



Northern Arch

LEARNING PARTNERSHIP

QE Sixth Form College

Local Governing Body Meeting Minutes

Thursday 12th June 2025 at 5.00 pm,

Queen Elizabeth Sixth Form College

Present (Governors)	Calvin Kipling (Chair), Iyabo Omolara Akindunbi, Rachael Duff, Joe Cooke, Julie Taylor, Laurence Job (Principal), John McCann and Vicky Snowball.
In attendance	Iain Clyde - Chair of Directors Glen Hart - Chief Financial Officer Theresa Amarawansa – Vice Principal (Student Support) Lisa Bates - Vice Principal (Curriculum) Meirion Baker - Assistant Principal Personal Development Ian Waite - Assistant Principal Performance Laura Hawksby - Governance and Policy Officer Student Representatives – VO and MA

Item	Description of discussion	Action
	PART A: Procedural items	
1.	<u>Welcome, Introductions and confirmation quorum present</u> The Chair welcomed everyone to the meeting including new General Governors Iyabo Omolara Akindunbi and Julie Taylor. The Chair of Directors and Student Representatives VO and MA who were in attendance were also welcomed to the meeting. It was confirmed that a quorum was present.	
2.	<u>Apologies for absence and their acceptance</u> Apologies for absence were received from Governors Ellie Chapman and Debbie Knivett.	
3.	<u>Thank you – Iain Clyde Chair of Directors</u> The Chair of Directors thanked all Governors on the QE Local Governing Body for their hard work and time given as volunteers on the Local Governing Body. They had done a great job in helping to contribute to the governance of	

Registered office address

Queen Elizabeth Sixth Form College, Vane Terrace, Darlington, DL3 7AU:

Company Registration Number 07533271

Page 1 of 7

denotes support and challenge provided by Governors

	<p>Northern Arch Learning Partnership, whilst keeping the Partnership's vision of each Local Governing Body preserving their local identity.</p> <p>The recent successes of QE being rated by Ofsted as 'outstanding' and Longfield as 'good' had been celebrated within the Trust. New appointments had included the Executive Director Education, Head of Admissions and Marketing and a new Head Teacher for Mowden Schools.</p> <p>A Northern Arch Partnership Development Day for all Governors, Directors and Members was due to be held on the 13th October 2025 which would include a programme of development and collaboration for all those involved in governance across the Trust.</p>	
4.	<p><u>Notification of items of urgent other business</u></p> <p>None</p>	
5.	<p><u>Declaration of Personal and Pecuniary Interests</u></p> <p>None</p>	
6.	<p><u>Approval of minutes/review of actions/matters arising - QE Local Governing Body 20th March 2025</u></p> <p>Draft Minutes of the QE Sixth Form College Local Governing Body held on the 20th March 2025 had been shared with the Local Governing Body prior to the meeting, a copy of which is held on file.</p> <p>All actions had been completed.</p> <p>It was noted in relation to item 8d.) that information regarding attendance of FCM (Free College Meals) pupils was reported back to senior leadership on a weekly basis to allow for appropriate interventions if required to help in the retention of that cohort.</p> <p>Governors RESOLVED that the Minutes of the Local Governing Body meeting of QE Sixth Form College held on the 20th March 2025 were confirmed as an accurate record and should be signed by the Chair.</p>	Chair/ Governance & Policy Officer
PART B: Business Items for Discussion		
7.	<p><u>Chair's Report</u></p> <ul style="list-style-type: none"> <u>action taken</u> – The Chair had attended the QE voluntary awards evening on Thursday 6th June 2025. The evening was a celebration of the voluntary work carried out by students in the local and wider community and the Chair praised the outstanding achievements of the students. The Chair had also undertaken his link Governor visit for EDI (Equality, Diversity and Inclusion) and noted the positive work being undertaken by the College. (Minute 13 below refers.) 	



	<ul style="list-style-type: none"> • <u>correspondence</u> – no new updates 	
8.	<p><u>Membership Document</u></p> <p>The following were noted:</p> <ul style="list-style-type: none"> • The appointment of Iyabo Omolara Akindunbi as a General Governor on QE as of the 10th April 2025. • The resignation of Tracey Tyler (Vice Chair) as a General Governor as of the 3rd June 2025. <p><u>Election of Vice Chair</u></p> <p>Nominations were sought and received to elect a Vice Chair to serve until the first meeting of the Autumn Term 2025/26.</p> <p>Governors RESOLVED that John McCann be appointed Vice Chair to serve until the first meeting of the Autumn Term 2025/26.</p> <p><i>(Note: The Chair of Directors left the meeting after consideration of this item)</i></p>	<p>Governance & Policy Officer</p>
9.	<p><u>Principal's Update Report including:</u></p> <p><u>a.) Current Issues</u></p> <p>The Principal provided a verbal update regarding the latest teacher and support staff appointments, which were noted by the Committee.</p> <p><u>b.) Whole College Quality Improvement Plan – Review of Term 2</u></p> <p>The Principal reported upon the Whole College Quality Improvement Plan review of Term 2. Good progress was noted to have been made with each of the College's priorities.</p> <p>Curriculum attendance of 90.8% is the highest in the past 4 years, with attendance remaining a focus for next year to improve this figure. In-year disaggregated analysis of student outcomes show that priority groups are performing broadly in line with the cohort as a whole. The retention of disadvantaged/FCM (Free College Meals) students is a main priority.</p> <p>Governors asked how recruitment was progressing? The Principal confirmed this was an important area of focus and application numbers were currently the highest they had been in the past 5 years.</p> <p>Student Representatives were asked by the Committee if they had found their Bridging experience to have been helpful? The student representatives</p>	

confirmed that they had found it to be a very positive experience and had formed part of their reasons when deciding to apply for the College.

c.) Governor Dashboard including most recent information about attendance, retention and performance

Governors noted strong academic projections for Summer 2025. A steady 'current' student population underlined with strong course and core aim retention rates, which was the highest in 4 years. Curriculum attendance rates were tracking at a 4-year high. High application numbers (highest to date in the last 4 years), high completion rates for initial guidance discussion interviews all indicated a potentially strong recruitment for new Year 1 students in September 2025.

d.) Student Voice (Curriculum and Tutorial Views surveys)

The report outlined the views of students captured through their completion of online curriculum and tutorial themed surveys in the spring term 2025.

In the Curriculum survey, the completion rate of the survey at 95.9% was the highest in the past 8 years. There had been a consistent improvement in student perceptions across the board and suggested a positive trend in the quality of teaching for learning and student satisfaction.

For the tutorial survey, the response rate for students been the highest rate for students filling in the Tutorial Views Survey over the last 7 years. SEND (Special Educational Needs and Disability), Disadvantaged and ethnic minority students had scores in line with all students.

Directors requested that it would be useful to also include for Governors the proportion who agree in addition to the averages when producing the Governors' report.

Student Representatives advised that it would also be useful when appropriate to allow students to add more information on occasion rather than 'yes' or 'no' answers.

e.) Finance update

The Chief Financial Officer (CFO) reported upon the outline budget, based on the latest forecast and included the current funding settlements and proposed staffing structure. It was noted the budget will be approved by Trustees in July 2025. Areas to note included staff pay awards have been budgeted at 4% and an increase in per student income is budgeted at 1.7% for 2026/27 and 2027/28.

Directors noted, as across all the Trust, pupil numbers remained the biggest risk.

f.) Digital Strategy

Governors considered and noted the Digital Strategy 2025-26 which provides a high level strategy with the intent of leveraging digital technologies to enhance

Assistant Principal Performance

Registered office address

Queen Elizabeth Sixth Form College, Vane Terrace, Darlington, DL3 7AU:
Company Registration Number 07533271

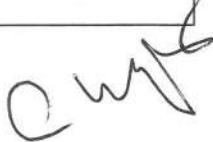
Page 4 of 7

denotes support and challenge provided by Governors

	educational outcomes, streamline administrative processes, and prepare students for a digital future. Governors were pleased to note the equitable access to technology for all students.	
10.	<p><u>QE's Risk Register</u></p> <p>Governors noted the format of the Risk Register had been updated to include for example, causes of risks which then influenced the controls. On a weekly basis Senior Leadership review emerging risks, controls and actions. Student numbers were noted to be the greatest risk.</p> <p>Governors RESOLVED that the QE Risk Register be approved.</p>	
11.	<p><u>Safeguarding Update</u></p> <p>Governors noted that the Safeguarding Action Plan 2024/25 has been updated to reflect the actions that have been completed to date.</p> <p>The main priority in the first term was the implementation of a new lockdown system and procedures. In the second term, the main focus was implementing the new working relationship between the college and the NHS Mental Health Service Team (MHST) through the introduction of Low Intensity CBT(Cognitive Behaviour Therapy) individual sessions delivered to students, which commenced in January 2025. The College also started to work closely with the NHS MHST to better support parents/carers who have children with mental health struggles.</p>	
12.	<p><u>Chief Executive's Officer's Update Report</u></p> <p>Governors noted the Chief Executive Officers (CEO) June 2025 report, which included several recent changes and developments amongst senior and central team personnel. In late May 2025 the Partnership's received more information from the DfE regarding next year's pay increases for teaching and support staff but there remains some uncertainty particularly around post 16 funding, which represents a significant proportion of the Partnership's activity. Budgets are being set within assumptions and with due regard to ratios stated in the SRMA (School Resources Management Advisers) report and can already demonstrate improved ratios at all academies compared to last year's position.</p>	
13.	<p><u>Link Governors</u></p> <p>The completed QE LGB link Governor form for (EDI) Equality Diversity and Inclusion, was circulated and considered by Governors at the meeting. The Governor had found the visit to be a useful, constructive discussion around a wide range of EDI activities. Actions included conducting a PESTLE (Political,</p>	

Registered office address
 Queen Elizabeth Sixth Form College, Vane Terrace, Darlington, DL3 7AU:
 Company Registration Number 07533271
 Page 5 of 7

denotes support and challenge provided by Governors



	<p>Economic, Social, Technological, Legal and Environmental) analysis of EDI practice and include outcomes in the next EDI report.</p> <p>It was noted that Governors would be approached after the meeting to fill the current vacancy, left by the stepping down of Governor Tracey Tyler. for a Safeguarding and Looked After Children and Previously Looked After Children Governor link would be filled as soon as possible.</p>	Principal/Governance & Policy Officer
14.	<p>Policies:</p> <ul style="list-style-type: none"> • Trust approved policies Spring Term 2025 were noted for information: <p>Finance Policy (Trust), Reserves Policy (Trust), Investment Policy (Trust), Pay Policy* (Trust), Appraisal Policy* (Trust), Staff Behaviour - Code of Conduct and Addendum* (Trust), Disciplinary Policy & Procedures (QE), Grievance Policy (QE), Premises Management Policy (Trust), GDPR Data Protection Policy (Trust), Data Retention & Destruction Policy (Trust), Privacy Notices (Trust), Complaints Policy (Trust) and Code of Conduct for Members, Directors and Governors (Trust).</p> <p>* Subject to union approval</p> <p>• QE Policies for approval by the Local Governing Body</p> <p>Governors considered and noted the Health & Safety Policy and Action Log.</p> <p>Governors RESOLVED that the QE Health & Safety Policy be approved.</p>	
APPROVED		
	Part C: Standing Items	
15.	<p>Trust Scheme of Delegation</p> <p>The current Board approved Scheme of Delegation was noted by the Local Governing Body.</p>	
16.	<p>Trust Strategic Plan</p> <p>The current Board approved Trust Strategic Plan was noted by the Local Governing Body.</p>	
Part D: Concluding Items		
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/staff and</p>	

	commercially sensitive information regarding student numbers in accordance with Article 125 a.), b.) and c.)	
18.	Future meetings 2025/26 Academic Year: Governors requested that where possible meetings in the 2025/26 academic year be on Wednesdays at 5.00 pm.	
	The meeting concluded at 6.45 pm	

Action Log

Item		
6	Minutes 12 th June - signed by Chair	Chair & Governance and Policy Officer
8.	Appointment of Vice- Chair - updated on Membership Document	Governance & Policy Officer
9 d.	Student Voice - in future reports include the proportion who agree in addition to the averages.	Assistant Principal Performance
13	Fill Link Governors vacancy: • Safeguarding /Looked After Children & Previously Looked After Children	Principal/Governance & Policy Officer

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

on: 12/11/25 date

Signed by: (Chair) C J Kipling

Printed name: C J KIPLING

Registered office address
Queen Elizabeth Sixth Form College, Vane Terrace, Darlington, DL3 7AU:
Company Registration Number 07533271
Page 7 of 7

denotes support and challenge provided by Governors

