

MILFORD PRIMARY SCHOOL GOVERNING BODY

'Aim high, achieve'

Minutes of the Annual General Members Meeting held on Monday 25th March 2024 @ 4.30pm

Members	Mr. Simon Thompson Mr. Ian Fidler – Chair Mr. James Strawbridge
In Attendance	Mr. Rob Perkins – Head Teacher / CEO Rachel Flynn – School Business Manager (Clerk)

AGM 01 Welcome and Apologies for Absence

Ian Fidler would chair the meeting, no apologies for absence and this meeting was being carried forward from July 2023 as it was not quorum at that meeting – only one out of three Members was present.

AGM 02 Declarations of Interest

Rob Perkins confirmed that all Declarations of interests were the same as previously stated. GIAS and Companies House were all correct.

AGM 03 Minutes of last meeting of 7th July 2022

Ian Fidler read through page 1, page 2, page 3 all confirmed as accepted and correct by the Members.

AGM 04 Confirmation of Members and Trustees

Rob Perkins added that Simon Thompson had stayed on as a Member of the Board after his request from July 2023 to step down and Simon Thompson now stated to the Members of the Board at this meeting that he wishes to step down as a Member of the Board now.

The Trustees of the Board will be informed in the meeting on 28th April 2024 and this will be dealt with accordingly.

AGM 05 CEO's Report

Rob Perkins highlighted areas of his report. The overview was from 2022/2023 and shared in July 2023. Since this report many changes have occurred including the current Head Teacher leaving at Easter 2024 and the new Head Teacher starting. SENDCo teacher is also leaving at Easter. Suzanne Rowe will cover part of the SENDCo roll for the Summer Term. The school is ambitious to have a full complement of staff for the Autumn Term.

There are tighter financial projections as the Academy has moved from Nottingham City Schools Finance to SAAF financial support with the added new budget software system.

Rob Perkins confirmed that pupil numbers are good and most year groups are full, however, Nursery and FS2 generally increase in numbers during the year as we go through the academic year.

Rob Perkins confirmed that the school site is in good order, with the recently added new Emergency Lighting and Fire Alarm system through a successful CIF bid.

Priorities

To strengthen the ties with Trustees working across school with the SLT members for better outcomes, the report attached was based on last year's data.

Simon Thompson asked what capacity is the NST providing support across the school?

Rob Perkins confirmed that all our staff can work with collaborative groups across other schools that belong to the NST, ECT's, Leadership support for half a day per week, helping with the recruitment of the SENDCo post, NST CEO is on hand, New Heads group etc.

Rob Perkins is confident that from September 2024 with the Head Teacher from Welbeck Primary supporting Joe Turner in his new Headship, that there will be an appropriate level of on-going support – this will fit alongside other support groups that Joe can access.

Ian Fidler asked how has the community been informed about the Head Teacher leaving?

Rob Perkins informed the Members that with Joe Turner's new appointment that the parents are familiar with him and there will be an easier transition in this process from Deputy to Head Teacher. This was recently shared with them by letter and there has been a positive response from pupils, staff and parents to this crucial appointment.

AGM 06 Financial Audit and Risk Report

Rachel Flynn had shared reports on the Governor Hub for the Members, a summary from Period 10 June 2023 compared to Period 6 February 2024. Explained the reasoning behind moving from Nottingham City Schools Finance to SAAF Finance support, how she was working with SAAF to enable her achieve greater financial compliance as per the Academies Financial Handbook for the school and Audit purposes.

Rob Perkins added that Joe Turner has now got a clear financial plan and vision of where to make any necessary savings if / when this is required.

Rob Perkins shared with the Members that the current Risk Register is being updated and will be replaced with a new on line system called EVERY, the school will be purchasing 3 sections, Business Management, Risk Management and Policy Management modules. Other NST schools use this system and this will prove to be another vital tool to support the running of the school.

AGM 06 Approval of the Articles of Association

Rob Perkins confirmed that the Articles were compiled in December 2022. The purpose of this meeting was that the Members were to approve these Articles. All Members confirmed that they were happy with the Articles that had been filed in December 2022 and that they officially adopted them.

AGM 07 Determination of Confidentiality

Ian Fidler and Rob Perkins both confirmed that there were no identifying items in this meeting and that they could be shared with the public on the school website.

Conclusion to the Meeting

Rob Perkins thanked Ian Fidler for Chairing the Member's meeting and the meeting finished at 4.55pm.