

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

Present

Tony Barradell – Governor
Sue Billington – Governor
Jane Brown – Principal
Ian Chakravorty – Governor
Owen Jones - Governor
Trevor Low – Governor
Deborah Rose – Governor
Ellen Rudge-Tezcan – Governor
Richard Seaman – Governor
Sue Thistlethwaite – Governor

1. In Attendance

Lynn Dawson – Clerk to Governors
Councillor George Cole – guest

2. Apologies

Dipak Patel – Governor
Paul Wilson – Governor

The governors welcomed Councillor George Cole to the meeting. George had been invited as a guest as he has applied to become a Local Authority Governor for the college.

George Cole introduced himself and informed governors that this was his 9th year in council. He noted he has had an interest in New College over the past 4 years because of the serious turnaround it has taken. He had then met Wayne Allsopp at a Community Ward Meeting; spoke about the school and then wrote a report in council on the under achievement of students therefore he is very keen to see how the school can help children who have difficult lives. George Cole quoted that having a “real good school in a difficult area is a god send”. Governors thanked him for his introduction.

3. Governors Safeguarding Training – Honour Based Violence

Ellen Rudge-Tezcan took governors through a 10 minute training session on honour based violence. The governors questioned EII about how much external support the college received and EII replied that once a case is investigated, if it needs to be referred on then the case is passed to the Local Authority Duty and Advice Service and EII follows this up to make sure they have acted appropriately.

4. Election of Chair/Vice Chair

An election for the Chair of Governors was taken and it was unanimously voted that Sue Billington would carry on in the role of Chair for the next term of 4 years.

An election for the Vice Chair of Governors was taken and it was unanimously voted that Sue Thistlethwaite would take on the Vice Chair role for the next term of 4 years.

5. Quality of Teaching

Sheree Barnes, Assistant Principal joined the meeting and presented the Termly Teaching and Learning Report. Targets for the quality of teaching had been set at the beginning of the year at good or better of 90% and outstanding at 20%. 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%.

Sheree Barnes reported that the priorities going forward were to share outstanding practice, to move to outstanding teaching using TRIAD coaching and the camera system called IRIS and ensuring stretch and challenge activities are embedded in classrooms. There would also be teaching strategies put in to place for any students that are falling behind and testing strategies to support students to remember. Revision strategies will be embedded throughout the curriculum, CPD will be focused on stretch and challenge and Directors of Learning will take more control by disseminating teaching expectations within faculties.

Sue Billington questioned the number of teachers compared to the percentages and Sheree replied that the number is based on 70 teachers therefore the requires improvement category relates to approximately 6 staff which are evenly spread across all departments. Sheree reported that it takes a while for new staff to be embedded into the NCL way when they start at the school. George Cole asked what example would put a teacher in the requires improvement bracket and Sheree replied it could be not complying with non-negotiables, not planning lessons, not marking books or not controlling the behaviour management of students.

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

6. Minutes of the last meeting

The Minutes of the meeting held on 3rd October 2019, having been previously circulated, were taken as read, noted and signed as a true record.

7. 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.

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

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.

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 – 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 – Closed.

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 – on agenda.

Item 12 – Mini safeguarding audit to be carried out on external lettings – ongoing

Item 13 – 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.

Item 15 – Add governors' safeguarding training to the training records for safeguarding – closed.

8. 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. 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 and that his wife works for the school as a teacher.

9. Work of the Inclusion Faculty

Karen Simpson entered the meeting and presented a report on the work of the Inclusion Faculty. This was broken down into 5 categories; Whole school Special Educational Needs and Disability (SEND), SEND intervention groups, Behaviour for Learning, English as an Additional Language (EAL) and Looked after Children (LAC).

Karen Simpson reported that there are 148 students on the SEND register. Currently in year 7 the college has the highest number of SEND students at 55 with 3 having an Educational Health Care Plan (EHCP) and 1 student off site awaiting an EHCP. She reported that there are 30% of Year 7 students that have a reading age of below 10 years. The students with a reading age of 8 years or below go into small intervention groups. Ian Chakravorty asked how accurate the reading ages of students are when coming from Primary school and Karen Simpson replied they had screened the Year 7s and noted a difference in actual to reported reading ages. The governors questioned what could be done about this and Karen replied that this issue had been raised with the LA 2 years ago as the differentiation is huge but nothing can be done. Karen Simpson and Jaye Amani (Transition Manager) have been visiting Primary Schools to talk to them. Screening is also being done on students that may be at risk of dyslexia, where Lynne Cornelia (Literacy intervention) goes out to primary schools to test them before they join the school where possible.

Sue Thistlethwaite commended Karen Simpson on her work of bringing the team on and recognised that the whole team should be recognised.

Karen Simpson then went on to talk about SEND Interventions, EAL and Behaviour. She noted that the behaviour policy had been changed to reflect the Short Stay Reflection Room and the impact had been shown by students' negative behaviour being reduced.

10. Walkthrough Feedback

Following on from the Inclusion report, Sue Thistlethwaite presented her feedback on her walk through on 25th October 2019. She reported that student's behaviour was really pleasing especially as it was a wet day and students were on a wet break/lunch. She noted there had

been no jostling in corridors at changeover and there had been lots of staff on duty. Overall there had been no unpleasant or poor behaviour and adults were treated with respect. She noted that some small improvements in litter awareness would ensure continued improvement.

Sue Thistlethwaite then reported on her Inclusion visit where she had gone through a full report about the wide work that Inclusion undertakes with Karen Simpson. Sue updated the governors and governors thanked Karen Simpson and Sue Thistlethwaite for their reports.

Karen Simpson left the meeting

11. Student Behaviour and Attendance

Ellen Rudge-Tezcan reported on exclusions for half term 1 2019/20 and noted there had been 7 days lost with 3 fixed term exclusions by 3 students. She then noted that the current attendance figure was tracking at 95.8% with Pupil Premium students tracking at 94.7% and SEN students tracking at 93.9%. She noted a concern about this current term as it is one of the longest at 9 weeks. Richard Seaman questioned what strategies the college would be putting in to place to keep attendance up and Jane Brown replied that at week 5 of half term 1, the College were introducing a 100% attendance where students started from afresh and if they stayed at 100% for the last 4 weeks of term they would be put into a prize draw to win a prize. The talent show was also being moved to the last day of term which would encourage students to attend.

12. Health and Safety

Jane Brown presented the Health and Safety report and noted that all Health and Safety Policies were now in place apart from the Invacuation Policy which was currently being worked on. She noted that all Fire Marshall training had taken place as well as the evacuation chair training and all fire drills had been carried out. Jane Brown reported that the college was due a Health and Safety audit in November.

13. Personnel Report

Jane Brown presented the termly personnel report and noted that 6 staff had left in the summer but no-one had completed a staff exit questionnaire. She also noted that 1 NQT teacher had left after returning to the college after the summer holidays. She stated that he had resigned due to him deciding he would prefer to teach younger pupils and this was causing him anxiety. In line with the Staff Health and Wellbeing Policy, leadership were continually reviewing workloads. The staff benefits were then discussed and Jane Brown invited governors in to the college to participate in the benefits. She also noted that staff had been having their hair washed and blow-dried by Post 16 students for them to be able to practice their practical skills.

14. College Finance

Sue Billington noted that this was Tony Barradell's last governor meeting and presented him with a gift, thanking him for his exceptional support to the college.

Finance Summary

Tony Barradell reported on the finance summary and noted that not a lot had changed since the last meeting apart from a slight difference in income and expenditure.

Pay Committee

Tony Barradell then reported that a Pay Committee meeting had taken place on the 28th October where the committee had been taken through the pay award recommendations and the panel of governors had fully scrutinised all of the evidence thoroughly. A recommendation to agree all pay reviews was put to governors and it was unanimously voted to agree to all the pay reviews recommended.

Standards for Financial Administration Policy

Tony Barradell then reported on the Standards for Financial Administration Policy which had been amended. This had been because there had been a bigger than normal spend by the college in April and by the old standards these should have gone through a different procedure. The Trust Board had now put together new financial rules where it was agreed that if there was a big spend to be had this would be put out to tender. Also anything above £10,000 now needed three quotes which the finance governor looks at and then signs off before the order can be put through. Trevor Low asked if the finance department was audited and Jane Brown replied that the LA check all procedures.

The governors agreed the Standards for Financial Administration Policy.

SEND Spend 2018/19 – 2019/20

Jane Brown presented the SEND spend for 2018/19. She reported that the allocated SEN Budget had been £399,213 and £491,330 had been spent.

Jane Brown presented the SEND forecasted spend for 2019/20. She reported that the allocated SEN Budget is £399,977 and the college were forecast to spend £448,933.

Pupil Premium Spend

Jane Brown presented the pupil premium spend for 2018 and 2019. The total allocated budget for 2018/19 had been £437,580 and £648,516 had been spent. The vast majority of money had been allocated to staffing as the college always over staff on teachers to keep a good quality of teaching. This also meant that teachers could provide additional intervention due to there being more staff.

Sue Billington noted that while the template did not show the impact of the pupil premium spend, it was evidence based which is good. Jane Brown stated that the college use the Education Endowment Foundation toolkit which identifies the tools that are known to have impact. George Cole asked how to interpret 50-55% of students that received pupil premium and Jane Brown answered that it is based on the students that have currently or have had free school meals in the last 6 years, students that have had family poverty or service families.

Jane Brown reported that the allocated budget for pupil premium spend for 2019/20 is £440,985 with a forecasted spend being £643,516.

15. Estate Strategy

Jane Brown presented the estate strategy which was to inform governors of the college's plans in relation to managing the built environment as part of the Estate Management Strategy. She explained that they had used the conditions survey and up to date quotes to get the figures for the report. Jane Brown and Sue Billington had had a meeting with Sean Atterbury who had given clarity on what the LA will pay for in relation to building works and that the LA will be working in partnership with the college to find funding schemes to source money for repairs etc.

Jane Brown reported that there were some big expenditures coming up for IT due to the BSF 5 year contract finishing on equipment. Jane Brown reported that an investment plan is currently being worked on for the estates management and at the January meeting a capital investment plan would be presented of what expenditure should be over the next 5-10 years.

16. Policy Approval

Jane Brown reported that the BTEC policies had been given to Sue Billington for agreement.

The following policies that had previously been circulated were agreed:

- Disciplinary Procedure

- Provider Access Policy
- Special Educational Needs Policy and Information Report
- Trans* and Gender Questioning Policy

17. Any Other Business

No other business

The governors thanked Tony Barradell for all his support to the college.

Meeting closed: 7.30 pm

Next meeting: Thursday 30th January 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"> • 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	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