



GOVERNING BODY

Minutes of Meeting on Thursday 24 March 2016

Present:	Mr J Turner (<i>Chair</i>)	Chair of Governors	
	Mr K Brown	Governor	
	Ms N Cuffy	Governor	
	Ms S Gannon	Staff Governor	
	Mr H Hadani	Governor	
	Ms L Hammond	Governor	
	Mr S Holderness	Governor	
	Mr J Kirk	Vice-Chair of Governors	
	Mr I Mattioli	Governor	
	Ms G Mistry	Student Governor	
	Ms S Munden	Staff Governor	
	Ms S Overton-Edwards	Principal	
	Mr N Unadkat	Student Governor	
	In Attendance:	Mr J Bagley	Vice-Principal Curriculum
		Mr N Leivas-Mistry	Vice-Principal Quality
Mr H Ravat		Vice-Principal Resources	
Mr R Mansfield		Clerk	

Ref.		Action
B/16/01	<p>Item 1 – Attendance and Membership Matters:</p> <p><i>1.1 Apologies for Absence</i> Apologies for absence were received from Margo Moore, Jim Pain and Harshad Solanki. The meeting was declared quorate.</p> <p><i>1.2 Declarations of Interest in Agenda Items</i> Staff governors declared an interest in item 7.3.</p> <p>Search Committee Matters:</p> <p><i>1.3 Board and Committee Vacancies</i> Robert Mansfield referred the meeting to the minutes of the Search Committee on 7 January 2016 and 8 March 2016 (items 9.1 and 9.2 on the agenda). There were no current vacancies on the Board or any of its committees. After the retirement of Karl Brown at the end of May 2016 there would be one vacancy. The Search Committee had advised that no effort be made to fill this vacancy until the results of the Area Based</p>	

Review were known, unless there was a candidate of outstanding merit.

The meeting received this oral report.

1.4 Future Committee Memberships

Robert Mansfield again referred to the minutes of the meeting of the Search Committee on 7 January 2016. The Committee had considered the numbers of members of committees in the light of the recent decision to reduce the size of the Board to 16, and had recommended a number of adjustments, as follows:

- Appeals Committee: reduce from three to two
- Finance, Staffing & General Purposes Committee: increase from four to five
- Performance Improvement Group: reduce from four to three
- Search Committee: reduce from four to three
- Standards & Quality Committee: reduce from six to five
- Student Affairs Committee: reduce from seven to six.

The Board endorsed the changes recommended to the sizes of committees.

RM

Chair's Action

1.5 Area Review – Local Consultations

Robert Mansfield presented a short paper reminding the Board that notice of Chair's action had been given by email on 9 January 2016 in respect of opening discussions with other sixth form colleges in Leicester. Responses at the time had all been supportive of this action. John Turner said that the discussions had now progressed to the point where the Chairs and Principals of the three sixth form colleges felt it necessary to seek the formal agreement of their boards to the comprehensive sharing of the data likely to be considered during the Area Based Review, with a view to developing a preferred option or options for submission to the Review Panel. Any such options would of course be submitted in advance to the Strategy Working Group and then the Board.

The meeting endorsed this action.

B/16/02

Item 2 – Minutes of the Previous Meeting and Matters Arising:

2.1 Minutes of Meeting on 15 December 2015

The minutes of the meeting on 15 December 2015 were accepted as an accurate record and were duly signed by John Turner.

2.2 Matters Arising

Matters arising as listed on the agenda and not appearing as agenda items in their own right were reviewed.

Reports on academic results were held over as national data were still not available.

SOE

Discussions with BBC Radio Leicester were continuing at a slow pace. This item was also held over.

SOE

Robert Mansfield confirmed that all governors had received Prevent training as required.

Nelista Cuffy asked whether action had been taken to display governors' photographs and pen portraits. Suzanne Overton-Edwards said that photographs of governors and Senior Leadership Team members were now displayed in Reception. Pen portraits had not yet been displayed and she would need to take advice on how best to do this. The meeting requested that portraits and pen portraits should also be displayed in the website.

SOE

B/16/03

Item 3 – Curriculum and Quality Issues:

3.1 Examination Results November 2015

Naz Leivas-Mistry presented an analysis of the results of Mathematics re-sits in November 2015. There had been considerable improvements in results. However the results of the forthcoming GCSE mock examinations would provide a better gauge of progress. Nelista Cuffy observed that there had been a stricter approach in 2015 to allowing students to re-sit GCSE Mathematics. Naz Leivas-Mistry agreed that this had contributed to the reported improvement.

The meeting received the report on the examination results for November 2015.

3.2 Added Value Data 2014/2015

Naz Leivas-Mistry presented added value (ALPS) data for the College in 2014/2015. Results had been colour coded: red for matching top 25%, black for matching middle 50%, and blue for matching bottom 25%. The picture for AS level was mixed but generally pleasing, for A level less than satisfactory and for BTEC inconsistent – reflecting the volatility of BTEC programmes. The College needed to do more to improve added value scores at A level. He assured the meeting that BTEC programmes were not to be cancelled despite recent difficulties, and said that many universities were increasingly admitting students with a mix of A level and BTEC qualifications. He agreed with Steve Holderness that many employers had difficulty in understanding and evaluating BTEC qualifications.

The meeting received the added value data for 2014/2015.

3.3 College Self-Assessment Report 2014/2015 Overview

Naz Leivas-Mistry presented an overview of the College Self-Assessment Report (SAR) for 2014/2015. The report had been recently scrutinized by the Standards & Quality Committee. His presentation therefore dealt with the highlights of the overview. The College's self-assessment was 'Good' against the standard for GFE colleges, the national benchmark selected as most relevant to the College by the inspectors at

the last OfSTED inspection. The report contained for the first time reference to GEMEG as a subcontracted provider. Results in aggregate had fallen slightly as compared with those for the previous year, but remained 4% above national rates. The report also contained positive data regarding progression.

Nelista Cuffy asked how the report addressed new technologies. Naz Leivas-Mistry said that this was covered in sections dealing with stretch and challenge. John Turner asked whether OfSTED saw the overview as well as the SAR itself. Naz Leivas-Mistry said that he would be happy to make the overview available to the inspectors.

Steve Holderness asked, if the overall assessment was 'Good' and there were outstanding elements, which aspects of the College were unsatisfactory. Naz Leivas-Mistry said that a few areas had been graded as requiring improvement.

Mathematics, Public Services and Sport were all receiving attention from the Performance Improvement Group.

The meeting received the College Self-Assessment Report.

3.4 Curriculum Development

James Bagley presented a paper previously considered by the Standards & Quality Committee on developments to the curriculum. He summarized the changes planned and assured the meeting that new courses would actually run if they were viable only. A new timetable model was currently undergoing consultation; this was designed to meet funding constraints whilst facilitating student access to employability and life skills opportunities. He clarified 'viability' as a cohort size of at least 16.

The meeting received the paper on curriculum development.

B/16/04 Item 4 – Student Issues:

4.1 Student Executive Team

The Student Governors provided a résumé of the issues and concerns discussed at the meeting of the Student Affairs Committee on 3 March 2016.

Congestion on the Street. The arrangement of furniture on the Street was in 2016/2017 to be returned to that in operation in 2014/2015.

Male Toilets near to the Canteen. The gender balance of the toilets near the canteen was to be reviewed, with a view to increasing the proportion of male toilets.

Visit by Police Dogs to Discourage Drug Abuse. Suzanne Overton-Edwards reported that the planned visit had had to be deferred as the police dog identified for the visit was on holiday.

Canteen. There had been a recent meeting with the Canteen Manager with a view to increasing the healthier choices on offer.

Female Students participating in Sports. The number of female students taking part in sporting activities had been increasing.

USB Sticks not working in Pods. USB capabilities on some computers where there had been problems with USB sticks were being disabled. New equipment was being rolled out to replace thin clients, albeit this would take time.

Absent Teachers not texting Students. No solution had yet been found to the problems of unnecessary travel and time wasted that sometimes occurred when teachers were off sick.

Lack of Study Space. This was the issue of greatest concern to students. Classrooms had been closed to students as a result of the misbehaviour of a minority. This was seen as very unfair. Teachers had also commandeered rooms in pods as classrooms, sometimes for very small classes. Suzanne Overton-Edwards said that the College currently had about 100 more students than the number for which it had been built. Consideration was being given to using space more efficiently. One possibility was to create a mezzanine floor over the canteen. Nishil Unadkat welcomed this news but said that a solution was needed now. Rooms C2, D2 and F1 had all been lost as study space during the current academic year. Hamid Ravat reminded student governors that the Learning Resource Centre (LRC) operated a laptop loan scheme. Gayatri Mistry said that there was nowhere to work with these laptops. Suzanne Overton-Edwards said that the LRC was trying to create more space for study. Steve Holderness asked why the College did not deal with the trouble-makers. Naz Leivas-Mistry said that the College was happy for students to work quietly in rooms where small classes were being taught, provided that they created no distractions. Efforts were also being made to free up time in Room A102. In answer to Ian Mattioli, Naz Leivas-Mistry said that he thought rooms had been closed to students in four pods, either because of teaching requirements or misbehaviour by students. John Turner said that he hoped to hear at the next meeting of the Student Affairs Committee, on 18 April 2016, details of further progress to deal with this important matter.

Extendable Lanyards. A proposal that students should be allowed to wear their ID cards on extendable lanyards had not found favour.

Multi-Faith Room. Concerns about abuse of the multi-faith room had led to a discussion about access and monitoring. Suzanne Overton-Edwards confirmed that there was now a notice on the door of the multi-faith room explaining the process for signing the key in and out. Gayatri Mistry said that the needs of certain faiths meant that it was necessary to maintain the present arrangement with separate rooms for males and females. Steve Holderness questioned whether the College had a growing problem of misbehaviour. Suzanne Overton-Edwards said that with a student population of 1,600 teenagers some misbehaviour was inevitable. Steve

SOE

Holderness said that the solution appeared to have been to lock rooms. It was explained that there had also been other reasons for closing rooms. Karl Brown said that he believed the problem was best addressed by developing a scheme of self-governance, reinforced by monitoring. Nishil Unadkat expressed his concerns about the consequences for students of reporting others for misbehaviour. Naz Leivas-Mistry said that the College was in the business of education and he felt that the focus should be on the majority who did behave. *Charity*. Nelista Cuffy asked which charity the students had chosen to support. Gayatri Mistry replied that there were to be fund-raising events in support of Heart Links shortly.

The meeting received this report.

B/16/05 Item 5 – Finance & Estates Matters:

5.1 Estates Issues

Hamid Ravat referred the meeting to the draft minutes of the Finance, Staffing & General Purposes Committee on 17 March 2016 (Item 4.1). The contract for the sale of the Blackbird Road land was being amended to include an overage clause to cover the eventuality that the developer might develop further acreage during the 21 year period after completion of the purchase of the land.

Reference had been made earlier in the meeting to the feasibility study into a mezzanine floor over the canteen. Works were being undertaken to improve the access to and the safety of the evacuation area at the rear of the College.

The meeting received the report on estates issues.

5.2 Health & Safety Statistics 2015/2016

Hamid Ravat presented the health & safety statistics to 8 March 2016. These had recently been considered by the Finance, Staffing & General Purposes Committee. There had been 35 reported incidents of which ten were classed as accidents. The figures were broadly in line with those of preceding years. There was no evidence of concerning trends.

The meeting received the health and safety statistics.

5.3 Learner Numbers and Funding 2015/2016

Hamid Ravat presented the latest report on learner numbers and funding for the current academic year. The College was 56 students ahead of target. Actual funding was about £220K ahead of target.

The meeting received the learner numbers and funding report.

5.4 Operating Results 2015/2016

Hamid Ravat presented an overview of the operating results to February 2016. The accounts showed a deficit of £136K (£23K better than budget). Income was £23K above budget. Pay expenditure had been £27K below budget, but the Board

would be asked to approve a 1% increase in teachers' pay and the College would have to make higher Employers' National Insurance Contributions from April 2016. Operating expenditure was £13K above budget; an overspend of £101K on supply staff had been partly offset by reduced spending elsewhere. The forecast surplus for 2015/2016 had reduced to about £150K. There were no matters to report in respect of the balance sheet, cashflow or the financial ratios. He assured John Turner that the cost of the works on the evacuation area would be met within the current year's budget.

The meeting received the operating results.

5.5 Funding Outlook 2016/2017

Hamid Ravat presented a report on the funding outlook for the next academic year. Although programme funding per student was nominally unchanged, the College would be adversely affected by adjustments including a large reduction in formula protection funding. The net effects were that the target for learner numbers had been increased by 3.5% (in line with the current roll) but that funding would be reduced by nearly 1.4%. John Turner reminded the meeting that if the College had not over-recruited 50 students for 2015/2016 its funding for 2016/2017 would have been £200K less.

The meeting received the report on the funding outlook.

B/16/06

Item 6 – Marketing and Promotional Issues:

6.1 Marketing Update 2015/2016

James Bagley presented the highlights of recent progress against the marketing plan for 2015/2016. There had been an increase in the College's followership on social media, and the focus now was upon increasing interaction. There had been five recent positive articles in *The Leicester Mercury*. Numbers of alumni and attendance at the Open Day had both increased – numbers at the Open Day had been double those of the preceding year. Special promotional literature had been produced for the Parents' Evening to be held later in the week.

The meeting received the marketing update.

6.2 Student Applications

James Bagley recorded his huge thanks to Shirley Munden and her team for their efforts on school visits. There had been very positive responses from students and the visits were much appreciated by the schools. Indications thus far suggested that the College was on track to achieve further growth in 2016/2017. Naz Leivas-Mistry said that the College took pride in its track record of beating the targets set by government. The College's USP was that it was very supportive.

The meeting received this oral report.

B/16/07 **Item 7 – Staffing Issues:**

7.1 Staffing Report

Naz Leivas-Mistry presented the main points of the staffing report for March 2016. There had been little recent change. The newly appointed Examinations Officer had made an excellent start. The member of staff on long term sickness absence was shortly to return to work.

The meeting received the staffing report.

7.2 Staff Survey Action Plan

Suzanne Overton-Edwards summarized the actions taken to progress the Staff Survey Action Plan. These had been reported in full to the Finance, Staffing & General Purposes Committee. Efforts to hold *SLT Question Time* in the lunch hour had now been abandoned as staff had reported that they were unable to attend. Instead time would be set aside for this purpose on a training day.

John Turner reported that he had been in discussion with Surveylab. It had been agreed that in the next survey all the questions in the first survey would be retained, and that a few would be added to gauge the impact of the action plan. Feedback on the second survey would be given to the Board on 2 June and to staff on 6 June 2016.

The meeting received the update on progress against the staff survey action plan.

7.3 Teaching Staff Pay Settlement

Hamid Ravat presented a short paper stating that a pay award for teaching staff of 1% had been agreed nationally. This was in line with the provision in the College budget. The Finance, Staffing & General Purposes Committee had commended ratification of the award to the Board.

The meeting voted, with staff and student governors and Steve Holderness abstaining, to implement the national pay award of 1.0% for teaching staff.

HR

B/16/08 **Item 8 – Governance Issues:**

8.1 Annual Safeguarding Report 2014/2015

Suzanne Overton-Edwards presented the Annual Safeguarding Report for 2014/2015. The report set out the duties of the College, and described the related processes, policy, team, partner agencies, and recent developments and safeguarding cases. She advised Nelista Cuffy that it had not proved possible to obtain comparative data from other local colleges. Suzanne Overton-Edwards recorded her particular thanks to Liz Ward and Shirley Munden who bore the brunt of the casework, and to Kerry Reeve. Steve Holderness expressed surprise that the cases listed contained no references to alcohol or drug abuse. John Kirk said that this was because no student had been recorded as having a problem of this nature *that required to be treated as a*

safeguarding issue. Nelista Cuffy said that she was surprised at the low level of police involvement.

The meeting received the annual safeguarding report for 2014/2015.

8.2 Prevent Strategy

In presenting the Prevent strategy Suzanne Overton-Edwards referred to the thematic visit by OfSTED on 12 January 2016. Prevent was now a 'hot topic', and OfSTED had recently identified as an issue students' inability to talk about the subject. There were therefore questions about the level to which Prevent training was being embedded. The College was currently trying to arrange a train-the-trainer course. She confirmed to John Turner that OfSTED had been complimentary about the College's preparedness, and said that her previous remarks related more to the national picture. The College needed however to keep topping up its approach. Ian Mattioli said that the Student Executive Team (SET) needed to be involved. The Student Governors confirmed that SET members were to be trained as trainers. John Kirk said that students at the College did feel able to talk to staff; OfSTED saw this as key, and staff were to be complimented on the quality of their relationships with students. Lesley Hammond asked whether training was being refreshed at least annually. Suzanne Overton-Edwards confirmed that this was being done and that new joiners were trained in-year. Shirley Munden said that every term an induction to safeguarding and Prevent was provided.

The meeting received the Prevent strategy.

8.3 Area Reviews

Suzanne Overton-Edwards reported that the only major recent development in respect of Area Reviews was that sixth form colleges now had the option of becoming academies, subject to approval by the Review Panel. She felt however that it would be important not to be swayed just by the favourable impact on VAT, but also to consider other factors, such as a potential loss of freedoms.

The meeting noted this oral report.

8.4 Redundancy Policy Update

Naz Leivas-Mistry reported that the NUT had put forward a model redundancy policy, to which the College had responded. The latest planned meeting to discuss the policy had been postponed at the request of the NUT because of the unavailability of full-time officials.

The meeting noted this oral report.

8.5 Recruitment Policy Update

Naz Leivas-Mistry reported that the College had put forward a recruitment policy. This had been considered at the Joint

Negotiating and Consultative Council (JCNC). One issue remained to be resolved. The next meeting of the JCNC would be after the Easter holidays, subject to the availability of NUT representatives.

The meeting noted this oral report.

B/16/09 Item 9 – Consent Agenda:

John Turner introduced the following items in turn, inviting major comments or questions.

9.1 *Minutes of the Search Committee 7 January 2016*

9.2 *Minutes of the Search Committee 8 March 2016*

9.3 *Minutes of the Finance, Staffing and General Purposes Committee 21 January 2016*

9.4 *Minutes of the Finance, Staffing and General Purposes Committee 17 March 2016*

9.5 *Minutes of the Standards & Quality Committee 11 February 2016*

9.6 *Minutes of the Student Affairs Committee 3 March 2016*

9.7 *Minutes of the Audit Committee 15 March 2016*

The meeting received in turn the minutes of committees as listed above.

9.7.1 *Terms of Reference of the Audit Committee*

Robert Mansfield reported that the Audit Committee had requested a change to its terms of reference to bring them into line with the latest version of the Joint Audit Code of Practice with regard to fraud, whistle-blowing etc.

The meeting confirmed the requested amendment to the terms of reference of the Audit Committee.

RM

B/16/10 Item 10 – Dates and Times of Next Meetings:

The dates and times of the next meetings were confirmed as follows: Thursday 2 June 2016 (presentation of staff survey results), and Tuesday 28 June 2016 (full board meeting) at 5.30 p.m. at the College.

B/16/11 Item 11 – Any Other Business:

11.1 *Retirement of Karl Brown*

John Turner reminded the meeting that Karl Brown would be retiring as a College governor at the end of May 2016 on completion of his second term of office. He thanked Karl Brown for his service as a member of the Board.

B/16/12 Item 12 – Confidential Items

12.1 *Notes of the Strategy Working Group 14 January 2016*

The meeting received the notes of the meeting of the Strategy Working Group on 14 January 2016.

Staff and Student Governors and members of the SLT then left the meeting prior to consideration of the minutes of the

confidential session of the meeting of the Board on 15 December 2015. The meeting remained quorate.

12.2 Minutes of the Confidential Session on 15 December 2015
The minutes of the confidential session on 15 December 2015 were accepted as an accurate record and were duly signed by John Turner.