

# The Milford Academy

*Aim high, achieve*

## Minutes of the Summer term 1 Board of Trustees meeting held on Thursday 16<sup>th</sup> May 2024 at 4.30pm

### Membership

(A) denotes absence

Dave Dickinson, Chair  
Sue Buckby  
Matt Cooke, Joint Vice Chair  
Stephen Goff  
Helen Richardson  
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)  
Tiffany Iball, observer  
Jade Morrison, observer

### Item

### Action

#### **TB5/23-24/01 Welcome, apologies for absence.**

The Chair welcomed all to the meeting. There were no apologies for absence to consider. Trustees welcomed Tiffany Iball and Jade Morrison to the meeting, a round of introductions followed. Trustees noted, Tiffany Iball and Jade Morrison, following a recent parent trustee election process, were awaiting the outcome of DBS checks before confirming their places as parent trustees on the board.

#### **TB5/23-24/02 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. Sue Buckby had secured a teaching post at a Nottingham City Primary Academy.

#### **TB5/23-24/03 Membership**

##### Attendance requirements.

There were no attendance issues to consider.

##### Vacancy update.

The Clerk reported, following the recent parent trustee election, there were no vacancies on the trust board.

Trustees noted, Sue Buckby would be standing down at the end of the summer term.

##### End of terms of office.

There were no end of terms of office to consider.

GIAS check.

The Clerk said, following confirmation of the parent trustees, GIAS would require updating.

**SBM**

**The SBM would update.**

**TB5/23-24/04 Minutes of last meeting, actions and matters arising**

Minutes of the previous trust board meeting held on Thursday 28<sup>th</sup> March 2024, were approved.

**Actions from the meeting**

Reference	Action	Responsible	Outcome
TB4/23-24/03	Complete the necessary checks for new trustees Arrange to meet the two parents to discuss the trustee role.	SBM Chair/Head	In process  Completed
TB4/23-24/08	Attendance below 80% data presented at the next meeting. Review link trustee roles to the priority areas.	Agenda 16/5 Agenda 16/5	Head to circulate. Ongoing
TB4/23-24/09	Arrange a TEAMS meeting to review the Review of Governance report	Chair/Head	Ongoing
TB4/23-24/14	Arrange visits following the review of the link monitoring roles at the next meeting	Trustees	Ongoing

**Matters arising**

**TB4/23-24/09**

The SBM would contact Clare Colmore, reviewer, to confirm her availability to attend a TEAMS meeting to discuss outcomes from the review of governance.

**SBM**

**TB5/23-24/05 Chair's or Joint Vice Chair's emergency action since last meeting**

None to report.

**TB5/23-24/06 Correspondence**

From Chair.

None to report.

From Headteacher.

None to report.

From Clerk.

None to report.

**SCHOOL PROGRESS**

**TB5/23-24/07 Headteacher report and update on staffing 2024/2025**

The Head apologised for not circulating his report and would **upload to GovernorHub following the meeting.** The Head summarised the key points:

**Head**

- His first five weeks in post had been extremely busy with much of the time spent on recruitment.
- A new Deputy Head, Kieran Matthews, had been appointed and would be starting in September.

- Laura Hardy had been successful in securing the SENDCo role and would be starting in September. The SENDCo role would be covered in house for the remainder of the term.
- Sarah Hickling, KS1 phase lead, would be leaving on 1<sup>st</sup> July. Erika Weatherall, would cover the KS1 phase lead post for the remainder of the term and Jessica Koletzki, would be the new KS1 phase one lead from September.
- Interviews would be held next week for two teaching posts.
- Deborah Clarke, teaching assistant, Year 6, would be leaving on 17<sup>th</sup> May and Chanelle Wignall, Level 3 teaching assistant, had also tendered her resignation. The recruitment process was underway for the two teaching assistant posts.
- Teachers would be informed of the staffing arrangement in terms of placement to classes as soon as possible.

**The Chair asked in terms of Sarah Hickling, KS1 lead, leaving early, was this a mutual decision.** The Head confirmed this, adding Sarah Hickling had secured a Deputy Head teacher position. The Chair, on behalf of trustees, congratulated all staff on their new appointments.

The Head continued, the recruitment of internal staff to new posts, had enabled development opportunities.

**Trustees asked how key roles would be distributed.** The Head said individuals had been identified for roles, for example, a new staff member starting in September would be moving from a local school and had knowledge of the local area, would lead on Pupil Premium.

The Chair thanked the Head for his verbal report. The Head invited trustees to post further questions from his report on GovernorHub and he would respond.

#### **TB5/23-24/08 Review of the School Development Plan**

**Trustees noted, the Head and Deputy Head would review the School Development Plan and present at the next meeting.**

**Agenda  
18/7**

The Head wished to thank staff for their support during SATS week and the Year 6 pupils for their positive behaviour and attitude, throughout. The tests were extremely tough, and pupils had worked very hard. One pupil had broken a wrist the week before but had managed, with the support of staff, to complete the tests.

#### **TB5/23-24/09 Evaluation of the school's promotion of British Values**

The Head said the school had started to map where British Values fit in terms of teaching and the curriculum would not change. The Head would update Sally Manz, School Improvement Adviser, on this during her next visit. From September, each half term we will deliver 'Milford Values', this would include looking at inspirational figures having a 'British Values Day' and incorporate protected characteristics. Helen Richardson added, we want to link British Values to lessons while being mindful of the use of language.

#### **TB5/23-24/10 Review of PE and Sports Funding spend**

**Trustees noted, the Head would meet with the sports and PE lead and present an update at the next meeting.**

**Agenda  
18/7**

#### **TB5/23-24/11 Policies for review and approval.**

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

- GDPR acceptable use policy.

- GDPR data incidents and breaches policy and procedure.
- GDPR e-mail policy.
- GDPR Freedom of Information policy.
- GDPR publications scheme policy.
- GDPR remote access mobile computing policy.
- GDPR school data protection policy.
- GDPR subject access request policy.
- Nursery attendance policy.

#### **TB5/23-24/12 Wellbeing and mental health of staff and pupils**

The Head reported, the School Counsellor continues to work four days per week in school. The disclosures from meetings enables us to put in place the appropriate support for the child. In terms of staff, all staff appear happy, this results in a positive working environment. We are mindful that well-being was different for all and teachers are given the option to have their PPA time at home or in school.

We try to ensure staff do not require to do overly detailed planning and reproduce things unnecessarily. The installation of the coffee machine had been very well received and we hope to keep it going.

The Head would meet with all staff before the end of term, he had started with class teachers and next week would be meeting with teaching assistants, followed by midday supervisors, the Site Manager and office staff.

#### **TB5/23-24/13 Consider arrangements for Headteacher performance management for academic year 2024-2025, including appointment of external advisor and approval of performance management governors**

Trustees approved Sally Manz as external adviser and the Chair, Terry Smith and Tiffany Iball, as performance management trustees.

The Clerk reminded trustees of the requirement to complete performance management training in order to be the performance management trustee.

**The Head would arrange a date and time for the meeting with Sally Manz and inform the performance management trustees.**

**Head**

The Chair said the targets set for the previous Head would remain in place for the new Head, pending the setting of new targets.

**Trustees asked, do the performance management trustees set the targets.** The Chair explained, the external adviser makes recommendations, the performance management governors discuss and agree. The targets were then presented to the trust board.

**Trustees asked, do the targets feed into the SDP.** The Chair confirmed this.

#### **TB5/23-24/14 Trustee training and development**

Trustees had not completed any training since the last meeting.

The Chair said, trustees had discussed establishing a trustee activity every term. The report from the review of governance and the skills audit identify areas for development and proposed, following the meeting to review recommendations from the report, to schedule a series of trustee activities. The SBM added, Jo Travis, SAAF, would be happy to deliver a session on understanding the budget reports.

#### **TB5/23-24/15 Monitoring visits**

Trustees commented, visits scheduled with staff had been postponed and information requested had not been made available. Trustees suggested setting a planning cycle for monitoring visits to enable staff support monitoring visits. **The Head would map out planning visits schedule from September.**

**Head**

The Head wished to thank the Chair and trustees for their support in the recent recruitment of staff.

**TB5/23-24/16 End of year impact statement**

The Clerk reminded trustees of the requirement for academies to publicise an end of year impact statement. **The Clerk would email the impact statement template to the Head and Chair.**

Clerk

**REPORTS TO TRUSTEES**

**TB5/23-24/17 Report from the School Improvement Adviser**

The Head provided a summary of the last SIA visit:

- We discussed the current staffing structure and ideas going forward.
- Completed a learning walk in Years 3, 5 and 6.
- Teaching was identified as being over planned.
- Learning walks needed to be completed more frequently to reduce or avoid staff anxieties.

**The Head would upload to GovernorHub the reports from the SIA visits from September 2023 to date.**

Head

**TB5/23-24/18 Local Authority Report and DfE Guidance**

**DfE statutory guidance: Working together to improve school attendance (Published: 29th February 2024, applies from: 19th August 2024)**

The DfE non statutory guidance, 'Working together to improve school attendance' for schools, academy trusts, governing boards and Local Authorities, published in May 2022, following feedback, has been updated and will be statutory from 19<sup>th</sup> August 2024. The guidance is updated to:

- Be clearer on the link between improving attendance and wider school culture, including the importance of working in partnership with families to find supportive routes to improve attendance.
- Reflect changes to the law on keeping school attendance and admission registers including a revised set of codes, granting leaves of absence and access to, and sharing of, attendance information introduced through the School Attendance (Pupil Registration) (England) Regulations 2024.
- Set out the new National Framework for issuing penalty notices and reflect changes to the law introduced through the Education (Penalty Notices) (England) (Amendment) Regulations 2024.
- Change 'parenting contracts' for attendance to 'attendance contracts' to better reflect the agreement between parents, schools and/or Local Authorities.

Expectations on schools and Local Authorities had also been updated.

The role of the trust board, detailed in the summary table of responsibilities is to:

- Take an active role in school attendance improvement, support the school to prioritise attendance and promote it across the school's ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data to understand trends, compare with other schools, identify areas of progress and where greater focus is needed.
- Designate a member of staff to have the responsibility for the promotion of the educational achievement of looked after and previously looked after children. Consider how school policies are sensitive to their needs and support good attendance.
- Ensure school staff receive training on attendance.

Ofsted considers governing/trust boards efforts as part of inspections.

Trustees noted, the report also included example questions to ask at meetings and monitoring visits.

Links to guidance documents:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

[https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024_.pdf)

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance/toolkit-for-schools-communicating-with-families-to-support-attendance>

<https://assets.childrenscommissioner.gov.uk/wpuploads/2022/12/aaa-guide-for-parents-on-school-attendance.pdf>

Governors noted the report. **The Head would review and update the policy to reflect the updates to the attendance guidance.**

**Consultation on Nottingham City’s Fair Access Protocol for 2024/2025 Academic Year**

**Head**

The purpose of the report was to inform and seek agreement from governors of the updated Fair Access Protocol that will apply to all primary and secondary phase schools and academies in Nottingham City.

The revised protocol includes changes to the way that Nottingham City process primary applications through the Fair Access Protocol. This protocol was developed through consultation with Primary Headteachers across Nottingham City.

Action for trustees:

- Note the updated Fair Access Protocol and procedures.
- Agree to the updated Fair Access Protocol 2024 to be in operation.

**Trustees agreed to the updated Fair Access Protocol 2024.**

**Determined admission arrangements for Nottingham City community schools, 2025-2026.**

The purpose of this report is to inform governors of the determined admission arrangements for the school year 2025-2026.

The Local Authority is responsible for determining the admission arrangements for community schools. As there were no changes to the admission arrangements for the 2025-2026 academic year, the report did not require to be presented to the Council’s Executive Board. Instead, the arrangements were approved by Corporate Director for Education, Catherine Underwood, on 31<sup>st</sup> August 2023.

Trustees noted, the full report had been uploaded to GovernorHub.

Action for trustees:

- Note the determined 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 coordinated admissions process.
- Ensure that this information appears on your school’s website during the 2024-2025 and 2025-2026 school years.

Trustees noted the report.

#### **TB5/23-24/19 NST REPORT FROM SPRING 2024**

For information only.

#### **CONCLUDING ITEMS**

##### **TB5/23-24/20 Safeguarding and child protection**

There were no safeguarding issues to report.

Trustees noted, the Head would complete the 'training the trainer' training in July and would deliver safeguarding updates and training to staff in September.

##### **TB5/23-24/21 Health and safety**

The Head said there were no site health and safety issues to report. One pupil had suffered a broken wrist. David Thompson, Health and Safety Officer for Schools, would complete a health and safety visit before the end of term.

##### **TB5/23-24/22 Confirm dates of future meetings**

The following dates were agreed:

Summer 2024

- Audit and risk committee – Thursday 18<sup>th</sup> July at 3.30pm.
- Trust board – Thursday 18<sup>th</sup> July at 4.30pm – 6.00pm.

**Note: Add 2 year old provision to the agenda.**

Autumn 2024

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

##### **TB5/23-24/23 Determination of confidentiality and communication. Identify any items which should remain confidential to the trust board and minuted separately.**

It was agreed that 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 Head thanked trustees for their support and commitment to their role and the school.

Trustees thanked the Head and wished him every success in his new role.

**The meeting closed at 5.48pm**

**Signed**

**Chair**

**Date**

### ACTION POINTS FROM THE MEETING

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

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	TB
David Dickinson	Y		I	Y	Y	Y	Apols	Apols	Y	Y		
Sue Buckby	Y		N	Apols	Y	Y	Y	Y	Y	Y		
Matt Cooke	Y		Q	Apols	Y	Y	Y	Y	Y	Y		
Stephen Goff	Y		U	Y	Y- obs	Y	-	Apols	-	Y		
Terry Smith	Y		O	Y	-	Y	-	Apols	-	Y		
Gus Steele	Apols		R	A	-	Y	-	Y	-	Y		
James Strawbridge	Apols		A	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		
Joseph Turner									Y	Y		