

## People, Estates and Finance Committee Meeting

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

Item and Description	Notes & Actions
<p><b>1. Welcome, apologies and quorum</b></p> <ol style="list-style-type: none"> <li>a. Introductions and welcome</li> <li>b. <b>Receive and agree</b> whether to accept apologies</li> <li>c. <b>Confirm</b> whether the meeting is quorate (this can only be a quorum of designated PEF members)</li> <li>d. <b>Confirm</b> resignations or term of office end</li> <li>e. <b>Elect a chair</b></li> <li>f. <b>Declaration</b> of Interests and/or Conflict of Interests</li> </ol>	<p>Attendees: David Marchant, Maggie Robson, Neil Ruddick, Mark Pannone, Peter Croft.</p> <p>Welcome and introduction of Becky Jacques (BJ) DSM's PA and the new Clerk to the Governors.</p>
<p><b>2. Approve – Previous People, Estates and Finance Committee Minutes</b></p>	<p>All minutes approved. BJ to ensure these are published on the school website.</p>
<p><b>3. Policy Update</b></p> <ul style="list-style-type: none"> <li>• <b>Public Sector Equality Duty (PSED)</b></li> <li>• <b>16-19 Bursary fund</b></li> <li>• <b>Accessibility Plan</b></li> <li>• <b>Administering of Medicines</b></li> <li>• <b>First Aid</b></li> </ul>	<p><b>PSED</b></p> <ul style="list-style-type: none"> <li>• Also referred to as 'Single Equality Policy'.</li> <li>• We know we want to increase pupil premium students.</li> <li>• Attainment gap between boys &amp; girls.</li> <li>• This is a trust policy but the appendix is around review for QEGS</li> <li>• MP - How much do we work towards these targets?</li> <li>• DSM - These are aspirational and we need to look at these and identify what is tangible as well as what is currently taking place.</li> <li>• MP - Sell by date of 2028 – Should we agree a more complex/clearer set of deliveries?</li> <li>• DSM - Our action plan should link to the school development plan.</li> <li>• Designate a trustee/governor? MR to raise at the committees &amp; full governors meeting later today.</li> </ul> <p><b>16-19 Bursary fund</b></p> <ul style="list-style-type: none"> <li>• No action required – All happy. BJ to format and publish on the school website.</li> <li>• We give money back every year as it is restricted funds. Discretion on SLT.</li> <li>• Support children who are having hardship and provide opportunities to go beyond.</li> <li>• FSMs are not tied directly to bursaries. They are different but we treat the same.</li> <li>• Could be used to fund other things - our pastoral support team identify other areas (support for child/contact parents). Also used to support school trips e.g. ski trip 2025.</li> <li>• NR - How is this advertised and promoted?</li> <li>• DSM - Advertising of this is embedded - Literature, website, assemblies, induction, signposting when questions are asked.</li> </ul> <p><b>Accessibility Plan</b></p> <ul style="list-style-type: none"> <li>• Sits behind a trust policy. We provided specific elements of this linked to QEGS. This is a relatively early draft.</li> <li>• Question raised around becoming more proactive rather than reactive to individuals coming into the school.</li> <li>• Review needed to identify where we are against the chronological reading age. A further plan/strategy should then follow.</li> <li>• Defer this to the next meeting to sit with this policy alongside the trust policy. Potential student joining with specific needs that need to be considered.</li> </ul>

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	<ul style="list-style-type: none"> <li>• What does this plan look like for other schools? Look at KPIs.</li> </ul> <p><b>Administering of medicines</b></p> <ul style="list-style-type: none"> <li>• Epi pens – need to be clear on the expectation of a staff member. Training provided on emergency first aid courses.</li> <li>• Paracetamol/ibuprofen not mentioned.</li> <li>• We need to be clear on aim and ideas. NR to check paperwork is in place/where medicine is stored.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• See administering of medicines feedback and ensure this policy is aligned.</li> </ul>
4. HR	<p>Recruitment is ongoing to ensure we are fully staffed in all areas of the school. HR supporting significantly to ensure working dynamics are the best they can be. We are working through things systematically.</p>
5. Appraisal	None.
6. Culture	Our first CLLT staff survey has taken place and we are awaiting results which are due at the end of Summer. DSM has requested sight of these for the early autumn term.
7. Health and Safety	H&S meetings take place once a term. The main gate accessing school has been a big area of focus.
8. Asset Management	None.
9. Finance	<p>Management accounts deficit of 100k. Expecting - 40k by the end of the summer holidays. This has been a heavier year as we didn't see the benefits of the trust for this financial year. Hoping to see a significant difference in 2024/25.</p> <p>DSM reviewing the sustainability of the budget forecast for next year as certain things have not been included, for example:</p> <ul style="list-style-type: none"> <li>• 5% unfunded teacher pay rise</li> <li>• Support staff pay award 3k increase</li> </ul> <p>Other scenarios have been mapped out at the Trust.</p> <p>How we move forwards is a fundamental point. Everything has been paired back as we have to push reality to keep budgets in line/break even. Of course, we have to spend on some things to function but we need to look at structural costings moving forwards. We have started to explore in the Trust and need to discuss this further in September and come back to the Governors.</p> <p>Support roles are being reviewed in line with teaching and learning objectives.</p> <p>MP – Who's responsibility is it to ensure the school is financially viable? <i>One to raise at the committees &amp; full governors meeting later today with David Davidson.</i></p> <p>DSM is discussing a range of options with CLLT to reduce structural costs</p> <ul style="list-style-type: none"> <li>• All plans need to be on the table – not viable as we are unless funding increases with new government.</li> </ul> <p>MP – Do governors have a ratification role or a guidance role? What support should we be giving school on this? <i>One to raise at the committees &amp; full governors meeting later today with David Davidson.</i></p>

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	<p>The repayment plan is still in place for the financial implications prior to September 2022.</p> <p>MP - We are not tapping into social funding or looking at endowments/wills etc.</p> <p>DSM – Keen to explore but ethical issues in relation to debt. Would be keen to explore in terms of improvements for the future.</p> <p>CLLT is budgeting on the worst-case scenario. There is a 3-year budget and we are looking even further ahead. This will impact permanent/temporary staff recruitment and on costs - trying to be pragmatic.</p> <p>Aiming to generate more coming into sixth form for additional funding. Potential here to add more courses to offer/support the wants/demands?</p>
<b>10. Investment</b>	None.
<b>11. Risks and implications for improvement plan</b>	The points raised in Finance need to be considered, Governors have raised their concerns.
<b>12. Actions arising not on the agenda</b>	None.
<b>13. Ratify</b> actions taken since the last meeting	<p>Gone through the above agenda points and policies have been shared/discussed.</p> <p>The compliance meeting took place.</p> <p>Health and safety walks now take place on a weekly basis. NR has been invited to occasionally come as he is the Governor focused on this topic.</p>
<b>14. Note –</b> correspondence to The Chair	None.
<b>15. Confirm –</b> actions/information for other committees of the Academy Board and Trustees from this meeting	<p>Policies to be actioned as appropriate (see above).</p> <p>Clarify with David Davidson (CLLT) governor responsibility for equalities.</p> <p>Overall concerns with finance.</p>
<b>16. Other Diary Dates</b>	Proposed 2024/25 diary dates shared with all governors.