



**St Brendan's Catholic Sixth Form College
Board of Governors**

OPEN – MINUTES

In Person and Virtual Meeting Held On: Thursday, 29 September 2022
at 16:00– 19:30 hrs

Governors Present: Professor James Devenney [Chair of Governors], Clare Williamson [Vice Chair of Governors], Antonia Corrigan, James Creamer, Marian Curran [Principal], Mark Eastaugh, Margaret Harlock MBE, Marie-Claire Harper (part), Harry Keaveney, Paul Ryan (part), Iain Turri, [11]

Apologies: Beckie Hooper, Mark O'Sullivan, Lucinda Trott. [3]

Absent without Apology: None [0]

Attending: Stephen Clayson [Vice Principal Curriculum Quality Innovation], Peter J Harrison [Clerk to Governors], Alexandra Moruzzi [Vice Principal [Student Experience Progression]], Phillip Berry [Assistant Principal Finance & Resources], and Debora Redwood [Nominated for appointment as Parent Governor]

Quorum Present: 9/14 [includes required minimum of 4 Foundation Governors]

Note – technical reasons attendance varied but was quorate and the start of the meeting was delayed.

Documents Circulated/Tabled* at Meeting:

- Document [A] – 'St Brendan's Sixth Form College – Declaration Pecuniary Interest/ Disability/Access/Safeguarding' 2021/2022 Report – circulated previously
- Document [B] – 'St Brendan's Sixth Form College – Declaration Pecuniary Interest/ Disability/Access/Safeguarding' 2022/2023 Form – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – Student Recruitment Retention Attendance Report' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Staff Recruitment Overview Report' – tabled*
- Document [E] – 'St Brendan's Sixth Form College – Self Assessment Review and Quality Improvement Plan Report' – tabled*
- Document [F] – 'St Brendan's Sixth Form College – Teaching and Learning Report' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Initial Outcome Summer Results Report' – circulated previously
- Document [H] – 'St Brendan's Sixth Form College – Estate Development – Financial Matters Report [Update]' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – Board of Governors Business Diary 2022/2023' – circulated previously
- Document [J] – 'St Brendan's Sixth Form College – Board of Governors Committee List 2022/2023' – circulated previously
- Document [K] – 'St Brendan's Sixth Form College – Board of Governors Record of Attendance 2021/2022' – circulated previously
- Document [L] – 'St Brendan's Sixth Form College – CES Governors' Code of Conduct 2022/2023' – circulated previously
- Document [M] – 'St Brendan's Sixth Form College – St Brendan's Sixth Form College Risk Register [Extract]' – circulated previously

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

<p>Governors' Briefing</p>	<p>Board of Governors' Briefing –</p> <p><i>'Safeguarding PREVENT Guidance Update September 2022'</i> [Agenda § 8.5] by Alexandra Moruzzi – Vice Principal [Student Experience & Progression]</p> <p>Safeguarding Network Briefing – Summary Changes:</p> <p>The Vice Principal [Student Experience & Progression] referred to a document showing the changes to the Safeguarding Network made to accompany the revision in the Keeping Children Safe in Education regulations.</p> <p>All Staff and Governors should read at least Part 2 Keeping Children Safe in Education 2022. In addition, Governors may access</p> <ul style="list-style-type: none"> ▪ Keeping Children Safe in Education 2022 – the Clerk to Governors will circulate the document <p>Action – Clerk to Governors & All Governors and Senior Staff</p> <ul style="list-style-type: none"> ▪ National College training is also available: <Link>? <p>In summary, it was noted:</p> <ul style="list-style-type: none"> ▪ College recruitment complies with Government Safe Recruitment legislation ▪ Induction training for all Staff includes 'Keeping Children Safe in Education' ▪ The Designated Safeguarding Lead [DSL] and her team are essential in delivering the support to Students and Staff in these matters ▪ The Board of Governors has an over-reaching responsibility for keeping Children safe in education, and sets the College Policy and procedures to ensure it is applied and reviewed ▪ Professor James Devenney is currently the Link Governor for Safeguarding ▪ Keeping Children Safe in Education also embraces: <ul style="list-style-type: none"> ○ On-line safety ○ College Educational trips 	<p>Clerk to Governors & All Governors</p>
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<p>Governors' Briefing [Continued...]</p>	<p>There was some discussion about this important topic:</p> <ul style="list-style-type: none"> ▪ Governors should inform Marie-Claire Harper [Link Governor for Governor Induction & Training] to record any training they undertake ▪ When Governors complete their required reading of Part 1 of 'Keeping Children Safe in Education' they are required to inform the Clerk to Governors who must retain a record <p>The Briefing ended at 1630 hrs and the Chair of Governors thanked the Vice Principal [Student Experience & Progression] for her most informative and useful briefing.</p>	
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ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome	<p>1.1 Welcome: Professor James Devenney [Chair of Governors] chaired this meeting and opened the meeting with prayer in thanksgiving for education and Catholic schooling. The meeting welcomed James Creamer – a new Foundation Governor, and the nominated Parent Governor Deborah Redwood.</p> <p>1.2 Apologies: Beckie Hooper, Mark O'Sullivan, Lucinda Trott, were noted and accepted [3]</p> <p>1.3 <i>Absent without Apology</i>: None [0]</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 may be 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	<p>Document [A] – ‘<i>St Brendan’s Sixth Form College – Declaration Pecuniary Interest/ Disability/Access/Safeguarding</i>’ 2021/2022 Report – circulated previously</p> <p>Document [B] – ‘<i>St Brendan’s Sixth Form College – Declaration Pecuniary Interest/ Disability/Access/Safeguarding</i>’ 2022/2023 Form – circulated previously</p> <p>2.1 <i>Declarations of Interest, Disability Access, Equality/Safeguarding 2021/2022</i>: The Clerk to Governors presented the report to indicate that all Governors had completed the annual declaration.</p> <p>2.2 <i>Declarations of Interest, Disability Access, Equality/Safeguarding 2022/2023</i>: The Clerk to Governors had circulated the forms for completing for the coming year and it was agreed those present would return the completed form at the end of the meeting. There were no new verbal declarations of pecuniary interest.</p> <p>Action – Clerk to Governors & All Governors and Senior Staff</p>	<p>All Governors Next Agenda</p>

3. Minutes Previous Meetings	<p>3.1 <i>Previous Open Minutes</i> [13 July 2022]: The Minutes were agreed as a true and accurate record of the meeting without correction and signed by the Chair of Governors in person. The open Minutes to be made available on the College website by the Clerk to Governors.</p> <p>Action – Clerk to Governors</p>	Clerk to Governors
4. Minutes Actions Review	<p>4.1 <i>Student Admission Policy</i> [Minutes Jul § 10.1] – confirmed completed.</p> <p>4.2 <i>Information Technology Assets via Leasing</i> [Minutes Jul § 11.4] – confirmed completed.</p> <p>4.3 <i>Appointment Student Governors</i> [Minutes Jul § 12.4] – The Clerk to Governors confirmed the letters of appointment had been issued</p> <p>4.4 <i>Appointment Chair/Vice Chair & Associate Vice Chairs</i> [Minutes Jul § 12.14 ff] – The Clerk to Governors confirmed the letters of appointment had been issued</p>	
5. Matters Arising	<p>5.1 <i>Director of Clifton Diocesan Department for Schools and Colleges</i> [Minutes July § 5.1]: The Chair of Governors confirmed that following the retirement of Colleen Collett in March; the new Director has been appointed [Mary Cox] and took up duty in September 2022. The Principal contacted her with the intention of inviting her to visit the College.</p> <p>5.2 <i>Staff Recruitment/Appointments</i> [Minutes July § 8.3]: The Chair of Governors noted that the School Chaplain Ann Morgan resigned at the start of the month and the recruitment of a new Chaplain is in place. A letter has been issued to express gratitude for her serves at the College.</p>	
6. Governors' Committee Reports	<p>6.1 <i>Governors' Audit Committee</i>: Iain Turri reported: No meeting</p> <p>6.2 <i>Governors' Ethos Safeguarding Welfare Committee</i> [220914]: The Chair of Governors reported on:</p> <ul style="list-style-type: none"> ▪ The pilot Denominational Inspection [Section 48] action plan ▪ College transport issues. The College has been in discussion with FirstBus™ to reduce or cancel, critical services affecting Students in South Bristol and particularly those attending the College. The 	

<p>Governors' Committee Reports [Continued...]</p>	<p>College has been in discussion with FirstBus™ and other local transport contractors</p> <ul style="list-style-type: none"> ▪ Student Enrichment and Transition work is progressing ▪ Keeping Children Safe in Education, policy and updates to guidance legislation, and Special Education Needs Disability reports <p>6.3 <i>Governors' Resources Premises HR Committee</i>: Clare Williamson: No meeting</p> <p>6.4 <i>Governors' Strategy Search Remuneration Committee</i> [220921]: Clare Williamson reported on the recent meeting:</p> <ul style="list-style-type: none"> ▪ Performance Management Appraisal for Senior Post Holders [SPH] and <i>smart</i> Targets for 2022/2023 ▪ Performance Management Appraisal for the Clerk to Governors to be completed ▪ Recruitment of Governors <p>6.5 <i>Governors' Teaching Curriculum Quality Committee</i>: The Chair of Governors reported: No meeting.</p> <p>The Board of Governors noted the reports.</p>	
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7. Principal's Report

Document [C] – 'St Brendan's Sixth Form College – Student Recruitment Retention Attendance Report' – circulated previously
Document [D] – 'St Brendan's Sixth Form College – Staff Recruitment Overview Report' – tabled*

7.1 *Student Recruitment 2022/2023*: The Principal presented the report:

	2020/2021 @ End of Aug 2020	2021/2022 @ End of Aug 2021	2022/2023 @ End of Aug 2022
TOTAL APPLICATIONS RECEIVED	2573	2513	2688
TOTAL OFFERS	2254	2129	2123
TOTAL ACCEPTANCES	2074	1966	1963

The Principal commented that the procedure for ensuring all applicants had a personal interview undoubtedly helped with the initial enrolment of Students who had received advice and guidance about the broad Curriculum offer available at the College and were then able to make a firm decision to apply and enrol. What is important is that in the first weeks of enrolment every effort is made to retain the Students beyond the 42-Day count date. The College has developed its IT resources to ensure that the individual Student's attendance and retention data is captured and where necessary followed up directly where there is any deviation from the norm, so that the appropriate support can be provided. Some Students having enrolled may decide to return to their former School/Academy for personal reasons or because of difficulty with transport. Support is available through the College Bursary Fund.

The College Open Day on Saturday 1 October will be the start of Student Recruitment for 2023/2024.

The Board of Governors noted the report.

Action – Principal

Principal & Next Agenda

<p>Principal's Report [Continued...]</p>	<p>7.2 <i>Aquinas Partnership Report</i> [Update]: These two items were taken together</p> <p>7.3 <i>Diocesan Education Strategy Report</i> [Update]: The Principal and Sr Margaret Harlock MBE jointly reported the Aquinas Partnership is still to decide about academisation and is currently reluctant to take that path. The position of the Catholic Secondary Schools to and St Brendan's Catholic Sixth Form College has yet to be clarified. The College is continuing to collaborate. with the Secondary Schools, which feed into the College intake at Year 12. Governors discussed these issues regarding the educational opportunities for young people in South Bristol. Governors recognise that the wishes of the Diocesan Trustees and the Bishop are key to any future development of an education strategy for the Diocese.</p> <p>The Principal also reported that she has been appointed as Trustee of a Multi Academy Trust with a view to seeing the workings of a Trust from within.</p> <p>The Board of Governors noted the report.</p> <p>Action – Principal/ Margaret Harlock MBE</p> <p>7.4 <i>Staff Recruitment/Appointments</i> [Update]: The Principal provided an oral update on the current recruitment process.</p> <p>Live External Recruitment</p> <ul style="list-style-type: none"> ▪ Open Adverts – <ul style="list-style-type: none"> ○ Chaplain ○ Executive Finance Director ○ Student Enrichment Officer ○ Premises Officer ○ Premises Assistant ▪ Appointments Since 1 September 2022– <ul style="list-style-type: none"> ○ Academic Mentor ○ Teacher of German ○ Teacher Performing Arts ○ Administrator Apprentice ○ Services Supervisor ○ Services Assistant x 3 ○ Learning Support Assistant x 2 	<p>Principal /Margaret Harlock MBE & Next Agenda Standing Item</p>
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Principal's Report [Continued...]	<ul style="list-style-type: none"> ○ Learning Support Assistant Apprentice ○ Head of Management information System [MIS] & Examinations ○ Payroll & Pensions Advisor ○ Design and Technology Technician <p>It was noted that the College Chaplain Ann Morgan had resigned, and the Board took the opportunity to express its gratitude and acknowledgement of her work while she was employed by the College</p> <p>The Board of Governors noted the report.</p>	
8. College Business	<p>Document [E] – ‘<i>St Brendan's Sixth Form College – Self Assessment Review and Quality Improvement Plan Report</i>’– tabled*</p> <p>Document [F] – ‘<i>St Brendan's Sixth Form College – Teaching and Learning Report</i>’– circulated previously</p> <p>Document [G] – ‘<i>St Brendan's Sixth Form College – Initial Outcome Summer Results Report</i>’– circulated previously</p> <p>8.1 College Self-Assessment Report 2021/2022/ QIP 2022/2023 [Update]: The Vice Principal [Curriculum Quality Innovation] presented the report.</p> <p>In collaboration with other Colleges, which are ‘Outstanding’, the College is starting to hold validation panels to monitor and evaluate progress with Self-Assessment Report [SAR] and the Quality Improvement Plan [QIP]. The process is linked with:</p> <ul style="list-style-type: none"> ▪ Teacher Performance Development [PDR] review and target setting ▪ Subject Reviews whether internal or external ▪ Training provision for the whole College, and for Subject area quality improvement action plans <p>Reference was made to some of the key issues:</p> <ul style="list-style-type: none"> ▪ Ambition and aspirations of Students ▪ Clear Curriculum intent on the part of Teachers ▪ Focus upon the development of disadvantaged Students and those of Black Asian Minority Ethnic [BAME] background ▪ Improved timely use of the Management Information System [MIS] 	

College Business [Continued...]	<p>8.4 <i>Summer Results 2022 Overview</i>: Vice Principal [Curriculum Quality Innovation] presented his written report. The next meeting of the Board of Governors on Thursday, 18 October will be devoted to a comprehensive treatment of the Summer 2022 results.</p> <p>Reference was made to the Six Dimensions Report, which offers comparative performance data for similar Sixth Form Colleges. Broadly, the College results are up on those of 2019, in some areas above the average and in some below. Governors will be aware that 2020, 2021, and 2022 results were modified due to the Covid-19 pandemic impact on teaching and learning. In the Applied General [AG] and especially in the re-take General Certificate Secondary Education [GCSE] examinations the College performed very well.</p> <p>The Board of Governors noted the report.</p> <p>Action – Vice Principal [Curriculum Quality Innovation] & Next Agenda</p> <p>8.5 <i>Safeguarding PREVENT Guidance September 2022</i> – annual review briefing: as above</p> <p>8.6 <i>Social Mobility Award</i>: The Principal reported that the College has been nominated and short listed in the National scheme. The outcome is awaited.</p> <p>The Board of Governors noted the report.</p>	Vice Principal [Curriculum Quality Innovation] & Next Agenda
Comfort Break	<div>Start 17:55 hrs</div> <div>Comfort Break</div> <div>End 18:20 hrs</div>	
9. College / Financial Matters	<p>Document [H] – ‘<i>St Brendan’s Sixth Form College – Estate Development – Financial Matters Report [Update]</i>’– circulated previously</p> <p>9.1 <i>Estate Development Report [Update]</i> [Minutes Jul § 11.1 ff] – standing item: The Chair of Governors referred to the financial report prepared by the Assistant Principal [Finance & Resources] and updated in the light of economic situation that developed in the last few days.</p>	

<p>College / Financial Matters [Continued...]</p>	<p>The Board of Governors will be aware that it was decided at the meeting in July 2022 to proceed based on the existing plans, which have Planning Consent that expires in November 2022, and to go to Tender. At that time the estimated cost of the project was £2 million. Supported by a bank loan and a donation from the Diocese of Clifton.</p> <p>The essential facts:</p> <ul style="list-style-type: none"> ▪ Th Bankers asked for guarantee on the College land, which is not the property of the College but of the Trustees of the Diocese of Clifton. The Diocesan Trustees refused to give that guarantee, but did offer a donation of £500,000 to support the project ▪ Subsequent discussions with the Trustees, has led to an agreement that the Trustees ‘will acknowledge the existence of the liability’, and this satisfies the bank ▪ Meanwhile, the landfill project is nearing completion, with the topsoil now being returned to cover the fill material ▪ It is recognised that this development of the Sport facilities for the College is vital for the Students and the reputation of the College with its fine sporting heritage ▪ The Tender process produced three tenders all of which significantly exceed the original estimated cost of £2 million. The contractors were invited to review their costs, with the intention of making savings, whether by phasing the work or other means ▪ The Tender Committee then considered the short list, and noting that the environmental concerns expressed earlier by Governors had been addressed sought subject to the decision of the Board of Governors, to propose a contract costing £3 million ▪ The bank loan was reviewed with a view to the additional funds required and it is deemed that the rate is competitive and as the Financial Report [Updated] shows is within the means of the College ▪ The £ 500,000 from the Diocesan Trustees also indicates that the Bishop and the Diocese has confidence in the College <p>There was a wide-ranging discussion by Governors:</p> <ul style="list-style-type: none"> ▪ SONIA Bank base rates in the new economic climate 	
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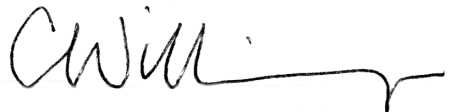
<p>College / Financial Matters [Continued...]</p>	<ul style="list-style-type: none"> ▪ Whether phasing the work was a desirable option even if not the preferred one? ▪ Would it be possible to defer start of work and reapply for Planning Consent or an extension? ▪ The Contract is a Fixed Price Contract, with interest on the loan ▪ Estimated Completion Date 8 September 2023, with work commencing on site before the expiry of the Planning Consent on 18 November 2022 ▪ Project Manager already appointed ▪ Student and Staff safety while the work is in progress., and the issue of muddy footprints entering the College buildings <p><u>Proposal</u></p> <p><i>‘That further to the decision made by the Board of Governors at its meeting on 13 July 2022, the Board of Governors, should now agree to instruct the chosen contractor to proceed with the project based on the agreed Fixed Price Contract not exceeding £3 million, and to authorise the loan of £1.5 million to finance the project together with other resources.’</i></p> <p>Proposed: Professor James Devenney Seconder: Mark Eastaugh</p> <p style="text-align: right;">For: 11 Against: 0 Abstained: 0</p> <p>The Board of Governors adopted the proposal. Action – Principal/ /Chair of Governors</p> <p style="text-align: right;">[Marie-Claire Harper left the meeting 18:54 hrs]</p>	<p>Principal/ /Chair of Governors</p>
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10. Board of Governors' Operations	<p>Document [I] – ‘St Brendan’s Sixth Form College – Board of Governors Business Diary 2022/2023’– circulated previously Document [J] – ‘St Brendan’s Sixth Form College – Board of Governors Committee List 2022/2023’– circulated previously Document [K] – ‘St Brendan’s Sixth Form College – Board of Governors Record of Attendance 2021/2022’– circulated previously Document [L] – ‘St Brendan’s Sixth Form College – CES Governors’ Code of Conduct 2022/2023’– circulated previously</p> <p>10.1 <i>Governors’ Day 2023</i>: As the original date chosen was not now available the Governors discussed the options and finally agreed the new date for the Governors’ Day would be on Friday 24 February 2023. Action – Principal/Chair of Governors/ All to note diary</p> <p>10.2 <i>Governors’ Briefing December Meeting</i>: Since the December meeting has a heavy business agenda it was agreed there would not be an opportunity for a Governors’ Briefing. Action – Principal/Chair of Governors/Clerk to Governors</p> <p>10.3 <i>Governors’ Business Diary 2022/2023</i> [Updated]: The Clerk to Governors presented the current Governors’ Business Diary as amended since adoption at the meeting in July. Action – All Governors to note diaries</p> <p>10.4 <i>Governors’ Committee List 2022/2023</i> [Update]: In discussion, it was agreed that the current Governors’ Committee list be amended to include Deborah Redwood on the Governors’ Ethos Safeguarding Welfare Committee and James Creamer on the Governors’ Audit Committee in addition to his serving on the Governors’; Resources Premises HR Committee. It was noted that in the regulations, neither the Principal nor the Chair of the Governors’ Resources Premises HR Committee’ are permitted to be members of the Governors’ Audit Committee but given the current Governor vacancies it was felt there would be no conflict of interest. Action – Clerk to Governors</p>	<p>Principal/Chair of Governors/ All</p> <p>Principal/Chair of Governors/Clerk to Governors</p> <p>Principal/Chair of Governors/ All</p> <p>Clerk to Governors</p>
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<p>Board of Governors' Operations [Continued...]</p>	<p>10.5 <i>Governors' Record of Attendance 2021/2022 Report</i>: The Clerk to Governors presented the report and noted that the Government anticipates that attendance at the meetings of the Board of Governors and Governors' Committees will be 95%. The record of attendance shows that overall, the figure 81.5% for 2021/2022 was an improvement on that of the previous year [79.90%]. The Clerk to Governors, reminded Governors that it was important that apologies where necessary should be communicated to the Clerk to Governors before meetings. Everyone recognises that the Government expectation may be unrealistic for volunteers leading their own personal and business lives. The Board of Governors noted the report.</p> <p>10.6 <i>Board of Governors Self Evaluation</i> [Minutes Jul § 8.1]: The Vice Chair of Governors reported that the Governors' Strategy Search Remuneration Committee discussed this matter at its recent meeting, and it was agreed to utilise the remaining funding and the services of Sandra Priel MBE as an initial step. The Board of Governors noted the report. Action – Clerk to Governors future agenda</p> <p>10.7 <i>Governors' Diocesan Code of Conduct</i>: The Clerk to Governors presented the form for all Governors to complete and return pages 1-2 to the Clerk to Governors for the record. Action – All Governors & Clerk to Governors</p> <p>10.9 <i>Appointment Parent Governor</i> [Update]: The Clerk to Governors reported that all Parent/Carers of Students attending the College had been invited to Nominate for the vacant position of Parent Governors. There was nominee Deborah Redwood, so no ballot was required. It remains for the Board of Governors to make the formal appointment. It was noted that in the event the Parent Governor has no Student attending at the College then the appointment terminates automatically.</p>	<p>Clerk to Governors</p> <p>All Governors & Clerk to Governors</p>
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<p>Board of Governors' Operations [Continued...]</p>	<p><u>Proposal</u></p> <p><i>'That the Board of Governors appoint Deborah Redwood at a Parent Governor of the College, with effect Friday, 30 September 2022 until 31 August 2024.'</i></p> <p>Proposer: Marian Curran Seconded: Professor James Devenney</p> <p style="text-align: right;">For: 11 Against: 0 Abstention: 0</p> <p>The proposal was adopted. Action – Clerk to Governors to issue Letter of Appointment and initiate Governor induction</p> <p style="text-align: right;">[James Creamer left the meeting 19:04 hrs]</p> <p>10.10 <i>Appointment Staff Governor</i> [Update] The Clerk to Governors reported that although all Staff had been invited to nominate for the vacant position as Staff Governor, not nominations had been received. It was agreed that for the present no further invitation would be issued. The Board of Governors noted the report.</p>	<p>Clerk to Governors</p>
<p>11. Instrument & Articles of Government</p>	<p>11.1 <i>Revision of Instrument and Articles of Government</i> [Update] [Minutes July § 12.1]: The Chair of Governors reminded the meeting that the Board had decided last year to appoint two Co-Chairs of Governors and two Vice-Chairs of Governors, with a view to easing the workload and responsibilities. But the Catholic Education Service [CES]. Advised this procedure was unacceptable and not permitted by the new Instrument and Articles of Government [I&A]. In conversation with the Bishop of Clifton during the summer, the Chair if Governors confirmed that the Bishop is 'in agreement in principle' that the College I&A might be amended, as 'one size doesn't necessarily fit all'. The Clifton Diocesan Trustees will need to give their approval before any change can take place. Professor James Devenney will prepare a suitable wording for submission to the Diocese. The Board of Governors noted the information. Action – Chair of Governors</p>	<p>Chair of Governors</p>

Instrument & Articles of Government [Continued...]	11.2 <i>Framework of Governance Revision</i> [Update] [Minutes July § 12.2]: The Chair of Governors confirmed he has been working on the project to revise the Framework of Governance with a view to bringing the text in line with the revised Instrument and Articles of government imposed on the College by the Catholic Education Service [CES] in 2018. The Board of Governors noted the information. Action – Chair of Governor	Chair of Governors
12. Board of Governors Review Strategic Risk Register	Document [M] – ‘ <i>St Brendan’s Sixth Form College – St Brendan’s Sixth Form College Risk Register</i> [Extract]’– circulated previously 12.1 <i>Board of Governors’ Review Outstanding Risk Items</i> [Red/Amber Items]: It was reported the Risk Register had been updated the report and the Governors reviewed the single Residual Risk Amber item [§ 6.1], which relates to Academisation. No further action is required at this juncture. The Board of Governors noted the report. Action – Principal & Next Agenda	Principal & Next Agenda
13. Correspondence	13.1 <i>None</i>	
14. Any Other Business	14.1 <i>Retirement Assistant Principal</i> [Finance & Recourses]: The Principal reported that after many years of service to the College Phillip Berry has announced his retirement in April 2023. The post of a replacement Executive Director Finance position is already being advertised with a view to the familiarisation of the recruit with the College’s working practices ready for the handover. The details of a Selection Panel will be issued in due course. The Board of Governors noted the report. Action – Principal	Principal

15. Date Next Meeting	<p>17.1 <i>Date of Next Meeting – Governors’ Diary</i> [Agreed dates]</p> <p>Board of Governors – Tuesday, 18 October 2022 at 16:00</p> <p>Audit Committee – Thursday, 24 Nov 2022 at 16:00</p> <p>Ethos Safeguarding Welfare Committee – Wednesday, 8 February 2023 at 16:00</p> <p>Resources Premises HR Committee – Thursday, 17 Nov 2022 at 16:00</p> <p>Strategy, Search & Remuneration Committee – Wed, 30 November 2022 at 16:00</p> <p>Teaching Curriculum Quality Committee – Wed, 9 November 2022 at 16:00</p> <p>Governors’ Day 2022/2023 – Friday, 24 February 2023 to be agreed</p> <p>Diocesan Education Mass 2022 – Thursday, 3 November 2022 at 19:00 hrs</p> <p>[NOTE – 1 meeting dates may need to be changed]</p>	Clerk/ All Governors Next Agenda
Notes	None	
Minutes Prepared	<p>Tuesday, 4 October 2022</p> <p>Peter J Harrison</p> <p><i>[Clerk to Governors]</i></p>	
Minutes Agreed	<p>Minutes Approved</p> <p>Date Tuesday, 18 October 2022</p> <p></p> <p>Signature _____ Vice Chair of Governors</p>	