

# Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 3<sup>rd</sup> May 2018 at 5.00 pm.

## Present

Tony Barradell – Governor  
Sue Billington - Governor  
Jane Brown – Principal  
Ian Chakravorty – Governor  
Trevor Low – Governor  
Deborah Rose – Governor  
Sue Thistlethwaite – Governor  
Ellen Rudge-Tezcan – Governor  
Paul Wilson – Governor

## In Attendance

Rose Angus – Associate Principal  
Lynn Dawson – Clerk to Governors  
Sarah Grieves – Guest

Introductions were made and Sarah Grieves introduced herself. Sarah is a qualified probation officer whose children have attended New College Leicester and also now has a grandson attending the college. Sarah is interested in becoming a governor at New College Leicester.

## 1. Apologies

Dipak Patel – Governor

## 2. Minutes of the last meeting

The Minutes of the meeting held on 8<sup>th</sup> March 2018, having been previously circulated, were taken as read, noted and signed as a true record.

## 3. Matters Arising from the Minutes

**Item 1** – Student Disciplinary Panels – one disciplinary committee meeting was held today and there is another one tomorrow, both for permanent exclusions – ongoing.

**Item 2** – Governors to explore sponsorship opportunities – ongoing.

**Item 3** – Governors' termly seminar – Sue Billington reported that the termly seminars are being replaced with email information – Sue will still circulate the emails - ongoing.

**Item 4** – Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning - June.

**Item 5** – Ellen Rudge-Tezcan to present Safeguarding Report – On agenda.

**Item 6** – Jane Brown to complete a high level spend plan for the college – ongoing.

**Item 7** – Sue Thistlethwaite to look at, and report back on impact of student disciplinary panels with a success rate. June.

**Item 8** – Governors to ensure keeping children safe protocol is being adhered to – June.

**Item 9** – Sue Thistlethwaite to report on looked after children – June.

**Item 10** – 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 – ongoing.

**Item 11** - High Level Teaching Action Plan to be presented to governors – On agenda.

**Item 12** – Jane Brown to let governors have an overall comparison of group figures to the other City schools – ongoing.

**Item 13** – Teaching typicality to be presented to governors – On agenda - Closed.

**Item 14** – Sue Thistlethwaite to report back on students who do not access the full curriculum – June.

**Item 15** – Directors of Learning to be invited to governors meetings – All Directors of Learning have been scheduled into meetings.

**Item 16** – Post 16 Business Plan to be presented to Governors – June.

**Item 17** – Sue Thistlethwaite to report on spending of pupil premium and the students' exclusion/attendance rates – ongoing.

Rose Angus gave an update on the major incident review discussed in the November meeting. Rose Angus reported that Ellen Rudge-Tezcan had discussed the issues with the police and the course of action if reoccurrence happens is to call 999 and quote “there is a potentially life-threatening incident happening on site at this moment and we need immediate assistance”. This message is to be passed on to any staff that may make the telephone call. Rose Angus reported that all identified staff and Premises Officers have been freshly trained in positive handling and Main Reception now has an emergency button to lock both external doors. The two red panic alarm buttons in Main Reception and Student Engagement Office have been tested and work.

Rose Angus had received a quote to put a security gate on the staff car park but this would cost in the region of £10,000.

Governors thanked Rose Angus for the update.

#### **4. Declaration of Interest**

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.

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

##### Safeguarding

Ellen Rudge-Tezcan presented the termly safeguarding report. She reported that 51 child protection cases had been referred to the DSL and DSM during the Spring Term. 27 of these cases were referred to the Duty and Assessment Team in the LA and 24 had been dealt with through the College's pastoral team. Ellen Rudge-Tezcan noted that the school nurse had been an incredible support to the College and there is now an emotional, health and wellbeing strategy on site to support students and staff. She reported that due to the increased number

of cases, 2 members of staff (Jaye Amani and Miles Pereira) had received training and were now also designated members of staff for safeguarding. There are currently 29 open child protection cases in total, either on a child protection plan or a children in need plan with 11 children in public care. Safeguarding review meetings are held 3 weekly.

Jane Brown explained that due to Education Psychology support being limited, the College were buying in external support for the next year for one day per week which will cost £10,000 for 39 weeks. Governors asked for the amount of spend/additional support that the College were spending on safeguarding. Jane Brown replied that the SEN budget had been £300,000 but the College had spent over £500,000.

### Behaviour

Ellen Rudge-Tezcan reported that there had been 32 fixed term exclusions in half term 4 mostly for persistent disruptive behaviour.

### Attendance

Ellen Rudge-Tezcan noted there had been a change to the governors' report. She reported that the whole college attendance was 93.9% and the key focus was on pupil premium attendance which was tracking at 93.3% and SEN tracking at 90.1%. There has been a total of 70 penalty notices issued to parents, 53 of which were pupil premium students and 11 of which were SEN students. There had been a number of strategies to raise attendance including meetings with student voice panel, school attendance panels taking priority, priority on first day calling, Assistant Heads of Years making home visits and focused tutoring sessions.

## **6. Student Progress Against Targets**

### Overview of Year 11 Progress

Rose Angus introduced Cerin Wilson, Assistant Principal who presented the overview of Year 11 progress. Cerin explained that in many subject areas tracking data is affected by the uncertainty over the grade boundaries for the new 9-1 GCSE. The current cohort of 162 were significantly below national when they joined the college with 30% of student with no KS2 data and their progress would be demonstrated separately. Total average for attainment 8 of 162 cohort is tracking at 35.42 and progress 8 tracking at -0.659 with basic measures 9-4 at 35.8% and basic measures 9-5 at 14.2%.

Cerin Wilson explained that the college need more teaching staff to volunteer to become GCSE markers as this would benefit all departments. There are currently 2 markers in the school and this would need to be marketed as it is a time commitment. Cerin explained that there is a significant amount of intervention happening for Year 11s with teachers running 8 am sessions.

A question was raised regarding parental involvement and support and Ellen Rudge-Tezcan noted that there had been two sessions to parents on how to help their child. Jane Brown noted that now the school had received a good Ofsted grading there is a Media Officer in place for September who will market the school.

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

Trevor Low also left the meeting.

### Teaching, Learning and Assessment

Rose Angus presented the quality of teaching overview and noted that they are now tracking at 15% outstanding teachers, 87% good or better, 12% requires improvement and only 1% inadequate. Staff were being developed constantly by internal and external training, coaching and mentoring. Rose Angus noted there is better teaching across the school but this now

needs to impact better on progress. Priorities going forward will be training on teaching strategies, testing strategies, revision strategies, focusing on interleaving, developing subject knowledge and reviewing learning and reading, writing and maths. It was noted that revision strategies should be extended to parents.

Rose Angus then spoke about Post 16. In year 2018/19 Hairdressing and Health and Social will be the only subjects running with 15 students taking Hairdressing and 14 students taking Health and Social.

Rose Angus explained the percentages of students opting to take EBacc which at the moment consists of Year 11 – 37%, Year 10 – 21%, Year 9 – 9%, Year 8 – 83% and Year 7 - 74% but this will depend on options taken. These options are chosen in Year 8 and followed from Year 9 onwards.

## **7. Governor Feedback**

### BSF/Buildings Feedback

Sue Billington reported she had met with Phil Coyne, Director for Builds at the LA and discussed the 2 high agenda items of fire alarms and the heating. The LA are putting forward a business case to prioritise work across the schools and to draw money down. There will be a schedule of work drawn up for the retained estate in the summer holidays and the College had signed the BESS contract for the silver package. Sue Billington noted that the LA had promised for the heating to be fixed in the summer. There are also 29 snagging issues still outstanding which will be closed off in the summer.

Sue Billington tabled the Health and Safety report and noted there were 4 departmental H&S audits being conducted by LCC in May. It was recommended in the report that the College continue with termly SLT H&S tours that are recorded and any subsequent observations and recommendations made to the Governing Body. This was agreed by governors.

### Ofsted complaint and action being undertaken

Sue Thistlethwaite noted that a parent had made a complaint to Ofsted regarding their child: a parental request for support and about a child being left unsupervised in reception. After investigation, Sue Thistlethwaite reported that the college had done all it could to support the child. She explained that this was a complex situation with external services including CAMHs being involved. Sue Thistlethwaite to write a brief anonymised report for governors.

## **8. Report from Trust Board**

Sue Billington reported that the Trust Board had been delighted with the change of progress 8 figure to -0.13 which meant that New College Leicester was no longer a coasting school.

Governors thanked Paul Tinsley, LA Officer for all his support in helping disapply a number of students from the figures.

## **9. College Finance**

Tony Barradell reported that the budget for 2017/18 was now closed and the carryover figure had been confirmed. He explained that the estimated Pupil Premium income for 2018/19 would be £448,000 which is less than last year. A proposed budget for 2018/19 was tabled and this was agreed by governors.

## **10. Staffing Matters Update**

Jane Brown updated the governors on staffing matters. She explained that adverts had been put out for Head of MFL and Director of Learning for Expressive Arts as Jez Burman was stepping down for his last year with the college to the post of Head of Art. She noted that the resignation date for summer was 31<sup>st</sup> May 2018 and there had been 4 resignations so far.

## 11. Policy Approval

The following policies were agreed by governors:

- Relationships and Sex Education
- Volunteer
- Equalities and Cohesion
- Behaviour
- Grievance
- Admissions
- Careers, Education, Information Advice and Guidance (CEIAG)
- Lettings
- Attendance
- Child Protection and Safeguarding
- Induction of Newly Qualified Teachers

## 12. Any Other Business

- Jane Brown tabled a paper on reducing NEETS (Young People not in Education, Employment or Training) and explained that the New College Leicester figure was below national. A target was being given to the Careers Manager to reduce the figures.
- Jane Brown tabled a paper on Raising Aspirations of PP students which explained the intervention that had been put in i.e. trips, visits and shows for these students and the impact that this intervention has had.
- Sue Billington suggested that due to the new Universal Credit funding a ring-fence of money should be kept spare for the students that may be affected by this new law.
- Jane Brown explained that the college had been assessed by IQM and it had been awarded a Centre of Excellence for the second year. If the college are awarded this again next year it can apply to become a flagship school.
- Jane Brown reported that the new Privacy Notice was on the website and had been sent to all parents to comply with GDPR.
- Jane Brown circulated the college poster on staff health and wellbeing. Lynn Dawson to email to all governors.
- Jane Brown noted that the college would be having a Pupil Premium review in the week commencing 18<sup>th</sup> June.

**Meeting closed: 7.30 pm**

**Next meeting: Thursday 21<sup>st</sup> June 2018 – 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 Billington to circulate email from the termly seminar to all governors.	Sue Billington	Ongoing
4	Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning.	Sue Thistlethwaite/Jane Brown	June
5	Ellen Rudge-Tezcan to present Safeguarding Report.	Ellen Rudge-Tezcan	Termly
6	Jane Brown to complete a high level spend plan for the college.	Jane Brown	Ongoing
7	Sue Thistlethwaite to look at, and report back on impact of student disciplinary panels with a success rate.	Sue Thistlethwaite	June
8	Governors to ensure keeping children safe protocol is being adhered to	Sue Billington	June
9	Sue Thistlethwaite to report on looked after children.	Sue Thistlethwaite	June
10	A 10 minute Child Protection slot on each GB agenda in terms of briefing in accordance with the current procedure.	Ellen Rudge-Tezcan	Ongoing
11	High Level Teaching Action Plan to be presented to governors.	Rose Angus	Ongoing
12	Exclusions: The governors requested an overall comparison of group figures to the other City schools.	Jane Brown	Ongoing
13	Sue Thistlethwaite to report back on students who do not access the full curriculum.	Sue Thistlethwaite	June
14	DOLs to be invited to governor meetings.	Jane Brown	Scheduled
15	Sue Thistlethwaite to report on spending of pupil premium and the students' exclusion/attendance rates.	Sue Thistlethwaite	June
16	GDPR update on next agenda	Jane Brown	Ongoing
17	Sue Thistlethwaite to write a brief anonymized report for governors regarding the Ofsted Complaint	Sue Thistlethwaite	September
18	A plan for parental engagement to be presented to governors in the New Year for 2018/19	Jane Brown/Fiona Rogers	January 2019