

## **Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 10<sup>th</sup> March 2016 at 5.00 pm.**

### **Present**

Sue Billington - Governor  
Jane Brown – Principal  
Ian Chakravorty – Governor  
David Guilford – Governor  
Trevor Low – Governor  
Deborah Rose – Governor  
Sue Thistlethwaite - Governor

### **In Attendance**

Rose Angus – Associate Principal  
Lynn Dawson – Clerk to Governors

### **1. Apologies**

Tony Barradell - Governor  
Dipak Patel – Governor  
Ellen Rudge-Tezcan – Governor  
Paul Wilson – Governor

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

The Minutes of the meeting held on 28<sup>th</sup> January 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 – On agenda. Ongoing.

**Item 3** – Governors' termly seminar – A seminar took place last week and Sue Billington, Tony Barradell and Deborah Rose attended. Sue Billington gave brief feedback on the seminar and has forwarded information to other governors. Ongoing.

**Item 4** – Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning – Sue Thistlethwaite tabled her report and reported that there had been no students out of lessons, no level disruption and no behaviour issues. The only negative reported was she had not seen students totally engaged in all lessons across all classrooms visited. Ongoing.

**Item 5** – Ellen Rudge-Tezcan to present Safeguarding Report – To be reported at next meeting. Sue Thistlethwaite is carrying out a safeguarding audit and will potentially present her report at the next meeting. 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. Ongoing.

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

**Item 9** – Sue Billington to attend full reviews on Computer Science, Geography and French on behalf of the governors. Sue Billington completed the reviews last week – on agenda. Item closed.

**Item 10** – Sue Thistlethwaite to report on looked after children. To be presented next meeting. Ongoing.

**Item 11** – 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. Ongoing.

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

##### Safeguarding

Jane Brown presented the safeguarding training on FGM (Female Genital Mutilation) to raise this issue of child protection for all governors. She explained that staff had already received this training and it is also included in the PSHE programme and in assemblies to raise awareness of students.

##### Attendance

Jane Brown reported on attendance figures. The whole college attendance is currently tracking at 93.88%. She explained there is lots of work being done on attendance and KS4 is most challenging, especially Year 11. She explained that students had suffered with the winter vomiting bug and the college is struggling with behaviour versus attendance by using 1 day fixed term exclusions to discipline students which is impacting on attendance figures.

Jane Brown tabled an Attendance Intervention paper and explained that School Attendance Panels were being run by the Education Welfare Officer and Heads of Year as the first intervention level. She reported that the amount of Penalty Notices issued had reduced as students had not been taking as many school time holidays. She noted there were more holiday penalty notices issued for Year 10 and reported that there are interventions in place.

Jane Brown reported that PAs were running at a high level due to the change in criteria. The 20+ sessions benchmarked equals 10 school days whereas last year was measured on 31+ which was 15½ days. Next terms figures are measured on 38+ which used to be measured on 56+.

**ACTION:** Jane Brown to ask Education Welfare Officer for national figures on PAs.

Attendance per category was tabled and Jane Brown reported that SEN students have lower attendance than non-SEN students. She explained that all students are measured against one figure of 94.8%. There are more attendance difficulties for SEN in Years 9, 10 and 11.

Jane Brown reported that lateness had improved and there had been 701 detentions issued since January. She reported that students are not allowed to do their homework in homework detention and some students were not coming into school as they have not completed their homework and do not want detention. A discussion then took place around homework detentions.

Jane Brown reported that an attendance premiership was running and students would be going to a trampolining park as a reward for their good attendance.

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

Rose Angus presented student progress. She explained the English results had been received from the recent exams. She reported that there were 143 students in this cohort with 14 students falling into high attainment and the floor target for progress 8 was -0.5. The college target for this year is -0.2 and the college are tracking at -0.23. She reported that EBacc had taken a hit due to low Geography predictions.

Rose Angus explained that grade boundaries in English have now moved so it is these new boundaries which are being used when looking at mock results. She explained that the college was in the best position it had ever been in English at this point therefore strategies used in English will now be applied to other faculties.

## **7. Quality of Teaching**

Rose Angus reported there is work being done on the typicality of teaching with walkthroughs being planned and teachers being given a typicality score based on evidence from a number of sources. There is a new data system being worked on which will help direct energies of staff and management. Rose Angus reported that they would then pull together a high level teaching action plan which will bring together the findings with a metrics of baseline showing teachers and how to progress them. This data will be linked to the quality of teaching which now links into staff appraisals. Progress of students will also be linked into teachers training.

A discussion then took place around teaching and learning.

## **8. Feedback from governors**

### Walkthroughs

Sue Thistlethwaite reported on her walkthrough. She noted there had been some lack of enthusiasm from students and she had not felt that students were fully engaging as teachers were standing at the front of the classroom talking to the students instead of them interacting. Sue Thistlethwaite reported that her walkthroughs will be done once every half term.

### Department Audits

Sue Billington reported on the department audits. She had looked at 3 areas of concern following reviews by Jane Brown and Rose Angus and had spoken to Computer Science, French and Humanities.

Computer Science: Results 28%.

Sue Billington reported that the reasons given for low results were changes in assessment levels. The faculty were now moving forward having identified the problem and there was more focus on theory. Sue Billington noted that SLT had full knowledge of the faculty and Rose Angus and Steve Shipman were now taking part in lessons. The current Head of Faculty is leaving in June and the LA will be conducting a review next week to give a baseline. Risks involved will be the results in this year's Year 11.

French: Results 28.6%.

Sue Billington reported that she had been frustrated with the reasons given by the Head of Department for the low result. She reported that the Head of Department is leaving in July and there is a new Head of Department already recruited. SLT will be involved in the Department and a further review will be done. Risks involved will be the results in this year's Year 11.

Humanities: Results – Geography 22%: History 51%

Sue Billington reported that the issues cited had been a shortage of geography teachers and a high turnover of staff. There is still a staff issue in Geography and the Head of Faculty is very aware of the challenges. Risks involved are plugging the gaps under the Head of Faculty with the right staff and this year's Year 11 results.

Sue Billington reported that overall SLT had identified all problems. There was a generic issue of an insular approach by focusing on the subject more than the exam. There is a risk of the change in curriculum with no one knowing what changes are planned and more resources will be needed for these changes. She noted there is an active recruitment plan in place and the initial focus will be on the change of content and how this will be delivered. From September there will be faculty targets set and more visits and contact will be made to schools outside of Leicester City for best practices.

**ACTION:** - Jane Brown to identify an internal PR approach to retain good teachers and work on a positive PR plan.

#### Uniform

David Guilford reported that he had carried out a uniform check at the college and there had been no problems. He noted that when students remove their coats they have to carry them around for the rest of the day as there is no room for lockers. There were no problems with make-up.

#### Health and Safety

David Guilford reported he had carried out a Health and Safety inspection with the Estate Manager and had been asked for support with the fire doors. SLT will look into this. There is a risk of a trip hazard in the cookery store room and SLT will also be looking into this.

### **9. Feedback from Trust Board**

No report

### **10. College Finance**

Tony Barradell reported there was no issue with finance and the budget will be produced and presented at a future meeting.

### **11. Staffing Matters**

Jane Brown reported that an NQT teacher from Computer Science, a teacher from ICT and the Head of PE will all be leaving at Easter. She reported there is a long term supply teacher in ICT and the college had recruited 1 ICT teacher but were looking for another 2.

Jane Brown reported there had been some resignations for the Summer Term, 1 return from maternity leave in Mathematics and 3 new starters at Easter.

### **12. Policies to be approved**

There were minor amendments on the Social Media Policy. This and the Data Backup policy were then approved.

### 13. Any other business

Sue Billington reported that the new Scheme of Delegation that had been agreed at the previous meeting had now been updated.

Sue Billington explained that all governors needed to complete a new DBS check for the college and Lynn Dawson would send out email links to all governors.

**Meeting closed 7.07 pm**

**Next meeting: Thursday 5<sup>th</sup> May 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	Half Termly (May)
5	Ellen Rudge-Tezcan to present Safeguarding Report.	Ellen Rudge-Tezcan	Termly (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	Termly
8	Governors to ensure keeping children safe protocol is being adhered to	Sue Billington	Ongoing (Annually)
9	Sue Thistlethwaite to report on looked after children.	Sue Thistlethwaite	Termly (May)
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	asap