

**Minutes of a meeting of the Trust Board for Queen Elizabeth Grammar School, Penrith,  
held on Wednesday 7<sup>th</sup> June 2023 at 7.00pm via TEAMS**

**Present**

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

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

1. Apologies for absence  
M Pannone, D Sargent
2. Declaration of Interest in Agenda Items  
DM declared an interest relating to item 12 on the agenda
3. Any changes to declaration of Business Interests  
There were no changes
4. Minutes from meeting held on 3<sup>rd</sup> May 2023  
Agreed by all
5. Headteachers' report  
DM talked through his report points included:  
Aim to join CLLT from 1st September 2023. Due diligence and TUPE work is ongoing in background.  
Y11 and Y13 exams are underway.  
Attendance & Punctuality Data effected by train cancellations.
6. Significant Change – request and update  
DM: there were a couple of points flagged by solicitor regarding Deed of Variation of Funding Agreement, DM discussed these with Trustees. DM explained different types of grants available to schools. All trustees unanimously approved DM to sign agreement.
7. Finance update and March management accounts  
RR updated Trustees, including RR confirmed finances remain positive. Proposed essential works are being completed over summer break, including refurbishment of DT Food Technology room and Sports Hall acoustics. Also discussed catering charges and DM to benchmark daily cost to other local schools.
8. CIF: update on the bid submitted  
DM: disappointed to report we were unsuccessful, following feedback from Lancaster Maloney Martin the bid narrowly missed the eligibility baseline. LMM will look to raise an appeal.  
DM assured Trustees that this does not affect joining CLLT. Going forward any future CIF bids will now be submitted by CLLT. QEGS just need to keep assessing H&S risks of roof and electrics that were part of the bid.
9. Extra Inset day 2023/24  
There will be a trust wide inset day on 1<sup>st</sup> September, CLLT have chosen a central location and will provide transport to and from that location. Trustees were happy to agree this extra day.
10. SDP review  
DM discussed the SDP attachment circulated to Trustees. Generally been successful (as per

RR report regarding DT room and Sports Hall acoustics) and planned projects not completed will be rolled on to next year.

11. SDP 2023-24 (draft Version)

DM presented to staff today. Discussed with Trustees and agreed it will be constantly reviewed throughout the year. Updates to include support staff CPD and whole staff welfare.

12. AHT appointment process

DM: successfully filled 2 of the 3 posts. Natasha Marshall (Sixth Form) and Jemma Leech (Raising Aspirations).

Post 3 (Behaviour, Welfare & Inclusion) role was not filled. DM declared conflict of interest for future recruitment of the role. DM left meeting at this point. Trustees discussed best course of action, including interim arrangements. RD suggested interim role be advertised internally which may provide an existing member of staff with a career development opportunity. Trustees agreed that SM and MR will lead the process ready to hand over to CLLT from 1<sup>st</sup> September. DM re-joined the meeting.

13. Date of next meeting 12<sup>th</sup> July 7pm - via Teams

14. AOB

DM thanked the Trustees for all their support this year and hoped they would like to continue in their present role if they felt able.

MR requested another trustee to join complaints panel: SM & NR agreed.