ST BRENDAN'S CATHOLIC SIXTH FORM COLLEGE

Governors' Ethos Safeguarding Welfare Committee

MINUTES OF MEETING

Wednesday, 16 October 2019

Room B207 (16:00–17:55 hrs)

GOVERNORS/MEMBERS PRESENT: Peter McLean [Chair], Margaret Harlock (part), Beckie Hooper, Michael Jaffrain [Principal] (part), Paul Kelly, Fiza Tanveer [6]

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

APOLOGIES: None [0]

Absent Without Apology: Nkumbe Ekaney QC [1]

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

Documents Circulated/Tabled* at Meeting:

Document [A] – *'St Brendan's Sixth Form College – Governors' Ethos Safeguarding Welfare Committee – Terms of Reference''* – circulated previously
Document [B] – *'St Brendan's Sixth Form College – Student Enrolment 2019/2020'* – circulated previously
Document [C] – *'St Brendan's Sixth Form College – Student Bursary Report 2018/2019'* – circulated previously
Document [D] – *'St Brendan's Sixth Form College – College Transport Report* 2018/*201'9* – circulated previously
Document [E] – *'St Brendan's Sixth Form College – Student Disciplinary Report* 2018/*2019'* –circulated previously
Document [F] – *'St Brendan's Sixth Form College – Student End of Year Survey Report 2018/2019'* – circulated previously
Document [G] – *'St Brendan's Sixth Form College – Student Governor Report'* – circulated previously
Document [H] – *'St Brendan's Sixth Form College – SEND (Special Education Needs and Disability) Report 2019'* – circulated previously
Document [I] – *'St Brendan's Sixth Form College – Safeguarding Young People and Adults at Risk Policy'* – circulated previously
Document [J] – *'St Brendan's Sixth Form College – Looked After Children/ Children In Care Annual Report 2018/2019'* – circulated previously
Document [K] – *'St Brendan's Sixth Form College – Mission Statement'* – circulated previously
Document [L] – *'St Brendan's Sixth Form College – Learner Voice Strategy Report 2018/2019'* – circulated previously
Document [M] – *'St Brendan's Sixth Form College –Risk Register* [Version June 2019]*'* – circulated previously

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

Committee Briefing –

'The Outcome of the Denominational Monitoring Visit and Action Plan.'
– by Jennine Oldis
[Curriculum Manager Religious Studies and the Religion Philosophy Ethos programme]

The planned briefing was postponed.

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome	1.1 *Welcome:* Peter McLean opened the meeting with a brief prayer. 1.2 *Apologies*: None. 1.3 *Absent Without Apology*: Nkumbe Ekaney QC [1] 1.4 *Quorate*: The meeting was declared quorate. NOTE: *Agenda Order*: 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.	
2. Declarations of Interest & Disability Access & Diversity	2.1 *Declarations of Interest*: Governors confirmed there had been no change. [Margaret Harlock join ed the meeting 16:10 hrs]	Next Agenda & Any Governor
3. Committee Business	Document [A] – *'St Brendan's Sixth Form College – Governors' Ethos Safeguarding Welfare Committee – Terms of Reference''* – circulated previously 3.1 *Annual Review of the Committee's Terms of Reference* [Minutes Jun § 9.3]: referring to the discussion at the previous meeting the Chair of the Committee noted that the Governors undertaking the review editing of the Framework of Governance document, which contains the respective Terms of Reference of the Governors' Committees, has yet to complete their task. Discussing the existing version of the Terms of Reference the Committee noted the previously identified recommended amendments, and included some additional recommendations:	

Committee Business **[Continued…]**	• 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 § 9 – 'To review the College Charter and the College Mission Statement and make recommendations to the Board of Governors for adoption as appropriate.' [Deleting the words 'College Charter and the' as that document is no longer published] • 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] • 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. There was also some discussion about whether Term § 9 might more properly be assigned to the Governors' Strategy Search Remuneration Committee, or indeed, whether it was an operational responsibility rather than strategic. The Committee agreed to retain the duty to review and recommend the Mission Statement to the Board of Governors for adoption as it concerns the Catholic Ethos of the College. The Clerk to Governors to refer these recommendations to the Governors' tasked with the review of the Framework of Governance document.	Clerk to Governors
4. Minutes Previous Meeting	4.1 *Minutes of Previous Meeting* [12 June 2019]: With a minor correction to Minute 9.3 bullet 6 'ream' corrected to remain, the Minutes were agreed to be a true and accurate record and were passed for signature and publication on the web.	*Clerk to Governors*

5. Actions Review [Agenda not itemised]	5.1 *The Constitution of College Student Union* [Minutes Jun § 4.2]: The Head of Support Services confirmed the action had been taken and that the document had been published	
6. Matters Arising	6.1 *Matters Arising*: None.	

7. Principal's Report	Document [B] – *'St Brendan's Sixth Form College – Student Enrolment 2019/2020'* – circulated previously
	7.1 *Student Recruitment 2019/2020*: The Principal reported the total 1970 is the highest number recruited, although above target it would have been pleasing to have made the 2000 mark. The details are set out in the table below.
	The Governors asked a number of questions relating to the impact of the increased numbers of Students:
	• Students 'No Show' – The Principal responded that although the College during the enrolment procedure has robust procedures, a number of factors may influence a change of heart in the individual Student, ranging from social pressures from former school friends or attractive late offers from their former school anxious to retain their pupils in sixth form
	• College Resources – The Principal advised the Committee that everyone has a chair, there is adequate classroom space. As always there being no resource funding provided by the Education Skills Funding Agency [ESFA] for social space, which is always a challenge. There have been no specific issues relating to access to computers, and although the Teachers were asked to bid for computer requirements for their specific subject teaching, some have continued to use the technology inappropriately in teaching the newer curriculum, which makes less demands on Students being taught at the keyboard in class. Access to computer equipment also gives rise to other issues:
	  ○ Cost of provision
	  ○ Room space allocation
	• Future College Growth – The Principal was asked to comment on the anticipated growth in Students numbers in coming years following the impact of the predicted demographic increase in the number of post-16 young people, and whether the College should be looking at the construction new buildings, or of fixing the maximum Student number by making more restrictive application conditions? Responding the Principal indicated that calculations show that the current College accommodation can support a further 10% increase in Student
		Principal & Next Agenda

Principal's Report
[Continued…]

numbers with the introduction of the planned revised and more efficient curriculum timetable to be introduced in 2020/2021. Even allowing for that, social space, study space, and free time space will remain an issue

St Brendan's Sixth Form College Enrolment 2019/2020 [Pre-Census Date 03/10/2019]

Student Group	Enrolled	Not Started	Non Starter [Attended Withdrawn later]	Withdrawn	Transferred	Current Enrolled	Retention %
2Y1	203 [163]	-6 [-5]	-6 [-7]		-1 [0]	190 [151]	93.60% [92.4%]
3Y1	893 [898]	-24 [-30]	-20 [-36]		1 [0]	850 [832]	95.18% [92.65%]
31YG	147 [152]	-2 [-2]	-4 [-6]			141 [144]	95.92% [94.74%]
3Y2	687 [632]	-23 [-14]	-3 [-1]	-2 [-2]		659 [615]	95.92% [97.31%]
3Y2G	131 [111]	-2 [0]	-1 [-1]			128 [111]	97.71% [100.00%]
3Y3	2[7]	0 [0]	0 [-1]			2 [6]	100.00% 85.71%[
Total	**2063 [1963]**	**-57 -51]**	**-34 [-51]**	**-2 [-2]**	**0 [0]**	**1970 [1859]**	**95.49% [94.70%]**

NOTE – figures in [ ] previous year 2018/2019

The Committee noted the report.

8. Student Matters

Document [C] – *'St Brendan's Sixth Form College – Student Bursary Report 2018/2019'* – circulated previously
Document [D] – *'St Brendan's Sixth Form College – College Transport Report* 2018/*201'9* – circulated previously
Document [E] – *'St Brendan's Sixth Form College – Student Disciplinary Report* 2018/*2019'* –circulated previously
Document [F] – *'St Brendan's Sixth Form College – Student End of Year Survey Report 2018/2019'* – circulated previously
Document [G] – *'St Brendan's Sixth Form College – Student Governor Report'* – circulated previously

8.1 *Student Matters*:

8.1.1 *Student Bursary Report 2018/*2019 –The Assistant Principal [Finance & Resources] presented the report, and noted that the amount brought forward each year, although it had fluctuated, had increased in spite of the increased numbers of Students on roll.

Education Skills Funding Agency Ring-Fenced Grant 2018/2019			
Year	2018/2019	2017/2018	2016/2017
Brought f/wd	£ 56,409	£ 43,015	£ 49,928

The Committee was advised that the College sets the parameters of the priority distribution criteria but under the regulations the individual Student MUST submit a claim to entitlement. This cash cannot be reallocated to any other purpose by the College, or offered without a valid claim. An analysis conducted with a view to identifying a possible explanation for the rise in the brought forward figure has concluded that largely it is due to the lack of claims from Students. The College has good procedures during the application and enrolment processes to brief and inform all Students of the Bursary facility, and the details are also set out in the College Prospectus each year, and every Student receives an email and a copy of the Bursary application form. The College Staff are also encouraged to identify any Students who might fall within the eligible to claim categories. It was confirmed that although the Bursary Officer only works part-time, the Bursary Office is open Monday-Friday so that Students have ready access if required.
In discussion, with the Governors, the Assistant Principal [Finance & Resources] said it was possible that, some Students undergoing disciplinary procedures for non-attendance are deprived of the Bursary. But it was agreed that Students who fail to attended College had no right to expect to receive the bursary grant for not being in College for a lengthy period. Responding to a question about the possible provision of art supplies to Students for their course of study, the Committee was informed that the College already agrees a budget for

Student Matters **[Continued…]**	each Faculty, and in the case of art resources and materials, the Student is expected to make a contribution. The progress in 2019/2020 will be kept under review. The Committee noted the report. 8.1.2 *College Transport Report 2018/*2019 –The Assistant Principal [Finance & Resources] presenting the report said that the new transport contracts and services introduced from September 2019 appear to be working well. There was an issue when a FirstBus™ broke down and the replacement sent, was delayed by heavy traffic, and Students without shelter had to stand in pouring rain, or seek alternative means of getting home. The College has contacted FirstBus™ and in future the company will dispatch the bus earlier, to avoid the traffic. Responding to questions of cost the Assistant Principal [Finance & Resources] explained that the company, FirstBus™ has a charge for the service, deducts from that figure the Student fares it receives and the College has then to pay the balance. The College keeps under review the various service routes for the other coach operators, and varies these routes from year to year as required, to maximise the opportunity for Students in some of these outlying areas. The Committee noted the report. 8.2 *Student Disciplinary and Appeals Annual Report 2018/2019*: The Head of Support Services presented her report. There has been no major changes in policy this year, but given the numbers of Students entering the stages of the Disciplinary Procedures this has placed some pressures upon the Staff managing the process. Referring to the data report the Committee was informed that: • Academic Mentors [AM] • Director of Faculty [DOF] Are involved at the various stages of the Disciplinary Procedure. In the year, at the final Stage 4 nineteen Students were excluded, and after the appeals heard by the Principal, six remained excluded. There are two areas of particular focus for 2019/2020: • Expectation that classroom Teachers will take a more proactive role in identifying their own Students whose Attendance is failing, as it is often those who know the Student best who can have the most impact rather than just referring the defaulter to the Disciplinary Procedures • Black Asian Minority Ethnic [BAME] Students have been identified as more likely to enter the Disciplinary Procedures for whatever reason. An audit of	Assistant Principal [Finance & Resources]

Student Matters **[Continued…]**	College Staff is being undertaken to ensure that there is no unconscious bias working, and that appropriate behaviour management procedures are being operated rather than use of the Disciplinary Procedures • Attendance, under performance and Disciplinary matters are not unrelated to the academic outcomes for the College, as well as for the individual Student. In the coming year academic outcomes will have a particular focus of attention Governors enquired about the proportion of BAME/WHITE/GENDER Students at the various stages of the Disciplinary Procedure but this information was not immediately available. The Committee noted the report. 8.3 *Student and Parent/Carer Survey End of Year 2018/2019* [Update]: The Head of Support Services updated the earlier information at the last meeting. Again, disappointedly, the numbers of responses are lower than would be hoped. This time some of the 'middle ground' questions/answers like 'Neither Agree nor Disagree' have been removed with a view to getting a more definite response. To further encourage participation Students were allocated lesson time in the classroom to complete the survey, this did attract an additional 200 responses on the number responding in 2018, but this still meant that only one third of Students responded. Of those who responded: • Overall, the majority of Students are either 'very satisfied' or 'satisfied' with their College experience and with the support of their Academic Mentor. However, it came across very strongly that Students wish to have more 1:1 support from their Mentor • 96% of respondents strongly agree or agree that they are treated with respect and fairly by Staff. Some comments made reference to feeling put down by Teachers, and Staff training needs to take place around this • 65% of Students were unaware of bullying in College and 31% either strongly agree or agree it is tackled effectively by College • While the majority agreed that the College asks Students for their input on how to improve teaching, support and courses, 67% felt the College only sometimes respond to this feedback. This is an improvement of nearly 20% on last year but shows there is still more work to do on how we use Learner Voice, and keep Students informed • 35% of Students disagreed with the statement that they knew what British Values were, and 33% disagreed that they understood what PREVENT is. These are key areas of focus for 2019	

Student Matters **[Continued…]**	• 96% of Students agree or strongly agree they feel safe in College with 87% agreeing or strongly agreeing that they know who to go to if they are concerned about a friend • The 3 most common problems faced by Students, as in previous years, are: managing to keep up with the standard of work required, fitting in College commitments with other commitments outside College, and traveling to and from College • There were some clear comments about Teacher absence in certain subject areas and understandable dissatisfaction with the communication about this • Strong theme of Students feeling that 'mental health' affected their attendance or ability to cope. However, it is felt this is more of an issue with Students' day to day resilience (personal and academic). [Michael Jaffrain joined the meeting at 16:50 hrs] The Committee discussed a number of these findings and in particular noted the need for the College to be proactive about its responses and informing Students about the outcome of their suggestions and feedback. Turning attention to the apparent lack of awareness of the British Values and the PREVENT strategy, the College does have publicity posters on display in public areas, and both topics feature in the Religion Ethics Philosophy [RPE] programme, but the intention is that Teachers will increasingly incorporate these topics and other issues, eg environment, Catholic Ethos, in the delivery of the wider Curriculum. The Committee noted the Report. 8.4 *Student Governor Report*: The Student Governor presented her first report for the year, commenting that she was pleased to be able to confirm that the new Student Executive team had settled in well together and is now busy planning events for the coming year. Some matters were highlighted: • As the College was unable to print the National Union of Students [NUS] cards on site this year, the amount of commission raised will not be known until later in the year • Preparations for marking Black History Month and Mental Health Day are in hand • A number of new student societies, mostly Student led, have been set up, including:	

Student Matters **[Continued…]**	○ Model United Nations ○ Film Club ○ Bible Studies ○ Zero-Carbon Club ○ Board Games Club • The Debating Club continues from the previous year • Student Concerns and suggestions, include: ○ Students want the College to no longer have plastic cutlery as it is bad for the environment ○ Students want more water fountains around the College ○ Some Students have also suggested there should be more reusable water cups near the fountains for people who don't have a bottle and maybe the College can charge a small fee per cup which could then go to Water Aid™ ○ Student would like Ecosia™ to be the College's default web browser – this web search engine supports the environment with profits being dedicated to planting tress ○ Students also want there to be coaches to run at 14:30 hrs and not just at 16:00 hrs ○ Students want the College to invest in some solar panels ○ Art Students want more supplies for the subject Some of these suggestions from the Students were discussed by the Committee. The College has a contract with Sodexo™ for the service provided in Café Max, so the provision of cutlery is a commercial decision for Sodexo™, and it is understood that the Manager has looked into the provision of reusable/washable cutlery but the cost is prohibitive, unless the Students bring their own utensils and wash them themselves. This topic also raised other food related issues: • Cost • Variety and more vegetarian options • Quality The Assistant Principal [Finance & Resources] informed the Committee that the Sodexo™ outlets at College incurred a financial loss last year, and the Manager is under considerable commercial pressure, and with the other newly opened suppliers nearby some Students opt for those alternatives.	

Student Matters **[Continued…]**	The Principal reminded the Committee, that when the College was re-built [B-Building first] provision of environmentally friendly items were included. The College has: • Solar panels on the roof • Ground source heating • Rainwater collection for use in the grey water services in College • At the entrance of D-Building there is an electronic display readout showing the amount of energy being generated or conserved It was acknowledged that this environmental policy might be better communicated to Staff and Students. Discussion with the Information Technology Manager in regard to the default use of Ecosia™ has already taken place. The Committee noted the report.	Principal & Assistant Principal [Finance & Resources]
9. Safeguarding and PREVENT Strategy	Document [H] – *'St Brendan's Sixth Form College – SEND (Special Education Needs and Disability) Report 2019'* – circulated previously Document [I] – *'St Brendan's Sixth Form College – Safeguarding Young People and Adults at Risk Policy'* – circulated previously Document [J] – *'St Brendan's Sixth Form College – Looked After Children/ Children In Care Annual Report 2018/2019'* – circulated previously 9.1 *Safeguarding/ Special Education Needs Disability* [SEND]: The Head of Learning Development & Safeguarding presented her update report. It was reported that the academic results in the summer of 2019 for Students in the Special Education Needs Disabilities [SEND] categories, were better than the results for the rest of the College. The Governors then reviewed the anonymised data in respect of the 471 SEND Students. Additional Learner Support Assistants [LSA] were recruited to provide the required support. Mental Health and Self-Harm concerns continue to be the main safeguarding issues, along with Home Issues, Suicidal Thoughts, and Mood Issues. Support for Students as soon as an issued is identified, is put in place with one-to-one support or group working which has been proving beneficial in many cases. The Committee noted the report. 9.2 *Safeguarding Young People and Adults at Risk Policy*: The Head of Learning Development & Safeguarding presented the policy for its annual review and noted that some amendments had been made to accommodate the changing legal terminology. A section on 'Upskirting' has also been inserted. The Committee noted that the section on dealing with Disclosure of Abuse and Procedure for Reporting Concerns still contained reference to the College Safeguarding Referral Form and that this needed to be deleted before the final document went to the Board of Governors.	Head of Learning Development & Safeguarding & Next Agenda Head of

Safeguarding and PREVENT Strategy **[Continued…]**	There was some further discussion about the favourable Local Authority Audit conducted on the College, and the very positive work being done to develop on healthy relationships. In the past, the Local Authority Audit process was based only on schools and academies, and it has been decided that the audit content needs to be revised to address the world of the modern post-16 Students. Proposal *'That Governors' Ethos Safeguarding Welfare Committee recommend that the Board of Governors adopt the as revised "Safeguarding Young People and Adults at Risk Policy".'* Proposed: Paul Kelly Seconder: Michael Jaffrain For: 7 Against: 0 Abstention: 0 The Proposal was adopted. The Principal to refer to the Board of Governors. 9.3 *Looked After Children/ Children In Care Annual Report 2018/2019*: The Head of Learning Development & Safeguarding reviewed the report content with the Committee using the anonymised data. At the start of the year there were six Looked After Children [LAC] /Children In Care [CIC] in College and by the year end this had fallen to four. Those that left College either had failed to engage or had physical or mental health issues. This cohort were drawn from three different Local Authorities, each having their own procedural systems and staff arrangements, so that it was not always straightforward when making contact. In the coming year, an increased effort will be made to ensure that Teachers, when monitoring the Key Achievement Gateways [KAG] data and progression of these Students, make a clear assessment of the individual's real progression. This year 2019/2020, the number of LAC/CIN Students has increased to fourteen. The Committee noted the report.	Learning Development & Safeguarding Principal

10. College Business	Document [K] – *'St Brendan's Sixth Form College – Mission Statement'* – circulated previously Document [L] – *'St Brendan's Sixth Form College – Learner Voice Strategy Report 2018/2019'* – circulated previously 10.1 *College Mission Statement*: The Principal reported that the current version of the College Mission Statement is unchanged from that of the previous year. However, there are discussions in place about combining it with other items into a single Vision for the College. This might incorporate the following existing publicity items: • Mission Statement • St Brendan's College Expectations • Nine Keys to Success These may then be rebranded as St Brendan's Values, possibly no more than five in number, and inspired in part by the College's patron St Brendan – the navigator. It was suggested that a small group of Staff and Governors might meet together to identify the key words of such a values document. <u>Proposal</u> *'That Governors' Ethos Safeguarding Welfare Committee recommend that the Board of Governors adopt the "College Mission Statement".'* Proposed: Michael Jaffrain Seconder: Margaret Harlock For: 7 Against: 0 Abstention: 0 The Proposal was adopted. The Principal to refer to the Board of Governors. 10.2 *Learner Voice Strategy Annual Review* [Update] [Minutes Feb § 9.2]: The Head of Support Services reported that the low level of participation continues this year in spite of efforts to counter the lack of involvement. Curriculum issues are no longer covered within the Learner Voice, and are now dealt with within the curriculum through STRIDE activities. [NOTE – STRIDE Spoofing Tampering Repudiation Information Denial of service Elevation of privilege]. There have been Learner Voice engagement issues for Students on Level 3 Access, and Black Asian Minority Ethnic [BAME] Students are significantly under represented. The intention is that Learner Voice can develop and improve the Student experience The Committee noted the report.	Any Governor & Principal & Next Agenda Principal

11. Policy Reviews	11.1 *Policy Reviews*: No additional items for review.	
12. Risk Register	Document [M] – *'St Brendan's Sixth Form College –Risk Register* [Version June 2019]*'* – circulated previously 12.1 *Committee Responsibilities Risk Register*: The Committee reviewed the current residual RED/AMBER items allocated to the Committee: • RED – none • AMBER – 5 The Committee then moved to review each of the residual AMBER RISKS: • § 2.7 Student Academic Progression –The Committee agreed that the recent presentation of the Quality Improvement Plan [QIP] for 2019/2020 is intended to address issues in regard to Student progression and Attainment. • § 3.1 Recruitment of Catholic Students – The Principal reported that along with the increase of Students on roll in September 2019, the percentage of Roman Catholic Students has also risen sharply from 7.9% to 8.5%. • § 4.2 Recruitment and learner numbers affected by transport issues – remains a risk even though a number of initiatives have been introduced. • § 4.7 Student Retention/ Attendance impact on funding – It was noted that both Student Retention and Attendance had been improving and the work is ongoing. • § 2.17 Emergency Evacuation – This item is residual GREEN, but Governors sought assurance that Students are aware of the range of procedures for their safety and security. The Assistant Principal [Finance & Resources] explained that in a post-16 educational establishment there is no formal roll call list that can be employed as a check list, as would be the case in schools with their daily class registers, so the College employs Staff as 'sweepers' to check the building following the evacuation. In addition, practices are held for both 'evacuation' and 'lock down' situations. The Committee asked that Students be made aware of the actions taken by Staff as the buildings are cleared. The Committee noted the report.	Assistant Principal [Finance & Resources] & Next Agenda Assistant Principal [Finance & Resources]

13. Any Other Business **[Not notified]**	13.1 *Committee Briefing Next Meeting*: After some discussion, it was suggested that 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. The Assistant Principal [Finance & Resources] will make the necessary arrangements. 13.2 *Board of Governors Report*: The following items were identified to bring before the *Board of Governors:* • Safeguarding SEND Concerns Report • Learner Voice • Children In Care/Looked After Children Report	Assistant Principal [Finance & Resources] & Next Agenda Committee Chair
14. Correspondence	14.1 *None*	
15. Next Meeting	15.1 *Date of Next Meeting*: Tuesday, 4 February 2020 at 16:00. [To be confirmed]	Clerk/ All Governors
Minutes drafted	Minutes prepared: Friday, 18 October 2019 Peter J Harrison [Clerk to Governors]	
Minutes Agreed	Minutes agreed as true and accurate record – Date: **Tuesday, 4 February 2020** Signed: _____ Committee Chair	