

Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 6th October 2016 at 5.00 pm.

Present

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

Apologies

Dipak Patel – Governor
Sue Thistlethwaite - Governor

In Attendance

Rose Angus – Associate Principal
Lynn Dawson – Clerk to Governors

Sue Billington stated that governors had been shocked and saddened to hear of the passing of David Guilford – Parent Governor. He had been a very proactive member of the board of governors by being the Health and Safety lead, carrying out uniform and detention checks, and sitting on the committee panels. The governors conveyed their condolences to David's family.

2. Minutes of the last meeting

Sue Billington requested roll over action regarding Home Education to be added then the Minutes of the meeting held on 15th September 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.

Item 2 – Governors to explore sponsorship opportunities – ongoing.

Item 3 – Governors' termly seminar – The next seminar to be held on Thursday 13th October at 6.30 pm – ongoing.

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

Item 5 – Ellen Rudge-Tezcan to present Safeguarding Report – To be presented in January - ongoing

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 – On agenda - ongoing.

Item 8 – Governors to ensure keeping children safe protocol is being adhered to – The new protocol of "Keeping Kids Safe" was circulated to governors for them to sign. Paul Wilson stated he would be the point of contact for Prevent as he had now received the training - ongoing.

Item 9 – Sue Thistlethwaite to report on looked after children – On agenda - 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 for November – ongoing.

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

Item 12 – JBR to find out how many students in the City are in Home Education – November meeting.

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. Ian Chakravorty declared he was no longer a Director for GoMad Thinking.

5. Safeguarding

JBR tabled the safeguarding overview and explained that the College had a new designated member of staff, Mrs Fiona Rogers - Head of Year. She noted the safeguarding governor representative is Sue Thistlethwaite. The safeguarding policy is up to date and on the college website and the Staff Code of Conduct had been signed by all staff apart from 2 – 1 on maternity leave and 1 new employee. The Keeping Children Safe Policy had been signed by all staff apart from 2 new employees and the Acceptable Use policy has been circulated and signed by all apart from 1 member of staff on maternity leave. JBR also noted that the Whistleblowing Policy was now in place on the notice board in the College staff room and all staff personnel files were being updated with an employee recruitment and identify verification form.

6. Progress 8

RAN explained that the 2015 formula had initially been used to calculate the results this year. The curriculum had changed and most students had taken 8 GCSEs as a consequence. However she stated that the national formula for Progress 8 had changed and this had affected the least able students the most. She stated that the cohort at the bottom end was large in the college and the difference in the formula affected the bottom end of the students by approximately 10%. Students had to have at least 3 Es and no lower therefore the actual Progress 8 figure had resulted at -0.48. This was above floor target which was -0.5. RAN was pleased to note that the students at the top end had improved.

RAN explained that ECDL had been used with a tiny minority which will be a qualification that can “fill the basket”.

SBI explained she had three areas of concern:

1. A more robust plan needed to be in place with Progress 8
2. Although EBacc was going in the right direction, there is a variance to national therefore what plans would be put in place to reduce the 5 point gap?
3. The gap seems to have widened between FSM and other

RAN replied that this was the first year there had been a gap. Eng/Ma basic had come in at 46% but it was 3 non-core subjects that had let the results down. She noted that some

subjects were stronger at delivering BTEC so they are reverting back to this and also offering some Level 1s.

SBI congratulated the college for the result of 46% for Basics and noted progress was being made.

RAN stated that governor's reviews for the 3 subjects would be organised after half term as she wanted to give them time to put processes in to place.

7. Quality of Teaching

RAN presented her paper on The Quality of Teaching. She explained that she had been working with Trevor Riddiough on how to move and stabilise the quality of teaching at good. With new staff coming in this should be happening by the end of autumn. She explained that she had to refine how to monitor teaching as previously lesson observations were showing as good but this was not being evidenced with the data. This had now been pulled together to show the typicality of teaching and would be used over time.

RAN explained that student progress had been assessed as had marking at all levels. Appraisal targets had been adapted, staff had been offered a range of CPD and directed time had been refocussed on planning. MintClass was now being used in classrooms which tracks data and shows where intervention is needed. SWH was also offering training on teaching exam terminology. Cross-marking was also being used across classes and Heads of Departments were sampling the marking.

RAN explained that she was giving teachers this half term to embed all the systems and the overview would be pulled together at the end of every term.

A discussion took place around the quality of teaching and it was noted the revised teaching policy would be brought to the next meeting.

8. Governor feedback on work with the College

Walkthrough

JBR tabled Sue Thistlethwaite's report from her walkthroughs on 30th September. She reported that they had visited every department and it had been a very positive walk round. There were no students on corridors. JBR reported that the walk round had raised no concerns.

Looked After Children

JBR reported on LAC in the absence of Sue Thistlethwaite. She reported that last year there had been a total of 8 students spread across all years with each student's attendance over 90% and no fixed term exclusions. STH had reviewed provision for these students and each one had their own provision map for intervention. She had also reviewed rewards and consequences and was happy with the level of progress.

Discipline Committee

JBR reported that last year there had been discipline committees held for 4 students: 3 of these being permanent exclusions. 1 student from Year 7 had transferred to Carisbrooke, 2 students from Year 10 were on vocational placements through the LA and there had been no further issues with the 4th student. JBR had become this student's mentor and they had received 5 A-C grades with 270 reward points and only 69 consequences. The student's mum had also now become a volunteer at the college.

SBI thanked STH in her absence for her reports.

9. Report from Trust Board

SBI explained there was nothing to report from the Trust Board.

10. College Finance

TBA reported that finance was fine and there were no major changes from the last meeting.

11. Staffing Matters Update

JBR reported that the college were advertising for 2 vacancies: Second in Maths and ICT Technician.

12. Policy Approval

No policies to approve.

13. Any other business

Westgate Collaboration

SBI reported that a request had been made by the governing body of West Gate School for assistance to deal with a disciplinary issue. The request was for a governor to participate in their hearing on its behalf.

It was agreed that the governing body would enter into a collaboration arrangement with West Gate School to deal with the particular staffing matter as detailed above. Sue Billington would undertake this role on the governing body's behalf.

Cycle Track

JBR reported that papers had now been signed to accept the money from British Cycling to begin work on the Cycle Track. This was scheduled for completion in January 2017. Contracts would be signed 24th October to begin work 31st October. JBR noted that there may be an issue with the north site as there was potential buried asbestos which may derail the timescale. The governors thanked Wayne Allsopp for his work on this. JBR reported that the north car park was now also complete and governors thanked Wayne Allsopp and Chris Gowans for their work.

H&S representative

SBE noted that the governing body did not have a representative for Health and Safety. It was agreed that in the interim as Wayne Allsopp had been working alongside David Guilford on the H&S audit that Wayne would carry on this work and bring his report to governors.

Leicester City Schools

JBR reported that schools in the City are all now over-full. The college had taken 20 students over the 180 cohort in both Year 7 and Year 8. The college had started with 163 students in Year 11 and there had been a collaborative agreement with the LA to take 5% on top of this figure. The pressure on schools to take in Years 7, 8, 9 and 10 is huge. The college are helping the LA by offering up to 6 places for Years 9 and 10 but only for new to city students.

JBR reported that she anticipated up to 9 free schools opening. The LA have modelled the need for 3 further schools. However, in the meantime, this may have an impact on the college especially in DT classes with regard to the limits placed on student numbers by the LA. Governors asked to re-clarify rulings around one area of the curriculum on certain subjects to make sure the college are not breaking any rules on numbers. JBR noted that the new classes in the BSF new build cannot take full size classes.

Meeting closed:

6.45 pm

Next meeting:

Thursday 17th November 2016

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 annual seminar to all governors.	Sue Billington	Next meeting 13/10/16 – 6.30 pm - Ongoing
4	Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning.	Sue Thistlethwaite/Jane Brown	Termly (March)
5	Ellen Rudge-Tezcan to present Safeguarding Report.	Ellen Rudge-Tezcan	Termly (January)
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 (March)
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 (March)
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	JBR to find out how many students in the City are in Home Education	Jane Brown	November