handbook (update September 2023)
The Ofsted school inspection handbook has introduced a number of key changes and added a new section on attendance, from September 2023.
The link to the guidance below is included in the full report.

https://www.gov.uk/government/publications/school-inspection-handbook-eif/school-inspection-handbook-for-september-2023

Action for governors
- To note the updates to the handbook.
- To ensure any relevant policies and procedures reflect the updates, are reviewed, approved and publicised.

Governors noted the updates. **The Head would review and update the relevant policies**.

DfE: Statutory framework for the early years foundation stage (update September 2023) and the assessment and reporting arrangements for Reception baseline assessment (RBA).
The early years foundation stage, setting the standards for learning, development and care for children from birth to five, published on 12th July, 2023 has been reviewed and has two updates and one clarification.
The updates:
- School setting - minimum staff-to-child ratio for 2-year-olds is now 1:5, rather than 1:4 (this may reduce financial pressure to the staffing budget).
- Child minder setting – Child minders can now care can care for up to six young children, if the additional children are their own children or siblings of children already in their care.

The clarification:
'Adequate supervision' while children are eating means children must be within sight and hearing of an adult.

The report also includes a link to the assessment and reporting arrangements for Reception baseline assessment (RBA).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1153546/2023_Reception_baseline_assessment_assessment_and_reporting_arrangements.pdf

Action for governors
- To note the changes to the framework.
- To ensure the EYFS policy reflect the updates and the updated policy is publicised on the school website.
- The EYFS link governor monitors any changes due to the updates, including staffing.
- To note the reception baseline assessment and reporting arrangements.

Governors noted the updates. **The Head would review and update the policy**.

TB1/23-24/17 Education Governance reports
Proposed admission arrangements for community schools for 2025/2026
BACKGROUND INFORMATION
1.1 The local authority is the admission authority for community schools and is therefore responsible for determining the admission arrangements for these schools.

1.2 The proposed arrangements and admissions criteria are to remain unchanged from those determined in the previous year. The admission numbers also remain unchanged from those published for the 2024/2025 academic year.

REPORT
2.1 During the consultation window of 2022/2023, the local authority consulted on its proposed arrangements for admission to schools in the 2024/2025 academic year. These included amendments to published admission numbers as a result of data analysing the pupil projections and birth rates. The changes consulted and determined in the previous year have helped to balance demand and support school financial forecasting as the numbers decrease.

2.2 As a result, admission arrangements for 2025/2026 academic year are proposed to remain the same. Maintaining the local authority's admissions arrangements for 2025/2026 will enable the local authority to monitor the operation of these changes, along with the arrangements of all admission authorities, in order to make any changes for subsequent years on an informed basis.

CONCLUSION
3.1 The proposed admission arrangements will proceed through routes of approval at Nottingham City Council. Once approved, the determined arrangements will be shared with governors (usually at summer term meeting).

3.2 The oversubscription criteria are included as well as the admission numbers for community schools. Maps showing catchment areas for city community schools form part of the arrangements as do a copy of the timetables for coordinated admission processes. The city council's Fair Access Protocol is also part of the proposed arrangements.

ACTION FOR GOVERNORS
Governors are recommended to;
- note the proposed admissions arrangements and oversubscription criteria for 2025/2026 set out in the report;
- note the planned admission number for their own school set out in the table included;
- note the timelines for the co-ordinated admissions process;
- ensure that this information appears on your school's website during the 2024/2025 and 2025/2026 school years.

The Proposed Admission Arrangements 2025/2026 is available on GovernorHub.

Ofsted Inspection Framework Self-Assessment Tool
The self-assessment tool has been designed to support governing boards in assessing the knowledge of governors against the Ofsted framework. As a member of a corporate Board, individual governors are not expected to understand everything in school. Governors are required to give their personal confidence grade for each aspect of the framework to identify any gaps in knowledge.

The completed assessment tool will be collated into an anonymised whole governing board self-assessment and any gaps can be addressed.

TB1/23-24/18 NST Report (for information)
The NST had been uploaded to GovernorHub, for information.

CONCLUDING ITEMS
TB1/23-24/19 Safeguarding and child protection including annual safeguarding audit.
The Head reported, NST schools were having from having visits from the advanced DSL team. Jo Rowlett would be delivering a session on 'My Concern' and the annual safeguarding audit would be completed and the findings would be presented to trustees before submitting to the Local Authority before the end of term.

Agenda 23/11

TB1/23-24/20 Pupil and staff wellbeing.
Helen Richardson, staff trustee, had completed interviews with pupils, this had given an insight to understanding of wording and phrases, for example the difference between bullying and falling out. The interviews were with a small focus group of six children, for twenty minutes, Year 5 were particularly articulate. An action plan would be developed from the responses.
The Head added we have incorporated Pupil Voice into more activities. Katherine Kirk, SRE consultant, would be delivering a session in school. We are looking at protected characteristics and British Values, some children have an awareness but we need to do more.
A trustee commented that Public Health England were doing a Year 6 well-being survey. Helen Richardson, staff trustee, said the survey was completed with Year 5 pupils at the end of last term and we have our school data, the comparative data would be available after the October deadline.

TB1/23-24/21 Health and safety update.
Trustees noted RAAC had been discussed under agenda item TB1/23-24/05.
The Head said the main gate required updating. Quotations had been sought and the cost was in the region of £30,000.00. The school could apply for funding. **The SBM would investigate**.

SBM

TB1/23-24/22 Equality incidents reported since the last meeting.
None to report.

TB1/23-24/23 Review and approval of policies
The following policies, uploaded to GovernorHub for review, were approved, subject to minor amendments:
- Anti-bullying policy.
- Intimate care policy.
- Milford uniform policy.
- Managing serial and unreasonable complaints.
- SEND policy.
- Safeguarding policy.
- Whole school code of conduct.

Trustees thanked the Head for producing the documents in advance of the meeting, allowing time for all documents and policies to be reviewed.

TB1/23-24/24 Evidence of trustee board impact on school improvement
Trustees agreed the following:
- The strategic planning link roles.
- Evidence of challenge in the minutes.

- Having a dedicated trustees area on the school website.
- The review and approval of policies.

The Head had uploaded the previous end of year impact statement and proposed hyperlinking the trustees monitoring visits to the statement.

TB1/23-24/24 Arrangements for Chair to inspect school records
The Chair had inspected and signed off the school records prior to the meeting.

TB1/23-24/25 Confirm dates of future meetings
Trustees agreed the following dates:
- Audit and risk committee on Thursday 23rd November at 3.30pm.
- Trust Business (Autumn 2) on Thursday 23rd November at 4.00pm.

Spring 2024
- 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

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

TB1/23-24/26 Determination of confidentiality and communication. Identify any items which should remain confidential to the trust board and minuted separately.
It was agreed that no items be deemed confidential for the purpose of the minutes.
The trust board retained the right to redact the minutes and documents considered should a request for access be received.
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
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	

	Autumn 2023				Spring 2024			Summer 2024		
Attendance at meetings - Academic Year 2023 -2024										
	TB 28/9	PAY	A&R 23/11	TB 23/11	TB	A&R	TB	TB	A&R	TB
David Dickinson	Y									
Sue Buckby	Y									
Matt Cooke	Y									
Stephen Goff	Y									
Terry Smith	Y									
Gus Steele	Apols									
James Strawbridge	Apols									
Rob Perkins	Y									
Danielle Roettig	A									
Helen Richardson	Y									