

GOVERNORS/MEMBERS PRESENT: Clare Williamson [Chair], James Creamer, Marian Curran [Principal], Professor James Devenney [4]

APOLOGY: None [0]

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

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 Retention Report November 2022' – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – Staff Demographics Report November 2022' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Staff Equality Diversity Inclusion [EDI] Report November 2022' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Staff Wellbeing Report November 2022' – circulated previously
- Document [F] – 'St Brendan's Sixth Form College – Pulse Survey – Leadership 2021/2022' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Student Recruitment/Retention/Attendance – 3 Year Trend Report Oct/Nov 2022' – circulated previously
- Document [H] – 'St Brendan's Sixth Form College – Premises Report November /2022' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – Health & Safety and Accident Report 2021/2022 – November 2022' – circulated previously
- Document [J] – 'St Brendan's Sixth Form College – Annual Report and Financial Statements 31 July 2022' – circulated previously
- Document [K] – 'St Brendan's Sixth Form College – Management Accounts September 2022' – circulated previously
- Document [L] – 'St Brendan's Sixth Form College – Financial Regulations' – circulated previously
- Document [M] – 'St Brendan's Sixth Form College – Information Technology Acceptable Use Policy' – circulated previously
- Document [N] – 'St Brendan's Sixth Form College – Working in Partnership – Trade Union Recognition Agreement and Framework' – circulated previously
- Document [O] – 'St Brendan's Sixth Form College – College Risk Register Committee Extract – Jun 2022' – circulated previously
- Document [P] – 'St Brendan's Sixth Form College – Covid-19 College Risk Assessment Report – September 2022' – circulated previously
- Document [Q] – 'Education Skills Funding Agency – Public Sector Classification' – Letter 29 November 2022 – tabled*

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>11.1 Welcome: The Committee Chair welcomed everyone to this Virtual Meeting and said the prayer invoking the guidance and wisdom of the Holy Spirit. The meeting due on 17 November had been postponed to this date.</p> <p>1.2 Apologies: None [0]</p> <p>1.3 Absent: None [0]</p> <p>1.4 Quorate: The meeting was declared quorate [3/6]</p> <p>1.5 Committee Briefing: There was no Committee Briefing at this meeting.</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>	
2. Declarations of Interest	2.1 Declarations of Interest: Governors confirmed there had been no change	Next Agenda & Any Governor
3. Committee Business	<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 Annual Review Committee’s Terms of Reference: In discussion it was noted that the recent Office for National Statistics [ONS] announcement on 29 November 2022, brought into immediate effect a change in the public sector status of Sixth Form Colleges, which in turn impacts on College investment and borrowing. The official guidance has not yet been issued, but this may require that § 4 in the Terms of Reference may need to be amended in due course. The Committee noted the report.</p> <p>3.2 Committee Briefing Next Meeting: It was suggested an onsite meeting to review the Estate Development progress of work.</p> <p>Action – Committee Chair/ Assistant Principal [Finance & Resources]/ Next Agenda</p>	<p>Committee Chair/ Assistant Principal [Finance & Resources]/ Next Agenda</p>

4. Minutes Previous Meeting	<p>4.1 Governors' Resources HR Committee Open Minutes [27 June 2022]: 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™.</p> <p>Action – Clerk to Governors to upload agreed signed Minutes</p>	<p>Clerk to Governors</p>
5. Actions Review [Agenda not itemised]	<p>5.1 Staff Work Force Report Ethnicity Data [Minutes Jun § 7.2]: The Head of Human Resources confirmed the ethnicity data is in the current report as requested.</p> <p>5.2 Governors' Expenses Policy Circulation [Minutes Jun § 11.1]: The Clerk to Governors confirmed the policy had been circulated to the Board of Governors.</p> <p>5.3 Data Barring Safeguarding Policy [Update] [Minutes Jun § 11.3]: The Assistant Principal [Finance & Resources] confirmed the action had been taken.</p>	
6. Matters Arising	<p>6.1 None.</p>	<p>Next Agenda</p>
7. Staff Matters	<p>Document [B] – 'St Brendan's Sixth Form College – Staff Retention Report November 2022' – circulated previously Document [C] – 'St Brendan's Sixth Form College – Staff Demographics Report November 2022' – circulated previously Document [D] – 'St Brendan's Sixth Form College – Staff Equality Diversity Inclusion [EDI] Report November 2022' – circulated previously Document [E] – 'St Brendan's Sixth Form College – Staff Wellbeing Report November 2022' – circulated previously Document [F] – 'St Brendan's Sixth Form College – Pulse Survey – Leadership 2021/2022' – circulated previously] – <i>Sixth Form College – Employability Destinations Career Ready Report' – circulated previously</i></p> <p>7.1 <i>Staff Retention Report 2022/2023</i>: The Head of HR outlined the details in the report:</p> <ul style="list-style-type: none"> ▪ Turnover – in 2021/2022 24.85% [17.37%], with graphs showing the peak periods of change. The 5-year trend figures show a gentle increase in change following the Covid-19 pandemic period ▪ Leavers' Reasons – Career change or development feature and the number of 'unknown reasons' is the subject of ongoing work to capture details before Staff leave. Most leavers express a positive view of the College ▪ Overview – Turnover is fairly limited with higher numbers as expected among Support Staff among the catering and cleaning Staff <p>The Committee noted the report.</p>	

<p>Staff Matters [Continued...]</p>	<p>7.2 Staff Demographics Report 2022/2023 – Standing item: The Head of HR explained the structure of the report, which divides the data between the following groups of Staff:</p> <ul style="list-style-type: none"> ▪ Principalship – Senior Post Holders [Principal/ Vice Principals/Assistant Principal] ▪ Support Staff – ▪ Teaching Staff – ▪ Casual Worker – includes casual short time/part-timers – not really College employees and maybe excluded from the data in future reports ▪ Overall Data – <ul style="list-style-type: none"> ○ Gender – Female 68%; Male 32% ○ Full Time/ Part Time – full 38%; part time 62% ○ Age [20-39] 84; [40-60] 124; >60 20 ▪ Length of Service [1-5 years] 154; [6-10] 34; >11] 40 <p>The Committee noted the report.</p> <p>Action – Head of HR</p> <p>7.3 Staff Equality Diversity Inclusion [EDI] Annual Report 2021/2022: The Head of HR presented the report. The report details:</p> <ul style="list-style-type: none"> ▪ Disability ▪ Religion ▪ Sexual Orientation ▪ Ethnicity <p>It was noted that the College has a duty to prepare an annual report of Staff/Student Equality Diversity Inclusion [EDI] for the Board of Governors. The Governors’ Ethos Safeguarding Committee receives the EDI report relating to Students in the Spring each year. The Committee recognise that the recruit can also be affected by these issues, and the College needs to ensure that its workforce reflects the social diversity of the community it is serving. The Committee recognise the current imbalance between the number of Staff who are white and female. It would be difficult to ‘tweak’ the requirement procedures without discriminating. The Committee also raised the question of what training the College recruitment panel Staff undergo to raise awareness of these fundamental issue of diversity and inclusion when they are representing the College’s values. A suggestion was made about unconscious bias training.</p> <p>There was also a question of whether there was a ‘gender pay gap’, but it was noted that apparent gaps mostly relate to casual Staff or term time only workers rather that the factor of gender.</p> <p>The Committee noted the report.</p>	<p>Head of HR & Next Agenda [Standing Item]</p>
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<p>Staff Matters [Continued...]</p>	<p><i>7.4 Staff Wellbeing Report</i> [Update] [Minutes Jun § 6.1.2] The Head of HR presented the report. Comparing the Staff absence rates for 2021/2022 [2.89%] and 2020/2021 [2.39%]. This is below the. national average for the sector.</p> <ul style="list-style-type: none"> ▪ Long Term Absences [>100 days] relate chiefly to: <ul style="list-style-type: none"> ○ Cancer ○ Mental Health ○ Labyrinthitis <p>Staff have a return to work meeting after every episode of absence to ensure they are supported back to work. The College has recently created a Staff Health and Wellbeing Forum made up of approximately 12-16 staff from across the College. Forum meetings take place during the working day and members have the opportunity to accrue up to one day Time Off in Lieu [TOIL] for any work they do that is in addition to their normal hours. The Committee noted the report.</p> <p><i>7.5 Staff Pay Round 2022/2023:</i> The Principal confirmed that following the national agreement in respect of Support Staff pay 2022, this had been paid in the November pay. Teaching Staff are still in dispute nationally, and the National Education Union [NEU] and others are continuing with their industrial action. The College was affected on 30 November when 27 [out of 49 union members] Teaching Staff took industrial action. Plans were put in place to cover classes and support Students as necessary.</p> <p>Discussing the issues, the Committee asked what arrangements had been made for ‘catchup lessons’, and what work had been done to ensure that the workforce remained united. The Principal explained that it was not only managers who asked the questions, but Students had also spoken up in class asking the same questions of Staff. The Principal concluded that catch up work is ongoing and, while recognising the individuals’ right to withdraw their labour, it is evident that the underlying College values is to get the best job done. The Committee noted the report.</p> <p><i>7.6 Staff Engagement Report – Pulse Survey – Leadership:</i> The Head of HR presented the report, which relates to the period 2021/2022. He explained that Pulse Surveys are conducted every Term each with a different theme. The survey being presented at the committee meeting was on Leadership. Each survey is analysed, and an action plan is created to address any issues highlighted, this is included in the Survey so that any issues raised in one report can be addressed in the following report to show Staff that the College Management is listening and acting. There are four standing questions each in each survey to allow the College to monitor any trends and to identify where improvements have been made:</p>	
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Staff Matters [Continued...]	<table border="1"> <thead> <tr> <th data-bbox="573 145 1467 229" rowspan="2">Standing Questions</th><th colspan="2" data-bbox="1467 145 1771 188">Responses</th></tr> <tr> <th data-bbox="1467 188 1621 229">Positive</th><th data-bbox="1621 188 1771 229">Negative</th></tr> </thead> <tbody> <tr> <td data-bbox="573 229 1467 284">How satisfied were you with the previous term?</td><td data-bbox="1467 229 1621 284">85.38%</td><td data-bbox="1621 229 1771 284">14.62%</td></tr> <tr> <td data-bbox="573 284 1467 338">To what degree do you enjoy your work at the college?</td><td data-bbox="1467 284 1621 338">90.08%</td><td data-bbox="1621 284 1771 338">9.92%</td></tr> <tr> <td data-bbox="573 338 1467 392">I am able to manage my workload</td><td data-bbox="1467 338 1621 392">78.79%</td><td data-bbox="1621 338 1771 392">21.21%</td></tr> <tr> <td data-bbox="573 392 1467 464">I am aware of the results of the last pulse survey and the actions that are being taken?</td><td data-bbox="1467 392 1621 464">36.64%</td><td data-bbox="1621 392 1771 464">63.64%</td></tr> </tbody> </table> <p data-bbox="521 472 1039 499">The specific Leadership questions this time:</p> <table border="1"> <thead> <tr> <th data-bbox="573 518 1467 603" rowspan="2">Leadership Questions</th><th colspan="2" data-bbox="1467 518 1771 561">Responses</th></tr> <tr> <th data-bbox="1467 561 1621 603">Positive</th><th data-bbox="1621 561 1771 603">Negative</th></tr> </thead> <tbody> <tr> <td data-bbox="573 603 1467 657">The college is well led and well managed</td><td data-bbox="1467 603 1621 657">68.94%</td><td data-bbox="1621 603 1771 657">31.06%</td></tr> <tr> <td data-bbox="573 657 1467 729">I have a clear understanding of the College's strategic aims and objectives?</td><td data-bbox="1467 657 1621 729">79.55%</td><td data-bbox="1621 657 1771 729">20.45%</td></tr> <tr> <td data-bbox="573 729 1467 801">The College Leadership Team and Principalship provide effective leadership and role model college values</td><td data-bbox="1467 729 1621 801">73.85%</td><td data-bbox="1621 729 1771 801">26.15%</td></tr> <tr> <td data-bbox="573 801 1467 873">All college leaders (including middle leaders) do everything they can to ensure staff are motivated, respected and effective</td><td data-bbox="1467 801 1621 873">67.18%</td><td data-bbox="1621 801 1771 873">32.82%</td></tr> <tr> <td data-bbox="573 873 1467 944">My immediate line manager keeps me informed of the Colleges key priorities</td><td data-bbox="1467 873 1621 944">92.37%</td><td data-bbox="1621 873 1771 944">7.63%</td></tr> </tbody> </table> <p data-bbox="521 952 920 979">The Committee noted the report.</p>	Standing Questions	Responses		Positive	Negative	How satisfied were you with the previous term?	85.38%	14.62%	To what degree do you enjoy your work at the college?	90.08%	9.92%	I am able to manage my workload	78.79%	21.21%	I am aware of the results of the last pulse survey and the actions that are being taken?	36.64%	63.64%	Leadership Questions	Responses		Positive	Negative	The college is well led and well managed	68.94%	31.06%	I have a clear understanding of the College's strategic aims and objectives?	79.55%	20.45%	The College Leadership Team and Principalship provide effective leadership and role model college values	73.85%	26.15%	All college leaders (including middle leaders) do everything they can to ensure staff are motivated, respected and effective	67.18%	32.82%	My immediate line manager keeps me informed of the Colleges key priorities	92.37%	7.63%	
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8. Principal's Report/Information	<p data-bbox="595 1066 1753 1209">Document [G] – 'St Brendan's Sixth Form College – Student Recruitment/Retention/Attendance– 3 Year Trend Report Oct/Nov 2022' – circulated previously Document [H] – 'St Brendan's Sixth Form College – Premises Report November /2022' – circulated previously Document [I] – 'St Brendan's Sixth Form College – Health & Safety and Accident Report 2021/2022 – November 2022' – circulated previously</p> <p data-bbox="521 1246 1722 1273">8.1 Student Recruitment 2022/2023: The Principal reported verbally the updated recruitment figures.</p>	<p data-bbox="1906 1169 2101 1233">Principal & Next Agenda</p>																																					

Principal's Report
[Continued....]

	2020/21 @ End of Oct 2020	2021/22 @ End of Oct 2021	2022/23 @ End of Nov 2022
TOTAL APPLICATIONS RECEIVED	644	871	1593
TOTAL OFFERS			616
TOTAL ACCEPTANCES	Not available	Not available	Not available

The Principal reported the applicant personal interviews are continuing so there may be more offers and acceptances to come as we move towards the September enrolment. The usual 'taster' events will be held in the summer to help enrollers to appreciate what the College offers.

The College is engaged in an individual interview programme with each applicant to ensure that the Student is destined to the right course for them, and to confirm the intention to accept a place if offered. In addition, the information can then be used in the Spring to devise the Curriculum timetable for 2023/2024.

The Committee noted the report.

Action – Principal

8.2 Student Retention October 2022: The Principal presented her report that currently Student numbers Enrolled at 42 Day date and [currently enrolled]:

- 2Y1 – 118 [113]
- 3Y1 – 1168 1[084]
- 3Y2/3 – 788 [760]
- Total – 2074 [1957]

Enrolled numbers may fall when the General Certificate of Education [GCSE] November examination results are announced in January, as at that point Students who pass English/ Mathematics may leave to enrol on an apprenticeship with another provider. programme.

The Committee noted the report.

Action – Principal

8.3 Student Attendance October 2022: Student Attendance overall is 87.7% [87.2%], up on the previous year. Most Schools, Academies and Colleges in Bristol, are reporting lower Attendance figures of 80%. The College is using the Academic Mentors and other support strategies to help Students, particularly those with Special

Principal & Next
Agenda

<p>Principals' Report [Continued....]</p>	<p>Education Needs Disability [SEND], Children in Care [CIC], and those with an Education Health Care Plan [EHCP], as these Students are vulnerable and tend to fall behind on terms of attainment compared with other Students. The 3-Year Trend data is distorted by the impact of the Covid-19 pandemic but will in succeeding years be a more accurate indicator.</p> <p>The Committee noted the report.</p> <p>Action – Principal</p> <p>8.4 Premises Report: The Assistant Principal [Finance & Resources] presented the report, which was treated as read. In a brief discussion, the following points were raised:</p> <ul style="list-style-type: none"> ▪ G-Building – the planning consent expires in 2024. It is currently used for some classroom delivery, and an earlier intention was that it should be replaced and utilised for the delivery of T-Level. Given the reaction by other national Colleges delivering T-Level courses, the college is having ‘second thoughts’ and now plans to delay the introduction of T-Level. That still leaves the issue about the future of G-Building. Given the economic climate the Planning Officer in Bristol may not be inclined to raise the issue of the expiry of the consent in 2024. In any case, the Education Skills Funding Agency [ESFA] has not finds and the new restriction on Public Sector Colleges mean s the College would not get consent to borrow funds. ▪ Sustainability Funding – the College has just today been allocated £106k towards the cost of Improving energy efficiency and insulation <p>The Committee noted the report.</p> <p>8.5 Health and Safety/ Accidents Annual Report 2021/2022 – November [Update]: The Assistant Principal [Finance & Resources] was happy to inform the Committee that there were no significant accidents to report. No Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 [RIDDOR] reportable accidents.</p> <ul style="list-style-type: none"> ▪ Fire Safety – equipment inspection and drills executed ▪ Evacuation/Invacuation Procedures – explained and practiced ▪ Covid-19 – pandemic guidance and precautions in place ▪ Closed Circuit TV [CCTV] – upgraded and increased the number of cameras to improve surveillance inside the building as well as outside. The Committee asked if there were any General Data Protection [GDPR] issues arising from the CCTV installation. The Committee was informed that the destruction of the camera data took place every 30 days unless there was an item required for investigation or enquiry ▪ Car Parking – with the commencement of the works on the estate, the arrangements for car parking access and exit have been adjusted: <ul style="list-style-type: none"> ○ Student parking on site banned 	<p>Principal & Next Agenda</p>
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Principals' Report [Continued....]	<ul style="list-style-type: none"> ○ First Bus – drop off is outside the main gate on Broomhill Road and the pickup on the other side of the A4 Stockwood Road layby ○ College Coaches – drop off outside the main gate on Broomhill Road at the bus stop ○ Traffic between the hours of 15:30 – 16:10 hrs entry at main gate and collection now located behind D–Building, with exit through The Beeches/Goals grounds to avoid having to negotiate coaches coming in. The Committee noted the report. ○ ○ First Bus – drop off is outside the main gate on Broomhill Road and the pickup on the other side of the A4 Stockwood Road layby ○ College Coaches – drop off outside the main gate on Broomhill Road at the bus stop <p>Traffic between the hours of 15:30 – 16:10 hrs entry at main gate and collection now located behind D–Building, with exit through The Beeches/Goals grounds to avoid having to negotiate coaches coming in.</p> <p>The Committee noted the report.</p>	
9. Development College Estate	<p>9.1 <i>Landfill Project</i> [Update] [Minutes Jun § 9.1]: The Assistant Principal [Finance & Resources] informed the Committee that this part of the work has been completed. Some extra cost to the College was involved to speed up completion by the contractor.</p> <p>The Committee noted the report.</p> <p>9.2 <i>College Estate Development Plans</i> [Update] [Minutes Jun § 9.1]: The Assistant Principal [Finance & Resources] detailed the progress being made.</p> <ul style="list-style-type: none"> ▪ some site investigation work is continuing about the foundations of the Sports Pavilion, the outcome will then be provided for the engineering consultants ▪ Fencing has been installed ▪ Tree felling and clearance completed ▪ College appointed a Project Manager who is proving to be a positive programme chaser ▪ Subcontractors for the 3-G pitch await a start date hopefully in the Spring ▪ As noted, the Office for National Statistics [ONS] announcement on 29 November of the immediate change of the Public Sector status for the College, has been addressed by an application to the education Skills Funding Agency for consent to proceed with the planed financial arrangements. <p>The Committee noted the report.</p>	

<p>Development College Estate [Continued...]</p>	<p>9.3 <i>Information Technology Refresh Analysis</i> [standing item] [Minutes Jun § 9.2]: The Assistant Principal [Finance & Resources] referred the Committee to the previous report, which set out the usual 15-year redundancy cycle for Information Technology equipment in use in the College. The College has completed a £318k leasing arrangement to replace redundant:</p> <ul style="list-style-type: none"> ▪ Desk Top Personal Computers installed in the half term break by a College team who worked very hard to complete the complex technical exercise in time for the start of the following term ▪ WiFi equipment <p>But the replacement of the Switches and WiFi will be postponed until the financial position of the College becomes clearer given the large capital programme underway. The College has a good number of laptops trolleys available for use in non-IT classrooms when required.</p> <p>The Committee noted the report.</p>	
<p>10. Financial Matters</p>	<p>Document [J] – ‘<i>St Brendan’s Sixth Form College – Annual Report and Financial Statements 31 July 2022</i>’ – circulated previously</p> <p>Document [K] – ‘<i>St Brendan’s Sixth Form College – Management Accounts September 2022</i>’ – circulated previously</p> <p>Document [L] – ‘<i>St Brendan’s Sixth Form College – Financial Regulations</i>’ – circulated previously</p> <p>10.1 <i>External Auditors’ Management Letter 2022 Audit Summary Report</i>: The Assistant Principal [Finance & Resources] briefed the Committee about the outcome of the Moore External Audit Report for the period ended 31 July 2022:</p> <ul style="list-style-type: none"> ▪ No unadjusted items ▪ Two items to note <ul style="list-style-type: none"> ○ Accounting – in 2023/2024 concerning the classification in the accounts of work under construction in progress ○ Accounting – the huge swing in the Local Government Pension Scheme [LGPS] deficit in the College accounts from £5.7m [2020/2021] to £2.3m this year ▪ The verdict a clean audit. <p>The Governors’ Audit Committee at its recent meeting was very satisfied with both the Internal and External Audit reports and happy to recommend both reports to the Board of Governors.</p> <p>The Committee noted the report.</p>	

<p>Financial Matters [Continued...]</p>	<p>10.2 <i>Annual Report and Financial Statements 2021/2022</i>: The Assistant Principal [Finance & Resources] presented the Annual Report and Financial Statements. Reference was made to some of the accounting details. Overall, the Committee was advised the College is in a good financial position, having increased its cash during the year while making substantial loan repayments and purchasing £244k worth of equipment. The Committee agreed there was every reason to be positive about proceeding with the planned Estate Development. In discussion, the Committee was informed that the Clifton Diocesan Trustees had recently confirmed the promised donation of £500,000 is available and it is expected to be paid to the College in the early Spring. There was further discussion about the application made this week to Education Skills Funding Agency [EFSA] ‘in exceptional; circumstances’ for consent to proceed with the bank loan. , and if consent is refused the College would be faced with a very large write-off, which would need to be approved by the ESFA. The Committee expressed its appreciation to Phillip Berry [Assistant Principal [Finance & Resources]] for his extensive work on the Accounts and the finances of the College.</p> <p style="text-align: center;"><u>Proposal</u></p> <p style="text-align: center;"><i>‘That the Governors’ Resources Premises HR Committee agree to recommend the</i> <i>“St Brendan’s Catholic Sixth Form College – Annual Report and Financial Statements pe 31 July 2022”</i> <i>to the Board of Governors for adoption’</i></p> <p>Proposer: Clare Williamson Seconded: Marian Curran</p> <p style="text-align: right;">For: 4 Against: 0 Abstained: 0</p> <p>The policy was adopted.</p> <p>Action – The Committee Chair & Assistant Principal [Finance & Resources]/ Principal.</p> <p>10.3 <i>Management Accounts September 2022</i>: The Management Accounts were taken as read. There was some discussion with the Assistant Principal [Finance & Resources] about the profiling [page 12] of the ongoing loan and finance for the Estate Development. Clearly, at this point the projection on the timing is speculative. The Committee noted the report.</p>	<p>Committee Chair & Assistant Principal [Finance & Resources]/Principal</p>
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<p>Financial Matters [Continued...]</p>	<p>10.4 <i>Financial Regulations Annual Review</i> [Committee to advise Audit Committee]: The Assistant Principal [Finance & Resources] presented the Finance Regulations, which have already been reviewed by the Governors' Audit Committee and remain largely unamended. The term 'Principalship' is now used to define the activities and responsibilities of the Senior Management Team. The recent change in Public Sector status imposed by the Office For National Statistics [ONS] may require an amendment at a future date once the official guidance is issued.</p> <p><u>Proposal</u></p> <p><i>'That the Governors' Resources Premises HR Committee adopt "St Brendan's Catholic Sixth Form College – Finance Regulations", as amended'.</i></p> <p>Proposer: Marian Curran Seconded: Professor James Devenney</p> <p>For: 4 Against: 0 Abstained: 0</p> <p>The document was adopted and to be amended in the light of the recent Office National Statistics [ONS] decision.</p> <p>Action – The Assistant Principal [Finance & Resources]</p>	<p>Committee Chair & Assistant Principal [Finance & Resources]</p>
<p>11. Policy Review</p>	<p>Document [M] – <i>'St Brendan's Sixth Form College – Information Technology Acceptable Use Policy'</i> – circulated previously Document [N] – <i>'St Brendan's Sixth Form College – Working in Partnership – Trade Union Recognition Agreement and Framework'</i> – circulated previously</p> <p>11.1 <i>Job Evaluation Policy</i> [Update] [Minutes Jun § 11.2]: The Committee was informed the revision of the document is still ongoing and will be presented at the next meeting.</p> <p>Action – Head of Human Resources & Next Agenda</p>	<p>Head of Human Resources & Next Agenda</p>

<p>Policy Review [Continued...]</p>	<p>11.2 <i>Staff Appraisal Policy</i> [Update] [Minutes Jun § 11.4]: The Committee noted that at the last meeting there were plans for amending the policy, But the Head of Human Resources indicated the item can be removed from the agenda.</p> <p>11.3 <i>Information Technology Acceptable Use</i> [Cyber Essentials] <i>Policy</i>: The Assistant Principal [Finance & Resources] explained that formerly there were two policies one for Students and another for Staff. The documents have now been combined into one and updated taking account of Cyber Essentials. The policy covers such matters as password security and use, use of the individual's own device, and the proper use of email or the web.</p> <p>The Committee questioned whether the policy refers to the General Data Protection Regulations [GDPR] The Assistant Principal [Finance & Resources] explained that the GDPR audit is undertaken by the College's Internal Auditor and report to the Governors' Audit Committee.</p> <p>There was some discussion about the College's compliance with GDPR regulations including data storage and use of email. Discussion, then centred on the policy text § 1.2 – 'By signing a copy of this Policy Document all users consent to Clause 1.1 above in accordance with the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000' leading to the question about how is confirmation of signing and consent by Staff, Students, and Governors is regulated and confirmed? One suggestion was that the policy could be uploaded to the National College website for reading and confirmation that it had been read by the individual concerned. The issue is to be confirmed.</p> <p><u>Proposal</u></p> <p><i>'That Governors' Resources Premises HR Committee adopt "St Brendan's Catholic Sixth Form College – Information Technology Acceptable Use"'. </i></p> <p>Proposer: Professor James Devenney Seconded: Marian Curran</p> <p style="text-align: right;">For: 4 Against: 0 Abstained: 0</p> <p>The document was adopted.</p> <p>Action – Assistant Principal [Finance & Resources]</p>	
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Policy Review [Continued...]	<p>11.4 <i>Trades Union Partnership Agreement</i>: The Head of Human Resources resented the document for the information of the Committee and general approval. The Committee noted the content of the document.</p> <p style="text-align: right;">[Head HR left the meeting at 17:39 hrs]</p>	
12. Risk Register Review	<p>Document [O] – ‘<i>St Brendan’s Sixth Form College – College Risk Register Committee Extract – Jun 2022</i>’ – circulated previously</p> <p>Document [P] – ‘<i>St Brendan’s Sixth Form College – Covid-19 College Risk Assessment Report – September 2022</i>’ – circulated previously</p> <p>12.1 <i>Committee Risk Register Review</i> [Update] [Minutes Jun § 12.1]: The Assistant Principal [Finance & Resources] informed the Committee that the Register is formally reviewed in June and January each year. The Committee referred to the following matters:</p> <p style="padding-left: 40px;">§ 6.13 – National Funding residual RED – it is unclear at this juncture whether the Government will honour its declared intention made at the last Comprehensive Spending Review [CSR] to increase funding in line with inflation. But, a 2% increase in 2023/2024 would be insufficient should the pay agreement uplift for Teachers reach 11%.</p> <p style="padding-left: 40px;">Free School Meals [FSM] – The Assistant Principal [Finance & Resources] explained that currently the College uses the Bursary Fund to support Students who are on the borderline of eligibility but fall outside the FSM criteria as currently set by Government.</p> <p style="padding-left: 40px;">§ 6.19 and § 6.20 – are marked with ‘D’ and they will both be deleted from the Register in January 2023.</p> <p>The Committee noted the Report.</p> <p>12.2 <i>Covid-19 Risk Management</i> [Update]: The Principal presented the report. The position as winter advances may change but currently the numbers in College affected are:</p> <ul style="list-style-type: none"> ▪ Staff – 6 off with Covid-19 or in isolation ▪ Students – 0 <p>Staff and Students are also affected by the usual winter coughs and sneezes.</p> <p>The Committee noted the Report.</p>	<p style="text-align: center;">Assistant Principal [Finance & Resources] & Next Agenda</p>

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