

## Open – M I N U T E S

Meeting Held On: Thursday, 28 September 2017

D-Building Room D1/D2 at 17:15 – 19:50 hrs

**Governors Present:** Margaret Harlock [Chair of Governors], Matthew Allington, Pauline Cowie, Monty Erskine, Charlotte Evans, Isabella Harding, Marie-Claire Harper, Michael Jaffrain [Principal], Tony McNally, Mark O'Sullivan (10);

**Apologies:** Ryan Danvers, James Devenney, Mark Eastaugh, Peter McLean, Felix Walsh (5), and Madeline Woolfenden [Vice Principal];

**Absent:** (0);

**Attending:** Phillip Berry [Assistant Principal [Finance & Resources], Peter J Harrison [Clerk to Governors], Ann-Marie Paddison [Nominee Parent Governor];

**Quorum Present:** 10/14 [includes required minimum of 4 Foundation Governors]

**Documents Circulated/Tabled\* at Meeting:** None

- Document [A] – 'St Brendan's Sixth Form College – Declaration of Pecuniary Interest/ Disability Access and Equality Report 2016/2017' – circulated previously
- Document [B] – 'St Brendan's Sixth Form College – Governors' Committee List' – circulated in advance
- Document [C] – 'St Brendan's Sixth Form College – Board of Governors' Business Diary 2017/2018' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Instrument and Articles of Government 2014' [Draft] – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Strategic Plan 2017-2020 & 2017-2018 Targets' – circulated previously
- Document [F] – 'St Brendan's Sixth Form College – Children In Care Report 2017' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Safeguarding Young People and Adults at Risk Policy' – circulated previously

**Circulation:** All Governors, Clerk to Governors, Senior Leadership Team, & [College Website after signature].

## Governors' Briefing –

### *'Understanding the A-Level Performance System [ALPS]*

By Michael Jaffrain [Principal][Standing in For Madeline Woolfenden Vice Principal]

## Outline of the System

- The first reports arrive early to mid-September and they are voluminous
- There are different layers of analysis in an *A-Level Performance System* [ALPS] report
- The data includes the academic results and value-added data
- Usually, 4 years of data are given for trend analysis. Each year has a grade ranging from 1 to 9
- The grades are calculated using ALPS' methodology, which in turn is calculated from national data produced by the Department for Education [DfE]. This year 2016/2017 included 2,890 providers, 272,009 students for 746,743 A levels subjects
- There has been very little movement in outcomes at the 75th percentile over the past three-years. Hence, Minimum Expected Grades [MEG] in the 2017 A-Level report are the same for previous years

## Indicators and Common Terms

- Average *General Certificate Secondary Education* [GCSE] score – average score for Students completing 2 or more A-Levels in 2017. Nationally this is currently 6.2
- T-score and grade – average of RED, BLUE and QUALITY INDICATOR grades to give one annual grade
- RED teaching & learning – grades 1 to 3. The higher the % figure, the better the provision
- BLUE teaching & learning – grades 7 to 9. Note – a low % figure is desirable for this measure
- Quality Indicator – this compares the average total expected *Universities and Colleges Admission Service* [UCAS] points for the centre with the actual points achieved

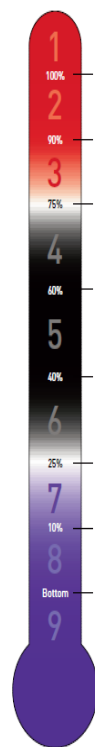
## The ALPS Thermometer

Providers are ranked from best (top) to worst (bottom). The numbers running down the centre of the thermometers are always from 1 (best) to 9 (worst) and related exactly to the percentile.

The colour coded thermometer provides a visual display for the College scores overall, and down to the individual subject level and also provides comparison with the national data for the sector.

- RED INK is best RED HOT
- BLACK is average/norm
- BLUE is COLD

The full presentation of the Academic Performance for the College in 2016/2017 will take place at the next meeting in October, and this presentation about the Understanding of the ALPS data is intended to prepare Governors for that meeting.



---- Alps grade 1 - better or equal to the best score achieved in the indicator - **Outstanding**

---- Alps grade 2 - scoring between the 90th and 99th percentile - **Outstanding**

---- Alps grade 3 - scoring between the 75th and 89th percentile - **Excellent**

---- Alps grade 4 - scoring between the 60th and 74th percentile - **Very good**

---- Alps grade 5 - scoring between the 40th and 59th percentile - **Satisfactory to Good**

---- Alps grade 6 - scoring between the 25th and 39th percentile - **Below average**

---- Alps grade 7 - scoring between the 10th and 24th percentile - **Less than satisfactory**

---- Alps grade 8 - scoring between the 1st and 9th percentile - **Relatively poor**

---- Alps grade 9 - scoring below the lowest score achieved in the indicator - **Poor**

The challenge is to get out of the **BLUE** and move towards the **RED**. If you are already in the **RED** the challenge is to stay there. Continuous improvement is the underlying theme.

### Access to the ALPS Reports

- ALPS reports can be found in the Governors' area of Sharepoint, under the TCQ heading
- The link to the ALPS site, for general information, case studies, updates etc. is <https://alps-va.co.uk/>.
- This link is also in the Governors' Area (TCQ) of Sharepoint

Throughout the presentation there was some discussion and Governors asked questions. At the conclusion, the *Chair of Governors* thanked Michael Jaffrain for standing in at the last minute to deliver the presentation.

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
<b>1. Welcome</b>	<p>1.1 <i>Welcome</i>: Margaret Harlock [Chair of Governors] opened the meeting with prayer. A welcome was extended to those attending for the first time Sr Pauline Cowie [Foundation Governor] and Ann-Marie Paddison [[Nominee Parent Governor]. Introductions were made.</p> <p>1.2 <i>Apologies</i>: The apologies Ryan Danvers, James Devenney, Mark Eastaugh, Peter McLean, Felix Walsh (4), and from were noted and accepted. And that from Madeline Woolfenden [Vice Principal] who is unwell today.</p> <p>1.3 <i>Absent</i>: None</p> <p>1.4 <i>Quorate</i>: The meeting was declared quorate.</p> <p>NOTE: <i>Agenda Order</i>: To facilitate those attending the meeting some items may be taken in a different order than that shown on the agenda. The original order of the Agenda has been maintained for ease of reference in the Minutes record.</p>	
<b>2. Declarations of Interest &amp; Disability Access &amp; Diversity</b>	<p>Document [A] – ‘<i>St Brendan’s Sixth Form College – Declaration of Pecuniary Interest/ Disability Access and Equality Report 2016/2017</i>’ – circulated in advance</p> <p>2.1 <i>Declarations of Interest 2016/2017</i>: The Clerk to Governors presented the report, which has been submitted to the External Auditors <i>Moore Stephens</i>. The record shows that everyone liable to make a declaration had done so.</p> <p>2.2 <i>Declarations of interest 2017/2018</i>: The Chair of Governors noted that a majority of Governors have completed their Declaration for 2017/2018, but a number of Governors have yet to complete and return the written form of declaration issued to them in July and they are asked to return the form to the Clerk to Governors directly. There were no new declarations.</p>	Governors & Clerk to Governors Next Agenda
<b>3. Minutes Previous Meeting</b>	<p>3.1 <i>Open Minutes</i> [Thursday 13 July 2017]: The draft Minutes were agreed to be a true and accurate record of the meeting and passed for signature and to be published on the College website.</p>	Clerk to Governors

<b>4. Matters Arising</b> [Agenda not itemised]	<p>4.1. <i>HM Courts &amp; Tribunals Service</i> [Update] [Minutes Jul § 8.1]: The Principal explained that a Sixth Form College corporation is liable to make payments of <i>Value Added Tax</i> [VAT]. But, when D-Building was constructed a link was provided with C-Building to allow for disabled access into the separate building. D-Building has separate mains services, lighting and heating. But HM Revenue and Customs is now claiming that D-Building is an extension to the existing building and therefore the College is liable for the payment of VAT in the amount of £400k. The College has taken legal advice and been assured that there is strong case that the college is not liable. The <i>HM Courts &amp; Tribunals Service</i> hearing is to take place on Thursday, 12 October and Friday 13 October 2017. The outcome may not be announced immediately. If the judgement goes against the College then there will be a liability of £440k including the legal fees.</p>	Next Agenda
<b>5. Governors' Committee Reports</b>	<p>5.1 <i>Audit Committee</i>: No meeting until November 2017.</p> <p>5.2 <i>Ethos Safeguarding Welfare Committee</i>: In the absence of the Committee Chairman, the Principal reported the Committee had considered:</p> <ul style="list-style-type: none"> <li>• Children In Care Report – for adoption by the Board of Governors</li> <li>• Safeguarding Policy – for adoption by the Board of Governors</li> <li>• Mission Statement – for review</li> </ul> <p>The <i>Board of Governors</i> noted the report.</p> <p>5.3 <i>Resources Premises Human Resources Committee</i>: No meeting until November 2017</p> <p>5.4 <i>Strategy Search Remuneration Committee</i>: Margaret Harlock reported the Committee had discussed the following issues:</p> <ul style="list-style-type: none"> <li>▪ <i>Aquinas Group</i> developments – Little change. But a report was received that the <i>Catholic Educations Service</i> [CES] has announced plans to divide England and Wales into four geographical areas, and then to group all Catholic Schools, Catholic Academies, Colleges and Universities in one of these groups. No further details are known at this time</li> <li>▪ Governors Committee List Membership – has been reviewed</li> <li>▪ Instrument and Articles of Government 2014 revisions – Refer below [Minutes § 7.1]</li> <li>▪ Building Cladding Survey – Following the Grenfell Tower fire the College is seeking expert advice about the material used on one of its non-residential building. No further information is available currently</li> <li>▪ Recruitment of Senior Post Holder – With the Vice Principal leaving the College</li> </ul>	

<p><b>Governors' Committee Reports</b> [Continued...]</p>	<p>employment at the end of December, the Committee is responsible under the terms of the <i>Instrument and Articles of Government 2012</i> for the advertising and selection of the candidates, and then for a recommendation to the Board of Governors, which is responsible for making the appointment for Reserved Post</p> <ul style="list-style-type: none"> <li>▪ <i>Strategic Objectives and Targets 2017-2019</i> –The Board of Governors adopted the <i>Strategic Objectives and Targets 2017-2019</i> at the meeting in July. The Committee has now reviewed the emphasis in the College targets for 2017/2018:</li> <li>▪ Retention – Student retention is 'key' for academic performance and College finance</li> <li>▪ Mindset – Is about raising the aspirations of Staff and Students</li> <li>▪ Employability – Is another 'key' factor reflecting the need to prepare Students for life in Higher Education or employment</li> <li>▪ Safeguarding – With the Head of Safeguarding &amp; Learning Development, the Committee reviewed the arrangements for temporary cover by suitably qualified Staff in the College and during the absence of the <i>Nominated Governor for Safeguarding</i> for the next couple of months, Marie- Claire Harper has agreed to act in that capacity if required</li> <li>▪ Senior Management Team [SMT] – A consultant has been invited to review the communications, effectiveness and size of the SMT, which was restructured in 2015/2016</li> </ul> <p>There was some discussion about a number of these issues. The <i>Board of Governors</i> noted the report.</p> <p>5.5 <i>Teaching Curriculum Quality Committee</i>: No meeting until December 2017</p>	
<p><b>6. Board of Governors' Operations</b></p>	<p>Document [B] – '<i>St Brendan's Sixth Form College – Governors' Committee List</i>' – circulated previously Document [C] – '<i>St Brendan's Sixth Form College – Board of Governors' Business Diary 2017/2018</i>' – circulated previously</p> <p>6.1 <i>Continuity of Governance &amp; Appointments</i> [Update]: The Chair reported on the following:</p> <p>6.1.1 Foundation Governors – Currently there are 3 vacancies. A number of suggestions are being followed up. All Governors are asked to consider suitable candidates to fill these vacancies and in particular individuals with professional skills in accounting, audit and education management</p> <p>6.1.2 Staff Governor [Teacher] – Isabella Harding's term of office ends on 16 October</p>	<p>All Governors &amp; Next Agenda</p>



<p><b>Board of Governors' Operations</b> [Continued...]</p>	<p>6.2 <i>Security of Governors' Email</i> [Minutes Jul § 7.3]: The Chair reminded Governors that it had been recommended that the security of email involving the College business was important and that individual Governors had been asked to ensure that they were using their official College email address and to confirm this with the Clerk to Governors so that the Address List can be updated and circulated to the members of the Board of Governors. The Clerk to Governors reported that of the 19 Governors only 8 and the Clerk to Governors were doing so. Governors were asked to check their own usage and if in difficulty with passwords or access to contact the College for advice. There was short discussion about the fact that, as volunteers, Governors might have technical difficulties with their own equipment and if they were expected to use the College Information Technology services then maybe the College should be providing the equipment. The situation will be reviewed again at the meeting on December, in the meantime Governors should inform the Clerk to Governors about any changes of address, contact details, or their email address in use.</p> <p>6.3 <i>Governors' Committees Membership Review</i> [Minutes Jul § 7.4]: The Chair referred to the Committee List as circulated, and noted that the name of Ann-Marie Paddison would be added to the membership of the Governors' Ethos Safeguarding Welfare Committee.</p> <p>6.4 <i>Governors' Business Diary and Schedule 2017/2018</i> [Minutes Jul § 7.5]: The ~Chair referred to the redesigned easier to read format of the <i>Governors' Business Diary and Schedule 2017/2018</i> prepared by the Clerk to Governors. It was suggested that Governors might wish to consider attending some of the College events and to circulate on the Open Days, the next of which in on Saturday, 7 October between 10:00-14:00 hrs. Governors were asked to note their personal diaries for meetings of the Board of Governors and Governors' Committees in which they are involved. In the event of any amendments, and it may be necessary to make some changes, they will be notified.</p> <p>6.5 <i>Self Assessment Review [SAR] &amp; Review of Governance</i> [Minutes Jul § 9.1]: Marie-Claire Harper explained that there was no new information, as the working party had not met since the last meeting of the Board. The Principal informed the meeting that with the departure of the Vice Principal at the end of December she had been asked to make the SAR a matter of priority.</p>	<p>All Governors &amp; December Agenda</p> <p>Clerk to Governors</p> <p>All Governors</p> <p>Marie-Claire Harper &amp; December Agenda</p>
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<p><b>7. Instrument &amp; Articles of Government 2014 Revision</b></p>	<p>Document [D] – ‘<i>St Brendan’s Sixth Form College – Instrument and Articles of Government 2014</i>’ [Draft] – <i>circulated previously</i></p> <p>7.1 – <i>Instrument and Articles of Government 2014</i>: The Chair of Governors briefly set out the long history of this subject. The current <i>Instrument and Articles of Government 2012</i> provide the statutory and regulatory basis for the operations of <i>St Brendan’s Sixth Form College</i> and its Board of Governors as corporation. Subsequently, the <i>Catholic Education Service</i> [CES] in consultation with the <i>Department for Education</i> [DFE] drew up a set of <i>Instrument and Articles of Government 2014</i>, and these were then agreed with the <i>Clifton Diocesan Trustees Registered</i> [CDTR]. At that point the College was informed that the new <i>Instrument and Articles of Government 2014</i> [I&amp;A 2014] were applied. However, this had been done without prior consultation with the Board of Governors, and this action was not permitted under the terms of the Instrument and Articles of Government as stated in the Articles [extract]:</p> <p><b>‘27. Amendment of Articles of Government</b></p> <p>(1) Subject to Articles 27 (3) and (4), the Trustees may modify or replace these Articles with the consent of the Board of Governors and the Bishop;</p> <p>(2) Subject to Articles 27 (3) and (4), the Board of Governors may modify or replace these Articles with the consent of the Trustees and the Bishop;</p> <p>(3) Any consent to be given under this Article 27 must be given in writing by the person or persons entitled to give such consent or an authorised officer thereof;</p> <p>(4) The Board of Governors shall not make changes to the Articles that would result in the body ceasing to be a charity.’</p> <p>In addition, the new I &amp; A 2014, also changed the name of the College, again without consultation, and such a change has to be first agreed by the Secretary of State, and that does not appear to have been case. All this took place, at the time when the <i>West of England Area Based Review</i> was on going, and that process might have involved the College in changing its status if the decision was taken by the Board of Governors to convert to an Academy. The decision was taken to postpone the question of the I &amp; A 2014 revision until, the then, issue of academisation had been resolved.</p> <p>The Governors’ Strategy Search Remuneration Committee has noted a number of issues affecting the College operations and management, which require changes or amendment, in addition to a number of other ‘errors’ in the I &amp; A 2014 as presented to the College for adoption by the CDTR. The draft revision circulated prior to this meeting highlights the changes and the Committee recommend that the Board of Governors give its approval, so that the revised document can be sent to the CDTR for approval prior to subsequent adoption by the Board of Governors and implementations at a later date.</p>	
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<p><b>Instrument &amp; Articles of Government 2014 Revision [Continued...]</b></p>	<p>An additional potential complication has just been announced by the Clifton Diocesan Department for Schools and Colleges in the <i>Go-Governance</i> September 2017, in the statement:</p> <p><i>‘As you may be aware, the Clifton Diocese Trustees have decided to incorporate a new company limited by guarantee, so is currently going through a legal process of becoming ‘incorporated’. The result of this is that all our maintained schools within the Diocese will need to have a revised Instrument of Government (IOG) with effect from 1 January 2018. I will therefore be in contact with all schools (but not academies as they do not have an IOG) concerning this in the near future.’</i></p> <p>It is unclear whether this change would impact on the Statutory position of St Brendan’s Sixth Form College as it is not a Maintained School and comes under a different set of regulations.</p> <p>In the full discussion and wide ranging discussion that followed, the following points were made:</p> <ul style="list-style-type: none"> <li>• The College should proceed to regularise the draft revisions to the I&amp;A 2014 and confirm agreement with the CDTR in writing as required by Article § 27</li> <li>• Some of the text in the existing I &amp; A 2014 refers to ‘Trustees’ and to the ‘Bishop’ as if they were distinct. This may simply be a generic error as some Sixth Form Colleges may be under the trusteeship of Religious Charities and, therefore, outside the jurisdiction of the Bishop as local Ordinary. The point needs to be clarified before submission to the CDTR</li> <li>• The change of the College name to St Brendan’s <u>Catholic</u> Sixth Form College is unwelcome for a number of reasons. The insertion of ‘Catholic’ in the title may imply that the College is exclusively for Roman Catholics, which has never been the case. The College has always maintained a significant Catholic ethos and values in the College and in the wider community while being open and welcoming to Students of other faiths and none. Governors were agreed that this ethos and its Mission as stated should continue. Additionally, with any change of signage, stationery, and marketing of the College there, would be a not insignificant cost which might better be utilised on education for the Students and for College staffing</li> <li>• The procedures for the recruitment and appointment of ‘Reserved Posts’ as set out in the original I&amp;A 2014 document from the Diocese do not</li> </ul>	
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<b>Instrument &amp; Articles of Government 2014 Revision [Continued...]</b>	<p>meet the situation in a Catholic Sixth Form College, hence the suggested amendments inserted in the draft revision of the text prepared by the Governors' Strategy Search Remuneration Committee</p> <ul style="list-style-type: none"> <li>• There was further discussion about the best way to present the amended I &amp; A 2014 to the Diocese. It was agreed that a covering letter should present the chief areas of amendment and the reasons why the Board of Governors considers them appropriate. In addition, as it is a matter for the CDTR and the Bishop, this communication from the Board of Governors should be addressed primarily to the Bishop</li> </ul> <p>There was agreement in general in regard to these matters. It was agreed that any Governor who wished to make any observations, or further amendments, to the I &amp; A 2014 as revised currently should inform the Clerk to Governors. Mark O'Sullivan and Margaret Harlock with the Clerk to Governors will review any observations before revising the text as necessary.</p> <p><u>Proposal</u></p> <p><i>'That the Board of Governors approve the existing text of the "Instrument and Articles of Government 2014" as revised and amended by this Board of Governors, and submit it to the Clifton Diocesan Trustees Registered in the person of the Bishop of Clifton, with a covering letter to highlight and explain the amendments being proposed for approval.'</i></p> <p>Proposed: Michael Jaffrain Seconder: Mark O'Sullivan</p> <p style="text-align: right;">For: 9 Against: 0 Abstention: 1</p> <p>The Proposal was adopted. Mark O'Sullivan, Margaret Harlock, and the Clerk to Governors to finalise the text and prepare and issue the covering letter.</p>	<p style="text-align: center;">Chair of Governors &amp; Mark O'Sullivan &amp; Clerk to Governors &amp; December Agenda</p>
<b>Comfort Break</b>	<p style="text-align: center;">— Adjourned for refreshment break —</p> <p style="text-align: right;">Start: 18:50 hrs  Ended: 19:10 hrs</p>	

<p><b>8. Principal's Report</b></p>	<p>Document [E] – ‘St Brendan’s Sixth Form College – Strategic Plan 2017-2020 &amp; 2017-2018 Targets’ – circulated previously</p> <p>8.1 <i>Student Recruitment 2017/2018</i>: The Principal informed Governors that enrolment had been lower than hoped but the numbers retained higher this year than last, so the total today in 1788. The final number may change before we reach the census date in October after 42 days lapse from the enrolment. The Board of Governors noted the report.</p> <p>8.2 <i>International Fee paying Student Recruitment</i>: The Principal reported that following the excellent results by the International Students in the summer 2017 examinations, 5 Students are continuing into their second year of A-Level studies and an additional 5 are starting their first year. The Students come from a range of territories: Nigeria, China, Macau and the Ukraine. The resignation of the International Officer at a critical recruitment point in 2016/2017 may have limited the numbers recruited for 2017/2018. The Board of Governors noted the report.</p> <p>8.3 <i>Staff Recruitment Status Report</i>: The Principal reported that the shortfall in some posts due to leavers was being temporarily filled by using part-timers or short contract Staff. However, a number of more senior members of Staff have also left or will be departing:</p> <ul style="list-style-type: none"> <li>• Head of Safeguarding &amp; Learning Development – Bernice Weiss left the College employment last week to take up a post elsewhere. The post was advertised and following selection and interview an individual has been appointed and will take up post in January 2018</li> <li>• Head of Teaching and Learning – Helen Stock is leaving to take up a post with the University of Bristol. The post is being published internally in the first instance</li> <li>• Head of Curriculum and Progression – is on long term medical absence</li> <li>• Vice Principal – Madeline Woolfenden has resigned to take up a post as Principal elsewhere and will be leaving the College employment at the end of December 2017. The Governors’ Strategy Search Remuneration Committee is already engaged in the recruitment process, and the post was advertised on 8 October 2017</li> </ul> <p>The Board of Governors noted the report.</p>	<p>December Agenda</p>
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**Principal's Report**  
[Continued...]

8.4 *Outline Report Summer Examinations 2017*: The Principal reminded Governors that they had been provided with a copy of the press release informed at the start of the month about the headline results. The full analysis and briefing about the academic results will be provided at the single item agenda meeting of the Board of Governors on Tuesday, 17 October. But in summary:

**Targets 2016/2017** – That the College matches or exceeds national pass rates:

	College Aug 2017	National Aug 2017	ALPS Value Added
For A level	97.1%	97.9%	6 (Black)
For AS level	88.7%	89.3%	2 (Red)
For Applied General L3	98.6%	Not available	3 (Red)

The College matched or exceed the National High Pass rates

	College Aug 2017	National Aug 2017	ALPS Value Added
For A level	35.2%	52.9%	6 (Black)
For AS level	33.4%	63.1%	N/A

**Results analysis in Oct 2017** – will include

- Detailed analysis of course performance
- Ranking of courses for the College using ALPS
- Highlights of outstanding performance
- Highlights of poor Performance
- Equality Diversity Inclusion [EDI] data aspects
- Current re-mark data
- Indication of national results and trends
- Main objectives for 2017-2018

The Board of Governors noted the report.

8.5 *Strategic Plan 2017-2020 and Targets 2017/2018*: The Principal reminded Governors that the Board had adopted the *Strategic Plan 2017-2020* at the meeting in 2016/2017, but he wished to


<b>Principal's Report</b> <b>[Continued...]</b>	<p>highlight here the items show in RED INK in the document circulated. The there items of focus for 2017/2018 being:</p> <ul style="list-style-type: none"> <li>• Retention [§ 2.2] – Clearly, Student retention is an important factor for achieving good academic outcomes for the Student, as well as impacting as one of the factors in the calculation of grant funding for the College</li> <li>• Growth Mindset [§ 2.4] – This relates to the raising of aspirations among Staff and Students, and developing independent learning suited to each Student</li> <li>• Employability [§ 2.11] – The destination of education varies for each Student but whether, via Higher Education, Apprenticeship or other training options, Employability is an essential outcome, and one that must be imbedded across the curriculum</li> </ul> <p>The Board of Governors noted the report.</p> <p>8.6 <i>Development College Estate</i> [Minutes Jul § 5.3] [Update]: The Assistant Principal [Finance &amp; Resources] reported <i>Historic England</i> decided in September 2017 that the College grounds are no longer registered Grade II*. This will ease any planning applications going forward as the college prepares for the levelling of the playing fields with the landfill contract, and with the installation of a 4-G pitch of that project is to proceed at a later date.</p> <p>The Board of Governors noted the report.</p>	
<b>9. College Matters</b>	<p>Document [F] – ‘<i>St Brendan’s Sixth Form College – Children In Care Report 2017</i>’ – circulated previously  Document [G] – ‘<i>St Brendan’s Sixth Form College – Safeguarding Young People and Adults at Risk Policy</i>’ – circulated previously</p> <p>9.1 <i>Children In Care Annual Report 2017</i>: The Principal presented the document from the Governors’ Ethos Safeguarding Welfare Committee with the Committee’s recommendation that the Board of Governors adopt the report.</p>	

<p><b>College Matters</b> [Continued...]</p>	<p><u>Proposal</u></p> <p style="text-align: center;"><i>‘That the Board of Governors adopt the “Children In Care Annual Report 2017” as recommended by the Governors’ Ethos Safeguarding Welfare Committee.’</i></p> <p>Proposed: Isabella Harding Seconder: Monty Erskine</p> <p style="text-align: right;">For: 10 Against: 0 Abstention: 0</p> <p>The Proposal was adopted.</p> <p>9.2 <i>Risk Management Review</i> [Minutes Jul §8.4] [Update]: Tony McNally reported that following report at the last meeting there had been no change. The report incorporates the RED/AMBER/GREEN colour coding to highlight the priority of items within the plan. Briefly:</p> <p style="padding-left: 40px;">Risk 1.3 – Academisation leads to loss of power to: borrow; set admissions policy, recruit international students. Cost of VAT on buildings; Following the <i>Board of Governors’</i> decision not pursue the option of academisation the risk is AMBER as able to have major impact, but now with low probability;</p> <p style="padding-left: 40px;">Risk 3.2 – Failure to deliver College’s objectives and mission – poor communication – lack of ‘buy in’ from staff on mission and vision – lack of incentives; This is rated as an Amber risk but is a risk to ‘keep an eye’ upon given the changes in Staff, and the possible impact on Student recruitment 2017/2018 due to the meningitis cases as reported by the media and associated with the College contrary to the information supplied to the media by Public Health England.</p> <p>The Principal, responding to questions also took the opportunity of updating the Governors about the question of the Denominational Inspection [Formerly Section 48 Inspection conducted by the <i>Office for Standards in Education</i>]. The Inspection is now the responsibility of the individual Diocese and following representations made by the <i>Association of Catholic Sixth Form Colleges</i> [ACVIC] to the <i>Catholic Education Service</i> [CES], new guidelines on how the new inspection is to be conducted and on what terms are being prepared and there will be further consultation before introduction.</p> <p>The Board of Governors noted the report.</p>	
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<b>College Matters</b> <b>[Continued...]</b>	<p>9.3 <i>Safeguarding Young People and Adults at Risk Policy</i>: The Principal presented the document from the Governors' Ethos Safeguarding Welfare Committee with the Committee's recommendation that the Board of Governors adopt the policy.</p> <p><u>Proposal</u></p> <p style="text-align: center;"><i>'That the Board of Governors adopt the          "Safeguarding Young People and Adults at Risk Policy"          as recommended by the Governors' Ethos Safeguarding Welfare          Committee.'</i></p> <p>Proposed: Tony McNally          Seconder: Monty Erskine</p> <p style="text-align: right;">For: 10          Against: 0          Abstention: 0</p> <p>The Proposal was adopted. Responding to questions the Principal confirmed that the College does maintain a Training Register. A further question related to the <i>Disclosure Barring Service</i> [DBS] checks on Governors and in the light of the discrepancy in the records last year, were the College records now correctly aligned with the those of the <i>Bristol City Council</i> that had reported some Governors as 'unchecked' even though the DBS certificate had been issued to the Governor concerned. Currently, it is believed there are no outstanding issues.</p>	<p style="text-align: center;">Principal</p>
<b>10. Correspondence</b>	10.1 <i>None</i> :	
<b>11. Governors' Briefing Next Meeting</b>	11.1 <i>Governors' Briefing Next Meeting</i> : This will be the single item agenda devoted to the analysis of the summer 2017 examination results.	<p style="text-align: center;">Next Agenda</p>
<b>12. Any Other Business [Not Notified]</b>	12.1 <i>Reserved Post Recruitment</i> : The Chair of Governors explained that plans are being made for the recruitment and selection process leading to the appointment of a new Vice Principal. Following shortlisting there will be two days of interview, provisionally planned to take place on:	



<p><b>Any Other Business</b> [Continued...]</p>	<p>Thursday, 2 November Friday, 3 November</p> <p>It is intended that as many Governors as possible will be involved and take part on the initial interview panels on those two days. Please advise the Chair of Governors if you are available on either or both of those days.</p> <p>On the second day, the Governors' Strategy Search Remuneration Committee will meet to consider the outcome of the various panels on day one, and then prepare a recommendation for the Board of Governors regarding an appointment. As the meeting will take place on the Friday afternoon, it is felt that the best date for the Extraordinary Meeting of the Board of Governors to make the appointment itself, will be on Monday, 6 November 2017 at 17:15 hrs. Please mark your diaries accordingly, and further information will be communicated nearer the time.</p>	<p>All Governors &amp; Chair of Governors</p> <p>All Governors &amp; Clerk To Governors Agenda</p>
<p><b>13. Next Meeting &amp; Diary Dates</b></p>	<p>13.1 <i>Board of Governors</i> – next meeting – Tuesday, 17 October 2017 at 17:15 hrs and Monday, 6 November 2017 at 17:15 hrs</p> <p>13.2 <i>Governors' Committees:</i></p> <ul style="list-style-type: none"> <li>• <i>Audit Committee:</i> Wednesday, 22 November 2017 at 16.00 hrs</li> <li>• <i>Ethos Safeguarding Welfare Committee</i> [ESW]: Wednesday, 20 September 2017 at 16:00 hrs</li> <li>• <i>Resources Premises Human Resources Committee</i> [RPHR]: Monday, 13 November 2017</li> <li>• <i>Strategy Search Remuneration Committee</i> [SSREM]: Tuesday, 17 October 2017 at 14:00 hrs</li> <li>• <i>Teaching Curriculum, Quality Committee</i> [TCQ]: Wednesday, 6 December 2017 at 16:30 hrs</li> </ul> <p>13.3 <i>Governors' Training Day 2018</i> – Friday, 23 February 2018</p> <p>13.4 <i>Diocesan Education Mass 2018:</i> Thursday, 28 June 2018 at 19:00 hrs Cathedral Church of SS Peter and Paul, Clifton</p> <p>[NOTE – In future meetings of the Board of Governors will be planned to take place in D-Building. The meetings of the Governors' Committees take place in B-Building Room B 207. In both instances, please sign in as usual at Reception B-Building]</p>	<p>Clerk/ All Governors Next Agenda</p> <p>All Governors</p>

<b>Notes</b>	None	
<b>Minutes Prepared</b>	<p>Prepared – Tuesday, 3 October 2017</p> <p><b>Peter J Harrison</b> [Clerk to Governors]</p>	
<b>Minutes Agreed</b>	<p><b>Minutes Approved</b></p> <p><b>Date</b>                      <b>Thursday, 14 December 2017</b></p>  <p><b>Signature</b> _____ <b>Chair of Governors</b></p>	