

Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 8th March 2018 at 5.00 pm.

Present

Sue Billington - Governor
Jane Brown – Principal
Deborah Rose – Governor
Ellen Rudge-Tezcan – Governor
Paul Wilson – Governor

In Attendance

Rose Angus – Associate Principal
Lynn Dawson – Clerk to Governors
Rachel Webster – Estates and Building Services – Leicester City Council
Neil Browne – Estates and Building Services – Leicester City Council
Wayne Allsopp – Business Development Manager

1. Apologies

Tony Barradell – Governor
Ian Chakravorty – Governor
Trevor Low – Governor
Dipak Patel – Governor
Sue Thistlethwaite – Governor

2. Estates and Building Services – Built Environment Services for Schools

Wayne Allsopp introduced Rachel Webster and Neil Graham from the Estates and Building Services Department at the Leicester City Council who had been invited to the meeting to present governors with the BESS subscription services available.

Rachel explained there is a gold, silver and bronze package being offered. She explained the following:

- The gold package would provide a comprehensive service and the college would initially be assessed on a needs basis and be provided with a detailed proposal for maintenance. The gold package would cost £19,446.25. With the gold package the LA would carry all of the risks and if anything were to go wrong the onus lies with the LA.
- The silver package would be for the college if they just wished to utilise EBS to advise on compliance matters. The silver package would cost £15,557.00.
- The bronze package is the basic package if the college wished to make their own maintenance and compliance arrangements. EBS would be for 'emergency only' option for crisis support. This option would cost £11,667.75.

Rachel Webster explained that a 25 year plan could be put in place for an initial cost of £2,500. Prices were a standard fee for EBS with gold carrying a charge of a 12% admin fee and silver/bronze carrying a charge of a 20% admin fee. Rachel explained that the LA used only local contractors who charge the cheapest possible prices and all services carried a 2 hours response time.

Rachel Webster noted that there are already 28 schools signed up with the gold package. There is also a my map application where you log on to access the helpdesk which actions immediately.

The governors queried the current commitment from the LA whereas the heating, roofs, windows and fire alarms were currently under repair. Rachel assured the governors that all current capital projects on the retained estates were still being dealt with by the LA and that commitment will stand and all works promised will be honoured.

A discussion took place and Rachel Webster explained that a decision from the college would be needed by 1st April. The governors explained that Tony Barradell would be looking at the options and costs etc. and a decision would be given to the Estates and Building Team in due course.

The governors thanked Rachel Webster and Neil Graham for their presentation and they left the meeting with Wayne Allsopp.

3. Minutes of the last meeting

The Minutes of the meeting held on 18th January 2018, having been previously circulated, were taken as read, noted and signed as a true record.

4. Matters Arising from the Minutes

Item 1 – Student Disciplinary Panels - ongoing.

Item 2 – Governors to explore sponsorship opportunities – ongoing.

Item 3 – Governors' termly seminar – Feedback on agenda – ongoing.

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

Item 5 – Ellen Rudge-Tezcan to present Safeguarding Report – May.

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. Termly.

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

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

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 – Scheduled for next meeting.

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 – Scheduled for next meeting.

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

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 – Scheduled for May meeting under curriculum - closed.

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

5. 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 had been appointed the new Principal of Wyggeston and Queen Elizabeth I College which had merged with Regent College.

6. Student Behaviour, Attendance and Safeguarding

Attendance

Ellen Rudge-Tezcan presented the attendance figures and noted that whole school attendance is currently tracking at 93.5%. Persistent absentees was tracking at 17% but this figure will drop considerably as the year progresses.

Ellen Rudge-Tezcan explained that the strategies for attendance were being reviewed. The processes would be stripped back and new strategies put in place to try and improve attendance for the whole college. This would include from Monday first day calling before sending absence texts.

Paul Wilson suggested sending out a letter to parents to make it explicit to them that if they did not reply to absence calls, the students would be reported to safeguarding as a missing child. Jane Brown noted that the parents had reacted quite strongly to receiving penalty notices.

Ellen Rudge-Tezcan reported that New College still has the highest prosecution rate in the City. A project had also begun with Parks Primary under the SEN Review to look at parental engagement strategies.

Exclusions

Ellen Rudge-Tezcan reported that there had been 12 exclusions in half term three mostly for persistent disruptive behaviour. This was a reduction from last year.

Jane Brown proposed to governors that a new reporting format should be put in place. This would include a termly report on behaviour and attendance and a monthly report on disadvantaged attendance and impact made etc. This would also include strategies being presented with the impact being reported. Governors agreed the new format of reporting.

7. Student Progress Against Targets

Rose Angus tabled the whole school context for 2016/17 published by Ofsted. This showed the school level trends over 3 years. She noted that the percentage of pupils with no prior attainment was high due to students coming in from out of country etc. These students will be included on attainment but not on progress 8 figures.

Rose Angus then tabled an overview of updated GCSE results for 2017. She explained that the college had put extensive case studies together for a further 5 students that had significantly skewed the figures and this had resulted in them being disappplied from the results which had taken the Progress 8 figure from -0.31 to -0.13. This meant that the college is now classed as average as opposed to below average and the college is no longer classed as a coasting school.

Rose Angus reported that the 2018 results were looking better this year apart from English which had had to restructure their curriculum. She reported that case studies were already being worked on for students who were skewing this year's figures and that middle ability students were being targeted. She noted that the new RAISE online is currently being updated.

8. Quality of Teaching

This was postponed until the next meeting although the quality of teaching is good as reported by OFSTED.

9. Governor Feedback

BSF

Sue Billington reported that herself and Jane Brown had met with 3 new people from the Local Authority and had spoken about the heating problems within the college. They had walked round the college and stated that the heating would be fixed in the summer ready for September 2018. Sue explained that if this did not happen then the college could take legal action. Sue Billington also reported that the hogweed from the North Block had been removed, the dining room floor had been replaced and work is now programmed for replacement of windows, ceilings and roofs.

Termly Governors Seminar Feedback

Deborah Rose had attended the Termly Governors Seminar on the 8th February which had reported on Leicester's current position whereas 90% of LCC maintained schools are good or outstanding; Frances Craven, Strategic Director for Children's Services had now left and is to be replaced by Gerard Jones in April and the summary of 2017 results were available (as presented by Rose Angus on agenda item no. 6).

Deborah Rose also explained that there had been a presentation on GDPR which was coming into force on 25th May and this would be discussed under AOB.

The Seminar had also presented on Sharing Best Practice of vulnerable pupils, pupil premium plus and the Build Environment Services for Schools as discussed in agenda item no. 2.

There was a short discussion on the above and the governors thanked Deborah Rose for her feedback of the seminar.

Termly Walkthrough

In the absence of Sue Thistlethwaite, Jane Brown presented Sue's feedback report. Sue had undertaken a walkthrough of the school on 1st March 2018 and she had been impressed with the level of work taking place. She reported that all students seen had been in the correct uniform. She also noted that the Behaviour Policy was being refined by tighter targeting of repeat offenders. Sue had also asked about the Pupil Premium funding evaluation which was discussed and she noted that an external review has been commissioned as required by OFSTED.

Jane Brown reported that Sue Thistlethwaite had then met with Karen Simpson, Director of Learning for Inclusion to review the Looked after Children and Educated off Site Students. There are currently 8 LAC and all are making satisfactory progress. An update was given on the offsite students and there were no current concerns. Jane Brown did report that Sue Thistlethwaite had noted that the college were having difficulties with the Educational Psychology support as the allocated EP only works 1 day per week. Karen Simpson has requested a cost for more support after a meeting with the Head EP but no response has been received.

Jane Brown reported that Sue Thistlethwaite had also briefly reported back on behaviour and she had noted that detentions were dropping and repeat offenders had been identified with strategies being put into place to deal with these. The college had also been reviewed on SEN by the LA and were still waiting for the report.

Sue Billington asked Jane to pass on the governors thanks for Sue Thistlethwaite's report.

10. Report from Trust Board

There was no report from the Trust Board.

11. College Finance

Jane Brown reported in the absence of Tony Barradell that a new budget was in the process of being set and this would be brought to the next governors meeting. Jane then presented the annual SFVS for approval which forms part of the audit process and this was agreed and signed.

12. Staffing Matters Update

Jane Brown reported that the Director of Learning for English and Humanities was leaving at Easter to become an Assistant Principal at Crown Hills Community College. Jane Brown also reported that there were 2 teachers going onto maternity leave with 2 supply teachers coming in to cover their timetable.

13. Policy Approval

The following policies were agreed by governors:

- Data Backup Policy
- Governors' Allowances
- Probation Procedure for Support Staff Employees
- Pupil Premium Policy
- Records Management Policy
- Safer Recruitment Policy

14. Any Other Business

- Jane Brown tabled the Summary of 2017 results for Leicester City Schools for information.
- GDPR
Jane Brown reported that work had been started by Lynn Dawson and Iain Fallon on compliance to the new GDPR (General Data Protection Regulation) which comes into force on 25th May 2018. She took governors through the steps that the College had taken and what they would be doing next. A timeline was tabled along with a GDPR readiness tracker, information audit that was taking place, data ecosystem of external parties that use college data and a job description for a Data Protection Officer. Jane Brown explained that a new privacy notice would be issued to all students and parents in the next month once the new legislation had been determined. Sue Billington asked for an update of GDPR to be put on the agenda for the next meeting.

Meeting closed: 7.23 pm

Next meeting: Thursday 3rd May 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 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	June
5	Ellen Rudge-Tezcan to present Safeguarding Report.	Ellen Rudge-Tezcan	May
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	Ongoing
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	May
12	Exclusions: The governors requested an overall comparison of group figures to the other City schools.	Jane Brown	Ongoing
13	Teaching typicality to be presented to governors	Rose Angus	May
14	Sue Thistlethwaite to report back on students who do not access the full curriculum.	Sue Thistlethwaite	June
15	DOLs to be invited to governor meetings.	Jane Brown	Scheduled
16	Sue Thistlethwaite to report on spending of pupil premium and the students' exclusion/attendance rates.	Sue Thistlethwaite	June
17	GDPR update on next agenda	Jane Brown	Ongoing