

# Minutes of a Meeting of New College Leicester Governing Body held at the College on Wednesday 11<sup>th</sup> March 2015 at 5.00 pm.

## Present

Tony Barradell - Governor  
Sue Billington - Governor  
Jane Brown – Principal  
Ian Chakravorty – Governor  
David Guilford – Governor  
Trevor Low – Governor  
Sue Thistlethwaite - Governor

## In Attendance

Rose Angus – Associate Principal  
Lynn Dawson – Clerk to Governors

### 1. Apologies for Absence

Dipak Patel – Governor  
Deborah Rose - Governor  
Ellen Rudge-Tezcan – Governor  
Jenny Wilson – Governor  
Paul Wilson – Governor

### 2. Minutes of the last meeting

The Minutes of the meeting held on 21<sup>st</sup> January 2015, 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 – Sue Billington was in the process of chasing for the decision of the Crownhills appeal – ongoing.

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

**Item 3** – Governors’ termly seminar – There had been a seminar on 10<sup>th</sup> March and Sue Billington and Deborah Rose had attended. There had been two case studies from Forest Lodge and Soar Valley presented. Jane Brown is to speak to the Head of Forest Lodge to see if their parent governors would consider migrating up to New College Leicester.

**Item 4** – Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning – An update to be provided in Agenda Item 7.

**Item 5** – Jane Brown to complete a high level spend plan for the college - Ongoing

**Item 6** – Sue Thistlethwaite to look at, and report back on impact of student disciplinary panels with a success rate – An update to be provided in Agenda Item 7.

**Item 7** - Governors to devise a business plan for the new build catering facilities – The café is now in construction phase and is progressing slowly – ongoing.

**Item 8** – Student council reps to talk to governors re anti-bullying work - deferred to the April 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. David Guilford declared that he was a governor for Westgate School. Sue Thistlethwaite declared that she was an education consultant.

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

Jane Brown reported on the persistent absentee information and the interventions currently in place which had been tabled. She explained that there is an issue in each year group of persistent absentee youngsters. She explained the interventions that had been put into place and noted that Sue Thistlethwaite, in her capacity as an education consultant, had been asked to run a 2 day attendance audit to look at procedures in place to see if the school can do more to improve attendance. She noted there is a pattern of attendance dropping at the transition into KS4.

Jane Brown reported that attendance was running at 93% as a stomach bug was still circulating. The target for attendance for the year is 94%.

Jane Brown reported that there had been 7 fixed term exclusions in half term 3 which was similar to last year.

It was agreed that the attendance audit feedback would be given at the May meeting.

#### **6. Student Progress Against Targets**

Rose Angus tabled the Headline Figures report and explained that English Expected Progress was tracking at 74% which was on track. Maths Expected Progress was tracking at 56.3% which was below target and Science Expected Progress was tracking at 70%. She explained that 63 out of 144 students sat their GCSE SATs in January 2015 and only 5 of those students did not make the expected progress. The governors congratulated Rose Angus and the English staff.

Rose Angus explained that the target for 5A\*-C inc E/M was 47% and the school was tracking at 42.7%; 5A\*-G target was 95% and tracking at 97.9%; EBACC target was 15% but tracking at 7.7% due to first entry rule and Humanities results from last year. There was a discussion regarding these figures.

Governors then reviewed detailed progress data for each subject which reviewed their current progress and also their residual against other subjects. Rose Angus explained that French always started on a negative as the subject is not generally taught in primary schools.

Rose Angus explained that there was a RAP (Raising Achievement Panel) meeting held with key staff each week which looked at all students across all years to identify who the weaker students are in each subject and extra intervention is put in for these students. She explained that there had been an influx of year 10 student (16/17) who had disrupted the percentages.

Sue Billington requested that Phil Drabble (consultant) come to the next meeting to explain to the governors about the RAISE online giving an independent view.

Sue Billington explained that the data tabled was being used by middle leaders and staff which also counted towards their performance management. The successful English strategies are now being used by Humanities.

## **7. Feedback from Governors**

### Anti-bullying

Sue Thistlethwaite tabled a report regarding Anti-bullying and exclusions and behaviour. She explained that the anti-bullying charter had been revalidated and the report was to be circulated to all staff. She also noted that Anti-bullying ambassadors will begin work after Easter as they had been through a training process.

### Governors Disciplinary Committee

Sue Thistlethwaite fed back to governors about the students who had been seen by the Governor Disciplinary Committee. There had been one student panel this year where the student had now been diagnosed with ADHD and the school was waiting for the medical people to stabilise the medication. She explained that there had been 3 students seen last year where 1 had gone on to special school, 1 had gone on to a Vocational Education placement and the other student had now left the school. She noted this was a positive outcome for the committee in terms of impact of their work.

### Fixed Term Exclusions

Sue Thistlethwaite fed back to governors about a review she had carried out on the fixed term exclusions. She noted there had been no permanent exclusions but there had been 45 fixed term exclusions which was in the higher proportion of schools in the City LA despite the school offering the 2.30 – 4.30 pm alternative provision. She noted this is working as the students placed in this provision are not reoffending. Sue Thistlethwaite noted that the highest majority of fixed term exclusions were for verbal abuse to staff or fighting. She stated that she was satisfied that the college was applying the sanctions consistently and fairly.

### Behaviour Policy

Sue Thistlethwaite explained that the Behaviour Policy is being overhauled and simplified by focusing on the 4 Rs; Respect, Resilience, Resourcefulness and Responsibility. The strategy is to have a closer link between tutors and students where all home contact is recorded and exploring ways of developing links with parents.

Sue Thistlethwaite noted that there is lots of monitoring activity already available and consistency has been firmed up with the parental contact etc. and there is evidence that teachers are applying consistent judgement when presenting fixed term exclusions.

Jane Brown explained that a draft copy of the new Behaviour Policy had been sent to Sue Billington and Sue Thistlethwaite and a copy would be sent to all governors by the end of the term for review at the next governor meeting.

### Uniform

David Guilford gave his feedback on two uniform checks. He explained that there was consistency in correcting non-compliance to the uniform policy i.e. if make-up was worn students were being given wipes to clean off and he noted that the students followed these instructions.

### Punctuality

David Guilford then reported on punctuality. He explained that if students were late they would be made to sign in and given ½ hour detention. 10 students had attended detention on the day of his inspection and they were all given lines to write. He noted that all students

had turned up to detention and parents were informed about the procedures. He noted that he saw evidence of the college applying simple rules that worked.

### Health and Safety

David Guilford fed back to governors about his health and safety check. He had been taken around both parts of the school by Chris Gowans, Estate Manager and believed that the new building was not fully finished i.e. fire doors not hanging properly. He explained that a reception window had shattered therefore all these windows were being replaced. He also explained that the highest risk of health and safety matters are identified to the LA Project Manager who then passes this onto Millers. All items were documented by the Estate Manager.

The governors noted their congratulations to all staff in the recent health and safety audit where the college was awarded outstanding.

## **8. Report from Trust Board**

No report from the Trust Board – next meeting is Wednesday 6<sup>th</sup> May.

## **9. College Finance**

Tony Barradell reported on the financial summary. The college is in a healthy state with a carry forward figure but there will be big spending coming through in order to buy things for the BSF project. Expenditure also was within budget. The budget looks fine for next year due to the carry forward figure. He reported that they are still unsure of the detailed income figure due to Pupil Premium allocations etc. The governors voiced their concerns about now knowing the detailed information about the income.

## **10. Staffing**

Jane Brown reported that the college is in the process of filling vacant posts at the moment ready for September. There are no major issues with staffing. Recruitment of Geography staff was discussed in line with a reported national shortage. Any related issues would be flagged to governors.

## **11. Policy Approval**

Jane Brown explained that all policies are put onto the Staff O:drive so all staff have access to them. They are also linked to via the rough guide which all staff have a copy of.

The following policies were approved:

- Data Protection
- Risk Assessment
- Curriculum
- First Aid
- Health & Safety
- Anti-Bullying
- No Smoking
- Fire Evacuation
- Medical Conditions
- Password Security
- Use of Portable Storage Devices
- Violence at Work
- Traffic
- Lone Working
- New and Expectant Mothers
- Accident/Incident Investigating and Reporting

- Display Screen Equipment
- PE Faculty Health & Safety Procedures
- Working at Height
- Manual Handling
- Design Technology Health & Safety
- Control of Hazardous Substances
- Asbestos Policy and Procedures
- Hairdressing Health & Safety
- Security
- Portable Electrical Equipment Testing
- Active Monitoring

The following Policies were tabled for agreement at the next meeting:

- Admissions Policy
- Allegations Against Staff Policy
- Attendance Policy
- Backup Policy
- Charging and Remissions Policy
- Confidentiality Policy and Procedures
- Equalities and Cohesion Policy
- Governors' Allowances
- Lettings Policy and Procedure
- Relationships and Sex Education Policy and Procedures
- Work-Life Balance Policy

## 12. Any other business

Jane Brown tabled a paper explaining how we embed the British Values into the college. This is linked to the college's 4Rs: Respect, Responsibility, Resilience and Resourcefulness. This document will be uploaded onto the website.

David Guilford reported that he had met with the LCC regarding his lead as Eco-Friendly governor. He will be visiting Ellesmere to College to see how they operate.

## Meeting closed 7.05 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	Ellen Rudge-Tezcan	April meeting
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