



Milford Academy Trust Board

Thursday 18th July 2024 at 4.30pm

Summer Term 2024 Business Agenda

Actions from the meeting on 16th May

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	

Agenda

PRELIMINARIES			
Agenda item	Item	Lead	Time
TB6/23-24/01	Welcome and apologies for absence	Chair	2 mins
TB6/23-24/02	Declarations of interest	Chair	2 mins
TB6/23-24/03	Membership <ul style="list-style-type: none"> • Attendance requirements. • Vacancy update. • End of terms of office. • GIAS check. 	Clerk	5 mins



TB6/23-24/04	Minutes of last meeting, actions and matters arising	All	5 mins
TB6/23-24/05	Chair's or Vice Chair's emergency action since last meeting	Chair	2 mins
TB6/23-24/06	Correspondence: <ul style="list-style-type: none"> • From Chair: • From Headteacher: • From Clerk: 	Chair Head Clerk	5 mins
FINANCE, POLICIES & GDPR			
TB6/23-24/07	Review and approval of budget forecast.	Head/ SBM/all	10 mins
TB6/23-24/08	Policies for review/approval	Head	5 mins
TB6/23-24/09	(UK)GDPR	Chair/ Head	5 mins
TB6/23-24/10	Standard items: <ul style="list-style-type: none"> • Virements. • Write-offs and disposal of surplus stock and equipment. • Building maintenance. • Review audit reports and implement recommendations. 	All	5 mins
TB6/23-24/11	Review audit reports and implement recommendations.	Head/ all	5 mins
REPORTS TO TRUSTEES			
TB6/23-24/12	Report on PE and Sports Funding	Head/ all	10 mins
TB6/23-24/13	School Development Plan	Head/ all	10 mins
TB6/23/24/14	Two-year old provision	Head/ all	10 mins
TRUSTEE REPORTS			
TB6/23-24/15	Review of Governance report and agree action plan to ensure compliance	All	10 mins
TB6/23-24/16	Review of trustee link roles and schedule for monitoring visits	All	5 mins
TB6/23-24/17	Feedback from A&R committee	A&R Chair/all	5 mins
CONCLUDING ITEMS			
TB6/23-24/18	Safeguarding and child protection	Head	5 mins
TB6/23-24/19	Health and safety	Head	5 mins
TB6/23-24/20	Equality incidents reported since the last meeting	Head	2 mins
TB6/23-24/21	Arrangements for Chair to inspect school records	Chair	2 mins
TB6/23-24/22	Confirm arrangements and dates of future meetings	All	5 mins



	<p>Autumn 2024:</p> <ul style="list-style-type: none">• Audit and risk committee – Wednesday 25th September at 3.30pm• Trust Standards – Wednesday 25th September at 4.30pm.• Audit and risk committee – Wednesday 20th November at 3.30pm.• Trust Business – Wednesday 20th November at 4.30pm.		
TB6/23-24/23	Determination of confidentiality and communication. Identify any items which should remain confidential to the governing body and minuted separately	All/ clerk	2 mins