

**MINUTES FROM FULL ACADEMY BOARD MEETING –
THE ACADEMY BOARD OF QEGS**

1pm Wednesday 22nd November 2023 at QEGS

Present:

Trustees: Maggie Robson, Chris Pyle, Neil Ruddick, Mark Pannone, Sarah McGrath, Owen Price-Jones

Staff: David Marchant, Rob Dawson, Janet Grindrod (clerk)

MAIN AGENDA

1.	DM welcomed all to the meeting. The following Trustees will continue on the academy board of Trustees: MR (Chair), CP, NR, MP, SM. Trustees all agreed MR to continue as chair.
	Receive and agree: Apologies: DS
	Confirm if meeting is quorate: All agreed that the meeting was quorate.
	Confirm resignations: NP stepped down as Trustee with effect from 01.11.2023
	Confirm and ratify changes: Changes ratified.
	Declaration: None
2.	Approve – Minutes from 18.10.2023 were circulated and ratified.
3.	Policy Update Governor’s code of conduct – Trustees will officially adopt new trust code of conduct and all understand expectations – all agreed and noted.
4	Quality of Education - meeting agenda below See below
5	People, Estates and Finance – meeting agenda below See below
6	Initial student/parent/staff survey feedback – verbal update DM – this went out yesterday. Quick glance through results to date, but need more time needed to analyse them. MP - One issue with both student and staff is lunch is too late. MR – closing date? DM – 1 st December
7	Risks and implications for improvement plan None
8	Actions arising not on the agenda DM – updated Trustees with SDP. MR - Review curriculum model change – when will you do this? DM – Feedback from staff has been noted OPJ – exam classes affected by PSHE DM – always going to be issues. MP – mental health support? DM – students asking to leave to see pastoral, we need to be more proactive.
9	Ratify actions taken since the last meeting None
10	Note – Correspondence None
11	Confirm
12.	Dates – Trustees to confirm attendance to CLLT for Governor Day on 5 th December
	Next Meeting – Wednesday 17 th January 2024. 7pm via Teams

QUALITY OF EDUCATION COMMITTEE

1	<p>Welcome</p> <p>DM – going forward the Chair to lead the reporting of the feedback for these committees. All Trustees present attended and the board will now be: SM, CP, OPJ</p>
2	<p>Approve Previous QofE minutes.</p> <p>None</p>
3	<p>Policy Update</p> <p>No updates at moment and QEGS have identified which policies need work.</p>
4	<p>Outcomes</p> <p>n/a</p>
5	<p>Teaching & Learning update:</p> <p>We have a number of successes including new appointments</p> <p>MR – new careers appointment has made a positive impact on students.</p> <p>SM- How are we actioning teaching and learning review?</p> <p>DM – learning walks in lessons and involved CM and Settlebeck how to support each other. Will share with education committee next time to create action plan.</p> <p>OPJ- staff raised questions regarding frequency of lesson observations</p> <p>MP - regular communications to staff is important to alleviate any concerns.</p> <p>DM – code of practice for SLT to do this – it is part of statutory duties.</p> <p>OPJ – quoted unions 3 lesson observations per year. Learning walk is not a formal observation.</p> <p>DM – we aim for communication to be open and want to create a positive working relationship.</p> <p>MR – publish and talk through this rather than just send out an email.</p> <p>DM – finding the correct way to do this in depth as there are only a few whole staff meetings to do this.</p> <p>NR – as it's already started it may be a while before someone has had 3 observations.</p> <p>SM – how to communicate is important, the feedback needs to be now.</p> <p>CP – teaching and learning reviews when is next one?</p> <p>DM – 1 every half term – we want focus a widespread review KS3 spring term. Balance in department or next year to review impact. Managing expectations. Possibly review a spread of departments.</p>
6	<p>Curriculum Update:</p> <p>NR – wasn't aware of EPQ. Do we not do HPQ?</p> <p>DM – not at present, is something possibly look at in future. EPQ is now an optional subject.</p> <p>MR – how to you staff it</p> <p>DM –Staff who have availability. Going forward under review. Ensuring that staff are familiar with the process.</p>
7	<p>Safeguarding Update:</p> <p>MP – reported that he has met with CM. Went through NSPCC process no significant concerns. New DSL CM has appropriate training in place and impressed with DSL and his awareness of the current risks in school.</p> <p>DM – update on the use of CPOMS, the new defined behaviour lead, Louise Wilson, will take on this role. Has become involved in a new county wide steering group. Safeguarding hub will now do consultations.</p> <p>MP – knowing children feel safe is fundamental. Good idea to have safety student questionnaire.</p> <p>OPJ – suggested this is done in PSHE session, not form time, so more time given to this.</p> <p>SM – suggested a map of site for students to identify safe areas.</p> <p>DM - At moment things are over reported, this is under review.</p> <p>MP – When is a review of safeguarding?</p> <p>DM – over next few weeks. Trust will audit the DSL report.</p> <p>MP – give DSL the support he needs for this. MP to meet CM once a term.</p>
8	<p>Children with SEN needs</p> <p>DM – visually impaired student offered a place from September.</p>
9	<p>Children who are disadvantaged or vulnerable</p> <p>DM – too early for data.</p> <p>SM – how do you define disadvantaged?</p> <p>DM – would be anyone PP or Bursary.</p> <p>SM – vulnerable students also?</p> <p>DM – as above and safeguarding.</p>
10	<p>Assessment</p> <p>RD – Year 11 mocks taken place. Y13 2nd week back after Christmas off-site venue. Space so tight now at QEGS.</p> <p>RD – Y12 November tests just done. Y10 in March. KS3 in summer take place in classrooms.</p>
11	<p>Attendance</p> <p>DM – 2/3 students refusing to attend and we are aware of and responding to the issues.</p>

	DM – authorised absences: 1 in a wheelchair, number with part days, some are National Level Competitors.
12	Behaviour DM – continuing to be proactive with student’s use of social media. Ensuring that students show respect and values. Tackling vaping. OPJ – how do monitor students when wet breaks? DM – have more MDS in place now. Long term aim is for FQEGS fundraise for outside covered areas.
13	Risks and implications for improvement plan DM – reported to Trustees that SLT are managing at a point to move forward now we have joined CLLT. RD – am currently covering for exams officer and cover manager.
14	Actions arising not on agenda None
15	Ratify None
16	Note None
17	Confirm Actions – feedback from T & L review to staff Safeguarding support CM – and training for staff using CPOMS
18	Dates Next Meeting: 17.01.2024 7pm Teams

PEOPLE ESTATES FINANCE

1.	Welcome DM – going forward the Chair to lead the reporting of the feedback for these committees. All Trustees present attended and the board will now be: MR, NR, MP
2	Approve Previous People, Estates and Finance. None
3	Policy Update
4	HR English – 1 staff member retiring at end December and new staff member appointed. Site Manager resigned to be full time Firefighter. Trust have identified the under resourced site team – so number of adverts going out for this. Internally first. This will enable a Rota system so evenings to cover lettings. CLLT Trust SBM Lyn Bedford (LB) has supported us with compliance and Trust procedures.
5	Appraisal None
6	Culture DM – covered in other meeting. DM – will give a copy of template to check through at next meeting. CLLT are signed up to Trustees wellbeing. STEAM engagement meeting. DM will attend. DM - LB will join meetings for this. RD – QEGS changes that CLLT and other schools will do better as we know the issues. Important get it right.
7	Health & Safety DM - Compliance work procedures in place and we are looking at prioritising repairs
8	Asset Management None
9	Finance DM – hovering around 0 mark. Monitoring energy costs.
10	Investment None
11	Risks and implications for improvement plan DM – pay structure how do we do new roles. Pay parity done by April. OPJ – concern from staff how will this work. Pay and justify role and pay parity. SM – budget implication? DM – factored this is in to existing roles but not new roles.
12	Actions arising not on the agenda None – Culture section include more on staff feedback, eg ISO45003
13	Ratify None
14	Note None
15	Confirm None
16	Dates TBC