

## **Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 5<sup>th</sup> May 2016 at 5.00 pm.**

### **Present**

Tony Barradell - Governor  
Sue Billington - Governor  
Jane Brown – Principal  
David Guilford – Governor  
Trevor Low – Governor  
Ellen Rudge-Tezcan – Governor

### **Apologies**

Ian Chakravorty – Governor  
Dipak Patel – Governor  
Deborah Rose – Governor  
Sue Thistlethwaite - Governor  
Paul Wilson – Governor

### **In Attendance**

Rose Angus – Associate Principal  
Lynn Dawson – Clerk to Governors

### **2. Minutes of the last meeting**

The Minutes of the meeting held on 10<sup>th</sup> March 2016, having been previously circulated, were taken as read, noted and signed as a true record.

### **3. Matters Arising from the Minutes**

**Item 1** – Next meeting of Student Disciplinary Panel – ongoing. Thanks to governors for offering to sit on this panel.

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

**Item 3** – Governors' termly seminar – This seminar is now not termly but one had been held and Sue Billington and Deborah Rose had attended and it consisted of an update on the LA direction. Deferred.

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

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

**Item 6** – Jane Brown to complete a high level spend plan for the college. There is a meeting at the LA on 19<sup>th</sup> May - Ongoing

**Item 7** – Sue Thistlethwaite to look at, and report back on impact of student disciplinary panels with a success rate – to be reported next term - ongoing.

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

**Item 9** – Sue Thistlethwaite to report on looked after children – deferred until June meeting - ongoing.

**Item 10** – To dedicate a 10 minute slot on each GB agenda in terms of briefing governors on Child Protection in accordance with the current procedure – On agenda item 5 – ongoing.

**Item 11** – High Level Teaching Plan to be presented to governors – This will be presented at the post exam meeting – a high level implementation plan/SEF will be brought to the next meeting which will include a typicality map.

#### **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. David Guilford declared that he was a governor for West Gate School. Sue Thistlethwaite declared that she was an education consultant.

#### **5. Safeguarding Training**

ERU presented a 10 minute training slot to governors on Child Sexual Exploitation. She explained there is a lot of accountability on the school. The Termly College Newsletter signposts the website and there are links there to Child Protection sites for parents. There is also targeted work being done with contracted taxi drivers who are having CSE training via the Local Authority. ERU explained that Sue Thistlethwaite comes into the College once every half term to observe safeguarding meetings. A full audit of Child Protection has also been undertaken by Sue Thistlethwaite.

#### **6. Student Progress against Targets**

RAN explained she was reporting on the Y11 spring term and the College will expect acceleration of progress and results between Easter and Summer. She noted that the bulk of students sit in the middle attainers bracket with a high proportion of low attainers. The College had received the results for Spring Term 2 and the progress figure had increased to -0.36. RAN explained that the results of Hairdressing and Health and Social Care had impacted on the figure as BTEC had become more stringent in expectations. For Hairdressing there is one course chosen which is Level 2 (C+) and a number of students had not passed initially due to there being a new exam board. They will have an opportunity to resit. RAN noted that other schools/colleges in the city are also concerned about Hairdressing results. She also explained that Health and Social Care is in a similar position whereas 5/6 students passed Level 1 but needed to pass L2.

RAN explained that basic is now sitting at 39% due the grade boundaries of Maths which have significantly changed. The College are expecting to see a jump in Maths as there are significant interventions being put in place with a current prediction of 44%. RAN noted this figure is over cautious due the national changes in boundaries.

RAN stated that EBacc figures had moved up in the right direction and intervention work is being carried out in Geography and MFL. Science Core is currently sitting at 49% and Additional Science at 35%. History is doing well and Computer Science should go up. DT, Resistant Materials and Art are a concern but Performing Arts is in a better position. Music is not secure and Business Studies has improved. RAN noted that the College had banked English Language results at 57% and English Literature results at 56%. RAN explained there is still lots of work to be done.

SBI asked that there be a systematic accountability model set up for all subjects where evidence is needed based on projections of where the College is. Also that resources and

skills are set in place to hold people accountable. JBR explained that termly accountability meetings are taking pace and the new data system now flags errors therefore she has more confidence with accuracy. JBR explained that she is not confident with national figures but confident with the College's own figures. She explained that over the past 2 years the government have changed the GCSE curriculum and KS3 curriculum therefore has also changed. Appraisals also now have results built into them which affects salaries. There is also currently one hour every Monday, built in, for curriculum planning time for staff.

A discussion then took place around overview of student progress.

RAN noted that results had risen in A\*-A% in English Language, History, Media Studies, Business Studies and Science Core.

## **7. Quality of Teaching** – Item to be deferred to next meeting.

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

### Safeguarding Report

ERU presented the safeguarding report and explained that all long standing regular volunteers will now be fully DBS checked. She reported that there are no members of staff with safeguarding issues. There are 41 Child Protection cases that have been referred which is a tribute to the staff and 18 cases referred to DAS. Currently there are 14 open CP cases. ERU reported that a high number of meetings were attended by DSM and DSL last term and the college were currently still mopping up CP training. She noted that by the end of half term all staff will be trained.

ERU explained that Sue Thistlethwaite had been into the College and carried out a safeguarding audit. There is now also a safeguarding notice board in the College staff room with all CP training handouts for staff and important telephone numbers on there i.e. LADO telephone number to report any concerns about the Principal.

ERU explained that there are a high number of cases referred as staff are confident in putting them forward because of the College's open culture.

Sue Billington noted the effort from the Safeguarding Team had been exceptional.

ERU explained that 18 cases had been referred to the LA Social Services Department with 14 cases being resolved in College and Early Help teams being brought in by the LA. There are 3 weekly safeguarding meetings with all cases reviewed and Sue Thistlethwaite joins this meeting half termly. All electronic records are now placed on a tracker and every student on file has an individual chronological form.

### Attendance

ERU presented attendance noting that the college was now tracking at 94.1%. Persistent Absentees are sitting at 14.5% but Year 10 attendance overall is causing a concern. ERU noted there is a strategy meeting called for Year 10 as there are a small number of students with very low attendance which affects the whole year.

ERU explained the College had received an additional resource of another Education Welfare Officer which has had an impact on attendance. ERU noted that the PA figure is higher than national therefore there is now a particular focus on PAs and Year 10.

### Exclusions

ERU explained there had been a reduction in exclusion figures from 61 to 24 due to the

number of homework detentions reducing followed by 1 day FTE if the student absconds the detention. She explained that one student had been excluded for 10 days due to a racist incident.

The governors congratulated the College on attendance figures and passed their thanks to all staff.

## **9. Feedback from governors**

### Literacy Intervention

Jane Brown tabled the report on Literacy Intervention Impact Feedback and explained that 118 students had taken part in interventions. She explained that KS3 students had been taken out of MFL and taught literacy to improve their literacy levels. The resources needed had come from the SEN budget. In total 75% or 89 students out of the 118 had improved their reading age. Governors passed on thanks to the Intervention Team for their hard work.

There was a discussion around the low literacy levels in some pupils arriving from Primary Schools.

### ACTION

Sue Billington to flag up to the LA about the number of students coming into the College with low level literacy.

### Uniform and Health and Safety Report

Deferred to the next meeting.

### Feedback from Education Strategic Partnership Event

Deferred to the next meeting.

## **10. Feedback from Trust Board**

Sue Billington reported that there had been a Trust Board meeting on Thursday 21<sup>st</sup> April 2016 and the main focus had been the College's vision and strategic direction. The outcome of some additional work would then be passed to the governors with a direction for the next 5 years and hopefully will be on the agenda at the next meeting.

## **11. College Finance**

Tony Barradell tabled the budget for 2016/17 for agreement by the governors. He explained that there had been an increase in income which related to the higher student numbers but obviously this would involve more spending. There had also been withdrawals of the Summer School grants and other grants.

TBA explained that the staffing costs were unknown and recruitment costs were extremely high. JBR reported that this was because each TES advert cost approximately £2,500 each therefore approximately £60,000 had been spent on recruitment. There had also been an increase in National Insurance and a 1% salary increase.

SBI noted her concern regarding the extortionate cost of advertising. There was then a discussion around recruitment advertising.

### ACTION

JBR to look at alternative recruitment possibilities to reduce advertising costs.

The 2016-17 budget was agreed by governors.

SBI noted that due to good financial management she was assured that the College was in a sound position.

## 12. Staffing Matters

Jane Brown reported that the college had received a number of resignations with staff going out on interviews but there were no concerns. The College had recruited a number of teachers and explained that the resignation date was 31<sup>st</sup> May.

## 13. Policies

The following 4 policies were agreed with minor amendments from SBI:

- Physical Restraint Policy
- Lettings Policy
- Relationships and Sex Education Policy
- Safer Recruitment Policy

The following 4 policies were tabled for approval at the next meeting:

- Volunteer Policy
- Induction of Newly Qualified Teachers Policy
- Careers Education, Information, Advice and Guidance Policy
- Equalities and Cohesion Policy

## 14. Any other business

- Lynn Dawson explained how to access the Governors E-Learning internet site which has useful training/articles for governors.

### ACTION

LDA to send GEL online link to TBA.

- Jane Brown spoke about the Annual Performance Dialogue and noted that she had received an additional 3 days support from the LA. The School Improvement Advisor, Richard Hartley had also been in to discuss targets. This would be brought to the next meeting with the College's SEF and Improvement Plan.
- Jane Brown explained that as a result of the Safeguarding Review carried out by STH, students being off site at lunchtime were prone to more safeguarding issues i.e. being approached by strangers. JBR explained that New College Leicester is the only open site in the City. SLT had spoken to Middle Leaders and they were recommending that the College became a closed site at lunchtimes. Karen Simpson (SENCo) had visited other schools and there may be additional staffing costs for lunchtime supervision. JBR also noted that afternoon attendance would also improve.

A discussion took place regarding the closed site and SBI asked for KSI's report from her visit to other schools be circulated and that the governors should consider this proposal and email her with any concerns.

**Meeting closed: 7.40 pm**  
**Next meeting: Thursday 23<sup>rd</sup> June 2016 – 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 the invite to 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	Termly (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	Termly
8	Governors to ensure keeping children safe protocol is being adhered to	Sue Billington	Ongoing
9	Sue Thistlethwaite to report on looked after children.	Sue Thistlethwaite	Termly (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	June
12	Closed site proposals – decision recorded	Sue Billington	June