

GOVERNORS/MEMBERS PRESENT: Peter McLean [Chair], Michael Jaffrain [Principal], Paul Kelly (part) [3]

ATTENDING: Phillip Berry [Assistant Principal Finance & Resources], Peter J Harrison [Clerk to Governors], Laura Howe-Haysom [Head of Support Services], Kerry Mullinder [Head of Learning Development & Safeguarding]

APOLOGIES: None [0]

Absent Without Apology: Nkumbe Ekaney QC [1], and Fiza Tanveer [Student Governor awaiting formal appointment]

CIRCULATION: All Governors, College website **QUORUM:** 3/7 (Voting Committee members)

Documents Circulated/Tabled* at Meeting:

- Document [A] – 'St Brendan's Sixth Form College – The Constitution of St Brendan's Sixth Form College Student Union' – circulated previously
- Document [B] – 'St Brendan's Sixth Form College – Student Recruitment/Retention/Attendance 2018/2019' – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – Student Union Accounts 2018/2019' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Student Body Annual Report 2019' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Student Work Placement Report 2019' – circulated previously
- Document [F] – 'St Brendan's Sixth Form College – Student Enrichment Report 2018/ 2019' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Student University Colleges Admissions Service [UCAS] Applications Report 2019' – circulated previously
- Document [H] – 'St Brendan's Sixth Form College – Equalities Diversity Inclusion Report 2018/ 2019' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – SEND (Special Education Needs and Disability) Report 2019' – circulated previously
- Document [J] – 'St Brendan's Sixth Form College – Governors' Ethos Safeguarding Welfare Committee – Terms of Reference' – circulated previously
- Document [K] – 'St Brendan's Sixth Form College – Governors' Business Diary 2019/2020 [Draft]' – circulated previously
- Document [L] – 'St Brendan's Sixth Form College – College Admission Policy 2019/2020' – circulated previously
- Document [M] – 'St Brendan's Sixth Form College –Risk Register [Version January 2019]' – circulated previously

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

Committee Briefing – None at this meeting

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome	<p>1.1 <i>Welcome</i>: Peter McLean opened the meeting with a brief prayer.</p> <p>1.2 <i>Apologies</i>: None.</p> <p>1.3 <i>Absent Without Apology</i>: Nkumbe Ekaney QC [1], and Fiza Tanveer [Student Governor awaiting formal appointment]</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. 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	<p>2.1 <i>Declarations of Interest</i>: Governors confirmed there had been no change.</p>	Next Agenda & Any Governor
3. Minutes Previous Meeting	<p>3.1 <i>Minutes of Previous Meeting</i> [27 February 2019]: The Minutes were agreed to be a true and accurate record and were passed for signature and publication on the web.</p>	Clerk to Governors
4. Actions Review [Agenda not itemised]	<p>Document [A] – ‘<i>St Brendan’s Sixth Form College – The Constitution of St Brendan’s Sixth Form College Student Union</i>’ – circulated previously</p> <p>4.1 <i>Student Concerns</i> [Minutes Feb § 7.1.2] [Update]: The Principal reported on each of the following items updating the Committee with the actions taken or pending:</p> <ul style="list-style-type: none"> • Teacher absence impact – the Return To Work [RTW] procedures have been strengthened and revised to ensure that any absence is dealt with more robustly and promptly to reduce impact on the Students • SEDEXO – menu and dietary requests – this is a matter involving continuing ongoing negotiations both in respect of the menu and the prices • Social and Study Space – the College has made additional room space and relies upon the Students to be responsible in use 	

<p>Actions Review [Continued...]</p>	<ul style="list-style-type: none"> • Access to computer/ IT resources – in addition to making additional space available as noted above, the College is encouraging the greater use of laptops and other mobile devices • First Bus™ timetabling and routes – The College plans to revise the College transport routes for the coming academic year and to reduce the routes from 7 to 4 in number. Recognising the current coach operators have in general not offered good service, they will not be permitted to tender for the forthcoming contract. Some initiatives taken following representations made to First Bus™ have not proved to be effective in practice, but First Bus™ will be commencing a new public service – income guaranteed by the College – route from Kingswood, through Cadbury Heath, North Common and Longwell Green, and this should be helpful to Students in those areas. <p>The Committed noted the actions being undertaken</p> <p>4.2 <i>Student Union Constitution Corrections</i> [Minutes Feb § 7.1.2] [Update]: The Head of Support Services referred to the corrections made to the draft now laid before the Committee again for formal adoption. One or two further corrections were noted for implementation.</p> <p><u>Proposal</u></p> <p style="text-align: center;"><i>‘That Governors’ Ethos Safeguarding Welfare Committee adopt the “The Constitution of St Brendan’s Sixth Form College Student Union” as amended.’</i></p> <p>Proposed: Michael Jaffrain Seconder: Peter McLean</p> <p style="text-align: right;">For: 3 Against: 0 Abstention: 0</p> <p>The Proposal was adopted. The Head of Support Services to implement.</p>	<p>Head of Support Services</p>
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5. Matters Arising	5.1 <i>Matters Arising</i> : None.																					
6. Principal’s Report	<p>Document [B] – ‘<i>St Brendan’s Sixth Form College – Student Recruitment/Retention/Attendance 2018/2019</i>’ – circulated previously</p> <p>6.1 <i>Student Recruitment 2019/2020</i>: The Principal reported that the number of applications at this point in the year are fewer than at the same time last year, and the number of acceptances, which is the ‘key’ figure, is also down by 50.</p> <table><tr><th colspan="4">Student Recruitment –May 2019</th></tr><tr><th></th><th>2017/2018</th><th>2018/2019</th><th>2019/2020</th></tr><tr><td>Total Applications</td><td>2207</td><td>2243</td><td>2197</td></tr><tr><td>Total Offers</td><td>1938</td><td>1898</td><td>1920</td></tr><tr><td>Total Acceptances</td><td>1737</td><td>1764</td><td>1714</td></tr></table> <p>In discussion, it was established that the College Marketing Team is confident that these figures will improve, and various factors may be at work. The ‘New Student Days’ planned for 23-24 June can be expected to lead to additional applications or acceptances; work is also ongoing to encourage 3Y1 Students to return in September to complete their courses at 3Y2. The Committee noted the report.</p> <p>6.2 <i>Student Retention 2018/2019</i>: The Principal reported retention is still an issue for the College, and indeed for schools and Colleges across the country. In the coming academic year Student Retention will have a much greater focus, starting with the initial 42-day pre-census period, with more work being prepared in the delivery of ‘icebreakers’ to engage the Students’ attention and interest. The Committee then considered the issues in greater detail:</p> <ul style="list-style-type: none">• Some 3Y1 Students may not have been as committed to their course of studies once it started, so improved support and monitoring of Student progress is being put in place• Apprenticeships continue to be an attractive alternative, and many larger employers are using this option to recruit their employees. One or two Students recently having left College to take up Apprenticeships have then returned within weeks and asked to come back to College. This may be due to the lack of Student resilience in their	Student Recruitment –May 2019					2017/2018	2018/2019	2019/2020	Total Applications	2207	2243	2197	Total Offers	1938	1898	1920	Total Acceptances	1737	1764	1714	Principal & Next Agenda
Student Recruitment –May 2019																						
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Principal's Report
[Continued...]

chosen course of study, or with the unrealised attraction that marketing Apprenticeships has achieved

- Stage 4 Student Exclusions – which does mean that for whatever reason Students who have been supported through the four stage process to encourage progression or Attendance but have then failed to meet the required criteria to remain in College

The Committee also reviewed the figures provided relating to the 'reasons for leaving' and in discussion it was explained that the 55 'Other' will in the coming year be further broken down in order to analyse to the issue earlier in the year, month by month.

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Reason for Leaving by Year Group	2Y1	3Y1	3Y2	Total
Report – May 2019				
Change to other School/College	1	12	1	14
Didn't make grades/failed course	1	4	1	6
Ill Health	0	4	6	10
No Reason Given	0	0	0	0
Other	5	55	8	68
Stage 4 exclusion/termination	5	4	2	11
To take up an apprenticeship	10	34	4	48
To take up employment	0	1	2	3
Travel Issues	0	1	0	1
Total	22	115	24	161

The Committee noted the report.

6.3 *Student Attendance 2018/2019*: The Principal reported the attendance figure, which has dropped this year.

Student Attendance – May 2019			
2017/2018	Attendance %	2018/2019	Attendance %
01/09/2017 – 31/07/2018		01/09/2018 – 01/02/2019	
Female	89.9%	Female	84.8%
Male	91.0%	Male	85.0%
Overall	90.4%	Overall	89.4%

Discussing the issues of attendance, the Committee was advised that the College makes every effort

Principal's Report [Continued...]	<p>to support Students and encourage attendance but that it is difficult to incentivise attendance. It does appear that some Students lack the resilience with their studies, they simply fail to turn up at College and in few instances, the absences may last for months and cover all their lessons. This then impacts on the College Attendance data. The Principal did comment that the cohort of Students in 2018/2019 has been remarkably different from those in previous intakes. Teachers and Student Support Staff are working to manage the issues and to intervene at an early date'</p> <p>The Committee noted the report.</p>	
7. Student Matters	<p>Document [C] – 'St Brendan's Sixth Form College – Student Union Accounts 2018/2019' – circulated previously Document [D] – 'St Brendan's Sixth Form College – Student Union Annual Report 2019 – circulated previously Document [E] – 'St Brendan's Sixth Form College – Student Work Placement Report 2019' –circulated previously Document [F] – 'St Brendan's Sixth Form College – Student Enrichment Report 2018/2019' – circulated previously Document [G] – 'St Brendan's Sixth Form College – Student University Colleges Admissions Service [UCAS] Applications Report 2019 – circulated previously Document [H] – 'St Brendan's Sixth Form College – Equalities Diversity Inclusion Report 2018/ 2019' – circulated previously</p> <p>7.1 <i>Student Union Accounts 2018/2019</i>: The Head of Support Services referring to the report explained that the College was the third highest Further Education College in the country for the sale of National Union of Students [NUS] Union cards, and this this not only brings revenue to the College's Student Union but also a number of advantages to the Students of the College. In addition, over £3k of the income arises from Student Lanyard fines, as the College attempts to further enhance the safeguarding of the Students and Staff of the College. The Assistant Principal [Finance & Resources] confirmed that the figures presented had been reconciled with the College accounts.</p> <p><u>Proposal</u></p> <p style="text-align: center;"><i>'That Governors' Ethos Safeguarding Welfare Committee adopt the "Student Union Accounts 2018/2019"'. Proposed: Michael Jaffrain Seconder: Paul Kelly</i></p> <p style="text-align: right;">For: 3 Against: 0 Abstention: 0</p> <p>The Proposal was adopted.</p>	<p style="text-align: center;">Student Governors & Next Agenda</p>

<p>Student Matters [Continued...]</p>	<p><i>7.2 Student Governor's Report:</i> In the absence of the representative of the Student Union the Head of Support Services presented the report detailing the activities of the Student Union in the past year. The Committee noted the report with interest, and it was suggested that it might be the kind of document that should be made available on the College website to demonstrate the activities available to Students attending the College. The Committee noted the report.</p> <p><i>7.3 Extra-Curricular Student Activities / Enrichment /Employability Report:</i> The Head of Support Services presented the reports:</p> <p><i>7.3.1 Student Work Placement Report 2019:</i> The report prepared by the new post of Work Experience Co-ordinator is intended to facilitate a range of a wide range of options of good standard of work placements. In the coming academic year the intention is that every Student will have the opportunity of taking up a meaningful work experience placement. It was acknowledged, in discussion, that Student engagement will be the 'key ' factor. The Committee noted the report.</p> <p><i>7.3.2 Student Enrichment Report 2018/2019:</i> The Head of Support Services explained that here is a wide range of enrichment opportunities available to Students. They include:</p> <ul style="list-style-type: none"> ▪ English, Business and Languages Faculty options ▪ Advanced Graduate Programme ▪ Sport ▪ Cross-College Student activities ▪ Humanities options ▪ Student Societies covering a wide range of activities <p>The intention is in the coming year to enhance the monitoring of enrichment Attendance and participation, and in order to encourage involvement, to arrange for many of the activities to take place during the normal College day' The Committee noted the report.</p> <p><i>7.4 Student Destination & Destinations Report June 2019:</i> The Head of Support Services presented the report on behalf of the Careers and Employability Manager. It was noted that yet again there had been an increase in the numbers of former Students of the College seeking to apply for University. Of the 482 [432 in 2018] applications made this year so far, 52 were made by ex-Students.</p>	
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Student Matters
[Continued...]

To date there have been 266 [386 in 2018] accepted offers, with just 6 applicants not in receipt of an offer. Governors asked about the 'no offers', and it was explained that on occasion a Student may decide to apply contrary to the Careers Information Advice Guidance [CIAG] offered by the College. Some 7% of the university offers to date are 'unconditional' offers. The Committee noted the report.

7.5 Equalities Diversity Inclusion Report 2018/2019: The Principal presented the report noting that year-on-year there is an increase in the proportion of Students from a Black Minority Ethnic [BME] background, the College is close to the average for the City of Bristol population. However, the College Staff does not match the Student population in that respect.

The Principal explained to the Committee that this might have a bearing on the proportion of BME Students, who for various reasons face Stage 4 disciplinary procedures. So the intention is to develop the training of the Staff engagement in teaching and the support of Students.

Although the numbers of Roman Catholic Students has dropped to 7.8% as a proportion of the total Student population of the College, this in the context of the growth in the total Student number is not as poor as it might first appear. In addition many Students declare themselves as Christian without necessarily differentiating between the different faith categories. The proportion of Christians is 38%, and the those declaring no faith 30%, with other faiths being 32%.

In discussion, the Committee noted that individuals might not wish to declare their faith and there is evidence that some Students who are active in their parish church community are not acknowledging faith or practice within the College, as if, those two parts of their lives are kept separate.

Considering the gender proportions, the Committee noted that again the number of female Students has risen.

Student Body Profile – Gender – 2018/2019								
	2Y1		3Y1		3Y2		Total	
gender	number	%	number	%	number	%	number	%
Female	81	55.5%	580	60.4%	434	59.3%	1095	59.6%
Male	65	44.5%	380	39.6%	298	40.7%	743	40.4%
Total	146		960		732		1838	

The Committee noted the report.

Head of Support
Services & Next
Agenda


<p>8. Safeguarding and PREVENT Strategy</p>	<p>Document [1] – ‘St Brendan’s Sixth Form College – SEND (Special Education Needs and Disability) Report 2019’ – circulated previously</p> <p>8.1 <i>Safeguarding/ Special Education Needs Disability</i> [SEND]: The Head of Learning Development & Safeguarding presented her update report. It was noted that Mental Health and Self-Harm concerns had been the main safeguarding issues, but more recently Home Issues, Suicidal Thoughts, and Mood Issues have increased. Currently, there are 506 Students with either SEND or Learning difficulties. In the discussion that followed there was some speculation that this increase might, in part, be due to the onset of the examination period and the increase of stress on the individual Student and their families.</p> <p>The Committee was informed that plans are in place to deliver more one-to-one session for Students and to provide workshops with a view to developing Student resilience and offering support and encouragement in dealing with the issues that may arise. Similarly, training and support for Staff will be offered with the intention of making Student ‘resilience’ a key focus in the coming academic year.</p> <p>The department is currently preparing for the 17 Students with Health Care Plans who will attend College in the coming autumn term, and the High Needs Students. The Local Authority is legally responsible for funding the latter, but at the moment negotiations about funding are ongoing as the Authority is declining to pay the full cost and expecting that the College to provide funding from its own limited resources. The College is also recruiting 4 extra Learning Support staff to meet the needs of the Students.</p> <p>Responding to a question about the mobility access for Students with disability using wheelchairs, it was confirmed that there is full access throughout the College. In addition, at the time of enrolment the timetabling of classes and the locations for such Students is undertaken first, to ensure that they have ease of access and time to move from one location to another as required.</p> <p>The Committee noted the report.</p>	<p>Head of Learning Development & Safeguarding & Next Agenda</p>
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<p>9. College Business</p>	<p>Document [J] – ‘St Brendan’s Sixth Form College – Governors’ Ethos Safeguarding Welfare Committee – Terms of Reference’ – circulated previously Document [K] – ‘St Brendan’s Sixth Form College – Governors’ Business Diary 2019/2020 [Draft]’ – circulated previously</p> <p>9.1 <i>Complaints and Compliments Annual Report 2019</i> [Update] [Minutes Feb § 9.1]: The Committee Chair explained that following the previous meeting it had been agreed that in future the report would present a more informative narrative around the Compliments and the Complaints received so that Governors could understand significant issues and management’s response to them with a better narrative of the Compliments and the Complaints received, rather than merely those simply recorded, and also indicate what action had been taken by management. Simply recording that the Complaint was ‘upheld’ or ‘dismissed’ was not felt to be adequate. The Committee, expressed the view that no complaint should be deemed to be ‘frivolous’, as, no doubt ,in the mind of the individual making the complaint it was an important matter requiring attention. The Committee noted the position.</p> <p>9.2 <i>Learner Voice Strategy Annual Review</i> [Update] [Minutes Feb § 9.2]: The Head of Support Services explained that the report was still being collated, and once complete an executive summary would be circulated to the Committee, and the full report presented for review at the next meeting.</p> <p>9.3 <i>Committee Terms of Reference Revision</i> [Minutes Feb§ 9.3]: The Committee considered the current version of the Terms of Reference, and made some suggestions for correction in the text, largely due to the fact that the terms used have been changed within the College operations. The following textural amendments were agreed:</p> <ul style="list-style-type: none"> • Terms § 6 – ‘To receive reports on extra-curricular activities such as Enrichment and Employability skills.’ [Deleting the word ‘Tutorial’ as not appropriate in that context]. • Term § 8 – ‘To receive reports on the Spiritual Life and Catholic Ethos of the College, including the Spiritual, Moral and Cultural Curriculum and Tutorial, in relation to Students’ [Inserting the word ‘Tutorial’ into the text in this context]. • Term § 11 – ‘To receive reports on the Learner Involvement Strategy and Student Surveys, and other Learner Voice Activity.’ [Delete the term ‘Student Council’ as no longer in operation]. • Term § 13 – ‘To monitor the Learner Involvement Strategy and receive reports on Student Surveys and other Learner Voice Activity.’ [Delete the term ‘Student Council’ as no longer in operation]. 	<p>Assistant Principal [Finance & Resources]</p> <p>Head of Support Services & Next Agenda</p>
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<p>College Business [Continued...]</p>	<ul style="list-style-type: none"> • Terms § 16 [New] – To monitor termly, the threat of radicalisation and the threats of terrorism within the local context with regard to the PREVENT duty.' • Then renumber the remaining items. <p>The Committee noted that the Governors' Strategy Search Remuneration Committee is currently undertaking a review of the Framework of Governance document, part of which contains the Terms of Reference for Governors' Committees, and once the draft is agreed by that Committee it will be presented to the Board of Governors for adoption prior to implementation.</p> <p>The Committee will review the text at the next meeting.</p> <p>9.4 <i>Nomination/Election of Committee Chair 2019/2020</i>: The Clerk to Governors explained that it is customary to for each of the Governors' Committees to nominate and elect the Chair for the following academic year at this point in the cycle, to ensure there is a smooth transition into the new academic year.</p> <p>The Clerk called for nominations. There being but one: Peter McLean then confirmed that he was willing to stand for election, but only for the one year as his term of office as a Foundation Governor terminates in October 2020 and he has decided not to seek reappointment.</p> <p style="text-align: center;"><u>Proposal</u></p> <p style="text-align: center;"><i>'That Governors' Ethos Safeguarding Welfare Committee elect Peter McLean as the Chair of the Committee for 2019/2020.'</i></p> <p>Proposed: Michael Jaffrain Seconder: Paul Kelly</p> <p style="text-align: right;">For: 2 Against: 0 Abstention: 1</p> <p>The Proposal was adopted.</p> <p>9.5 <i>Governors' Business Diary 2019/2020</i> [Draft]: The Clerk to Governors presented the draft Governors' Business Diary for the year to come. Chiefly to confirm the preferred weekday for meetings and the start time of 16:00 hrs.</p> <p>The dates of meeting provided in the printed document have already been amended in the last few</p>	<p>Next Agenda</p>
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College Business [Continued...]	<p>days by the College due to additional event clashes, so the Clerk suggested that members of the Committee should refrain from entering dates into their personal diaries until the Board of Governors formally adopts the planned diary later this month.</p> <p>There was general agreement that the start time of 16:00 hrs was acceptable and the preferred weekday being Wednesday.</p> <p>[Paul Kelly had to leave the meeting at this point 17:10 hrs and the meeting was declared inquorate]</p>	
10. Policy Reviews	<p>Document [L] – ‘<i>St Brendan’s Sixth Form College – College Admission Policy 2019/2020</i>’ – circulated previously</p> <p>10.1 <i>College Admission Policy 2020/2021</i> [Update] [Minutes Feb § 10.1]: The Head of Support Services presented the revised policy document for approval. The Committee noted the corrections and amendments, but being unable to formally approve prior to the required submission to the Board of Governors for adoption.</p> <p>The meeting agreed that the Committee Chair would explain the matter to the Board of Governors when presenting the policy for formal adoption.</p>	<p>Head of Support Services & Committee Chair</p>
11. Risk Register	<p>Document [M] – ‘<i>St Brendan’s Sixth Form College –Risk Register</i> [Version January 2019]’ – circulated previously</p> <p>11.1 <i>Committee Responsibilities Risk Register</i>. The Committee reviewed the current residual RED/AMBER items allocated to the Committee:</p> <ul style="list-style-type: none"> • RED – none • AMBER – 5 <p>The Committee then moved to review each of the residual AMBER RISKS:</p> <ul style="list-style-type: none"> • § 1.2 Impact of Denominational Inspection on the College reputation. It was agreed that the status of risk should remain as Amber for the present, but as an outcome of the Denominational Inspection Monitoring visit and the action report it may be appropriate to reduce the scoring. • § 2.7 Student outcomes quality is under regular review both by this Committee and the <i>Governors’ Teaching Curriculum Quality Committee</i>. Again due the improved monitoring and the introduction of the Key Achievement Gateway procedures, this too might be reclassified as green once the results of the summer examinations have been received. 	<p>Assistant Principal [Finance & Resources] & Next Agenda</p>

Risk Register [Continued...]	<ul style="list-style-type: none"> • § 3.1 Recruitment of Catholic Students, the Committee agreed there is no change in the status of risk as ‘perception’ is everything in terms of reputation and the impact on recruitment. • § 4.2 Recruitment and learner numbers affected by transport issues – remains a risk even though a number of initiatives have been introduced. The Committee agreed there is no change in the status of risk. • § 4.7 Student Retention/ Attendance impact on funding – in discussion it was agreed the tracking data is collated and analysed well but the risk remains. The Committee agreed there is no change in the status of risk. <p>The Assistant Principal [Finance & Resources] explained that some of the risks identified by other Committees might need recalculation in the light of developments, and additional items might be included. The review of the Risk Register takes place annually in January and again in June and is now due.</p> <p>The Committee noted the report.</p>	
12. Any Other Business [Not notified]	<p>12.1 <i>Committee Briefing Next Meeting:</i> After some discussion, it was suggested that the Jennine Oldis [Curriculum Manager Religious Studies and the Religion Philosophy Ethos programme] might brief the Committee on the outcome of the Denominational Monitoring visit, and the action plan now in place.</p> <p>12.2 <i>Board of Governors Report:</i> The following items were identified to bring before the <i>Board of Governors</i>:</p> <ul style="list-style-type: none"> • Student Union Annual Report • Student Financial Account 2018/2019 – with mention about the successful sale of NUS cards • Student Equality Diversity Inclusion Report 2018/2019 • College Admission Policy 2020/2021 [Note the correct Year required] <p>The Committee Chair to provide the report to the Board of Governors.</p>	<p>Assistant Principal [Finance & Resources] & Next Agenda</p> <p>Committee Chair</p>

13. Correspondence	13.1 <i>None</i>	
14. Next Meeting	14.1 <i>Date of Next Meeting:</i> Wednesday, 16 October 2019 at 16:00. [To be confirmed]	Clerk/ All Governors
Minutes drafted	Minutes prepared: Friday, 14 June 2019 Peter J Harrison [Clerk to Governors]	
Minutes Agreed	Minutes agreed as true and accurate record – Date: Wednesday, 16 October 2019  Signed: _____ Committee Chair	