

# The Milford Academy

*Aim high, achieve*

## Minutes of the Autumn term 2 Board of Trustees meeting held on Thursday 23rd November 2023 at 4.10pm

### Membership

(A) denotes absence

Dave Dickinson, Chair  
 Sue Buckby  
 (A) Matt Cooke, Joint Vice Chair  
 Stephen Goff  
 Helen Richardson  
 (A) Danielle Roettig  
 Terry Smith  
 (A) Gus Steele  
 James Strawbridge, Joint Vice Chair  
 Rob Perkins, Head

### In attendance

Rachael Harvey, Clerk to the Trust Board  
 Rachel Flynn, School Business Manager (SBM)

### Item

### Action

#### **TB2/23-24/01 Welcome, apologies for absence.**

The Chair welcomed all to the meeting. Apologies for absence received from Sue Buckby and Matt Cooke, were approved by the Board. Trustees noted Danielle Roettig's absence.

#### **TB2/23-24/02 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.

##### 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. Trustees confirmed they had read the Code of Conduct.

#### **TB2/23-24/03 Membership**

##### Attendance requirements.

Trustees noted, Danielle Roettig, due to work commitments, had not attended the last three trust board meetings. **The Head would contact Danielle Roettig to discuss her absence and intentions, going forward.**

**Head**

##### Vacancy update.

The Clerk said there were no vacancies to report.

End of terms of office.

There were no end of terms of office to consider.

GIAS check.

The Clerk reported GIAS was up to date.

The Clerk reminded trustees of the election of Chair and Vice Chair at the previous meeting, and the absence of James Strawbridge from that meeting. The Chair said Matt Cooke had been elected as Vice Chair, however, should James Strawbridge wished to stand for Vice Chair, it was agreed the trust board would function with joint Vice Chairs. James Strawbridge confirmed that he wished to stand for joint Vice Chair. Trustees elected James Strawbridge as joint Vice Chair.

**TB2/23-24/04 Minutes of last meeting, actions and matters arising**

Minutes of the previous trust board meeting held on Thursday 28<sup>th</sup> September 2023, were approved as a true record of the meeting.

**Actions from the meeting**

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

**Matters arising**

**TB1/23-23/21** The SBM said she was awaiting quotations for the replacement of the school gates, it was expected to be in the region of £25,000.00. **Trustees noted, the SBM would upload the quotations to GovernorHub and present at the next meeting.**

**SBM  
Agenda  
8/2**

**TB2/23-24/05 Chair's or Vice Chair's emergency action since last meeting**

None to report.

**TB2/23-24/06 Correspondence**

From Chair.

None to report.

From Headteacher.

None to report.

From Clerk.

None to report.

## FINANCE AND PERSONNEL

### TB2/23-24/07 Finance update

The finance reports had been uploaded to GovernorHub in preparation for the meeting.

The SBM summarised the key points:

- The period 2 outturn report covered September and October. The period 3 outturn report would be uploaded to GovernorHub for review, following the meeting with Patricia Lockhart, Schools Finance, Local Authority, next week.
- The cash flow was in a healthy position.
- There was a variance of £28,000.00 since the budget had set.
- The three-year plan revenue balance carry-forward predicts a decline; 23/24 = £227,247.63, 24/25 = -£108,677.17 and 25/26 = -£509,430.50.

**Trustees asked if predictions could be more realistic.** The Head explained, the budget forecasts were based on funding received for the current year and all schools, in their three-year plan, show a deficit. We acknowledge that we need to have more control of the budget and have approached SAAF (Schools and Academies Finance) to provide support to the SBM.

**Trustees asked, what would SAAF be able to provide the relevant support.** The SBM confirmed this and the Head added, we are not compliant with the Academies Handbook and we need to address this. The Chair said, year on year the ESFA requirements were intensifying. We were clearly told last year that there needed to be improvement and following the external audit, it was identified that things had not improved sufficiently.

### TB2/23-24/08 Guidance and policies for review/approval

The following policies, uploaded to GovernorHub for review, were approved, subject to minor amendments:

- Accessibility policy and plan.
- Anti-fraud and corruption policy.
- Disciplinary procedures full schools.
- EYFS admissions policy.
- Governors allowances policy including related party transactions.
- Handling policy.
- Children looked after policy.
- The Milford Academy out of school club policy.
- The Milford Academy policy to promote positive relationships and behaviour.
- The Milford Academy uniform policy.
- Pay policy for school teachers.
- Moving and handling policy.
- Pay policy for support staff.
- Pupil Premium policy.
- RPA cyber response plan.
- SEND information report.
- The Milford Academy attendance and absence policy.
- Whistle blowing confidential reporting code.
- Whole school code of conduct.

**TB2/23-24/09 (UK)GDPR update, including presentation of the annual report from the Data Protection Officer (DPO).**

The annual report had been uploaded to GovernorHub in preparation for the meeting.

The SBM reported there had been no breaches. There had been Freedom of Information and subject access requests.

An action from the report recommends the school needed to issue privacy notices.

**TB2/23-24/10 Standard items**

Virements.

None to report.

Write-offs and disposals or surplus stock and equipment.

None to report.

Health and safety, building maintenance.

Discussed under agenda item TB2/23-24/04.

Review audit reports and implement recommendations.

The internal and external audit reports had been uploaded to GovernorHub for review. The internal audit provided by Hobson's Auditors identified cyber security as the subject. The Head said, when we engage with Hobson's auditors about the next cycle, we need to direct them to the recommendations from the external audit.

**The SBM would circulate to trustees, the date of the next internal audit.** The Chair reiterated, it was an expectation that trustees have a relationship with the internal auditors and point them to the outcome of the external audit and the recommendations.

**SBM**

The Head said the recent review of governance, facilitated by Clare Colmore and Margaret-Anne Dickie, Education Governance Services, Nottingham, highlighted that trustees needed to be more focused on the risk register, this was also referenced in the external audit. The issue of staff not being trustees was also raised, we are a stand-alone academy and do not want to disenfranchise staff.

The Chair added, it had been a difficult two weeks and we are seeing the realisation of being a stand-alone Academy.

**TRUSTEE REPORTS**

**TB2/23-24/11 Training and development 2023-2024.**

Trustees had completed an external review of governance and were awaiting the report.

**TB2/23-24/12 Reports from trustee monitoring visits**

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

The visits schedule had been circulated to trustees.

**REPORT TO TRUSTEES**

**TB2/23-24/13 Head Teacher termly report to the Board**

The Headteacher report had been uploaded to GovernorHub in preparation for the meeting. Trustees confirmed they had read the report.

The Head summarised the key points:

- Pupil numbers were positive.
- Attendance had improved on the previous year.
- The school would be involved with the Priority Area Action Programme. The Head discussed with other Heads of Clifton schools, the possibility of employing an Attendance Officer to work across the schools.

- There had been no suspensions or exclusions so far this year, this was an improvement on the previous year.
- Staff safeguarding training was up to date and the safeguarding audit would be completed by 1st December. Trustees noted, under the heading 'reportable incidents' a request had been made for the data to be broken down into protected characteristics. **The Head would circulate the data to trustees.**
- We are hoping to access ring-fenced funding for a specialist SEND Provision Unit for our children and offer places to others school at cost. The school had sufficient space for the Unit, but it would need specialist resources, which would bring a specialism to the school. Rob Caswell, Programme Manager, Local Authority, would visit to the school to review the space and the resources required and the Unit could be open from September 2024.

Head

**Trustees asked, what was the budget.** The Head explained, the Local Authority received £20,000,000.00 for schools across the city, Rob Caswell would investigate how to adapt the space we have, provide a figure and report back in February 2024. Trustees noted, each SEND pupil attracts approximately £25,000.00 in funding.

**Trustees asked, would the pupils be on The Milford Academy roll.** The Head confirmed this.

The Head continued:

- There were no significant changes to staffing.
- The priority areas in the SIP had been updated from September.
- Sally Manz, School Improvement Advisor, had recently visited the school.
- Work continues on site to improve the Wi-Fi, the cost for this project was £60,000.00.
- NST, CEO's, Sarah and Pat Fielding, would be delivering a presentation to governors on 27<sup>th</sup> November and 4<sup>th</sup> December on NST's plan to set up a Multi Academy Trust. The Clerk added, invites to governors and trustees of NST schools had been circulated on Governor Hub. The presentations would be in person or via Zoom.

The Chair thanked the Head for his report and invited trustees to email further questions.

## CONCLUDING ITEMS

### **TB2/23-24/14 Pupil and staff wellbeing.**

The Head reported staff absence had increased slightly, this was not uncommon for the time of year. Helen Richardson added, there were a lot of sickness bugs in school.

The Head said staff were relieved that the pay rise had now been settled. Stephen Goff said a staff social evening had been arranged for 24th November.

The Head would be attending and speaking at a pupil well-being event on 5th December, facilitated by Public Health, England.

We continue to capture the Pupil Voice during monitoring.

### **TB2/23-24/15 Arrangements for Chair to inspect school records.**

The Chair would inspect and sign off the school records immediately after the meeting.

### **TB2/23-24/16 Confirm dates of future meetings.**

The Chair, following the outcome of the external audit and review of governance, proposed a review of the audit and risk meeting model. Trustees agreed a review was needed.

Trustees, in the interim, agreed the following dates, which may be subject to change:

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

**TB2/23-24/17 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 5.08pm**

**Signed**

**Chair**

**Date**

**ACTION POINTS FROM THE MEETING**

Reference	Action	Responsible	Outcome
TB2/23-24/03	Contact Danielle Roettig	Head	
TB2/23-24/04	Upload the quotations for replacement of the gate to GovernorHub and present at the next meeting.	SBM/ Agenda 8/2	
TB2/23-24/10	Circulate to trustees, the date of the next internal audit	SBM	
TB2/23-24/13	Circulate the protected characteristics data to trustees	Head	

**Attendance at meetings - Academic Year 2023 -2024**

	Autumn 2023				Spring 2024			Summer 2024		
	TB 28/9	PAY	A&R 23/11	TB 23/11	TB	A&R	TB	TB	A&R	TB
David Dickinson	Y		I	Y						
Sue Buckby	Y		N	Apols						
Matt Cooke	Y		Q	Apols						
Stephen Goff	Y		U	Y						
Terry Smith	Y		O	Y						
Gus Steele	Apols		R	A						
James Strawbridge	Apols		A	Y						
Rob Perkins	Y		T	Y						
Danielle Roettig	A		E	Apols						
Helen Richardson	Y			Y						