

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

**Minutes of a Meeting held on Wednesday 17<sup>th</sup> November 2021 at 6.00pm  
Meeting held using Microsoft TEAMS**

- Present:** Dr Janice de Sousa (Chair)  
Mr David Ayre (Parent Governor)  
Ms Keshni Bhoodhoo (Student Representative)  
Mr Mark Henderson (Principal)  
Mr Matthew Jackson  
Mr Ali Kanji (Staff Governor)  
Mrs Sarah Pritchard (Parent Governor)  
Mrs Sally-Ann Hall-Jones  
Dr Jordon Renault (Staff Governor)  
Mr Neil Mclean  
Mr Chris Thomas  
Ms Kay Smith (Student Representative) 10/12 quorate  
(excluding students)
- In attendance:** Ms Kate Need (Deputy Principal)  
Dr Toni Baldwin (Academy Secretary)

16. **WELCOME**  
Janice deSousa welcomed Ali Kanji and Jordon Renault, recently elected staff governors to their first Local Governing Body meeting. The LGB noted that the Board of Trustees had appointed Neil McLean as a community governor on the LGB for a four year term of office from 13<sup>th</sup> October 2021 and welcomed Neil to his first LGB meeting as a Governor.
17. **APOLOGIES FOR ABSENCE**  
Apologies were received from Pete Stagg and John Wright
18. **DECLARATIONS OF INTEREST**  
There were no declarations of interest. Toni Baldwin reminded all present to complete their declarations on GovernorHub.
19. **MINUTES OF THE PREVIOUS MEETING**  
The minutes of the QMC-LGB meeting held on 30<sup>th</sup> September 2021 (paper LGB 11/21) were approved for signature.
20. **MATTERS ARISING AND OUTSTANDING ACTIONS**  
All matters arising were on the agenda with the exception of:  
Minute 8.2: EDI team to present to a future meeting of the LGB.
- 20.1 **UPDATE FROM THE PRINCIPAL (Mark Henderson)**  
Mark Henderson updated the LGB on marketing and recruitment for 2022. This was going very well and applications were significantly up at this stage compared to previous years. Governors asked a number of questions on marketing and recruitment which were answered by Mark Henderson and Kate Need.

approved

- Potential students were very eager to apply and this along with earlier closing dates for applications at other colleges had encouraged potential students to apply earlier than usual.
- The team had put in place a new admissions system which made it easier to review and respond to applications and provide personalised responses (which potential students and schools liked).
- Marketing and admissions were using a mixture of electronic and physical means to communicate with potential students.
- Demographics showed a further increase in current 16 year olds (year 11) in Basingstoke schools for 2022, however, the high level of applications also suggested that QMC was getting increasing numbers of applications from other schools around Basingstoke. It was not known at this stage if these were students who had chosen to go out of Basingstoke for their secondary education.

20.2 Mark Henderson updated the LGB on a number of other issues within the College:

- The new QMC website was set to go live from 1<sup>st</sup> December 2021 – the new website was easier to update and would also work well on phones.
- Ali Foss had been visiting all local secondary schools to re-establish connections following the pandemic. Local Head teachers were then visiting the College and were having discussions about how QMC could support their students.
- QMC was looking to restart and reinvigorate curriculum and enrichment links with local secondary schools such as enrichments and masterclasses.

20.3 The LGB considered what attracted potential students to a college including extra-curricular and sporting activities.

**Action: Mark Henderson to investigate linking QMC sports teachers to local sports clubs**

**MHN**

#### 21.1 QMC 2020/21 SELF ASSESSMENT REPORT

The LGB noted the draft QMC Self-Assessment Report with appendices for review and recommendation to the Board of Trustees (paper LGB 12/21). At the request of the Chair and for the benefit of new governors, Kate Need explained that all schools and colleges were required to have an annual review and improvement process. QMC produced a self-assessment report (SAR) and action plan each year, which was a similar process and plan to, for example, a school improvement plan (SIP) or a quality improvement plan (QIP) in other institutions. Kate Need explained the annual improvement cycle at QMC:

- Subject areas produce individual self-assessment reports (from end of summer term).
- Individual SARs reviewed following exam results
- Principal and Deputy Principal meet with relevant Assistant Principal and staff from subject area to review each individual SAR during the autumn Term.
- A college wide SAR and Action Plan is produced, reviewed by the LGB, approved by the Board of Trustees and uploaded to the Ofsted and ESFA portals in December.
- A mid-year review is carried out on the Action plan and reported to the LGB (Feb/March)

21.2 Kate Need explained that the QMC SAR was based on the Ofsted framework on intent, implementation and impact and took the LGB through the sections of the SAR and action plan. The LGB noted that a number of the actions related to the pandemic, for example, keeping advances in digital communication and digital

learning whilst addressing the gaps in students' knowledge and skills resulting from being out of college for long periods of time.

21.3 The Local Governors asked a number of questions regarding the SAR and Action Plan which were answered by Kate Need and Mark Henderson:

How is progress monitored and measured? Some measurements were data driven for example, student questionnaires and examination results, whilst others were more qualitative such as feedback from student focus groups, parents and staff. Kate Need explained to the LGB that different subjects at QMC were regularly reviewed by the national EQR (External Quality Review) process and the Wessex Group PQR (Peer Quality Review) process. The LGB noted that an EQR of History and Psychology would be taking place soon.

How is QMC dealing with examination anxiety from students who had not been able to take their GCSEs? Kate Need reminded the LGB of walking talking mocks (WTM) where students were given the opportunity to run through exam papers in the hall with teachers talking them through both the practicalities of exams as well as how to answer different questions. The LGB noted that Maths and English GCSE retakes had recently taken place and that the wellbeing team had been working with a number of the students - a high proportion of whom had additional time or separate rooms for their examinations.

Is there a knowledge gap where students did not finish their GCSE syllabus? Jordon Renault, one of the new staff governors, reported that this had been a significant problem with the current year 2 students but less of a problem with the current year 1 students. Mark Henderson reported that the College was working on gaps in students' knowledge as well as skills such as how to revise.

21.4 The LGB made several other suggestions regarding the SAR and Action Plan including:

- Use key words from the Ofsted framework within the SAR and Action Plan.
- Get one of the marketing team to review the document from a marketing perspective.

The LGB approved the SAR for recommendation to the Board of Trustees and noted that they would have the opportunity to test QMC on progress with the Action Plan both during LGB meetings and Governors' Visits.

21.5 The LGB noted that they usually prepared an annual 'Governance SAR' and that Toni Baldwin would be asking for volunteers to contribute to this prior to the next LGB meeting.

**Action: Governance SAR**

KND  
TBN

## 22.1 EDUCATION INSPECTION FRAMEWORK – EIF 2021 Update

Kate Need reported on Ofsted's current areas of concern.

Sexism and Sexual Harassment following #metoo and the everyone's invited website Ofsted commissioned a review into sexual harassment. All schools and colleges were asked to address this in their Action Plans.

The LGB discussed QMC's approach including:

- Additional training for the Designated Safeguarding Lead (DSL) and their deputies as well as safeguarding champions across the College.
- All staff training as part of an upcoming INSET day
- Updates to the reporting/recording process
- Focus on safety, healthy relationships and consent in student tutorials
- Feedback from students including from single sex focus groups.

approved

22.2 Coronavirus (COVID-19 catch up premium) was being used across the College to support students and the LGB would receive a report on how it was being used at a future meeting.

22.3 Following the review of the SAR/ Action Plan as well as the Ofsted update, the LGB discussed the question – ***What is QMC's intent?***

The Governors raised the following points:

- Supporting all students to do the best that they can both academically and personally – for example, walking talking mocks to support exams and pastoral support including wellbeing support
- Inclusivity - the College has a wide range of students and courses (A Levels, BTEC, Level 2, Foundation Learning) with the aim that everyone does well.
- Opportunities - education is more than just examination results and the enrichment programme gives students lots of different opportunities.
- Digital learning – continuing to use and develop on line systems that had been set up during the pandemic to support learning and teaching.

### 23.1 **GOVERNOR ENGAGEMENT**

The LGB noted a report of the recent Governor Visit morning (paper 13/21). The visit had consisted of a discussion with the Principal and Deputy Principal, a presentation on the new enrichment portal, a learning walk visiting several lessons and a student question and answer panel.

Those who had attended the morning reported that they had found it extremely interesting and had been able to see the College's values, such as inclusivity, in practice. The following points were highlighted:

- Students were keen to learn
- Students were engaging in the increased number of enrichment opportunities.

23.2 The LGB noted that Local Governors had asked about the following which would be addressed in future meetings.

- Support and wellbeing hub – identifying students who need support
- Behaviour management policy – how does the College deal with disruptive students?

Janice deSousa reminded those present that dates had been scheduled in the spring and summer term and that they would all be very welcome to visit.

23.3 The LGB noted that Toni Baldwin would be contacting them regarding the various statutory roles for the LGB.

### 24.1 **REPORT FROM THE STUDENT GOVERNORS**

Keshni Bhoothoo and Kay Smith reported on Student Union activities and any issues of concern raised by the Student Body:

- The recent student voice meeting had involved staff from Caterlink and students were able to discuss the catering available.
- Students had been involved in producing social media posts for Black History Month.
- They had attended the Wessex Group training for student governors and had met governors from other colleges and understood more about their role.

## 25.1 **POLICIES**

### Health and Safety Policy

The LGB noted an updated Health and Safety Policy that had been approved by the Board of Trustees on 12<sup>th</sup> October 2021 (paper LGB 14/21). The LGB noted that this policy was reviewed annually and that the main changes for this version had been to roles and responsibilities of senior staff following recent changes to the College management. The revised policy would be publicly available on the website.

## 25.2 Careers Education and Guidance Policy

The LGB noted an updated Careers Education and Guidance Policy (paper LGB 15/21). The LGB discussed the policy noting:

- The before during and after approach for careers advice taken by QMC.
- Additional careers advice was provided by the Basingstoke Consortium (EBP South).
- Students had access to talks by different employers including virtual talks and the College was currently working to increase the number of previous students coming back to talk to current students about their jobs.

25.3 The LGB discussed the different approaches that the College was taking to support both students who were interested in progressing to University as well as students who were interested in taking apprenticeships and/or going directly into employment. One of the Governors talked about their role as an Enterprise Advisor in another local school. Kate Need reported that students who had left QMC the previous year were also supported and the LGB noted that a full report on the destinations of 2021 leavers would be given at a future meeting.

The LGB noted that the policy would be approved by the Board of Trustees and would then be publicly available on the website.

## 26.1 **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 16/21). There were no comments.

## 27.1 **GOVERNORS MONITORING INFORMATION**

The LGB noted a detailed monitoring report along with a dashboard summary (papers LGB 17/21 and 18/21). Kate Need gave a presentation picking out highlights of the reports. Governors were pleased to see that both attendance and retention were high, however, UCAS applications were below the number at his stage in previous years. Kate Need highlighted the new report on early leavers reminding Governors that the College reviewed all early leavers for trends.

27.2 Kate Need reported on suspensions and exclusions. One of the Local Governors asked for an update on the student that they had been briefed on at the last meeting and Kate Need reported that the student continued to be suspended but was receiving support from the College and was being supplied with work for them to do at home.

27.3 The Local Governors welcomed the new more detailed monitoring information noting that Kate Need along with the MIS team would be developing this further over the next few months. Kate Need reminded those present to let her know of any further information that would support their role in monitoring and challenging the College.

approved

**28. ANY OTHER BUSINESS**

Local Governors were asked to provide the Clerk with a short biography and photo for the new website

Janice deSousa reported that the College hoped to have a Christmas get together for Governors and Trustees and that a date would be circulated.

**29. DATES OF FUTURE MEETINGS**

**Local Governing Body Meetings**

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

**Governor Visit Mornings**

Friday 4<sup>th</sup> March 2021  
Friday 10<sup>th</sup> June 2021

*The Chair thanked those present and the meeting ended at 8.00pm –*

To be signed following approval at the meeting on 3 February 2022.....approved.....  
Janice de Sousa (Chair)

<b>SUMMARY OF ACTIONS</b>	<b>Timescale</b>	<b>Responsibility</b>
<b>Minute 8.2:</b> EDI team to present to LGB	2021/22	TBN
<b>Minute 20.3:</b> investigate linking QMC sports teachers to local sports clubs	Following meeting	MHN
<b>Minute 21.5:</b> governance SAR	Prior to next meeting	KND/TBN

Toni Baldwin  
Academy Secretary, Queen Mary's College