



# Northern Arch

## LEARNING PARTNERSHIP

QE Sixth Form College

Local Governing Body Meeting Minutes

Thursday 12<sup>th</sup> November 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	Tim Fisher - Chief Executive Officer 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 Representative – MA

Item	Description of discussion	Action
	<b>PART A: Procedural items</b>	
1.	<p><b><u>Election of Chair</u></b></p> <p>The Governance &amp; Policy Officer opened the meeting. Nominations were sought and received to elect a Chair to serve until the first meeting of the Autumn Term 2026/27.</p> <p>Governors <b>RESOLVED</b> that Calvin Kipling be appointed Chair to serve until the first meeting of the Autumn Term 2026/27.</p> <p><i>(Note: Governor Calvin Kipling in the Chair for the remainder of the meeting.)</i></p>	<b>Governance &amp; Policy Officer</b>
2.	<p><b><u>Election of Vice Chair</u></b></p> <p>Nominations were sought and received to elect a Vice Chair to serve until the first meeting of the Autumn Term 2026/27.</p> <p>Governors <b>RESOLVED</b> that John McCann be appointed Vice Chair to serve until the first meeting of the Autumn Term 2026/27.</p>	<b>Governance &amp; Policy Officer</b>

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3.	<p><b><u>Welcome, Introductions and confirmation quorum present</u></b></p> <p>The Chair welcomed everyone to the meeting and it was confirmed that a quorum was present.</p> <p>The Principal advised that additional areas had been added to the covering reports for this meeting, which included areas of focus or to note and a glossary of terms used within the reports.</p>	
4.	<p><b><u>Apologies for absence and their acceptance</u></b></p> <p>Apologies for absence were received from Governors Debbie Knivett and Ellie Chapman.</p>	
5.	<p><b><u>Notification of items of urgent other business</u></b></p> <p>None</p>	
6.	<p><b><u>Declaration of Personal and Pecuniary Interests</u></b></p> <p>None</p>	
7.	<p><b><u>Approval of minutes/review of actions/matters arising - QE Local Governing Body 12<sup>th</sup> June 2025</u></b></p> <p>Draft Minutes of the QE Sixth Form College Local Governing Body held on the 12<sup>th</sup> June 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>Governors <b>RESOLVED</b> that the Minutes of the Local Governing Body meeting of QE Sixth Form College held on the 12<sup>th</sup> June 2025 were confirmed as an accurate record and should be signed by the Chair.</p>	<p><b>Chair/ Governance &amp; Policy Officer</b></p>
<b>PART B: Business Items for Discussion</b>		
8.	<p><b><u>Chair's Report</u></b></p> <ul style="list-style-type: none"> <li>• <u>action taken</u> – no new updates</li> <li>• <u>correspondence</u> – no new updates</li> </ul>	
9.	<p><b><u>Membership Document</u></b></p> <p>The Governance &amp; Policy Officer advised that the General Governor vacancy on QE's Local Governing Body was in the process of being filled.</p>	
10.	<p><b><u>Governor Training – Safeguarding</u></b></p>	

*Chris*

	<p>The Vice Principal (Student Support) provided safeguarding training to Governors, focusing upon the local risks, filtering &amp; monitoring at QE and overall safeguarding governance responsibilities.</p> <p>Governors advised that they had found the training to be very useful.</p>	
11.	<p><b><u>Safeguarding Report 2024/25 and Action Plan 2025/26</u></b></p> <p>Governors noted the Safeguarding Report 2024-25. The report highlighted both the operational activity and strategic approach taken to support safeguarding at QE in 2024/25. The College continued to focus upon supporting the mental health of students, with the appointment of a Wellbeing Advisor at the beginning of 2024/25 and a newly formed partnership with the NHS Mental Health Service Team which was established in January 2025.</p> <p>The Vice Principal (Student Support) reported upon the Safeguarding Action Plan for 2025/26. The emphasis for this academic year included understanding and implementing the requirements to ensure students are not at risk when using generative artificial intelligence.</p> <p>Governors noted the safeguarding 2024/25 report and <b>RESOLVED</b> to approve the Safeguarding Action Plan 2025/26.</p>	
12.	<p><b>Principal's Update Report including:</b></p> <p><b>a) <u>Current issues</u></b></p> <p>The Principal advised that the Teacher's (Post 16) pay rise had now been agreed at 4% and would be backdated to 1st September 2025, to be included in the November pay. A 4% rise across pay and allowance had also been previously agreed for Support Staff (Post-16) and had been backdated to 1st September 2025.</p> <p>The Principal advised that the recent Curriculum and Assessment review had led to significant changes in the UK education system, particularly with the planned introduction of V Levels which are a new level 3 qualification launching from 2027. <i>Governors asked how V levels would impact the Sixth Form College? The Principal advised that V levels will sit alongside A levels, offering a vocational pathway for students. The introduction of V levels may affect funding for some courses provided by QE and there could be opportunities for other new courses. He would keep Governors advised of developments as more information regarding V levels became available.</i></p> <p>The Principal advised that the new Ofsted inspection framework had now commenced with a report card system to replace the single word overall judgment. The new system had taken effect from November 2025.</p> <p><b>b) <u>Review of the work of QE's Student Union</u></b></p> <p>Student representative (MA) provided a very informative review of the work undertaken by the QE Student Union in the Autumn Term 2025. <i>Governors</i></p>	

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advised that the QE Student Union did a fantastic job and were impressed with the number of students that engaged with the student union in the college. Governors thanked student representative (MA) for all her work in the Student Union and her excellent presentation.

#### **c) Review of Previous Year's Quality Improvement Plan**

The Principal reported upon the previous year's Whole College Quality Improvement Plan which indicates how the College priorities are aligned with and support strategic objectives, the QE Risk Register, the Trust's vision and the Education Inspection Framework.

He advised exam outcomes remained strong, however the high-grade target had not quite been met. Governors asked what was being done to improve the high-grade rate? The principal advised that the focus for 2025-26 is on increasing top grades with continued emphasis on stretch and challenge, curriculum planning, and quality assurance. There will also be stronger collaboration between Learning Leaders and Quality Leads.

Governors noted the positive progress made in the College priorities for 2024-25.

#### **d) Quality Improvement Plan for the Year Ahead**

The Principal reported upon the Quality Improvement Plan for 2025-26. He advised that senior leaders have followed the Education Endowment Foundation's model of effective implementation, and they have made evidence-based decisions when identifying the priorities for the year ahead.

Each College priority included a rationale for the need for development and its success criteria. A member of senior leadership has overall responsibility for each priority, and the plan contains specific key actions to be implemented to achieve the desired objectives. Consideration had also been given to timescales and ways to measure if the approach is being implemented effectively.

The College priorities for 2025-26 are:

- Top grades
- Inclusion
- Aspirations
- Artificial Intelligence

Progress will be reported to the Local Governing Body and this will include evaluation of the impact of actions; next steps required and consideration of whether approaches are working or need to be adapted.

Governors **RESOLVED** to approve the 2025-26 Quality Improvement Plan.

#### **e) Summary of exam results**

The Assistant Principal Performance advised upon the good A-Level outcomes for Summer 2025, with progress slightly above the Sixth Form Colleges

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	<p>Association (SFCA) average. There had also been strong applied, vocational and GCSE outcomes for Summer 2025. <i>Governors asked if there had been any substantial gaps in progress between disaggregated, disadvantaged and SEND (Special Educational Needs and Disabilities) groups and their peers? The Assistant Principal Performance confirmed there were no major gaps.</i></p> <p><i>As previously reported above, Governors noted that high grades had dipped and had been included as one of the key College priorities for improvement in 2025-26. Governors asked how hard it would be to push these high grades up? The Vice Principal (Curriculum) advised that the College was working hard to look at pedagogy strategies, allowing top end students freedom to develop further and be supported by the College to achieve high grades.</i></p> <p><b>f) <u>Governors' Dashboard</u></b></p> <p>The Assistant Principal Performance reported upon the Governors' dashboard for November 2025 which provided the latest snapshot of Key Performance Indicators for the College. Governors noted that the College has a diverse and inclusive student population, with a higher number of current students than in the previous 2-years following strong recruitment drive. There is also strong retention on courses. Overall cumulative curriculum attendance is satisfactory, but slightly lower than last year at the same point. Governors noted that FCM (Free College Meals) retention and attendance was lower than other disaggregated groups. These areas are being worked upon this year as part of the College's priority on Inclusion.</p> <p><b>g) <u>College targets and priorities</u></b></p> <p>The Assistant Principal Performance reported upon college targets and priorities for 2025-26. It was noted targets are aspirational. The College priorities link to areas where 2024-25 outcomes are below National figures or the College's desired position.</p> <p>Governors <b>RESOLVED</b> the College targets for 2024-25 be approved.</p> <p><b>h) <u>Finance Update</u></b></p> <p>The Chief Financial Officer (CFO) provided a summary of the management accounts as of the 30<sup>th</sup> September 2025 and the predicted year end forecast. Income to date was relatively in line with the budget and the current year end projection was for a slight increase due to increased income earned on investments. As previously reported by the Principal, the Teacher's and Support Staff pay increase of 4% had now been approved and backdated to the 1<sup>st</sup> September 2025.</p>	
13.	<p><b><u>QE's Risk Register</u></b></p> <p>The Principal reported upon QE's Risk Register and advised that at AO7 on the register, the recent governmental proposals regarding the introduction of V levels and defunding of some Applied General Qualifications had now been included.</p> <p>Governors <b>RESOLVED</b> that the QE Risk Register be approved.</p>	

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14.	<p><b><u>Chief Executive's Officer's Update Report</u></b></p> <p>Governors noted the Chief Executive Officers (CEO) Autumn term report. It was noted learning environments at both secondary academies have benefitted from significant investments over recent months. The new post of Head of Operations was due to commence in November 2025. Pay agreements had been reached for all sections of staff in the Trust.</p>	
15.	<p><b><u>Link Governors</u></b></p> <p>The Principal advised that Governors have met with relevant members of Senior Leadership to discuss the areas they are linked to. Reports have been completed and were considered and noted for the following link areas:</p> <ul style="list-style-type: none"> <li>• EDI (Equity, Diversity and Inclusion)</li> <li>• Leadership and Management</li> <li>• SEND (Special Educational Needs and Disabilities)</li> <li>• Recruitment</li> <li>• Personal Development</li> <li>• Careers</li> <li>• Safeguarding</li> </ul> <p>Governors requested that if there was anything of significance arising from the Governors reports they should be added to the agendas for consideration or College priorities/Risk Register if of major significance and appropriate to do so. They also requested that future covering executive reports on Link Governor areas highlight anything significant to be noted, reporting by exception.</p>	Principal
16.	<p><b>Policies:</b></p> <p><b>Trust approved policies Summer Term 2025 were noted for information:</b></p> <p>Risk Management Policy, Procurement Policy and Health &amp; Safety Statement of Intent and College Capability Policy</p> <p><b>QE Policies Autumn Term 2025:</b></p> <p>i. <b>QE Local Governing Body to review:</b></p> <p>The following policies were reviewed by the Local Governing Body:</p> <p>Student Behaviour and Discipline Policy, Child on Child Abuse Policy, Attendance Policy Safeguarding Policy and Child Protection Policy, SEND Report and Policy 2025-26.</p> <p>The Local Governing Body had no additions to add to the policies which would now be forwarded to the Standards Committee for approval in accordance with the Scheme of Delegation.</p>	Governance & Policy Officer

*C. Wright*

	<p>ii. <b>Approval by QE LGB:</b></p> <p>After careful consideration Governors <b>RESOLVED</b> to approve the Admissions Policy and Careers Policy.</p>	
<b><u>Part C: Standing Items</u></b>		
17.	<p><b><u>Trust Scheme of Delegation</u></b></p> <p>The current Board approved Scheme of Delegation was noted by the Local Governing Body.</p>	
<b><u>Part D: Concluding Items</u></b>		
19.	<p><b><u>Approval of documents for inspection</u></b></p> <p>Governors <b>RESOLVED</b> 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.</p>	
20.	<p><b>Next meetings 2025/26 Academic Year:</b></p> <p>Governors noted that the next meeting was scheduled for Wednesday 4<sup>th</sup> March 2026 at 5.00 pm.</p> <p>Governors <b>RESOLVED</b> that the summer term date of Wednesday 17<sup>th</sup> June 2026 be moved to the new date of Thursday 11<sup>th</sup> June 2025 at 5.00 pm.</p>	<b>Governance &amp; Policy Officer</b>
<b>The meeting concluded at 6.45 pm</b>		

### Action Log

Item		
1.	Appointment of Chair	Governance & Policy Officer
2.	Appointment of Vice Chair	Governance & Policy Officer
7.	Signed minutes 12 <sup>th</sup> June 2025	Governance & Policy Officer
16.	Policies forward to the Standards Committee for approval following LGB review.	Governance & Policy Officer
15.	<p>Link Governor reports –</p> <ul style="list-style-type: none"> <li>future covering executive reports on Link Governor areas highlight anything significant to be noted, reporting by exception.</li> <li>if there was anything of significance arising from the Governors Link reports they should be added to the agendas for consideration or College priorities/Risk Register if of major significance and appropriate to do so</li> </ul>	Principal

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

on: 4<sup>th</sup> March 26 date

Signed by: (Chair) 

Printed name: C J KIPLING

APPROVED