

Queen Mary's College Local Governing Body

Minutes of a Meeting held on Thursday 25th January 2024 at 6.00pm
Conference Room, Queen Mary's College, Basingstoke

Present:	Dr Janice de Sousa (Chair and Trustee)	
	Mr Richard Ash	
	Mrs Jackie Day	
	Mr Mark Henderson (Principal)	
	Mr Justin Lamberte, student representative – to 7.50pm	
	Mr David O'Donnell	
	Mrs Sarah Pritchard	
	Mr Jordan Renault, staff governor	8/11 quorate
	Mr Marcus Rutland, staff governor	(excluding students)
In attendance:	Ms Kate Need (Deputy Principal)	
	Ms Beth Batters – to 7.00pm	
	Mr Jonathan Cross – to 7.00pm	
	Dr Toni Baldwin (Academy Secretary)	

30. WELCOME AND APOLOGIES FOR ABSENCE

Janice de Sousa welcomed David O'Donnell to his first meeting as a Community Local Governor appointed by the Board of Trustees.

Apologies for absence were received from Kirsten Johnston, Chris Thomas, Vladimir Perelighin (student representative) and Alexia Makrygianni Wilson.

31. DECLARATIONS OF INTEREST

There were no declarations of interest.

32.1 MINUTES OF THE PREVIOUS MEETING

The minutes of the QMC-LGB meeting held on 15th November 2023 (paper LGB 20/23) were approved for signature by the Chair.

33.1 MATTERS ARISING AND OUTSTANDING ACTIONS

Minute 23.4: Review of Support Hub – to take place later in the year.

Minute 23.5: circulate new organisational structure – complete

Minute 25.2: SU LinkedIn profile – as yet unresolved

34. CHAIR'S ITEMS

Janice de Sousa introduced a discussion on meeting dates/times. The results of a consultation on meeting dates/times had not resulted in any consensus, however, more governors were in favour of an earlier start time and more governors were in favour of a fixed day for meetings.

After discussion, those present agreed to change LGB meeting dates/times to 5.30pm on Tuesdays - from the beginning of the 2024 academic year.

35.1 **SUPPORT FOR EARLY YEAR CAREER TEACHERS**

Janice de Sousa welcomed Beth Batters and Jonathan Cross to the LGB. The LGB noted the current ECT policy - March 2022 (paper LGB 21/23). Beth Batters started her presentation by providing context to the changes that had been made to support new teachers. Not enough teachers were being trained and of those that were trained a significant proportion left the profession early in their working lives (20% after 2 years 33% after 5 years). As a result, the previous 1 year Newly Qualified Teacher (NQT) programme had changed to a 2-year Early Career Teacher (EQT) programme. The DfE had produced statutory guidance on induction for ECTs which was rolled out after a pilot project in 2022. Beth Batters reminded those present that the PGCE/ECT route was not the only way into teaching.

35.2 QMC had implemented the ECT programme using Hampshire County Council as an Appropriate Body, using Programme materials produced by UCL (University College London), other DfE accredited materials and weekly mentoring sessions. Beth Batters explained the content of each year of the two-year programme which included, for example, subject mentors, regular lesson observations and the opportunity to complete an action research project. The LGB noted that Beth Batters was required to report on progress with the programme and there were also moderation visits from Hampshire County Council as the Appropriate Body.

35.3 Jon Cross reported on his experience of the ECT programme at QMC highlighting that:

- The programme was very comprehensive enabling him to develop as a teacher and educator.
- The dedicated mentor support had provided guidance and support throughout the induction period and Beth had been an invaluable sounding board for advice, support and practical actionable feedback on his teaching – eg how to deal with student behaviour.
- He had received time off timetable for induction activities, training and mentor sessions this had given him capacity to reflect on his learning, work on professional development, carry out an EDI project and also take on teaching a new subject, Sociology.
- There had been regular progress reviews and formal assessments against the teachers' standard which had enabled him to assess his growth and development as a teacher.

In summary, Jon Cross reported that although the programme required a lot of paperwork having two years of dedicated mentoring and support had been extremely helpful in his development as a teacher.

35.5 The LGB discussed QMC's approach to supporting, and thereby hopefully retaining new teachers, and noted that although there was currently only one member of staff progressing through the ECT programme at QMC some of the materials and learning was being shared through a 'new staff support group'. This group consisted of the ECT, two members of staff new to both college and sixth-form teaching and another member of staff who was currently completing a teacher training course whilst at QMC. Jonathan Cross reported that discussing issues with other new teachers was helping them all to improve by sharing experiences and peer support.

35.4 The LGB discussed aspects of the ECT programme further as well as broader aspects of probation for new teaching staff and lesson observations. Kate Need

was asked from more information on lesson observations and probation for teaching staff at the next LGB meeting. The LGB welcomed the very comprehensive support put in place for new teaching staff thanked Beth Batters and Jonathan Cross for a very informative presentation.

Action: Lesson observations and teaching staff probation KND

Beth Batters and Jonathan Cross left the meeting

36.1 **PRINCIPAL'S UPDATE**

Mark Henderson gave his regular update starting with a review of the end of term activities:

- A very successful Foundation Learning Christmas Market had been held in the library with goods made by FL students.
- A very joyful Foundation Learning Christmas Show in Central Studio.
- The College Christmas show, attended by a number of Governors and Trustees which had been judged 'the best ever' and had included an extremely moving dance in tribute to the dance student who had sadly died at the start of the year.
- Over 170 student commendations from staff, presented in Central Studio
- A staff Christmas lunch on the last day of term – last held in 2019 prior to the Covid-19 pandemic.
- A ski trip, again the first since the Covid-19 pandemic

36.2 Mark Henderson took the LGB through the national context for teacher wellbeing and the data from the recent staff survey with comparison to the last survey in 2018. The LGB noted that the survey questions were those used by Ofsted and included free text boxes for comments. The LGB were pleased to hear that staff were proud to be a member of staff at QMC, enjoyed working at QMC, felt well supported at the College and strongly agreed that students were safe at the College. All questions had overall positive responses, however, questions with slightly less positive responses were 'leaders and Managers take workload into account when developing and implementing policies and procedures, to avoid placing unnecessary burdens on staff' and 'leaders and managers are considerate of my wellbeing'. Mark Henderson reported that the comments from the survey were being reviewed by staff focus groups to look for opportunities to improve staff workload and wellbeing as well as career progression opportunities. The LGB noted that SLT would carry out a mid-year mini-survey of staff later in the year.

36.2 Kate Need reported on the start of year student questionnaire feedback. Results were very similar to last year with the only concern being a slight drop in responses to 'I know how to get wellbeing support'. The LGB noted that the College had removed the weekly bulletin to students for 2023 but was considering putting this back as a way of reinforcing messages such as where to go for wellbeing support.

37.1 **GOVERNOR ENGAGEMENT**

The LGB noted a report from a recent SEND visit by Jackie Day (LGB 22/23). Jackie reported that it had been a useful visit focusing on:

- A discussion of the EHCP process and review of EHCP students at QMC – 43 students in Foundation Learning and 41 in mainstream – retention of EHCP students was good one student had left to take up an apprenticeship, one had moved to another more appropriate setting and one EHCP student had joined the College.

approved

- Visits to Foundation Learning lessons – the LGB were pleased to hear that the students looked to have improved in confidence since the beginning of the year and that the approach of mirroring mainstream teaching by having a range of subject specific teachers was going well. The LGB noted that, by interacting with a wider range of teachers, students' social skills and learning were improved.

37.2 Jackie Day reported that Lucy Poynter had updated her on some confidential issues relating to a couple of EHCP students. The LGB noted that Jackie Day would next be visiting in May and would use this visit to focus on students with EHCPs studying in mainstream.

37.3 Kate Need reported that the next stage of the quality improvement process, mid-year-review meetings, were coming up in early March. The LGB agreed to try to observe the same subject area as they observed during the self-assessment-review meetings in November.

Action: observation of mid-year review meetings

All

38.1 **REPORT FROM STUDENT REPRESENTATIVES**

Justin Lamberte reported on current SU activities and any issues of concern raised by the student body. The LGB noted:

- The SU had run a Christmas mini-market raising funds for the Basingstoke Foodbank – those involved had included both the 'Pride' group and the Christian Union.
- Social Media was continuing and the SU were pleased with the level of engagement with their Instagram page. The SU had made a number of Reels about College activity and were also getting students to talk about their subjects. The SU Instagram account had 400 followers and regularly got 2000 views. In response to a question Justin confirmed that the SU were working with the Marketing department on their social media and that the majority of people interacting were within the Basingstoke area.
- The SU were holding a 'talk club' to promote men's mental health in the support hub.

38.2 Justin Lamberte reported that the SU were supporting student led enrichments and the LGB discussed what was being proposed. Justin gave examples student led enrichments such as social networks at other colleges, for example, a Filipino society. Marcus Rutland reported that there were some informal networks already taking place, for example, 2nd year chemistry students run an informal 'medics' society. Jancie de Sousa suggested that some basic guidelines were agreed by the college for student led enrichments and societies including, for example, a link teacher and one of the other Governors reminded the SU that any external speakers needed to go through a formal process.

38.2 The LGB thanked Justin for his presentation and asked about planning for the Prom and

39.1 **EXTERNAL QUALITY REVIEWS**

The LGB noted reports from three External Quality Reviews (paper LGB 23/23). Kate Need reminded those present about the EQR scheme which was a peer review process that had started 30 years ago in Hampshire and had now spread as far as Dorset and Sussex. Colleges paid into the scheme and were each entitled to three 2-day reviews a year either subject based or on a cross college theme. The College was able to choose the focus for each visit to match their

need, for example, the Sport EQR had focused on applied vocational qualifications (BTEC, CTEC). Those present were interested to hear that QMC encouraged their staff to train to carry out EQRs and that it provided good staff development for existing and aspiring managers.

39.2 The LGB discussed EQR reports on Sport, Creative Arts and Technologies, and Modern Foreign Languages each of which was based around the Ofsted framework of Intent, Implementation and Impact. Each report identified strengths and weaknesses and contained a number of recommendations. The LGB noted that MFL had very small classes and Kate Need explained that low uptake of MFL qualifications was a national issue. One of the Governors asked about Japanese A Level, which was part of the MFL department but had not been included in the EQR. Kate Need reported that the students studying Japanese tended to be very high achieving and have an interest in Japanese culture. One of the Governors asked how the recommendations from EQR reports were followed through and Kate Need explained that the relevant Director of Learning followed up the recommendations, provided peer support within the department and the reports were also discussed in mid-year-review meetings.

40.1 **GOVERNORS MONITORING INFORMATION – *standing item***

The LGB noted the monitoring report for the second half of the autumn term (paper LGB 24/23). Kate Need drew the Governors attention to the executive summary and highlighted the improved attendance and retention rates at all levels as a result of a number of cross college early intervention strategies. The LGB noted that the college had made links with the Prince's Trust as another source of support for students leaving the college mid programme.

The LGB noted the outstanding GCSE results from the November resits (mainly aspire students) 63% pass rate for English and 36% pass rate for Maths putting the college in the top 6 colleges in the country for GCSE resits. The LGB asked for national data to put this in context. In response to a question from one of the Governors, Mark Henderson and Kate Need reported that the excellent GCSE results were partially as a result of using GCSE subject specialists as well as a focus on revision and preparation for Aspire students (Level 2/3 students).

Action: national GCSE resit data KND

40.2 Turning to progression Kate Need reported that 51% of the eligible cohort had completed UCAS applications with more part way through their applications. 4 students had received offers from Oxford University and the College was waiting to hear about those who had applied to Cambridge University. All students who had applied to Oxford or Cambridge had alternative Russell Group offers.

40.3 The LGB briefly discussed applications for September 2024 which were looking strong at this stage in the year. One of the Governors asked when the College would start looking at staffing requirements for 2024/25 and Mark Henderson reported that he had asked staff about their future plans to try to identify any staff potentially retiring/leaving, however, Kate Need reported that there was still some capacity within the teaching staff. The LGB noted that a number of staff were able to teach more than one subject which gave some flexibility in arranging staffing. Mark Henderson highlighted that QMC was recruiting students from a wider 'travel to learn' area than previously but that work was continuing to ensure that QMC was the first option for all students in Basingstoke.

41.1 **COMMUNICATION BETWEEN QMC-LGB AND NHEA BOARD OF TRUSTEES**

The LGB noted a summary of Trust meetings and activities since the last LGB meeting (LGB 25/23) along with the NHEA Annual Report and Financial Statements (LGB 26/23). There were no issues of concern raised.

The Student Representatives left the meeting

42.1 **QMC 2021/22 SELF-ASSESSMENT AND QUALITY IMPROVEMENT**

The LGB noted the list of subjects with lower achievement rates identified during the SAR 22/23 process along with an update from each of the Directors of Learning on actions taken to date (LGB 27/23). Kate Need reminded the LGB that this additional information on quality improvement was being provided to enable the LGB to understand fully the weaknesses of the college. Jordan Renault, as a Director of Learning gave examples from the Business and Legal Studies department of quality improvement actions and actions to improve retention such as increasing internal and external engagement (external speakers, trips and visits, insight days) as well as the college wide early intervention policy to address any student disengagement (e.g. attendance reviews, prompt communication with parents regarding absences). The LGB was very interested to hear about the upcoming Challenges Abroad trip for Business Studies students to India.

43.1 **ANY OTHER BUSINESS**

The LGB put on record that, following a reminder to the sector from the DfE, all staff, Trustees and Local Governors had been sent the following from Mark Henderson (Principal) and Julie McLatch (Chair of the Trust):

“As you are aware this is likely to be an election year, therefore the DfE have recently reminded us of the restrictions on political activities for charities and government funded organisations such as schools and colleges. Please can I ask you to be mindful of the DfE guidance below and ensure that, whilst in the workplace, all teaching and discussions with students are not overly partial or directive politically. This guidance also applies to support staff discussions.

If you would like to discuss this or would like any further information on the guidance please come and talk to me, Mark Henderson, Principal QMC.

6.5.8 Political bias

57. All boards, headteachers and LAs (where applicable) must not allow the promotion of one-sided political views. This applies both to the teaching of any subject and to extra-curricular activities at the school. Where political issues are covered, opposing views must be presented in a balanced way. The board, executive leader and LA must also prevent pupils under 12 from taking part in political activities. This covers activities at school or elsewhere. This applies only where a member of staff or anyone acting on behalf of the school or a member of staff arranges the activity. All boards must be aware that staff have a responsibility to ensure that they act appropriately in terms of their behaviour, the views they express (in particular political views) and the use of school resources at all times. School resources should not be used for party political purposes.

44. **DATES OF FUTURE MEETINGS AND EVENTS 2023/24**

Local Governing Body meetings

Wednesday 6th March 2024 at 6pm

Wednesday 1st May 2024 at 6pm

Thursday 20th June 2024 at 6pm

Governors' Visits

Wednesday 28th February 2024 – am

Tuesday 11th June 2024 – am

approved

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

To be signed following approval at the meeting on 6th March 2024

..... Janice de Sousa (Chair)

SUMMARY OF ACTIONS	Timescale	Responsibility
Minute 20.2 Report Annual Safeguarding Check to LGB	Nov 2024	KND
Minute 35.4: Lesson observations and teaching staff probation	Next meeting	KND
Minute 37.3: observation of mid-year review meetings	March	All/ TBN
Minute 40.1: National GCSE resit data	Next meeting	KND

Toni Baldwin
Academy Secretary, Queen Mary's College