



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

OPEN – MINUTES

In Person and Virtual Meeting Held On: Thursday, 18 October 2022
at 16:00– 18:10 hrs

Governors Present: Professor James Devenney [Chair of Governors], Clare Williamson [Vice Chair of Governors], Antonia Corrigan, James Creamer, Marian Curran [Principal], Margaret Harlock MBE, Marie-Claire Harper, Beckie Hooper, Harry Keaveney, Mark O'Sullivan (part), Deborah Redwood, Paul Ryan, Iain Turri, [13]

Apologies: Mark Eastaugh. [1]

Absent without Apology: Lucinda Trott [1]

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].

Quorum Present: 13/15 [includes required minimum of 4 Foundation Governors]

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

Documents Circulated/Tabled* at Meeting:

Document [A] – '*St Brendan's Sixth Form College – Results 2021-2022 Report*' – circulated previously

Document [B] – '*St Brendan's Sixth Form College – College Financial Report*' – circulated previously

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

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome	<p>1.1 Welcome: Clare Williamson [Vice Chair of Governors] chaired this meeting, with Professor James Devenney [Chair of Governors] attending remotely. The meeting opened with prayer in thanksgiving for education and Catholic schooling.</p> <p>1.2 Apologies: The apology from Mark Eastaugh was noted and accepted [1]</p> <p>1.3 <i>Absent without Apology</i>: Lucinda Trott [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 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>2.1 <i>Declarations of Interest, Disability Access, Equality/Safeguarding 2022/2023</i>: There were no new verbal declarations of pecuniary interest.</p> <p>Action – Clerk to Governors</p>	Next Agenda
3. Minutes Previous Meetings	<p>3.1 <i>Previous Open Minutes</i> [29 September 2022]: The Minutes were agreed as a true and accurate record of the meeting without correction and signed by the Vice Chair of Governors present 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>Keeping Children Safe 2022</i> [Minutes 29 September Briefing]: All Governors who have yet to complete the assignments are asked to do so. The National College training link will be forwarded.</p> <p>4.2 <i>Outstanding Declarations Pecuniary Interest 2022/2023</i> [Minute § 2.2]: All but one return has been completed and the Clerk to Governors will remind that individual.</p>	

Minutes Actions Review [Continued...]	<p>4.3 <i>Governors' Day 2023</i> [Minute § 10.1]: The action has been completed.</p> <p>4.4 <i>Governors' Business Diary 2022/2023</i> [Minute § 10.3]: The Clerk to Governors confirmed the action had been completed.</p> <p>4.5 <i>Governors' Committee List 2022/2023</i> [Minute § 10.4]: The Clerk to Governors confirmed the action had been completed.</p> <p>4.6 <i>Governors' Diocesan Code of Conduct Outstanding</i> [Minute § 10.7]: Governors who have yet to complete their declaration are asked to do so and confirm with the Clerk to Governors.</p> <p>4.7 <i>Appointment Parent Governor</i> [Minute § 10.9]: The Clerk to Governors confirmed the letter of appointment had been issued.</p> <p style="text-align: right;">[Mark O'Sullivan joined the meeting 16.23 hrs]</p>	
5. Matters Arising	<p>5.1 <i>None.</i></p>	
6. Governors' Committee Reports	<p>6.1 <i>None.</i></p>	
7. Academic Results 2022	<p style="text-align: center;">Document [A] – '<i>St Brendan's Sixth Form College – Results 2021-2022 Report</i>' – circulated previously</p> <p>7.1 <i>Academic Results 2022</i>: The Vice Principal [Curriculum Quality Innovation] presented the report. The Headline results for the summer examinations are positive. The last comparable year is 2019, as the Covid-19 pandemic affecting teaching, learning and assessment in 2020 and 2021, with the procedure using Teacher Assessed Grades [TAG] being utilised. The results in 2022 were adjusted nationally by the Office of Qualifications and Examinations Regulation [OFQUAL] and the Joint Council for Qualifications [JCQ] to compensate for the over generous marking in many educational establishments with the intention that by 2023 the grade standards will be consistent with the previous examination outcomes and gradings of 2019.</p>	

Academic Results 2022 [Continued...]

A-Level Results

Reviewing the College, A-Level results for the 4 years, without the use of the A-Level Performance System [ALPS] data, which is not available, the value-added information is taken from Six Dimensions Report. The data takes the results of the sixty-five Sixth Form Colleges nationally and compares the prior attainment entry criteria with the outcome to measure 'value-added'.

	2022	2021	2020	2019
Entries	1781	1693	1619	1611
%A*	5.1 (14.6)	5.3 (19.1)	3.5 (7.8)	2.9 (8.1)
%A*-A	21.2 (36.4)	17.9 (44.8)	13.2 (25.5)	13.6 (26.4)
%A*-B	48.6 (62.8)	42.2 (70.3)	34.1 (51.6)	38.9 (53)
%A*-E	97.2 (98.4)	97.5 (99.5)	95.9 (97.6)	97.5 (97.6)

Figures in brackets are national averages. National averages for 2020 were published for initial release of results but not subsequently used.

** Important note: 2020 National were based on Teacher Assessed Grades with a higher profile of grades issued nationally. 2021 is an 'adjusted' year as per JCQ and Governmental guidance. The aim was for results to be adjusted to a mid-point between 2019 and 2021*

The grades indicate a positive gain in the attainment at the College since 2019, although this is work in progress. The Students are close to the national attainment, or better than average in some subjects, although the TAG disruptions make precise comparison impossible. However, some of the subjects with higher numbers of Student entries did not perform as well and this pulled down the College's overall performance. Some subjects declining in attainment outcome are already subject to 'deep dive' action and review:

- Psychology
- Mathematics
- Sociology
- Physics

The Vice Principal [Curriculum Quality Innovation] referred to the gender and other disadvantaged Student attainment data. The list of all the College subjects and outcomes was made available.

<p>Academic Results 2022 [Continued...]</p>	<p>Questions were taken:</p> <ul style="list-style-type: none"> ▪ Explanation of the Six Dimensions comparison data ▪ Physics outcomes have not improved since last year, and is 'work in progress' although it is the Mathematics involved which has the greatest impacts on the overall College progress and attainment ▪ Governors need to be aware that a vital measure of College performance is the Qualification and Achievement Rate [QAR], which is a calculation of Retention Rates and Pass Rates. The pass rates have been lower because some Students entered for an examination failed to sit the examination [non sits], and College Retention has been lowered because some Students, late in the day deciding to seek employment or move to an Apprenticeship, this impacts on the data. <p>Applied General Results</p> <p>Students take a variety of curriculum subject combinations. A single Applied General [AG] course is equivalent to one A-Level, but some Students take a combination of A-Level and Applied General courses depending on prior attainment and destination.</p> <p>While, broadly, the College attainments in AP are aligned with the national data, in some subjects the College's Students perform better. Reviewing the disadvantaged cohort, they are performing below the rest of the Students:</p> <ul style="list-style-type: none"> ▪ Children in Care [CiC] ▪ Educational Health Care Plan [EHCP] ▪ Special Education Needs Disabilities [SEND] <p>Questions:</p> <ul style="list-style-type: none"> ▪ College AP attainment above national but varies with the individual Student prior attainment. Other factor affecting attainment include the changes to course content and grade boundaries. <p>General Certificate of Education Results</p> <p>This GCSE Level 2 provision is an important feature of the Catholic College's ethos</p>	
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<p>Academic Results 2022 [Continued...]</p>	<p>providing Students with the opportunity to make improvement and maybe progress to University or College. The College performance in this regard is exceptional:</p> <ul style="list-style-type: none"> ▪ Mathematics 10% above national ▪ English 29% above national ▪ Biology 14% above national <p>Analysis reveals that all the 'FAILS' were due to issues relating to Student Attendance, and this was already subject to management changes in procedure in 2021/2022, and will continue in 2022/2023, so that Student Attendance is identified at the earliest stage and remedies applied to the individual case.</p> <p>In discussion, the following points were raised:</p> <ul style="list-style-type: none"> ▪ Is the region of the Southwest less ambitious than other parts of the country? ▪ What is the impact of Retention on the subjects? <p>The Vice Principal [Student Experience Progression] reported that she is currently undertaking a review of these matters that relates closely to Student Experience in College. Starting with entry and ensuring the right course is selected at the outset. Some of the actions include:</p> <ul style="list-style-type: none"> ▪ Some modification of the College Curriculum offers. ▪ It was noted that other Association of Catholic Sixth Form Colleges [ACVIC] also set their own entry criteria, which may differ from those applied in the context of St Brendan's Catholic Sixth Form College as each works to improving the learning experience and Student opportunity in their individual social context ▪ Student support ▪ Working with Staff to engage fully with the individual Student as he/she sets attainment targets and are assessed for progress of attainment in the individual subject ▪ Both Attendance and Behaviour are also subject to weekly review or referrals by class Teachers to the Curriculum Lead, which in turn leads into the Retention/Attendance Strategy of the College 	
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Academic Results 2022 [Continued...]	<ul style="list-style-type: none"> ▪ Collaboration with the local feeder Secondary Schools is being undertaken to support both Year 10 and Year 11 pupils. <p>The Board of Governors noted the report.</p> <p>The Board of Governors thanked the Vice Principal [Curriculum Quality Innovation] for his detailed and comprehensive report; and asked that the Staff and Students be commended for their hard work and congratulated on the outcomes.</p> <p>Action – Principal/ Vice Principal [Curriculum Quality Innovation]/ Vice Principal [Student Experience Progression]</p>	Principal/ Vice Principal [Curriculum Quality Innovation]/ Vice Principal [Student Experience Progression]
8. Board of Governors Operations	<p>8.1 <i>Recruitment Panel Executive Director Finance</i> [Update] [Minute § 14.1]: The meeting reviewed the arrangements for the forthcoming interview and selection of the new Executive Director of Finance to take place on Tuesday, 2 November 2022.</p> <p>There are to be several assessment and selection panels each chaired by a Governor and including Staff and Students:</p> <ul style="list-style-type: none"> ▪ Leadership ▪ Staff ▪ Student ▪ Technical Discussion ▪ Appointment Panel <p>In the event an appointment is due to be made, it being a Senior Post Holder post, the appointment must be made by the board of Governors and arrangements will be made as necessary.</p> <p>8.2 <i>Governors' Day 2023</i>: The Principal confirmed that the planning of the day is proceeding, and the selected date as agreed at the previous meeting will be Friday, 24 February 2023.</p> <p>Action – Principal</p>	Principal
9. Correspondence	9.1 <i>None</i>	

<p>10. Any Other Business</p>	<p>Document [B] – ‘<i>St Brendan’s Sixth Form College – College Financial Report</i>’ – circulated previously</p> <p>10.1 Association Catholic Sixth Form Colleges [ACVIC] [Update]: Item extracted CONFIDENTIAL Minutes. The Board noted the report.</p> <p>10.2 Estate Development [Update] [Minutes Jul § 11.1 & Minutes Sept § 9.1]: The Board of Governors agreed at the meeting in July 2022 to proceed with the Estate Development of the all-important sport facilities. By September some issues remained to be resolved. The Chair of Governors reported:</p> <ul style="list-style-type: none"> ▪ The Diocesan Trustees agreed to provide an acknowledgement of the commercial loan, and confirmed the Diocesan grant of funding in the sum of £500,000 in support of the development ▪ Following the tender process, a contractor has been chosen. However, all the tenders submitted significantly exceed the original costing estimate of £2 million. Following intense negotiations, it was agreed that the overall cost should not exceed £3 million. ▪ The Contractor is due to start work on 14 November 2022 in advance of the date set by the Bristol City Council Planning Consent <p>It was noted that following the recent ‘mini budget announcement by the Prime Minister and the turmoil in the financial markets that followed, and the ongoing cost of living inflation, the impact on College finance is currently unpredictable. However, the Assistant Principal [Finance & Resources] tabled a revised Impact on Income and Expenditure report based on the known current situation. The projection is that by Year 9 of the loan the cash would be positive again, and the recommendation is that the estate development and finance as previously agreed should proceed.</p> <p>There was further discussion on the part of Governors about the details but there was general agreement that this important project for the good of the College, the Students and the local community should proceed.</p> <p>The Board of Governors noted the report</p> <p>Action – Principal/ /Chair of Governors</p>	
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<p>Any Other Business [Continued...]</p>	<p>10.3 <i>Foundation Governor Hooper</i>: The Chair of Governors noted that this is the final meeting at which Beckie Hooper will be present as she ends her 4-year term of office as a Foundation Governor. She was thanked for her service and valued contribution to the work of the College.</p> <p>10.4 <i>Staff Pay 2022</i>: The Principal noted that especially in the current financial climate the issue of pay and remuneration is on everyone's mind nationwide.</p> <ul style="list-style-type: none"> ▪ Teachers – the National Union of Teachers [NUT] is in negotiation with the Government about the rate of pay for Teachers for the current year started 1 September 2022. There is the possibility of a ballot and industrial action. ▪ Support Staff – the Government offer of 5% back dated to 1 September 2022 is on the table pending agreement by the National Education Union [NEU]. Although, the offer has not yet been accepted, it is suggested that should it be accepted, then rather than wait for the approval of the Board of Governors at its next scheduled meeting it would be in the interest of the Staff for the increase of pay to be awarded sooner rather than later and back dated to 1 September 2022. <p><u>Proposal</u></p> <p style="text-align: center;"><i>‘That the Board of Governors, should agree, subject to the National Education Union’s acceptance of the 5% pay offer for Support Staff made by Government that College Support Staff should be paid the 5% increase backdated to 1 September 2022.’</i></p> <p>Proposed: Marian Curran Seconder: Sr Margaret Harlock MBE</p> <p style="text-align: right;">For: 13 Against: 0 Abstained: 0</p> <p>The Board of Governors adopted the proposal. Action – Principal/ /Chair of Governors</p>	
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11. Date Next Meeting	<p>17.1 <i>Date of Next Meeting – Governors’ Diary</i> [Agreed dates]</p> <p>Board of Governors – Thursday, 8 December 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 10:00–16:00</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, 2 November 2022</p> <p>Peter J Harrison</p> <p>[Clerk to Governors]</p>	
Minutes Agreed	<p>Minutes Approved</p> <p>Date Thursday, 8 December 2022</p> <p></p> <p>Signature _____ Chair of Governors</p>	