

**MILFORD INFANTS' SCHOOL & PRE SCHOOL**  
**Agenda for the Full Governing Body Meeting**  
**Tuesday 11<sup>th</sup> February 2025, 6.15 pm at Milford Infants' School**



Time	Item	Policies to be Reviewed / Review date	Accompanying Documents/Action required	Lead Governor
6.15 pm	Apologies for Absence		Update Attendance List – Apologies	Clerk
6.15 pm	Declaration of Business Interests & Notice of Confidential Items			Clerk
6.15 pm	Urgent Matters Arising			All
6.20 pm	Approval of Minutes of previous Full Governing Body Meeting		Minutes of the meeting of 3 <sup>rd</sup> December 2024	Chair
6.25pm	Action Points from previous meeting			All
6.30 pm	Budget Update / Draft update			All
6:35 pm	Headteachers Report			Chair
6.40 pm	Admission arrangements			
6.45 pm	Safeguarding audit			Chair
6.50 pm	Staffing structure & deployment for the next year			
6.55 pm	Premises review & development			All
7:00 pm	Review & implement a three year rolling programme for maintenance			
7:05 pm	Schools Financial Value Standard (SFVS) (by end of March)			All
7:10pm	Single Central Record			

7:15 pm	AOB		To be notified to the Chair & Clerk in advance of the meeting with at least 24 hours' notice	All
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**School Vision:** *“to provide an outstanding personalised education for our pupils within a stimulating and safe environment. We aim to specialise in the education of 4-7 year olds, building a solid foundation of learning to enable and motivate the children to be the best that they can be. In our vision for the school we will work in partnership with parents so that our pupils excel and are inspired to be life-long learners.”*

### 3 Core Roles of Governors:

- Ensuring clarity of vision, ethos and **strategic direction**
- **Holding executive leaders to account** for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the **financial performance** of the organisation and making sure its money is well spent

### Action Points brought forward from previous meeting

Action		Completed
All Governors to complete NGA skills audit and return to Clerk & Chair – rest of Governors to complete & return.	All completed apart from KK	In process
Kunal to discuss with Chelsea Northover, Science Lead regarding STEM sessions.		In process
The Headteacher will check with the Yeovil Area Community Academy Trust their intended timescale for recruiting additional schools.	Over the next academic year – email in July	In process
Kunal to gather evidence with professionals and colleagues for and against joining an Academy.		In Process
Alan to write up notes following a meeting with Ross Newman and send to all.		In process
Alan to contact Khaline regarding SEN responsibilities		In Progress
Safeguarding Governor – Alan P to confirm Emily to arrange/direct to safeguarding training once Governors in post		In process
LD to bring Business Interests forms to next meeting for ASR, HK + KK		In process

Attendance Data – WC to bring to the next meeting		In process
All to read the Ofsted framework before next meeting		In process
Kunal to gather evidence with professionals and colleagues for and against joining an Academy		In Progress
Alan to write up notes following a meeting with Ross Newman and send to all		In Progress

**Dates of Next Meetings:**

<i>Tuesday 11th March 2025</i>	<i>6.15 pm</i>	<i>Finance Committee</i>
Tuesday 25th March 2025	6.15 pm	Full Governing Body