

Minutes of a Meeting of New College Leicester Governing Body held at the College on Thursday 8th October 2015 at 5.00 pm.

Present

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

Apologies

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

In Attendance

Wayne Allsopp – Business Development Manager
Lynn Dawson – Clerk to Governors

Before the meeting started a vote took place for the Chair and Vice Chair positions and Sue Billington and Tony Barradell were re-elected for another term.

Sue Billington informed governors that there would be a change in the order of the agenda due to Parents evening staff commitments.

1. Student Behaviour, Attendance and Safeguarding

Attendance

Ellen Rudge-Tezcan explained that the new attendance procedure was paying off as attendance was standing at 95%. She explained that 30 student attendance panels had taken place and if there was no success from these meetings penalty warning notices were then issued. Permanent absentees were now being measured from 7+ absences and at the moment there are 75 students recognised as PAs.

Ellen Rudge-Tezcan explained with regard to the new attendance procedure, all processes had been stripped back to make the procedure simpler, with faster interventions. She explained that there were concerns as 7+ sessions equated to 3 and a half days as compared to 2014-15 which had been 11+ sessions; which would be a challenge for any schools with illnesses. Ellen Rudge-Tezcan explained that the college were very stringent on medical evidence absence in writing and there had been penalty warning notices sent to the students where evidence had shown they had been on holiday. The governors recognised that the college was working hard to reduce absence.

Jane Brown explained that full attendance figures will be tabled and that the college has better attendance this year already compared to the previous year. This was due to the speed of Year 7's that had not arrived being appropriately removed from role with due regard to safeguarding procedures. The governors requested that the attendance figures be shown next time mapped

against national data. Also that the college needed to focus on sub-groups i.e. SEN, FSM students with the number of students in brackets in each sub-group shown on the figures.

Behaviour

Ellen Rudge-Tezcan explained there had now been a second step implemented for alternative provision before the 2.30 – 4.30 pm step where the students spend 9.00 am – 2.30 pm in the reflection room then go on to attend the 2.30 – 4.30 pm provision. She explained the college endeavoured to maintain high standards and that one student had been excluded for 5 days for persistent disruptive behaviour. Ellen Rudge-Tezcan also noted that there had been 1 student who had been permanently excluded by the panel but noted that the 3 year trend in exclusions has continued to reduce. These figures would be tabled at the next meeting. The governors requested that the exclusion figures be shown against National.

Safeguarding

Ellen Rudge-Tezcan tabled the safeguarding mind map and report which maps out how students and staff are safe. The mind map is on the College's website with more information about various sectors of Child Protection. She explained that all staff had received safeguarding training which was also offered to governors if requested. Ellen Rudge-Tezcan noted there had been 57 referrals for Child Protection last year – 11 remain open and there are 3 open in the new year 7. She also explained that all volunteers receive child protection training and they are either supervised or have a DBS check to match their risk assessments. The college are continually reinforcing the procedures for Child Protection. With regards to visitors, all visitors have to log in so staff know who are on site at all times and they all receive visitor badges. She explained that with regard to lettings all groups have their own safeguarding policies as the premises provider is not responsible for this. All clubs are also checked out before signing their students up and Sports England ensure checks are in place.

Ellen Rudge-Tezcan explained that the referral process to the LA has changed whereas there had been a paper referral following on from a phone call there does not now have to be a paper one sent. The governors insisted that paperwork was sent after the initial phone call anyway for audit purposes. The governors requested a 10 minutes Child Protection slot on each GB agenda in terms of briefing them in accordance with the current procedure.

It was requested that safeguarding awareness training be extended for students dealing with visitors. The governors felt that a more visible and distinct identification for visitors should be put in place. Red lanyards for visitor badges was suggested.

The governors thanked Ellen Rudge-Tezcan and she left the meeting to attend parents evening.

2. Hospitality and Catering Budget Update

Wayne Allsopp reported that in July 2014 the decision was taken by the college to insource the catering from City Catering and to recruit a Hospitality and Catering Manager. The insource catering went live in September 2014 and the college then constructed a coffee shop for community use. In the 8 months of the café up and running the college had seen a loss in profits due to capital outlay and having to pay back City Catering. The figures in April 2015 are now showing improvements whereas the café was averaging £60-80 per night, it is now averaging £120-150 per night. There is therefore a profit of £11.5k forecast. Trevor Low noted that a lot of his clubs use the café and there was a feel good factor present.

Sue Billington noted that the college needed to look at the amount of FSM students not taking their free lunches and Jane Brown responded that she would provide governors with the figures of the amount of students who do buy lunch. Sue Thistlethwaite suggested that the college could stop students going off site at lunchtime and Jane Brown replied that this would be logistically

difficult as staff volunteer for lunch duties and some parents want them to go home. There are also very few complaints from the public regarding behaviour at lunchtime therefore a limited need to keep students on site. She also explained that the cold and hot meals have to be split into two halls due to the number of students using the dining hall at lunchtime.

Trevor Low reported that the café had been very well received although he believed that it would not be big enough when more people start using it. Jane Brown explained that there had been more tables and chairs ordered to go down the corridor and the Theatre was used as an overflow to where the action was streamed live from the gym onto a big screen. The governors recognised that the café was working well and Jane Brown thanked the governors for allowing the college to explore the opportunities in opening the café.

The governors thanked Wayne Allsopp and he left the meeting.

3. Minutes of the last meeting

The Minutes of the meeting held on 17th September 2015, having been previously circulated, were taken as read, noted and signed as a true record.

4. Matters Arising from the Minutes

Item 1 – Next meeting of Student Disciplinary Panel – ongoing. There had been a disciplinary panel take place on Monday 28th September for a permanent exclusion.

Item 2 – Governors to explore sponsorship opportunities – ongoing.

Item 3 – Governors' termly seminar – Sue Billington to circulate the invite for the upcoming seminar in early November.

Item 4 – Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning – Sue Thistlethwaite to carry out a walkthrough next Thursday.

Item 5 – Jane Brown to complete a high level spend plan for the college – Ongoing. Condition Survey requested from Frances Craven – Sue Billington reported she had chased the LA and expected an answer by tomorrow.

Item 6 – Sue Thistlethwaite to look at, and report back on impact of student disciplinary panels with a success rate – Sue Thistlethwaite reported that there had been so few the impact cannot be looked at at present.

Item 7 – Deborah Rose to follow up on problems with Astroturf – DRO to speak to Wayne Allsopp – ongoing

Item 8 – Governors to ensure keeping children safe protocol is being adhered to – LDA to chase up remainder of governors - ongoing.

Item 9 – Trevor Low to update governors on problems with the air extraction ventilation in the hall – Sue Billington reported that she had spoken to Wayne Allsopp and noted that the issues were BSF snags and there is a councillor visiting the college in November to look at the outstanding issues.

Item 10 – Changes to attendance procedures to be reported to GB – JBR to present at next meeting - ongoing.

Item 11 – Year 7 progress to be monitored closely due to additional pupils on roll – Jane Brown reported there were now 199 Year 7s on role - ongoing.

Item 12 – Sue Billington to attend full reviews on both Computer Science and French on behalf of the governors – Rose Angus to arrange – Reviews are currently being set up – ongoing

Item 13 - Closed

5. 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 West Gate School. Sue Thistlethwaite declared that she was an education consultant.

6. Student Progress Against Targets

Jane Brown explained that herself and Rose Angus had run Head of Faculty review meetings with all faculties. She explained that there had been anomalies in results where students had gained B and C grades in one exam and E and F grades in another. Jane Brown explained that she would share all minutes of meetings with Sue Billington. The departments that had received the worst results were in the process of full reviews by external consultants. Jane Brown explained that some of the results had been as a result of volatility in the exam system. She explained that all improvement plans for each department would be brought to the review meetings and Sue Billington would then do a review of the report with each Head of Department. External consultants were being sourced and moderators being brought in to look at the internal assessments. Jane Brown also explained that they would ensure all departments are robust with the new framework. She noted that the results for English Literature had still not been returned from the foundation tier. From the higher tier returns a number of students had gained 2 grades but with the boundaries being moved in Edexcel Maths and IGCSE English there had been issues across the country.

Jane Brown explained that looking at the current progress 8 framework the college is currently at -0.43 which is above the floor target. She explained that there would be a new system put in place of informing parents of where students are at and where they should be. There are new graph reports being created which would be brought to governors to show parents how to help their children. Parents would receive a full report annually and an interim report for their child on a half-termly basis.

Jane Brown noted that the college's improvement plan and self-evaluation form would be brought to the next meeting. She explained that a new electronic communication for online reporting (SLG) is being set up.

The governors noted that the college is in a marginal position due to the C/D grades and although the college is not where it needs to be they would continue to support the college in all aspects to improve.

7. Feedback from governors

David Guilford tabled his detention and uniform check report from 5th October and noted that the college were doing well and there had been an improvement every time.

Sue Thistlethwaite reported that she had met with Jane Brown and Karen Simpson regarding looked after children (LAC) which means predominantly fostered children, some are kinship (privately fostered) and others are officially fostered if an official report has gone to Duty and Assessment. Sue Thistlethwaite explained that there were 7 LAC in the college with one in each year group and 2 in year 10. Each student has a PEP drawn up in conjunction with the Authority and there is support for each student. Sue Thistlethwaite explained that the college works hard with LAC as the SENCo tracks progress and teachers know which LAC are in each of their classes. There are termly reviews held by LA with the whole team and Sue Thistlethwaite explained that she would be reporting termly on the 7 LAC.

8. Feedback from Trust Board

Sue Billington reported that there was no feedback from the Trust Board.

9. College Finance

Tony Barradell reported that some of the money that had been parked with the LA was now back in the college and the new budget to be proposed would be reported at the next meeting.

10. Staffing Matters

Jane Brown reported that there was no staffing matters to report.

11. Policy Approval

The Complaints Policy was circulated and Jane Brown explained that the internal procedures had been sharpened up and there had not been many complaints. The governors agreed they were to be told of any particular hotspots regarding complaints. The Complaints Policy was approved.

The Quality Assurance Policy was tabled.

12. Any other business

Sue Billington reported she had attended a meeting on Tuesday regarding the future educational landscape of Leicester regarding Academies. She outlined to governors that the current government agenda is to see all schools turn into academies and she advised governors that this was something that she was beginning to gather information on. Sue Billington reported that she would continue to keep governors informed of all information available.

Meeting closed 7.20 pm

Next meeting: Thursday 19th November 2015 – 5.00 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	Ellen Rudge-Tezcan to present Safeguarding Report.	Ellen Rudge-Tezcan	Termly (January)
6	Jane Brown to complete a high level spend plan for the college. Condition Survey requested from Frances Craven.	Jane Brown	On-going
7	Sue Thistlethwaite to look at, and report back on impact of student disciplinary panels with a success rate.	Sue Thistlethwaite	Termly
8	Deborah Rose to follow up on problems with AstroTurf	Deborah Rose	Ongoing
9	Governors to ensure keeping children safe protocol is being adhered to	Sue Billington	Ongoing
10	Trevor Low to update governors on problems with the air extraction ventilation in the hall.	Sue Billington	Ongoing
11	Changes to attendance procedures to be reported to GB.	Jane Brown	Ongoing
12	Sue Billington to attend full reviews on both Computer Science and French on behalf of the governors. Rose Angus to arrange.	Rose Angus	Ongoing
13	Sue Thistlethwaite to report on looked after children.	Sue Thistlethwaite	Termly
14	The governors requested a 10 minutes Child Protection slot on each GB agenda in terms of briefing them in accordance with the current procedure.	Ellen Rudge-Tezcan	New
15	It was requested that safeguarding awareness training be extended for students dealing with visitors. The governors felt that a more visible and distinct identification for visitors should be put in place. Red lanyards for visitor badges was suggested.	Ellen Rudge-Tezcan	New