



Northern Arch

LEARNING PARTNERSHIP

QE Sixth Form College

Local Governing Body Meeting Minutes

Thursday 17th October 2024 at 5.00 pm,

Queen Elizabeth Sixth Form College

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| Present (Governors) | Calvin Kipling (Chair), Ellie Chapman, Joe Cooke, Laurence Job (Principal) and Tracey Tyler. |
| In attendance | Lisa Marron - Chief Operating Officer, Northern Arch Learning Partnership Meirion Baker - Assistant Principal Personal Development Lisa Bates - Vice Principal (Curriculum) Ian Waite - Assistant Principal Performance Laura Hawksby - Governance and Policy Officer, Northern Arch Learning Partnership. |

| Item | Description of discussion | Action by |
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| 1. | PART A: Procedural items Election of Chair The Governance & Policy Officer opened the meeting. Nominations were sought and received to elect a Chair to serve until the first meeting of the Autumn Term 2025/26. Governors RESOLVED that Calvin Kipling be appointed Chair to serve until the first meeting of the Autumn Term 2025/26. <i>(Note: Governor Calvin Kipling in the Chair for the remainder of the meeting.)</i> | Governance & Policy Officer |
| 2. | Election of Vice Chair Nominations were sought and received to elect a Vice Chair to serve until the first meeting of the Autumn Term 2025/26. Governors RESOLVED that Tracey Tyler be appointed Vice Chair to serve until the first meeting of the Autumn Term 2025/26. | Governance & Policy Officer |

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denotes support and challenge provided by Governors

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| 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. Five (5) eligible Governors were present.</p> | |
| 4. | <p>Apologies for absence and their acceptance</p> <p>It was reported that apologies had been received from Rachael Duff, Debbie Knivett, John McCann, Vicky Snowball and David Warman.</p> <p>Governors RESOLVED that the apologies for absence from Rachael Duff, Debbie Knivett, John McCann, Vicky Snowball and David Warman be accepted.</p> | |
| 5. | <p>Notification of items of urgent other business</p> <p>Ofsted Visit – The Principal reported upon the recent Ofsted inspection of Queen Elizabeth Sixth Form College which had taken place from the 8th to the 11th October 2024. Ofsted's report was not yet publicly available, however the Principal advised that it had been a very positive inspection and Governors were thanked for all the support they had provided to the College. <i>Governors also wished to express their gratitude to the staff for all their hard work and helping to create a culture where students felt confident they would be supported to realise their aspirations.</i> The positive views of students/parents carers and staff had been noted during the inspectors' visit.</p> <p>Governors RESOLVED that the report be noted and looked forward to receiving the Ofsted Inspection Report.</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>Draft minutes of the QE Sixth Form College Local Governing Body held on the 13th June 2024 had been shared with the Local Governing Body prior to the meeting, a copy of which is held on file.</p> <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 minutes of the Local Governing Body meeting of QE Sixth Form College 13th June 2024 were confirmed as an accurate record and should be signed by the Chair</p> | Governance & Policy Officer |

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| 11. | <p>Principal's Update Report:</p> <p>The Principal advised that each of his update reports contained an Executive Summary which set out the key items for the Local Governing Body to note and any resulting recommendations.</p> <p>a) Strategic Development Plan</p> <p>The Principal reported upon The Strategic Development Plan. The document included QE's Vision and Values and was produced with the input of Governors during the 2023-24 Academic Year.</p> <p>The aim of the plan was to ensure that QE is able to identify and respond to the changing local and national context within which the College operates. The plan identified key challenges and opportunities, and how the College will respond positively to change through development of people, partnerships, curriculum and assets.</p> <p>The Principal advised that the plan had been updated to reflect the College's academisation, as well as changes regarding funding rates and student population. This helps inform the creation and monitoring of the College's Risk Register and Quality Improvement Plan (QIP).</p> <p>Governors RESOLVED that the Strategic Development Plan be approved.</p> <p>b) Quality Improvement Plan 2023-24</p> <p>The Principal reported upon the Whole College Quality Improvement Plan (QIP) 2023-24 action plans and end of year review.</p> <p>Governors enquired about progress made? The Principal confirmed that good progress had been made in the following areas to achieve the success criteria within the Whole College QIP 2023-24:</p> <ul style="list-style-type: none"> • Assessment • Skills • Disadvantaged • Academic Literacy <p>Exam results, including Sixth Sense Value added data, had been outstanding.</p> <p>The principal advised attendance remained a key priority for QE remaining a key priority on the 2024/25 QIP. Recruitment also remained a priority in the 2024/25 QIP with the conversion rate of applications to enrollments noted to have increased. The number of new students enrolled at the College was higher than the previous year.</p> <p>Governors RESOLVED that the report be noted.</p> <p>c) College Targets and Priorities</p> <p>The Assistant Principal Performance reported upon College Targets and Priorities 2024-25.</p> | |
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Governors questioned how the target figures for A*/A pass rate had been determined? The Assistant Principal Performance advised that the figures had been calculated to be aspirational and above national figures. The Principal confirmed strong strategies were in place to help students achieve these aspirational targets.

Governors noted that the College priorities link to areas where 2023-24 outcomes are below national figures or the College's desired position.

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

d) Governors' Dashboard

The Assistant Principal Performance reported upon the Governor Dashboard. He advised upon trends in student population numbers, academic outcomes, attendance and retention figures. Attendance and retention continued to be a priority for the College.

Governors requested that for future reports information be split further by categories for curriculum attendance.

Governors **RESOLVED** that the report be accepted and that for future reports information be split further by categories for curriculum attendance.

Principal/
Assistant
Principal
Performance

e) Summary of Exam Results

The Assistant Principal Performance provided a summary of exam results. Progress was noted to be outstanding, with strong results across the different subject areas and with the majority above the national average. Governors asked if there were any gaps in progress between disaggregated groups and their peers and the Assistant Principal Performance confirmed there were no large gaps in progress.

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

f) Enrolment

The Vice Principal Curriculum reported upon enrolment of Year 1 students in September 2024 and identified any significant variations from previous years including from partner and non-partner schools. Governors noted the higher conversion rate which was a positive reflection of the work done throughout the year and that work continued in this area for the 2024/25 Academic Year. It was noted that GCSEs continue to be marked more in line with 2019 standards than previous years and, as a result, there were fewer students achieving the College's entry requirements.

Governors advised that it would be good to see the College continuing to target students who may be interested in creative courses that their current schools would not necessarily provide in a School Sixth Form setting.

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

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| | <p>g) EDI Report and Equality Objectives</p> <p>The Assistant Principal Personal Development reported upon the Equality, Diversity and Inclusion Report (EDI) 2024 and Equality Objectives 2024-28. The report set out the College's current approach to promoting Equality, Diversity and Inclusion, recent progress towards meeting of equality objectives and the supporting of EDI priorities in the last academic year.</p> <p>Governors noted good progress has been made towards the meeting of current equality objectives. Significant additional activity relating to EDI had taken place. Gaps between disaggregated groups across a range of outcomes remained small.</p> <p>Governors considered the draft equality objectives for 2024-28 and requested that Objective 1. include further strengthened reference to the College being anti-racist.</p> <p>Governors RESOLVED that:</p> <p>a.) The Equality, Diversity and Inclusion Report (EDI) 2024 be approved.</p> <p>b.) The Equality Objectives 2024-29 be approved subject to the inclusion of Objective 1. including further strengthened reference to the College being anti-racist</p> <p>h) SEND Report 2024-2025</p> <p>The Vice Principal Curriculum reported upon the SEND (Special Educational Needs and Disability) Report 2024-25. The policy sets out how the College supports and makes provision for learners with special educational needs, as well as those who are in a vulnerable group. Funding is reviewed every year.</p> <p>Governors RESOLVED that the report be accepted and placed on the QE website.</p> <p>i) Quality Improvement Plan 2024-25</p> <p>The Principal reported upon the Whole College Quality Improvement Plan 2024 -25. The QIP is regularly reviewed by Senior Leaders and embedded into the College's quality assurance processes such as departmental QIPs and staff appraisals. The College priorities for 2024-25 were noted to be:</p> <ul style="list-style-type: none"> • High grades • Attendance • Equality, Diversity and Inclusion • Leadership - students • Leadership – members of staff • Recruitment <p>Governors RESOLVED that the Quality Improvement Plan 2024-25 be approved.</p> | <p>The Assistant Principal Personal Development</p> <p>Governance & Policy Officer</p> |
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| 12. | <p>QE's Risk Register for review by LGB</p> <p>The Chief Operating Officer (COO) reported that the Risk Register for QE is reviewed every week by the senior leadership team at the College. There were no current risks that would require escalation to the Trust Risk Register. Changes since last reported to Governors were highlighted in the Executive Summary report and via tracked changes on the register. Changes in responsibilities and risk owners were updated in line with current leadership positions. Existing controls had also been updated and future control actions linked to strategic plans.</p> <p>In relation to the QE Risk Register presentation to the Local Governing Body, Governors advised that as long as the changes since last reviewed were highlighted in the Executive Summary and on the Risk Register, they did not require them to be presented as tracked changes.</p> <p>Governors RESOLVED that the QE Risk Register be accepted as the current evaluated position.</p> | |
| 13. | <p>Safeguarding Report 2023/24 and Action Plan 2024/25 and Single Central Record update</p> | |
| | <p>The Principal advised that the Safeguarding Report 2023-24 set out the operational activity and strategic approach taken to support safeguarding at QE in 2023/24. The Education Safeguarding Officer at Darlington Borough Council had carried out a detailed Safeguarding External Compliance Audit at QE on 2nd July 2024 with no actions following this Audit and was complimentary of the safeguarding practices at QE. The Safeguarding Action Plan 2024/25 was also noted. The action plan is a live document that is reviewed each half term.</p> <p>Governors RESOLVED that the report be accepted.</p> | |
| 14. | <p>Admissions Policy 25-26</p> | |
| | <p>The Admissions Policy for 2025/26 was reviewed by the Local Governing Body. The Principal advised that the purpose of this policy is to be clear, transparent, effective and to support the College's ethos of meeting the needs of individual students who are considered able and ready to begin the demands of Level 3 study. There were no substantive changes since last reviewed by Governors.</p> <p>Governors RESOLVED that the Admissions Policy be approved and placed on the College's website.</p> | Governance & Policy Officer |
| 15. | <p>Link Governors</p> | |
| | <p>The Principal advised that the purpose of the proposed Link Governor scheme is to facilitate further communication and professional dialogue between Governors and members of the Senior Leadership Team. It was agreed that once set up the Link Governors and the Senior Leader with overall responsibility for the specific area of College provision will meet formally once every term at QE. A report template was shared with Governors for information. Other College events and developmental opportunities for 2024-25 were also reported upon, a copy of which is held on file.</p> | |

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| | <p>Governors RESOLVED that the following named Governor links be approved with the remaining vacancies to be filled in consultation with Governors:</p> <ul style="list-style-type: none"> a) Safeguarding (including online safety) & Welfare – Tracey Tyler b) Looked After Children (LAC) & Previously Looked After Children (PLAC) – Tracey Tyler c) Special Educational Needs (SEN), including SEMH – Vacancy d) Personal Development – Ellie Chapman e) Behaviour and Attitudes (Attendance & Punctuality, Conduct, Rewards and Sanctions)- Vacancy f) Equality Diversity and Inclusion (including Disadvantaged students) – Calvin Kipling g) Careers & Transition – Vacancy h) Quality of Education (Teaching & Learning, Curriculum and Progress) - Vacancy i) Recruitment – Joe Cooke j) Leadership & Management - Vacancy | |
| 16. | <p>Policies:</p> <p>a.) Trust approved policies from the Summer Term 2024 for information</p> <p>Governors RESOLVED that the Trust approved Whistleblowing Policy and Anti-Fraud and Corruption Policy from the Summer Term 2024 be noted for information.</p> <p>b.) Queen Elizabeth Policies:</p> <p>The Principal advised that the Strategic Development Officer was currently undertaking a review of required policies and scheduling for review by the Local Governing Body.</p> <p>PART C: Standing Items</p> | |
| 17. | <p>Feedback from MAT Development Session - 10th September 2024</p> <p>The MAT Development Session from the 10th September 2024 included an update from the Chair of the Board of Directors and the Chief Executive Officer regarding the Trusts' intent and priorities for this Academic Year. Safeguarding and Prevent training was also provided for Members, Directors and Governors. Governors advised that the MAT Development session had been useful.</p> <p>Governors RESOLVED that the report be noted.</p> | |
| 18. | <p>Trust Scheme of Delegation</p> <p>Governors considered the Trust's current Scheme of Delegation which was noted for information.</p> <p>Governors RESOLVED that the Trust's Scheme of Delegation be noted.</p> | |

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| 19. | <p>Trust Strategic Plan</p> <p>Governors considered the Trust's' current Strategic Plan which was noted for information.</p> <p>Governors RESOLVED that the Trust's Strategic Plan be noted.</p> <p>Part D: Concluding Items</p> | |
| 20. | <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> | |
| 21. | <p>Date of Future meetings:</p> <ul style="list-style-type: none"> • QE LGB – 20th March 2024 at 5.00 pm <p>The meeting concluded at 7.15 pm</p> <p>These minutes were approved by the Local Governing Body of QE Sixth Form College, as follows:</p> <p>on: <u>20/3/25</u> date</p> <p>Signed by: (Chair) <u></u></p> <p>Printed name: <u>CALVIN KIPLUS</u></p> | |

