

## Committees and Full Governors Meeting

10<sup>th</sup> July 2024 at Queen Elizabeth Grammar School

Item and Description	Notes
<p><b>1. Welcome, apologies and quorum</b></p> <p>a. Introductions and welcome</p> <p>b. <b>Confirm</b> membership of the Full Academy Board</p> <p>c. <b>Receive and agree</b> whether to accept apologies</p> <p>d. <b>Confirm</b> whether the meeting is quorate</p> <p>e. <b>Confirm</b> resignations or term of office end</p> <p>f. <b>Appoint new governors</b></p> <p>g. <b>Elect a chair</b></p> <p>h. <b>Declaration</b> of Interests and/or Conflict of Interests</p>	<p>Attendees: David Marchant, Maggie Robson, Neil Ruddick, Owen Price-Jones, Chris Pyle, Mark Pannone, Peter Croft, David Davidson.</p> <p>Welcome to David Davidson who has joined today's meeting. DD is the Chair of CLLT.</p> <p>Apologies: Sarah McGrath</p> <p>New Governors: Bio received from Joe Macgrore. SM put DSM in touch with JM. JM is keen to engage and DSM believes he would complement/be a great addition to the current team. Local and wants to be part of the journey. All voted and are happy to welcome JM on board.</p>
<p><b>2. Approve – Previous Full Academy Board Minutes</b></p>	<p>All minutes approved. BJ to ensure these our published on the school website.</p>
<p><b>3. Governance structure – Roles and responsibilities –</b></p>	<p>DD presentation.</p> <ul style="list-style-type: none"> <li>• Above DD sits 5 members. These members meet once a year at an AGM in December. Auditors also attend.</li> <li>• <b>Governance = Members</b> (guidance on the governance of the trust x 5) &gt; <b>Board of trustees</b> (accountable body x 13) &gt; <b>Board committees</b> (QoE, PEF, Audit and risk) / <b>Executive leaders</b> (CEO and strategic leads line manage trust leaders and central team) / <b>Local academy board</b> (responsibilities delegated by the board of trustees – eyes and ears).</li> <li>• By Sept/October everyone will of been through the performance review.</li> <li>• Joining CLLT - Evolving, two-way street.</li> <li>• Trust days shared for wider knowledge and understanding. Performance of other schools/best practice. Can dip in and out as needed.</li> <li>• Trust ok with us managing how we do our meetings – One meeting one report. CLLT recognise each school is very different even primaries and secondaries and therefore are offering flexibility with clear outcomes/actions.</li> <li>• Disciplinary and attendance delegated to local.</li> <li>• Grey line – interactions with parents/staff. It is believed that governors can fix all problems. Follow relevant policies and don't go off track. What people think that the governing board do vs what they actually can do is different. Understanding/awareness between the strategic role and the day job. Schools/Trust can't function without this group of people.</li> <li>• CEO at the trust/DD – Ongoing psychological safety discussions, to create the best education for our communities.</li> <li>• Processes and policies should be flexible to avoid knots. Flag any CLLT policies that don't work for you.</li> <li>• Scope for projects at QEGs and real positives to be shared from DD with staff/students/parents – currently missing positive news?</li> </ul>

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	<p>NR – Personal contacts at the Trust for relevant areas? Missing an opportunity for learning and developing here?          DD – Topic areas are available on trust days e.g. Finance, SEND, H&amp;S, Safeguarding etc. Agreed that learning from each other and cross realisation from other schools too.</p> <p>DSM – MR is always your point of contact if you feel something is not adequate.</p> <p>DD – The door is always open, just shout.</p>
<p><b>4. Dates for next year</b></p>	<p>Combined meeting next year for QofE and PEF. They link so it would be better/very helpful. All members of these committees are invited.</p> <p>Worked back from trust deadlines.</p> <p><b>QEGS Governor Meeting Dates 2024/2025:</b></p> <ul style="list-style-type: none"> <li>• 25<sup>th</sup> September – Full governors meeting (exam review and policies)</li> <li>• 16<sup>th</sup> October - Pay review meeting</li> <li>• 22<sup>nd</sup> January – Full governors meeting</li> <li>• 2<sup>nd</sup> May – Full governors meeting</li> <li>• 2<sup>nd</sup> July – Full governors meeting (end of year review/school development plan)</li> </ul> <p>DSM – Feedback is that 4 meetings feel right. Meetings will be held at QEGS at 12:30.</p> <p><b>Full Trust Days</b> - Local Governor attendance is encouraged (where possible) but there is an understanding that many Governors have work commitments which make it impossible. A preference would be at least one member of each committee.</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> December</li> <li>• 25<sup>th</sup> March</li> <li>• 15<sup>th</sup> July</li> </ul>
<p><b>5. Policy Update</b></p>	<p>Been through with all various committees. Please see PEF and QofE for all meeting notes/actions.</p> <p>Number adopted; number notionally talked about.</p> <p>T&amp;L one to be shared/considered via email as noted.</p>
<p><b>6. Quality of Education - Update</b></p>	<p>Where do our responsibilities end - Us vs trust?</p> <p>Lots of positive work on T&amp;L – policy procedure or handbook?</p> <p>The start of a series of programme and culture.</p> <p>Curriculum – pupils thriving and actions. 3 separate sciences to dual award? How do we manage this? What about pupils who can't cope with full timetable and support sessions?</p>
<p><b>7. People, Estates and Finance – Update</b></p>	<p>Responsibilities beginning and ended?</p> <p>Budget forecast and deficit forecast and responsibilities within this. Noted concerns forecast deficit. Roles within this clarified by DD.</p>

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	<p>CIF improvements – ongoing and plans will evolve as we move forwards. We may have to explore contingency plans and different spaces; mock exams are being considered. Certain areas have been prioritised for a number of reasons. Being managed but we have to be flexible.</p>
<p><b>8. QEGS Learners - update</b></p>	<p>We have shared a visual of the 5 Cs with all staff following on from a meeting.</p> <p>The purpose of this is so we have a shared vision and articulation.</p> <p>We need to work on the wording but this is a principle/starting point.</p> <p>Governors agreed this needs some refinement but everyone liked it. OPJ – highlighted the 3 Cs and MP commented “Resilience – how do we build/develop (acknowledge as a journey)? As an example.”</p>
<p><b>9. SDP 2024-24</b> Meeting on 5<sup>th</sup> July – more information to follow</p>	<p>A different structure to how things have been done before.</p> <p>Currently a working document that will be reviewed/signed off in September.</p> <p>DSM did a top level run through of the full document and asked Governors to review/take time to digest all information before feeding back. This provided full visibility on what is planned and when.</p> <p>The SLT structure was also shared with DSM explaining all changes being put in place. This structure will also be reviewed in the first term to ensure it is working efficiently/effectively.</p>
<p><b>10. Risks and implications for improvement plan</b></p>	<p>See PEF meeting notes 10/07/2024 section 9 ‘Finance’ for all notes/actions.</p> <p>It was confirmed:</p> <ul style="list-style-type: none"> <li>• It is the trustee’s responsibility to ensure finance is managed.</li> <li>• Once budgets are set, they are controlled centrally so we know where we are.</li> <li>• DSM/team are accountable.</li> <li>• CLLT have monthly meetings with QEGS to discuss finance/budget.</li> <li>• Don’t just look at the previous month look at the past three for comparison. (Minutes/Head Teachers reports, monthly meetings, audits).</li> <li>• Governors are the eyes and ears. It is critical for this group of people to come with intelligence – timescales/plans/surplus etc.</li> </ul>
<p><b>11. Actions arising not on the agenda</b></p>	<p>Picking up actions from other committee meeting.</p> <p>Contingency plan with all building works.</p> <p>MP praised DSM for all comms work a couple of weeks ago around the Hustings. Postal vote for the Y7 residential was brilliant. Well done. DSM shared credits to the wider team.</p>

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<b>12. Ratify</b> actions taken since the last meeting	None.
<b>13. Note</b> – correspondence to The Chair	None.
<b>14. Confirm</b> – actions/information for other committees of the Academy Board and Trustees from this meeting	None.
<b>15. Dates</b> a. <b>Confirm attendance</b> for the next Full Trust Day on 16 <sup>th</sup> July 2024	No expectation.