

**Minutes of a meeting of the Trust Board for Queen Elizabeth Grammar School, Penrith,  
held on Wednesday 3<sup>rd</sup> May 2023 at 6.30pm at Queen Elizabeth Grammar School.**

**Present**

Trustees: M Robson (Chair), D Sargent, N Page, N Ruddick, M Pannone,

Staff: D Marchant, R Dawson, O Price-Jones, R Rourke (provided minutes for items 1 – 4)

Visitors: Nathan Jeremiah, EPI

1. Apologies for absence  
C Pyle, S McGrath
2. Declaration of Interest in Agenda Items  
Staff members declared an interest in the agenda item regarding the decision to join CLLT. It is noted that staff, with the exception of Mr Marchant and Mr O Price-Jones, do not have voting rights.
3. Any changes to declaration of Business Interests  
There were no changes
4. Appointment of temporary clerk to governors  
The existing Clerk to the Governors has resigned from the post.  
Mr Marchant shared that Mrs J Grindrod from the finance team at the school had agreed to take on the role on a temporary basis.  
The Trustees present unanimously voted to appoint Mrs Grindrod to the post of temporary Clerk to the Governors, effective immediately.  
  
Mrs J Grindrod joined the meeting as Clerk.
5. Minutes from the Meetings held in March 2023  
Agreed by all.
6. Review consultation responses to joining Changing Lives Learning Trust  
The Trustees considered the consultation report prepared by NJ. The Trustees found the report well prepared with all questions received well thought through with explanations/responses from both QEGS and CLLT.  
Following the public meeting, a group of parents requested to see Mr Marchant and Mrs Robson confidentially. Mrs Robson explained to the Trustees what had been discussed so that it could be considered.  
MP stated: A Trust is not just one person it is a whole board of trustees overseeing all decision making.
7. Reaffirm the resolution for QEGS to join Changing Lives Learning Trust  
All present trustees voted in favour of QEGS joining CLLT. CP and SM both voted in favour by proxy, which makes the decision unanimous.  
  
NJ left the meeting.
8. SLT structure 2023-24  
Following the recent resignations of MR and VS, DM presented a new SLT structure from September 2023. The SDP included a Raising Aspirations lead which is now included in the proposed structure. In order to assist financing the role both DM and RD will undertake

slightly more timetabled teaching. Other changes include making the temporary Associate Assistant Headteacher roles permanent Assistant Head roles.

Following discussions Trustees unanimously agreed the proposed structure from September 2023.

Trustees suggested possible future responsibilities could include a Head of Culture and Head of Communications & Engagement. With the possibility of some responsibilities being offered to staff as part of CPD.

9. CIF – to approve, subject to DFE announcing whether we have been unsuccessful

Following the due diligence work, done by CLLT last year, 2 major health and safety issues were identified: roof on main school building and outdated electrical/fire systems. RR had prepared and circulated a background summary report for Trustees. This included: *at the deadline of submission (December 2022) QEGS held no Trustee board, therefore, before submitting any applications, DM contacted the ESFA and sought advice regarding the submission of the CIF bids without Trustees approval. The ESFA confirmed, and actively encouraged, that the two CIF bids should be submitted by the December deadline.*

Following discussions Trustees approved the CIF applications and requested DM to speak to QEGS staff to explain the CIF bids, likely timescales and to reassure staff that procedures are in place to ensure there is no repeat of the previous CIF bid.

Trustees agreed that if QEGS should be successful in the bids (announced in May 2023) the Trustees will again meet to discuss the bids in detail, DM will then approach the ESFA to get written confirmation that they (ESFA) are happy for QEGS to draw down the funds for the projects sharing with the ESFA the process undertaken by QEGS.

10. Curriculum update and Middle Leader's letter

Trustees reviewed and discussed 2 staff letters received, 1 since the last meeting. DM confirmed that a working party of staff representatives has been set up and will meet shortly to discuss the new timetable from September 2023. OPJ expressed concern regarding the changes to the curriculum from September. DM and RD reassured all that the SLT team had discussed the changes extensively and agreed the new curriculum will be implemented from September 2023. However, it will be reviewed regularly. SLT will discuss with staff at the next CPD meeting. Trustees also offered to attend the meeting.

11. Future Meetings

7<sup>th</sup> June – 7pm via Teams

12<sup>th</sup> July – 7pm via Teams