

Minutes of a Meeting of New College Leicester Governing Body held at the College on Wednesday 5th November 2014 at 5.00 pm.

Present

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

In Attendance

Rose Angus – Associate Principal
Steve Shipman – Assistant Principal, New College Leicester
Jill Walton – Assistant Principal, New College Leicester
Lynn Dawson – Clerk to the Governors

Sue Billington informed the Governors that agenda items 5 and 6 would be swapped.

1. Apologies for Absence

Ian Chakravorty – Governor
Dipak Patel – Governor
Jenny Wilson – Governor

2. Minutes of the last meeting

The Minutes of the meeting held on Wednesday 24th September 2014, having been previously circulated, were taken as read, noted and signed as a true record.

3. Matters Arising from the Minutes

Item 1 – Governors to offer dates to sit on Student Disciplinary Panels Panel – ongoing.

Item 2 – Governors to explore sponsorship opportunities – ongoing.

Item 3 – Governors’ termly seminar – Sue Billington has forwarded an email to all governors with the next date for the termly seminar.

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

Item 5 – Jane Brown to complete a high level spend plan for the college – Ongoing – Chris Gowans still compiling a building conditions survey.

Item 6 – Sue Thistlethwaite to look at, and report back on impact of student disciplinary panels with a success rate – on today’s agenda.

Item 7 - Governors to devise a business plan for the new build catering facilities – on today’s agenda.

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 he was a governor for Westgate.

5. Student progress against targets

Steve Shipman presented the progress against targets starting with the current headline figures from Autumn Term 1 and noted that Year 11 were tracking at 37.8%. He recognised that this was better than previous years as the college had been on 20% at the same time of year and although 37.8% was not validated the college was definitely in a better position.

It was noted that Maths shows a big jump from KS3 progress to KS4 progress.

Sue Thistlethwaite asked when the data would be verified and Steve Shipman replied that mock exams are December for Year 11 and June for Year 10.

Rose Angus explained to governors that the college is looking at cross-moderation across other schools.

Steve Shipman reviewed the subject residuals with governors which showed how students were doing in one subject compared to their other subjects. The students on a borderline C would be picked up at RAP (Raising Achievement Panel) meetings and the Heads of Faculty would then look at the bottom 4-5 achievers and pick them up for further intervention. Student results now ties in with the teachers' performance management procedure.

Rose Angus noted that it was important to recognise the work that Steve Shipman was putting in in order for the college to be prepared for the national changes which were coming up shortly.

Steve Shipman explained that parents will be made aware of the child's progress by receiving a personalised graph showing progress with 3 individualised targets given to their child. This was hoping to be trialled in Summer Term 1.

At the next governors meeting, Kate Richardson will be invited to present the revised report views.

The governors thanked Steve Shipman for his presentation.

Jill Walton presented the Teaching and Learning policy and explained that the college need to make sure that teaching is moving forward so that the students can achieve what they are capable of. Jill Walton informed the governors that she had completed an analysis through using lesson observations and this had shown good or better teaching but, she stated that the college is aiming for outstanding teaching.

Jill Walton explained that all teachers are currently appraised against the 2012 Teachers Standards in conjunction with the Ofsted criteria therefore there was a revised QA procedure to ensure that observations were being measured against these standards. A lesson observation template had been created and the Senior Leadership Team or Heads of Faculty were observing according to this. Each member of staff had been validated to observe by completing a coached observation with Sue Thomas, current Ofsted Inspector.

Jill Walton then explained that if students were not making outstanding progress the college needed to identify why. Jill Walton then tabled the "Teaching Expectations" booklet and

noted that the college was now coming to the end of the round one of lesson observations. These fitted into the teachers' appraisals which then fits into a CPD programme which the teaching staff attending in their disaggregated training time. This CPD was fitted to the individual needs and helped staff to improve on their identified weaker areas of practice.

Paul Wilson explained that he had visited Jill Walton when this process was beginning and it had all been brought together well. He explained that the college collected their evidence over a period of time and this then identifies elements of strength and areas of improvement for each individual member of staff.

Jill Walton explained that there are a number of staff meeting or exceeding the teachers standards. This is based on 77 observations.

Jill Walton explained to the governors that staff have received the new system really well especially the CPD calendar. She also stated that this now gives the leadership of the college a more accurate picture of teaching at the college.

The governors thanked Jill Walton for her presentation.

6. Student Behaviour, Attendance and Safeguarding

Ellen Rudge-Tezcan explained that attendance was currently tracking at 93%. Year 7 are tracking at 94.9% which is an improvement from last term as the students that did not arrive have now been taken off of roll. Ellen Rudge-Tezcan noted that Year 8 were tracking at 94% as there were a small number of incredibly challenging students in this year. Intervention has been put in place for these students, particularly two of the more challenging students.

Ellen Rudge-Tezcan explained that Year 9 were tracking at 92.6% as one student in particular is bringing the attendance down. Court proceedings are taking place for this students. Year 10 are currently tracking at 92.7% as this is a challenging year group. Ellen Rudge-Tezcan explained that the college is very fortunate to have their allocated Education Welfare Officer along with a Social Services student that conducts home visits.

Ellen Rudge-Tezcan explained that year 11 continue to take priority as some students have 1-1 attendance mentors through De Montfort University who mentor the more vulnerable students.

From a Year 11 cohort of 148 students who have been absent for 23+ sessions were 25 students.

Persistent absentees for each year are:

Year 7	-	2 students	
Year 8	-	4 students	
Year 9	-	6 students	(1 school refuser has triggered a high number of sessions therefore Social Services have become involved with this student).
Year 10	-	8 students	
Year 11	-	5 students	

The number of attendance letters sent out (below 97%) are:

Year 7	-	48 letters
Year 8	-	65 letters

Year 9	-	73 letters
Year 10	-	62 letters
Year 11	-	91 letters

Jane Brown suggested that the number of penalty notices issued should be brought to the next meeting.

Sue Thistlethwaite also suggested that an evaluation of interventions which are effective should take place i.e. letters etc.

Ellen Rudge-Tezcan explained that there had been 7 fixed term exclusions (all male) resulting in 15 days. These were all first time exclusions. The exclusions ranged from persistent disruptive behaviour to a physical attack on a student.

7. Feedback from Governors

BSF

Sue Billington reported back to the governors that due to the BSF works, there have been problems with heating and water at the college and the governors would like to pass on their thanks to all staff and acknowledge that the staff had been working in very challenging circumstances.

Maths Review

Sue Billington had conducted a first interim review with Jane Brown and Michael Anyon, Head of Maths. She noted there had been lots of positive activities taking place and staffing issues had been addressed. The governors now asked what strategies would reinforce improvements and help Maths move forward. Michael Anyon would present this at a future governors meeting.

Student Disciplinary Committee

Sue Thistlethwaite explained that last academic year 3 students had been seen by the Student Disciplinary Committee. One of the students had since moved to a special school, one who had 19 days exclusions, but now seemed to be getting along better and the other had a package that seemed to be working for them therefore there had been success for two of the students. Sue Thistlethwaite expressed her thanks to the staff for the work they put in to supporting students and the committee ensures they hold the school to account and that the monitoring is working. Sue Thistlethwaite also explained that the panel had met a student today who was on 20 days exclusions and has some issues and the outcome will be reported back next term.

Anti-bullying

Sue Thistlethwaite explained there is some interesting work going on with regard to anti-bullying. Week commencing 17th November is anti-bullying week and the school will be reassessed by ABC (Anti-Bullying Charter). Sue Thistlethwaite noted there is brilliant work happening including a steering group, student voice and faculty council. Ellen Rudge-Tezcan was asked to organise feedback for the governors from some of the student council representatives.

Mentoring

Trevor Low explained he had been invited to have a look at the Y11 mentoring programme as a passing governor and noted that this was a superb programme with a good atmosphere and he was very impressed.

Uniform Check

David Guilford reported that he undertook a uniform check and the results had been outstanding. He reported that although it was raining, the students had taken their coats off as soon as they entered the college. The staff were checking for make-up and any other incorrect uniform. David Guilford did explain the college had had a problem with the uniform suppliers in obtaining larger size blazers for male students and Jane Brown stated that the college were now looking for other suppliers.

David Guilford also went on to say that at a recent disciplinary panel, Sue Billington had chaired the meeting superbly.

8. Report from Trust Board

Sue Billington reported that at the October meeting the governors had put forward a proposal for the governing body constitution of 13 but the Trustees noted there has to be 15 members with the foundation governors being the majority. Therefore the governing body will consist of 15 members but at the moment there will be 2 vacancies.

9. College Finance

Tony Barradell explained that there will be an in-depth review of finances at the next meeting. At the moment finances are stable and Jane Brown stated there would a planned spend for the café area which will amount to below £25,000. The café plans were tabled in the governors' packs for them to look at. Jane Brown will liaise with Tony Barradell and Sue Billington on the planned spend.

11. Staffing Matters Update

Jane Brown informed governors that there was no movement with staff.

12. Policy Approval

The following policies were agreed:

- Physical Restraint Policy
- Policy for the Induction of New Qualified Teachers
- Child Protection and Safeguarding Policy
- SEN Policy

There were two policies tabled for approval at the next meeting: Teaching and Learning and the Complaints Policy.

13. Any other business

- Jane Brown tabled the Sport and Physical Activity Annual Review 2013-14 and acknowledged her thanks to all the clubs involved for their hard work. Jane Brown also acknowledged that Hinckley Gymnastics Club had received the National Governing Body Club of the Year Award and congratulations were passed on to Trevor Low.
- Sue Billington noted that there was a staff appeal hearing scheduled for Wednesday 10th December and thanked the governors involved for their time.

Meeting closed 7.10 pm

ITEM	ACTION	OWNER	DEADLINE
1	Governors to offer dates to sit on Student Disciplinary Panels	All	On-going

2	Governors to explore sponsorship opportunities with their contacts	All	On-going
3	Sue Billington to circulate the invite to the termly seminar to all governors.	Sue Billington	On-going
4	Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning.	Sue Thistlethwaite/Jane Brown	Termly
5	Jane Brown to complete a high level spend plan for the college	Jane Brown	On-going
6	Sue Thistlethwaite to look at, and report back on impact of student disciplinary panels with a success rate.	Sue Thistlethwaite	Termly
7	Governors to devise a business plan for the new build catering facilities	Sue Billington	On-going
8	Student council reps to talk to governors re Anti-bullying work	Ell Rudge-Tezcan	Jan meeting