

## The Milford Academy

*Aim high, achieve*

Thursday 28<sup>th</sup> March 2024 at 4.30pm – 6.00pm

### Actions from the previous meeting and Trust Board Standards Agenda

Reference	Action	Responsible	Outcome
TB3/23-24/03	Arrange a date/time for the rescheduled AGM and inform members and trustees. An agenda item - approval of the updated Articles of Association.	Head	
TB3/23-24/04	Update the minutes re: apologies for absence	Clerk	Completed
TB3/23-24/08	Gather views from trustees, pupils and parents.	Head	
TB3/23-24/13	Update the safeguarding policies to reflect the updates to the Prevent Duty (December 2023) and Working Together to Safeguard Children 2023	Head	
TB3/23-24/14	Circulate a skills questionnaire. Upload the report from the review of governance to G'Hub. The review of governance report would be an agenda item for the next meeting	SBM Head Agenda 28/3	

### PRELIMINARIES

Agenda item no.	Item	Lead	Time
TB4/23-24/01	Welcome and apologies for absence	Chair	2 mins
TB4/23-24/02	Declarations of interest	Chair	2 mins
TB4/23-24/03	Membership <ul style="list-style-type: none"> <li>Attendance requirements.</li> <li>Vacancy update.</li> <li>End of terms of office.</li> <li>Get information about schools (GIAS) check.</li> </ul>	Clerk	5 mins
TB4/23-24/04	Minutes of last meeting, actions and matters arising	All	5 mins
TB4/23-24/05	Chair's or Vice Chair's emergency action since last meeting	Chair	2 mins
TB4/23-24/06	Correspondence: <ul style="list-style-type: none"> <li>From Chair:</li> <li>From Headteacher:</li> <li>From Clerk:</li> </ul>	Chair Head Clerk	5 mins
SCHOOL PROGRESS			
TB4/23-24/07	Update on Headteacher recruitment and support plan for Headteacher designate, including approval of costs	Chair/all	10 mins
TB4/23-24/08	Headteacher's report	Head	15 mins

TB4/23-24/09	Pupil Premium and Sports funding update	Head/all	10 mins
TB4/23-24/10	Policies for review and approval	Chair/all	5 mins
<b>TRUSTEE REPORTS</b>			
TB4/23-24/11	Reports, referrals and action from committees <ul style="list-style-type: none"> <li>• Members AGM.</li> <li>• Audit and risk committee.</li> </ul>	Chair/all	15 mins
TB4/23-24/12	Trustee training and development	All	5 mins
TB4/23-24/13	Reports from monitoring visits	All	5 mins
<b>CONCLUDING ITEMS</b>			
TB4/23-24/14	Safeguarding and child protection, including feedback from the safeguarding audit and recommendations	Head	5 mins
TB4/23-24/15	Health and safety update, including risk assessment updates	Head	5 mins
TB4/23-24/16	Equality incidents reported since the last meeting	Head	2 mins
TB4/23-24/17	Evidence of trust board impact on school improvement	All	5 mins
TB4/23-24/18	Arrangements for Chair to inspect school records	Chair	2 mins
TB4/23-24/19	Confirm dates of future meetings: Summer 2024 <ul style="list-style-type: none"> <li>• Audit and risk committee – Thursday 16<sup>th</sup> May at 3.30pm</li> <li>• Trust board – Thursday 16<sup>th</sup> May at 4.30pm – 6.00pm</li> <li>• Audit and risk committee – Thursday 18<sup>th</sup> July at 3.30pm</li> <li>• Trust board – Thursday 18<sup>th</sup> July at 4.30pm – 6.00pm</li> </ul> Members AGM	Chair	2 mins
TB4/23-24/20	Determination of confidentiality and communication. Identify any items which should remain confidential to the governing body and minuted separately.	Chair/ clerk	2 mins