

Minutes of Meeting of New College Leicester Governing Body held on Thursday 7th December 2023 at 5.00 pm.

Present

Sue Billington – Chair of Governors
Jane Brown – Principal
Councillor George Cole – Governor
Angus Fraser - Governor
Deborah Rose – Governor
Ellen Rudge-Tezcan – Governor
Sue Thistlethwaite – Governor
Paul Wilson – Governor
Lynn Dawson – Clerk

In attendance

Wayne Allsopp – Business Development Manager
Denise Millington – Data Protection Officer
Karen Simpson – Director of Learning for Inclusion
Dina Mayes – Acting SENDCo
Simon Groschl – Observer

Sue Billington explained that the agenda would be amended.

1. GDPR Update

Denise Millington, Data Protection Officer, presented a GDPR Update. She explained that the school is committed to ensuring the security and protection of the personal information that they process, and ensure a compliant and consistent approach to data protection. Denise Millington explained that she was confident that the school has a consistent level of data protection and security and noted that after carrying out an information audit, all details remain compliant. There had been no Subject Access Requests or Data breaches recorded in 2022-2023 and all data is stored, archived and destroyed compliantly and ethically. Denise Millington stated that all staff are made aware of GDPR expectations, all files are cleansed regularly, there is no covert CCTV in operation, a privacy notice is sent out to all students annually and the staff privacy notice is displayed in the staff room. She noted that the policy is reviewed annually and if any changes to legislation occur, the policy will be amended accordingly.

The governors thanked Denise Millington for her report and she left the meeting.

George Cole, Governor, entered the meeting.

2. SEN Report/Work of the Inclusion Faculty

Karen Simpson, Director of Learning for Inclusion, introduced Dina Mayes, Acting SENDCo who was observing. Karen Simpson then presented a PowerPoint on the work of Inclusion at New College Leicester. She explained that there are currently 1003 students on roll and of these, 181 students (17.1%) are SEND, with 9 students with EHCPs (Education and Health Care Plans). Karen Simpson explained that this meant these students were funded for additional adult support for 397 hours per week which is the equivalent of 15.9 Teaching Assistants. New College Leicester has a significantly higher number of students on the SEND register than all other secondary schools within Leicester and nationally. It was noted that more SEND students are being placed in secondary schools instead of special schools as it is so expensive for students to be placed in special schools.

Sue Thistlethwaite, Governor, entered the meeting.

Karen Simpson noted that the average attainment 8 figure has fallen from 28.12 in 2019 to 18.34 in 2023 and the progress 8 figure was -1.37. Karen Simpson then spoke about behaviour for learning and noted that the last two years had been particularly challenging with students and their behaviour and the number of suspensions had risen in line with national figures. Karen Simpson explained that the college were adhering to the behaviour policy in terms of consistency.

Karen Simpson then spoke about English as an Additional Language and noted that the college has 45 different languages being spoken and the overall Progress 8 figure for these students was 1 which was above national with the college being second highest in the city for EAL P8 figures.

The governors thanked Karen Simpson and Dina Mayes for their report and Sue Billington, Chair of Governors noted that the governors would continue to support the college in advocating their behaviour policy.

3. Apologies for absence

Ian Chakravorty – Governor

Trevor Low – Governor

Dipak Patel – Governor

Kate Walewska - Governor

4. Minutes of last meeting

The Minutes of the meeting held on 5th October 2023, having been previously circulated, were taken as read, noted and signed as a true record.

5. 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 – on agenda.
4. Jane Brown to complete a high level spend plan for the college – ongoing and now further forward.
5. Sue Thistlethwaite to look at, and report back on SEN students – on agenda.
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 – on agenda and 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 – Sue Billington to liaise with Wayne Allsopp regarding dates. 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. Governors to approve the updated Scheme of Delegation – on agenda

6. 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.

7. Trust Board

Feedback from last meeting

Sue Billington, Chair of Governors, noted there had been a Trust Board meeting held on 23rd November with an apology from Councillor Elly Cutkelvin. Sue Billington stated that Richard Seaman had stepped down as a Trustee and Governor, Ian Chakravorty has had to step down also as a Trustee after serving 2 terms and Lynn Dawson had been appointed as Company Secretary.

Sue Billington explained that there had been a strategy discussion around spend and stated that the reserves will be earmarked for essential work as soon as possible in collaboration with the condition survey. Sue Billington noted that the LA had gone away to look at spend for windows and roofs as they were still the responsible body for large items for maintenance work and there was also a potential investment in a sports partnership discussed at the meeting but this would be risk assessed to ensure a positive income stream.

Sue Billington, Chair of Governors, noted there has been an advert published for a new Trust Board Member specifically focusing on legal and finance and the next meeting would be the AGM on 18th April 2024 where the accounts would be signed off.

8. Teaching and Learning

Jane Brown, Principal, in the absence of Sheree Curtis, Assistant Principal, presented the Annual Teaching and Learning report from 2022/23. She reported that there has been an improvement in the amount of outstanding staff and 10 new ECT teachers had secured 'good' in their last observations. Jane Brown noted this was excellent considering new staff traditionally led to a dip in the reported quality of teaching. There was one ECT that was reported inadequate but is being supported and improving and has now made adequate progress.

Jane Brown then reported on CPD (continuous professional development). She noted that there have been 14 hours and 4 minutes of online CPD registered by staff and after school CPD takes place every Thursday.

Jane Brown and the Governors passed their thanks on to Sheree Curtis for her report.

9. Behaviour/Attendance

Attendance

Ellen Rudge-Tezcan, Assistant Principal, presented the attendance figures which were tracking at 91.6% which was an increase on last year (90.4%). Ellen Rudge-Tezcan noted that pupil premium and SEN students were still a priority and tracking at 88.9% and 87.8% respectively. Ellen Rudge-Tezcan explained that the college is now running on limited

Educational Welfare Service support, therefore, the attendance team at the college had taken on extra work including more home visits. Ellen Rudge-Tezcan explained that from national research, there had been a shift in attitudes of parents where attendance was not as important as it was before Covid and some parents had attachment issues.

Sue Thistlethwaite, Governor, asked if this was happening across other schools and Ellen Rudge-Tezcan replied that the college is on par with other schools linked to deprivation. She noted there are some families living in hotels and Jane Brown noted that Covid had magnified issues. Jane Brown stated that the termly meeting with EWS was taking place next week and the college had a detailed spreadsheet of 40 children who were severely absent and the work that the college had put in to help them try and improve their attendance.

Suspensions

Ellen Rudge-Tezcan, Assistant Principal, reported on suspensions where in half term 1 there had been 12 suspensions which had resulted in a total of 27 days lost. There had been 8 students in total suspended with one being involved with the police and fire service and one pending permanent exclusion for possession of drugs.

The governors thanked Ellen Rudge-Tezcan for her reports.

10. Safeguarding Training

Ellen Rudge-Tezcan, Assistant Principal, presented female genital mutilation and forced marriage safeguarding training to all governors present.

Deborah Rose, Governor, asked how girls are informed of this issue and Ellen Rudge-Tezcan answered that students receive information via personal development lessons, relationships and sex education and health lessons (RSE) and age appropriate assemblies.

George Cole, Governor, asked what happened if the college had a suspicion that this was happening with a student and Ellen Rudge-Tezcan replied that with all suspicions, they are to be reported through to the FM unit for advice, children's social services and the police. This is due to teachers having a statutory duty to report all suspicions to police.

Ellen Rudge-Tezcan reported that the School Liaison Officer service the college had been using was being withdrawn today due to funding. The governors agreed this was extremely disappointing.

The governors thanked Ellen Rudge-Tezcan for her presentation.

11. Finance

Budget

Jane Brown, Principal, presented the revised budget. She noted that the pay increments for teaching and support staff had cost the college over £500,000 and the funding received had only been £78,000. She also noted that last year's increment also had not been funded.

Jane Brown reported that the LA had returned the college's reserves back to them therefore with the public facing accounts, the college looks to be in a good position although this is not the case as the college cannot balance this year's budget especially with the roof problems and the IT infrastructure needing funds, therefore, the college were going to have to reduce staff through natural wastage. Jane Brown also noted that there was an aged debtor being chased.

The Governors agreed the revised budget.

PP/SEND Impact

Jane Brown, Principal, drew the governors attention to the pupil premium/SEND Impact spreadsheets which had been previously circulated. There were no questions from the governors. These are also available on the college's website.

Pay Committee Report

Sue Billington, Chair of Governors, presented the pay committee report that had been previously circulated. In summary, there had been 1 member of staff rejected for increment due to lack of evidence, 1 member of staff (ECT) deferred due to not yet meeting standards and all other staff receiving their increment. Sue Billington reported that the appraisal paperwork had been viewed by governors on the committee and had been to a good standard.

12. Health and Safety Report

Wayne Allsopp, Business Development Manager, presented the Termly Health and Safety Report. He reported that there had been 286 first aid incidents reported in 2022-23 and 23 personal emergency evacuation plans carried out. There had also been 1 scheduled fire evacuation carried out on 13th July which had gone well. Wayne Allsopp noted that the college would receive a Health and Safety Audit next Summer and it was agreed that Sue Billington as the SLT governor link would visit the college in the next half term.

ACTION: Sue Billington, H&S link governor to carry out a H&S visit.

13. Governor Feedback

Inclusion visit

Sue Thistlethwaite, Governor, presented her feedback on her inclusion visit on 24th November. She reported that the looked after children had movement all the time but every one had a Personal Education Plan linked to them which are reviewed termly. She reported that all looked after children are making good progress. Sue Thistlethwaite also reported that there was 1 refugee that had been newly placed in care and 1 that is being education off site. Both of these students were being closely looked after.

Sue Thistlethwaite, Governor, brought the governors attention to managed move students. She reported that the college is very successful in integrating and providing a successful new start for students that have failed in other schools and this is obviously due to the care and staffs good relationships formed with students.

Safeguarding visit

Sue Thistlethwaite, Governor, presented her feedback on her safeguarding visit on 24th November. Sue Thistlethwaite noted that the college had suffered a huge loss with the very sad death of Bernie Walker, Head of Year. She noted that the safeguarding team had adjusted to a team of 6 with all of them trained in safeguarding and that the newer experienced ones were paired up on the duty rota. She explained there is a safeguarding telephone number out of school hours to call with any safeguarding concerns and over 200 referrals have been made to date this term.

Sue Thistlethwaite, Governor, confirmed that the college were having huge difficulties with support from external agencies, therefore, the college were having to pick up more work. Sue Thistlethwaite stated that she had every confidence in the college that all students were dealt with to the best of the staff's ability.

The governors thanked Sue Thistlethwaite for her reports and Ellen Rudge-Tezcan and her team for the continuing excellence of the safeguarding work that is being done.

George Cole, Governor, left the meeting

14. Specials

- Election of Governors
Sue Billington, Chair of Governors, asked for a re-election of George Cole onto the board for another term and all governors unanimously agreed.
- Scheme of Delegation
Sue Billington, Chair to Governors, presented the updated Scheme of Delegation and all governors unanimously agreed the changes. Sue Billington stated if any governor wanted to volunteer to serve on a committee, to please let Lynn Dawson know.
- Personnel Report
Jane Brown, Principal, presented the Termly Personnel Report that had been previously circulated and noted there had been 7 resignations in the autumn term and 5 staff recruited in the spring term with two promotions. Jane Brown noted that there had been one stress action plan put into place for 1 member of staff but she stated that there were high stress levels amongst all staff at the moment. This was partly due to the level of behaviour challenges by students and parents and also the time of the year. There was a workload calendar that had been put into place and staff were trying to manage their work life balance.

15. Policies for Approval

The governors agreed the following policies:

- BTEC Appeals
- BTEC Assessments
- BTEC Internal Verification
- BTEC Registration and Certification
- Dogs in School
- DT Health and Safety Policy
- Employee Code of Conduct
- E-Safety Policy
- Pay Policy
- Personal Use of Social Media
- Premises Management
- Safe Use of Lasers
- Schools Business Continuity
- Incident Management Plan
- Stress
- Trans and Gender Questioning
- Water Hygiene Management

16. Any Other Business

- Sue Billington, Chair of Governors, introduced Simon Groschl, Children's Home Manager, an observer that was interested in becoming a governor. Lynn Dawson agreed to send Simon the paperwork out and at the next Trust Board Meeting, Simon would be voted onto the board as a foundation governor.
- Recruitment Timeline
Sue Billington, Chair of Governors, informed the governors that Jane Brown, Principal, after 32 years of working in education, was retiring in August. The governors were very sad to hear this and a discussion took place about the recruitment timeline. This was then agreed by governors. The governors thanked Jane Brown for all that she had done for the school in her 18 years of leadership.

The meeting closed at 7.00 pm.

Next meeting: Thursday 1st February 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