

Minutes of Meeting of New College Leicester Governing Body held on Thursday 30th March 2023 at 5.00 pm.

Present

Sue Billington – Chair of Governors
Jane Brown – Principal
Ian Chakravorty – Governor
Trevor Low – Governor
Ellen Rudge-Tezcan – Governor
Kate Walewska - Governor
Paul Wilson – Governor
Lynn Dawson – Clerk

In attendance

Wayne Allsopp – Business Development Manager
Sheree Curtis – Assistant Principal (part)

1. Apologies for absence

Councillor George Cole – Governor
Angus Fraser - Governor
Dipak Patel – Governor
Deborah Rose – Governor
Richard Seaman – Governor
Sue Thistlethwaite – Governor

2. Minutes of last meeting

The Minutes of the meeting held on 26th January 2023, 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 – termly
4. Jane Brown to complete a high level spend plan for the college – ongoing. Jane Brown reported that a condition survey is to be carried out in the Summer and the contractors are coming in next week to start the report. The survey company also act on the client side as advisers.
5. Sue Thistlethwaite to look at, and report back on SEN students - termly
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 – Chris Conlon had sent his apologies to this meeting and would attend a subsequent meeting.
8. To prepare a business case for the future of Post 16 provision at New College Leicester – ongoing. Jane Brown reported that based on recruitment for 2023/24, Post 16 would only run Hairdressing. She stated that the strategy is for year 11's to move onto other colleges and this is what is happening.
9. Jane Brown to speak to Wayne Allsopp re ventilation in small hall – Ongoing – will be included in the condition survey.
10. To compile a brief of a timeframe for the contractors carrying out the condition survey and submit to governors – as point 4.
11. Report on the funding streams and finances to be produced for governors as part of upskilling them – completed in January

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. 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. Data

Jane Brown, Principal, presented the headline figures for 2022 leavers comparison to national data. She reported the cohort had stood at 188 with 13 students who did not attend school, therefore figures had also been given for a cohort of 175. Jane Brown reported the overall figure of: progress 8 - 0.12 was just below national; attainment 8 - 3.47 below national; basics 5+ - 12.6% below national and basics 4+ - 13.5% below national. Jane Brown reported that the school needed to build resilience for the higher ability students as confidence seems to have been lost due to Covid so a number of students did not feel confident in taking the higher paper. Jane Brown noted that education was seeing a backlash of Covid in attendance, behaviour, which has affected results etc. and government research has stated that deprived youngsters and the subject of Mathematics have been impacted the most. There was a discussion around the correlation with safeguarding and attendance and a transference of anxiety from parents to children.

The governors thanked Jane Brown for the report.

6. Behaviour/Attendance

Attendance

Ellen Rudge-Tezcan, Assistant Principal, presented the attendance figures which were tracking at 90.6% with pupil premium attendance at 87.9% and SEN attendance at 84.4%. She noted that as of today the whole school attendance was 90.7% and the national figure was 90.8% therefore the school were only -0.1 below national.

Ellen Rudge-Tezcan, Assistant Principal, stated that the school were doing a big push on keeping students in school and the attendance team were continuing to focus on this. Ellen Rudge-Tezcan noted that within the SEN/pupil premium students, there were severe cases of domestic violence and safeguarding issues happening. She also reported that a weekly attendance report is distributed weekly to Heads of Year and for SEN/pupil premium students, there are focussed tutoring groups, drawing/talking therapy, boost groups and differentiation in all subjects happening.

Suspensions

Ellen Rudge-Tezcan then reported on suspensions where there had been 18 fixed term suspensions in half term 3. This equated to 34 days being lost for 8 males and 5 females over all years. She noted that this was higher than usual and reasons had mainly been for verbal/threatening behaviour towards an adult, fighting and persistent disruptive behaviour. She noted that by suspending students, this helped to settle the school.

Trevor Low, Governor, asked if the school were receiving external agency support and Ellen Rudge-Tezcan replied that it depends on the person/group that are supporting. She noted that some agencies/charities are very good while other external agencies have mixed reviews.

Jane Brown, Principal, informed governors that Leicester City Council have 42 Social Workers roles but at the moment only have 21 working in the city due to recruitment challenges, therefore they are trying to push down some responsibilities to schools which in itself is very challenging.

Governors thanked Ellen Rudge-Tezcan for her reports.

7. Safeguarding Training

This training was deferred to the next meeting.

8. Health and Safety

Wayne Allsopp, Business Development Manager, presented the Termly Health and Safety Report. He explained that at the last meeting lone working had been discussed and he confirmed that lone working does not happen as all rotas were designed to always have at least 2 members of staff on site. Also to mitigate risks, all these members of staff carry walkie talkies so they can communicate with each other and when the college is opened or closed there are always 2 members of staff carrying this out. The same applied to the opening and closing of the cycle circuit as it is quite remote. Also when a call out happens, 2 members of staff attend.

Wayne Allsopp, Business Development Manager, reminded Governors that the school still does subscribe to the H&S support from LCC but this is as back up support and a safety net for Chris Gowans, Estates Manager. With regards to managing H&S, Chris Gowans meets with Directors of Learning and Heads of Departments to discuss any H&S issues and then meets with Wayne if there are any issues that need to be referred to the governors report or any "near misses" they need to be informed about.

ACTION:

Sue Billington, Chair of Governors, to carry out a H&S visit on the canteen areas.

The governors thanked Wayne Allsopp for his report.

9. Teaching and Learning

Sheree Curtis, Assistant Principal, presented reports on the appraisal system and CPD overview report. She noted that there had been improvements in teaching and learning using the appraisal system but the system had not changed a lot. The targets for T&L were 100% good or better and at the moment 25% of teachers were outstanding. This was across all subjects.

Sheree Curtis, Assistant Principal, explained that appraisals help to improve the quality of teaching and learning as they are measured on student progress. The teachers themselves analyse their students data and then focus on their teaching and what they need to work on then meet with Heads of Departments who go through career development, if they have successfully met last years' objectives, have they shared good practices and have they contributed wider to the college. These findings are then passed to Sheree who reviews the appraisals and approaches the Principal with recommendations or improvements needed which are then taken to the pay committee. To meet the threshold for UPS, the teachers need to have had two successful rounds of appraisals. If teachers do want to be taken through threshold, they now need to put this in writing and then show Sheree the evidence where Sheree then completes an evidence form and then approaches the Principal with the recommendation.

Sheree Curtis, Assistant Principal, went on to explain that the appraisal round starts in October where teachers set new targets for themselves then agree them with their Head of Department. They are then agreed between the Directors of Learning and Sheree herself then lesson observations begin to take place. Walkthroughs can also happen which staff seem to prefer. In term 2, a review takes place and objectives are “ragged” (red/amber/green). A final observation then takes place with the recommendations and the cycle begins again.

Sheree Curtis, Assistant Principal, explained that there are no support plans in place at the moment. There are 11 ECT teachers in year 1 and only one of those is receiving additional coaching to manage behaviour. There are 4 ECT teachers in year 2 and 3 new staff are settling in well. Sheree reported that there were no ECTs coming into the school next year as yet but there will be 11 ECTs on their year 2.

Sheree Curtis, Assistant Principal, then went on to explain about the ECT CPD process. With regards to external training, the school are leading partners for Leicester University where Sheree goes into Leicester University to run sessions on the PGCE course. Sheree explained that the school used to use the Teach First ECT programme which was fully funded but they have now pulled out of that programme but are following their core induction programme. There is also the digital CPD link, weekly meeting guide, quality assurance, tracking to pick up patterns and Sheree noted that all CPD are linked to Teaching Standards and fits in with the School Improvement Strategy.

Sheree Curtis, Assistant Principal, noted that Mark Cordell from the LA did a fidelity check on the ECT programme and had given the school an outstanding grade on his inspection and noted that we needed to share the practice.

The governors stated that they were very impressed with the reports and discussed sharing the good practice. Sheree Curtis noted that the school needed to measure the impact before sharing.

The governors thanked Sheree Curtis for her presentation.

10. Finance

Sue Billington, Chair of Governors, explained that she had gone through the school’s SFVS before the meeting and asked governors if they agreed to it. The governors unanimously agreed for the Chair to sign the SFVS.

Jane Brown, Principal, presented the budget and declared no changes and no concerns.

Jane Brown, Principal, reported that the Finance Department had received an audit from Leicester County Council in March and the only action was for Sue Billington to sign off the Governor’s business interests.

Jane Brown, Principal, then reported that the school had been subject to a finance scam whereas an email had come through from an alleged teacher to change their bank account but the teacher had then not received their salary. She noted the police had been informed and they had found the perpetrator but no action had been taken. She outlined that the school had taken action to ensure that this could not happen again.

Jane Brown, Principal, reported to governors that it was likely that teachers would be striking again as EdSec had announced that teachers had been offered a 4.3% pay rise plus a £1,000 one-off payment but 4% of that would have to come from school finances. Support staff had also been offered a pay rise but again this would have to come from the school budget. This

in total would cost the school approximately £500,000. Jane noted that unions were balloting members and the vote was closing on Sunday.

Jane Brown, Principal, pointed out the self-assessment dashboard and financial comparison tables which had been previously circulated.

The governors thanked Jane Brown for her reports.

Lettings

Wayne Allsopp, Business Development Manager, presented the community cost centres and income report and noted that the school are now leasing land to City Fibre at £12,000 pa who will supply broadband to the City and leasing a building to Children's Mental Health Service to use as their base at £9,000 pa. The proposal for lettings was to increase the cost by 10% across the board. The increase would start in May but for some new or existing customers, they would have a retention strategy. This would take the school to comparable costs of the private sector territory. Wayne Allsopp mentioned that prices had not increased since 2019/20 because of Covid but lettings have now quickly recovered. Wayne Allsopp reported that he had spoken to all hirers and they all seemed comfortable with the increase. Trevor Low, Governor, in his view for Hinckley Gymnastics Club noted they had been expecting an increase. Wayne Allsopp, Business Development Manager, noted that lettings and catering had grossed £522,000 this financial year.

The governors thanked Wayne Allsopp for his reports.

11. Specials

Personnel Report

Jane Brown, Principal, presented the Termly Personnel Report and went through the resignations (5) and recruitment for Spring/Summer Term (7). She mentioned that 2 of the new starters were staff that had left and were returning. Jane Brown, Principal, reported that there are 5 vacancy adverts out at the moment.

Overview of Numeracy Strategy and Quality of Education in Maths; Computer Science and Science

This was deferred to the next meeting.

12. Policies for Approval

The governors agreed the following policies:

- Accident Incident Investigating & Reporting
- Active Monitoring
- Asbestos Containing Materials in Buildings
- CCTV
- Control of Contractors
- COSHH
- Display Screen Equipment
- Fire Evacuation
- Health and Safety
- Leave of Absence
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Portable Electrical Equipment
- Probation
- Relationships, Sex Education and Health Education
- Risk Assessment
- Security

- Traffic
- Violence at Work
- Work Life Balance
- Working at Height

13. Any Other Business

- Sue Billington, Chair of Governors, reported that the school had received their revalidation of IQM in March and had retained the flagship school award. Sue Billington has sent the IQM report out to the governors. The governors congratulated Jane Brown and her team.

The meeting closed at 6.56 pm.

Next meeting: Thursday 4th May 2023, 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	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	Termly
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	To compile a brief of a timeframe for the contractors carrying out the condition survey and submit to governors.	Wayne Allsopp	Ongoing
11	Sue Billington, Chair of Governors, to carry out a H&S visit on the canteen areas.	Sue Billington	End of academic year