

**Queen Mary's College  
Local Governing Body**

**Minutes of a Meeting held on Wednesday 5<sup>th</sup> May 2021 at 6.00pm  
Meeting held using Microsoft TEAMS due to Covid-19 pandemic**

**Present:** Ms Julie McLatch (Chair)  
Mr David Ayre (Parent Governor)  
Mr Simon Barnard (Staff Governor)  
Dr Audrey Boucher  
Ms Mae Clark (Student Representative)  
Ms Ali Foss (Principal)  
Mrs Sarah Pritchard (Parent Governor)  
Mrs Sally-Ann Hall-Jones  
Mr Chris Thomas  
Mr John Wright

9/12 quorate  
(excluding students)

**In attendance:** Dr Janice de Sousa – Trustee  
Mr Pete Stagg - Trustee  
Dr Beth Linklater – *to 7.10pm*  
Ms Victoria Barnes – *to 7.10pm*  
Mr Mark Henderson (Deputy Principal)  
Ms Kate Need (Assistant Principal)  
Dr Toni Baldwin (Academy Secretary)

**57. APOLOGIES FOR ABSENCE**

Apologies were received from Simon Green, Matthew Jackson and Satya Sookhun as well as Lauren Barrett (Student Representative).

**58.1 INTRODUCTION**

The LGB welcomed Pete Stagg one of the NHEA Trustees to his first meeting of the QMC-LGB. The LGB also welcomed Kate Need, Assistant Principal and congratulated Kate on her appointment as Deputy Principal (from 1<sup>st</sup> Sept 2021).

Julie McLatch reported that Islam Jalaita, a longstanding Local Governor had stepped down from the LGB with immediate effect, due to pressure of work. Julie McLatch reported that she had thanked Islam on behalf of the LGB and the LGB put on record their thanks for all his support to the College both as a Sixth Form College Corporation member and as a Local Governor following academy conversion. The LGB noted that Islam Jalaita would continue to be in contact with the College in his role as an Inclusion and Diversity Officer for Basingstoke and Deane Borough Council.

The LGB noted that Islam Jalaita had filled the role of Safeguarding Governor for the LGB.

**Action: LGB Safeguarding Governor**

**JMH/  
TBN**

**58.2** Julie McLatch thanked those present for the feedback that they had provided to the recent review of Chairs by the NHEA Search and Governance Committee.

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Julie McLatch thanked the LGB for their positive feedback and useful comments and reported that she would remember to pause at the end of each item to ensure that no comments were missed.

**59. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**60. MINUTES OF THE PREVIOUS MEETING**

The minutes of the QMC-LGB meeting held on 9<sup>th</sup> March 2021 (paper LGB 30/20) were approved for signature.

**61. MATTERS ARISING AND OUTSTANDING ACTIONS**

The LGB noted the following:

- Minute 51.1: Governor Engagement – at the time of the last meeting, Local Governors had hoped to attend the virtual EPQ presentations. However, following the reopening of the College the EPQ presentations had taken place face-to-face without visitors so Local Governors were unable to attend.
- Minute 54.1: Data Dashboard – Toni Baldwin reported that the data dashboard had been updated to include the new finance KPIs.

**62.1 STUDENT CAREERS GUIDANCE, DESTINATIONS AND PROGRESSION**

The LGB noted a presentation on destinations and progression for 2020 (paper LGB 31/20). Beth Linklater reminded those present that this information looked back at the destinations of summer 2020 leavers. The LGB heard that when the March 2020 lockdown took place all careers fairs, talks and UCAS clinics had moved online. Interestingly, although this change had made fairs and open days more difficult for students, some careers guidance had turned out to work better online and the College would continue to run some of its careers/apprenticeships talks online as well as UCAS clinics/online checks.

**62.2** Beth Linklater highlighted that:

- Students were able to use UniFrog to search for apprenticeships (as well as for university applications)
- Basingstoke Consortium/EBP South continued to provide specialist careers advice
- QMC achieved all 8 benchmarks during each internal Gatsby Audit (carried out termly).
- HE remained the main destination for QMC students. The proportion of students progressing to HE appeared to decrease for 2020, however, Beth Linklater reminded the LGB that there was a higher than usual number of students whose destination was unknown. Tutors had now been asked to help the College contact these ex-students to see how they were doing and encourage further training/ reapplication to University.
- The proportion of all leavers going into employment or apprenticeships had decreased due to the pandemic job market.

**62.3** The LGB noted a detailed breakdown of QMC students university application data from 2020.

- The majority of students went to fairly local universities including Southampton, Southampton Solent, Winchester, Portsmouth, Bournemouth and Surrey with the remaining students scattered around the country.
- The majority of QMC students went to medium tariff universities – this was in line with that expected for the cohort, however, QMC had excellent value

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added and the proportion of students progressing to high tariff/Russell Group universities was gradually increasing.

- Students taking A Levels were much more likely to progress to University and in 2020 it was the students taking BTECs or a mixed group of qualifications who were less likely to attend university along with students in receipt of bursaries.

62.4 Turning to Level 2 students, Beth Linklater reported that the vast majority of the 2020 group (79%) had stayed on at QMC to take level 3 qualifications with others repeating Level 2 courses. The LGB were interested to note that there were significantly fewer Level 2 students in 2020/21. More of the students starting at QMC in 2020 had GCSE grades that enabled them to progress directly to Level 3 study.

62.5 The LGB discussed the current situation with 2021 leavers applying to university – Students were being asked to accept their UCAS offers by 10<sup>th</sup> June 2021 but, due to the pandemic, Universities, like the College, were only holding virtual open days. In the absence of being able to visit universities, QMC staff were suggesting to students that they visit university towns/areas that they were interested in to get a feel for the places. Universities were also coming up with different ideas such as facilitating chats between potential students and current students. Both Parent Governors reported that students in their children's peer groups, who were leaving QMC this summer, were finding it very difficult to make decisions about what to do next without being able to visit their potential Universities. Janice deSousa reported that universities were very aware that this was a problem for 2021 leavers and open days would be held as soon as pandemic restrictions were lifted. Beth Linklater reported that both QMC and Universities understood how difficult this situation was for students and were supporting them as much as possible.

62.6 The LGB noted a report on early leavers for the 2020/21 academic year (paper LGB 32/20). Beth Linklater reported that analysis of the information had not raised any issues of concern and highlighted:

- A slightly higher proportion of female students had left college early and this was thought to be as a higher proportion of females nationally had mental health issues.
- There were no trends due to ethnicity or bursary status
- Proportionally, more of the students leaving early had a disability or learning difficulty when compared to the main student body. 42% of those leaving early with a recognised difficulty had a mental health difficulty.

62.7 Beth Linklater reported that one of the Assistant Principals spoke to all students who wanted to leave early to ask why they were leaving and what was their intended destination. The reasons for leaving were various with health reasons being the single largest reason. Ali Foss reported that the categories for early leavers were being revised as although some students were categorised as falling behind with their work or 'stopped attending College' there was the possibility that these categories could sometimes mask the real reason for a student leaving College early e.g. health/mental health difficulties. The LGB heard that the pandemic had affected early leavers in different ways, for example, some students with part-time retail jobs were offered additional hours by their employers and left College to work full time. The LGB were pleased to hear that when QMC was repeatedly unable to contact one vulnerable student who had stopped attending the police were asked to make a house visit to check on them.

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62.8 The Local Governors questioned Beth Linklater on the early leavers report including asking about the College's obligation to keep students in education. Beth Linklater explained that 16-18 year olds were required to be in education, employment or training. The College did its best to keep students in education and would be re-contacting leavers during May to see if they would benefit from reapplying to College. Students who had got behind or who had changed their minds about the subjects they were studying were also given careers advice or supported to restart at QMC. One of the Governors asked about students being 'unfit to study' due to mental health difficulties. Beth Linklater explained that in these situations students had a member of the wellbeing team as a link to the College and that where possible the students' decision was supported by their doctor or CAMS.

Julie McLatch thanked Beth for both her presentations which had given the LGB a useful overview of both student progression and those leaving the College early.

### 63.1 **MARKETING AND RECRUITMENT UPDATE**

Mark Henderson introduced this item by reminding the LGB that the majority of 2021 recruitment had taken place online but that the College hoped to get as many students onsite as possible from 21<sup>st</sup> June (subject to restrictions being lifted).

63.2 Victoria Barnes, recapped on the journey so far for current year 11 students.

- QMC staff had been unable to visit partner schools but had run online events and created a huge amount of content for prospective students using the Google suite of software.
- Prospective students had been encouraged to request call backs through the online software and the admissions and careers teams had spent a lot of time talking through queries and options with individual year 11s.
- Prospective students had the opportunity to participate in both subject specific and enrichment events.

63.3 The LGB were pleased to hear that applications to QMC were significantly higher than in 2020 and Victoria Barnes reported on the next stage of the process to convert applicants:

- The QMC year 11 portal was acting as a one stop shop for applicants (subject information, practicalities, transport, transition event details).
- Getting students on site for campus tours and then welcomefest on 5<sup>th</sup> July.
- Further activities and events including access to the gym, podcasting, apprenticeship information and a public art trail in town.

63.4 The LGB discussed the technology being used and Victoria Barnes reported that the Google suite of software was easy to use, looked good, had a helpful user interface, worked well on mobile phones and allowed for automated systems (booking etc.) reducing administration time. Potential students could access the portal to make a booking or find out information at any time.

63.5 Mark Henderson reiterated the importance of:

- Getting students on the right courses
- Getting students settled as part of the QMC community and supporting disrupted friendship groups – hopefully before students start College in September.

approved

- Getting students involved in the extra curricular development activities that are at the heart of the College to encourage those who had struggled through the pandemic to make connections.

*Beth Linklater and Victoria Barnes left the meeting*

#### 64.1 **UPDATE FROM THE PRINCIPAL (Ali Foss)**

Ali Foss updated the LGB on current College arrangements for the end of the 2021/22 academic year:

- TAGs (Teacher Assessed Grades) – The DfE was still sending minor updates to the guidance, however, QMC had put in place a cross college approach to enable teachers to award grades with confidence. Students would be graded through a 'basket of assessments' from across the two years that students had been studying at QMC.
- 2<sup>nd</sup> year students would be taught until 21<sup>st</sup> May and QMC was planning an outdoor event with music etc. to take place in July to enable students to say goodbye to their friends.
- GCSE results would be coming out earlier than usual which had resulted in colleges in the region, including QMC, changing both the timing of enrolment and the start of the autumn term.

#### 64.2 Ali Foss reported further:

- Resource Provision update (HCC – High Needs) – in response to the rising number of students with learning difficulties across the county, HCC had asked a number of colleges including QMC to increase their provision for 16+ SEND students. The LGB heard that the new funding would initially be for students progressing from Lymington House and Dove House with the aim of educating local young people in Basingstoke. QMC had been allocated £500k capital funding to adapt/refurbish areas of the site for the additional students.
- HCC along with Hampshire Police had sent a letter to all schools and colleges outlining their response to the 'everyone's invited' website which collated anonymous reports of abuse within educational establishments (paper LGB 33/20). Ali Foss reported that the majority of submissions published on the website related to independent schools and that nothing had been published concerning QMC.

64.3 One of the Governors asked how the college staff were managing with the assessment process. Ali Foss reported that the College Management Team had assumed from the start of the pandemic that 2021 qualifications would be affected in some way. Students were regularly assessed throughout their time at QMC and the process put in place to produce TAGs ensured verification at all stages. Simon Barnard, Staff Governor reported that staff were concerned about the process but were all supporting each other. Mark Henderson reported that a level of frustration was to be expected as staff had been asked to be educators, exam boards and moderators, however, the predictions looked good and he was confident that there would be a robust narrative behind each TAG awarded.

#### 65.1 **BASINGSTOKE BAME INQUIRY**

The LGB noted a report, commissioned by Maria Miller MP into the lived experience of BAME communities in Basingstoke (paper LGB 34/20). Ali Foss reported that this report had been reviewed in detail by CMT who had discussed how the College could give its different communities a voice. The LGB noted that the College was holding an Inset day on equality for all staff in September and would be working to ensure that the wide range of student experiences from ethnic

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communities were understood and acted on. The LGB welcomed the College's approach towards equality.

#### 66.1 **REPORT FROM THE STUDENT GOVERNORS**

Mae Clerk reported on Student Union activities and any issues of concern raised by the Student Body. Students had held a collection for the Basingstoke food bank, however, the majority of work by the SU was to recruit and support the incoming 2021 SU. The LGB heard that:

- There had been a lot of interest in the 2021 SU including 4 people who were interested in becoming president.
- Hustings were taking place online with speeches being uploaded to a Google site
- A new post for 2021 included a social media manager and there was going to be an Environmental Group and a Pride Group.
- The outgoing SU would be helping to organise the leavers event in July.

66.2 One of the Local Governors asked Mae Clerk if students were interested in the local elections that were taking place tomorrow (6<sup>th</sup> May). Mae reported that there was a bit of talk on social media and some videos about the election circulating on 'tiktok' but not much else. Ali Foss reported that QMC staff had mainly been concentrating on TAGs and so, unlike in previous years, the forthcoming elections had not been formally discussed at the College.

#### 67.1 **GOVERNOR ENGAGEMENT**

Julie McLatch reported that there had been no governor engagement since the last meeting and suggested that this was picked up again in the autumn.

#### 68.1 **COMMUNICATION BETWEEN QMC-LGB AND NHEA BOARD OF TRUSTEES**

The LGB noted a summary of Trust meetings and activities since the last LGB meeting (paper LGB 35/20 circulated with the agenda). Julie McLatch thanked the Local Governors for all completing skills audits recently. The LGB noted that a summary of their skills audits had been reviewed by the Search and Governance Committee and would be used to inform future appointments.

68.2 Julie McLatch informed the LGB that Jon Soar, the current Chair of the Trust was stepping down from 1<sup>st</sup> September 2021 and that she would be putting her name forward to be elected as the new Chair of the Trust. Julie McLatch also reported that Janice deSousa, a Trustee who had attended LGB meetings over the last year, had agreed to be put forward as the potential new Chair of the LGB.

#### 69.1 **MONITORING INFORMATION** (Mark Henderson)

The LGB noted the Data Dashboard summary and monitoring information to the end of March 2021 (papers QMC-LGB 36/20 and 37/20). Mark Henderson reported that as mentioned at previous meetings both attendance and retention were very good compared to previous years and that application numbers for September 2021 were positive.

Kate Need reported that this document would be reviewed further for the 2021/22. Julie McLatch asked Local Governors to pass on any information that they would find useful to monitor on the dashboard.

**Action: review data dashboard for 2021/22**

**KND/  
TBN**

69.2

approved

The LGB noted the Summary Management Accounts to end March 2021 (paper QMC-LGB 38/20). Ali Foss reported that there were no issues of concern and that the NHEA was expecting to break even for 2020/21.

Ali Foss reported that the College was currently expecting a partial refund (around 11%) from the annual payment to the exam boards. One of the Local Governors questioned this amount as assessments were being set and marked by teaching staff who were also setting TAGs (Teacher Assessed Grades). Kate Need reported that Exam Boards would be carrying out some quality assurance processes but that nationally, Schools and Colleges were challenging the level of Exam Board costs for 2021.

**70. ANY OTHER BUSINESS**

As this was Mae Clark's last meeting as Student Representative Julie McLatch, on behalf of the LGB, put on record their thanks to Mae for her interesting reports and for answering all their questions. Mae had helped the LGB greatly in understanding student's concerns and therefore the most useful support for students during this very difficult year. The LGB wished Mae all the best for the future and her plans to continue studying music.

**71. DATES OF FUTURE MEETINGS**

Wednesday 23 June 2021 at 6pm

Julie McLatch reported that it was hoped to hold the last LGB meeting of the year face-to-face on site (in a large room to allow for distancing)

**The LGB noted the scheduled meeting dates for 2021/22**

Thursday 30 September 2021 at 6pm

Wednesday 17<sup>th</sup> November 2021 at 6pm

Thursday 3 February 2022 at 6pm

Wednesday 16<sup>th</sup> March 2022 at 6pm

Thursday 12 May 2022 at 6pm

Wednesday 22 June 2022 at 6pm

*The Chair thanked those present and the meeting ended at 7.40pm*

To be signed following approval at the meeting on 23<sup>rd</sup> June 2021.....

Julie McLatch (Chair)

<b>SUMMARY OF ACTIONS</b>	<b>Timescale</b>	<b>Responsibility</b>
Minute 58.1: Safeguarding Governor	tbc	JMH/TBN
Minute 69.1: revise Data Dashboard for 2021/22	Sept 2021	KND/TBN

Toni Baldwin  
Academy Secretary, Queen Mary's College