



St Brendan's Catholic Sixth Form College
Board of Governors

OPEN – MINUTES

In Person and Virtual Meeting Held On: Thursday, 8 December 2022
at 16:00– 18:55 hrs

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

Apologies: Antonia Corrigan, Deborah Redwood, 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].

Quorum Present: 11/14 [includes required minimum of 4 Foundation Governors]

Note – technical reasons attendance the start of the meeting was delayed and was quorate throughout. [R]* – remote attendance in MS Office Teams

Documents Circulated/Tabled* at Meeting:

- Document [A] – 'St Brendan's Sixth Form College – Health and Safety Accident Report 2021/2022' – circulated previously
- Document [B] – 'St Brendan's Sixth Form College – Student Recruitment/Retention Attendance Report November 2022' – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – Staffing Recruitment Report December 2022' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – College Self Assessment Report 2021/2022' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Moore – External Audit Summary Report 31 July 2022' – circulated previously
- Document [F] – 'St Brendan's Sixth Form College – Moore – External Audit Summary Report 31 July 2022' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Moore – Letter of Representation 2021/2022' – circulated previously
- Document [H] – 'St Brendan's Sixth Form College – Mazars – Internal Audit Report 2021/2022' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – Annual Report and Financial Statement pe 31 July 2022' – circulated previously
- Document [J] – 'St Brendan's Sixth Form College – Register of Signatures – Keeping Children Safe in Education' – circulated previously
- Document [K] – 'St Brendan's Sixth Form College – Governors' Skills Assessment 2021/2022' – circulated previously
- Document [L] – 'St Brendan's Sixth Form College – Principalships' Annual Report on Risk Management 2022' – circulated previously
- Document [M] – 'St Brendan's Sixth Form College – Governors' Risk Register [Extract]' – circulated previously
- Document [N] – 'Department of Education – reclassification of Further Education in England by the Office of National Statistics-Letter 29 November 2022' – 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: Professor James Devenney [Chair of Governors] opened the meeting with prayer.</p> <p>1.2 <i>Apologies</i>: The apology from Antonia Corrigan, Deborah Redwood, 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	2.1 <i>Declarations of Interest, Disability Access, Equality/Safeguarding 2022/2023</i> : There were no new verbal declarations of pecuniary interest.	Next Agenda
3. Minutes Previous Meetings	<p>3.1 <i>Previous Open Minutes</i> [18 October 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	4.1 <i>Academic Results – Staff /Students commendation</i> [Minutes Oct § 7.1] The Principal confirmed this action had been taken.	
5. Matters Arising	5.1 <i>None</i> .	

<p>6. Governors' Committee Reports</p>	<p>6.1 <i>Audit Committee</i> [221124]: Iain Turri reported, the meeting in person discussed:</p> <ul style="list-style-type: none"> ▪ Mazars Internal Audit Reports – good assurance ▪ Moore External Auditor Report and Letter of Representation – Clean audit ▪ Annual Report and Financial Statements ▪ Policy Updates ▪ Welcomed Haines Watts the new internal audit firm <p>6.2 <i>Ethos Safeguarding Welfare Committee</i> – Not Met</p> <p>6.3 <i>Resources Premises Human Resources Committee</i> [221206]: Clare Williamson reported:</p> <ul style="list-style-type: none"> ▪ Estate Development – working party to monitor progress and the finances ▪ Staff Pulse Surveys – Leadership ▪ Annual Return and Financial Statements 31 July 2022 <p>6.4 <i>Strategy, Search Remuneration [Emergency] Committee</i> [221130]: Professor James Devenney reported that many of the items discussed also appear on the agenda for this meeting:</p> <ul style="list-style-type: none"> ▪ Leadership Team – changes ▪ Public Sector change of status <p>6.5 <i>Teaching Curriculum Quality Committee</i> [221109]: Mark O'Sullivan reported</p> <ul style="list-style-type: none"> ▪ Staff and Student substantial outcomes improvements ▪ Teaching quality interventions ▪ Professional Development cycle ▪ Employability ▪ T-Levels update and A-Level/Applied General balance of Curriculum choice 	
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7. Diocesan Education Strategy	<p>These three items were taken together:</p> <p>7.1 <i>Aquinas Partnership Report</i> [Update]:</p> <p>7.2 <i>Diocesan Strategy Report</i> [Update]:</p> <p>7.3 <i>Multi Academisation</i> [Update]:</p> <p>The Principal reported that the Diocese appears to be pursuing its aim in Bristol to have two Multi Academy Trusts [MAT] embracing the Catholic Primary Schools. St Nicholas Tolentine Catholic Primary School has now left the Aquinas Partnership and joined the Newman Academy Trust. The future position of the Catholic Secondary Schools is still unclear.</p> <p>The recent change in the Sixth Form College status placing St Brendan's Catholic Sixth Form College in the Public Sector may offer other options, but without the financial gains offered to other Schools and Academies. The College will continue to collaborate with the Diocese in its role as the only Catholic Sixth Form College.</p> <p>It was suggested that it might be useful to invite Mary Cox, the newly appointed Director of the Clifton Diocesan Department for Education to visit the College; and the suggestion was that the Governors' Day in February might be a suitable occasion.</p> <p>The Board of Governors noted the reports.</p> <p>Action – Principal</p>	<p>Standing Item</p> <p>Standing Item</p> <p>Standing Item</p> <p>Principal</p>
8. Principal's Report	<p>Document [A] – '<i>St Brendan's Sixth Form College – Health and Safety Accident Report 2021/2022</i>' – circulated previously</p> <p>Document [B] – '<i>St Brendan's Sixth Form College – Student Recruitment/Retention Attendance Report November 2022</i>' – circulated previously</p> <p>Document [C] – '<i>St Brendan's Sixth Form College – Staffing Recruitment Report December 2022</i>' – circulated previously</p> <p>8.1 <i>Covid-19 Pandemic Impact Report</i> [Update]: The Principal reported that there had been no significant changes in the impact of the Covid-19 pandemic on the operations of the College. The guidance and precautions being taken remain in place as previously notified. The recent information about the spread of Strep-A and Scarlet Fever is being watched carefully.</p>	<p>Standing Item</p>

Principal's Report
[Continued...]

Currently the Covid-19 cases in College are:

- Staff – 6 off with Covid-19 or in isolation
- Students – 0

Staff and Students are also affected by the usual winter coughs and sneezes.

The Board of Governors noted the report.

8.2 Annual Health & Safety Report: Clare Williamson and the Assistant Principal [Finance & Resources] the presented the report. They were happy to inform the Governors that there were no significant accidents to report. No Reporting of Injuries Diseases and Dangerous Occurrences the quality Regulations 2013 [RIDDOR] reportable accidents.

- Fire Safety – equipment inspection and drills executed
- Evacuation/Invacuation Procedures – explained and practiced

The question was raised whether the Annual Health & Safety Report should also include the matter of the mental health and wellbeing of Staff and Students? The Assistant Principal [Finance & Resources] agreed to consider that suggestion.

The Board of Governors noted the report.

Action – Assistant Principal [Finance & Resources]

8.3 Student Recruitment/Retention/Attendance 2022/2023 Report: The Principal reported the updated figures:

Recruitment –

	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

Assistant Principal
[Finance & Resources]

Principal /Standing
item & next Agenda

<p>Principal's Report [Continued...]</p>	<p>The College is engaged on 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 additional, the information can then be used in the Spring to devise the Curriculum ad timetable for 2023/2024.</p> <p>Retention – this is a vital part of the College operation, and especially for the Students on the Access to Level Three [ATL3] programmes of study who are vulnerable. This Student group includes Special Education Needs Disability [SEND], Children in Care [CinC], Educational Health Care Plan [EHCP], and the Students with mental health or social background conditions</p> <p>Attendance –</p> <p>Overall attendance is 87.7% which is better that for the City of Bristol Schools and Academies average figure. It remains a focus of attention on the individual Student with problems of attendance for whatever reason that the appropriate support and encouragement can be provided.</p> <p>The Board of Governors noted the report.</p> <p>8.4 Staff Recruitment/Appointments [Update]: The Principal reported the following:</p> <ul style="list-style-type: none"> ▪ Head of Management Information System [MIS] & Examinations being covered until March 2023 when appointee takes up post ▪ College Chaplain taking up duty in January 2023 ▪ Safeguarding Team changes occasioned by the resignation of Kerry Mullinder [Head of Learning Development & Safeguarding] ▪ Executive Finance Director recruitment in progress [refer below Minutes § 1.7] <p>The Board of Governors noted the report.</p> <p>8.5 Industrial Action Impact Report: The Principal reported that the national pay negotiations for Teachers are still unresolved and widespread industrial action was taken on Wednesday, 30 November. Several Schools and Colleges nationally were forced to close. The College remained open and supported those Students who were affected by the cancellation of their classes. Of the 41 Teacher members of the National Education Union [NEU] at the College 27 took industrial</p>	
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Principal's Report [Continued...]	<p>action. It is likely additional industrial action will follow in the New Year. The Board of Governors noted the report.</p> <p>8.6 <i>Teaching & Learning</i> [Update] – standing item: The Principal reported that the College had the expected visit this week from a Senior HM Inspector of Schools [HMIS] who is reviewing the use of 16-18 Tuition Fund in support of Academic Mentoring and examining the Quality of Education. The College was assured that if anything emerged requiring the immediate attention of the Office for Standards in Education [OFSTED] then he would be phoning them! Happily, the Senior Inspector was happy with what he found.</p> <p>The Vice Principal [Curriculum Quality Innovation] continued and briefly outlined the work being done to develop teaching and learning, and assessment.</p> <ul style="list-style-type: none"> ▪ Lesson Observation are ongoing ▪ Staff Professional Development both external and internal ▪ Work on Student Assessment and feedback <p>The Board of Governors noted the report.</p>	
9. College Self Assessment Report	<p>Document [D] – ‘<i>St Brendan's Sixth Form College – College Self Assessment Report 2021/2022</i>’ – circulated previously</p> <p>9.1 <i>College Self-Assessment Report</i>: The Vice Principal [Curriculum Quality Innovation] presented a summary of the main points and findings in the report:</p> <p>Quality of Education –</p> <ul style="list-style-type: none"> ▪ Design ▪ Implementation ▪ Impact ▪ Behaviour and Attitudes ▪ Personal Development ▪ Leadership and Management ▪ Students with High Needs ▪ Overall Effectiveness <p>Considering category each in turn the Board of Governors were informed about the strengths</p>	

<p>College Self Assessment Report [Continued...]</p>	<p>and weakness in each area, noting the findings relating to Curriculum design and its implementation. Feedback from Students and Parent/Carers is positive about their experience. Leadership and Management is strong, and the College needs to develop the training and skills of Governors to provide more effective challenge</p> <p>That said, the College is not yet 'OUTSTANDING' and reasons cited being:</p> <ul style="list-style-type: none"> ▪ Student progress in some A-Level subjects and Applied General courses is below that expected and has not improved since the previous year ▪ For a minority of Teaching Staff there needs to be an improved in the basic 'Teaching fundamentals' ▪ Progress in the following groups: Pupil Premium [Students who have had free school meals at School] [PP]; Higher Achieving Pupils [Grade A GCSE on entry] [HAP]; Special Education Needs Disabilities [SEND]; and Males Students ▪ Required improvement in A-Level and Applied General courses ▪ Need to improve Pass rates ▪ Need to improve Overall Retention and Attendance ▪ Need to further develop the High Achievers' programme ▪ Need to develop further the opportunities for Student work experience <p>Grading – there are four possible grades. The College aspires to be Outstanding.</p> <ul style="list-style-type: none"> ○ Outstanding [1] ○ Good [2] ○ Requires Improvement [3] ○ Inadequate [4] <p>OVERALL GRADING RECOMMENDATION –</p> <ul style="list-style-type: none"> ▪ Quality of Education – GOOD [2] ▪ Behaviour and Attitudes – GOOD [2] ▪ Personal Development – GOOD [2] ▪ Leadership and Management – GOOD [2] ▪ Students with High Needs – GOOD [2] ▪ Overall Effectiveness – GOOD [2] <p>The Governors then asked questions about aspects of the report:</p>	
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<p>College Self Assessment Report [Continued...]</p>	<ul style="list-style-type: none"> ▪ Mental Health and Student Wellbeing and how Students feel safe is an important factor. It was noted that only 90% of Students reported feeling safe on the College site, what about the other 100 or so? <ul style="list-style-type: none"> ○ The response – there is a wide combination and variety of reason, some being external in origin rather than relating to in College experience. Tracking safeguarding concerns is active, and Students in vulnerable categories are the subject of individual support ▪ Curriculum weaknesses in some cases have continued year on year, typically Physics and Mathematics, what is being done to improve such Curriculum areas? <ul style="list-style-type: none"> ○ The response – In the case of Physics, for example, the Faculty area is the subject of a ‘deep dive’ review and action plan including a re-design of the Curriculum and external support to drive improvement ▪ Is Student Experience featured in the report? <ul style="list-style-type: none"> ○ The response – with the recent appointment of the Vice Principal [Student Experience Progression] there has been a significant development of the Student experience both with College and outside. It is an important element for the College’s development of service ▪ Corrections – It was noted that the draft version of the Self Assessment Report contained several spelling errors and other matters needing correction before publication. <p>There was some further discussion among Governors as the grade to be awarded.</p>	
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College Self-Assessment Report [Continued...]	<p><u>Proposal</u></p> <p><i>‘That the Board of Governors should agree the “College Self- Assessment Report 2021/2022” grading in each of the four categories as ‘GOOD’ and the overall grade as ‘GOOD’.’”</i></p> <p>Proposed: Professor James Devenney Seconder: Marian Curran</p> <p style="text-align: right;">For: 10 Against: 0 Abstained: 0</p> <p>The Board of Governors adopted the proposal.</p> <p>Action – Principal and Chair of Governors to publish.</p>	Principal and Chair of Governors
10. Policy Reviews	10.1 <i>None</i>	
11. College Financial Matters	<p>Document [E] – ‘St Brendan’s Sixth Form College – Moore – External Audit Summary Report 31 July 2022’ – circulated previously Document [F] – ‘St Brendan’s Sixth Form College – Moore – External Audit Summary Report 31 July 2022’ – circulated previously Document [G] – ‘St Brendan’s Sixth Form College – Moore – Letter of Representation 2021/2022’ – circulated previously Document [H] – ‘St Brendan’s Sixth Form College – Mazars – Internal Audit Report 2021/2022’ – circulated previously Document [I] – ‘St Brendan’s Sixth Form College – Annual Report and Financial Statement pe 31 July 2022’ – circulated previously</p> <p>11.1 <i>Governors’ Audit Committee Annual Report</i>: Iain Turri referred to the Governors’ Audit Committee Annual Report and apologised for the late circulation due his illness. The report was taken as read and the following was noted:</p> <ul style="list-style-type: none"> ▪ Moore Internal Audit report clean and with just two recommendations: <ul style="list-style-type: none"> ○ Review of respective skills of Governors ○ Review of ‘effectiveness’ of Governor Committees <p>There was some discussion about the points, as to what was meant by ‘effectiveness’? Some</p>	

<p>College Financial Matters [Continued...]</p>	<p>suggestions were made:</p> <ul style="list-style-type: none"> ○ Committees might review at the end of each meeting whether the discussion and decisions taken had been challenging enough, and embrace not just the structural nature of the Governors' Committees but also their operational impact <p>The Board of Governors noted the report.</p> <p>11.2 <i>Moore SW External Audit Report /Letter of Representation</i>: The Governors reviewed the content of the report which is a 'clean audit'. The Assistant Principal [Finance & Resources] drew the attention of the Governors to the following points:</p> <ul style="list-style-type: none"> ▪ Uncorrected misstatements – none ▪ Internal controls – no deficiencies noted ▪ Regularity – no issues <p>One item relating to a note about 'work in progress' in the Annual Report and Financial Statements was subject to a recommendation to the effect that the expenditure is correctly referred to in the accounts for the period ending 31 July 2022 but as the amounts involved increase it needs to be recorded in a different section.</p> <p>The Assistant Principal [Finance & Resources] referred to the Letter of Representation, which the Board of Governors is required to adopt and authorise signature.</p> <p><u>Proposal</u></p> <p style="text-align: center;"><i>'That the Board of Governors, Adopt the Moore SW External Audit Report sign the "Letter of Representation" as presented'.</i></p> <p>Proposed: Iain Turri Seconder: Mark Eastaugh</p> <p style="text-align: right;">For: 11 Against: 0 Abstention: 0</p> <p>The proposal was adopted. The Principal and Chair of Governors to implement.</p> <p>Action – Principal and Chair of Governors and Assistant Principal [Finance & Resources]</p>	<p>Principal and Chair of Governors and Assistant Principal [Finance & Resources]</p>
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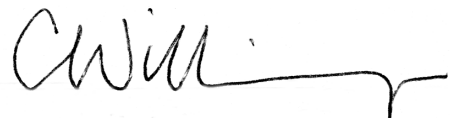
<p>College Financial Matters [Continued...]</p>	<p>11.3 <i>Mazars Internal Audit Annual Report</i>: Iain Turri referred to the report which was taken as read. It accounts for areas of audit undertaken during the year. The overall assurance given is 'Moderate' and it would be exceptionally unusual if an auditor were to offer the higher grade of 'Substantial'.</p> <p>The Board of Governors noted the report.</p> <p>11.4 <i>Annual Report and Financial Statements Year Ended 31 July 2022</i>: The Assistant Principal [Finance & Resources] presented the document. In addition to referring to the report above about the note in the AR&FT [refer Minute § 11.2] the attention of the Board of Governors was drawn to AR&FT page 37 and references to the Local Government Pension Scheme [LGPS]. The actuarial revaluation of the scheme has created a £4m 'write back' into the College Annual Report and accounts. This leads to the recorded the College deficit being expressed as -£3,320m. In the year the Cash Surplus is £ 220k, and that is after making significant additional expenditure on replacing redundant equipment.</p> <p>Governors discussed various points seeking clarification:</p> <ul style="list-style-type: none"> ▪ Pension Fund – the criteria are set in the Audit Code of Practice. The actuarial revaluation of the College liability suggests that the liability in previous years was over inflated ▪ Student Recruitment Impact on Funding – the 'crystal ball' indicates that the College funding going forward is secure but clearly work on managing College Recruitment in the sector is vital. The improved more robust Student Application procedures should also make funding more secure ▪ Impact of Bank Interest Rates – The College has been cautious in this area of its management of the finances and will need to continue to be so ▪ Congratulations to Phillip Berry – Assistant Principal [Finance & Resources] on one of the best drafts of the Annual Report and Financial Statements in recent years. 	
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<p>College Financial Matters [Continued...]</p>	<p><u>Proposal</u></p> <p><i>‘That the Board of Governors, should adopt the “Annual Report and Financial Statements ending 31 July 2022”, as presented, and authorise signature and publication’.</i></p> <p>Proposed: Professor James Devenney Secunder: Clare Williamson</p> <p style="text-align: right;">For: 10 Against: 0 Abstention: 0</p> <p>The proposal was adopted. The Principal and Chair of Governors to implement. Action – Principal and Chair of Governors and Assistant Principal [Finance & Resources]</p> <p>11.5 <i>Staff & Senior Post Holders’ Pay Round 2022</i> [Update]: The Principal confirmed this has been done.</p> <p>The Board of Governors noted the report.</p> <p>11.6 <i>College Estate Development</i> [Update]: The Assistant Principal [Finance & Resources] reported that preliminary works continue, including:</p> <ul style="list-style-type: none"> ▪ Drainage ▪ Tree clearance ▪ Fencing ▪ Subcontractor contracts for the installation of the 3-G pitch <p>Governors asked the obvious question: what happens if the Education Skills Funding Agency [ESFA] refuses consent for the College’s commercial loan following the recent change in the Public Status of the College? The Assistant Principal [Finance & Resources] explained the options:</p> <ul style="list-style-type: none"> ▪ The Estate Development is to be discontinued with a consequent large ‘write off’, to which the ESFA must agree, something potentially in the region of £1.5 million ▪ The ESFA finds the grant funding to cover the ‘write off’ ▪ The ESFA grants consent for the development to proceed but with a preferential loan arranged by the ESFA 	<p>Principal and Chair of Governors and Assistant Principal [Finance & Resources]</p>
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College Financial Matters [Continued...]	<p>The Board of Governors should also appreciate the fact that the ESFA had already supported the proposed Estate Development prior to the Office for National Statistics announcement on 29 November 2022. Governors accepted that the application to ESFA for consent ‘in exceptional circumstances’ having been submitted promptly it was a matter of waiting for the decision.</p> <p>The Board of Governors noted the report.</p> <p>11.7 <i>Director of Finance Recruitment</i> [Update]: The Principal informed the Governors that the advertisement has been placed using the external agency and the closing date is 12 January 2023 with shortlisting to follow. The date for the interview has yet to be agreed.</p> <p>The Board of Governors noted the report.</p> <p>11.8 <i>College Chaplain Recruitment</i> [Update]: The Principal reported that the new Chaplain will take up duty on 8 January 2023. A Pilipino and a member of religious congregation she impressed the selection committee with her knowledge of what the job is, and her enthusiasm. An added benefit is her musical skill in the context of chaplaincy.</p> <p>Currently she is seeking accommodation as she prepares for her move from London to Bristol. If anyone knows of something suitable, they should contact the College.</p> <p>The Board of Governors noted the report</p> <p>Action – Any Governor</p>	
12. Board of Governors’ Operations	<p>Document [J] – ‘<i>St Brendan’s Sixth Form College – Register of Signatures – Keeping Children Safe in Education</i>’ – circulated previously</p> <p>Document [K] – ‘<i>St Brendan’s Sixth Form College – Governors’ Sills Assessment 2021/2022</i>’ – circulated previously</p> <p>12.1 <i>Revision of Instrument and Articles of Government</i> [Minutes Sep § 11.1]: Professor James Devenney confirmed that in accord with the previous decision made by the Board of governors he is drafting a letter for submission to the Bishop and the Diocesan Trustees for consent to amend the Instrument and Articles of Government.</p> <p>The Board of Governors noted the report</p> <p>Action – Chair of Governors & Next Agenda</p>	<p>Chair of Governors & Next Agenda</p>

Board of Governors’ Operations [Continued...]	<p>12.7 Recruitment of Governors: Professor James Devenney highlighted the importance of having a full complement on the Board of Governors for a variety of reasons. It was noted that the College is not alone in recruiting individuals for the role of Governor.</p> <p>Recently, the Clerk to Governors has contacted several former Governors with a view to establishing whether they might seek reappointment, if only to serve for a short period of time. But every Governor might engage with their own community or friends. The Chair of Governors and the Principal have also been in discussion with the Education Skills Funding Agency [EFSA] that offer a Governor recruitment service.</p> <p>Action – All Governors & Next Agenda</p>	<p>All Governors & Next Agenda</p>
13. Board of Governors Review Strategic Risk Register	<p>Document [L] – ‘St Brendan’s Sixth Form College – Principalships’ Annual Report on Risk Management 2022’ – circulated previously Document [M] – ‘St Brendan’s Sixth Form College – Governors’ Risk Register [Extract]’ – circulated previously</p> <p>13.1 Principalship’s Annual Report on Risk Management 2022: The Principal referred to the report circulated, which was taken as read. In summary the topics included:</p> <ul style="list-style-type: none"> ▪ Risk Register ▪ Effectiveness and Setting of Controls ▪ Improvements to Controls ▪ Significant Incidents ▪ The Effectiveness of the Systems of Internal Control <p>There were no questions. The Board of Governors noted the report.</p> <p>13.2 Board of Governors’ Review Outstanding Risk Items [Red/Amber Items]: The Principal explained that Risk Register undergoes a revision in June and January each year. The next review is due in January 2023. At that point, the further action’ column is reviewed, and some risks are deleted if no longer required. The ‘Residual Score’ column, after action is taken to reduce the risk identified, is then coloured RED/AMBER/GREEN. The Board of Governors noted item § 6.1 relates to the issue of Academisation [AMBER]. It was intended to delete the item but in the light of</p>	

Board of Governors Review Strategic Risk Register [Continued...]	<p>recent changes already mentioned above [Refer Minutes § 7.3], that risk item will be reviewed in January.</p> <p>The Board of Governors noted the report.</p> <p>Action – Principal & Next Agenda</p>	<p>Principal & Next Agenda</p>
14. Correspondence	<p>Document [N] – ‘<i>Department of Education – Reclassification of Further Education in England by the Office of National Statistics</i>’-Letter 29 November 2022’ – circulated previously</p> <p>14.1 <i>Reclassification of Further Education in England by the Office of National Statistics</i>: The correspondence had been referred to on several occasions during the meeting.</p> <p>The Board of Governors noted content.</p>	
15. Board of Governors’ Briefing Next Meeting	<p>15.1 Governors’ Briefing Next Meeting: In the absence of any specific suggestions the matter was left to be decided in the Spring.</p> <p>Action – Principal/Chair of Governors & Next Agenda</p>	<p>Principal/Chair of Governors & Next Agenda</p>
16. Any Other Business	<p>16.1 <i>Mark Eastaugh</i>: Professor James Devenney expressed the appreciation of the Governors for the work of Mark Eastaugh as a Co-opted Governors for the last eight years as he comes to the end of his second term of office. Governors echoed this appreciation noting his contribution had been outstanding.</p> <p>16.2 <i>Kerry Mullinder</i>: Professor James Devenney wished to put on record the outstanding and professional service offered to the College by Kerry Mullinder [Head of Learning Development & Safeguarding] as she has resigned to take up another post and will be leaving the College at the end of Term.</p>	

11. Date Next Meeting	<p>17.1 Date of Next Meeting – Governors’ Diary [Agreed dates]</p> <p>Board of Governors – Thursday, 30 March 2023 at 16:00</p> <p>Audit Committee – Wednesday, 22 March 2023 at 16:00</p> <p>Ethos Safeguarding Welfare Committee – Wednesday, 8 February 2023 at 16:00</p> <p>Resources Premises Human Resources Committee – Wednesday, 8 March 2023 at 16:00</p> <p>Strategy, Search & Remuneration Committee – Wednesday, 18 January 2023 at 16:00</p> <p>Teaching Curriculum Quality Committee – Wednesday, 1 March 2023 at 16:00</p> <p>Governors’ Day 2022/2023 – Friday, 24 February 2023 10:00 – 16:00</p> <p>Diocesan Education Mass 2023 – to be agreed</p> <p>[NOTE – 1 meeting dates may need to be changed]</p>	Clerk/ All Governors Next Agenda
Notes	None	
Minutes Prepared	<p>Monday, 12 December 2022</p> <p>Peter J Harrison</p> <p>[Clerk to Governors]</p>	
Minutes Agreed	<p>Minutes Approved</p> <p>Date Thursday, 30 March 2023</p>  <p>Signature _____ Chair of Governors</p>	