

Minutes of Meeting of New College Leicester Governing Body held on Thursday 1st February 2024 at 5.00 pm.

Present

Sue Billington – Chair of Governors (virtual)
Jane Brown – Principal
Ian Chakravorty – Governor
Angus Fraser - Governor
Trevor Low – Governor
Deborah Rose – Governor
Ellen Rudge-Tezcan – Governor
Paul Wilson – Governor
Lynn Dawson – Clerk

In attendance

Cerin Wilson – Assistant Principal
Simon Groschl – Observer

1. Teaching and Learning

Jane Brown, Principal, presented the termly teaching and learning report which had been previously circulated. She reported that there is work to do to lift the quality of teaching for one of the ECTs but there is a rigorous support plan in place and specific coaching with behaviour management. All staff who were judged to be less than good during the autumn term one are receiving coaching and support. There is also a complete package of professional training in place

Sue Billington, Chair of Governors, joined the meeting via Zoom.

2. Apologies for absence

Councillor George Cole – Governor
Dipak Patel – Governor
Sue Thistlethwaite – Governor
Kate Walewska - Governor

3. Minutes of last meeting

The Minutes of the meeting held on 7th December 2023, having been previously circulated, were taken as read, noted and signed as a true record.

4. Matters Arising

1. Governors to offer dates to sit on Student Disciplinary Panels – ongoing.
2. Governors to explore sponsorship opportunities with their contacts – ongoing.
3. Sue Thistlethwaite to carry out a walkthrough of the college to review behaviour and attitudes to learning – June.
4. Jane Brown to complete a high level spend plan for the college – ongoing
5. Sue Thistlethwaite to look at, and report back on SEN students – June.
6. A 10 minute Child Protection slot on each GB agenda in terms of briefing in accordance with the current procedure – on agenda.
7. DOLs to be invited to governor meetings – ongoing.
8. To prepare a business case for the future of Post 16 provision at New College Leicester – ongoing.
9. Jane Brown to speak to Wayne Allsopp re ventilation in small hall – as agenda 4 – in conjunction with the condition survey.
10. Sue Billington, Chair of Governors, to carry out a H&S visit on the canteen areas – this will be carried out at the end of the academic year

11. Governors to write to Vi Dempster regarding their concerns around safeguarding support – ongoing
12. Sue Billington, H&S link governor to carry out a H&S visit – January 2024

5. Declaration of Interests

Sue Billington declared that she was a director for Propraxis, Trustee of Anstey Jubilee Hall and Grounds Charity, Anstey Parish Councillor, Trustee of Anstey Town Charity and Chair/Trustee of Action Homeless Leicester. Trevor Low declared that he was Chairman of Hinckley Gymnastics Club which holds the operating license for the New College Gymnastics Centre and Director of Clarendon Sports Ltd. Deborah Rose declared that she was a consultant for Edwards and Edwards. Paul Wilson declared that he is the Principal of Wyggeston and Queen Elizabeth I and Regent College. Ian Chakravorty declared that he is Director of Subio Services Ltd. Dipak Patel declared that he is Director of Alchemmy Consulting Ltd, Sonikk Ltd, Redimeer Ltd, Double 6 Ltd and Dasad Ltd. Kate Walewska declared that she is Deputy Director for Global Recruitment for University of Leicester and Board Director for the Holy Spirit Multi Catholic Academy. Angus Fraser declared that he is Director of BID Leicester Limited and Dynamic Restaurants Limited. Councillor George Cole declared he is a local City Councillor.

6. Data

Cerin Wilson, Assistant Principal, reported on Year 11 mock data. She explained there is a cohort of 172 and students with attendance at 90% or above a cohort of 127. Cerin Wilson explained that there is a lower proportion of disadvantaged students this year and the Progress 8 tracked at -1.38 with the 90% cohort at -1.01 with Attainment 8 tracking at 30.42 with the 90% cohort at 34.46. Cerin Wilson noted that there had been a change in grade boundaries which meant that more marks were needed for each grade this year. Cerin Wilson stated that the SEN figures were not dissimilar and that girls did better than boys. Cerin Wilson also noted that the gap between disadvantaged students and gender was less than last year. EAL continue to do well and there is a higher proportion of lower ability students than last year.

Cerin Wilson, then explained the intervention that had been put in place for year 11 students. This included revision strategies which had started earlier, an after school revision programme, coursework catch up clinics, additional coursework sessions, a maths intervention group aimed at higher ability girls and after school mock Mondays. Cerin Wilson also informed governors that tutor time for year 11s had changed whereby students were being put into subject improvement groups with a particular focus on English and Maths. There had been an exam techniques conference held on a Saturday morning where 48 students had attended and there had also been whole staff training on revision techniques.

Paul Wilson, Governor, asked if there was any intervention for SEN and Cerin Wilson replied that SEN students were receiving academic mentoring and also had SEN reviews by Teaching Assistants every term.

Deborah Rose, Governor, asked if there was any help available for students who have difficulties in other areas i.e. dyslexia. Jane Brown, Principal, replied that this happened every day throughout the college i.e. intervention through Teaching Assistants, screened coloured paper and the Educational Psychologist runs exam stress groups which is built into normal practice. Sue Billington, Chair of Governors, invited Deborah Rose to visit the school and to make an appointment with Karen Simpson, Director of Learning for inclusion.

The governors thanked Cerin Wilson for her report and she left the meeting.

7. Behaviour/Attendance

Suspensions

Ellen Rudge-Tezcan, Assistant Principal, reported on suspensions where in half term 2 there had been 14 suspensions which had resulted in a total of 25 days lost and 1 permanent exclusion. There had been 7 students in total suspended and were predominantly years 7, 8 and 9 due to persistent disruptive behaviours. Ellen Rudge-Tezcan noted that the younger years were struggling with expectations post Covid.

Attendance

Ellen Rudge-Tezcan, Assistant Principal, presented the attendance figures which were tracking at 90.2% which was a slight decrease on last year (90.4%). Ellen Rudge-Tezcan noted that pupil premium and SEN students were still a priority and tracking at 86.9% and 84.7% respectively.

Ellen Rudge-Tezcan explained that the attendance team were working hard to raise attendance figures. This included 174 telephone attendance support meetings (TASMs) and 49 holiday penalty notices being issued which was an increase from 19 last year. Attendance termly targeted support meetings were also taking place with the LA Education Welfare Team where the school has to justify what actions are being taken. The focus is on the persistent absentees who are under 50% attendance and the school has been praised for its thoroughness and interventions. The attendance team are also concentrating on the amber group which is students that are at risk of becoming persistent absentees.

The governors thanked Ellen Rudge-Tezcan and the attendance team for their hard work.

8. Safeguarding: Autumn Termly Report

Ellen Rudge-Tezcan presented the Safeguarding Autumn Termly Report and noted that the safeguarding team had expanded due to the number of cases being referred. She reported that this term there had been 614 potential child protection cases referred to the team which was an increase of 340 cases from Autumn Term 2022. Of these, only 184 cases met the DAS threshold and were referred through to the Children's Duty and Assessment Team. The team has now changed from DAS to CASP.

Ellen Rudge-Tezcan explained that Operation Encompass (OE) calls which previously came through from social services were now coming through from the police but the emails are a lot briefer with not as much content. Paul Wilson asked if there had been any changes in the numbers of calls received from OE and Ellen Rudge-Tezcan replied that the service from the police had not officially started but she would be monitoring it carefully.

Ellen Rudge-Tezcan noted that there had been an increase in the number of cases due to homelessness and although the team were still ringing these cases through, social services report that it is not their problem. Sue Billington, Chair of Governors, will send the Leicestershire homelessness charter leaflet through to Ellen Rudge-Tezcan which has a number of contacts for local housing.

The governors thanked Ellen Rudge-Tezcan and the safeguarding team for representing all families of the college.

9. Safeguarding Training

Ellen Rudge-Tezcan, Assistant Principal, presented Prevent and Channel Programme Training.

The governors thanked Ellen Rudge-Tezcan for her presentation.

10. Finance

Finance Report

Jane Brown, Principal, presented the Finance Report. She noted the carry forward from the previous financial year 2021/22 had been £1,641,582. The dedicated school grant (section 251 budget) consisted of basic funding at £4,748,372 per student and additional needs funding at £1,883,280. Jane Brown reported that the money that the LA had been holding had been returned back to the school therefore the current outturn statement shows the school as not in deficit but the in-year balance currently estimated is -£410,960. This was due mostly to the unfunded pay rises, food costs and energy bills. Jane Brown reported that to try and save money staff that are leaving would not be replaced.

Angus Fraser, Governor, asked if there was any spare income generation and Jane Brown replied that the school could push lettings and leasing out buildings but it is almost full and that she would be doing another piece of work on the budget by reducing budget heads, changing printing contract, fixed heating system etc. to see where the budget would then stand but the income had not been received as of yet.

There was a discussion around the budget and Sue Billington stated that the money for the capital projects identified by the condition survey needed to be earmarked and if this was not the governors would need to see a plan on impact of salaries on the capital and the school would need to be transparent about how the money is returned. Jane Brown stated that the IT partial refresh would carry on and she was working with the LA to see if they will fund part of the roof. She also noted that the school was applying for more element 3 funding and more PGCE students were being brought in which increases income. The deficit was also noted in the outturn statement and the statement was agreed.

11. Specials

Parent Voice Feedback

This item was postponed and Jane Brown agreed to send out the report to governors.

12. Policies for Approval

The governors agreed the following policies:

- BTEC Equality and Diversity
- BTEC Special Consideration and Reasonable Adjustment
- Child Protection and Safeguarding Exams
- Data Protection Policy
- Drugs Education and Awareness
- EAL Students Learning
- Staff Disciplinary
- Unreasonable and Vexatious Complaints
- Whistleblowing

13. Any Other Business

Principal Recruitment Progress

Sue Billington, Chair of Governors, reported that there had been 5 candidates for the post of Principal and herself, Sue Thistlethwaite and Rose Angus had gone through a rigorous shortlisting process which had resulted in a total of 2 prospective candidates. These candidates had been invited for interviews on Wednesday 7th February with the schedule consisting of a staff panel interview, a student panel interview, a community panel interview and teaching. The candidates would then either be cut or go through to day 2 of a formal interview with Paul Wilson, Sue Thistlethwaite, Sue Billington and Rose Angus. A Zoom extraordinary meeting would be called for all governors on Thursday 8th February at 5.00 pm for a discussion and ratification from the governors to appoint if a candidate is chosen.

The meeting closed at 6.54 pm.

Next meeting: Thursday 7th March 2024 at 5.00 pm

Matters Arising

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	June 2024
4	Jane Brown to complete a high level spend plan for the college.	Jane Brown	Ongoing
5	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	June 2024
6	A 10-minute Child Protection slot on each GB agenda in terms of briefing in accordance with the current procedure.	Ellen Rudge- Tezcan	Ongoing
7	DOLs to be invited to governor meetings.	Jane Brown	Ongoing
8	The Governors requested a Business Case for the future of Post 16 provision at New College Leicester	Jane Brown	Ongoing
9	Jane Brown to speak to Wayne Allsopp re ventilation in small hall.	Jane Brown	See item 4
10	Sue Billington, Chair of Governors, to carry out a H&S visit on the canteen areas.	Sue Billington	End of academic year
11	Governors to write to Vi Dempster regarding their concerns around safeguarding support	Sue Billington	Ongoing
12	Sue Billington, H&S link governor to carry out a H&S visit.	Sue Billington	January 2024
13	Jane Brown to send out the parent voice feedback to governors	Jane Brown	March 2024