

Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 3rd October 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
Richard Seaman – Governor
Sue Thistlethwaite – Governor
Paul Wilson – Governor

In Attendance

Lynn Dawson – Clerk to Governors
Cerin Wilson – Assistant Principal

1. New Governor

The governors unanimously voted for Richard Seaman to become a governor.

2. Apologies

Chris Bradshaw – Governor
Ian Chakravorty – Governor
Dipak Patel – Governor

3. Minutes of the last meeting

The Minutes of the meeting held on 20th June 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. There had been one meeting at the end of the summer term for a permanent exclusion.

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 – November.

Item 4 – Jane Brown to complete a high level spend plan for the college – November.

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 – November.

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 – Training on cyberbullying postponed until November.

Item 8 – Directors of Learning to be invited to governors meetings – ongoing.

Item 9 – An overview of parental engagement to be presented to governors in the New Year for 2018/19 – On agenda.

Item 10 – To present a business case for the future of Post 16 provision at New College Leicester – ongoing.

Item 11 - Jane Brown to send Tony Barradell the timetable for the high level spend plan in the next week – A refurbishment plan will be put together and presented at the November meeting.

Item 12 – Governors to write to Jez Burman thanking him for his contribution to teaching – Closed.

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. Richard Seaman declared he was the Head of the Internal Audit Department for McKesson UK.

6. Student Progress Against Targets

Cerin Wilson reported on the Year 11 2019 exam results. For the cohort of 130 students that had KS2 data, the Progress 8 figure result was -0.265. She explained that 29 grades had been changed after re-marks. The Attainment 8 figure was 42.25, Basics 5+ was 31% and Basics 4+ was 49%. This meant that all results had improved across all the key indicators. She did note that the tracking figures were not completely accurate but this is because staff had been pessimistic i.e. predicting low. With regards to sub-groups; disadvantaged versus non-disadvantaged were -0.149 and 0.034 with a gap of 0.533; prior ability were high -0.582, middle -0.094 and low -0.013. This was due to focused strategies on middle ability therefore better progress than last year which shows that the strategy had impact.

Cerin Wilson reported that the 39 students without KS2 data results had resulted in an Attainment 8 figure of 44.22. She noted that the EAL students had done exceptionally well with progress with a P8 figure of 0.781 which had been worked out by using the non-verbal reasoning process previously discussed with governors (although this is not a nationally recognised calculation) with non-EAL at -0.566 with a gap of 1.347. Girls had outperformed boys with girls at -0.020 and boys at -0.552 with a gap of 0.532. Cerin Wilson noted that the final P8 figure with all 169 students in the cohort had been positive 0.028.

Cerin Wilson explained that grades had been lost in the new courses of BTEC Tech, Health and Social Care and Performing Arts due to the exam boards moving grade boundaries at the last minute. There had been Grade 9's achieved in a variety of subject and D* in BTEC subjects.

Cerin Wilson noted that the interim figures would be published in October and then a discussion took place about the results. The governors agreed to publish the figures with the 39 EAL students included and stated that all students will continue to count at the college.

Cerin Wilson explained that with the current year 11 students there are 38 (19%) students without KS2 data within a cohort of 196. There are a higher proportion of middle and lower ability students in the cohort and the Progress 8 figure was currently tracking at -0.683 with an Attainment 8 figure of 34.57. A clearer picture would emerge once the mock exams have started in November.

Governors thanked Cerin Wilson for her report and congratulated all staff and students on their results and Cerin left the meeting.

7. Student Behaviour, Attendance and Safeguarding

Behaviour

Ellen Rudge-Tezcan reported on the Annual Behaviour Report for 2018/19. She noted that the number of fixed term exclusions had reduced from 446 in 2016/17, 273 in 2017/18 to 108 in 2018/19. This was due to behaviour improving throughout the whole college due to rigorous and consistent behaviour management by all staff; zero tolerance of any misbehaviour throughout the college with a first time, every time approach; a minority of students with extremely serious behaviour issues were now being educated full time at a more suitable education establishment; some students with serious behaviour issues were now on part-time or full time placement at Leicester Partnership Schools, a few parents of students who do not support the college's zero-tolerance approach to behaviour management had chosen to home educate their children and numerous interventions had been put in place to stop students' poor behaviour from escalating.

ACTION: ERU to include number of students excluded (and not just number of days) in future reports.

Attendance

Ellen Rudge-Tezcan reported on the attendance figures for 2018/19 explaining that the college had met the national figure of 94.8%. The pupil premium attendance had been 93.7% and SEN attendance 92.4%. Both of these figures were above national figures for their sub-groups. All figures had improved from last year. Ellen Rudge-Tezcan noted there had been various strategies employed to further improve attendance and additional strategies would be employed in 2019/20. The target for next year's attendance had been set at 95% with SEN set at 93.7% and pupil premium students at 94.4%. These figures are based on last years' attendance by each year group and patterns of attendance over the last 5 years. She also explained that each year group had been set individualised targets in a move to drive the college forward.

Safeguarding

Ellen Rudge-Tezcan presented the annual safeguarding self-audit. She reported that the college was classed as enhancing in all categories.

Sue Thistlethwaite noted that as the college's safeguarding systems are all good, the LA need to refresh their audit and make it more relevant to secondary schools.

Ellen Rudge-Tezcan then presented the annual safeguarding report for 2018/19. She reported that there had been 245 potential child protection cases referred to Designated Safeguarding Leads and Designated Members of Staff and of these, 66 cases were referred to the children's Duty and Assessment Team. Support for the other 179 cases had come from the pastoral staff at the college, the College Nurse, Safeguarding PCSO Gill Edwards and other external agencies. The college had also received 22 phone calls from Operation Encompass (reporting domestic violence). Ellen Rudge-Tezcan reported there had been 124 meetings attended and safeguarding training had been given to all staff. The breakdown of training was tabled.

There was a discussion regarding safeguarding and Sue Thistlethwaite noted that the college should now look at any concerns of safeguarding for out of hour's lettings groups. Trevor Low reported that all Hinckley Gymnastics staff are trained and certified in safeguarding but the process around casual lettings needs to be considered going forward.

ACTION – Mini audit to be carried out on external lettings

The governors thanked Ellen Rudge-Tezcan for her report.

8. Quality of Teaching

No report.

9. Governor Feedback

Health and Safety Checks

Sue Billington reported that the college now had a new fire system in place and there had been 2 tests on it in September which had both proved to be successful. The management procedures for lettings now needed to be updated regarding the fire alarm. All other Health and Safety policies and procedures are in place.

ACTION: Wayne Allsopp to update management procedures for lettings re new fire alarm system.

BSF/Retained Estate

Sue Billington reported that all snagging left on the new building had been written off. Trevor Low asked if the ventilation in the small hall had been dealt with.

ACTION: Jane Brown to speak to Wayne Allsopp re ventilation in small hall.

Sue Billington reported that the North field had now been completed and handed over and the issue with the plant room had now been resolved.

Sue Billington explained that the LA are still working on their 25 year plan and there is still work ongoing on the retained estate with windows being fitted and the heating is still being worked on with a new metering system being implemented. Also as there is a city wide climate emergency been declared, the college may be asked whether they would agree to offer the estate as an opportunity for installing solar panels.

Governor visit to Inclusion

Sue Thistlethwaite reported that she had visited the Inclusion Department on 4th September 2019. She reported that in Year 7 there were 52 students on the SEN register (out of 191) with 3 on EHCPs; one being physical and 2 with ASD plus 2 others that needed to be noted, 1 with a physical syndrome and another that should have an ECHP for behaviour. She reported that the literacy data for year 7 shows only 14 students below a scaled score 90 and these students were having intervention on literacy during their MFL lessons.

Sue Thistlethwaite explained that she had been asked to investigate a parent's complaint regarding her child's permanent exclusion to ensure that the college had used all correct procedures. Sue had found that all EWS processes had been put into place however there had been a limited number of support processes put into place by external agencies, including an Early Help refusal. This had been well documented and other provisions had been offered. She confirmed that all procedures had been correctly followed by the college but had also given some recommendations to the college for their consideration especially around admitting students with known attendance issues and clarifying links across EWS/Director of Inclusion and Heads of Year. Sue also suggested that in every admissions meetings, full

expectations regarding attendance is set out. Jane Brown confirmed that this was already in place.

10. Report from Trust Board

This item was postponed.

11. College Finance

Tony Barradell presented the college finance summary and reported that spending against budget had been on track but staff teaching expenditure had gone up by £70,000 due to increased pension contributions however this was being funded by the government. The LA had also withdrawn their maternity buy-back scheme and Nicky Horsfield was looking into other schemes. Tony Barradell presented the revised budget for this year and this was agreed by governors.

Tony Barradell also presented the outturn statement which was agreed by governors.

Jane Brown noted that the Head of MFL had applied to EU Erasmus which is a project that strengthens second languages of teachers by funding them to gain experience abroad. The college had been funded £20,000 for this opportunity and this was potentially being offered to the college's surrounding primary schools.

Tony Barradell reported that the Standards for Financial Administration Policy was in process and would be brought to the next meeting for approval.

Sue Billington thanked Tony Barradell for his report.

12. Staffing Matters Update

Jane Brown reported that the PE NQT teacher had resigned in the first week back therefore the position was being re-advertised.

13. Policy Approval

The following policies that had previously been circulated were agreed:

- Appraisal
- Curriculum
- Capability
- Complaints
- Data Protection and GDPR
- Dogs in School
- Governors' written statement of behaviour principles
- Homework
- Password Security
- Relationships and Sex Education
- Stress

14. Any Other Business

- Scheme of Delegation: This was agreed and Sue Billington reported that she had not had any volunteers for the Vice Chair position.
- Sue Billington noted that Chris Bradshaw would take over as the new Finance Governor when Tony Barradell left.
- Jane Brown handed out the college's priorities for 2019/20.
- Jane Brown tabled the parental feedback from 2017/18 and 2018/19 which she explained mirrored the Ofsted questionnaire.
- Jane Brown tabled the Parental Engagement Overview for 2018/19 and this will be an ongoing piece of work.

- Jane Brown handed out the College Improvement Plan for 2019/20 for the governors to read.
- Lynn Dawson handed out the updated Keeping Children Safe in Education for the governors to sign and return.
- Jane Brown handed out the governors' planner for this years' meeting schedules so governors could see the outline agenda items over the coming meetings.

Meeting closed: 7.30 pm

Next meeting: Thursday 7th November 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	November
4	Jane Brown to complete a high level spend plan for the college.	Jane Brown	November
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	November
7	A 10 minute Child Protection slot on each GB agenda in terms of briefing in accordance with the current procedure.	Ellen Rudge-Tezcan	November
8	DOLs to be invited to governor meetings.	Jane Brown	Ongoing
9	An overview of parental engagement to be presented to governors in the new year for 2018/19	Jane Brown/Fiona Rogers	On agenda
10	The Governors requested a Business Case for the future of Post 16 provision at New College Leicester	Jane Brown/Chirag Patel	Ongoing
11	Jane Brown to send Tony Barradell the timetable for the high level spend plan in the next week	Jane Brown	November – refurbishment plan
12	Mini safeguarding audit to be carried out on external lettings	Wayne Allsopp/Ellen Rudge-Tezcan	New
13	Wayne Allsopp to update management procedures for lettings re ne fire alarm system.	Wayne Allsopp	New
14	Jane Brown to speak to Wayne Allsopp re ventilation in small hall.	Jane Brown	New

15	Add governors' safeguarding training to the training records for safeguarding	Jane Brown	New
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