

Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 18th January 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
Sue Thistlethwaite – Governor

Apologies

Rose Angus – Associate Principal
Ian Chakravorty – Governor
Dipak Patel – Governor
Paul Wilson – Governor

In Attendance

Chris Conlon – Director of Learning – Science/PE/Maths
Lynn Dawson – Clerk to Governors

2. Minutes of the last meeting

The Minutes of the meeting held on 19th November 2017, having been previously circulated, were taken as read, noted and signed as a true record.

3. Matters Arising from the Minutes

Item 1 – Student Disciplinary Panels – Sue Billington reported a disciplinary committee panel had been held today - ongoing.

Item 2 – Governors to explore sponsorship opportunities – ongoing.

Item 3 – Governors' termly seminar – Sue Billington informed governors the next seminar had a provisional date of 8th February. SBI to send governors the agenda - ongoing

Item 4 – Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning. Scheduled for March meeting.

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

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. Scheduled for March meeting.

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

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

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 – on agenda.

Item 11 - High Level Teaching Action Plan to be presented to governors – On agenda.

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 – Ongoing.

Item 14 – Governors to write to the Principal EWO to pass on their thanks – closed.

Item 15 – Sue Thistlethwaite to report back on students who do not access the full curriculum – on agenda.

Item 16 – Specific actions noted from the major incident review to be discussed – Closed.

Item 17 – Directors of Learning to be invited to governors meetings – All Directors of Learning have been scheduled into meetings

Item 18 – Post 16 Business Plan to be presented to Governors – Scheduled for March 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. Tony Barradell declared that he was a Director for Clear Vision Learning Limited.

5. Safeguarding

Ellen Rudge-Tezcan presented a 10 minute PowerPoint on The Channel Programme Training to governors which is a programme that supports and protects people who might be susceptible to radicalisation or extremism through early intervention programme and multi-agency working. She noted that the college had not had to raise any referrals to the Channel Programme.

There was a short discussion on the Channel Programme and governors thanked Ellen Rudge-Tezcan for the presentation.

6. Director of Learning presentation on Maths/Science and PE

Governors welcomed Chris Conlon, Director of Learning for Maths, Science and PE to the meeting. Chris presented work that has been done this year, impact, moving forward and the current picture for each of the subjects.

Maths

Chris Conlon explained the barriers that caused issues and the work that had been done in Maths since he had taken over the role, which included:

- problems with staffing due to faculty having non-subject specialists in post. These staff had now been on subject enhancement courses.
- There was now a new leadership structure in place within the faculty which has focused the efforts.
- There had been a lack of team cohesiveness but now the Head of Maths had a support structure around him due to the recruitment of a KS3 Coordinator and a Second in Faculty which had resulted in more team work and collaboration with increased communication.

- There had been a lot of planning work taking place due to a new curriculum being put in place.
- There had been some variability in the quality of teaching and assessment which had now decreased as evidenced in Ofsted.
- Maths staff had been paired up with staff from other faculties to share good practice e.g. the KS3 Co-ordinator in Maths had been paired up with the KS3 Co-ordinator in Science.
- Training is being based on the evidence gathered via weekly walkthroughs.
- Y11 Mock results were showing 14% ahead of this time last year.

Chris Conlon explained that his plan for moving forward in the Maths Faculty would be to continue to develop all staffs pedagogy; standardise marking and feedback; move teachers towards outstanding; increase challenge at KS3; carry out appraisal reviews to ensure that staff take full responsibility for their own development; more cross-curricular work and ultimately for the mentees to become mentors.

Science

Chris Conlon presented the work that had been carried out in Science since his appointment into post.

- A new Head of Faculty, KS3 Coordinator and KS4 Coordinator had been recruited internally.
- Therefore, there was a new leadership structure in place.
- The quality of teaching had continued to improve
- The department had recruited 2 new NQTs. Unfortunately, one of the NQT's had decided that teaching was not for her at this time. She had found the workload to high, but had thanked the faculty for all of their support. The NQT left without notice with agreement with the leadership.
- A new curriculum was now in place which no longer includes any coursework.
- There had been a development in open classroom culture which had helped increase confidence and independent in students with more happy/motivated staff.
- Teaching in Science was now moving towards outstanding
- Improved Teaching and Learning had been evidenced by QA

Chris Conlon explained that the Science Faculty were now focusing on individual students marks and progress was increasing.

PE

Chris Conlon explained that results in PE last year had been poor. Since his appointment the PE Department had moved forwards as follows:

- A new Head of Department had been promoted internally which had brought about a shift in culture.
- There has been good development of theory teaching with improved quality and focus.
- There has been a move of KS4 qualification from GCSE to BTEC.
- Use of assessment had been used more effectively to inform planning.
- Feedback to students is driving their improvement.
- There is a continued drive of extra-curricular activities which has resulted in high participation from students.

Chris Conlon explained that all 3 areas were improving. He stated that all of the departments had been working with professionals from across the city through shared good practice events and Heads of Department meetings across the city. He noted that the non-attendance of some students would be the biggest obstacle for the 3 faculties.

A full and frank discussion took place around each subject and the impact of the leadership of Chris Conlon. Governors thanked Chris Conlon for his presentation.

Chris Conlon left the meeting.

7. Student Behaviour, Attendance and Safeguarding

Termly Safeguarding Report

Ellen Rudge-Tezcan presented the Termly Safeguarding Report and noted that out of 66 cases, 24 had been reported to the children's Duty and Assessment Team. Support for the other 42 cases had come from the pastoral staff at New College, the College Nurse or other external agencies. Ellen Rudge-Tezcan noted that there are 24 students currently subject to a Child Protection Plan/Children in Need Plan and 11 children in Public Care. She stated that there had been a significant number of cases referred and with not receiving as much support from external services due to thresholds for external agencies being raised i.e. for referring to CAMHS and Social Care and Health, reports had been sent to core group meetings for the less serious cases.

Ellen Rudge-Tezcan explained that there had been significant Child Protection staff training in 2017.

Jane Brown noted there was a new benefit system being introduced that Universal Credit would be rolling out from June 2018 but there would be a minimum of a 5 week delay on families changing to this benefit system. She therefore noted that the college may have to use their Pupil Premium money to ensure that students are fed as neglect may rise due to the change in system. If this happens everything will be documented and concerns raised to local MPs.

Attendance

Ellen Rudge-Tezcan reported on the current attendance with the whole school tracking at 93.6%. She explained that students and staff had been hit with illnesses including flu and stomach viruses. The School Nurse had been brought in to give assemblies on raising awareness of health and wellbeing i.e. trying to prevent illnesses.

Ellen Rudge-Tezcan presented attendance by category and noted that there is an issue with Year 7 SEN and FSM categories. There is a lot of interventions happening in this year group as most of the problems are due to the student's unacceptable behaviour. Year 9 SEN and Pupil Premium categories are also a problematic group with some students having extenuating external circumstances.

Jane Brown explained that there had been a piece of work carried out this week with 3 Year 11 students whereby a project that Keyham Lodge are running supports students who are on alternative curriculum so they do not become NEET (not in education, employment or training). Staff from Keyham Lodge will be supporting the students for the next 18 months to ensure that they settle into the next phase of education/training.

Ellen Rudge-Tezcan presented the current persistent absentee figures. The number of pupils above 10% absence in Half Terms 1 and 2 were 158 which is a reduction from this time last year. Ellen Rudge-Tezcan explained that Heads of Year were now focusing on looking at attendees with 93-94% to raise their attendance.

A discussion took place around attendance.

Exclusions

Ellen Rudge-Tezcan reported that there had been 12 exclusions in the second half term. This was due to a group of Year 10 male students who had been excluded due to using a gang culture mentality which was not acceptable at the college. Ellen Rudge-Tezcan noted that the Short Stay and Long Stay Reflection rooms were having a good impact on the students.

8. Student Progress against targets

This agenda item was postponed until the next meeting.

9. Governor Feedback

Ofsted

Sue Billington reported back on the Ofsted report whereby the College had been rated as Good. This had been an excellent result for the school. In summary the inspectors had been impressed with the strong relationships between staff and students, the quality of teaching and learning, evidence of the 4 Rs (Respect, Resilience, Responsibility and Resourcefulness), the strength of good behaviour in the college, effective safeguarding, accuracy of the Self Evaluation Form and strong CPD.

Sue Billington reported that the inspectors had noted that the reporting of spending pupil premium money needs to be sharper and also flagged the high exclusion/attendance rate. It was agreed that Sue Thistlethwaite as governor link for SEN would pick these issues up and report back to governors on these terms.

Sue Billington noted that the number of student leavers outside of term time were high at 50 students. Jane Brown explained that this was due to some parents taking students off roll to home educate due to them not agreeing with the high standards of the college, students leaving to go to special schools and students being excluded. Jane Brown did note that 55/60 of students had come onto roll outside of term time and the majority of these were EAL students. It was reported that there are now 51 different languages spoken in the college with the highest percentage being Polish speakers. This had resulted in a Polish TA being recruited and additional staffing being brought in to the MFL Department.

BSF

Sue Billington reported that most of the BSF snagging had now been completed with a Project Manager on site. She explained that floors had been replaced in the Dining Room and the next planned work would be roofs and windows being replaced. Work was also to be started on the North block.

Sue Billington reported that there was still a problem with the heating and the fire alarm being on 2 systems and she was meeting Phil Coyne (LA) next week to discuss these issues.

Looked After Children

Sue Thistlethwaite reported on Looked after Children. There are currently 8 LAC and their average attendance last term was 87.3% with no exclusions. 1 of these students who had been a persistent absentee was no longer at the college. Sue Thistlethwaite explained that all 7 students had individual learning plans with appropriate interventions in place.

Sue Thistlethwaite reported on students who are educated off-site. There are currently 7 students with the 3 discussed earlier that had been taken onto the roll of Keyham Lodge as part of the new scheme. Sue Thistlethwaite gave thanks to Karen Simpson and her Inclusion Team for the work they are doing.

10. Report from Trust Board

Sue Billington reported on the last Trust Board meeting which had taken place on 11th January. She summarised that the format for accounts had been agreed, that the Trustees had been delighted with the Ofsted report and that they discussed looking at strengthening the Board with the recruitment of an external advisory role with an education/political background.

11. College Finance

Tony Barradell presented the financial summary and reported that the only questions he had raised with finance were the underspends. He reported there were plans in place for this which consisted of water/energy invoices not yet being presented and £50,000 still to be paid for the Cycle Track. There had been an overspend on supply teachers but would still be underspent by the end of the year.

12. Staffing Matters Update

Jane Brown reported there had been some challenges with staffing. An NQT in Science had gone off absent with sickness and never returned and a promoted postholder in Science had left which had left two supply teachers in Science. There had also been an MFL teacher who had gone back to France for personal reasons after a term with the college.

Jane Brown reported that a Director of Learning for Business Studies and Computer Science/Vocational Education had been recruited and also a Computer Science specialist. There were current adverts in place for Teacher of Science, Teacher of English, Teacher of Maths, Second in MFL and Second in Science. An NQT teacher had also been recruited for Science to start in June.

13. Policy Approval

The following policies were agreed by governors:

- Swimming Pool Policy
- Appraisal procedure for teachers
- CPD Policy
- EAL Policy
- Homework Policy
- Off-site visits and outdoor learning policy
- SEN Policy and Information Report
- Whistleblowing Policy

14. Any other business

- Sue Billington noted that the college need to be proactive in recruiting a Parent Governor.

Meeting closed: 7.30 pm

Next meeting: Thursday 8th March 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	Termly
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	January
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	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	Ongoing
14	Sue Thistlethwaite to report back on students who do not access the full curriculum.	Sue Thistlethwaite	Termly
15	DOLs to be invited to governor meetings.	Jane Brown	Scheduled
16	Post 16 Business Plan to be presented to Governors	Rose Angus	On agenda
17	Sue Thistlethwaite to report on spending of pupil premium and the students' exclusion/attendance rates.	Sue Thistlethwaite	Termly