

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

**Minutes of a Meeting held on Wednesday 16th March at 6.00pm
Meeting held in the Conference Room at Queen Mary's College, Basingstoke**

Present: Dr Janice de Sousa (Chair)
Mr David Ayre (Parent Governor)
Ms Melissa Farnham
Mr Mark Henderson (Principal)
Mrs Sarah Pritchard (Parent Governor)
Dr Jordon Renault (Staff Governor)
Mr Neil Mclean
Mr Pete Stagg
Mr Chris Thomas

9/14 quorate
(excluding students)

In attendance: Dr Beth Linklater (Assistant Principal) – until 6.45pm
Ms Kate Need (Deputy Principal) – until 7.15pm
Dr Toni Baldwin (Academy Secretary)

46. APOLOGIES FOR ABSENCE

The LGB noted that, with her examinations approaching, Keshni Bhoothoo had stepped down as one of the student representatives.

Apologies were received from Matthew Jackson, Ali Kanji, Sally-Ann Hall-Jones, Kay Smith, Satya Sookhun and John Wright.

47. DECLARATIONS OF INTEREST

There were no declarations of interest.

With the agreement of the LGB the agenda was taken out of order

48.1 STUDENT CAREERS GUIDANCE, DESTINATIONS AND PROGRESSION

Beth Linklater (Assistant Principal) presented on the destinations of the students who had left the College in 2021 (paper LGB 32/21). The presentation started with a review of the Careers support for students:

- The College used the 'unifrog' portal to enable students to research universities as well as apprenticeships and other opportunities.
- Careers activities had been a mixture of face-to-face and online. Specialist careers advice had been provided by Basingstoke Consortium/EBP South.
- An internal audit of Gatsby benchmarks had shown that QMC had achieved all benchmarks and the College continued to work to improve aspects of careers advice for students.

48.2 Data on 2021 leavers showed similar trends to previous years, the majority of Level 3 students had progressed to university, a slightly higher proportion than in recent years alongside the continuing increase in students going into work or apprenticeships. Unemployment data remained steady at 2% and there were very few students with unknown destinations.

The LGB noted a detailed breakdown of progression data. The LGB were pleased to hear that the proportion of bursary students progressing to university had increased although there was still a noticeable difference between bursary (49%) and non-bursary (62%) students going into higher education. Subject choices remained similar to previous years with the most popular being sociology, law, psychology, and art and media reflecting areas where the College had large cohorts of students. STEM subjects were also high with subjects allied to medicine and Biological sciences being popular. Students tended to stay in the south of the country with the three most popular destinations being Winchester, Southampton and Bournemouth.

- 48.3 Turning to Level 2 destinations, the majority had stayed at QMC to continue their education at Level 3. 28% had moved elsewhere either to Further Education, apprenticeship or employment only 2 students were unemployed and the destination of 2 students was unknown. The LGB noted that they would receive a breakdown of all early leavers at their next meeting, however, all early leavers would be contacted in May to see if they would benefit from returning to study at QMC.

Action: early leavers report KND

- 48.4 The LGB discussed aspects of the destinations data. The LGB enquired about students from disadvantaged backgrounds and Beth Linklater reported that QMC provided bursary students with high levels of support through the SUN scheme mentor (Southern Universities Network) as well as, for example, course books and train fares for open days. The LGB was interested to hear if the changing university loans scheme was affecting students' decision making. Beth Linklater reported that the changes would leavers from 2023 onwards and this would be explained to parents at the annual HE evening. The LGB briefly discussed proposals to bring in a requirement for students to have Maths and English GCSE at a level 4 or 5 in order to gain a university place. The LGB considered that this change would disproportionately affect the levels of students going into areas such as the arts and acting and asked to review this issue again when more information was available. Janice de Sousa thanked Beth Linklater for a very detailed and interesting presentation.

Beth Linklater left the meeting

49. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the QMC-LGB meeting held on 3rd February 2022 (paper LGB 31/21) were approved for signature with the addition of Pete Stagg to the attendee list.

50. **MATTERS ARISING AND OUTSTANDING ACTIONS**

All matters arising were covered on the agenda with the exception of:
Minute 8.2: EDI team scheduled to present to the May meeting of the LGB.

51.1 **MID YEAR REVIEW OF THE COLLEGE SELF-ASSESSMENT REPORT AND ACTION PLAN**

Kate Need (Deputy Principal) presented a mid-year update on actions from the annual self-assessment report (LGB meeting- November 2021). Along with information from the mid-year review process Kate Need reported on the feedback received from students through the student voice process and focus groups as well as information from a recent EQR (External Quality Review).

51.2 The LGB noted that:

- Anxiety levels amongst students were heightened. Students who were taking examinations this summer had not sat public examinations and it was now almost certain that the summer 2022 examinations would go ahead. Examination boards had published information to help students focus their revision – this varied across subjects.
- Students had had more formal assessments than usual this year in case data was needed to replace examinations again. Teachers were using the final 10 weeks before the examinations to focus on both knowledge and exam skills to build students' confidence in their abilities.
- More students were leaving early than in previous years due to a mix of mental health/ not fit to study; students taking up apprenticeships/work; students moving to FE courses (fashion, retail) and behaviour/maturity issues.
- Requests for examination adjustments were higher than usual.

51.3 Kate Need reported on current predictions for the summer 2022 grades. The College was less confident in their predictions than in previous years due to the last two years of grade inflation (CAGs and TAGs), however, predictions were similar to earlier years and would be updated after the March 2022 mocks. ALPS predictions were not possible as this cohorts' GCSE data was from CAGs. The LGB noted that, following feedback from staff and students the 'blocked' timetable that had been in place since summer 2020 was being replaced with a three period a day timetable which increased the contact hours for students and reorganised tutorial and enrichment time.

51.4 The LGB discussed issues raised by the presentation:

- Kate Need reported that some students had diagnosed mental health conditions and needed outside support with others being supported by Counsellors and the wellbeing hub at the College.
- Mark Henderson reported that the College did not have performance related pay for teachers. Jordon Renault a staff Governor suggested that this would be very divisive amongst staff and Kate Need explained that staff were given other forms of benefits, for example, all staff attended the festival of education and the summer inset day was used as a wellbeing day.
- Kate Need responded to a concern regarding students whose GCSE results awarded from Centre Assessed Grades (CAGs) did not reflect their abilities and who were struggling. The LGB noted that students who were in danger of failing had been identified and interventions put in place.
- Mark Henderson explained interleaving (mixing up old and new work and returning to subjects to consolidate learning) and flipped learning (where students were set work to do prior to a lesson so that the lesson could concentrate on ensuring that students understood the content and then extending the learning further in the lesson). The LGB noted that these techniques had been in place at the College for many years and were being revived as teachers returned to pre-Covid ways of working.

Kate Need left the meeting

52.1 **UPDATE FROM THE PRINCIPAL**

Mark Henderson provided an update on College activities:

- March was refugee awareness month at QMC, as part of this, a number of refugees currently housed in Basingstoke had come on campus on the recent inset day for sports and music activities. This event had been very well

received and it was hoped that some of those who had visited would start as students at QMC in September 2022.

- The College had sent off a large collection of required goods to Poland, through a personal contact, to help support refugees from the Russian invasion of Ukraine.
- Marketing was continuing with the current focus on 'keeping warm' applicants for September 2022 with upcoming events including an information evening on 'Oxbridge and Highly selective Universities'
- The College was currently recruiting 5 or 6 new teachers for September 2022 in-line with the expected growth in student numbers.

52.2 Governors asked a number of questions which were answered by Mark Henderson and discussed generally:

Where did apprenticeships fit into the marketing events? The College held an apprenticeship evening and higher apprenticeships were also pushed at the achievers evening.

How were students coming out of the pandemic? Following concerns regarding behaviour at the start of the year, staff had firmly refocused students on good behaviours and respect, and behaviour was now significantly better. The LGB noted that the College expected a similar pattern for the next academic year.

How were the staff? The recent inset day had given staff time to plan the last 10 weeks before exams and there had also been a very positive all staff meeting. Staff had had a long time of fast change but were now at a stage of being able to take new technologies and use them to augment their teaching.

How was the College 'selling' a university education with increasing costs and lower prospects for graduates? As discussed earlier, students had Careers advice and went to a range of destinations, however, this was a growing concern amongst students.

53 **REPORT FROM THE STUDENT GOVERNORS**

In the absence of student representatives, Toni Baldwin reported that the SU was having a charity fundraiser on Friday 18th March for Comic Relief and

54.1 **GOVERNOR ENGAGEMENT**

The LGB noted feedback from the recent Governor Visit morning on 4th March (paper 33/21). Those who had participated briefly described their visit highlighting that:

- The Foundation learning presentation/ meeting with FL students was very informative.
- It was useful to meet with members of support staff (wellbeing, marketing, admissions) as a contrast to visiting teaching areas. [note: this was an action from the recent strategy day]
- Students who participated in this panel had a very wide range of experiences which was possibly more useful than the last panel which was mainly more academic A-level students.

54.2 Report from Teaching and learning governor role

Chris Thomas reported that following the main Governor visit programme, he had attended the history/politics mid-year review meeting. He had found it useful to see the process in action and what stood out was that all students were considered during the review and not just the highest achievers and those doing least well. Actions and interventions supporting all students aligned with the College's ethos and the reports given at LGB meeting. In Chris' view the discussion at the mid-year review meeting showed both healthy challenge and

approved

encouragement. Chris Thomas also reported that he had visited the College on a separate occasion to discuss aspects of teaching and learning with Kate Need. The LGB heard that they had discussed the issues being covered in the tutorial system, for example, the fall-out from the 'me too' movement.

54.3 Safeguarding governor role

Sarah Pritchard reported that she had had an initial briefing from Lucy Poynter (safeguarding) and Sally-Anne Spooner (safer recruitment) and would be having HCC safeguarding training after Easter before shadowing a monitoring visit. Sarah Pritchard reported that staff at the College were DBS checked on appointment but not again during their time at QMC. However, the LGB noted that routes were in place to inform institutions should a concern be raised elsewhere regarding a member of staff. The LGB agreed to receive a further report after the safeguarding visit.

SPD

Action: report from safeguarding governor

55.1 **POLICIES**

Special Educational Needs Policy: (paper LGB 34/21) Toni Baldwin reported that this had had a minor update mainly to update the personal involved. **The LGB approved the Policy as written.**

55.2 QMC Social Media Policy for Students: (paper LGB 35/21) Toni Baldwin reported that this had been amended to update references to current apps/software. **The LGB approved the Policy as written and asked for this document be updated annually.**

55.3 QMC Early Career Teacher (ECT) Policy 2022: (paper LGB 36/21) Toni Baldwin reported that this replaced the ECT policy replaced the previous NQT (Newly Qualified Teacher Policy). **The LGB approved the Policy with the addition of information on how the College ensured that mentors were appropriately trained for their roles.**

56.1 **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 37/21). There were no matters of concern raised.

57.1 **GOVERNORS MONITORING INFORMATION**

The LGB noted a detailed monitoring report along with a dashboard summarising information (papers LGB 38/21 and 39/21). There were no matters of concern raised.

58. **ANY OTHER BUSINESS**

Janice de Sousa asked for any news regarding GCSE and A-Level results days for 2022. Mark Henderson reported that timings for 2022 had returned to normal, unlike in 2021 when results days were moved into the summer holidays requiring changes to the start of the 2021/22 academic year.

approved

59. **DATES OF FUTURE MEETINGS**

Local Governing Body Meetings

Thursday 12 May 2022 at 6pm

Wednesday 22 June 2022 at 6pm

Governor Visit Mornings

Friday 10th June 2021

The Chair thanked those present and the meeting ended at 8.05pm

To be signed following approval at the meeting on 12 May 2022.....**approved**
Janice de Sousa (Chair)

SUMMARY OF ACTIONS	Timescale	Responsibility
Minute 8.2: EDI team to present to LGB	May 2022	TBN
Minute 48.3: Early Leavers report	June 2022	Beth Linklater
Minute 54.3: report from Safeguarding Governor	May 2022	Sarah Pritchard

Toni Baldwin
Academy Secretary, Queen Mary's College