

**ST BRENDAN'S CATHOLIC SIXTH FORM COLLEGE**  
**Governors' Resources Premises Human Resources Committee**  
**OPEN MINUTES**

**Monday, 23 November 2020**  
**Office Team Virtual Meeting (16:00–18:15 hrs)**

**GOVERNORS/MEMBERS PRESENT:** Tony McNally [Chair], Marian Curran [Principal], Charlotte Evans, Margaret Harlock, Iain Turri (part), Clare Williamson [6]

**APOLOGY:** None [0]

**ATTENDING:** Phillip Berry [Assistant Principal Finance & Resources], Peter J Harrison [Clerk to Governors], Luke Abrahams [Head of Human Resources].

**Absent Without Apology:** 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 – Governors' Resources Premises HR Committee Terms of Reference' – circulated previously
- Document [B] – 'St Brendan's Sixth Form College – Staff Movements Report 2019/2020' – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – Workforce Report 2019/2020' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Staff Absences Report 2019/2020' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Student Recruitment/Retention/Attendance Report 2020/2021' – circulated previously
- Document [F] – 'St Brendan's Sixth Form College – Premises Report 2020/2021' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Health & Safety and Accident Report 2019/2020' – circulated previously
- Document [H] – 'St Brendan's Sixth Form College – Moore – Audit Summary Report YE 31 July 2020' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – Management Accounts September 2020' – circulated previously
- Document [J] – 'St Brendan's Sixth Form College – Annual Report and Financial Statements YE 31 July 2020' – circulated previously
- Document [K] – 'St Brendan's Sixth Form College – Budget and Financial Plan 2021–2023 – financial objectives, targets and instructions' – circulated previously
- Document [L] – 'St Brendan's Sixth Form College – Financial Regulations' – circulated previously
- Document [M] – 'St Brendan's Sixth Form College – College Risk Register – September 2020' – Committee Extract – circulated previously
- Document [N] – 'St Brendan's Sixth Form College – College Covid-19 Risk Assessment (V8)' – circulated previously

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

There was no Committee Briefing this meeting

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
<b>1. Welcome</b>	<p>1.1 <i>Welcome</i>: The Committee Chair welcomed the new members of the Committee: Clare Williamson and Luke Abrahams [Head of Human Resources] to this Virtual Meeting, and introductions were made.</p> <p>1.2 <i>Apologies</i>: None [0]</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> <p style="text-align: right;">[Iain Turri joined the meeting 16:10 hrs]</p>	
<b>2. Declarations of Interest &amp; Disability Access &amp; Diversity</b>	2.1 <i>Declarations of Interest</i> : Governors confirmed there had been no change.	Next Agenda & Any Governor
<b>3. Committee Business</b>	<p>Document [A] – ‘<i>St Brendan’s Sixth Form College – Governors’ Resources Premises HR Committee Terms of Reference</i>’ – circulated previously</p> <p>3.1 <i>Annual Review Committee’s Terms of Reference</i>: The Committee reviewed the current text of the Terms of Reference. It was suggested that the text of item 14 – ‘To review Staff pay and conditions’ is too imprecise and needs further clarification, to make the operational responsibility of the Principal as Chief Executive clearer, and to specify the role of the Committee to review in the context of the College budget. The Committee Chair will consult, and prepare some suitable wording ‘out of Committee’ and the matter can then be reviewed at the next meeting.</p> <p>Additionally, in reference to Minute § 9.5 relating to the Financial Regulations, an additional amendment to the Terms of Reference is to be considered.</p> <p>3.2 <i>Committee Briefing Next Meeting</i>: Generally, the Committee does not require specific briefings apart from the normal business, and there were no suggested topics for a briefing at the next meeting.</p>	Tony McNally & Next Agenda

4. Minutes Previous Meeting	4.1 Previous Meeting [Open Minutes [15 June 2020]:  The Minutes were agreed as a true and accurate record and were passed for electronic signature and for publication on the web and to be uploaded to Sharepoint™.	Clerk to Governors																
5. Actions Review	5.1 Actions Review: There were no additional action review points.																	
6. Matters Arising [Not itemised in the Agenda]	6.1 None:																	
7. Staff Matters	<div>Document [B] – ‘St Brendan’s Sixth Form College – Staff Movements Report 2019/2020’ – circulated previously</div> <div>Document [C] – ‘St Brendan’s Sixth Form College – Workforce Report 2019/2020’ – circulated previously</div> <div>Document [D] – ‘St Brendan’s Sixth Form College – Staff Absences Report 2019/2020’ – circulated previously</div> <p>7.1 Staff Retention/Recruitment Report 2019/2020: The Head of HR delivered the report, which was largely taken as read. The Committee was invited to comment on the length and style of the report required, in the light of the kind of lengthy reports prepared by the previous Head of HR. It was agreed succinct factual reports would be preferred. The next report will contain an analysis of the reasons for leaving employment at the College. In summary, the data is broadly in line with previous reports:</p> <table><tr><th colspan="2">St Brendan's Catholic Sixth From College Staffing Recruits 2019/2020</th></tr><tr><td>Support Staff</td><td>29</td></tr><tr><td>Teaching Staff</td><td>9</td></tr><tr><td>TOTAL</td><td>38</td></tr></table> <table><tr><th colspan="2">St Brendan's Catholic Sixth From College Staffing Leavers 2019/2020</th></tr><tr><td>Support Staff</td><td>22</td></tr><tr><td>Teaching Staff</td><td>6</td></tr><tr><td>TOTAL</td><td>28</td></tr></table> <p>The Committee noted the report.</p>	St Brendan's Catholic Sixth From College Staffing Recruits 2019/2020		Support Staff	29	Teaching Staff	9	TOTAL	38	St Brendan's Catholic Sixth From College Staffing Leavers 2019/2020		Support Staff	22	Teaching Staff	6	TOTAL	28	Head of HR & Next Agenda
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<p><b>Staff Matters [Continued...]</b></p>	<p>The Assistant Principal [Finance &amp; Resources] reminded the Committee that the College originally had planned to introduce the Sixth Form Colleges Association Teachers' Pay Scale in 2020/2021, but the decision was taken to introduce it in 2019/2020 instead. There is some impact on the College budget for 2020/2021 as the incremental progression works through, with a rough estimate of the likely impact being £100k.</p> <p>The Committee noted the report.</p> <p><i>7.5 Senior Management Team Pay &amp; Conditions Report</i> [Update]: The Principal reminded the Committee about the background of this topic. The previous Principal had plans for amending the pay and conditions for the members of the Senior Management Team [SMT], some of whom are Teachers and some of whom are Support Staff, and therefore on differing rates of pay and progression. There are various leadership pay spines for both Teachers and for Support Staff. The intention is now to review the newer versions before implementing any change locally using these national benchmarks, rather than simply introducing a local pay spine that might become redundant later. This review will run alongside the analysis of the College development in the light of the Covid-19 pandemic and the growth in Student numbers.</p> <p>In addition, the intention is to clarify the use of a number of terms in use currently, for example to distinguish and define, and in line with the Instrument and Articles of Government [Article 1 (e)]:</p> <ul style="list-style-type: none"> <li>○ Senior Leadership Team [SLT] – strategic leaders</li> <li>○ Senior Management Team [SMT] – operational managers</li> <li>○ Senior Management [SM]</li> <li>○ Senior Post Holders [SPH]</li> </ul> <p>The topic will be reviewed at the next meeting, as other Governors' Committees are also involved in the process.</p> <p>The Committee noted the report.</p>	<p>Next Agenda</p>
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## 8. Principal's Report/Information

Document [E] – 'St Brendan's Sixth Form College – Student Recruitment/Retention/Attendance Report 2020/2021' – circulated previously  
 Document [F] – 'St Brendan's Sixth Form College – Premises Report 2020/2021' – circulated previously  
 Document [G] – 'St Brendan's Sixth Form College – Health & Safety and Accident Report 2019/2020' – circulated previously

8.1 & 8.2 *Student Recruitment/ Retention*: The Principal reported:

8.1.1 Student Recruitment 2020/2021 –

Student Recruitment – October 2020 [same periods]			
	2021/2022	2020/2021	2019/2020
Applied	601	887	630
Offered	191	380	291
<b>Accepted</b>	<b>55</b>	<b>203</b>	<b>109</b>

The Principal commented, compared with the previous year the figures this year are lower, but that is not unexpected given that Covid-19 has created a challenge for recruitment, given that there is no opportunity for parents and potential applicants to view the College premises and facilities in the context of an Open Evening, and also meet personally with Staff. Some local educational establishments are also not releasing the pupil grades, possibly in an effort to hold on to them for their own sixth form. The College marketing team is working hard using social media and other methods of contact where possible to present the College's curriculum offer and facilities.

8.1.2 Student Retention 2020/2021 –

Student Retention 2020/2021 [2 November 2020]				
	2Y1	3Y1	3Y2/3Y3	Total
<b>Enrolled</b>	141	1200	857	<b>2198</b>
<b>Current Enrolled</b>	129	1128	817	<b>2074</b>
<b>Retention of Starters</b>	94.85%	96.49%	98.91%	<b>97.33%</b>

Some of the leavers have returned to their former schools, as is not unusual at this time of the year, but in general the College is retaining its quota of Students even in the context of Covid-19 and the Blended learning and timetable. [For comparison the extract from last year's Minutes In 2019/2020 Retention was 98.82%]

The Committee noted the report.

Principal/  
& Next Agenda

<p><b>Principal's Report/Information</b> [Continued...]</p>	<p>8.2 <i>As above</i></p> <p>8.3 <i>Premises Report:</i> The Assistant Principal [Finance &amp; Resources] presented his report and highlighted the key points:</p> <ul style="list-style-type: none"> <li>○ Energy Costs – the College lockdown in March 2020 is estimated to have saved some £70k</li> <li>○ Lettings Income – although up on the previous years is lower than anticipated due to the restrictions of Covid-19</li> <li>○ Playing Fields – the landfill project is 'ready to go' but somewhat delayed by the wet state of the field in the winter months and the slow recovery of construction work and the availability of material for the landfill. The area has been fenced</li> <li>○ 3G Pitches and other Sport Facilities – The search for suitable grant funding is being explored. One possible source is the Education Skills Funding Agency's 'Condition Improvement Fund'. This is intended to provide for capital costs involving buildings, but the College plans to submit a bid by the January 2021 time limit. Responding to Governors questions, the Committee was informed that there is a good educational case, built upon the need for physical exercise, mental health, safety, and the known lack of suitable sport facilities in Bristol for young people</li> <li>○ Buildings – Contractors are being chased where necessary to rectify or repair known building faults, although there are no problems of particular concern</li> <li>○ Covid-19 – Has imposed considerable additional demands not only on Staff but also on the facilities and the management of the College estate</li> </ul> <p>Accommodation Strategy – The Committee was advised that additional IT suites, Specialist Learning areas, and Science Laboratories are required to meet the new Applied General curriculum, and to accommodate the Student increased demand for on-line learning. The Accommodation Strategy document of 3 years ago, is still relevant but now needs updating to meet the Covid-19 situation and the Blended Learning timetabling and remote teaching and learning, which is likely to be ongoing. This led the Committee to discuss the longer term development of the College in the light of the increasing 16-19 demographic in the years leading to the peak in 2025, and in the context of a potential five year process of obtaining a capital grant bid and completion. There would be little point in building to meet</p>	<p>Assistant Principal &amp; Next Agenda</p>
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<p><b>Principal's Report/Information</b> [Continued...]</p>	<p>the peak only to then find that the College was left with over-capacity.</p> <ul style="list-style-type: none"> <li>○ Cladding – Responding to a question, very much in the news media recently, relating to cladding on buildings, the Assistant Principal [Finance &amp; Resources] explained that one of the College buildings, the Sports Hall has cladding, but being non-residential, there is no Government guidance currently requiring action. The cladding is not thought to present a significant risk at present</li> <li>○ Building Capacity – A further question, related to the likely capacity of the current building. Taking into account the planned growth in Student numbers expected for the 2021 through to 2025, the College as it stands would be able to accommodate 3000 Students using the modified timetabling combined with the likely remote teaching and learning</li> <li>○ Social Space – always a matter of concern but the ESFA is unlikely to support expansion plans for just social space</li> </ul> <p>The Committee noted the report.</p> <p><i>8.4 Health and Safety /Accidents Annual report 2019/2020:</i> The Assistant Principal [Finance &amp; Resources] was happy to present the Committee with a report that showed:</p> <ul style="list-style-type: none"> <li>○ RIDDOR [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations] – no reportable incidents</li> <li>○ Accident Call-Outs – down to 8 [25 in 2018/2019]</li> </ul> <p>The Committee noted the report.</p> <p><i>8.5 Landfill Project</i> [Update]: Taken as above [Minute § 8.3]</p> <p><i>8.6 Sports Facilities</i> [Update]: Taken as above [Minute § 8.3]</p> <p><i>8.7 Accommodation Working Party</i> [Update] [Minutes June § 7.2]: Taken as above [Minute § 8.3]</p>	
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<p><b>9. Financial Matters</b></p>	<p>Document [H] – ‘<i>St Brendan’s Sixth Form College – Moore – Audit Summary Report YE 31 July 2020</i>’ – circulated previously  Document [I] – ‘<i>St Brendan’s Sixth Form College – Management Accounts September 2020</i>’ – circulated previously  Document [J] – ‘<i>St Brendan’s Sixth Form College – Annual Report and Financial Statements YE 31 July 2020</i>’ – circulated previously  Document [K] – ‘<i>St Brendan’s Sixth Form College – Budget and Financial Plan 2021 –2023 – financial objectives, targets and instructions</i>’ – circulated previously  Document [L] – ‘<i>St Brendan’s Sixth Form College – Financial Regulations</i>’ – circulated previously</p> <p>9.1 <i>Moore External Audit Summary Report 2019/2020</i>: The Assistant Principal [Finance &amp; Resources] presented the audit report.</p> <p>Reference was made briefly to the Key Reporting Matters:</p> <ul style="list-style-type: none"> <li>• Significant Audit Risks – no additional audit risks identified</li> <li>• Uncorrected Misstatements Detected – one minor matter in the financial statements, which is deemed to be ‘immaterial’ and does not require adjustment</li> <li>• Expected Modifications to the External Audit Report – at this point in time no modifications to the report are anticipated</li> <li>• Significant Difficulties – none identified</li> <li>• Internal Controls – no identified control deficiencies</li> <li>• Required Communications – no issues to report</li> </ul> <p>The Auditor’s opinion on the Financial Statements was ‘unqualified’ as a ‘clean’ audit.</p> <p>The Committee discussed the audit report briefly and commended Phillip Berry and his Staff for the very good audit outcome. The Committee was agreed that it would recommend the report to the Board of Governors for adoption, and the signing of the Letter of Representation.</p> <p>9.2 <i>Management Accounts September 2020</i>: The Assistant Principal [Finance &amp; Resources] referred to the Management Accounts and noted the salient matters at this early stage in the College’s academic/financial year:</p> <ul style="list-style-type: none"> <li>○ The outturn is broadly in line with the planned budget, with some variations in terms of the timing of grant funding and the funding Higher Needs support. This year the Students entitled to Higher Needs support has risen to 40 in number</li> <li>○ The Covid-19 pandemic has had impact upon:</li> <li>○ Student College trips and fees, which are lower</li> </ul>	<p>Committee Chair &amp; Assistant Principal</p>
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<p><b>Financial Matters</b> [Continued...]</p>	<ul style="list-style-type: none"> <li>○ College Student transport, as Students are only using it 50% of the time and the College has lower income but supports the contract by covering the 50% shortfall in student contributions</li> <li>○ Lettings are down</li> <li>○ Landfill income has been delayed</li> <li>○ Staff costs are optimistic due the impact of the 27 Staff entitled to increments this year in the new pay structure, and the need to recruit additional Staff. The 2020/2021 pay award for Teachers is still to be agreed</li> <li>○ The Blended curriculum programme also is having an impact on College expenditure</li> <li>○ Café Max is experiencing a lower Student demand due to the restricted timetable and Blended teaching and learning. Sodexo™ withdrew from the contract in October and the College has taken the catering 'in-house, with the employees engaged under TUPE regulations, but due to the Covid-19 reduction in the number of Students on site at any one time 4 Staff who were previously subject to furlough have had to be made redundant</li> <li>○ Depreciation is higher than anticipated because of the need to provide Information Technology equipment for remote learning at the end of the last Academic Year</li> <li>○ Bank interest rates are at an all-time low and are tied to the LIBOR rate. College monies on deposit are attracting a reasonable rate of interest in the circumstances</li> </ul> <p>The Committee noted the report and accepted the Account without further questions.</p> <p>9.3 <i>Annual Report and Financial Statements YE 31 July 2020</i>: The Assistant Principal [Finance &amp; Resources] noted with some minor textual revision the draft presented in the final version, which will go to the Board of Governors for adoption. In addition. To the points made above when speaking about the Management Accounts, one of the major impacts of Covid-19 has been upon the valuation of stocks and shares held by the Local Government Pension Scheme [LGPS] that hits the College with a charge. The Outturn, excluding the FRS102 Pension charges, is a deficit of £400k for 2019/2020. The following factors are to be taken into account:</p> <ul style="list-style-type: none"> <li>○ The Covid-19 Shutdown of the College operations created a loss of income, and additional expenditure, and some savings eg use of energy</li> </ul>	<p>Assistant Principal &amp; Principal</p>
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<p><b>Financial Matters</b> [Continued...]</p>	<ul style="list-style-type: none"> <li>○ The Pay Award for both Teachers and Support Staff was higher than the planned budget 1%</li> <li>○ The College after some years of postponement for financial reasons, adopted the Sixth Form College Association [SFCA] Teacher's new pay scales with additional cost</li> <li>○ Student numbers continue to grow year-on-year but 'lagged funding' by the Education Skills Funding Agency [ESFA] means that the additional 130 Students this year have to be resourced from existing funding. The College can anticipate an increase in the individual Student funding for 2020/2021</li> <li>○ FRS102 Pension impact is £1.6m, but the College has resources to continue as a 'going concern'.</li> </ul> <p>The Annual Report and Financial Statements as presented are supported by the 'going concern' statement from the auditor, and St Brendan's Catholic Sixth Form College is not alone in facing the challenging financial situation at the present time.</p> <p>The Committee discussed a number of matters and sought clarification on points. It was suggested that the text of the report might make some reference to Covid-19, to Governor virtual attendance and the role of the Governors' Emergency Committee in managing business during the emergency. The Committee agreed that with the continuing growth in Students number year on year, and despite the impact of ESFA 'lagged funding' policy on Colleges experiencing growth the College is in a positive position. When presenting the Annual Report and Financial Statements to the Board of Governor this should be emphasised. The Committee recommend that it might be useful if the Board of Governors was provided with a short briefing paper beforehand summarising the points raised in this meeting.</p> <p>The Committee was unanimous in the recommending that the Board of Governors should adopt the Annual Report and Financial Statements PE 31 July 2020.</p> <p><i>9.4 Outline Budget and Financial Plan 2021-2023:</i> The Assistant Principal [Finance &amp; Resources] presenting the topic drew the attention of Governors to page 3 of the paper, and the subject of the 'General Financial Objectives and Specific Financial Targets for 2021-2023'. The key points being:</p> <ul style="list-style-type: none"> <li>○ A surplus budget for 2021/2022</li> <li>○ Improved facilities for Sport delivered to budget and on time</li> <li>○ To continue to grow lettings income</li> <li>○ Revision of the timetable to maximise the use of the College facilities with the higher numbers of Students</li> </ul>	<p>Assistant Principal &amp; Principal</p> <p>Assistant Principal &amp; Principal</p>
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<p><b>Financial Matters</b> [Continued...]</p>	<p>In discussion, with the increasing risk of cyber-attack and fraud being experienced especially by educational institutions including Universities, this year, the Committee noted that Colleges are being required to 'endeavour' to be compliant with 'Cyber Essentials', and this will entail a significant capital cost, possibly as much as £700k. At this juncture there is no indication that the ESFA will be providing grant funding for this task.</p> <p>The Committee was unanimous in its agreement that the Outline Budget and Financial Plan 2021-2023 be recommended to the Board of Governors for adoption.</p> <p><i>9.5 Financial Regulations Annual Review:</i> The Assistant Principal [Finance &amp; Resources] presented the draft text with the amendments highlighted in RED INK:</p> <ul style="list-style-type: none"> <li>○ Financial Responsibilities of the Board of Governors [§ 3.1.1] – the proposed change reflects the wording in the new Instrument and Articles of Government [Article 5 (2)(f)]. In discussion, it was noted that Instrument and Articles of Government at [Article 1 (e)] in defining the meaning of the term senior post states: 'senior post means senior Catholic posts, the Clerk, and such other posts as the Governing Body may decide for the purpose of these Articles.' 'Senior Posts' includes the Clerk in that number and in the context of the Financial Regulations this point needs to be borne in mind. But after consideration it was agreed that for the purposes of the Financial Regulations the single reference to the text of Article 5 would suffice</li> <li>○ Procurement and Value for Money [§ 5.8.2] – the procurement rate for tendering currently in place is based on the Official <i>Journal</i> of the <i>European</i> Community [OJEU], with the United kingdom having left the European Union and with the imminent ending of the transition period there is likely to be some guidance from the Government forthcoming. But at this point there is no guidance or new regulations in place so for the present the College will apply the usual 'Value for Money criteria and the changes in the Financial Regulation reflect the uplifting of the limits currently in place under OJEU</li> </ul>	<p>Assistant Principal &amp; Principal &amp; Committee Chair</p> <p>Assistant Principal &amp; Principal</p>
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<p><b>Risk Register [Update]</b> [Continued...]</p>	<p>§ 2.18–[Residual Amber]  § 4.1 – [Residual Amber]  § 4.3 – [Residual Amber]  § 4.4 – [Residual Red] – updated in the light of Covid-19 pandemic  § 4.9 – [Residual Amber]  § 4.10– [Residual Amber]  § 4.12– [Residual Amber] – updated in the light of Covid-19 pandemic  § 4.14– Residual Amber]  § 4.15– Residual Amber] – updated in the light of Covid-19 pandemic</p> <p>It was suggested that by combining some of the Risk Register items this might improve the focus on the topic and actions following from that. The Principal and Assistant Principal [Finance &amp; Resources] will give that suggestion consideration.</p> <p>The Committee noted the Report.</p> <p>11.2 <i>Covid-19 Risk Management</i> [Update] [Minutes Jun § 10.2]: The Principal explained this must now be the eighth revision of this document since March 2020 in order to take account of the rapidly changing situations and variations in Government guidance.</p> <p>The Principal provided the Committee with the details about the current impact of Covid-19 on the College operations:</p> <ul style="list-style-type: none"> <li>○ Students Cumulative Number of Confirmed Covid-19 Cases – 42</li> <li>○ Students Cumulative Self Isolation Cases – 342 [currently 81]</li> <li>○ Staff Cumulative Confirmed Cases – 19 [currently 7]</li> <li>○ Staff Self Isolation Cases – 13</li> </ul> <p>These figures reflect the increasing national and local rates of confirmed Covid-19 infections. The College upon notification consults with Public Health England officials and adopts the appropriate specific action in each instance. The College policy of alternate Year 12 and Year 13 Students attendance in College, combined with the classroom seating plan, has enabled the College to identify potential contacts in the event that a case is reported to the College, and this has reduced the numbers of Students being sent off site to self-isolate.</p> <p>The Principal informed the Committee that in the light of the round of Examinations starting in January, which will lead to mixing and attendance of Students from both Year 12 and Years 13 at the same time after the Christmas break when infection rates may rise, it is the intention that the College, will</p>	
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<b>Risk Register [Update]</b> [Continued...]	<p>close for two weeks, with remote teaching and learning continuing, in order to allow for the examinations process to be completed, and the health and well-being of Staff and Students, as far as possible, to be assured.</p> <p>The Committee responding to a question, then considered the wider issue of whether there should be examinations or an alternative measure to grade the progress and achievement of Students. The Principal reported that currently there was no fresh guidance from the Government apart from the previous statement that in England the public examinations in the 2021 would take place, while in Scotland, Northern Ireland and Wales the educational system is different and makes greater use of coursework and other measures of assessment.</p> <p>The Committee noted the Report.</p>	
<b>11. Report Items to the Board of Governors</b>	<p>11.1 <i>Board of Governors Report Items:</i> The following matters were agreed:</p> <ul style="list-style-type: none"> <li>○ Annual Report &amp; Financial Statements – recommendation to adopt</li> <li>○ Outline Budget and Financial Plan 2021-2023 – recommendation to adopt</li> <li>○ Staff Absence Report 2019/2020</li> <li>○ Definition Senior Staff/ Senior Post Holders/Senior Leadership Team/ Senior Management Team</li> <li>○ Financial Regulations adopted</li> </ul>	Tony McNally
<b>12. Any Other Business</b>	12.1 <i>None:</i>	
<b>13. Correspondence</b>	13.1 <i>None:</i>	
<b>14. Next Meeting</b>	<p>14.1 <i>Date of Next Meeting:</i></p> <p>Monday, 15 March 2021 at 16:00. [Subject to confirmation]</p>	Clerk/ All Governors

<b>Minutes Prepared</b>	Wednesday, 25 November 2020 Peter J Harrison [Clerk to Governors]	
<b>Minutes Agreed</b>	<p><b>Minutes agreed as true and accurate record</b>  <b>– Date: Monday, 22 March 2021</b></p>  <p>Signed: _____ Committee Chair</p>	