

**North Hampshire
Education Alliance**

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

**Minutes of a Meeting held on Thursday 30th September 2021 at 6.00pm
Meeting held using Microsoft TEAMS due to Covid-19 pandemic**

Present: Dr Janice de Sousa (Chair)
Mr David Ayre (Parent Governor)
Mr Simon Barnard (Staff Governor)
Ms Keshni Bhoodhoo (Student Representative)
Mr Simon Green (Staff Governor)
Mr Mark Henderson (Principal)
Mr Matthew Jackson
Mrs Sarah Pritchard (Parent Governor)
Mrs Sally-Ann Hall-Jones
Mr Chris Thomas
Ms Kay Smith (Student Representative).
Mr Pete Stagg
Mr John Wright

11/13 quorate
(excluding students)

In attendance: Ms Kate Need (Deputy Principal)
Dr Toni Baldwin (Academy Secretary)

1. APOLOGIES FOR ABSENCE

Apologies were received from Audrey Boucher and Satya Sookhun. Janice de Sousa reported that this would have been Audrey Boucher's last meeting as she was stepping down at the end of her four-year term of office.

2.1 INTRODUCTION

Janice de Sousa, the new Chair of the LGB welcomed everyone to the first meeting of the LGB for 2021/22 including the two new student representative, Pete Stagg one of the NHEA Trustees who had been appointed to the LGB, and Kate Need who was attending her first meeting as Deputy Principal. All present introduced themselves. Janice de Sousa reported that, now that she had taken over as Chair she would be contacting all members of the LGB for an informal chat before the next meeting.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the QMC-LGB meeting held on 23rd June 2021 (paper LGB 2/21) were approved for signature.

5. MATTERS ARISING AND OUTSTANDING ACTIONS

There were no matters arising.

6.1 UPDATE FROM THE PRINCIPAL (Mark Henderson)

Mark Henderson updated the LGB on the start of the College year:

- A lot of work had been carried out on the site during the summer holidays including upgrading lighting and lots of new computers.
 - IT remained an issue, a number of major changes had been made to improve the networks, however, this had caused problems for some staff.
 - The process for setting TAGs had been open, fair and realistic, there had been very few complaints/appeals and the College had been very pleased with the results which were generally in-line with previous years.
- 6.2 Mark Henderson reported on a number of good news stories from the summer assessments. These case studies included students who had achieved excellent grades and who had gone on to be medics and vets or to prestigious universities. Mark Henderson also highlighted students who had come to QMC with complicated backgrounds or low academic achievement and who had flourished as well as foundation learning students who were progressing well in mainstream education. The LGB noted that for large numbers of students being able to take more vocational BTECs had been really helpful including as a stepping stone to University. Mark Henderson reported that Beth Linklater would present a more detailed review of 2021 destinations at a future LGB meeting.
- 6.3 The LGB noted current enrolments for 2021 and were very pleased to see that, in-line with local demographics, enrolments were significantly higher than over the last three years (paper LGB 5/21). Mark Henderson reminded those present that the College had been working hard on its marketing and recruitment activity for several years during the demographic dip and had run a lot of virtual activities during the pandemic alongside more traditional activities. Staff had come into the College during the summer holidays to enrol students after the earlier results day. Everyone was very pleased that all this thought and hard work had resulted in increased numbers of students.
- 6.4 Mark Henderson reported on what the College was doing to support students following the covid-19 pandemic and two years of disrupted teaching and learning:
- Students had not sat any public exams for two years and the College was working to support them by, for example, walking talking mocks to get them used to the exam environment.
 - Teachers were identifying gaps in students learning. In the main students were very keen to learn and progress.
 - The College was encouraging students to participate in lots of different enrichment activities and an enrichment fair was scheduled to expand this further.
 - VISTA had been a very useful tool for teachers in setting CAGs and TAGs over the last two years and would continue to be used to capture information on students' progress.
- 6.5 Local Governors asked about the start of term and how the College was integrating new students who may not have had a good school experience. Mark Henderson and Kate Need reported that:
- Teachers were encouraging students to move forward and not dwell on what had happened at school with the aim of helping them to get excited and build confidence.
 - The College had held a full induction day on pastoral issues for students.
 - First year students were having their first few tutor group sessions separately whilst second year students were mainly working on their UCAS statements and then the two years would be put together in Tutor groups.

- The enrichment activities were encouraging students to meet each other and were set up so that students could do small amounts of different activities. Local Governors were pleased to hear about the positive start to the term and noted that Mark Henderson would provide an update at each LGB meeting.

7.1 **ANNUAL CHILD PROTECTION AND SAFEGUARDING BRIEFING TO GOVERNORS**

The LGB noted the draft QMC Annual Safeguarding return to Hampshire County Council along with the current Child Protection and Safeguarding Policy and summary of Child Protection procedures at QMC (papers LGB 3/21 and 4/21). The LGB also noted a link to the 2021 version of KCSiE (Keeping Children Safe in Education). All these documents were also available in the documents section of GovernorHub. Kate Need reported that Beth Linklater had been unable to attend this meeting but would come to a later meeting in the year to report on safeguarding issues relevant to QMC.

- 7.2 Kate Need updated the LGB on changes to KCSiE for 2021 including changes to the information on CCE (Child Criminal Exploitation) CSE (Child Sexual Exploitation), peer on peer abuse and online safety. Kate Need reminded the LGB that peer on peer abuse had been a theme as part of recent Ofsted inspections following the 'me too' movement and the information collated by the 'everyone's invited' website. The LGB noted that schools and colleges had a role in responding to peer on peer abuse and educating their students. The LGB noted that, unusually, there had been three suspensions since the start of year – all for activity that had occurred away from the College site.

8.1 **MONITORING AND ASSESSMENT**

The Governors returned to the subject of marketing and recruitment asking what the College thought it had done well to increase enrolments (cf paper LGB 5/12). Kate Need reported that it was thought to be a range of actions including a mixture of social media, new buses and keeping students 'warm' during the application process with digital and hard copy communication. In addition, there had been a lot of positive 'word of mouth' advertising about how well the College had done with online learning and supporting students over the last year. The LGB noted that, anecdotally, the College was achieving its aim of getting local students who had travelled out of Basingstoke for their secondary education to return to Basingstoke for their sixth Form education.

- 8.2 The LGB noted that the 2021 intake was significantly higher than forecast, that there were proportionally more female students and that there was a wide ethnic diversity in the student body. One of the Governors asked how the ethnic diversity of QMC compared against the breakdown of ethnicity across Basingstoke as well as that at other local colleges. Kate Need reported that this information could be provided at another meeting of the LGB. Also, in response to the Basingstoke MP, Maria Miller's commissioned report on the experiences of BAME communities in Basingstoke the College had reconstituted its EDI team (Equality, Diversity and Inclusion) who would be able to present to the LGB.

Action EDI team to present to LGB TBN

- 8.3 The LGB noted the assessment grades from summer 2021 (paper LGB 6/21). Kate Need reported that the College Management Team had been very pleased with both the process of setting TAGs and the resulting grades. The LGB heard that there had been very few appeals on TAGs and that only 5 students were retaking their qualifications. In Kate Need's view this was down to the robustness of the process and the communication with students and their parents about the

process. The LGB congratulated the College on an excellent set of results. In response to a question from one of the Governors, Kate Need reported that anecdotally QMC had fewer appeals than at other local colleges and that some colleges were still dealing with legal processes relating to the 2020 assessments

- 8.4 Kate Need took the LGB through the results in detail highlighting that:
- ALPS grades, which showed the level of improvement, were very pleasing and consistent with the previous few years (pre pandemic)
 - WJEC – Criminology was going from strength to strength
 - There had been a lot of changes to BTEC and CamTEC and they were no longer based only on coursework. This had required adaptations from staff and students however the results were good.
 - A Level high grades were lower than in 2020 but had been based on actual evidence rather than predictions.

The LGB noted that the intention was that examinations would return for 2022 but that the college was continuing to record assessments in Vista.

- 8.5 One of the Governors asked for more details about Vista including how the College would communicate with parents who didn't monitor Vista. Kate Need reported that the College could identify which parents were engaging with Vista and the information could be reported to a later meeting of the LGB. The LGB heard that should parents not be able to access Vista, or if they had any questions they were very welcome to phone or e-mail the College to discuss their concerns or make an appointment to see a Tutor or member of the College Management Team. Kate Need reported that the College held 'making the Grade' evenings (parents evenings) but if there were any issues the College would rather that parents got in touch and did not wait for these evenings. Mark Henderson reported that as Principal, he intended to continue e-mailing parents and that he was hoping to do this more frequently than termly, Parent Governors were asked to let Mark Henderson know outside the meeting if they thought that parents were not getting enough information about the College or their children's progress.

Action: report on parental engagement.

KND

- 8.6 Kate Need briefly reported on Ofsted and the LGB noted that QMC was due for a full inspection the last one having taken place in 2016. However, QMC was not on a priority list and Ofsted had also visited to review the response of the College to the pandemic in December 2020. Kate Need reported that Ofsted would have an increased focus on wellbeing and pastoral support in future inspections as well as looking at digital skills and the College's response to the prevalence of peer on peer abuse in society. The LGB noted that information regarding Ofsted would be updated in GovernorHub and that Local Governors would receive a more detailed briefing on Ofsted in due course.

Action: Briefing on Ofsted

MHN/
KND

9.1 **GOVERNOR ENGAGEMENT**

Janice de Sousa reported that, now that the College was fully open it was possible for governor visits to resume. Three dates had been proposed (one each term) to facilitate governors visiting the College during the College day. Janice asked those interested to contact Kate Need or Toni Baldwin.

Janice de Sousa reported that she would discuss the various statutory roles during her 1-2-1 meetings with the Local Governors.

10.1 **REPORT FROM THE STUDENT GOVERNORS**

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

- It was lovely to be back in College
- The SU were getting organised again – the 2nd years were very keen to put on events and were also getting 1st year students involved for continuity.
- The first student voice meeting of the year was scheduled for next week.

In response to a question from one of the Governors, on student mental health and wellbeing, the Student Governors reported that, in their view, some of the first years were a bit 'lost' at the beginning of term but were settling in and that the second year students were in general very pleased to be back on site and getting on with their work.

11.1 **ANNUAL COMPLAINTS REPORT**

The LGB noted a summary of the complaints received by the College during 2020/21. Mark Henderson and Toni Baldwin reported that:

- There were proportionally more complaints from neighbours during 2020/21 mainly related to the covid-19 pandemic, for example, an increase in parents dropping their children at College and students not following the covid guidelines in place at the time. As a result of this some of the lines on roads around the college were being refreshed to make it clearer where parents and students were not to park.
- Two of the complaints were from sets of divorced parents complaining that only one of them received College information. As a result of these complaints, the College had changed its communications approach and was now able to routinely send information to both 'contact 1' and 'contact 2'.
- There were only two complaints relating to TAGS (Teacher Assessed Grades) and of the complaints about teaching and learning there were no areas of concern.

12.1 **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.

13.1 **MONITORING INFORMATION** (Mark Henderson)

The LGB noted the final Data Dashboard summary for 2020/21 (paper QMC-LGB 9/21). Kate Need reported that she had recently met with Jean Thorpe, a NHEA Trustee who worked in schools improvement across Hampshire as well as the College MIS team who produced College information to discuss the most useful information for the LGB to monitor. The LGB noted that the redeveloped 2021/22 dashboard would come to their next meeting. Kate Need reminded those present that she would be interested to hear of any thoughts that they had on which data to monitor.

Action: new monitoring information for 2021/22

**KND/
TBN**

- 13.2 The LGB noted the Budget and Financial Forecast for 2021/22 as approved by the Board of Trustees and submitted to the ESFA. Mark Henderson reminded the LGB that the ESFA had a system of lagged funding i.e. the income for 2021/22 would be calculated on the number of students on role in 2020/21. The LGB noted that as student numbers were significantly higher for 2021/22 the budget was tight with

approved

some funding being used from reserves for additional teaching staff. The LGB noted that the Trust had budgeted to break even in 2021/22 and, with increasing student numbers in line with local demographics, was forecast to move into surplus for 2022/23 onwards. The LGB noted that the Trust had recently be successful with bids for capital projects and had received funding from the LEP for the E-sports area and from the Public Sector Decarbonisation Fund for energy efficient LED lighting.

14. ANY OTHER BUSINESS

The LGB put on record their thanks to Audrey Boucher, Simon Barnard and Simon Green for their support for the College and the work of the LGB for many years both as Governors for the Sixth Form College and for the last four years as Local Governors following Academy conversion.

15. DATES OF FUTURE MEETINGS

Local Governing Body Meetings

- Wednesday 17th November 2021 at 6pm
- Thursday 3 February 2022 at 6pm
- Wednesday 16th March 2022 at 6pm
- Thursday 12 May 2022 at 6pm
- Wednesday 22 June 2022 at 6pm

Proposed Governor Visit Mornings

- Friday 5th November 2021
- Friday 4th March 2021
- Friday 10th June 2021

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

following the meeting Student and Staff Governors left the room and Kate Need briefed the remaining Local Governors on a confidential matter relating to a student who had recently enrolled at the College.

To be signed following approval at the meeting on 17 November 2021.....approved.....
Janice de Sousa (Chair)

SUMMARY OF ACTIONS	Timescale	Responsibility
Minute 8.5: report on parental engagement.	Following meeting	MHN/ KND
Minute 8.2: EDI team to present to LGB	2021/22	TBN
Minute 8.6: Briefing on Ofsted	Nov meeting	MHN/ KND
Minute 13.1: new monitoring information for 2021/22	Nov meeting	KND

Toni Baldwin
Academy Secretary, Queen Mary's College