

QUEEN ELIZABETH SIXTH FORM COLLEGE

Minutes of the meeting of the Board of the College Corporation held on Monday 4th July 2022

Present: Mr C Wiper, Chair
Mr I Clyde
Mr T Fisher, Principal
Mr S Heath
Mrs J Pan
Mrs V Snowball
Mr D Warman
Mr A Wilson

Apologies: Ms J Barrett
Mr J Deane
Mr J Heathwaite
Mrs E Hickerson
Mrs J Hillyard
Mr C Kipling
Mr V Pacheco

In attendance: Mrs T Amarawansa
Mr L Job
Prof L Oglesby OBE
Mrs N Wade, Acting Clerk

Ref:		Actions
25/22	<u>Declarations of Interest</u> There were no declarations of interest.	
26/22	<u>Urgent Business</u> None	
27/22	<u>Minutes of the Meeting held on 3rd March 2022</u> The minutes were approved as a true record for signing by the Chair.	
28/22	<u>Matters Arising</u> None	
29/22	<u>Governor Training – External Governance Reviews</u> Mrs Wade provided a summary of the recently released DfE guidance on External Governance Reviews, including an overview of the review process and informed the Board that it must undergo an external review by 2023-24 at the latest. Mrs Wade also identified some of the key strengths and potential areas for improvement that are likely to be considered as part of the review.	

Ref:		Actions
	<p>Mr Heath asked if the Search & Review Committee will be the main group involved with planning and preparing for the review. Mrs Wade replied that this is the most appropriate group, but the Board might wish to consider establishing a specific 'External Governance Review Committee'.</p> <p>Professor Oglesby confirmed that she supports the idea of governors moving between different committees in order to benefit from a range of viewpoints. She also added that it is good to see the current percentage of BAME board members is representative of the local community.</p> <p>Mr Wilson commented that a number of experienced governors will be leaving the Board over the coming years and asked where the Board will look to recruit new governors from. Mrs Wade explained that one excellent source is parents of College students; parents have a wide range of skills and diverse characteristics and also a vested interest in the College. She added that several of the existing governors began their service on the Board as a parent governor and now continue their service as independent governors.</p> <p>Mrs Wade informed the Board that there will be an opportunity to discuss the planning for the review in more detail at the Governance Development session on Thursday 13th October 2022.</p>	
30/22	<p><u>Strategic Update</u></p> <p>i) <u>Letter from FE Commissioner</u> Mr Fisher referred to the letter from the FE Commissioner and informed the Board that more regular meetings between the DfE and QE are now taking place, which are a useful opportunity for effective communication.</p> <p>ii) <u>SFCA Update June 2022</u> Mr Fisher referred to the latest SFCA update and highlighted items of particular interest including External Reviews of Governance and the ONS reclassification of colleges. Mr Fisher explained that sixth form and other FE colleges were classified as 'private sector' organisations some years ago, but the ONS is now considering reclassifying the colleges as 'public sector'. Public sector bodies don't pay VAT, so therefore a reclassification will have ramifications for the College. The decision is to be made in September and Mr Fisher will keep the Board informed of any developments. Mr Fisher also highlighted the item regarding Wave 15 free school applications and explained that Eton and Star Academies have plans to build a 250 capacity sixth form centre in the dockland area of Middlesbrough. Governors offered their thoughts on the possible implications for QE of a new sixth form centre in the region.</p> <p>The Board accepted the Strategic Update.</p>	
31/22	<p><u>Senior Management Update</u></p> <p>Mr Fisher updated the Board on recent appointments to the Senior Management team for next year. Lisa Marron, who is currently the Head of Finance at a large multi-academy trust of 27 schools, will take up the post of Vice</p>	

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	<p>Principal Finance, Resources & Information. This post was designated as a non-senior post holder position by full agreement of the Board, received by email, on 18th May 2022. Lisa Bates will be returning to QE to take up the post of Assistant Principal Teaching & Learning.</p> <p>The Board accepted the Senior Management Update.</p>	
32/22	<p><u>Academisation Update</u></p> <p>Mr Fisher informed the Board that he has had several conversations with the Regional Schools Commissioner and that he and Mr Wiper have visited a potential academisation partner. Mr Fisher is due to meet the RSC again in September to discuss academisation options and will keep the Board fully informed of any developments.</p> <p>The Board accepted the Academisation Update.</p>	
33/22	<p><u>Capital Project</u></p> <p>Mr Fisher explained that he attended the Planning Committee meeting at Darlington Town Hall on 29th June and that the College's planning application had been unanimously approved, with conditions, by members of the Committee. Mr Fisher reported that both Peter Gibson MP and Cllr Jonathan Dulston, Leader of the Council, have been very helpful and supportive of the application. The Planning Committee requires the College to provide fifteen additional parking spaces prior to occupation of the new development and to make a £25k contribution towards a road crossing near the Duke Street/Stanhope Road roundabout as part of a Unilateral Undertaking under Section 106 of the Town and Country Planning Act 1990.</p> <p>In order to complete the Unilateral Undertaking with the Council, it is necessary for the Board to approve the application of the College Seal. The Board approved the application of the College Seal and for Mr Wiper and Mr Fisher to sign the Undertaking.</p> <p>Mr Fisher reported that he and Mr Hargrove have met with Triton, who will be starting major works onsite on 1st August and agreed that all of the steel is to be in place before students return to College at the end of the summer holiday. The completion date is set at the end of March 2023.</p> <p>Mr Fisher also reported that Triton have met with Aramark, the College's new catering providers, to discuss the redevelopment of the Common Room.</p> <p>The Board reconfirmed its approval for the College to sign the contract for the expansion project with Triton.</p>	CW/TJF
34/22	<p><u>Whole College QIP – Term 3 Review</u></p> <p>Mr Job provided a recap of the quality improvement process and explained that the end of year review will take place after the summer external qualification results have been received. Mr Job informed the Board that, from September, sixth form colleges will be subject to the new OFSTED enhanced inspections, with a greater focus on skills development and on how well students are</p>	

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	<p>prepared for life in modern Britain. There will be an additional section on the framework relating to skills, but information is yet to be finalised. The College SAR and QIP will updated in order to reflect these changes.</p> <p>The Board accepted the Whole College QIP Term 3 Review.</p>	
35/22	<p><u>Learner Voice (Curriculum & Tutorial Views)</u></p> <p>Mr Job referred to the Learner Voice report, compiled by Mr Waite, and provided a summary of the results and the process used to collect them. He explained that teachers are asked to reflect on their Curriculum Views results, which are considered as part of their appraisal. Governors questioned the process for those teachers whose scores were lower than required. Mr Job replied that for the very small number of teachers who scored below '3', additional quality assurance processes have been put in place. As part of the Tutorial Views survey, students are asked if they feel safe at QE and if they would recommend QE to others. Over 99% of students said they do feel safe and the 14 students who said they do not have been spoken with. Some students had said 'no' by mistake and others said their response was a reflection of their own anxiety; these students have been spoken with to discuss support strategies.</p> <p>Mr Heath commented that he thought the response rate (over 90%) was tremendous and it was great that such a high percentage of students consistently report that they feel safe and would recommend QE. Mrs Pan added that it is extraordinary to have these high rates over such a long period of time.</p> <p>The Board accepted the Learner Views report.</p>	
36/22	<p><u>Health & Wellbeing Report</u></p> <p>Mr Fisher presented the Health & Wellbeing Report, written by Mr Baker, and drew attention to the suggested priorities for the year ahead.</p> <p>Mr Clyde commented that volunteering activities, such as those celebrated at this year's QE Volunteering Awards, have huge benefits for the health and wellbeing of volunteers and suggested they be promoted as part of the College's health and wellbeing provision. Mrs Pan agreed with Mr Clyde's suggestion and added that the Volunteering Awards had been a hugely inspirational event.</p> <p>The Board suggested that Mr Baker should include a reference to volunteering in the priorities for 2022-23. Mrs Pan suggested that key points from some policies, such as those relating to mental health and wellbeing, could be captured in diagram form for students.</p> <p>The Board accepted the Health and Wellbeing Report.</p>	PMB
37/22	<p><u>Subject Quality Reviews Report</u></p> <p>Mrs Amarawansa presented the SQR Report and highlighted the changes to the process since the last time this year's subjects were reviewed in 2018-19. Mrs Amarawansa reported that Course Leaders have given positive feedback on the new changes, which include greater Course Leader involvement in the process,</p>	

Ref:		Actions
	<p>and that all subjects apart from one have made good progress since their last SQR. The one subject that had not made sufficient progress has been placed in Course Support. Mr Job added that the SQRs are an integral part of the College's quality assurance and self assessment processes.</p> <p>The Board accepted the Subject Quality Reviews Report.</p>	
38/22	<p><u>College Policies</u></p> <p>Mr Fisher reminded the Board that the policies included with the papers are either new or are existing policies that have been significantly changed.</p> <p>Mr Heath referred to the Complaints policy and asked who the Complaints Manager is. Mr Fisher replied that Mrs Wade is the designated Complaints Manager.</p> <p>The Board approved the College policies.</p>	
39/22	<p><u>Financial Strategy 2022-25 / Budget and Forecasts 2022-24</u></p> <p>Mr Fisher referred to the Financial Strategy 2022-25 and Budget and Forecasts 2022-24, both of which have been scrutinised and approved by the Finance & Resources Committee.</p> <p>The Board approved the Financial Strategy 2022-25 and Budget and Forecasts 2022-24.</p>	
40/22	<p><u>Insurance Declaration</u></p> <p>Mr Fisher asked governors to declare if they are aware of any claims against the College or litigation being placed on the College and all governors confirmed that they are not aware of any.</p>	
41/22	<p><u>Committee Meeting Minutes</u></p> <p>Mr Wiper thanked governors for considering the minutes from each of the following Committee meetings and asked the Chairs of each Committee if they would like to raise any points.</p> <ul style="list-style-type: none"> • Special Finance & Resources Committee – 7th April 2022 • Special Finance & Resources Committee – 31st May 2022 • Finance & Resources Committee – 13th June 2022 (draft) • Search & Review Committee – 16th May 2022 (draft) • Curriculum & Standards Committee – 19th May 2022 (draft) • Audit Committee – 23rd May 2022 (draft) <p>Mr Clyde stated that the Audit Committee had made a recommendation for the Board to approve 'Safeguarding' as a stand-alone risk factor on the Risk Register. The Board approved this amendment.</p> <p>The Board accepted all Committee meeting minutes.</p>	SAH

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42/22	<p><u>Governance QIP (Evaluation and Impact)</u> Mrs Wade said she was pleased to report that all governors have now taken part in at least one development activity, with many governors having taken part in several activities during the academic year.</p> <p>The Board accepted the Governance QIP 2021-22.</p>	
43/22	<p><u>Governance Self Assessment and Quality Improvement Framework</u> Mrs Wade referred to the Governance Self Assessment and Quality Improvement Framework, which has been reviewed and approved by the Search & Review Committee. The framework sets out the self assessment methods used by the Board; how they feed into the Governance QIP and details of the Governance Self Assessment Cycle.</p> <p>The Board approved the Governance Self Assessment and Quality Improvement Framework.</p>	
44/22	<p><u>Governance Succession Plan and draft advert</u> Mrs Wade referred to the Governance Succession Plan, which has been reviewed and approved by the Search & Review Committee. The plan is a review of current regulations and best practice guidance and makes recommendations to ensure effective Board succession.</p> <p>Mrs Wade drew attention to a draft advert for a new Parent/Carer governor and also informed the Board that there will be a new Staff governor vacancy, following Janet Hillyard's retirement from the Board this summer.</p> <p>The Board approved the Governance Succession plan and for Mrs Wade to begin the search process for new Parents/Carer and Staff governors.</p>	NJW
45/22	<p><u>Meeting Dates and Annual Timetable of Business</u> Mrs Wade introduced the draft Meeting Dates and Annual Timetable of Business for 2022-23, which were approved by the Board.</p>	
46/22	<p><u>Election of Chair/Vice Chair</u> Mrs Wade reminded the Board that the terms of office for the current Chair and Vice Chair come to an end on 1st September 2022 and a Chair and Vice Chair are now to be elected from September onwards. Mrs Wade confirmed that Mr Teague's term of office as a governor had ended on 1st July and therefore the post of Vice Chair is currently vacant.</p> <p>Mrs Wade had received only one nomination for the roles of Chair/Vice Chair, for Mr Clyde. Mr Wiper stated that he would be happy to continue as Chair until December 2022, but would then wish to step down as Chair of the Board.</p> <p>The Board unanimously approved the appointments of Chair and Vice Chair as follows:</p> <ul style="list-style-type: none"> • Mr Wiper as Chair of the Board, effective 2nd September – 8th December 2022 	

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	<ul style="list-style-type: none"> Mr Clyde as Vice Chair of the Board, effective 4th July – 8th December 2022, then as Chair of the Board from 9th December 2022 – 8th December 2024 	
47/22	<u>Confidentiality</u> There were no confidential matters.	
48/22	<u>Date of Next Meeting</u> Thursday 29 th September 2022	
49/22	<u>AOB</u> Mr Wiper took the opportunity to say a huge thank you Professor Oglesby OBE for all her years of service on the Board and that she has been an outstanding member of the Board. Professor Oglesby OBE said that it had been wonderful to work with such a great College and wished everyone the best of luck for the future.	

Summary of Actions:

Ref:	Action summary	By whom
33/22	Apply the College seal and sign the Unilateral Undertaking	CW/TJF
36/22	Include a reference to volunteering in the priorities for Health and Wellbeing 2022-23	PMB
41/22	Amend the Risk Register to make 'Safeguarding' a stand-alone risk factor	SAH
44/22	Begin the search process for new Parents/Carer and Staff governors	NJW