

Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 21st June 2018 at 5.00 pm.

Present

Tony Barradell – Governor
Sue Billington - Governor
Jane Brown – Principal
Ian Chakravorty – Governor
Trevor Low – Governor
Deborah Rose – Governor
Sue Thistlethwaite – Governor
Ellen Rudge-Tezcan – Governor

In Attendance

Lynn Dawson – Clerk to Governors

1. Apologies

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

2. Minutes of the last meeting

The Minutes of the meeting held on 3rd May 2018, 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 – Thanks were given to governors for their support in attending the Student Disciplinary Panel Meetings that had been held this year. There had been 2 meetings for permanent exclusions and 1 of these students had gone on to home education – ongoing.

Item 2 – Governors to explore sponsorship opportunities – ongoing.

Item 3 – Governors' termly seminar – Closed.

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 – September.

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 – to be joined with items 9, 13 and 14 – Ongoing.

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

Item 9 – Sue Thistlethwaite to report on looked after children – On agenda - See Item 7.

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 – ongoing.

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

Item 12 – Jane Brown to let governors have an overall comparison of group figures to the other City schools – September.

Item 13 – Sue Thistlethwaite to report back on students who do not access the full curriculum – See Item 7.

Item 14 – Directors of Learning to be invited to governors meetings – To be rearranged.

Item 15 – Sue Thistlethwaite to report on spending of pupil premium and the students' exclusion/attendance rates – See Item 7.

Item 16 – GDPR update on next agenda – Ongoing

Item 17 – Sue Thistlethwaite to write a brief anonymized report for governors regarding the Ofsted Complaint – Full report in September.

Item 18 – A plan for parental engagement to be presented to governors in the New Year for 2018/19 – January 2019.

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. 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.

5. Appointment of new governor

The governors unanimously agreed to the appointment of Sarah Grieves as Co-opted Governor.

6. Student Behaviour, Attendance and Safeguarding

Attendance

Ellen Rudge-Tezcan reported on the whole school attendance which was tracking at 94.2%. This was slightly below the national figure. The pupil premium attendance had marginally dropped to 93.1%. This was mostly due to students having medical appointments and the school being hit by a sickness and diarrhoea bug. SEN attendance had improved and was tracking at 92.5%. Ellen Rudge-Tezcan reported that intervention work was constantly happening including school attendance panels, penalty notices, holiday penalty notices, court action for parents for student's non-attendance etc. She reported that Heads of Year are constantly tracking all high profile students and referral panel meetings were taking place each week to discuss these youngsters. All interventions are being inputted on a provision map and tracked constantly on Edukey. In Year 7, a targeted Pupil Premium and/or SEN students group has been implemented and this is starting to have a positive impact on students, where their behaviour was having a negative impact on their attendance.

Exclusions

Ellen Rudge-Tezcan reported that there had been 33 fixed term exclusions in half term 5 with a number of students choosing not to do detentions therefore receiving a one day FTE. There had been 2 permanent exclusions, 1 of which had received a significant amount of fixed term exclusions and another student that had been taken out for home education.

Safeguarding

Ellen Rudge-Tezcan presented the Annual Safeguarding Self-Audit which Sue Thistlethwaite as link governor had assisted with. Sue Thistlethwaite reported that she had conducted a safeguarding audit and noted that the college have done everything they can and the college's systems were very efficient. There is a new 'My Concern' monitoring programme in place and this is a good step forward. She noted that Prevent and Channel are particularly difficult areas and training had been carried out for all staff; risk assessments had been completed in all areas and a high risk area is anti-terrorism; there is work going on around gangs and resilience work but this needs developing further and the college is aware of this; the college has a good strength of training for all staff and responds immediately to new staff; the lock down procedures have all been improved; external fences are checked by Premises on a weekly basis. To summarise Sue Thistlethwaite reported that safeguarding is a high priority at the college and is being dealt with very well with children feeling safe in college.

With regards to external users, risk assessments and inductions are carried out with each user. Sue Thistlethwaite suggested an external audit of safeguarding for evening/weekend external users. A discussion took place and it was agreed that Chris Gowans would work on this to ensure a safe environment for external users and for him to run a report as to what systems are already in place.

ACTION: 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.

7. Student Progress Against Targets

Overview of Year 11 Progress

Jane Brown presented an overview of Year 11 progress. She reported that a third of the 172 cohort of students will not count for Progress 8 therefore with 122 in the cohort which is 70% of students which count officially, the college is tracking at -0.5. She noted that Year 11 seemed to have performed better in their exams. The Attainment 8 figure is tracking at 3.78 which is an increase from the spring with the Attainment 8 points at 37.81. She noted that the college had set harsh boundaries across the school as the tracking data is affected by the uncertainty over grade boundaries. The basic measure target was 50% and the college was tracking at 43.5%. Jane Brown noted that significant interventions have taken place to improve attainment in English and Maths and this means that the percentage of students achieving grades 9-4 in these subjects had improved.

Jane Brown reported on the English Baccalaureate figures which were tracking at 9.3% with a target of 15%.

Jane Brown noted that the college were applying to disapply 8 students from the figures. She reported that the government had changed the criteria of these students and had taken out non-attendance which had affected 4 students not being able to be disapplied from the figures.

Jane Brown then presented an overview of sub groups based on the cohort of 122 students. It showed boys were out performing girls and non-pupil premium students were outperforming pupil premium students. The lower attainers were also making better progress. It was also noted that disadvantaged pupil premium students were outperforming non pupil premium students in Year 7.

Jane Brown reported that there is a lot of work happening across the college to see how the curriculum can be set up with a slight restructure to enhance the students' memories.

Jane Brown paid tribute to the staff for the amount of work that took place to prepare students for their exams.

8. Quality of Teaching

Postponed

9. Governor Feedback

BSF/Buildings Feedback

Sue Billington reported that she had received a phone call from Sean Atterbury, LA regarding the heating. He had reported that the new system is 95% complete and already showing where valves are seized up. This is being worked on now and would continue into the summer. She noted there is an emergency response team in place for the winter that would respond straightaway if there are any problems with the heating. A feasibility study is being carried out which will show the priorities that need replacements over the next 2 years. There is also work being carried out on the North plant room to ensure the boilers are functioning.

Sue Billington reported that the LA are aware of the problems with the fire alarm but have given no commitment to this work. Therefore the college had decided to fix the fire alarms and send the LA an invoice for the work carried out.

Sue Billington reported on the work being carried out on the retained estate. This was currently being scheduled and is set to be complete by September 2019 which includes the snagging work which has carried over into the fourth year. The north field is also being made fit for purpose to use as playing fields.

Pupil Premium Review

Sue Billington reported that the review was halfway through and the feedback was very positive. A draft report would be completed by Monday and this will be shared with Sue. The review had been very complimentary of the college and is reflecting what is happening on the ground.

Inclusion Report

Sue Thistlethwaite reported she had met with Karen Simpson, Director of Learning for Inclusion on 8th June and noted the following:

- **Looked After Children**
There are 8 LAC in total and up to date personal education plans are in place for all of these students. Most are making progress except for 1 year 9 student and attendance for all students is good at 94-100%. The Virtual School is now being used and providing individual tutoring for years 9, 10 and 11.
- **Students educated off site**
A substantial amount of work has been done to get students appropriate settings, educational health care plans and managed moves. All staff involved deserve congratulations for the work they are doing in this area.
- **Behaviour**
A report and analysis on the impact of the behaviour for learning strategy has been produced. Sue Thistlethwaite reported there are still issues including students reoffending with short stay reflection reoffenders at 62% and long stay reflection reoffenders at 32.5% with particular groups being more likely to be both first and reoffenders but the college are identifying these and dealing with them.
Sue Thistlethwaite noted that fixed term exclusions had reduced overall with staff being more consistent. Pupil premium boys are more likely to be placed in sanctions with pupil

premium with no SEN being the most highly represented group. She noted that Heads of Year are taking responsibility for these reoffenders and they will be monitored closely.

- **Inclusion Team**
Sue Thistlethwaite reported that there are now 2 deputy SENCOs and an EAL coordinator supporting the inclusion team.
- **Educational Psychology**
Sue Thistlethwaite reported that the college will buy in 30 days of extra EP support for the next academic year.

10. Report from Trust Board

No report.

11. College Finance

Tony Barradell reported that there had been a slight issue with finance due to the apprenticeship levy being introduced. A new PAYE code had been introduced for NCL trust employees but this had shown that all employees had two jobs which meant that some staff had received amended tax codes and PAYE contributions of £180,000 had been lost from Period 2. This matter was being dealt with. The Finance Manager is looking at moving service but this would be a long process.

12. Staffing Matters Update

Jane Brown updated the governors on staffing matters. She explained that the college was fully staffed for September and is carrying surplus staff by using the Pupil Premium budget so if staff leave during the year this will not affect the students' learning. There were only 3 staff leaving in the summer. The governors congratulated the college on maintaining their staff for the next academic year which shows a sign of success for the college.

Jane Brown reported that a new role of Media Officer/Careers Advisor had been created with a current Head of Year taking up the post and also 2 new NQTs being recruited. Jane Brown also reported that SLT were supporting staff that would be training for exam marking (3 in total) and were trying to increase this number of staff.

Sue Thistlethwaite left the meeting.

13. Policy Approval

The following policies were agreed by governors:

- Medical Conditions/Administration of Medication Policy
- Positive Handling Policy (previously known as the Physical Restraint Policy)

14. Any Other Business

- Sue Billington noted this was the last meeting of the academic year with results day being 23rd August.
- Jane Brown invited governors to the annual awards evening which were taking place on Monday 9th and Tuesday 10th July 2018.
- Jane Brown and Rose Angus thanked the governors for their support in what had been a challenging year.
- The governors passed on their thanks to staff for all their hard work and wished them luck for the exams.

Meeting closed: 7.05 pm

Next meeting: Thursday 13th September 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	Sept
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"> • 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. 	Sue Thistlethwaite	Termly
8	Governors to ensure keeping children safe protocol is being adhered to	Sue Billington	Sept
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	Sept
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	September
14	A plan for parental engagement to be presented to governors in the New Year for 2018/19	Jane Brown/Fiona Rogers	January 2019