

# Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 30<sup>th</sup> January 2020 at 5.00 pm.

## Present

Sue Billington – Governor  
Jane Brown – Principal  
Ian Chakravorty – Governor  
Councillor George Cole – Governor  
Owen Jones - Governor  
Richard Seaman – Governor

## 1. Apologies

Trevor Low – Governor  
Dipak Patel – Governor  
Deborah Rose – Governor  
Ellen Rudge-Tezcan – Governor  
Sue Thistlethwaite – Governor  
Paul Wilson – Governor

## 2. Minutes of the last meeting

The Minutes of the meeting held on 7<sup>th</sup> November 2019, having been previously circulated, were taken as read, noted and signed as a true record.

Governors confirmed Councillor George Cole into the role of governor.

Councillor Cole asked for a copy of the parental overview mentioned in the previous minutes.

## 3. 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 – March

**Item 4** – Jane Brown to complete a high level spend plan for the college – Ongoing

**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 – March

**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 – March

**Item 8** – Directors of Learning to be invited to governors' meetings – March/ongoing.

**Item 9** – To present a business case for the future of Post 16 provision at New College Leicester – ongoing.

**Item 10** – Mini safeguarding audit to be carried out on external lettings - ongoing

**Item 11** – Wayne Allsopp to update management procedures for lettings re new fire alarm system – ongoing

**Item 14** – Jane Brown to speak to Sean Atterbury re ventilation in small hall – ongoing.

#### **4. Declaration of Interests**

All members to declare any direct, indirect or non-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. 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 and that his wife works for the school as a teacher. Councillor Cole declared that his partner was a teacher at Babington Academy.

#### **5. Student Behaviour, Attendance and Safeguarding**

Jane Brown reported on behalf of Ellen Rudge-Tezcan that the current attendance figure was tracking at 94.5% with Pupil Premium students tracking at 93.1% and SEN students tracking at 91.6%. She noted that the college had been hit hard by a sickness bug.

Jane Brown reported that the sub-groups attendance was lower in the Autumn term than had been the case in the previous 2 academic years. This could be due to an increase in the number of students in the college, but also the sickness virus which has hit the college hard over the Autumn term. She stated that the Heads of Year review their attendance figures twice weekly and are chasing individualised targets.

Jane Brown also reported that in the Autumn Term there had been 168 School Attendance Panel meetings held with parents and the Education Welfare Officer; 29 Penalty Notices issued; 21 Holiday Penalty Notices issued and there had been 2 Court Actions. She also informed governors that she had responded to a consultation from the Local Authority regarding the potential cutting of the Education Welfare Service to statutory work only. She explained to governors that this would have a significant detrimental effect on the college. Jane Brown stated that this potential cut to services was due to LA budget constraints and as part of the consultation she was asked if the college would pay for the non-statutory service. She stated that she was unable to make comment as there was no cost allocated to this service. Jane Brown expressed a hope that the LA look at the demographics and allocated resource based on this rather than focusing on a parity situation across the city.

Jane Brown reported that there had been 2 Fixed Term exclusions in Half-Term 2 – one male and one female. She also reported that 13 days had been lost to exclusions in the Autumn term which was a significant decrease from the 61 days in the Autumn term of the previous year. Jane Brown reported that the reasons for the exclusions in the Autumn term this year were: 2 due to verbal or threatening behaviour against an adult; 1 due to sexual misconduct and 2 due to persistent disruptive behaviour.

Jane Brown presented the Termly Safeguarding Report on behalf of Ellen Rudge-Tezcan. She reported that 146 potential child protection cases were reported to the safeguarding team in college in the Autumn term. Of these, 45 were referred to the LA's Duty and Assessment

team and the other 101 cases were dealt with in college. She also reported that there were currently 15 open child protection cases.

Jane Brown drew governors attention to the table in item 3.7 in the report which outlined the number and categories of the referrals which took place. It also outlined the number of meetings that the safeguarding team attended during the Autumn term. She stated that this is a heavy commitment for the college and the team.

Owen Jones asked about allegations against staff and the procedure that the college followed as his child had mentioned a potential incident. Jane Brown stated that there had been a false allegation made against a member of staff and she then went on to outline in detail the protocols and procedures followed by the college in the event of this situation. She informed governors that the college has a duty to safeguard children but also has a duty of care to staff and supporting them in the situation of a false and malicious allegation.

## **6. Student Progress against targets**

Cerin Wilson took governors through the current context of Y11. 21% have no KS2 data so will not count in P8. The cohort has a larger number of Middle Ability students than last year and their incoming scores are more comparable to the cohort from 2 years ago. Attainment 8 is lower than last year and this is due to lower incoming KS2 scores on this cohort. The Attainment 8 estimate based on National is 41.57 for this cohort. Basics at 4+ and at 5+ are lower than last year. Interventions have started. Ebacc scores are lower as fewer students have chosen to study French. In order to increase the potential uptake of the Ebacc route, the college has introduced Spanish alongside French for the current Y9 cohort.

Sue Billington asked what the college has in place to increase the 4+ and 5+ scores.

Cerin Wilson outlined the interventions currently in place for the governors. She also informed the governors that the English department had deliberately set a more difficult paper for the students for the mock exams which has affected the scores also. She informed governors that there are interventions running in English and Maths where students have been invited to participate before and after school. Cerin Wilson stated that letters are being sent to the parents of those students who have chosen not to participate. She reassured governors that students were being taught well in normal college timetable time, but these sessions were put into place to have an impact on certain groups i.e. 3 to 4 conversion.

Councillor Cole asked if the college was giving up on these students. Cerin Wilson emphatically denied this. She stated that this was only one form of intervention and that more interventions were scheduled to happen in college time.

Councillor Cole asked if there was a particular demographic group within the college who were not making the progress they should. Jane Brown stated that it is the White British disadvantaged boys who have the lowest group progress scores. Councillor Cole stated that he would like to see an organisation taking hold of this issue as these students can often be led into the criminal justice system or become involved in County Lines etc. He stated that he appreciated that it was a national issue but shared his frustration that this pattern is continuing. Jane Brown stated that the college was working hard with every individual. Councillor Cole asked about the progress of black/African heritage or black/Caribbean heritage students. Jane Brown stated that this group had performed better in the past due to higher parental engagement and the value that the parents attach to getting a good education.

Richard Seaman stated that there had been less improvement than last year from Autumn 1 to Autumn 2 data. Cerin Wilson stated that she was working with the Heads of Maths and English to ensure appropriate action was taking place. She also stated that contained within the figures were some students (4) who were on alternative curriculum placements which

means that their highly negative Progress 8 scores were being carried by the college. She informed governors that the High Ability students made progress in the Autumn term but that this was still too low.

Cerin Wilson shared with governors that the gap between boys and girls had decreased as boys were making improvement but she also informed governors that she had identified that the girls score was being depressed by a group of High Ability girls who were now subject to some interventions. She reminded governors that High Ability had been a focus of the college and some impact of that was currently being seen.

Richard Seaman asked how hard the college was pushing revision classes with parents. Cerin Wilson stated that parents are being informed where students are choosing not to access the additional support. She stated that the revision timetable was in operation and that while all students were able to access the support, some individuals were being specifically invited to attend and parents of these students had been informed by letter.

Owen Jones asked if the college could put anything in place during college time for those students who chose not to access the before or after school sessions. Cerin Wilson stated that while every child was being taught well in their curriculum lessons, additional sessions would be started one afternoon a week. She also cautioned governors that she also needs to ensure the wellbeing of the students and part of that was to help them to take control of their studies and revision. She stated that it was necessary to ensure that students were not under too much pressure too early and that students were not pressured by individual staff to go to particular subjects. She informed governors that she is personally managing the process of allocating students to particular revision sessions so that students do not face the pressure of having to choose between staff.

Councillor Cole asked if the college was only interested in those students who want to learn. Cerin Wilson stated that this was not the case but the additional sessions had not been made compulsory. Jane Brown stated that when the sessions were compulsory the results of the college decreased as students rebelled against the forced nature of the additional time. She reminded governors that the best results come from developing respectful relationships between teachers and students and the students therefore wanting to achieve well in the subject. Jane Brown informed governors that individual mentors had been put into place for students and those students who chose not to engage, the mentors have been changed to see if the new mentor can spark that engagement.

Councillor Cole asked if there were external mentors coming in to support the students. Jane Brown stated that the college had a bank of volunteers who regularly came in to work with students, particularly on boosting their reading. She stated that some of these volunteers have then mentored students. She stated that the Y11 mentoring is carried out by school staff from right across the college, administration and teaching staff.

Ian Chakravorty asked if the college understood the reasons that the students had chosen not to engage with the additional sessions. Cerin Wilson stated that for some it was due to having to drop off siblings in the morning, so they had access to the after-school sessions; for others it was due to personal choice.

Councillor Cole asked how high parental engagement was. Jane Brown stated that this had improved over the years but it was still something that the college struggled with at times, particularly for some groupings.

Owen Jones asked if the college could incentivise the attendance at the additional sessions. Cerin Wilson stated that there had been various incentives tried and some had more impact than others.

Owen Jones asked if the college should be providing this level of support for all of the students from Year 7 onwards. Jane Brown stated that it would be unreasonable to ask staff to work at that level. She informed governors that staff can be directed to work for 1265 hours. She stated that staff attended one meeting a week after school; ran clubs; ran homework clubs; ran intervention sessions; attended Continuous Professional Development sessions after school – most of which were voluntary. She stated that the level of intervention needed should decrease as the quality of teaching has improved over the years and this is leading to students who are much better prepared as they are following an ambitious curriculum with good teaching from Year 7 onwards.

Sue Billington asked how many students the college had identified as not engaging in the additional sessions. Cerin Wilson stated that she was currently collecting the data but from the Maths and English morning interventions she had identified less than 12. Sue Billington asked that the college look at the engagement levels in order to get the engagement issue into perspective.

Cerin Wilson reviewed the EAL/Non-EAL data with governors and noted that the non EAL students were performing better than last year.

Cerin Wilson reviewed the current subject performance data and the mocks performance data with governors. She stated that the mocks data had been reflected in the Autumn 2 data for those subjects who had taken the opportunity to set mock exams. She noted that because not all subjects had taken mocks the data shared meant that not all of the baskets for the Progress 8 count had been filled so this was skewing the figures. She also stated that the BTEC data was tracking higher due to the exam element not being included at this stage. She was pleased to note that there had been a good improvement in the data for Performing Arts and attributed this to the change of leadership and the intensive intervention that had taken place.

Sue Billington stated that she was pleased to see that the college had identified specific areas to put more effort into.

## **7. Quality of Teaching**

Jane Brown presented the Termly Teaching and Learning Report on behalf of Sheree Curtis. Jane Brown reminded governors that the college had employed 9 new staff for the autumn term which has had an impact on the measurement of the quality of teaching. She stated that this happens each year and then the new staff are fully inducted into the New College Way of teaching which then improves the measurement numbers. Targets for the quality of teaching had been set at the beginning of the year at good or better of 100% and outstanding at 25%. In Summer 2019 the school had reached that target with good or better at 92% and outstanding at 20% with requires improvement at 8.6%. However, the autumn term saw 21% Outstanding (15 staff); 79% Good or better (56 staff); 18% Requires Improvement (13 staff) and 3% Inadequate (2 staff). Plans are in place to improve the teaching practice of those staff who are not yet good.

## **8. Health and Safety**

Jane Brown presented a report written by Wayne Allsopp (Business Development Manager) regarding lettings and safeguarding. She stated that Wayne Allsopp would be asking for the main clubs on site to submit their up-to-date Safeguarding policy so that the college had a copy on file. Jane Brown also stated that there was more work to be done and that Eil Rudge-Tezcan as the Designated Safeguarding Lead, would be leading on it.

## **9. Governor Feedback on work with the college**

### Scheme of Delegation

Sue Billington issued the updated Scheme of Delegation. Owen Jones stated that there was a slight contradiction in the document and Sue Billington agreed to resolve this.

### Health and Safety

Sue Billington reported on a meeting she had held with Chris Gowans, Estate Manager in which she reviewed the Essential Site Routines and the evidence to support this. She informed governors that she had reviewed the systems around water hygiene and asbestos and found that these systems were robust. She stated that the work that had been completed by Chris Gowans was impressive and that the college was fortunate to have an Estate Manager who was rigorous. She informed governors that Chris Gowans wanted to ensure that the college was more energy efficient and would be working with the LA to move this area of the estate forward in the future.

### The New College Leicester book

Sue Billington presented a paper on a proposal to publish a book documenting the journey of New College Leicester. Governors agreed to invest in the costs of publishing the physical book and the e-book.

### Governors Skills Audit feedback

Sue Billington thanked governors for returning their completed skills audit. Governors were issued with an overview of the skills declared by governors. Jane Brown informed governors that she would be working on systematically closing any knowledge or skills gaps that have been identified by the governors. She stated that the Finance Report was the start of this process.

## **10. Report from the Trust Board**

Sue Billington reported that Richard Seaman had been appointed to the role of Company Secretary to replace Tony Barradell.

## **11. College Finance**

### Finance Summary

Richard Seaman reported on the finance summary and noted that he had spent some time with the Finance Manager, Nicky Horsfield looking at the finances. Richard Seaman stated that he had been impressed with the systems that were in place for financial control in the college. He stated that he wanted to carry out a piece of work looking at the income and expenditure in the financial year to assure governors of the financial security of the college.

### Finance Report

Jane Brown asked that this item be deferred to the next governors meeting in March due to time pressures in the meeting and the level of apologies received for the meeting. This was agreed by governors.

### Capital Spending

Jane Brown asked governors for pre-authorisation for a number of large capital spends:

- Servers for the IT network – approximately £90k
- Telephone system – approximately £26k
- Classroom projectors – approximately £25k
- Roof repairs for PE/Gymnastics store-room – approximately £15k
- Corridor lighting (energy friendly) – approximately £20k

These were agreed.

## 12. Staffing Matters Update

Jane Brown informed governors that a long-serving member of staff from the art department, Russell Fisher had resigned for Easter. This post has already been replaced with another very experienced teacher joining the college at the start of June.

Jane Brown also informed governors that a teacher of Computer Science had left the college at Christmas and this post had been absorbed within the current structures. She stated that an NQT had already been recruited to start with the college at the start of July.

Jane Brown issued the governors with an overview of the staff turnover from 2012/13 to current. She explained that the highest turnover has been with cleaning staff, catering staff and premises officers – however this has now settled. Jane Brown stated that the strategy of looking after staff and creating a family feel has had an impact on reducing staff turnover. Governors noted the downward trend shown by the figures presented.

## 13. Policy Approval

The following policies that had previously been circulated were agreed:

- EAL policy
- Off-site visits and outdoor learning policy
- Pay policy
- Probation Procedures for Support Staff Employees
- Whistleblowing Policy

## 14. Any Other Business

Councillor Cole asked if there were any pictures of inspirational figures around the college. Jane Brown explained that the strategy of the pictures in the college was to ensure that the staff and the students felt that this was their college and she had ensured that the pictures accurately represented the diverse community that formed the college. Councillor Cole stated that he felt that the college should consider using pictures of people who could inspire the student. Jane Brown asked Councillor Cole to consider who he would recommend and to let her know.

Owen Jones asked if the ski trip and the PGL trip would be happening again as he didn't want his Y7 daughter to miss out. Jane Brown stated that the ski trip was scheduled to take place but not the PGL trip. She informed governors that she was delighted that 2 external companies had fully funded 2 places on this year's ski trip for 2 young people who potentially would never have the opportunity to take part in a trip of this cost. She informed governors that the staff at New College Leicester had also been raising money to fund a place on the next year's trip.

**Meeting closed: 7.30 pm**

**Next meeting: Thursday 5<sup>th</sup> March 2020 – 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	March
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"> <li>• impact of student disciplinary panels with a success rate.</li> <li>• looked after children</li> <li>• students who do not access the full curriculum</li> <li>• spending of pupil premium and the students' exclusion/attendance rates.</li> </ul>	Sue Thistlethwaite	March
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	DOLs to be invited to governor meetings.	Jane Brown	Ongoing
9	The Governors requested a Business Case for the future of Post 16 provision at New College Leicester	Jane Brown/Chirag Patel	Ongoing
10	Mini safeguarding audit to be carried out on external lettings	Wayne Allsopp/Ellen Rudge-Tezcan	Ongoing
11	Wayne Allsopp to update management procedures for lettings re new fire alarm system.	Wayne Allsopp	Ongoing
12	Jane Brown to speak to Sean Atterbury re ventilation in small hall.	Jane Brown	Ongoing
13	Jane Brown to provide a copy of the Parental Engagement overview to Councillor Cole	Jane Brown	New
14	Provide governors with the numbers of students who have been invited vs those who attend the revision sessions to provide a view on uptake	Cerin Wilson	New
15	Amend Scheme of Delegation and reissue	Sue Billington	New