



Northern Arch

LEARNING PARTNERSHIP

QE Sixth Form College
Local Governing Body Meeting Minutes
Thursday 20th March 2025 at 5.00 pm,
Queen Elizabeth Sixth Form College

Present (Governors)	Calvin Kipling (Chair), Rachael Duff, Joe Cooke, Laurence Job (Principal), Debbie Knivett, John McCann, Vicky Snowball and Tracey Tyler.
In attendance	Tim Fisher – Chief Executive Officer Lisa Marron - Chief Operating Officer, Northern Arch Learning Partnership Glen Hart - Chief Financial Officer 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. Akindunbi Iyabo Omolara – prospective Parent Governor Student Representative - MP

Item	Description of discussion	Action
	PART A: Procedural items	
1.	<p><u>Welcome, Introductions and confirmation quorum present</u></p> <p>The Chair welcomed everyone to the meeting. New General Governor Debbie Knivett, the student representative and potential new Parent Governor Akindunbi Iyabo Omolara.</p> <p>It was confirmed that a quorum was present.</p> <p>The Principal and Chief Executive Officer offered their congratulations on behalf of the Local Governing Body and Trust to the Chair who had been awarded the MBE for his significant contributions to education.</p>	
2.	<p><u>Apologies for absence and their acceptance</u></p> <p>Apologies for absence were received from Ellie Chapman (Governor), Julie Taylor (Governor) and Theresa Amararwansa (Vice Principal Student Support).</p>	

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denotes support and challenge provided by Governors

3.	<u>Notification of items of urgent other business</u> None	
4.	<u>Declaration of Personal and Pecuniary Interests</u> None	
5.	<u>Approval of minutes/review of actions/matters arising - QE Local Governing Body 17th October 2024</u> Draft Minutes of the QE Sixth Form College Local Governing Body held on the 17 th October 2024 had been shared with the Local Governing Body prior to the meeting, a copy of which is held on file. All actions had been completed and there were no matters arising. Governors RESOLVED that the Minutes of the Local Governing Body meeting of QE Sixth Form College 17 th October 2024 were confirmed as an accurate record and should be signed by the Chair.	Chair/ Governance & Policy Officer
PART B: Business Items for Discussion		
6.	<u>Chair's Report</u> <ul style="list-style-type: none"> • <u>action taken</u> - no new updates • <u>correspondence</u> – no new updates 	
7.	<u>Membership Document</u> The following were noted: <ul style="list-style-type: none"> • John McCann as a (General Governor) as of the 8th December 2024 • Julie Taylor (Parent Governor)) as of the 3rd March 2025. • David Warman stepped down as a General Governor as of 7th December 2024. A letter of thanks had been forwarded to David Warman on behalf of the Governing Body for all his hard work and contributions over the years. • The remaining Parent Governor vacancy was in the process of being filled. 	
8.	<u>Principal's Update Report</u> a) <u>Verbal update of current issues – Ofsted New Inspection</u> The Principal provided a presentation regarding Ofsted's new proposed inspection framework. Proposals included a more detailed report card. This change aims to provide the college, teachers, and parents/carers with better insights while reducing pressure on staff. There would be an increased focus on inclusion and support for disadvantaged and vulnerable students, including those with SEND (Special Educational Needs and Disability).	

Governors asked if all areas covered in the report card require evidencing?
The Principal confirmed this was correct.

Governors asked if the Trust was providing a response to the HMI (His Majesty's Inspector) consultation? The Chief Executive Officer confirmed that the CST (Confederation of School Trusts) would be providing a response on behalf of all Trusts.

b) Whole College Self-Assessment Report

The Self – Assessment report (SAR) has been reviewed by all members of the Senior Leadership Team (SLT) who had evaluated the College's provision and outcomes in the past year against the aspects of the Education Inspection Framework (EIF). They had evaluated the College to be outstanding in all aspects of the EIF and that this had been validated by Ofsted in their recent inspection of the College.

The report included an evaluation of the College's strengths and key findings. It also featured the rationale behind the selection of the College's key priorities for 2024/25.

Governors advised that they were pleased with the report which gave a real sense of the work undertaken with regard to the EIF.

c) Whole College Quality Improvement Plan – review of Term 1

The QIP (Quality Improvement Plan) has been updated by relevant Senior Leaders to outline the progress that has been made in Term 1 with each of the College's priorities.

The College priorities for 2024-25 are:

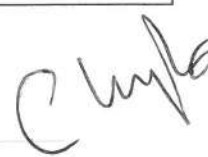
- High grades
- Attendance
- Equality, Diversity and Inclusion
- Leadership - students
- Leadership – members of staff
- Recruitment

Good progress is being made with each of the priorities, and further actions have been implemented during Term 2. The QIP priorities will be the focus of Link Governor meetings with members of SLT.

A full review of Term 2's actions will be reported to the next Local Governing Body in June 2025.

Governors asked MP the student representative for their view of the College? MP confirmed students are welcomed at the College and look forward to joining in all the events offered at the College. Staff members encourage participation and attendance in their lessons and provide extra support when needed.

Principal



d) Governor Dashboard

The latest snapshot of Key Performance Indicators for the College were reported upon providing student population numbers, academic outcomes, retention and attendance figures for whole cohorts and disaggregated groups.

Strong results were noted including L3VA outcomes for A-Level and Applied General course (released Feb 2025) for Summer 2024 results. Students had made good progress, were in the top 20% nationally and had the highest A level value-added score in all 27 members of the Norvic group of colleges across the North East, Yorkshire and the Humber. There were also strong outcomes from the November 2024 English GCSE re-sits, including disaggregated groups.

Maths GCSE re-sit results were noted to not be as strong than in previous years, with this being an area of focus for the College.

Course and Core Aim retention rates are highest in 4 years and Curriculum Attendance rates are also tracking at a 4 year high.

Governors asked if the 8% gap in terms of retention for pupil premium pupils is getting narrower? The Assistant Principal Performance confirmed that it was decreasing and that it was high on the College's agenda to continue to track and improve retention of disadvantaged pupils.

Governors asked if additional support was offered to FCM (Free College Meals) students? The Assistant Principal Performance confirmed that it was, and a holistic approach was undertaken in supporting these students.

Governors advised that it would be helpful for the College to look at attendance and identify at what point to intervene with regards to helping retention of FCM students.

Principal

e) Destinations Report

The report analysed the destinations of students who completed courses in June 2024. The following was noted:

- The number of students progressing to university, as a proportion of completers, has declined. However, those students who do not progress to higher education are more likely to achieve high quality alternatives, including higher level apprenticeships.
- Those students who do apply to university are increasingly likely to obtain positive responses. The performance of the College's UCAS applicants is significantly better than the national cohort against a range of measures, including their likelihood of progressing to 'high tariff' universities.
- Former students completing degree courses continue to outperform the sector and the national cohort. This includes students from first-generation HE and low-participation backgrounds.

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	<ul style="list-style-type: none"> The destination patterns of students in key disaggregated groups, such as by disadvantage and SEND, are very close to those of the cohort as a whole. <p>Governors requested further thought be given to how the EDI (Equality Diversity & Inclusion) information was presented in the report as it did not fully demonstrate the significant work that was being undertaken by the College, and whether % as a measurement were useful in this instance.</p> <p>f) Finance update</p> <p>The current approved budget was approved by Trustees in July 2024, with the forecast based upon current operations and future commitments whilst maintaining a high-quality provision.</p> <p>Income to date compared to budget, is higher than budget by £110k. Expenditure to date £3,701k compared to budget of £3,660, is higher than budget. However, the year-end forecast remained in line with budget.</p> <p>Staff payroll costs are below budget by £34k. The recently announced pay award for all staff will be paid in February/March, the year-end projected expenditure is £219k more than budget, however a grant for the additional pay rise would offset this expenditure. There was still uncertainty on how the increase in national insurance contributions will be funded, an increase of 1.2% from April 2025 will be paid but there had been no confirmation yet of grant funding.</p> <p>g) Schedule of items presented at LGB meetings</p> <p>Governors considered a schedule of items to be considered at each QE Local Governing Body (LGB) throughout the Academic Year to fulfil the LGB's duties. The reports had also been selected to complement the ADEMSS Lines of Governance, outlined in the Trust's Strategic Plan.</p> <p>Governors requested that that a summary higher level finance update report be included at each meeting of the Local Governing Body after it had been approved by Trustees, to help in the understanding of the allocation of resources and any challenges.</p> <p>Governors RESLOVED that the schedule of items presented to the QE LGB be approved, subject to the inclusion of a summary finance report to every meeting.</p>	Principal/CFO
9.	<p><u>QE's Risk Register for review by LGB</u></p> <p>Six risks have been identified to form a new QE Risk Register having fewer, more focused risk factors and reducing the existing and future controls to include those with the greatest impact as detailed with the executive summary of the Principal's report.</p> <p>Governors requested that further thought be given to whether the Health & Safety element in the Risk Register, which is currently combined with the safeguarding heading, should be made as a separate risk..</p>	

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	Governors RESOLVED that the new areas and amendments as set out in the Principal's report be approved, subject to a more explicit Health & Safety risks section, not connected to the safeguarding section, being added to the QE Risk Register	Principal
10.	<p><u>Safeguarding Update</u></p> <p>The Safeguarding Action Plan 2024/25 has been updated to reflect the actions that have been completed to date. The main action that took priority in the first term was the implementation of a new lockdown system and procedures. New actions had been added including a new partnership that has been formed between QE and the NHS Mental Health Service Team (MHST) to support the increase in student mental health concerns following the pandemic.</p>	
11.	<p><u>Chief Executive's Officer's Update Report</u></p> <p>The process of bringing Mowden Federation of Schools into Northern Arch Learning Partnership has progressed smoothly and the transfer was completed on 1st March 2025. There are six academies now in the Trust all rated Good or better. A new Executive Director of Education had also been appointed also within the latter half term.</p> <p>A successful Schools Resource Management Advisors (SRMA) report was produced last term, helping the Partnership identify further how it may be efficient and resilient.</p> <p>The Chief Executive Officer advised that the Principal of QE plays a key part in the Trust Executive Team (TET) and has made a lot of useful links with the other schools across the Trust facilitating the sharing of resources and knowledge.</p>	
12.	<p><u>Children's Wellbeing and Schools Bill 2024-25</u></p> <p>An update was provided on the Children's Wellbeing and Schools Bill 2024-25 which was currently progressing through Parliament. The Bill aims to improve children's social care and education.</p>	
13.	<p><u>Link Governors</u></p> <p>Governors were asked to contact the Governance & Policy Officer if they would be happy to fill the remaining vacancies for link Governors in the following areas:</p> <ul style="list-style-type: none"> • Special Educational Needs (SEN), including SEMH • Behaviour and Attitudes (Attendance & Punctuality, Conduct, Rewards and Sanctions) • Careers & Transition • Quality of Education (Teaching & Learning, Curriculum and Progress) • Leadership & Management 	Governors/ Governance & Policy Officer

14.	<p>Policies:</p> <ul style="list-style-type: none"> • Trust approved policies Autumn Term 2025 for information: <p>None</p> <ul style="list-style-type: none"> • Spring Term QE Policies for ratification by the Local Governing Body <p>Governors RESOLVED that the following QE Policies be ratified:</p> <ul style="list-style-type: none"> a) Accessibility Plan b) Careers Policy c) Provider Access Policy d) Remote Learning Policy e) Equality, Diversity & Inclusion Policy f) Child on Child Abuse Policy 	
Part C: Standing Items		
15.	<p><u>Trust Scheme of Delegation</u></p> <p>The current Board approved Scheme of Delegation was noted by the Local Governing Body.</p>	
16.	<p><u>Trust Strategic Plan</u></p> <p>The current Board approved Trust Strategic Plan was noted by the Local Governing Body.</p>	
Part D: Concluding Items		
17.	<p><u>Approval of documents for inspection</u></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/staff and commercially sensitive information regarding student numbers in accordance with Article 125a.0, b.) and c.)</p>	
18.	<p><u>Date and time of future meetings</u></p> <ul style="list-style-type: none"> ▪ QE LGB –Thursday 12th June 2025 at 5.00 pm 	
The meeting concluded at 7.00 pm		

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Action Log

5.	Minutes of the 17 th October 2025 to be signed by the Chair and retained on file	Chair/Governance & Policy Officer
8 a.)	QIP – review of term 2's actions reported to the next LGB	Principal
8 d.)	Governor Dashboard – attendance FCM students, identify at what point to intervene in helping the retention of that cohort of students.	Principal/IWW
8 e.)	Destination Report – Further thought about how EDI information is presented in future reports to reflect the significant work undertaken.	Principal/ PMB
8 g.)	Schedule of Items for LGB - A summary Finance Report to be included at each QE LGB meeting.	CFO/Principal
9.)	QE Risk Register – more explicit Health & Safety Risks section being separated from the safeguarding heading.	Principal

C. Kipling

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

on: 12 June 25 date

Signed by: (Chair)

C. Kipling

Printed name:

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