

Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 7th March 2019 at 5.00 pm.

Present

Tony Barradell – Governor
Sue Billington - Governor
Jane Brown – Principal
Owen Jones - Governor
Trevor Low – Governor
Deborah Rose – Governor
Ellen Rudge-Tezcan – Governor

In Attendance

Lynn Dawson – Clerk to Governors

1. Student Parliament

The Student Parliament introduced themselves to the governors and explained that they had replaced the old school council. There was one representative from each year group and one representative from each faculty whose names are put forward by subject teachers. The student parliament explained that they meet every week and the vision was to make New College Leicester outstanding. They explained that they had already met with Jane Kingscott, Hospitality and Catering Manager to discuss ways in which food can be made healthier and on Monday they were having a biscuit tasting session to test sugar levels. Their aim is to have a big emphasis on health and also to focus on diversity.

The student parliament explained that they have been raising money by holding sponsored events for charities such as Sickle Cell Disease and the Heart Foundation. They also want to improve the school environment by having more water fountains around the school and recycling school revision guides. They also want to make the school more eco-friendly and will be meeting with Chris Gowans, Estates Manager. Some of the members are on a leadership programme to improve their leadership skills and they have introduced progress buddies for students that need support i.e. EAL students.

The student parliament also explained that they would like to be more involved in the transition and to help students move to the “NCL way” i.e. NCL revision. They have also thought of introducing prefects to the college and introducing a project to raise the profile of NCL to celebrate successes. There is also a school newspaper starting soon.

The student parliament requested start-up money from governors for badges, suggestion boxes etc. and will be asking students in lessons for feedback on matters.

The governors thanked the student parliament for their hard work and for attending the meeting and asked for a termly report from them.

The student parliament left the meeting.

2. Apologies

Ian Chakravorty – Governor
Dipak Patel – Governor
Sue Thistlethwaite – Governor
Paul Wilson – Governor

3. Minutes of the last meeting

The Minutes of the meeting held on 17th January 2019, having been previously circulated, were taken as read, noted and signed as a true record.

4. Matters Arising from the Minutes

Item 1 – Student Disciplinary Panels – ongoing.

Item 2 – Governors to explore sponsorship opportunities – ongoing.

Item 3 – Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning – on agenda - termly.

Item 4 – Jane Brown to complete a high level spend plan for the college – ongoing. Jane Brown reported that she had authorised some large spends for resurfacing of the staff car park, new theatre seating, tennis/netball courts, Arts bid and long term items for faculties.

ACTION - Jane Brown to send Tony Barradell the timetable for the high level spend plan in the next week

Item 5 – Chris Gowans to work on ensuring a safe environment for external users and to run a report as to what systems are already in place – ongoing.

Item 6 - Sue Thistlethwaite to look at, and report back on impact of student disciplinary panels with a success rate, looked after children, students who do not access the full curriculum, spending of pupil premium and the students' exclusion/attendance rates – on agenda – termly.

Item 7 – To dedicate a 10 minute slot on each alternate GB agenda in terms of briefing governors on Child Protection in accordance with the current procedure – on agenda.

Item 8 – Exclusions: Overall comparison of group figures to the other City Schools – ongoing – JBR to chase up.

Item 9 – Directors of Learning to be invited to governors meetings – ongoing.

Item 10 – GDPR update on agenda – Pop up needed on website - closed.

Item 11 – A plan for parental engagement to be presented to governors in the New Year for 2018/19 – This plan has been mapped and is in the early stages – On June agenda.

Item 12 – To present a business case for the future of Post 16 provision at New College Leicester – ongoing.

Item 13 – Cerin Wilson to provide a 'deep dive' further analysis to present to GB on High Ability P8 – Sue Billington to set up a meeting with Cerin Wilson.

Item 14 – Cerin Wilson to present the new SIMs parent app – on agenda.

5. Declaration of Interests

All members to declare any direct or indirect pecuniary interests they may have in the business to be transacted.

Sue Billington declared that she was a director for Propraxis. Trevor Low declared that he was Chairman of Hinckley Gymnastics Club which holds the operating license for the New College Gymnastics Centre. Tony Barradell declared that he was a Director for Clear Vision Learning Limited. Deborah Rose declared that she was a Director of Leicester Business Improvement District Company. Paul Wilson declared that he is the Principal of Wyggeston and Queen Elizabeth I College which had merged with Regent College. Ian Chakravorty declared that he is Director of Business and Organisational Development for Breedon House

Nurseries Ltd. Owen Jones declared he was a director of Calipro Software Limited and a System Engineer for Morris Angel and Son. The register of business interests were handed out to governors for them to update and sign.

6. Child Protection

Ellen Rudge-Tezcan trained governors on sexting. A full discussion then took place to clarify points and to expand governor knowledge.

7. Student Behaviour, Attendance and Safeguarding

Attendance

Ellen Rudge-Tezcan reported on the whole school attendance which was tracking at 95.2% which is above the national figure of 94.8%. The pupil premium attendance was tracking at 93.9% and SEN attendance tracking at 92.0%. Ellen Rudge-Tezcan explained that the college had been hit by illness in spring half term 1 with sickness bugs and a flu virus circulating amongst students and staff. She noted that the students in care (Looked after Children – LAC) are tracking at 82.8% due to 2 students having complex needs and both being in placements with a high level of external intervention.

Exclusions

Ellen Rudge-Tezcan reported there had been 10 fixed term exclusions in Half term 3 which consisted of 25 days lost from 9 students. The exclusion of 2 of these students were due to persistent disruptive behaviour with one leading to a managed move and one on placement at Carisbrooke. A discussion took place about how managed moves work and Ellen Rudge-Tezcan explained that the college works closely with other schools to facilitate managed moves. She also reported that the low level disruption has diminished in the last 2 years due to students being more engaged in their lessons due to the good and outstanding teaching taking place.

The governors thanked Ellen Rudge-Tezcan.

Sheree Barnes, Assistant Principal entered the meeting.

8. Quality of Teaching

Sheree Barnes presented her report on Teacher Appraisals and CPD overview. She explained that the appraisal system had been completely overhauled and the new system now ties in with the CPD cycle. The cycle of appraisals is October to October where targets are discussed in September (must be SMART targets) and set by 31st October, the review meeting being held in March, lesson observations taking place in June and the final report and new objective setting meeting being held in September with recommendations on pay increase. She explained that teachers own their own appraisals and both appraiser and appraisee decide on targets set. These are based on progress, teaching and career development which must be in line with college priorities. The appraisees then RAG rate themselves. During this process lesson observations are carried out and teachers must be given 5 days' notice of this. The teachers then receive verbal feedback by the end of the day with written feedback being given within 5 days. Walkthroughs are also carried out which include book checks and individual teachers planning folders (LOT folder) analysis. CPD sessions are set and carried out with the appraisee stating which sessions they will be attending and some recommended. Internal CPD sessions are held every Thursday after school with Teaching and Learning briefings being held on a Thursday morning where staff share good practice. There are also a number of external CPD opportunities.

Sheree Barnes reported that the target for the end of this academic year for teaching quality is 90% Good or Better and 20% Outstanding. She explained that with Cerin Wilson looking at data analysis and giving feedback to SLT, this then leads back to Sheree who will carry out more walkthroughs in relation to the data received.

The governors thanked Sheree Barnes for her report and she left the meeting.

9. Governor Feedback

BSF/Buildings

Sue Billington reported that she had had a meeting with the LA and the preparatory work was slowly progressing with all tenders submitted. Sue Billington reported that the LA were carrying out a project on temperature perimeters and asked the governors if the college could be a secondary pilot for this project. The governors agreed.

Sue Billington directed governors to a report that Sue Thistlethwaite had written from her visit to Inclusion on 29th January 2019 which governors had already received.

Cerin Wilson, Assistant Principal entered the meeting.

10. Student Progress Against Targets

EAL Measurement system

Cerin Wilson reported on the EAL measurement system. She explained that if students coming in have KS2 data then this is used to set targets. If they do not have KS2 data, a non-verbal reasoning test is completed by them and the score is then banded into Low, Middle or High. This is the same for students who have English as a 2nd language with no KS2 data. The proficiency in English is also assessed and this proficiency score is then used to scale targets to top High, middle High etc. This is then used to compare with a child who has KS2 data and the same targets are set for the EAL child. She explained that 26% of students in Y11 do not have KS2 data.

Cerin Wilson reported that the college has written to the Minister for Education as this process is an injustice to EAL students by not measuring progress as Progress 8 data can be worked out the same way as for students with KS2 data. A discussion took place about NVR.

Governors thanked Cerin Wilson for her reports and noted this was a good tool that could be used elsewhere.

SIMs Parent App

Cerin Wilson presented governors with an overview of the SIMs Parent App. She showed them how each of the parents' children appear on the home screen and what information can be seen. This included attendance, conduct, calendar, assessment and timetable. She noted that the consequences and rewards were shown by occasions and not actual points given. She also noted that there are no teacher's comments appearing on the app.

Governors thanked Cerin Wilson for her presentation and she left the meeting.

11. Report from Trust Board

Sue Billington reported there had been a Trustees Meeting held on 31st January 2019 and that there was a new Trustee joined the Board, Angus Fraser, Business Adviser.

12. College Finance

Tony Barradell presented the college finance summary. He reported that the college were well underspent in a number of areas therefore would have money left over at the end of the financial year. Jane Brown replied that she had already authorised some large capital spends and the rest would be carried over to next year.

Jane Brown presented the Schools financial value standard (SFVS) and outturn statement for January 2019 and these were agreed by governors.

13. Staffing Matters Update

Jane Brown reported that there had been 3 resignations for Easter: Head of Drama, Second in Science and Teacher of Science. There was a Teacher of English joining the college in April, a Head of Art starting in June and two NQT Teachers in Science joining the college in July.

14. Policy Approval

The following policies had already been sent to Sue Billington as Health and Safety Lead and were agreed:

- Smoking Policy
- Accident/Incident Investigation and Reporting Policy and Procedure
- Active Monitoring Policy
- Asbestos Containing Materials in Buildings Policy and Procedures
- CCTV Policy and Procedures
- Control of Substances Hazardous to Health and Safety Policy
- Display Screen Equipment Policy
- Fire Evacuation Policy and Procedure
- First Aid Policy and Procedure
- Health and Safety Policy
- Lone Working Policy
- Manual Handling Policy and Procedure
- Portable Electrical Equipment Testing and Inspection Policy
- Risk Assessment Policy and Procedure
- Security Policy
- Swimming Policy
- Traffic Policy
- Violence at Work Policy
- Working at Height and Use of Ladders Policy and Procedures

15. Any Other Business

- Sue Billington thanked the Governors for their feedback on the 2019 Education Inspection Framework Consultation.

Meeting closed: 7.30 pm

Next meeting: Thursday 2nd May 2019 – 5.00 pm

ITEM	ACTION	OWNER	DEADLINE
1	Governors to offer dates to sit on Student Disciplinary Panels	All	Ongoing
2	Governors to explore sponsorship opportunities with their contacts	All	Ongoing
3	Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning.	Sue Thistlethwaite/ Jane Brown	June
4	Jane Brown to complete a high level spend plan for the college.	Jane Brown	Ongoing
5	Chris Gowans to work on ensuring a safe environment for external users and to run a report as to what systems are already in place	Jane Brown	Ongoing
6	Sue Thistlethwaite to look at, and report back on: <ul style="list-style-type: none"> • impact of student disciplinary panels with a success rate. • looked after children • students who do not access the full curriculum • spending of pupil premium and the students' exclusion/attendance rates. 	Sue Thistlethwaite	June
7	A 10 minute Child Protection slot on each GB agenda in terms of briefing in accordance with the current procedure.	Ellen Rudge-Tezcan	Ongoing
8	Exclusions: The governors requested an overall comparison of group figures to the other City schools.	Jane Brown	Ongoing
9	DOLs to be invited to governor meetings.	Jane Brown	Ongoing
10	A plan for parental engagement to be presented to governors in the New Year for 2018/19	Jane Brown/Fiona Rogers	June
11	The Governors requested a Business Case for the future of Post 16 provision at New College Leicester	Jane Brown/Chirag Patel	Ongoing
12	Cerin Wilson to provide a 'deep dive' further analysis to present to GB on High Ability P8.	Cerin Wilson	SBI to meet with CWI
13	Jane Brown to send Tony Barradell the timetable for the high level spend plan in the next week	Jane Brown	NEW