



QE Sixth Form College
Local Governing Body Meeting Minutes
Thursday 13th June 2024 at 5.00 pm,
Queen Elizabeth Sixth Form College

Present (Governors)	Tim Fisher (CEO), Calvin Kipling, John McCann, Jenny Pan, Laurence Job (Principal), Vicky Snowball, Tracey Tyler and David Warman.
In attendance	Lisa Marron – Chief Operating Officer, Inicio Academies Theresa Amarawansa - Vice Principal Student Support Meirion Baker- Assistant Principal Personal Development Lisa Bates - Assistant Principal Teaching & Learning Ian Waite - Assistant Principal Performance Laura Hawksby: Governance and Policy Officer, Inicio Academies.

Item	Description of discussion	Action by
1.	<p>PART A: Procedural items</p> <p>Election of Chair</p> <p>The Governance & Policy Officer opened the meeting. Nominations were sought and received for the position of Chair for the remainder of the 2023/24 Academic Year.</p> <p>Governors RESOLVED that Calvin Kipling be appointed Chair for the remainder of the 2023/24 Academic Year.</p> <p><i>(Note: Governor Calvin Kipling in the Chair for the remainder of the meeting.)</i></p>	Governance & Policy Officer

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 Page 1 of 9

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2.	<p>Election of Vice Chair</p> <p>Nominations were sought and received for the position of Vice Chair for the remainder of the 2023/24 Academic Year.</p> <p>Governors RESOLVED that Tracey Tyler be appointed Vice Chair for the remainder of the 2023/24 Academic Year.</p>	Governance & Policy Officer
3.	<p>Welcome, Introductions and confirmation quorum present</p>	
	<p>The Chair welcomed everyone to the meeting. It was confirmed that a quorum was present. Eight (8) eligible Governors were present.</p>	
4.	<p>Apologies for absence and their acceptance</p>	
	<p>It was reported that apologies had been received from Governors Rachel Duff and Andrew Wilson.</p> <p>Governors RESOLVED that the apologies for absence from Rachel Duff and Andrew Wilson be accepted and noted.</p>	
5.	<p>Notification of items of urgent other business</p>	
	<p>There were no items of other business.</p>	
6.	<p>Declaration of personal and pecuniary interests</p>	
	<p>Governors and those present were reminded that they should declare any personal or pecuniary interest in any matters arising from the agenda of the current meeting.</p> <p>No declarations of interest were received.</p>	
7.	<p>Approval of minutes/review of actions/matters arising</p>	
	<p>The following draft minutes of the College Corporation had been shared with the Local Governing Body prior to the meeting, copies of which are held on file.</p>	
	<ul style="list-style-type: none"> a. Finance & Resources - 16th November 2023 b. Audit – 16th November 2023 c. Special Board of the College Corporation - 14th March 2024 d. Curriculum and Standards – 26th February 2024 e. Finance & Resources - 4th March 2024 f. Audit – 4th March 2024 	
	<p>Governors carefully considered the minutes and noted that all actions had been completed. There were no matters arising.</p>	
	<p>Governors RESOLVED that the above minutes were accurate records of the meetings and that the respective Local Governing Body Governors</p>	Governance

<p>10.</p>	<p>b.) Strategic Plan</p> <p>Governors noted that the new Inicio Academies Strategic Plan was currently in development and was to be considered further at the Board of Directors meeting on the 27th June 2024. <i>Governors advised that it was important that the Local Governing Body also align with the Trust's strategic plan objectives.</i></p> <p>Governors RESOLVED that the report be noted.</p> <p>Principal's Update Report:</p> <p>The Principal advised that each of his update reports contained an executive summary front sheet which set out the key items to note from the reports and any resulting recommendations.</p> <p>a) Whole College Quality Improvement Plan 2023-24 – Term 2 Review</p> <p>The Principal reported upon the Whole College Improvement Plan 2023-24 which indicates how the College priorities are aligned with and support the Strategic Aims and the Education Inspection Framework.</p> <p>Each College priority includes area(s) to improve (intent) and intended outcomes (impact). Key success criteria/ evidence of impact was also outlined. Progress in achieving this success criteria was summarised in the report to provide top level information.</p> <p>The College priorities were noted to be:</p> <ul style="list-style-type: none"> • Assessment • Skills – meeting skills needs • Disadvantaged – support for disadvantaged students • Academic Literacy • Attendance • Recruitment <p>Attendance and recruitment of students remained a key priority for the College with key supporting strategies being implemented to provide a positive impact on these areas.</p> <p><i>Governors advised that the information in the report had been provided in an accessible and relevant format.</i></p> <p>The Principal advised that 2024/25 Quality Improvement Plan was being developed for the new academic year and would be brought back to future meetings of the Local Governing Body.</p> <p>Governors RESOLVED that the report be noted.</p>	<p>Principal</p>
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b) Attendance and Retention Data

The Assistant Principal for Performance provided a report on curriculum attendance and retention data up until the 1st June 2024. The report detailed trends in curriculum attendance over the last 3 academic years. It also detailed trends in course and core aim retention, including core aim retention factors over the last 3 academic years.

Governors noted attendance would remain a key priority at the College in the next academic year, as it was nationally. An attendance action plan had been produced and actions within it had been completed as part of the Whole College Quality Improvement Plan.

Course retention was noted to be consistently above the last academic years' figures. Core aim retention and the Funding Retention Factor (used as part of the funding formula) had also been consistently above last year's figures.

Governors questioned whether the ILR (Individualised Learner Records) would be used going forward as the College was now an Academy? The Assistant Principal confirmed this was correct with data sets remain the same.

Governors **RESOLVED** that the report be noted.

c) March 2024 Progress Point

The Assistant Principal for Performance reported upon assessed and projected grades collected following mock exams and internal assessments at the end of February 2024.

Year 2 overall A-Level projections were noted to be strong compared to previous results and expected national outcomes. Projected progress was in line with 2019 benchmarks. Projected Pass, HGR (Higher Grade Rates) and Top-Grade rates were in line with College targets. In relation to projected progress figures across gender and ethnic minority groups, progress was in line with their peers. Students from SEND and Disadvantaged groups were expected to make only slightly less progress than their peers.

Year 1 overall A-Level projections were strong compared to previous results and when compared to expected national outcomes. Projected progress compared favourably with 2019 benchmarks.

Overall Applied General projections were strong compared to previous results and expected national outcomes. Projected progress was in line with 2019 benchmarks. Projected Pass, and HG (Higher Grade) rates were in line with College targets. Projected progress figures across disaggregated characteristic groups were in line with their peers.

Projections for L3 Vocational, Foundation Art and GCSEs were strong compared to previous results and expected national outcomes.

Governors asked whether past result accuracy is factored into the projections? The Principal confirmed that this was correct and any anomalies with results are factored into the predictions.

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Page 5 of 9

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11.	<p>Governors RESOLVED that the report be noted.</p> <p>d) Learner Voice (Curriculum & Tutorial Views)</p> <p>The Principal provided a report which outlined the views of students captured through their completion of online curriculum and tutorial themed surveys in the Spring 2023/24 term. Governors noted that that the responses had been very positive with no areas for concern.</p> <p>Governors RESOLVED that the report be noted.</p> <p>Destinations</p> <p>The Assistant Principal Personal Development reported upon student Destinations for 2023 Leavers. The report provided an analysis of the progression patterns of students who completed courses in 2023. Comparisons were made with previous years, enabling trends in applications to higher education and in progression to training and employment to be identified. Governors noted many students go on to university, however an increasing number of students were also choosing alternatives to higher education.</p> <p>Governors RESOLVED that the report be noted.</p> <p>QE Risk Register</p> <p>The Governing Body considered the Risk Register for QE Sixth Form College. The Chief Operating Officer reported that all updates requested by the previous College Corporation's Audit and Finance & Resources Committee had been included in the QE Risk Register.</p> <p>Governors asked if there was a whole Trust Risk Register which sat above the QE Risk Register? The Chief Operating Officer confirmed that there was and Governors requested that this be brought back to the Local Governing Body for information in order to understand further the interplay between the Local Governing Body and Trusts' risks.</p> <p>Governors advised that going forward an executive summary report for the QE Risk Register would be helpful, with any issues to note contained with that report. Governors also requested that any changes also be highlighted on the QE Risk Register.</p> <p>Governors RESOLVED that:</p> <ul style="list-style-type: none"> a) The report be noted. b) An executive Summary Report be provided with future QE Risk Register reports. c) That any changes between meetings be highlighted on the Risk Register to help identify changes that had been made. 	<p>COO</p> <p>COO</p>
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12.	<p>Safeguarding Action Plan 2023/24 and Single Central Record update</p> <p>The Vice Principal Student Support provided a Safeguarding Action Plan 2023-24 update.</p> <p>Governors noted that the College had a robust filtering and monitoring system in place, to ensure all students remain safe online and that the new DfE filtering and monitoring standards are met (following KCSiE 2023). They were also pleased to note the additional support for all students with mental health concerns, following the introduction of the new 24/7 counselling support helpline and resource. A new appointment of a Student Mental Health/Wellbeing Adviser would also commence in August 2024.</p> <p>All staff, students and parents/carers have been made aware of the national increase in sextortion following the National Crime Agency alerting all schools and colleges across the country.</p> <p>The Vice Principal Student Support had reviewed the Single Central Record with no issues of concern and an external audit of the register was due to be provided by Darlington Borough Council on the 2nd July 2024.</p> <p>Governors RESOLVED that the report be noted.</p>	
13.	<p>Governor Specific Responsibilities</p> <p>The Principal advised that Governor specific responsibilities would be reviewed at the first meeting of the Autumn Term 2024/25. Leadership & Management would be added to the current list.</p> <p>Governors RESOLVED that the report be noted.</p>	Principal
14.	<p>Policies for approval/review/information</p> <p>a.) Trust approved policies from the Spring Term 2024 for information</p> <p>Governors RESOLVED that the Trust approved policies from the Spring Term 2024 be noted for information.</p> <p>The Queen Elizabeth Sixth Form Policies for consideration and review:</p> <p>a.) For information with small updates: Governors RESOLVED that the Bursary Statement be noted and approved.</p> <p>b.) For approval: Governors RESOLVED that the following policies be approved: Attendance Policy, Bring Your Own Device Policy, Absence</p>	

	<p>Procedures, Capability Policy, Dignity at Work and Sickness Absence Policy.</p> <p>PART C: Standing Items</p>	
15.	<p>Feedback from MAT Development Session held on 25th April 2024</p> <p>It was noted that the MAT development session from the 25th April 2024 had been a very useful and informative session, with the event focusing on the vision and strategic direction of Inicio Academies.</p> <p>Governors RESOLVED that the report be noted.</p>	
16.	<p>LGB Strategy Alignment Group - 26th June 2024 at 5.15 pm</p> <p>Governors noted that the next Local Governing Body Strategy Alignment Group was scheduled to be held on the 26th June 2024 at 5.15 pm with all Chairs & Vice Chairs of the Trusts Local Governing Bodies invited to attend.</p> <p>Part D: Concluding Items</p>	
17.	<p>Approval of documents for inspection</p> <p>Governors RESOLVED that the agenda, approved minutes and supporting documents be made available for public inspection with the exception of information concerning identifiable pupils and/or teachers and staff.</p>	Governance & Policy Officer
18.	<p>Date of Future meetings:</p> <p>Governors noted that the 2024/25 The QE Local Governing Body meeting dates were due for approval at the Board of Directors meeting on the 27th June 2024 and would be circulated after that meeting.</p> <p>Governors requested that where possible the QE Local Governing Body meetings remain on Thursdays at 5.00 pm.</p> <p>Governors RESOLVED that the report be noted and meetings where possible for the QE Local Governing Body meetings remain on Thursdays at 5.00 pm.</p>	Governance & Policy Officer
19.	<p>Principal's Message</p> <p>It was noted that this would be the last meeting of Governors Jenny Pan and Andrew Willson and on behalf of the Local Governing Body he wished to thank them both for their dedication, knowledge and invaluable support.</p>	Governance & Policy Officer
	<p>The meeting concluded at 7.00 pm</p>	

These minutes were approved by the Local Governing Body of QE Sixth Form College, as follows:

on: 17th October 24 date

Signed by: (Chair) C [Signature]

Printed name: C KIPUNA

APPROVED

