

# Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 17<sup>th</sup> November 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 (part of meeting)

## Apologies

Dipak Patel – Governor  
Sue Thistlethwaite - Governor  
Paul Wilson – Governor

## In Attendance

Rose Angus – Associate Principal  
Wayne Allsopp – Business Development Manager  
Lynda Callaghan – Chair of Governors at Hazel Primary School (Good Practice visit)

## 2. Minutes of the last meeting

The Minutes of the meeting held on 6<sup>th</sup> October 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. Jane Brown reported that Sue Thistlethwaite had carried out an informal governor's disciplinary meeting. Sue Billington also reported that the staff disciplinary due to be held at West Gate School, on which Sue Billington had agreed to sit, had been cancelled as the appeal was withdrawn.

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

**Item 3** – Governors' termly seminar – The new dates have been emailed to governors – ongoing. Sue Billington reported that she had attended the recent meeting but that the agenda of the meeting was not fulfilled. There had been no update in terms of academies. Sue Billington fed back to the LA lead politician regarding the unsatisfactory nature of the meeting.

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

**Item 5** – Ellen Rudge-Tezcan to present Safeguarding Report – Due January 2017 - ongoing

**Item 6** – Jane Brown to complete a high level spend plan for the college – Jane Brown reported that the handover of the BSF building had occurred in 2013 and in order to keep the building safe and carry out minor upgrades, the college had spent over £400,000 so far. The vast majority of this was to put snags and defects right. Sue Billington and Wayne Allsopp have been trying to get a meeting with the LA - ongoing

**Item 7** – Sue Thistlethwaite to look at, and report back on impact of student disciplinary panels with a success rate- Due March - ongoing.

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

**Item 9** – Sue Thistlethwaite to report on looked after children – Due March - 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 – ongoing.

**Item 11** – Jane Brown to find out how many students in the city are in Home Education – JBR to email governors the result of the enquiry.

#### **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.

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

##### Attendance

Jane Brown presented the current attendance figures to the governors. She explained that she had changed the way that the figures were being presented as part of the ongoing work to focus the systems in the college. Jane Brown presented the current attendance figures for each year group, on a 3 year trend. She reminded governors that the college was measuring the attendance against “National all pupils”.

Jane Brown pointed out that the current attendance figures were currently below the previous years’ figures. She stated that the college had 2 recent external difficulties which were impacting on the attendance. Jane Brown explained that due to the recent court case in terms of parents taking students on holiday in term time, the Local Authority were not issuing the same number of fixed penalty notices. This, she stated, had an unfortunate impact in the college regarding attendance. She also reported a second issue. The college had refused leave for a child to participate in a local pantomime but a Local Authority Office had over-ridden the college’s decision and had given the licence to perform. Jane Brown reported that she had made a formal complaint to the Head of Service and it was agreed that this should not have happened and would not happen in the future. Jane Brown also reminded governors that the attendance figure was being hit hard due to the use of one day fixed term exclusions as part of the behaviour strategy in order to bed in a new detention system.

Jane Brown reported on the persistent absentees of the college. She shared with governors the 15% and the 10% figures and reminded governors that the college was measured on the 10% figures. She stated that she had presented both figures for the last 3 years so that governors could easily make comparisons and hold the college to account. Jane Brown stated that the college has a core group of non or poor attenders and that these were being pursued through the courts wherever possible. She also reported to governors that a number of the incoming Year 7 students had unfortunately come with a long history of non or poor attendance.

Jane Brown reviewed the attendance of groups with the governors. She shared the 3 year picture of attendance of the sub-groups within the college. She stated that the college was working on a strategy to improve the attendance of SEN and FSM students as these groups posed the most difficulties. She reported that the strategy which had been implemented into Year 10 had shown early signs of impact thanks to the tenacity of the Head of Year and the Education Welfare Officer.

Jane Brown shared with governors the whole city data on coding attendance. She stated that she was pleased to share that the college had been one of the very few in the city not to have coded using the “B” code. Jane Brown explained how this code could be misused to hold up attendance. Governors stated that they were pleased to see that the attendance at the college was being very accurately reported. Jane Brown also shared with governors the use of the “L” code – i.e. lateness. She stated that this shows impact of the punctuality strategy adopted by the college and that the hard work had paid off.

#### Exclusions

Jane Brown stated that the exclusion figures remained high in the second half-term due to the short-term behaviour strategy of using one day fixed-term exclusions. These were being used in response to students refusing to carry out the whole-college detentions as part of the updated behaviour policy.

#### Safeguarding

Jane Brown reported that there had not been any safeguarding issues.

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

Rose Angus presented an overview of current Year 11 Progress. She reminded governors of the context of the Y11 group.

Rose Angus reminded governors of the way in which the college would be measured and following discussion, the target for Progress 8 was set at -0.2 for the year group. Rose Angus also discussed the new 1-9 measurements for English and maths and shared the internally set targets for these. Rose Angus reported to governors on the internally set Ebacc target.

Rose Angus reported that the current tracking for the Y11 showed Progress 8 at -0.39. She stated that a number of subjects were on track to meet their targets but she highlighted some areas to be monitored and a number of subjects which would need intervention. She stated that some of this intervention i.e. Computer Science, was due to historic issues; or in some cases such as Geography and French, there were new staff who needed to quickly bed in. Rose Angus assured governors that the leadership of the college were aware of the issues and were intervening where necessary.

Rose Angus shared the current GCSE results attained by the Y11 students in Core Science, Russian and Italian.

### **7. Quality of Teaching – Item deferred to next meeting.**

### **8. Governor feedback on work with the College**

#### H&S Audit

Wayne Allsopp, who agreed to carry out the lead role on Health & Safety on behalf of the governors in conjunction with Sue Billington, presented a written report, with recommendations, of the Health & Safety Audit for the autumn term.

Wayne Allsopp reported that Chris Gowans had met all of the external parties who hire the facilities at the college. He reported that Chris Gowans had worked with these parties to ensure that the external parties are fully aware of their responsibilities in terms of Health & Safety and in terms of Safeguarding.

Wayne Allsopp reported that the college, using the Local Authority audit template, had carried out the termly audit in order to maintain the Outstanding grading which had been awarded by the Local Authority. The Autumn Term audit considered 8 areas. He reported that Chris Gowans was currently refreshing the Business Continuity/Emergency plan. He also reported that the college was undergoing the 5 year fixed wiring inspection and the gas safety certification process.

Wayne Allsopp updated governors on the cycle track in terms of the Health & Safety perspective. Wayne Allsopp reported that the cycle track letting forms would be slightly amended from the current college forms as there will potentially be a higher risk of accidents.

Trevor Low asked about the unauthorised access of the track and its impact on liability. Wayne Allsopp reported that unauthorised access would be classified as trespassing, so therefore the college carried no liability.

Sue Billington asked if the same process of induction regarding Health & Safety and child protection was being completed with all new hirers of the facilities. Wayne Allsopp confirmed that Chris Gowans was running this session.

Sue Billington asked about the review period for the Emergency Plan. Wayne Allsopp confirmed that the plan would be reviewed annually.

## 9. Report from Trust Board

None

## 10. College Finance

TBA reported that finance was under control and he commended the revised budget to the governors. Tony Barradell pointed out to governors that there had been a decrease in the spending on teaching staff but an increase in the spending on support staff. He also stated that the college was now heavily relying on the money that had been carried forward in previous financial years and that this money would obviously be exhausted in the future. Tony Barradell informed governors that the college would need to be cautious as the income streams like the summer school etc., were no longer available and this would be detrimental to the college.

## 11. Staffing Matters Update

Jane Brown reported that the Teacher of Resistant Materials and two English teachers would be leaving the college at Christmas. She also reported that she had received the resignation of the Head of Performing Arts/Music for Easter. She stated that the timetable was covered for January and that she would be advertising in January to fill posts for Easter and/or September.

## 12. Policy Approval

The Teaching Policy which was previously circulated was agreed.

## 13. Any other business

None

**Meeting closed: 6.55 pm**

**Next meeting: Thursday 26<sup>th</sup> January 2017 – 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 annual 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	Termly
5	Ellen Rudge-Tezcan to present Safeguarding Report.	Ellen Rudge-Tezcan	Termly
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
9	Sue Thistlethwaite to report on looked after children.	Sue Thistlethwaite	Termly
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	Ongoing
12	Jane Brown to email governors the number of students in the city who are Home Educated to provide a benchmark in terms of New College Leicester	Jane Brown	asap