

GOVERNORS/MEMBERS PRESENT: Beckie Hooper [Chair], Marian Curran [Principal], Margaret Harlock, Micah Larson [4]

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

APOLOGIES: Sonny Richards [1] and Phillip Berry [Assistant Principal Finance & Resources]

Absent Without Apology: Nkumbe Ekaney QC [1]

CIRCULATION: All Governors, College website **QUORUM:** 3/6 (Voting Committee members)

Documents Circulated/Tabled* at Meeting:

Document [A] – 'St Brendan's Sixth Form College – Student Recruitment/ Retention/Attendance' – circulated previously

Document [B] – 'St Brendan's Sixth Form College – Covid-19 Control of Transmission and Partial Opening June 2020 Risk assessment' – circulated previously

Document [C] – 'St Brendan's Sixth Form College – Governors' Business Diary 2020/2021 Terms 1-2' [Draft] – circulated previously

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

Committee Briefing – None this meeting

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome	<p>1.1 <i>Welcome</i>: The Clerk to Governors opened the meeting, reporting that the former Chair of the Committee: Peter McLean, after many years of valued service resigned as Governor for personal family reasons. His wise contribution to the governance of the College, and not least to this Committee in his role as Safeguarding Governor will be much missed. The Clerk then opened the meeting with a brief prayer, and welcomed everyone to this Virtual Meeting during the Covid-19 pandemic emergency</p> <p>1.2 <i>Apologies</i>: Sonny Richards [1], and Phillip Berry [Assistant Principal Finance & Resources] were noted and accepted</p> <p>1.3 <i>Absent Without Apology</i>: Nkumbe Ekaney QC [1]</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>	<p>Next Agenda & Any Governor</p>
3. Committee Business	<p>3.1 <i>Election/Appointment of Committee Chair</i>. The Clerk to Governors called for nominations for the position of Committee Chair for the coming year. There was one nomination and Beckie Hooper consented to accept the position.</p> <p><u>Proposal</u></p> <p style="text-align: center;"><i>‘That Governors’ Ethos Safeguarding Welfare Committee appoint Beckie Hooper as Chair of the Committee for the coming academic year commencing 17 June 2020.’</i></p> <p>Proposer: Marian Curran Seconded: Micah Larson</p> <p style="text-align: right;">For: 3 Against: 0 Abstained: 1</p>	

Committee Business [Continued...]	<p>The proposal was adopted. It is understood that Micah Larson is happy to stand in for the Committee Chair when occasion requires it.</p> <p>3.2 & 3.3 <i>Nomination Safeguarding Governor/ SEND and Equality Diversity Inclusion Champion</i>: The Clerk to Governors explained that the individual is usually nominated by this Committee and then formally appointed by the Board of Governors. Micah Larson has offered to accept both these roles.</p> <p><u>Proposal</u></p> <p style="text-align: center;"><i>‘That Governors’ Ethos Safeguarding Welfare Committee nominate Micah Larson for appointment by the Board of Governors as the Safeguarding Governor/ SEND and Equality Diversity Inclusion Champion’.</i></p> <p>Proposer: Margaret Harlock Seconded: Marian Curran</p> <p style="text-align: right;">For: 3 Against: 0 Abstained: 1</p> <p>The Clerk to Governors to add the item to the agenda of the forthcoming meeting of the Board of Governors. The Clerk asked for confirmation in regard to the training options available and these were confirmed as being available on line and both Beckie Hooper and Micah Larson will be completing the course. The Clerk to Governors handed over the chairing of the Committee to Beckie Hooper.</p>	<p style="text-align: center;">Clerk to Governors Beckie Hooper & Micah Larson</p>
4. Minutes Previous Meeting	<p>4.1 <i>Minutes of Previous Meeting</i> [4 February 2020]: The Minutes were agreed to be a true and accurate record and were passed for electronic signature and publication on the web.</p>	<p style="text-align: center;">Clerk to Governors</p>
5. Actions Review [Agenda not itemised]	<p>5.1 <i>Committee Terms of Reference</i> [Minutes Feb § 3.1] [Update]: There was some discussion about the delay in the adoption by the Board of Governors of the revised Framework of Governance that contains the Terms of Reference for the Governors’ Committees. The Chair of Governors agreed to look into the matter.</p>	<p style="text-align: center;">Margaret Harlock & next Agenda</p>

6. Matters Arising	6.1 <i>Compliments and Complaints Report 2019/2020</i> [Minutes Feb § 10.1]: The Principal reported that in the light of the outcome of the recent Equalities Tribunal – which found for the College – some recommendations have been incorporated in the revision of the policy which is now taking place. The revised policy will be brought to the next meeting of the Committee.	Principal & Next Agenda																				
7. Principal’s Report	<p>Document [A] – ‘<i>St Brendan’s Sixth Form College – Student Recruitment/ Retention/Attendance Report</i>’ – circulated previously</p> <p>7.1 <i>Student Applications 2020/2021</i>: The Principal reported the total 2435 is the highest number of applications at the end of May [2221 last year]. The details are set out in the table below.</p> <table><tr><th colspan="4">Student Recruitment – May 2020</th></tr><tr><th></th><th>2020/2021</th><th>2019/2020</th><th>2018/2019</th></tr><tr><td>Applied</td><td>2435</td><td>2221</td><td>2243</td></tr><tr><td>Offered</td><td>2082</td><td>1934</td><td>1898</td></tr><tr><td>Accepted</td><td>1835</td><td>1749</td><td>1764</td></tr></table> <p>The eventual impact on recruitment/enrolment in the context of the Covid-19 pandemic is uncertain, but the indications are that acceptances are at a higher rate, and it is likely that the enrolments will follow a similar pattern, although historical data is of limited value in this context. Assuming the conversion rate and taking the figures of acceptances the College can expect to have 2103 Students on roll come the autumn after the 42-day census date, including the returning 3Y1 Students entering Year 13 for 3Y2: The Committee noted the report.</p> <p>7.2 <i>Student Retention 2019/2020</i>: The Principal reported that Retention in 2019/2020 is 91% [88.53%] for the previous year.</p> <p>There was some discussion relating to the impact of Covid-19 pandemic on Student teaching and learning. The Principal explained that although the Staff were working remotely, they have been in regular contact with Students providing remote teaching and support, homework, and on line video, combined telephone support. A number of Staff have commented that working remotely, and generally one to one, has actually helped them to have a more personal contact with each Student and to get to know them and their individual needs better.</p> <p>The Committee noted the report.</p>	Student Recruitment – May 2020					2020/2021	2019/2020	2018/2019	Applied	2435	2221	2243	Offered	2082	1934	1898	Accepted	1835	1749	1764	Principal & Next Agenda
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<p>8. Student Matters</p>	<p>Document [D] – ‘<i>St Brendan’s Sixth Form College – Student Governor Report</i>’ – circulated previously Document [E] – <i>University and Colleges Admissions Service [UCAS] Applications Report</i></p> <p>8.1 Student Feedback and Engagement:</p> <p>8.1.1 Student Survey – In the absence of the Student Governor, the Head of Support Services reported that the annual Student Feedback survey, on line this year, is ongoing and due to be completed this coming Friday. This survey examines every aspect of Student life in the context of their experience while at College. A fuller analysis and report will be available for the Committee to review in the autumn but an initial examination of the feedback responses is strongly positive:</p> <ul style="list-style-type: none"> ▪ Students feel safe ▪ They feel respected ▪ The support from Staff is praised <p>As you might expect there are some frustrations that come through in some responses, relating to the cancellation of the Public Examinations, loss of social contact with peers, feelings of isolation, and concerns about Teacher absences and lack of timely notice about the loss of a planned lesson. The latter comes up every year. Teachers who call in sick must do so by 08:30 in the morning of their first day of absence, but that means Students are already on their way to College or already in College with lessons due to start at 08:55. Although, teaching or revision material is available, they are also expected to complete their own free study time. Sometimes it is possible to find a replacement Teacher at short notice. The Committee expects to give this topic more consideration at the next meeting.</p> <p>8.1.2 Remote Working and Safeguarding – The Head of Safeguarding & Learning Development reported on the work being using Microsoft Teams and other means of contact and support for Students during the lock down. The Team has concentrated on regular contacts to help vulnerable Students with their remote learning. Some have mental health issues, and some have not been engaging with their academic work for a variety of reasons. Just getting organised for their day, or not sleeping at night are two of the issues that have arisen. In a number of cases with a Parent/Carer working from home there is a lack of access to IT facilities, especially where there are a number of children in the same household. The basic approach of the Team has been ‘how can we help’ rather than a ‘parental disciplinary’ why have you not done your homework?</p> <p>The Committee noted the report.</p>	<p>Next Agenda</p>
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Student Matters [Continued...]	<p>8.2 <i>Recruitment New Student Governors</i>: The Head of Support Services reported that usually the new Student Union Executive would be elected by Students following the hustings in March. But this year it has not been possible in person so it is to be conducted on line with Microsoft Teams and video sessions followed by on line elections for September. From the Student Executive two of their number will be nominated for appointment by the Board of Governors as Student Governors. It is customary for the two nominees to meet with the Principal and the Vice Chair of Governors to discuss their role in Governance and to explore any induction of training issues</p> <p>The Committee noted the report.</p>	
9. College Business	<p>Document [B] – ‘<i>St Brendan’s Sixth Form College – Covid-19 Control of Transmission and Partial Opening June 2020 Risk assessment</i>’– circulated previously</p> <p>9.1 <i>Covid-19 The Way Forward and Risk Analysis</i>: The Principal reported, making reference to the ‘Risk Assessment for the partial re-opening of the College in June’, that the chief focus is on the health and safety of Staff and Students and the prevention of the transmission of the virus, alongside the teaching and learning and other support for vulnerable or disadvantaged Students, including those who have not been engaging in the remote learning offered by the College since the closure in March.</p> <p>The plan is that in the week commencing 22 June the College will re-open for 43 Students with accompanying Staff and support workers for a period of two weeks. A full Staff briefing held earlier today met with a very positive response.</p> <p>Then in the first week of July, Governors will be presented with the proposals for the re-opening of the College in three steps:</p> <ul style="list-style-type: none"> ▪ Results Day ▪ Enrolment ▪ September Academic Year <p>It is likely that the experience of the re-opening in June and how the provisions made for that worked in practice, will help to inform the later stages. Come September, the current thinking is that teaching and learning will take the form of a ‘blended approach’ – a combination of class teaching and remote learning. The current public mood for getting pupils back into school, and the potential for relaxing the current shielding and social distancing guidance, may change over time. In the context of a Sixth Form College, with some 2103 Students on site, attending different subject classes, and not confined to ‘bubble’ groups the challenges are significant. Many class groups typically consist of 22-25 Students.</p>	

College Business [Continued...]	<p>The initial thoughts in terms of planning is that there may need to be a combinations of:</p> <ul style="list-style-type: none">▪ Remote Teaching and Learning▪ Hybrid version of that combined with some days in College▪ Back to normal <p>Managers and Staff do recognise that the Covid-19 pandemic situation is constantly changing and that any plans will need to be kept under constant review as the situation changes.</p> <p>Many of the members of the Committee having taken part in meetings and briefings about the College plans already in the previous week had no further questions.</p> <p>The Committee noted the report.</p>																													
10. Safeguarding and PREVENT Strategy	<p>10.1 <i>Safeguarding/ Special Education Needs Disability</i> [SEND]: The Head of Safeguarding and Learning Development reported on the work being undertaken by her department during the Covid-19 shutdown of the College to support Students.</p> <p>10.1.1 – Safeguarding – It was reported that, since 23 March, the College has received 27 Safeguarding Concern Notifications from the Local Authority/Avon and Somerset Police. These formal notifications reveal that the Police have been involved or called to some domestic incident involving the Student. What is revealing is that in a normal academic year, the College might receive only 4 such notifications. The details of each case are provided to the College in confidence and the reports in some cases may run to twenty pages or more. The notifications received include:</p> <table><tr><th colspan="4">S Brendan's Catholic Sixth Form College – Safeguarding Concern Notifications June 2020</th></tr><tr><td>Attendance</td><td>1</td><td>Bereavement</td><td></td></tr><tr><td>Domestic Violence</td><td>11</td><td>Harmful Sexual Behaviour</td><td>1</td></tr><tr><td>Historical Concern</td><td>1</td><td>Injury</td><td>1</td></tr><tr><td>Mental Health</td><td>4</td><td>Racism</td><td>1</td></tr><tr><td>Self Harm</td><td>3</td><td>Sexual Abuse</td><td>1</td></tr><tr><td>Suicide Attempt</td><td>1</td><td>Threatening Behaviour</td><td>1</td></tr></table>	S Brendan's Catholic Sixth Form College – Safeguarding Concern Notifications June 2020				Attendance	1	Bereavement		Domestic Violence	11	Harmful Sexual Behaviour	1	Historical Concern	1	Injury	1	Mental Health	4	Racism	1	Self Harm	3	Sexual Abuse	1	Suicide Attempt	1	Threatening Behaviour	1	<p>Head of Safeguarding & Learning Development & Next Agenda</p>
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<p>Safeguarding and PREVENT Strategy [Continued...]</p>	<p>The main headlines regarding the Safeguarding referrals:</p> <ul style="list-style-type: none"> ▪ Less referrals compared to when we were on site prior to Lockdown ▪ Severity of referrals has increased ▪ Domestic Violence notifications have dramatically increased from 5 (2019-20) to 11 since 23 March. This is in line with national figures ▪ Support teams have had to deal with an increase in severe mental health referrals. <p>In these cases the College Safeguarding Team is not permitted to contact the vulnerable Student in case this provokes further abuse or violence. Instead, the College is using the Learning Development Tutors to contact the Student by telephone or internet to establish what progress is being made with academic work or if any support in regard to teaching and learning is required. Eleven of the domestic violence cases involving our Students are new to us, where we had no previous knowledge or record.</p> <p>Where it can be offered the College is able to offer well-being sessions and counselling on line using qualified staff or outside agencies. Staff have reported that they have found in their experience that these telephone contacts seem to be more intimate and positively received by the Student than the usual experience of in College one-to-one face to face contact.</p> <p>On a more positive note the College has successfully recruited three new Staff for September with very good qualifications and experience to strengthen the team.</p> <p>10.1.2 – PREVENT / Fundamental British Values – Responding to a Governor question, the Committee was informed that in the context of the ‘Black Lives Matter’ campaign the Head of Safeguarding and Learning Development attended [virtually] the Counter–Extremism Strategic Group on Monday and all participants have requested more guidance from the government regarding Fundamental British Values and Prevent. Due to the current circumstances and the ‘Black Lives Matter’ campaign this is going to be pivotal moving forwards. It was recognised that it is not easy to monitor social media particularly outside the College site. The customary September update of the PREVENT guidance and agenda is being drafted currently.</p>	
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<p>Safeguarding and PREVENT Strategy [Continued...]</p>	<p>10.1.3 – Special Educational Needs & Disability [SEND] – The Committee was informed that the Covid-19 shutdown has been difficult for the Students in general, and particularly for those with SEND. The current numbers breakdown to:</p> <ul style="list-style-type: none"> ▪ 16 Students with Educational Health Care Plans [EHCP] ▪ 18 Students with Higher Needs Funding [HNF] <p>The majority of these are coping well but two Students are causing some concern exhibiting mental health issues. One of the group has contracted Covid-19 and is taking time out to recover. Again on the positive side, one of this group of Students has attended the College for four years and is now preparing to go to University in the autumn.</p> <p>Planning for the autumn, the College can expect a higher number:</p> <ul style="list-style-type: none"> ▪ 21 Students with Educational Health Care Plans [EHCP] ▪ 39 Students with Higher Needs Funding [HNF] <p>These are drawn four Local Authority areas:</p> <ul style="list-style-type: none"> ▪ Bath & North East Somerset ▪ Wiltshire ▪ Somerset ▪ Bristol <p>The individual transition and support plans are in preparation. There is a continuing issue about the level of Higher Needs Funding [HNF] actually paid by the Local Authorities, whose financial contribution to the cost of supporting their designated Students falls far short of the sum previously agreed for payment. The College then has to make up for that shortfall from its own resources to the detriment of other Students.</p> <p>There was some further discussion by Governors about the June partial re-opening and whether by concentrating on the Vulnerable Students groups, other Students or their Parent/Carers might feel they were being discriminated against by not be able to attend College in person. In response the Committee was informed that in schools it is ONLY the pupils with EHCP/SEND who are receiving in school tuition, along with the children of 'key workers', whereas the College is offering support for teaching and learning remotely and personal mentoring and other forms of support for all the Students of the College.</p>	<p>Principal & Head of Safeguarding & Learning Development</p>
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Safeguarding and PREVENT Strategy [Continued...]	<p>The Committee wished to record its appreciation for the outstanding work being done by the Learning Development and Academic Mentoring Staff in what is very challenging time for everyone. The College rightly has a high reputation for the level and quality of the support it offers to its Students, and this supports the College's ethos as a Catholic College and contributes to the high level of retention for the Students.</p> <p>Committee noted the report.</p>	
11. Policy Reviews	11.1 <i>Policy Reviews</i> : No additional items for review.	
12. Any Other Business [Not notified]	<p>Document [C] – 'St Brendan's Sixth Form College – Governors' Business Diary 2020/2021 Terms 1-2' [Draft] – circulated previously</p> <p>12.1 <i>Committee Briefing Next Meeting</i>: After some discussion, it was agreed that a briefing on 'Counter Extremism' by Kerry Mullinder [Head of Safeguarding & Learning] would be useful</p> <p>12.2 <i>Governors' Business Diary 2020/2021 Term 1 & Term 2</i> [draft]: The Clerk to Governors presented the draft of the Governors' Business Diary 2020/2021 Term 1 & Term 2, and the Committee was invited to advise the Clerk to Governors if there are any significant dates that might need to be changed. The Committee was reminded that this is a draft only, and in the circumstances of the Covid-19 emergency it might be difficult to predict what happens in the autumn term.</p> <p>12.3 <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"> • Safeguarding and Support for EHCP/HNF Students • Support for all Students during shutdown 	<p>Next Agenda</p> <p>All Governors</p> <p>Committee Chair</p>
13. Correspondence	13.1 <i>None</i>	

14. Next Meeting	15.1 <i>Date of Next Meeting:</i> Wednesday, 30 September 2020 at 16:00. [To be confirmed]	Clerk/ All Governors
Minutes drafted	Minutes prepared: Saturday, 20 June 2020 Peter J Harrison [Clerk to Governors]	
Minutes Agreed	Minutes agreed as true and accurate record – Date: Wednesday, 30 September 2020  Signed: _____ Committee Chair	