

GOVERNORS/MEMBERS PRESENT: Tony McNally [Chair], Mark Eastaugh, Margaret Harlock, Michael Jaffrain [Principal], [4]

APOLOGY: Charlotte Evans, [1]

ATTENDING: Phillip Berry [Assistant Principal Finance & Resources], Peter J Harrison [Clerk to Governors], Lorraine Nowlan [Head of Human Resources] (part),

ABSENT: None [0]

CIRCULATION: All Governors, College website

QUORUM REQUIRED: 3/6 (Voting Committee members)

Documents Circulated/Tabled* at Meeting:

- Document [A] – 'St Brendan's Sixth Form College – Staff Quarterly Movements Summary Report' – circulated previously
- Document [B] – 'St Brendan's Sixth Form College – Staff Absence Summary Report' – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – Register Marking & Monitoring Policy' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Relatives Relationships & Related Matters Protocol for Teaching and Support Staff' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Employment References Policy' – circulated previously
- Document [F] – 'St Brendan's Sixth Form College – Appraisal Policy for Teaching Staff' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Employee Wellbeing Policy' – circulated previously
- Document [H] – 'St Brendan's Sixth Form College – Student Recruitment/Retention 2017/2018' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – International Student Recruitment 2018' – circulated previously
- Document [J] – 'St Brendan's Sixth Form College – Premises Report June 2018' – circulated previously
- Document [K] – 'St Brendan's Sixth Form College – Planned Maintenance Programme 2018' – circulated previously
- Document [L] – 'St Brendan's Sixth Form College – Health & Safety and Accident Report June 2018' – circulated previously
- Document [M] – 'St Brendan's Sixth Form College – Management Accounts April 2018' – circulated previously
- Document [N] – 'St Brendan's Sixth Form College – Budget and Financial Plan 2018-2020' – circulated previously
- Document [O] – 'St Brendan's Sixth Form College – College Risk Register' – circulated previously
- Document [R] – 'St Brendan's Sixth Form College – Board of Governors' Business Diary 2018/2019' [Draft] – circulated previously

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

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome	<p>1.1 <i>Welcome</i>: The meeting opened with a prayer.</p> <p>1.2 <i>Apologies</i>: Charlotte Evans, the apology was noted and accepted.</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 were taken in a different order than that shown on the agenda, so they could leave early. The original order of the Agenda has been maintained for ease of reference in the Minutes record.</p>	
2. Declarations of Interest & Disability Access & Diversity	2.1 <i>Declarations of Interest</i> : Governors confirmed there had been no change.	Next Agenda & Any Governor
3. Minutes Previous Meeting	3.1 <i>Confidential Minutes Previous Meeting</i> [5 February 2018]: The Minutes were agreed as a true and accurate record and were passed for signature and it was agreed the Minutes record should remain confidential in view of the commercial content. Not, therefore for publication on the web but to be uploaded to Sharepoint™.	Clerk to Governors
4. Matters Arising [Not itemised in the Agenda]	<p>4.1 <i>Previous Actions Review</i>:</p> <p>4.1.1 <i>Managing Staff Absence Policy</i> [Feb § 5.4] – Implemented</p> <p>4.1.2 <i>Managing Staff Leave of Absence</i> [Feb § 5.5] – Implemented</p> <p>4.1.3 <i>Staff Recruitment Succession Plan</i> [Feb § 5.8] – In process add as agenda item for the next meeting</p> <p>4.1.4 <i>Building Management System</i> [Min Feb § 6.4.1] – The work has been completed</p> <p>4.1.5 <i>Student Fees 2019/2020</i> [Min Feb § 7.4] – Adopted by the Board of Governors at the meeting in April</p> <p>4.1.6 <i>Change of College Banker</i> [Min Feb § 7.7] – Completed with an initial report of good service.</p> <p>4.2 <i>Matters Arising</i>: None.</p>	Next Agenda

<p>5. Staff Matters</p>	<p>Document [A] – ‘<i>St Brendan’s Sixth Form College – Staff Quarterly Movements Summary Report</i>’ – circulated previously</p> <p>Document [B] – ‘<i>St Brendan’s Sixth Form College – Staff Absence Summary Report</i>’ – circulated previously</p> <p>Document [C] – ‘<i>St Brendan’s Sixth Form College – Register Marking & Monitoring Policy</i>’ – circulated previously</p> <p>Document [D] – ‘<i>St Brendan’s Sixth Form College – Relatives Relationships & Related Matters Protocol for Teaching and Support Staff</i>’ – circulated previously</p> <p>Document [E] – ‘<i>St Brendan’s Sixth Form College – Employment References Policy</i>’ – circulated previously</p> <p>Document [F] – ‘<i>St Brendan’s Sixth Form College – Appraisal Policy for Teaching Staff</i>’ – circulated previously</p> <p>Document [G] – ‘<i>St Brendan’s Sixth Form College – Employee Wellbeing Policy</i>’ – circulated previously</p> <p>5.1 Staff Quarterly Movements Report [Update]: The Head of Human Resources presented the report. After a brief discussion it was agreed that there was no significant statistical variations or trends to be identified. The reports will continue to be prepared and presented to the Committee. The Committee noted the report.</p> <p>5.2 Staff Quarterly Absences Report [Update] [Minutes Nov § 6.6]: The Head of Human Resources reported followed by a general discussion and questions about the issues. Some assurance was given in regard to the accuracy of the figures, but managers have identified some areas for improvement relating to:</p> <ul style="list-style-type: none"> • The ‘Return to Work’ reports and procedures which in some cases have not been followed by Managers or Staff • Some sections of the work force show higher levels of absence and these attendance issues are being investigated or managed appropriately • Management is also reviewing the instances where Teaching Staff are cancelling lessons with impact upon teaching and learning, and picking up that event in the Return to Work report by the Manager <p>The general view of Governors was that significant improvement is being made and weaker areas are being identified and acted upon as required. The Committee noted the report.</p> <p>5.3 Student Attendance Register Marking Policy: The Head of Human Resources presenting the paper indicated that it is largely for the information of the Committee as, in the event that Staff fail to complete the Attendance Register or otherwise enter incorrect date, there may be Staff disciplinary implications in the event of continued default. Governors were informed that the College is required by the Regulations to complete accurate reports and submit these to the Education Skills Funding Agency [ESFA] in support of the grant of funding. A small proportion of Teaching Staff have been failing to complete the class register within the required timescale and these instances are taken up with those concerned. In one case following repeated default a formal written warning notice has been issued.</p>	<p>Next Agenda</p>
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<p>Staff Matters [Continued...]</p>	<p>The Committee recognises that the completion of the Register is ‘part and parcel’ of the duties of a professional teacher.</p> <p>The Committee noted the report.</p> <p><i>5.4 Relatives Relationship & Related Matters Protocol:</i> The Head of Human Resources presented the paper and explained that it is not unusual that personal relationships may develop between Staff in the workplace. This protocol seeks to indicate how these can be managed to avoid misunderstandings or potential complaint, or allegations of bias. The following sample instances were noted:</p> <ul style="list-style-type: none"> • Relationship between Manager and a member of Staff in the same department • Selection/Appointments of Staff or contractors involving relatives • Bringing children into the workplace • Bringing pets into the workplace • Relationships developing in the workplace, whether public or private <p>The Committee noted that this is largely an operational matter and welcomed the clarification on the issue.</p> <p><i>5.5 Employment References Policy:</i> The Head of Human Resources presented the paper for the information of the Committee. It sets out the legal and safeguarding implications involved in writing or obtaining Staff references. Broadly, it sets out the protocols and procedures to be adopted by all employees..</p> <p>The Committee noted the report.</p> <p><i>5.6 Appraisal Policy for Teaching Staff:</i> The Head of Human Resources explained that there is no general Sixth Form College model policy, so the College is making the link with the agreed national <i>Professional Teaching Standards for Teaching Staff</i>. The Committee asked about the operational details in regard to the introduction and timing of the Policy.</p> <p>The Principal explained that the policy will come into effect from September 2018, with a transitional period to allow Managers and Staff to become more accustomed and acquainted with the procedures involved. Governors questioned the Principal about the level of professional development available for Staff, whether the staff member is a high performer or needing to improve. The Principal explained that the policy is not intended to be in use just once at the end of a year appraisal and to ‘hit’ Staff with their performance issues, but rather as part of an ongoing programme of improvement and development. Various processes are available to achieve this:</p> <ul style="list-style-type: none"> • Training • Management and peer support • Work Shadowing 	
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<p>Staff Matters [Continued...]</p>	<p>The Committee was agreed that the performance outcome is the 'key' issue, and alongside that the need to bring the Staff along with the process. It was suggested that inclusion in the policy document of some reference to the <i>Professional Development Review</i> [PDR] options and the link to the <i>Professional Teaching Standards</i> might help Teaching Staff to appreciate the positive benefits for them that lay behind the introduction of the policy, rather than it being just 'another stick' for managers to use. In addition, some minor amendments were noted by the Head of Human Resources for correction. The Committee was agreed that the policy should be introduced from September 2018 and with the transitional period arrangement in place, but the policy following the amendments suggested should be returned to the committee for formal adoption at the next meeting in the new academic year. The Committee noted the position.</p> <p><i>5.7 Staff Wellbeing Survey:</i> The Head of Human Resources explained the annual survey of Staff wellbeing is very dependent upon the percentage of Staff who complete the survey and their subjective responses to the questions asked in the survey. The percentage of Staff completing the survey this year was higher than last year and is generally positive in terms of wellbeing and relationships with managers. As the figures have only just become available a fuller analysis and report will be presented to the next meeting</p> <p>The Committee noted the report.</p> <p><i>5.8 Employee Wellbeing Policy:</i> The Head of Human Resources explained that the purpose of the policy is to identify and address any issues that arise in terms of the employee wellbeing. These might include:</p> <ul style="list-style-type: none"> • Personal stress whether domestic or work related • Mental health or sickness issues <p>While the College has a statutory duty to ensure employees have an appropriate work-life balance and this is underpinned by the <i>Health and Safety At Work Act 1974</i> and the <i>Working Time Directive 1998</i> and the <i>Employment Relations Act 1999</i>, St Brendan's Sixth Form College is underpinned by Christian values and ideals in striving for excellence in teaching and learning:</p> <ul style="list-style-type: none"> • By acting in the spirit of the Gospel • By providing experience of a Christian community • By supporting each individual as a unique creation of God. <p>In the discussion, a number of Governors expressed concern about the length of the document and how it might be received and appreciated by Staff. The Principal explained that the Staff Representatives have already been engaged with the preparation of the document text, but it has not yet been shared with all Staff. It was suggested that an executive summary or presentational text might facilitate communication with Staff and the Appendix – <i>Employee Wellbeing Risk Assessment</i> –</p>	<p>Head of Human Resources</p> <p>Principal & Head of Human Resources & next Agenda</p> <p>Head of Human Resources & next Agenda</p> <p>Head of Human Resources & Next Agenda</p>
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Staff Matters [Continued...]	<p>guidance notes for risk assessors might be detached and form a separate document. In practice the Committee was agreed that the policy should be implemented and then it should be reviewed in 12 months on.</p> <p><u>Proposal</u></p> <p><i>‘That the Governors’ Resources Premises Human Resources Committee adopt the “Employee Wellbeing Policy”.</i></p> <p>Proposer: Tony McNally Seconded: Margaret Harlock</p> <p style="text-align: right;">For: 4 Against: 0 Abstained: 0</p> <p>The Proposal was adopted. The Principal to implement and review in one year</p> <p style="text-align: right;">[Head of Human Resources left the meeting at 17:00 hrs]</p>	Principal & Head of Human Resources												
6. Principal’s Report/Information	<p>Document [H] – ‘St Brendan’s Sixth Form College – Student Recruitment/Retention 2017/2018’ – circulated previously Document [I] – ‘St Brendan’s Sixth Form College – International Student Recruitment 2018’ – circulated previously Document [J] – ‘St Brendan’s Sixth Form College – Premises Report June 2018’ – circulated previously Document [K] – St Brendan’s Sixth Form College – Planned Maintenance Programme 2018’ – circulated previously Document [L] – ‘St Brendan’s Sixth Form College – Health & Safety and Accident Report June 2018’ – circulated previously</p> <p>6.1 <i>Student Recruitment/Retention 2017/2018</i>: The Principal [reported:</p> <p>6.1.1 Student Recruitment 2018/2019 –</p> <table border="1" data-bbox="736 1098 1532 1289"> <tr> <th>Recruitment for September 2018</th><th>19/04/2018</th><th>30/04/2017</th></tr> <tr> <td>New Applications</td><td>2123</td><td>2126</td></tr> <tr> <td>Total Live Offers</td><td>1826</td><td>1954</td></tr> <tr> <td>Total Acceptances</td><td>1653</td><td>1706</td></tr> </table> <p>The Principal commented that the application figures are very slightly lower that at the same point last</p>	Recruitment for September 2018	19/04/2018	30/04/2017	New Applications	2123	2126	Total Live Offers	1826	1954	Total Acceptances	1653	1706	Principal/ & Next Agenda
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Principal's Report/Information [Continued...]	<p>year, but as ever, the 'key' factor is enrolment in September. The College is pursuing a number of strategies aimed and improving the 'conversion factor' from Student application to enrolment:</p> <ul style="list-style-type: none"> • Continued recruitment • Marketing • Individualised messages from the selected subject areas for each applicant • 'Fresh Fest' – introduced at short notice this year to invite applicants and friends to attend the College for fun experience and get to know you day. Some 300 applicants attended this first Fresh Fest held last Saturday, and engaged in various activities including graffiti, games and music. Although there is cost to the College in putting the event on, if the four additional new applicants enrol in September that would cover the cost. In addition, it is likely that those who registered to attend are also more likely to enrol when the time comes. The College will review how effective or otherwise this experiment was and decide whether to repeat it next year with earlier advertisement and marketing at the time of the Student's application • The 'Taster Days' – which are more academically focussed will also be modified so take account of the fact that 16-years olds studying for the General Certificate of Education at Key Stage 4 might find the lesson delivery in College of a Key Stage 5 level topic rather 'off putting' so the taster lessons will be modified and be both informative about the course and contain an element of fun • 'Access To Level 3' – the marketing is it seems having a positive effect on Student applications and throws the College open to more individuals who may yet aspire to advance their education or enter Higher education after a possibly disappointing examination outcome at age 16. <p>The Committee noted the report.</p> <p>6.1.2 Student Retention 2017/2018 – The Principal reported:</p> <table border="1"> <thead> <tr> <th>Student Retention</th><th>2018 19/04/2018</th><th>2017 End of April</th></tr> </thead> <tbody> <tr> <td>Starts Day 42</td><td>1740</td><td>1773</td></tr> <tr> <td>Withdrawn</td><td>90</td><td>160</td></tr> <tr> <td>Current Students</td><td>1650</td><td>1613</td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td>Retention</td><td>94.8%</td><td>91.0%</td></tr> </tbody> </table>	Student Retention	2018 19/04/2018	2017 End of April	Starts Day 42	1740	1773	Withdrawn	90	160	Current Students	1650	1613				Retention	94.8%	91.0%	<p>Principal & Next Agenda</p>
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**Principal's
Report/Information**
[Continued...]

The Committee noted that the retention is up on the same point last year and asked how this 94.8% compares with the national outcomes. The Principal explained that speaking with the *City of Bristol* Councillor responsible for education in the City, she had commended the College on its excellent retention figures. It seems that the City is one of the poorest performers nationally at Key Stage 1 through to Key Stage 5, with the pattern of poor pupil retention and attendance being established from the outset at Primary School, so the College figures are viewed in a very positive light in the City. That said the College performance is a little below the national which stands in the region of 96% and is improving and deemed to be good.

The Committee noted the Report.

6.1.3 Student Attendance 2017/2018 – The Principal reported:

Student Attendance	2018 19/04/2018	2017 End of April
Total Attendance	90.60%	90.20%
Male	91.10%	90.70%
Female	90.30%	89.80%

The Committee noted the Report.

6.3 *Recruitment International Students 2018/2019 Report*: The Principal reported that the recruitment target for 2018/2019 is 15 Students, with the likely enrolment being 12, which is one of the best so far since the initiative was started. It is customary that during June/July additional enquiries or applications may be made.

The Committee noted the Report.

6.4 *Premises Report*: The Assistant Principal [Finance & Resources] presented the report. Reference was made in discussion to the following items:

6.4.1 *Business Management System* [BMS] – the installation has been completed

6.4.2 *College Lettings* – the income is lower than expected and it is unlikely that the valued bookings of last year can be repeated for the current year. This year there have been no large 'one off' bookings. The marketing and the College section of the website for booking lettings is being further developed

Principal
& Next Agenda

Assistant
Principal/ [Finance
& Resources]
& Next Agenda

<p>Principal's Report/Information [Continued...]</p>	<p>6.4.3 <i>Long Fox Manor Boundary</i> – Currently the College's fencing on the eastern side of the College grounds, which was installed many years ago, is well inside the actual land boundary of the property held by the <i>Clifton Diocesan Trustees Registered</i> [CDTR] and beyond the fence there are some brick lined ponds. The neighbours at <i>Long Fox Manor</i> are requesting that the College render the ponds safe in case young children should wander into them. It appears that the maintenance of that boundary is the legal responsibility of Long Fox Manor, while the ponds are sited on the CDTR side of the land boundary. Negotiations are continuing with the intention of resolving the issue.</p> <p>6.4.4 <i>Sports Pitches Landfill</i> – The Planning Application by the contractor has been submitted. It is clear that the expected income will not now be available for 2017/2018 but has been included in the estimates for the College budget 2018/2019.</p> <p>The Committee noted the Report.</p> <p>6.5 <i>Planned Maintenance Programme</i>: The Assistant Principal [Finance & Resources] briefly referred to the report circulated listing the routine planned programme of maintenance.</p> <p>The Committee noted the Report.</p> <p>6.6 <i>Health & Safety and Accident Report February 2018</i>: The Assistant Principal [Finance & Resources] presenting the report noted:</p> <ul style="list-style-type: none"> • There were no major health and safety incidents to report, and the number of incidents seem to have fallen • Fire Safety – annual maintenance contracts are in place for the listed appliances. The Premises Staff conduct the inspection and testing regime on an agreed frequency • Staff Training – Fire awareness and extinguisher training has been undertaken • Broomhill Road at the Exit – A member of the Premises Staff now attend at the gateway during peak travel periods to oversee the safety of Staff and Students <p>The Committee noted the Report.</p> <p>6.7 <i>Landfill Project</i>: As noted above the contractor has now submitted the Planning Application to the Bristol City Council. If this is approved, then the next stage will be the application to the Environment Agency for a permit to deposit material.</p> <p>The Assistant Principal [Finance & Resources] reported that the following agencies have already responded to the consultation:</p>	<p>Assistant Principal/ [Finance & Resources] & Next Agenda</p>
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<p>Principal's Report/Information [Continued...]</p>	<ul style="list-style-type: none"> • <i>Historic England</i> – No significant comments to make about the proposal and unless there is a significant change to the plans there is no need to seek opinion again • <i>Avon Gardens Trust</i> – there being no significant impact upon the adjacent listed property of Long Fox Manor, the Trust has no objections • <i>Sport England</i> – in principle supportive of the proposal • <i>Neighbourhood Planning Network</i> – Indicated it may wish to comment at a later stage <p>The outcome of the planning application may not be known for at least a couple of months. The Committee noted the Report.</p> <p>6.8 <i>College Development</i> [Update]: The Assistant Principal [Finance & Resources] reminded the Committee that the Board of Governors had requested that the College should request <i>ECE Architects</i> to produce additional drawing to address the impact on the landscape.</p> <p>The Committee held a lengthy discussion about the implications of the development of the estate. The Principal and members of the Committee noted the following issues:</p> <ul style="list-style-type: none"> • <i>Bristol City Council</i> plans for the provision of post-16 education. There being significant restrictions on the available sites for building, places the College which has, both land, and expertise for post-16 education, in a prominent position. It is noted that the post-16 local demographic is likely to climb steeply after 2020 through to 2025, and the already there is pressure on the local authority struggling to provide Primary and Secondary School places • Whether the Board of Governors would approve a development of the College increasing Students numbers, and what impact that might have upon the Catholic ethos and values of a Catholic Sixth Form College <p>In discussing these issues, Committee noted the following 'key' points:</p> <ul style="list-style-type: none"> • The importance of academic results in regard to the outcomes for Students and the College's reputation • Accommodation required for increasing Student numbers, and at what point in the future • Staffing Structure strategy to manage any change • Funding issues <p>It was agreed that the College needs to develop a vision for the future of the College that not only addresses the bricks and mortar but also addresses the mission of the College and community. To</p>	
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Principal's Report/Information [Continued...]	<p>that end two suggestions were made:</p> <ul style="list-style-type: none"> • That the College develop a <i>College Development Plan</i> [CDP] along the lines of the current Risk Management format to take account of the key issues and risks in regard to timing and the other factors • That the Board of Governors should set up a <i>College Development Team</i> [CDT] composed of Governors and operational Staff in the College to examine the issue of the future development of the College <p>The Committee was agreed that these two proposals should be put to the next meeting of the Board of Governors for adoption. The Committee noted the Report.</p>	<p>Assistant Principal [Finance & Resources] & Next Agenda Board of Governors</p>
7. Financial Matters	<p>Document [M] – ‘<i>St Brendan's Sixth Form College – Management Accounts April 2018</i>’ – circulated previously Document [N] – ‘<i>St Brendan's Sixth Form College – Budget and Financial Plan 2018-2020</i>’ – circulated previously</p> <p>7.1 Management Accounts April 2018: The Assistant Principal [Finance & Resources] presented the accounts and noted that the position is worse than the planned budget by about £30k. The outturn is likely to be (£161k) as opposed to the original target estimate (£134k). The factors being:</p> <ul style="list-style-type: none"> • Staff costs lower than anticipated • Operating costs higher than expected largely due the costs of Tribunal hearing against the HM Revenue and Customs, and consultant fees for developing the proposal for improvements to sports facilities • Income lower from Lettings and International Student fees <p>Governors asked about the depreciation costs in the figures, and the Assistant Principal [Finance & Resources] summarised the standard depreciation on capital acquisitions and the time limits applied as the items reach the ‘written off’ point in the cycle. The Committee accepted the Accounts.</p> <p>7.2 Education & Skills Funding Agency Evaluation of Financial Health 2017-2018 [Update] [Minutes Nov § 8.6]: The Assistant Principal [Finance & Resources] reported that the <i>Education & Skills Funding Agency</i> has agreed:</p> <ul style="list-style-type: none"> • To issue a ‘Letter of Comfort’ in respect of the College’s financial position following the outbreak of Meningitis B in the City • Indicated that subject to the College recruitment 2018/2019 growing by up to an additional 100 Students the agency will offer ‘in-year growth funding’ for 2018/2019 <p>The Committee noted the Report.</p>	<p>Assistant Principal [Finance & Resources] & Next Agenda</p>

<p>Financial Matters [Continued...]</p>	<p>7.2 College Budget and Financial Plan 2018-2020: The Assistant Principal [Finance & Resources] presented the budget and reminded the Committee that at previous meetings it had been thought likely that the College would experience a deficit budget for the coming year. The figures presented here, are based on optimistic assumptions resulting in a budgeted operating surplus of £109K before the FRS102 (28) pension charges are included.</p> <p>Reference was made to the following assumptions:</p> <ul style="list-style-type: none"> • <i>Education Skills Funding Agency</i> [ESFA] – Student enrolment 2018 holds up and the ESFA in year additional funding for up to 100 additional Students will be made available as promised • ‘Cost of living’ Staff Salaries 2018 – an estimated 2% increase is anticipated subject to national negotiations. It is understood that the Treasury is well aware of the impact of the four year-long cuts on the provision of education post-16 in Colleges, but whether that will translate into additional funding is quite another matter • Strong recruitment of International Students • The success and completion of the landfill project <p><u>Proposal</u></p> <p><i>‘That the Governors’ Resources Premises Human Resources Committee recommend to the Board of Governors that it adopt the “St Brendan’s Sixth Form College Budget and Financial Plan 2018-2020”.</i></p> <p>Proposer: Tony McNally Seconded: Mark Eastaugh</p> <p style="text-align: right;">For: 4 Against: 0 Abstained: 0</p> <p>The Proposal was adopted. The Assistant Principal [Finance & Resources] to make the presentation to the Board of Governors.</p> <p>7.3 HM Revenue & Customs Appeal [Update] [Minutes Nov § 8.5]: The Assistant Principal [Finance & Resources] reported that the twice–postponed <i>Courts & Tribunal Service</i> hearing took place in January 2018 and the College was successful. However, <i>HM Revenue & Customs</i> contrary to legal expectations lodged a request for leave to appeal. The outcome of that application is still not known. The Committee noted the Report.</p>	<p style="text-align: center;">Assistant Principal [Finance & Resources]</p>
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8. Policy Reviews	8.1 <i>None:</i>	
9. Risk Register Progress Report	<p>Document [O] – ‘<i>St Brendan’s Sixth Form College – College Risk Register</i>’ – circulated previously</p> <p>9.1 <i>Risk Register Progress Report:</i> The Assistant Principal [Finance & Resources] presented the current version of the Risk Register.</p> <p>The Governors briefly reviewed the current AMBER items on the Risk Register relating to the business of the Committee and noted that there had not been any significant change in the identified risks since the last review.</p> <p>The Committee did discuss the evaluation of the risk associated with the following item:</p> <p>Original Risk § 4.1 – ‘<i>Impact reduced recruitment of student numbers arising from new sixth form provision – Poor public perception of quality – Poor accommodation – Existing competition – Establishment of academy schools – Demographic decline – New partnerships formed between schools and academies with possible new Sixth Form College Centres opened</i>’. [AMBER Residual]</p> <p>The discussion centred on whether the risk is sufficiently significant that it threatens the very survival of the College, and therefore should be rated as RED Residual. It was agreed that although the potential impact of these risks could be substantial they would be unlikely to have the effect of closing the College.</p> <p>It was also suggested that following the earlier discussions about the impact of Staff Absences on teaching and learning outcomes and the finances, whether it might be useful to add this as an item of risk to the Risk Register. This was left for the Principal and the operational staff to consider.</p> <p>The Committee noted the Report.</p>	The Assistant Principal [Finance & Resources] & Next Agenda
10. Committee Business [Not notified]	<p>Document [R] – ‘<i>St Brendan’s Sixth Form College – Board of Governors’ Business Diary 2018/2019</i>’ [Draft]– circulated previously</p> <p>10.1 <i>List Committee Items to Report to the Board of Governors:</i> The following items were suggested:</p> <ul style="list-style-type: none"> • Human Resources Protocols and Procedures – • Staff Absences • Teaching Staff Appraisal Policy and the introduction of the Professional Teaching Standards 	

<p>Committee Business [Continued...]</p>	<ul style="list-style-type: none"> • College Gender Pay Report • College Budget 2018-2020 – for adoption • College Development Plan and creation of College Development Team • Mitigation of the Risk Register to include future College Vision and Development <p>10.2 <i>Committee Draft Business Schedule 2018/2019:</i> The Clerk to Governors presented the draft diary, indicating that it was not yet finalised, but incorporates the usual shape of the business of the Governors' Committees and conforms with the internal College Diary for the coming year. As always it is subject to amendment following formal adoption by the Board of Governors at its meeting in July. There was some consultation about whether the Board of Governors meetings should commence at 16:00hrs or remain at 17:15 hrs as previously. It was suggested that for the coming meeting in July the meeting should be prominently scheduled to start at 16:00hrs and then the members of the Board of Governors can be consulted before deciding the issue.</p> <p>10.3 <i>Committee Briefing Next Meeting:</i> The Committee was agreed that given the weight of business falling to this Committee no formal briefing is required, but the question should be asked at each meeting in case the situation was to change.</p> <p>10.4 <i>Nomination/Election of Committee Chair for the coming Academic Year:</i> The Clerk to Governors suggested that it might be good practice if each of the Governors' Committee nominated and elected the Committee Chair for the following year at this point, so that the Committee Chair can take up post as the new academic year commences. This proposal met with general agreement. The Clerk to Governors invited nominations for the post of Committee Chair for the coming academic year.</p> <p><u>Proposal</u></p> <p><i>'That the Tony McNally be appointed Chair of the Governors' Resources Premises Human Resources Committee for the coming academic year 2018/2019.'</i></p> <p>Proposer: Michael Jaffrain Seconded: Margaret Harlock</p> <p>For: 3 Against: 0 Abstained: 1</p> <p>Tony McNally confirmed that he was willing to undertake this responsibility for the coming year but would not be seeking reappointment having served his full term. The Proposal was adopted.</p>	<p>Committee Chair</p> <p>Chair of Governors & Clerk to Governors</p>
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11. Any Other Business	11.1 <i>None</i>	
12. Correspondence	12.1 <i>None</i>	
13. Next Meeting	13.1 <i>Date of Next Meeting:</i> Monday, 26 November 2018 at 16:00. [Subject to confirmation]	Clerk/ All Governors
Minutes Prepared	Tuesday, 12 June 2018 Peter J Harrison [Clerk to Governors]	
Minutes Agreed	<p>Minutes agreed as true and accurate record – Date: Monday, 26 November 2018</p>  <p>Signed: _____ Acting Committee Chair</p>	