

# Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 13<sup>th</sup> September 2018 at 5.00 pm.

## Present

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

## In Attendance

Rose Angus – Associate Principal  
Lynn Dawson – Clerk to Governors

## 1. Apologies

Ian Chakravorty – Governor  
Dipak Patel – Governor  
Sue Thistlethwaite – Governor

## 2. Governor Feedback

The governors were joined by Phil Coyne, Neil Brown, Sean Atterbury and Richard Sword from the Estate and Building Services Department at Leicester City Council and Wayne Allsopp, Business Partnership Manager who had all met with Sue Billington earlier today regarding BSF/building problems.

### Fire alarms

Sue Billington reported there is an ongoing issue with the fire alarms which are not synced. Wayne Allsopp is speaking to the contractors about this and is ongoing. Sue Billington informed the LA therefore that a contingency plan was needed for the next 12 months with regard to the fire alarm issues as it is the governors' duty to safeguard the school. Phil Coyne noted there is a battery pack backup on the fire alarm system which should be tested when serviced. Wayne Allsopp is to look at the service records as the system is coming to the end of its life expectancy and if there is a serious problem with the fire alarm the school would have to close. Wayne Allsopp to speak with Thompsons. The LA stated they can overview the contract to help support the college. Sean Atterbury noted that they are waiting for a procedure to release money within the LA for the fire alarm but there is a logistical issue with the timings of when the work can be carried out.

### Heating issues

Phil Coyne assured the governors that the problems with the heating are now 80% resolved. He noted a full BMS (Business Management System) is now in place and valves had been looked at. The BMS system sets the heating to start once the temperature of the building starts to drop. Sue Billington asked that the Premises Officers receive training on fixing issues with the heating. There is still an issue with heating in the Science corridor. There are minimum/maximum temperature guidelines which staff need to be made aware of. Staff also need to be given one single point of contact for any issues they have with the heating in their areas. Rose Angus noted that the heating system had not yet been tested. Neil Brown will issue the college with a troubleshooting flowchart.

Jane Brown noted that staff had had to work in very difficult conditions and had at no point threatened to walk out which was a credit to their ongoing professionalism. Staff would therefore be informed that this work has now taken place.

### Retained Estate

Sue Billington informed governors that work on the retained estate will now take place next summer. The LA noted there had been a low response to tenders but now they have a preferred supplier list a new tender will be published. Sean Atterbury confirmed again for governors that the money ring-fenced for this work was secure.

### BSF Snagging

Sue Billington reported that in the LA's view the snagging work was complete but the college still have an outstanding list of BSF snags and defects to be corrected. It was agreed the snagging list would be sent to Richard Sword for him to look at the differences. The other problems that governors discussed were the covering over the fire hydrant, ventilation in the gymnastics centre and the north plant room. It was noted that Galliford Try had struggled with a huge amount of snags but these had now been rectified. There is now a latent defect list which the governors have requested to see. Jane Brown noted this list had been asked for 4 years ago and Phil Coyne noted they would look at the list tomorrow and respond to the college by 21<sup>st</sup> September. The scheduling of work will depend on the snag list.

Governors thanked the LA representatives for attending and Phil Coyne, Neil Brown, Sean Atterbury, Richard Sword and Wayne Allsopp left the meeting.

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

### Safeguarding

Ellen Rudge-Tezcan informed governors that the annual safeguarding report had been submitted to the LA in July.

Ellen Rudge-Tezcan reported on the Summer Term 2018. She advised that 6 staff had been recruited, 22 volunteers had been safeguarding trained and there had been lots of ongoing training for current staff.

Ellen Rudge-Tezcan reported that there had been 69 child protection cases referred to the Safeguarding Leads by staff and of these, 20 cases were referred to the Children's Duty and Assessment team. Support for the other 49 cases had come from the pastoral staff at the college, the college nurse or other external agencies. There are currently 29 open child protection cases in total. Referrals are now made through an online system called MyConcern and if staff have no access to a computer they report their concern to their line manager. MyConcern can also run reports to be able to focus on certain year groups etc. She noted that all staff take safeguarding extremely seriously hence the rise in number of referrals. The students have ongoing safeguarding training in the form of PSHE lessons, assemblies, reflection of the week, parents e-safety evening with lots of information being published on the website and in the college newsletter. In KS3 Drama, the curriculum is built around PSHE with Computer Science also teaching safety online as part of the curriculum.

Jane Brown reported that the college is now also focusing on key aspects of wellbeing, i.e. healthy relationships, domestic violence, students questioning their sexuality, mental health, obesity etc. and this is also being weaved into the curriculum.

### Attendance

Ellen Rudge-Tezcan reported on the whole school attendance which was tracking at 94.7%. This is in line with the national figure. The pupil premium attendance had marginally dropped to 93.0%. SEN attendance is tracking at 92.1%. Within the sub-groups, girl's attendance has improved but boys has declined due to some problematic boys in last year's Year 7. The attendance of EAL students has declined from the previous year to 96.5% because of unauthorised holidays taken during school time. Appropriate actions for the parents of these

students were taken by the college's Education Welfare Officer who has held 382 School Attendance Panels, 245 of these being Pupil Premium students and 176 being SEN students.

The governors congratulated the college on meeting the national figure for attendance.

#### Exclusions

Ellen Rudge-Tezcan reported on the exclusions for Half Term 6 which consisted of 24 fixed term exclusions with the majority for persistent disruptive behaviour and 2 permanent exclusions which had been upheld by governors with no appeals being submitted.

There was a discussion about ECHP as some students coming in from Primary Schools need support. Four Year 8 students are currently being educated in Carisbrooke (LA behaviour provision) whilst evidence is being gathered for an ECHP but this is a long drawn out process therefore they will be staying at Carisbrooke until resolved.

The governors thanked Ellen Rudge-Tezcan and she left the meeting.

#### **4. Student Progress Against Targets**

##### Results 2018

Rose Angus introduced Cerin Wilson, Assistant Principal who would be presenting the results.

Cerin Wilson reported that this was the second year that Maths and English had used the 9-1 grading and this year there were more subjects using it. She also stated that these figures were very provisional as national figures were not yet released. The progress 8 benchmark of -0.5 was being used but this is currently under revision. Cerin Wilson explained that as the P8 figure is based on KS2 results, 30% of the college's students do not have any as they did attend from primary schools in this country. The figures presented would be based on two cohorts, one at 169 students (122 students with KS2 data) and the other at 161 students (116 students with KS2 data with 8 students being disapplied). The results were therefore as follows:

Progress 8 – (169) = -0.5 and (161) = -0.4. 161 students with EAL students added came in at 0.0

Progress 8 (disadvantaged) – (169) = -0.6 and (161) = -0.5. 161 with EAL students added = -0.4

Attainment 8 – (169) = 38.5 and (161) = 39.7

Basics – English and maths good pass – (169) = 23% and (161) = 24%

Basics – English and maths standard pass – (169) = 43% and (161) = 45%

Progress 8 – Prior Ability – Low – (169) = -0.1 and (161) = -0.1

Middle – (169) = -0.6 and (161) = -0.6

High – (169) = -0.7 and (161) = -0.3

Cerin Wilson explained that the results had been tracked throughout the year and noted that the grade boundaries had risen significantly in Maths especially for grades 6 and 7 but the college had been on forecast throughout the year.

Cerin Wilson explained that current year 11 students are already being identified for support to help them with their exams next year.

The results for EBacc were as follows:

% of students entered for EBacc – (169) = 27% and (161) = 28%

% of students achieving 5+ - (169) = 5% and (161) = 6%

% of students achieving 4+ - (169) = 12% and (161) = 13%

EBacc Average point score – (169) = 3.3 and (161) = 3.4

Next year there are 21% of students being entered for EBacc.

The subjects were then discussed and it was noted that Science results had dropped which had been due to more students taking the 3 separate Sciences but Computer Science had the best results they had ever had. All areas that had been targeted for intervention by leadership had made massive improvements.

The average grade for Post 16 results with a cohort of 11 had been E. The governors asked for a business case to be presented of running Post 16 and how many students it would need to make it cost effective.

Rose Angus thanked the governors for giving the college the go ahead for more staff to be exam board markers.

The governors thanked Cerin Wilson for her presentation and she left the meeting.

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

The Minutes of the meeting held on 21<sup>st</sup> June 2018, having been previously circulated, were taken as read, noted and signed as a true record.

## **6. Matters Arising from the Minutes**

**Item 1** – Student Disciplinary Panels – ongoing.

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

**Item 3** – Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning – Ongoing.

**Item 4** – Ellen Rudge-Tezcan to present Safeguarding Report – closed.

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

**Item 6** – Chris Gowans to work on ensuring a safe environment for external users and to run a report as to what systems are already in place – ongoing.

**Item 7** - Sue Thistlethwaite to look at, and report back on impact of student disciplinary panels with a success rate, looked after children, students who do not access the full curriculum, spending of pupil premium and the students' exclusion/attendance rates – ongoing.

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

**Item 9** – 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 10** – Exclusions: Overall comparison of group figures to the other City Schools – ongoing.

**Item 11** – Directors of Learning to be invited to governors meetings – To be rearranged.

**Item 12** – GDPR update on agenda – Ongoing

**Item 13** – Sue Thistlethwaite to write a brief anonymized report for governors regarding the Ofsted Complaint – Ongoing.

**Item 14** – A plan for parental engagement to be presented to governors in the New Year for 2018/19 – January 2019.

## **7. 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 is the Principal of Wyggeston and Queen Elizabeth I College which had merged with Regent College. Ian Chakravorty declared that he is Director of Business and Organisational Development for Breedon House Nurseries Ltd.

## **8. Quality of Teaching**

Postponed until next meeting.

## **9. Report from Trust Board**

The next Trustees Meeting will be held on 4<sup>th</sup> October.

## **10. College Finance**

Tony Barradell reported there were no original budget figures showing due to a problem with the Apprenticeship Levy. He noted that all other figures look fine. Tony Barradell explained he is meeting with Nicky Horsfield, Finance Manager tomorrow and there will be an update on the agenda for the next meeting.

## **11. Staffing Matters Update**

Jane Brown updated the governors on staffing matters. She explained one NQT was leaving on Friday due to family commitments. She noted that the college was overstaffed due to low turnover and 2 teaching staff were on maternity leave. All new staff had arrived and were settling in well. There is still a vacancy for Head of MFL and Senior Science Technician as Rita Jackson is retiring.

ACTION: Governors to write a letter to Rita Jackson.

## **12. Policy Approval**

The following policies were agreed by governors:

- Accessibility Plan
- Assessment Policy
- Teaching Policy

## **13. Any Other Business**

- Sue Billington noted that the term for some foundation governors had come to an end and this would be added on the Trustee Meeting agenda on 4<sup>th</sup> October.
- Sue Billington reported that Sarah Grieves, co-opted governor would not be starting with the college as she has now declared that she cannot commit her time to the meetings due to an increase in her workload.
- ACTION: A pay committee meeting was to be set up by LDA for the beginning of October.

**Meeting closed: 7.30 pm**

**Next meeting: Thursday 8<sup>th</sup> November 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 Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning.	Sue Thistlethwaite/Jane Brown	December
4	Ellen Rudge-Tezcan to present Safeguarding Report.	Ellen Rudge-Tezcan	Closed
5	Jane Brown to complete a high level spend plan for the college.	Jane Brown	Ongoing
6	Chris Gowans to work on ensuring a safe environment for external users and to run a report as to what systems are already in place	Jane Brown	Ongoing
7	Sue Thistlethwaite to look at, and report back on: <ul style="list-style-type: none"> <li>• impact of student disciplinary panels with a success rate.</li> <li>• looked after children</li> <li>• students who do not access the full curriculum</li> <li>• spending of pupil premium and the students' exclusion/attendance rates.</li> </ul>	Sue Thistlethwaite	Termly
8	Governors to ensure keeping children safe protocol is being adhered to	Sue Billington	Closed
9	A 10 minute Child Protection slot on each GB agenda in terms of briefing in accordance with the current procedure.	Ellen Rudge-Tezcan	Ongoing
10	Exclusions: The governors requested an overall comparison of group figures to the other City schools.	Jane Brown	Ongoing
11	DOLs to be invited to governor meetings.	Jane Brown	Reschedule
12	GDPR update on next agenda	Jane Brown	Ongoing
13	Sue Thistlethwaite to write a brief anonymized report for governors regarding the Ofsted Complaint	Sue Thistlethwaite	Ongoing
14	A plan for parental engagement to be presented to governors in the New Year for 2018/19	Jane Brown/Fiona Rogers	January 2019
15	The Governors requested a Business Case for the future of Post 16 provision at New College Leicester	Rose Angus	New
16	A letter of thanks to be sent from the Governors to the Senior Science Technician who is retiring after 29 years service.	Sue Billington	New