

# Minutes of Meeting of New College Leicester Governing Body held on Thursday 10<sup>th</sup> November 2022 at 5.00 pm.

## Present

Sue Billington – Chair of Governors  
Jane Brown – Principal  
Councillor George Cole – Governor  
Angus Fraser - Governor  
Owen Jones - Governor  
Trevor Low – Governor  
Deborah Rose – Governor  
Ellen Rudge-Tezcan – Governor  
Richard Seaman – Governor  
Sue Thistlethwaite – Governor  
Kate Walewska - Governor  
Paul Wilson – Governor

## In attendance

Karen Simpson – Director of Learning  
Wayne Allsopp – Business Development Manager

### 1. Apologies for absence

Ian Chakravorty – Governor  
Lynn Dawson – Clerk  
Dipak Patel – Governor

### 2. Minutes of the last meeting

The Minutes of the meeting held on 6<sup>th</sup> October 2022, having been previously circulated, were taken as read, noted and signed as a true record.

### 3. 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. Wayne Allsopp reported that he had sourced another company and would be passing the details to Jane Brown
5. Sue Thistlethwaite to look at, and report back on SEN students –partial update on the 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 – Karen Simpson attending this meeting
8. To prepare a business case for the future of Post 16 provision at New College Leicester – Jane Brown reported that there were only currently 6 students in P16. Report to be completed.
9. Jane Brown to speak to Wayne Allsopp re ventilation in small hall – Ongoing – will be included in the condition survey
10. There is to be a mini audit on the re-offenders' case studies and findings reported back to governors.  
**ACTION:** SBI/STH/LDA to meet to discuss 6 student cases.
11. To compile a brief of a timeframe for the contractors carrying out the condition survey and submit to governors – ongoing
12. Kate Walewska to work with New College to look at closing the gap on White British achievement using data from year 11 – on agenda

#### **4. Declaration of Interests**

Sue Billington declared that she was a director for Propraxis, Trustee of Anstey Jubilee Hall and Grounds Charity, Anstey Parish Councillor and Trustee of Anstey Town Charity. 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. Owen Jones declared he is the Managing Director of Calipro Software Limited. 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 the Lord Mayor of Leicester. Richard Seaman declared that he is Senior Manager at Tarmac Trading Ltd.

#### **5. Safeguarding Training**

Ellen Rudge-Tezcan, Assistant Principal, delivered safeguarding training on Child-on-Child abuse to governors. She clarified that a child was anyone under the age of 18 and explained why the terminology had changed from Peer-on-Peer to Child-on-Child. She outlined some of the different forms of abuse and then went on to outline some of the indicators of Child-on-Child abuse. Ellen Rudge-Tezcan explained the difference between Sexual Violence and Sexual Harassment. She then went on to outline the reporting procedures followed within the college.

Sue Thistlethwaite, Governor, asked how the college was educating the students about this issue. Ellen Rudge-Tezcan replied that the college educates the students through the Personal Development curriculum in Tutor time; the Key Stage 4 Personal Development carousel and focuses on healthy relationships.

Jane Brown, Principal, informed governors that there had been 36 incidents reported over the last 5 years, with the highest number of incidents reported following lockdowns. She informed governors that the increase in the number of incidents over the lockdown periods could also be due to the heightened awareness that staff now have due to the regular safeguarding training that they receive. She also informed governors that it was the college's responsibility to pick up incidents which happen at night, at the weekend and during holidays.

George Cole, Governor, asked where the parents fitted into the process. Ellen Rudge-Tezcan, Assistant Principal, outlined the process that was followed when an incident was reported. She informed governors that the incident was reported to either the Police or to Social Services immediately – but all 3 organisations need to be fully involved. The lead for the incident would either be Social Services or the Police. It was usually the role of the college to meet with the parent or parents and to put into place an agreed Risk Assessment and any Safety Plans. She assured governors that parents were fully involved in the process.

Jane Brown, Principal, stated that Sue Thistlethwaite, as the Safeguarding Governor, could review the process on behalf of the governors.

George Cole, Governor, asked how the college compared, in terms of number of cases, with other schools. Jane Brown, Principal, stated that there was no comparative data given to the college but as the local elected Councillor, potentially he was able to ask the Local Authority for the data.

Trevor Low, Governor, asked for the break-down of cases regarding gender. Ellen Rudge-Tezcan, Assistant Principal, stated that all except one case, it was male/female. There was one case where it was male/male. She stated that she was pleased that the culture in the college was such that the young person felt that he could report the issue comfortably.

The governors thanked Ellen Rudge-Tezcan for her training.

## **6. Inclusion Report**

Karen Simpson, Director for Learning (Inclusion) presented an overview of Inclusion to Governors. She shared with governors the 5 year journey that the team had been on and the significant improvement over that time. Karen Simpson highlighted that the team had implemented and refined a number of initiatives including the Pupil Passport; the Drop-In Clinic for staff; and the tracking of interventions using the Provision Map.

Karen Simpson gave an overview of SEND interventions currently available in the college and she explained to governors that the majority of students are identified with SEND in primary school. She did clarify that teachers in New College who may have a concern about a student often contact her to ask for help or advice and a member of the Inclusion team will then look at the issue with the teacher. She stated that a number of students are screened for dyslexia and the college has identified a number of students with dyslexic tendencies.

Karen Simpson stated that there were currently 174 students on the SEND register with 8 EHCP's and 5 further students with Element 3 (enhanced) funding. She stated that it was predominantly males on the SEND register.

Paul Wilson, Governor, asked how long it took to get students external help or support. Karen Simpson replied that it had been very challenging since Covid-19 as external services are stretched. She also explained the college finds itself in a perfect storm as while external services are depleted, the college has had 13 parental requests for statutory assessment for EHCP's in a short period of time. Each assessment takes every professional in the region of 10 hours each and it was now unmanageable. She informed governors that the college had raised this issue with the Local Authority SEND department and the department and the college were now seeking to run a pilot project to work with parents together on the process potentially.

Angus Fraser, Governor, asked why parents are seeking to get EHCP's for their child. Karen Simpson explained that part of the issues was that there was a misunderstanding that this attracted funding to the home. She stated that there were also issues with some parents anxieties and there were also cases that parents felt that their child needed something extra that the college could not provide.

Karen Simpson went on to outline the impact that the college is having on the attainment of SEND students. She was pleased to inform governors that attainment had improved since 2019, with the number of students gaining Basics at 4+ and at 5+ had doubled on both indicators. However the gap between SEND and non-SEND students had widened.

She stated that the priorities for the team in regard to SEND students was to focus on Middle and High ability SEND students and to also focus on improving SEND students' attendance.

Karen Simpson informed governors that the college had secured the SENDIAS Award in May for the second time.

Karen Simpson went on to present an overview of behaviour for learning interventions. She outlined for governors the current provision available in the college and in partnership with external agencies.

She explained that the college had found last year to be very difficult with students struggling to accept the rules and expectations of the college. Karen Simpson outlined that the main repeat offenders were Pupil Premium boys who were testing the boundaries and lacking in maturity – which is currently an issue with the boys across the college. She stated that the issues are not concentrated in any particular year group but spread across the year groups.

Karen Simpson outlined what was in place regarding off-site provision. She informed governors that last year there were 5 Year 11 students who accessed vocational placements, but she was pleased to report that all of the students came into the college to sit GCSE's in Maths and English. She reported that 4 of the students gained grades. She also informed governors that all of the students are now in appropriate placements for their Post 16 provision.

Karen Simpson shared with governors that the college had been successful in gaining EHCP's for students who needed them and 3 of these students had now accessed specialist provisions.

Karen Simpson outlined for governors the number of suspensions last year and informed governors that the numbers of suspensions had increased. She stated that the college had used the Managed Move protocols for 16 students and out of these, 3 students successfully moved onto the roll of another school. New College accepted 7 students on Managed Moves, and of these, 3 were successful and transferred onto the college roll.

Karen Simpson went on to provide an overview of the EAL provision in the college. She stated that there were 250 students learning English as an additional language in the college and that the college has 26% of students with EAL which is higher than the national picture of 19%.

Karen Simpson informed governors that all EAL students, as they enter the college, are tested using Non-Verbal Reasoning tests and based on these are placed in classes based on their ability and not their language level. She was delighted to inform governors that this led to a Progress 8 score last year of +1.15 for Y11 EAL students.

Karen Simpson informed governors that there were currently 2 Looked After Children in the college – one looked after by Nottingham Council and one looked after by Leicester City Council.

Trevor Low, Governor, asked if the SEND label followed the child when they transferred to college or to work. Karen Simpson stated that Post 16 providers will sometimes contact the college to find out what support was in place for the learner but employers didn't. Karen Simpson also stated that the SEND register was regularly reviewed and students can move on and off the register as appropriate.

The governors thanked Karen Simpson for her report.

## **7. Pupil Premium**

Kate Walewska, Governor, presented governors with an overview of the work that the college is doing in order to rebalance the inequalities for Pupil Premium students.

Kate Walewska, Governor, stated that she was in 2 roles for the presentation – one as the Director of the Future Students Office at the University of Leicester and the second as a Governor of the college.

She began by outlining for governors the context in which the college was set and shared with governors the research regarding the impact that being from a disadvantaged background can have on a young person. She stated that the gap is widening at all levels of education between those from disadvantaged backgrounds and those not from those backgrounds. She stated that at GCSE the gap had widened to 18.1 months.

Kate Walewska, Governor, then went on to share the index of Multiple Deprivation for the area the college serves. She stated that, based on the data, the college serves the 1-2% most deprived area in the city.

Kate Walewska, Governor, went on to outline the partnership that had grown between the college and the University of Leicester. She stated that the new Chancellor of the University had a real focus on making a difference to those students who need it the most. She informed governors that the University approached the Local Authority with the idea to work with a school and the Local Authority had identified New College Leicester. However, this was just prior to the pandemic, so the work is behind where she had hoped it would be by now.

Kate Walewska, Governor, outlined that the college was working in a number of different ways with the University including through the Pathways initiative; through the Outreach team and also working alongside the School of Education in the University.

Governors were informed in detail about the Pathways programme and the number of students in the college who have been impacted. They were also made aware that the college had been taking students to see the University campuses in the area as part of the raising aspirations agenda in the college.

Kate Walewska, Governor, presented an overview of the opportunities available for the students at New College Leicester to further interact with the Pathways programme and how that journey may look. She stated that the principle was to ensure that students from deprived backgrounds had opportunities to be mentored into those hard to access courses in University. She informed governors that the partnership between the college and the University was highlighted in a recent government document as an example of excellent practice.

Kate Walewska, Governor, went on to outline the Pupil Premium strategy in place at the college. She informed governors that the college had identified 3 key barriers to the progress of Pupil Premium students – Aspiration; Literacy and Numeracy; Attendance and Behaviour. Kate then went on to outline how the college is tackling these barriers.

Kate Walewska, Governor, then outlined the further work that the college does in this area. She stated that the Pupil Premium spend plan as clear and transparent and the impact was assessed. She further stated that the investment in staff allowed the college to ensure bespoke schemes and interventions were in place for students. She reminded governors that the Pupil Premium policy in place had been agreed by governors and that all of the spending fell from that policy direction. She concluded by reminding governors that there was a clear focus of breaking the cycle of disadvantage by giving the students the skills, confidence and encouragement to dream, aspire and achieve.

Sue Billington, Governor, asked what success criteria was being used for the Pathways project. Kate Walewska responded that the Office for Students outlined criteria in terms of engagement and Attainment 8.

Sue Thistlethwaite, Governor, asked how it could be measured as it was so integrated with the college. Kate Walewska replied that students were being monitored from Year 4 and their engagement and progression was being monitored, but she acknowledged that it was difficult to specifically separate out impact.

Paul Wilson, Governor, asked how much evidence was there of showcasing role models in local graduate careers. Kate Walewska responded that they had been tasked with retaining graduates within the city and there they were working with local businesses to build relationships with the University students throughout their courses. She stated that there was also research showing that while 30-40% of students did leave the city upon graduation there was a trend of returning to the city.

Deborah Rose, Governor, stated that the most important thing was to equip young people with the skills to allow them to have the choice to stay or to go.

Jane Brown, Principal, reminded governors that the full Pupil Premium spend plan, the impact of last year's spend and the overview of the interventions were all in the governors pack for their information.

Governors thanked Kate Walewska for her presentation.

## **8. Attendance, Behaviour and Pastoral Curriculum**

### Suspensions (formerly known as Exclusions)

Ellen Rudge-Tezcan, Assistant Principal, presented the suspension paperwork and noted that in half-term one there had been one suspension – a Year 8 girl for 2 days. She reported that since the suspension, there had been a referral to the Mental Health team and the student was being supported and there had been improvements. Ellen Rudge-Tezcan also reported that there had been one permanent exclusion in half-term one, a Year 8 male student who had brought drugs onto site.

Ellen Rudge-Tezcan, Assistant Principal, pointed out to governors that the suspension rate was significantly reduced when compared to half-term 1 last academic year when there were 15 suspensions totalling 23.5 days.

### Attendance

Ellen Rudge-Tezcan, Assistant Principal, went on to present the attendance data which was for half-term one – 91.1% with PP attendance at 88.1% and SEN at 84.8%. Ellen Rudge-Tezcan assured governors that all of the procedures and processes were continuing to be followed with high number of School Attendance Panel meetings being held with the Education Welfare Officer. She reported that the college had seen a rise in sickness, both in staff and students, with a sickness bug going around. She also stated that in a number of cases, there were issues surrounding mental health or extenuating circumstances with Early Help or Child Protection interventions in place.

### Personal Development Curriculum

Ellen Rudge-Tezcan, Assistant Principal, presented governors with an overview of the Personal Development curriculum. She explained to governors that the college must deliver on statutory requirements with regards to the agreed Relationship, Sex and Health Education (RSHE) curriculum. She shared with governors that the college had undertaken 2 audits of the curriculum – one was the DfE audit tool to review coverage of the RSHE curriculum and one was the PSHEE Programme of Study Key Stage 1-5 audit tool. Ellen

Rudge-Tezcan reported that the college offered a rich, age appropriate curriculum which meets the statutory requirements. She stated that the audits were carried out across the college to review and track what was already embedded into the curriculum in each subject. From this, gaps were identified and then the process of filling the gaps was undertaken. Ellen Rudge-Tezcan informed the governors that both audits have been compiled onto one document and this is being used to ensure that depth of coverage is also in place across the college. Where gaps were identified, these were filled, either by embedding the knowledge into the curriculum or through the use of external speakers or guests.

Ellen Rudge-Tezcan, Assistant Principal, then reminded governors that in Key Stage 4 there was a specific Personal Development programme which met the requirements of RSHE.

She informed governors that the audit document is now completed for Year 7 to Year 13.

Paul Wilson, Governor, commended the college on the work completed as he recognised the size of the task undertaken.

Sue Billington, Chair of Governors, asked Ellen Rudge-Tezcan to highlight one of the gaps found and inform governors how this was closed. Ellen Rudge-Tezcan stated that one area which was a gap in Key Stage 3, was around self-belief, so the college arranged for a musician to come in to perform and tell her story to the students. This was received very well by the students.

The governors thanked Ellen Rudge-Tezcan for her reports.

## **9. Finance**

Richard Seaman, Governor, stated that there were no major changes to the finances of the college as there was still no ability to spend on the buildings as the condition survey was still not complete. He stated that the current position was that the college was still in a balanced budget position.

Richard Seaman noted that the Outturn statement had been signed off by the Chair of Governors and himself in October but needed approval from the board. Governors unanimously approved the statement.

Sue Billington, Chair of Governors, reported back to governors on the outcome of the Pay Committee which had been held on 31<sup>st</sup> October. She reported that all the evidence necessary was presented to governors. She also reported that a number of staff had moved up to the Upper Pay Scales having presented the evidence to do so.

The governors thanked Richard Seaman for his report.

## **10. Health and Safety**

Wayne Allsopp, Business Development Manager, presented the termly Health and Safety report to governors. He noted that the scores which had been achieved in each of the Health and Safety audits were tremendous and that all of the resulting actions had been completed. He stated that the whole college audit had been marked down due to not having a risk assessment in place for lone working – even though the college does not allow lone working, hence not have the need for a risk assessment.

Richard Seaman, Governor, asked if it was stated in any policy that Lone Working was not allowed. Wayne Allsopp agreed to check this.

Sue Thistlethwaite, Governor, stated that she had been on-site when there had been a fire alarm activation and that this had gone reasonably well. There had been a bit of confusion as this was the first activation outside of lesson time this academic year.

Jane Brown, Principal, stated that there had been a fault on one of the sensors which had activated the alarm. She also stated that there was a minor issue with signage posted on the fence which was now resolved.

Governors asked Wayne Allsopp to pass on their thanks and congratulations to Chris Gowans, Estate Manager and to the Heads of Department and their Technicians for some excellent audits.

## **11. Food Standards Report**

Wayne Allsopp, Business Development Manager, presented the report to governors. He stated that the food offer at the college currently met the School Food Standards and provided governors with the completed checklist. He informed governors that the college operated a 3 weekly menu and that the audit regarding compliance would take place termly. Wayne Allsopp informed governors that the biggest impact on the catering service in recent years had been the introduction of Natasha's law, where all allergens had to be identified and food labelled.

He invited Sue Billington to join the audit process on an annual basis as the governor with responsibility for Health and Safety. Sue Billington agreed to the proposal.

Wayne Allsopp, Business Development Manager, pointed governors to the Food policy which had been circulated previously for agreement at this meeting. He stated that this was closely linked to the work on Health and Wellbeing that was being done across the college.

Wayne Allsopp, Business Development Manager, also presented an overview of the income being generated by the Hospitality and Catering venues. He stated that the income was moving back to pre-pandemic levels.

Angus Fraser, Governor, asked if the college had seen any changes in consumption behaviours following the introduction of the labelling. Wayne Allsopp said that the college had not seen much of a change. He also stated that the college was serving 300-400 students a day.

Deborah Rose, Governor, asked if the college was advising parents on what a healthy packed lunch should look like. Jane Brown stated that the college was doing a lot of work educating the students about healthy eating but was mindful that in the cost of living crisis, many parents may struggle to provide the healthy foods that would be recommended.

Sue Thistlethwaite, Governor, asked if the college was picking up students who didn't have food or access to food. Ellen Rudge-Tezcan stated that the college was picking up students and ensuring that they were fed where necessary. Jane Brown, Principal, reminded governors that the college continues to provide free breakfast to students and that approximately 130 students regularly access this. She stated that the college was part of the National Breakfast programme which accessed students to a range of breakfast goods.

## **12. Personnel Report**

Jane Brown, Principal, presented the termly Personnel Report. She drew governor's attention to the results of the anonymous staff survey results shown in Appendix 1. She stated that she was pleased to see the approval rating of staff and the sense of belonging that they felt. However, workload continues to be an issue highlighted. Jane Brown informed governors that staff had been asked for suggestions on how to further reduce workload. She stated that staff



are given additional free time; have a large number of undirected hours; smaller classes than the norm etc.

Wayne Allsopp, Business Development Manager, also stated that the college has a number of work-life balance initiatives such as car valet; hairdressing; beautician etc. all on-site for staff.

Paul Wilson, Governor, asked if any suggestions had been put forward so far. Jane Brown stated that they had but she would continue to look at it with staff. She did however recognise that the workload had increased for a number of reasons recently – expected Ofsted inspection; embedding of the new curriculum; increased issues for example with parents questioning the Behaviour Policy etc.

### **13. Specials**

Governor visit: Sue Thistlethwaite, Governor, reported back to governors on her recent walkabout in the college. She stated that the behaviour and atmosphere was excellent and students were well engaged with their learning.

Sue Thistlethwaite, Governor, informed governors that she was particularly impressed with the cleanliness and appearance of the college.

Governors Skills Audit: Jane Brown, Principal, thanked governors for the return of their skills audits. She informed governors that the skill level of governors was very high and for that she was grateful. She stated that the only area where governors felt that they would like some additional training was around the income streams and finances of the college. Jane Brown stated that she would work with Richard Seaman, Governor, to table a report for governors, similar to the one which was completed in 2020.

Angus Fraser, Governor, stated that he had recently joined online training for governors about the Ofsted framework and found it interesting. Owen Jones, Governor, asked that he be prompted to complete appropriate governor training.

Scheme of Delegation: Kate Walewska, Governor, agreed to lead on Careers and Pupil Premium and work with the college on behalf of the governors. All other roles were agreed and adopted.

### **14. Policies for Approval**

The governors agreed the following policies:

- BTEC Appeals
- BTEC Assessments
- BTEC Internal Verification
- BTEC Registration and Certification
- Food
- Minibus
- Off-site visits and Outdoor Learning
- Personal Use of Social Media
- Promoting Positive Mental Health
- Quality Assurance
- Safe Use of Lasers
- Swimming Pool

### **15. Any Other Business**

- Wayne Allsopp, Business Development Manager, informed governors that the Workplace Parking Levy had been dropped by the Local Authority, much to the relief of staff.

The meeting closed at 7.20 pm.

**Next meeting: Thursday 26<sup>th</sup> January, 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	Termly
4	Jane Brown to complete a high level spend plan for the college.	Jane Brown	As soon as possible
5	Sue Thistlethwaite to look at, and report back on: <ul style="list-style-type: none"> <li>• impact of student disciplinary panels with a success rate.</li> <li>• looked after children</li> <li>• students who do not access the full curriculum</li> <li>• spending of pupil premium and the students' exclusion/attendance rates.</li> </ul>	Sue Thistlethwaite	Ongoing
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	As soon as possible
9	Jane Brown to speak to Wayne Allsopp re ventilation in small hall.	Jane Brown	Ongoing
10	Mini audit to take place on 6 student reoffenders	Sue Billington	Ongoing
11	To compile a brief of a timeframe for the contractors carrying out the condition survey and submit to governors.	Wayne Allsopp	Ongoing
12	Report on the funding streams and finances to be produced for governors as part of upskilling them	Jane Brown	January