

Minutes of a Meeting of New College Leicester Governing Body held at the College on Wednesday 21st January 2015 at 5.00 pm.

Present

Tony Barradell - Governor
Sue Billington - Governor
Jane Brown – Principal
David Guilford – Governor
Trevor Low – Governor
Deborah Rose - Governor
Paul Wilson – Governor

In Attendance

Rose Angus – Associate Principal
Lynn Dawson – Clerk to Governors

1. Apologies for Absence

Ian Chakravorty – Governor
Dipak Patel – Governor
Ellen Rudge-Tezcan – Governor
Sue Thistlethwaite - Governor
Jenny Wilson – Governor

Deborah Rose introduced herself as a new Governor. The Governors welcomed Deborah Rose to the Board.

Sue Billington apologised for cancelling the December meeting and stated that the agenda items had now been brought forward to today. She explained that the Maths Review update would be on April's agenda.

2. Minutes of the last meeting

The Minutes of the meeting held on 5th November 2014, 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 – Sue Billington had discussed this at the Trust Board meeting re opportunities.

Item 3 – Governors' termly seminar – next meeting is 28th January.

Item 4 – Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning – Due to Sue Thistlethwaite's absence feedback would be rearranged to the March meeting.

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 – This would be deferred to the March meeting.

Item 7 - Governors to devise a business plan for the new build catering facilities – The business plan is in place and the build would begin from 7th February onwards. This will take approximately 3 weeks therefore the café should be operational after Easter.

Item 8 – Student council reps to talk to governors re anti-bullying work - deferred to the 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. David Guilford declared that he was a governor for Westgate School.

The annual declaration is to be signed and then countersigned by the Chair.

5. Student Behaviour, Attendance and Safeguarding

Jane Brown explained that the Local Authority were starting a 4 week process by Ofsted to review safeguarding processes.

Jane Brown explained that the attendance notices issued for last year were as follows;

Penalty warnings issued – 134

Penalty notices issued – 14

Holiday notices issued – 6

Jane Brown noted that the pre-work taking place before the Education Welfare Officer's work by sending out penalty warnings is having a good effect with Student Attendance Panels taking place. The reasons for absences are then unpicked by the EWO and Head of Year and if bad attendance continues penalty notices are issued and some parents are heavily fined. An attendance letter was sent if attendance falls below 95% but this has now been amended to 97%.

Jane Brown reported that the attendance overall stood at 94% but the college had been struck by a vomiting bug. The college needs to stand at approximately 94.5% to be comparable to the national figure.

Jane Brown reported that although exclusions were still quite high this would be reported in full at the March meeting. Sue Thistlethwaite has been working with the SENCo on an exclusions analysis but there are no concerns.

Jane Brown reported that the number of persistent absentees were higher than last year despite a lot of work being done. She explained there are a few challenging attendance cases at the moment. The governors requested a breakdown by year group with actions to tackle the rise in percentage at the next meeting.

6. Curriculum

Rose Angus reported that there will be some changes to the curriculum in September 2015. She explained that the college were asking to move to a 2 week timetable to have a broader balanced curriculum which focuses on life after school and teaching values for a sense of belonging with different faiths. She explained that the curriculum still needs to focus on reading, writing and maths but RE and SMSC needs to be taught across all the curriculum. She stated that KS4 need a balance between academic and vocational qualifications.

Rose Angus explained that Citizenship would be mapped through History, Geography, PSHE and RE. KS3 also needs to have a higher profile in History, Geography and RE for students to be able to move successfully into KS4. Drama would still be offered as this develops relationships and gives students the opportunity to speak and therefore develop their oracy as well as tackle important themes included in PSHE i.e. bullying, drugs etc. She explained that PSHE would also be included in assemblies and tutor time and sex/relationships would be spread into teaching throughout the year as would Careers Education. Rose Angus explained that due to the new curriculum all lessons could not be timetabled into 25 lessons which is why she was requesting a new 2 week timetable. She explained that the new timetable would initially affect year 8 and then year 7 would begin on new timetables in 2016.

Rose Angus reported that there would be additional training for staff so they can best teach in preparation for GCSE's.

A discussion took place around the suggested timetable and the new 2 week timetable was agreed for next year 8.

It was noted that Post 16 would be discussed at the March meeting.

7. College Finance

Tony Barradell reported on an in-depth review of the finance summary as it is the duty of governors to hold the full responsibility of finance.

He explained that sometimes the income is not known in detail until the financial year has started so a forecast is difficult. The first budget is prepared by Jane Brown and Chris Jackson, Finance Manager who forecast income and outgoing based on the previous year. The first budget is usually presented in April/May. There is an income for each student and KS3 is less than KS4 and this is based on the Census data from October. There is a pupil premium for disadvantaged students i.e. free school meals. There is also the letting income which goes back into the budget. Statemented students also get some additional money transferred in – but this is minimal. If expenditure or income changes throughout the year, Chris Jackson will request a change to budget and this would be explained to Governors at their meetings by Tony Barradell. There was a discussion regarding the current budget and Tony Barradell reported he had no concerns. The revised budget was agreed by governors.

8. Feedback from Governors

Sue Billington reported that the college had secured the anti-bullying charter for the second year running and congratulations were acknowledged to Karen Simpson, SENCo and her inclusion team. Anti-Bullying would be reported at the March meeting.

9. Report from Trust Board

Sue Billington reported that the Trust Board were looking at the strategic direction of the College and this would be reported back at the May meeting. The Trust Board were looking at any changes to be made to the vision of the college and this would then be given to governors to look at steering the college towards the new vision.

10. Staffing

Jane Brown reported that adverts had been placed for September recruitment and due to the growth of the college she over-recruits for teaching staff every year.

11. Policy Approval

Jane Brown explained that as the LA have deemed all educational sites non-smoking there was a need to set role models for students therefore a no-smoking policy was being introduced. The policy was agreed by governors. The Teaching and Learning Policy and Complaints Policies were also agreed by governors.

The following policies were tabled for agreement at the next meeting;

- First Aid Policy and Procedure
- Fire Evacuation Policy and Procedure
- Health and Safety Policy
- Anti-Bullying Policy
- First Aid Procedures
- Health and Safety Training Policy and Procedures
- Active Monitoring Policy
- Medical Conditions Policy

12. Any other business

- Sue Billington reported that the governors could now all use The Key Website which she had found very useful. The website held best practice policies, Q&As etc. and the College's Senior Leadership Team can also access this website.
- Jane Brown reported on school term dates. She explained that the schools had been given discretion to set their own disaggregated dates and the fixed teacher training days had been set at 26th/27th August 2015 and 4th January 2016. In line with all city schools it was proposed that Friday 28th August would be a disaggregated day where students and staff were not in school and Friday 18th December would be the second disaggregated day. As this was on the end of an 8 week half term it was believed that this would be beneficial for staff and students.
- Jane Brown tabled the new Post 16 prospectus as the college is widening their Post 16 offer.
- Sue Billington explained that the new constitution had gone through and the Board of Governors had been set at 15 places.
- Sue Billington explained that now there was more circulation of environmental policies she was proposing 1 linked governor for all environmental issues to work with Chris Gowans. It was agreed that David Guilford would be the link governor for all environmental issues.

Meeting closed 7.00 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	March meeting