

The Milford Academy
Aim high, achieve

**Minutes of the Summer term 2 Board of Trustees meeting held on Thursday
 18th July 2024 at 4.40pm**

Membership		Dave Dickinson, Chair
(A) denotes absence	(Apol)	Sue Buckby
		Matt Cooke, Joint Vice Chair
		Stephen Goff
		Tiffany Iball
		Helen Richardson
	(Apol)	Terry Smith
		Gus Steele (via TEAMS)
		James Strawbridge, Joint Vice Chair
		Joseph Turner Perkins, Head
In attendance		Rachael Harvey, Clerk to the Trust Board (via TEAMS)
		Rachel Flynn, School Business Manager (SBM)

Item	Action
<p>TB6/23-24/01 Welcome, apologies for absence. The Chair welcomed all to the meeting. Apologies for absence received from Sue Buckby and Terry Smith, were approved.</p> <p>The Chair said Sue Buckby was due to stand down following this meeting, and wished, on behalf of Trustees, to thank Sue Buckby for her commitment to the school and Trust Board and wished her well in her teaching role.</p>	
<p>TB6/23-24/02 Declarations of interest. <u>Register of pecuniary interest.</u> Trustees were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. There were no declarations to consider.</p>	
<p>TB6/23-24/03 Membership <u>Attendance requirements.</u> There were no attendance issues to consider.</p> <p><u>Vacancy update.</u> The Clerk reported, following the recent parent trustee election, there were no vacancies on the trust board. Trustees noted, following the resignation of Sue Buckby, and recent parent trustee election, Jade Morrison would join the trust board.</p> <p><u>End of terms of office.</u> There were no end of terms of office to consider.</p> <p><u>GIAS check.</u> The Clerk said GIAS would require updating. The SBM would update.</p>	

SBM

TB6/23-24/04 Minutes of last meeting, actions and matters arising

Minutes of the previous trust board meeting held on Thursday 16th May 2024, were approved.

Actions from the meeting

Reference	Action	Responsible	Outcome
TB5/23-24/03	Update GIAS	SBM	Completed
TB5/23-24/04	Contact Clare Colmore to confirm her availability to attend a RoG TEAMS meeting	SBM	Completed
TB5/23-24/07	Upload HT report to G'Hub	Head	Completed
TB5/23-24/08	Present School Development Plan at the next meeting.	Agenda 18/7	Completed
TB5/23-24/10	Present a review of PE and Sports Funding spend at the next meeting	Agenda 18/7	Completed
TB5/23-24/13	Arrange a date/ time for the PM meeting with Sally Manz and inform the performance management trustees.	Head	Completed
TB5/23-24/15	Map out planning visits schedule from September	Head	Ongoing
TB5/23-24/16	Email the impact statement template to the Head and Chair	Clerk	Completed
TB5/23-24/17	Upload to G'Hub the SIA reports from September 2023 to date.	Head	Completed
TB5/23-24/18	Review and update the attendance policy to reflect the updates to the attendance guidance.	Head	Ongoing
TB5/23/24/22	Two year old provision	Agenda item 18/7	Completed

Matters arising

There were no matters arising to consider.

TB6/23-24/05 Chair's or Joint Vice Chair's emergency action since last meeting

None to report.

TB6/23-24/06 Correspondence

From Chair.

None to report.

From Headteacher.

None to report.

From Clerk.

The Clerk drew governor's attention to the message uploaded to GovernorHub with reference to the DfE requirement to have a music development plan publicised on the school website by September 2024.

SCHOOL PROGRESS

TB6/23-24/07 Review and approval of the budget forecast.

The budget forecast had been uploaded to GovernorHub in advance of the meeting.

The Chair reported, the budget forecast had been presented to the audit and risk committee immediately prior to this meeting. The committee had reviewed in detail and recommend the trust board approve the budget 2024/2025.

Trustees, on recommendation of the audit and risk committee, **approved** the budget 2024/2025. Trustees noted, the minutes of the audit and risk committee meeting would be available to view on GovernorHub, once approved by Mat Cooke, Chair of the audit and risk committee and the Head.

Trustees asked about the reduction in hours for the school counsellor. The Head explained, this is the worse-case scenario. Some of our teaching assistants would access ELSA training from September, therefore, if there is a need to replace, this could be done in house.

Trustees asked, had alternatives following closure of the holiday club, been considered. The SBM said other local schools were using the provision more than children from the Milford Academy and there was not the facility to pay in advance for the provision for those children. Four children were registered to attend, the provision had been running at a loss for some time. We are not receiving marketing information from external providers, so we believe there is not a need for it, although there are links on the school website signposting parents to other providers.

A trustee commented, we can see that staff are doing more, we need to be mindful of their wellbeing.

The Chair would write, on behalf of the trustees, a 'welcome back and thank you' letter to all staff.

Chair

Stephen Goff joined the meeting at 4.48pm.

TB6/23-24/08 Policies for review/approval.

The Chair said, the Clerk had suggested introducing a working group to the trustee structure, to review policies and feed amendments to the trust board, for policy approval. **Tiffany Iball said she had noticed key aspects missing from some policies and would feedback to the Head.** Trustees agreed, as policy management had been raised as an area for development in the governance review, a working group would strengthen the review process.

T Iball

Tiffany Iball, Gus Steele and James Strawbridge agreed to form the working group, they would meet termly, upload the draft policies to GovernorHub and present for approval at the second meeting of the trust board each term. The Chair thanked Tiffany Iball, Gus Steele and James Strawbridge.

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

- Equality and diversity policy.
- Low level concerns policy.
- Maternity leave and provision for school staff.
- Parental leave policy.
- Paternity leave policy.
- Shared parental leave policy.
- Staff absence procedures policy.
- Unpaid carer policy.
- Whistle blowing policy.

TB6/23-24/09 UK GDPR

The GDPR report had been uploaded to GovernorHub in preparation for the meeting. The SBM summarised the key points:

- There had been a high number of subject access requests (SARs), for which we always request identification before requests are responded to.
- There had been a small number of breaches during the year.
- The school continues to use NST model policy and privacy notices.

The SBM would contact the SBM at Old Basford Primary School to discuss their GDPR practise and ensure the school, as a single academy, were compliant. **SBM**

Helen Richardson joined the meeting at 4:55 pm.

TB6/23-24/10 Standard items

Virements.

None to report.

Write-offs and disposal of surplus stock and equipment.

Trustees noted, the revised list of write-offs had been uploaded to GovernorHub in advance of the meeting. Trustees approved the write-offs. The Chair would sign the list at the end of the meeting.

Building maintenance.

The Head said three quotations had been sought for replacement playground equipment. Trustees had reviewed the quotations, which had been uploaded to GovernorHub. The Head said the work could be completed during the summer holiday. Trustees approved the quotation provided by Wilson Contracts. **The SBM would contact Wilson Contracts to arrange for the work to be completed before the autumn term.**

SBM

TB6/23-24/11 Review audit reports and implement recommendations.

None to consider.

Trustees noted, an internal audit was scheduled for Thursday 25th July.

REPORTS TO TRUSTEES

TB6/23-24/12 Report on PE and Sports Funding.

The Head said the annual PE sports funding report had been completed. **He would upload to GovernorHub for trustees to review.**

Head

The report would be publicised on the school website by 31st July deadline.

Head

TB6/23-24/13 School Development Plan (SDP)

Trustees noted, the SDP was included in the Headteacher report.

The Head, referring to **Priority 1: Continued focus on improving outcomes and attendance to be in line with national outcomes by Summer 2024**, reported, all outcomes were in line with National and we have done well with the data this year. The Head presented the outcomes:

Phonics Year 1

2023	Milford 61% National 79%
2024	Milford 75.4% National TBC

This is a huge increase of 15% on last year's result, we are absolutely delighted with the outcome. The Little Wandle programme is now showing to have a huge impact on the school, and we are

seeing the benefit. Our Year 2 cohort, moving up to Year 3, are now at 80%, with just 20% of the children not passing the PSC (within this number is 10 children with high levels of SEND need). Jess Koletszki will be moving into Year 1 too, as we have identified her as our strongest phonics teacher, to build on this result.

KS1 SATs (non-statutory)

	National 2023	Milford 2023	National 2024	Milford 2024
Reading	68%	65%	Data released Oct 24'	57%
Writing	60%	52%	Data released Oct 24'	45%
Maths	70%	60%	Data released Oct 24'	55%

The Year 2 cohort has a significantly high level of SEND need, this has impacted on the data. The progress all children have made from Year 1 has been promising, but we are mindful this Year group could be a challenge when they reach Year 6.

Current Y2s Data in Y1

	When in Y1	Now in Y2
Reading	38%	57%
Writing	28%	45%
Maths	50%	55%

Milford Academy KS2 Data

EXS or Above	2022 Data		2023 Data		2024 Data (unvalidated)	
	National	Milford	National	Milford	National	Milford
Reading	75%	63%	73%	67%	74%	68%
Writing	69%	71%	71%	70%	72%	72%
Maths	71%	50%	73%	70%	73%	75%
GPS	72%	55%	72%	70%	72%	70%
Combined	59%	43%	60%	58%	61%	62%

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. The Head reported, lots of work had been completed on the curriculum programme. In September we will review the school values with all stakeholders. We will also look at healthy lifestyles.

Priority 3: Enhance and deeply embed a high-quality approach to evidence-informed teaching and learning that ensures real consistency of approach across all subjects. The Head reported, lots of learning walks had been completed during the term and the School Improvement Advisor (SIA) reports identified the positives and areas of development. The teaching and learning policy would be reviewed and updated in September.

The writing of the SDP for the next academic year is in its infancy and going forward will look at the four key priorities in the Ofsted framework. We will look at who links up with each area and arrange trustee monitoring dates across the year.

Trustees, referring to the SIA visit which identified a focus on staff training, asked, if there is to be a reduction in the budget for CPD, how would this be managed. The Head said training would be led by the new SENCO and she would also be involved in lesson observations. The Chair added, Professor Sir Kevan Collins, has said SEND would move to the Schools Division and the Government were appointing advisors. Gus Steele had attended the online welcome meeting with the new Secretary of State for Education, Bridget Phillipson, the message was there would be a huge focus on Early Years and supporting teachers with SEND pupils.

TB6/23-24/14 Two-year old provision.

Confidential item – see confidential appendix.

TRUSTEE REPORTS

TB6/23-24/15 Review of Governance report and agree action plan to ensure compliance.

The Chair said, following the feedback from Clare Colmore, there had been a meeting to discuss an action plan, and although some actions had been addressed, we are not yet in a position to report fully.

TB6/23-24/16 Review of trustee link roles and schedule for monitoring visits.

Discussed under agenda item TB6/23-24/13.

TB6/23-24/17 Feedback from A&R committee.

Mat Cooke, Chair of the audit and risk committee, provided a brief summary of committee meeting held prior to the trust board meeting:

- The budget forecast and three-year budget plan had been presented.
- The recommendations from the health and safety report had been addressed.
- The Head presented an overview of the EVERY system.

Trustees noted, minutes from the meeting, once approved, would be available to view on GovernorHub.

CONCLUDING ITEMS

TB6/23-24/18 Safeguarding and child protection

The Head said the safeguarding audit had been completed and submitted to the Local Authority. The school currently has three DSL's and the new SENCO had completed DSL training. The new Deputy Head would complete DSL training, the school would then have five DSL's.

The Head had completed the 'train the trainer' training and would deliver safeguarding training, including Keeping Children Safe in Education (KCSiE) updates during the inset day on 29th August. Trustees were invited to attend the safeguarding training.

The Head and Chair continue to meet regularly to discuss safeguarding matters.

TB6/23-24/19 Health and safety

Discussed under agenda item TB6/23-24/17.

TB6/23-24/20 Equality incidents reported since the last meeting

None to report.

TB6/23-24/21 Arrangements for Chair to inspect school records

The Chair had inspected the school records in advance of the meeting.

TB6/23-24/22 Confirm dates of future meetings

The following dates were agreed:

Autumn 2024

- Audit and risk committee - Wednesday 25th September at 3.30pm.
- Trust board – Wednesday 25th September at 4.30pm.
- Audit and risk committee on Wednesday 20th November at 3.30pm.
- Trust board – Wednesday 20th November at 4.30pm.

TB6/23-24/23 Determination of confidentiality and communication. Identify any items which should remain confidential to the trust board and minuted separately.

It was agreed that one item 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 5.42pm

Signed

Chair

Date

ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
TB6/23-24/03	Update GIAS	SBM	
TB6/23-24/07	Write a 'welcome back and thank you' letter to all staff.	Chair	
TB6/23-24/08	Feedback to the Head key aspects missing from some policies	T Iball	
TB6/23-24/09	Contact the SBM at Old Basford Primary School to discuss their GDPR practise and ensure the school, as a single academy, were compliant.	SBM	
TB6/23-24/10	Contact Wilson Contracts to arrange for the work to be completed before the autumn term.	SBM	
TB6/23-24/13	Upload the PE and sports funding report to GovernorHub for trustees to review. Publicise on the school website by 31st July deadline.	Head/ Trustees	

Attendance at meetings - Academic Year 2023 -2024

	Autumn 2023				Spring 2024				Summer 2024			
	TB 28/9	PAY	A&R 23/11	TB 23/11	A&R 8/2	TB 8/2	A&R 28/3	TB 28/3	A&R 16/5	TB 16/5	A&R 18/7	TB 18/7
David Dickinson	Y		I	Y	Y	Y	Apols	Apols	Y	Y	Y	Y
Sue Buckby	Y		N	Apols	Y	Y	Y	Y	Y	Y	Apols	Apols
Matt Cooke	Y		Q	Apols	Y	Y	Y	Y	Y	Y	Y	Y
Stephen Goff	Y		U	Y	Y- obs	Y	-	Apols	-	Y	-	Y
Terry Smith	Y		O	Y	-	Y	-	Apols	-	Y	-	Apols
Gus Steele	Apols		R	A	-	Y	-	Y	-	Y	-	Y
James Strawbridge	Apols		A	Y	Y	Y	Y	Y	Y	Y	Y	Y
Rob Perkins	Y		T	Y	Y	Y	Y	Y	Left			
Danielle Roettig	A		E	Apols	Left							
Helen Richardson	Y			Y	Y-obs	Y	-	Apols	-	Y	-	Y
Joseph Turner									Y	Y	Y	Y
Tiffany Iball										Y	Y	Y