

North Hampshire Education Alliance

Queen Mary's College Local Governing Body

Minutes of a Meeting held on Wednesday 28th September at 6.00pm Conference Room, Queen Mary's College, Basingstoke

Present: Mr Chris Thomas (Vice-Chair chaired meeting)
Mrs Sally-Ann Hall-Jones,
Mr Matthew Jackson
Mr Mark Henderson (Principal)
Mr Gordon Holdcroft
Mrs Sarah Pritchard
Ms Patricia Szoke
Ms Nihinsa Yongya Limbu

6/9 quorate
(excluding students)

In attendance: Mr David Smith (QMC Teacher) – till 7.15pm
Ms Mia Stewart (QMC) - till 7.15pm
Ms Victoria Barnes (QMC) – till 7.15pm
Ms Kate Need (Deputy Principal)
Dr Toni Baldwin (Academy Secretary)

1.1 **WELCOME AND APOLOGIES FOR ABSENCE**

In the absence of Janice de Sousa, Chris Thomas chaired the meeting. The LGB welcomed David Smith, Mia Stewart and Victoria Barnes to the meeting.

Apologies were received from, Janice de Sousa and Melissa Farnham. IT issues in the Conference Room meant that Jordon Renault was unable to connect to the meeting virtually.

1.2 The LGB discussed current membership and noted the following:

- David Ayre had been appointed as a Trustee and had therefore stepped down as a Parent Governor.
- Satya Sookhun had stepped down as a Community Governor due to pressure of work.
- Gordon Holdcroft had been appointed as NHEA Trustee/ QMC Community Governor replacing Pete Stagg in this position.

The LGB noted that adverts were out for both a Parent Governor and a Staff Governor. Chris Thomas asked that any suggestions for new Governors should be passed to Toni Baldwin.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3.1 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the QMC-LGB meeting held on 22nd June 2022 (paper LGB 1/22) were approved for signature.

4. **MATTERS ARISING AND OUTSTANDING ACTIONS**

Minute 67.3: Early Leavers – to be discussed regularly as part of monitoring reports.

Minute 73: Student Support (Financial) – to be covered in Kate Need's report later in the meeting

Minute 83.2: Aims/Strategy for Trust and College – Strategy day scheduled for early 2023

Minute 83.3: review of ALPS in-year analysis – to be covered during discussion of the College SAR at November meeting

Minute 83.3: Presentation on programme for Early Career Teachers – scheduled for May

Minute 84.1/84.2 The Complaints policy and admissions policy discussed at the last LGB meeting were approved by the Board of Trustees on the recommendation of the LGB.

5.1 **QMC TUTORIAL PROGRAMME**

David Smith, Director of Learning for Maths, presented an update on the recently reviewed tutorial programme. The LGB noted that students had been arriving at College noticeably less mature than prior to the Covid-19 pandemic and not ready for the discipline of sixth form study. The blocked timetable used in 2020/21 and 2021/22 had included tutorial sessions with mixed groups of 1st and 2nd years, however the new timetable with three teaching sessions each day, had provided the opportunity to expand the pastoral support for students and tutor groups were split so each full-time member of staff had two small tutor groups (one of first years and one of second years). Tutors usually taught their tutees and met with their first-year tutees on Tuesdays and second year tutees on Thursdays. The themes for each of the Tutor sessions had been planned for the year and for some sessions the College provided standard presentations or videos on the theme.

5.2 David Smith reported on the tutorial themes for each year, first years concentrated more on their wellbeing as well as societal issues such as radicalisation, equality, diversity and inclusion and sustainability. Sessions for second year students looked outward and forward more and included careers sessions as well as revision strategies and personal finance alongside issues such as healthy relationships/consent. The LGB noted that all tutorial sessions aimed to support students' personal development in the round (spiritual, moral, social, cultural and relationships) including an understanding of British Values, healthy lifestyles and healthy relationships.

5.3 The LGB noted that the weekly Tutor sessions were only part of the pastoral support for students. Each tutor also held 1:1 sessions with their tutees each half term (more as required) to check on academic progress, planning and wellbeing as well as supporting students with any issues and concerns. In addition, students all had a range of College wide events and activities including:

- Progression mornings – timetabled 1:1 discussions with each subject teacher
- Careers – Unifrog, CVs/UCAS/apprenticeships, Oxbridge / medics and vets group, Careers Week, student finance workshops
- Work Experience
- Talks and Visits
- SU Student Voice, Volunteering
- Charity fundraising, expeditions

- 5.4 Local Governors questioned David Smith and Kate Need on the changes to the tutorial/ pastoral support:

This change had increased staff workload was this a problem? Staff had identified in 2021/22 that they did not have enough contact with their tutees and had welcomed the changes for 2022/23 especially separating the 1st and 2nd year students.

Tutors could not know everything did they get training? Kate Need reported that the College was providing a lot of subject specific materials/ videos and in some cases tutor champions to support difficult topics – for example, the second year session on consent – for this session there was also a female only group. In addition, as each Tutor group was small (11 or 12 students) tutor groups sometimes paired up to have joint sessions with the two members of staff supporting each other. David Smith reported that videos and resources had already been prepared for all Autumn Term sessions.

Did the College have enough counselling capacity as this had been identified as a post-covid problem at a previous meeting? The LGB noted that counselling remained stretched, however, there were other opportunities for student support including the wellbeing hub. Mark Henderson reported that increased tutorial/ 1:1 time enabled tutors to act as learning mentors so, for example, students who had anxiety about studying were being coached by their Tutors in 1:1 sessions rather than seeing a counsellor.

Had there been any problems with the new approach so far? Kate Need reported that teachers had not raised any problems and that the SLT was working to ensure a consistent approach across the College. Directors of Learning were monitoring that all students were having 1:1 sessions and notes of the conversations were recorded on Vista. In addition, two of the Assistant Principals had recently carried out a learning walk visiting a number of tutorials and Governors would visit tutorials as part of their visit programme. One of the EQRs for 2022/23 (External Quality Review) was going to focus on the College's pastoral activities and this would include the tutorial programme.

- 5.5 Chris Thomas asked the students for their view of the revised Tutorial system. Nihinsa and Patricia reported that they really liked the smaller groups and the 1:1 sessions and that they were currently getting a lot of support with their UCAS applications and personal statements. One of the Governors asked what would happen if there was a personality clash between a student and tutor. Kate Need replied that this was very rare but that students could be moved and one of the students reported that all of her teachers were very open to providing advice and support to all their students.

6.1 **WORK EXPERIENCE**

Mia Stewart and Victoria Barnes presented on plans for student Work Experience (WEX) placements 2022/23. The LGB noted that QMC aimed to give students meaningful and relevant work experience opportunities across a wide range of subject areas. Mia Stewart reported that she was one part of a small team of support staff who as well as supporting work experience also supported employability skills, student volunteering and careers (UCAS, apprenticeships, employment etc.). Victoria Barnes reported that she had recently taken over responsibility for this team.

- 6.2 The LGB noted that there had been very little in person work experience during the pandemic, however, placements had returned in for example, schools and nursery's. The work experience team were supporting students in developing both practical and soft skills to support students before they went out on work

experience. The pandemic had contributed to a lack of confidence in students and the team helped students, for example, practice making and taking phone calls. The LGB noted that many companies and organisations had changed their ways of working since the pandemic with home working and hybrid working rather than staff in an office 9-5. Although some work experience was available in person a lot had changed. For example, the NHS was now holding insight days where a group of students visited for presentations, tours and demonstrations rather than working alongside staff. The College now needed think about a range of different experiences to give students the best possible introduction to the world of work.

6.3 Mia Stewart reported on two examples of hybrid work experience that had taken place at the College in the summer term:

- A group of Media BTEC students were set a project brief in person by Yoyotech a local games company to design an e-sports arena including logo, social media campaign and merchandise. Students worked together for a week using a wide range of software and ended the week by presenting their ideas virtually to staff at the company along with staff from QMC in the room.
- A group of Business Studies students were set a project by a local recruitment agency over TEAMS. The company checked back with the group at intervals during the week and at the end of the week the students presented both the research they had carried out and the marketing materials that they had prepared to the company and College staff (mix of virtually and face-to-face).

The LGB heard that the Wex team had identified what had made these hybrid work experience sessions different to normal college work – students worked for a week in a separate area of the College in groups chosen for them (not their friends) supported by their tutors and the work experience team. Students had external input from local employers giving students ‘real projects’, a mix of face-to-face and virtual activities and had developed soft skills like team work, presenting and working virtually as well as practical skills such as use of different software.

6.4 The LGB discussed the issues raised by the presentation including how the college had adapted to providing students with experiences
Did all students have the opportunity for work experience? The work of the team mainly focused on BTEC students. Level 2 and Foundation Level students were given different opportunities for work experience as part of their programme.

Mia Stewart ended by saying that the College was always looking for more companies to support work experience both in person and now using the hybrid model of work experience that she had described. The LGB noted that the team were turning these case studies into something that could be sent to local companies to encourage them to participate. One of the Local Governors reported that their business had previously hosted QMC students on in-person work experience and they would possibly be interested in a hybrid approach in the future.

David Smith, Mia Stewart and Victoria Barnes left the meeting

7.1 UPDATE FROM THE PRINCIPAL

Mark Henderson updated the LGB on the start of the 2022/23 academic year.

- Summer estates work had included the library working area, refurbishment of the café (including new furniture sourced from a local hotel which was also refurbishing).
- The staff room had been repainted and tidied up by staff during the holidays.

- The catering team had been taken in-house and would now be able to be more flexible for events/ QM Leisure etc.
- The fences and gates were in place and operational
- Results day had been very joyful with students at all levels getting the results that they needed to progress to the next stage of their lives – the LGB heard a number of case studies illustrating progression at all levels.

One of the Governors reported that they had seen a lot of good QMC success stories on Instagram and the LGB asked for this to be fed back to the marketing team.

8.1 **MONITORING AND ASSESSMENT**

Kate Need provided an update on the Examination results from summer 2022 (paper LGB 3/22), the LGB were pleased to see that A Level results had only decreased slightly for 2022 with the return of examinations and that high grades remained high. GCSE maths and English results had been very good as had EPQ and single Vocational courses (1 A Level equivalent). One area of concern was the Extended Diplomas vocational courses (BTECs - 3 A Level equivalent).

8.2 The LGB noted details of student enrolments (paper LGB 2/22) the large year 1 cohort had moved to year 2 and a similar sized new cohort of 1st years had been enrolled. Recruitment was slightly below plan at 2076 students (budget based on 2120) and the College was in the process of analysing this. There had been changes in application and conversion rates for the main feeder schools some schools had shown an increase and others a decrease, however, conversion rates were lower than in previous years. The proportion of students from outside Basingstoke had increased and the LGB was pleased to hear that initial analysis suggested that this was Basingstoke children who had gone outside of Basingstoke for their secondary education at e.g. Perins who had then returned for sixth form.

8.3 The LGB noted an analysis of the new intake:

- 52% female (58% in 2021)
 - 14% Black/Asian/ Mixed/ Other ethnicity
 - 13.6% self-declaring as having a learning difficulty/disability – Kate Need reported that this was well below previous years and could be as a result of difficulties not being identified at secondary school during the pandemic.
 - 20% of the cohort were high prior achievers (GCSE average of 6.7 and above)
- Kate Need reported that unfortunately only one student had enrolled onto Music A-Level and so this course would not run for 2022.

8.4 Kate Need reported in detail on financial support for students, an issue that had been raised at the last LGB meeting as part of a discussion on the national cost of living crisis.

- Students whose household income was less than £25k were eligible for a bursary – the majority of this funding was used for travel support (bus passes etc.) students applied through the college and QMC funded all eligible students (distributing above the £51,459 bursary funding received from the DfE).
- Students with a household income of less than £16k and in receipt of certain benefits were eligible for Free School Meals (FSM) all applications for this were processed by HCC.
- Queen Mary's Foundation (a foundation for Basingstoke schools) provided QMC with around £6,000 each year. This fund was distributed by the College

in small amounts for e.g. course costs, funding for Duke of Edinburgh expeditions, lifeguard training.

- Students could make individual requests to the QM Foundation for financial support for larger items such as laptops or overseas trips.

8.5 Kate Need briefly updated the LGB on university applications. In 2021/22 90% of QMC students had got into their first choice of University, 3 students had places at Oxford/Cambridge 2 students had got into medicine and 1 ex-student had got onto the new Oxford Foundation programme. The LGB were pleased to hear that University applications for 2023 were progressing well with an increase in the numbers of students applying to Oxbridge and to be medics/vets/dentists.

8.6 Kate Need ended her presentation by reminding the LGB that all Sixth Form Colleges were expecting a full Ofsted inspection (2-5 days) by September 2025 and that QMC anticipated that they would be inspected fairly soon. The LGB noted the Ofsted themes for 2022 including meeting national and local skills needs, the ongoing impact of the Covid-19 pandemic (including personal development, mental health and wellbeing) and safeguarding/prevent (including sexual harassment).

9.1 **REPORT FROM THE STUDENT REPRESENTATIVES**

Nihinsa Yongya Limbu and Patricia Szoke reported on Students' Union activities and any concerns raised by the student body:

- SU had identified issues with the Disabled toilets – Kate Need reported that these had now been fixed and notices put in all the toilets
- The SU would be holding a culture week in April
- The Environmental Officer was sourcing QMC branded metal water bottles to reduce plastic waste.
- Other QMC merchandise was being investigated such as branded sports bags for teams.
- QMC students were not eligible for the Spotify student discount (unlike other local colleges)
- Students had voted to support the Samaritans as their charity of for 2022/23.
- Students were pleased with the new card vending machines.
- The next student voice meeting was scheduled for 14th October and the SU were using Instagram to encourage students to attend.

9.2 The LGB discussed two issues raised by the SU in more detail: Students were generally happy with the new timetable, however, the additional 15 minutes on afternoon lessons for second year students then meant that that some students missed their local bus home. Kate Need explained that the College was able to time the QMC buses around the timetable but was not easily able to move the timing of public Stagecoach buses. The LGB noted that this was a specific problem for students taking the 76 bus to Andover which included a lot of students from Oakley. Kate Need reported that the College was in discussion with Stagecoach to move the time of the Andover bus and that changes to the timings would hopefully be going out to public consultation.

9.3 Students had had some problems with the new fences/gates. The gates were very slow and the card reader was too far to the left which caused queues of cars at the start and end of the day. Also, students staying late for activities had been stuck in the College grounds – particularly if they tried to use the back pedestrian gate. Mark Henderson reported that the new gates/fences had already been very

successful in improving the security of the site and that any teething problems would be investigated.

Action: review problem with gates for late activities MHN

10.1 **GOVERNOR SELF ASSESSMENT**

The LGB noted a self-assessment of LGB governance that had been carried out by Janice de Sousa, Chris Thomas, Kate Need and Toni Baldwin (paper LGB 4/22). Chris Thomas reminded those present that the LGB used to grade themselves against Ofsted criteria. The LGB noted that the self-assessment reviewed the LGB's actions in 2021/22 and then set out draft actions and an agenda plan for the year. The LGB briefly discussed the self-assessment and approved the actions for 2022/23.

The LGB approved the three main themes for 2022/23 and draft agenda plan:

- a) Careers – including work experience
- b) Pastoral programme – including tutorials and enrichments
- c) Monitoring BTEC outcomes

In response to a question from one of the Local Governors Kate Need explained that the 'additional 40 learning hours' was part of the Governments post covid recovery plan and at QMC was being used for the extra 15 minutes on each afternoon lesson for 2nd year students.

- 10.2 Chris Thomas reported that the Trust was self-assessing LGB governance using a series of questions to all Local Governors and asked as many Local Governors to respond to this as possible. The LGB noted that as this was the first time that the NGA (National Governance Association) questions had been used it was anticipated that additional actions would be identified for both the Trust and LGB to improve governance.

11.1 **GOVERNOR ENGAGEMENT**

Governor Visits

The LGB noted a draft Governor Visit programme for 2022/23 (paper LGB 5/22). Chris Thomas reported that the programme had been based around the themes for the year and would involve termly visits to the College to visit lessons and meet staff and students. Governors noted that, in addition, Sarah Pritchard and Gordon Holdcroft were coming into the College tomorrow to visit second year tutorials.

11.2 Statutory roles

The LGG noted that Sarah Pritchard would be visiting the College in her role as Safeguarding Governor and that Melissa Farnham would be visiting the College in her role as SEND Governor. Chris Thomas reported that he had had carried out teaching and learning focused visits for several years now and with the change in government/ college priorities would now take on responsibility for Careers (including skills and progression).

12.1 **ANNUAL CHILD PROTECTION AND SAFEGURDING UPDATE**

The LGB noted the updated Child protection documentation for 2022. Mark Henderson introduced the QMC Annual Safeguarding Return to Hampshire County Council (paper 6/22) and reported that it had been updated to report on recent improvements such as the new CPOMS reporting system (which brought the College in-line with the majority of local schools) and 'smoothwall' the firewall which blocked inappropriate on-line content and notified the College if students or staff were seeking out e.g inappropriate content or material associated with

radicalisation. The LGB noted that the Audit would be submitted to HCC and used during safeguarding monitoring visits.

- 12.2 The LGB noted the 2022 KCSiE (Keeping Children Safe in Education 2022) and Mark Henderson briefly highlighted some of the changes, for example, increased responsibility for online safety and the requirement to share and record low level concerns. The LGB noted the updated 2022 Child Protection and Safeguarding Policy and Procedures (paper 7/22). Mark Henderson reported that the NHEA/QMC Child Protection and Safeguarding Policy and Procedures had been updated in line with the 2022 KCSiE update for the start of the 2022/23 academic year. Mark Henderson highlighted two sections of the policy:
- Child protection procedures at QMC (pg 23-24)
 - responsibilities of Trust/LGB (pg 55)

The LGB approved the 2022 Child Protection and Safeguarding Policy and Procedures including Prevent

- 12.3 Mark Henderson reported that Beth Linklater (Assistant Principal) would be attending the next LGB meeting to present the 2021/22 annual safeguarding report and would be able to discuss any further questions that the LGB had on the HCC Audit and the College's approach to safeguarding. The LGB noted that as part of their annual safeguarding information they were required to read KCSiE and to complete the safeguarding and prevent online training through Smartlog. Mark Henderson reminded all LGB members to ensure that they were up to date with this training.

13.1 COMPLAINTS REPORT 2021/22

The LGB noted a summary of Complaints received during 2021/22 (paper LGB 8/22). The LGB recalled that they had approved an updated complaints policy in line with current DfE guidelines at their last meeting. Mark Henderson reported that the summary showed no trend in the volume or variety of complaints and that a surprisingly high proportion of the complaints were from neighbours regarding e.g. parking and noise from the site. The LGB noted that at the time the report had been written all complaints had been resolved within the year but that the College had recently received an appeal from a parent of a SEND student regarding a 2021/22 complaint which was being dealt with.

Action: update on appeal MHN

14.1 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 9/22). Gordon Holdcroft raised one issue regarding the discussions at the Finance Committee and Board of Trustees - in his view the Trust/College needed to consider now what to do if the College wasn't allocated in-year funding and needed to balance its budget.

15.1 GOVERNORS MONITORING INFORMATION

The LGB noted that the first compilation of monitoring information would be presented at their meeting in November. Kate Need reported that she would be reviewing the information that Governors received.

16. ANY OTHER BUSINESS

The LGB noted that this was the last LGB meeting for Matthew Jackson whose term of office ran out in October 2022. Chris Thomas thanked Matt for his support of the College over the last, very eventful, four years which had covered both the early days of academy conversion and the Covid-19 pandemic. The LGB wished

approved

Matt all the best for the future, his promotion at work, his move away from Basingstoke and also his family with the recent birth of his first child. The LGB presented Matt with a small token of their thanks.

17. **DATES OF FUTURE MEETINGS AND EVENTS**

Local Governing Body Meetings

Wednesday 28th Sept 2022 at 6pm
Thursday 24th November 2022 at 6pm
Wednesday 25th January 2023 at 6pm
Thursday 9th March 2023 at 6pm
Thursday 4th May 2023 at 6pm
Tuesday 20th June 2023 at 6pm

Governor Visit Mornings

Thursday 29th Sept (lunchtime)
Friday 4th November 2022
Friday 24th February 2023
Friday 9th June 2023 – *may be rescheduled*

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

To be signed following approval at the meeting on 24 November 2022.....

Janice de Sousa (Chair)

SUMMARY OF ACTIONS	Timescale	Responsibility
Minute 9.3 review issues with gates	Following meeting	MHN
Minute 13.1 update on appeal	Nov meeting	MHN

Toni Baldwin
Academy Secretary, Queen Mary's College