

**Minutes for the meeting of the Full Trust Board of Queen Elizabeth Grammar School on
Wednesday 12th July 2023 at 7pm held via Teams**

Present:

Trustees: M Robson (Chair) N Page, N Ruddick, C Pyle, M Pannone

Staff: D Marchant, R Rourke, O Price-Jones, J Grindrod (Clerk)

1. Apologies for absence

S McGrath, D Sargent (Sabbatical), R Dawson

2. Declaration of Interest in Agenda Items

None.

3. Any changes to declaration of Business Interests

There were no changes.

4. Minutes from Meeting on 7th June 2023

Agreed by all.

5. Matters arising

DM: Due to delayed CLLT transfer date the planned whole trust inset day will now not be going ahead in September.

6. MAT Update

DM: TUPE process is taking longer process than expected, it would not be right to rush this through before the end of the August 2023, hence the delayed CLLT transfer date mentioned above. Main reason for delay is the national pay awards have not yet been agreed and government have not agreed the funding model for next year. However all the due diligence work is now completed. DM has asked CLLT for a date for a staff meeting to the start of the TUPE consultation process for the 1st November transfer date. Trustees agreed for DM to write to staff before the end of this term to confirm meeting date.

DM: As we are not transferring until 1st November the budget for QEGS will need to be submitted to the ESFA before the end of August.

Trustees acknowledged that however unsettling for all staff it must feel they are reassured by how things are progressing and offered DM and SLT their expertise and support during this process.

7. Finance Update

RR updated the Trustees on the below items:

a. Internal Audit Report

Dodd & Co have provided their report and RR is happy to report our financial controls are good and no issues to report. Trustees agreed it was a very useful exercise and thanked the finance team for their work in this.

b. Cash balances and dormant account – following change of signatories RR can confirm that the Natwest account is now closed and all monies have been received into the main QEGS bank account.

- c. Financial procedures manual – DM explained as it was a low priority on the internal audit report were Trustees happy to just update level of authorisation names? Trustees discussed this and as QEGS would be joining CLLT shortly it would be an unnecessary use of time to completely rewrite. All agreed that RR to update the authorisation levels and ensure separation of duties in the manual to FO, SBM, HT.
- d. Management accounts – April.
RR confirmed finances remain positive and small surplus is still forecast despite the continued increase in costs such as energy and proposed national staff pay awards. This included budgeted costs for item f.
- e. Budget for approval
Trustees discussed this and were happy for RR to submit this to ESFA by August due date. DM confirmed all schools in similar situation and QEGS had done well to produce a positive budget as many schools have not done so.
- f. Tender update
RR: As mentioned above we had budgeted for 2 major projects and these will take place over the summer holidays. The Sports Hall acoustics was a health and safety risk and the DT Food classroom is to accommodate the increased number of GCSE DT students. MR thanked RR for the detailed report provided to Trustees for these 2 projects.
- g. Increase in catering costs
RR: In the past the canteen income has generally covered any overheads, eg food, energy costs. However due to the continued high costs and proposed staff pay awards this is now not the case. Having discussed with the Catering Manager and completed a benchmarking exercise comparing local schools and it was felt a 15% increase on catering charges would cover costs going forward.
DM: confirmed canteen is losing money and the school is subsidising it. Following discussions with RR and the Catering Manager it was felt that the 15% increase in charges would be appropriate and in effect a historical catch up as prices have only been increased once in the last 15 years.
Trustees agreed to the 15% increase in catering charges with effect from 1st September 2023.

8. Curriculum Update

DM reported that parents had been notified of new school day timings with effect from 1st September 2023. Meetings with middle school leaders have been taking place regarding this and overall feedback was positive.

9. Support Staff Progressions

A panel of 3 trustees and DM met, via Teams, at 6pm today to discuss the proposed support staff pay awards from 1st September 2023. All were unanimously agreed and letters will be issued to those staff members concerned before the end of summer term.

10. Date of next meeting

Proposed dates (time and venue TBC):

* Wednesday 20th September 2023 (to report progress over summer and any MAT consultation updates.

* Wednesday 18th October

11. AOB

DM: thanked Trustees for their continued support and welcomed any wishing to continue. NP regretted to say he would not be able to continue in his role as QEGS Trustee from September.

DM: Requested if any Trustees would be willing to form a small panel of 3 for internal appeal panel for entrance to QEGS Sixth Form. This is to ensure there is an extra layer to the process of admission to QEGS Sixth Form rather than the decision laying with 1 person.

MR and NR volunteered. A meeting for this panel will be held at 9am on Friday 1st September.