

GOVERNORS/MEMBERS PRESENT: Clare Williamson [Chair], James Creamer, Marian Curran [Principal] [3]

APOLOGY: Ian Turri [1]

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 – Financial Regulations' – circulated previously

Document [B] – 'St Brendan's Sixth Form College – Staff Retention Report March 2023' – circulated previously

Document [C] – 'St Brendan's Sixth Form College – Staff Wellbeing Report March 2023.' – circulated previously

Document [D] – 'St Brendan's Sixth Form College – Pulse Survey – Staff Engagement 2021/2022' – circulated previously

Document [E] – 'St Brendan's Sixth Form College – Student Recruitment/Retention/Attendance– 3 Year Trend Report Oct/Nov 2022' – circulated previously

Document [F] – 'St Brendan's Sixth Form College – Premises Report March 2023' – circulated previously Document

Document [G] – 'St Brendan's Sixth Form College – Health & Safety and Accident Report – March 2023' – circulated previously

Document [H] – 'St Brendan's Sixth Form College – Estate Development Sports Project Report' – circulated previously

Document [I] – 'St Brendan's Sixth Form College – Management Accounts January 2023' – circulated previously

Document [J] – 'St Brendan's Sixth Form College – Budget and Financial Plan 2023-2025' – circulated previously

Document [K] – 'St Brendan's Sixth Form College – College Risk Register Committee Extract – January 2023' – circulated previously

Circulation: All Governors, Clerk to Governors, Principalship, & [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 was to be held in person on the College site but due to the snow forecast, the meeting took place remotely using Office Teams™.</p> <p>1.2 Apologies: None [1]</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 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 Declarations of Interest: Governors confirmed there had been no change</p>	<p>Next Agenda & Any Governor</p>
3. Minutes Previous Meeting	<p>3.1 Governors' Resources HR Committee Open Minutes [6 December 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>
4. Actions Review [Agenda not itemised]	<p>Document [A] – 'St Brendan's Sixth Form College – Financial Regulations' – circulated previously</p> <p>4.1 Annual Report & Financial Statements [Minutes Dec § 10.2]: The Assistant Principal Finance & Resources confirmed the action was taken.</p> <p>4.2 Finance Regulations Amendment ONS [Minutes Dec § 10.4]: The Assistant Principal Finance & Resources confirmed that the document had now been reviewed in the light of the recent Office for National Statistics [ONS] change in the public sector status of the College.</p>	

Actions Review [Continued....]	4.3 Information Technology Acceptable Use Policy [Minutes Dec § 11.3]: The Head of Human Resources confirmed that the policy had now been uploaded to the National College website for reference.	
5. Matters Arising	<p>5.1 Budget Holder Training [Minutes Dec § 10.4]: The Assistant Principal [Finance & Resources] responded to a question relating to the training of Budget Holders and confirmed that appropriate training in the operation of the Financial Regulations is provided.</p> <p>5.2 Petty Cash Limit [Minutes Dec § 10.4]: A further question related to the issue of the amount held in Petty Cash and whether in the light of inflationary pressures it should be raised from the current £40? The Assistant Principal [Finance & Resources] explained that in practice cash transactions are very rarely required and the figure of £40 relates to the amount held.</p> <p>5.3 National College [Minutes Dec § 11.3]: The Clerk to Governor noted that some Governors might be confused about the College's use of the National College and procedures associated with the confirmation of documentation being read. The Head of HR agreed to provide a paper for the next meeting of the Board of Governors to explain the use and provide the link for access.</p> <p>Action – Head of HR</p>	Head of HR
6. Staff Matters	<p>Document [B] – ‘St Brendan’s Sixth Form College – Staff Retention Report March 2023’ – circulated previously</p> <p>Document [C] – ‘St Brendan’s Sixth Form College – Staff Wellbeing Report March 2023.’ – circulated previously</p> <p>Document [D] – ‘St Brendan’s Sixth Form College – Pulse Survey – Staff Engagement 2021/2022’ – circulated previously</p> <p>6.1 <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 2022/2023 was 20.48% [26.7%], 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. Support Staff, which includes cleaners and catering Staff, tend to be the majority of leavers ▪ 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. 41% of Leavers agreed to take part in the exit interview 	Head of HR & Next Agenda [Standing Item]

<p>Staff Matters [Continued...]</p>	<p>In discussion:</p> <p>[1] Governors asked about the leavers and their reasons? The Head of HR explained that the College has a rolling advert to recruit/replace some Support Staff, such as cleaners, where there is greater movement. In addition, some new Staff roles have been created and Staff recruited.</p> <p>[2] New Chaplain Appointment– it was confirmed that after many weeks of reminders and enquiries the Home Office finally gave clearance for the appointment to proceed, and the Chaplain has taken up duty and is currently undergoing the Staff Induction process.</p> <p>The Committee noted the report.</p> <p>6.2 Staff Wellbeing Report 2022/2023 – Standing item: The Head of HR explained the structure of the report, which divides the data:</p> <ul style="list-style-type: none"> ▪ Days lost ▪ Monthly absence rates ▪ Sickness Absence Days Lost ▪ Reasons for Sickness Absence <p>The Head of HR reported that absence rates remain below the sector average and show a slight reduction on those of the previous year. The College Management continues to invest in support for colleagues, including:</p> <ul style="list-style-type: none"> ○ Training for 15 Mental Health First Aiders ○ Reviewing the Employee Assistance Programme ○ Creation of the Staff Wellbeing Forums ○ Pulse Surveys with a focus on wellbeing and Staff workload ○ Work is underway to draft a Staff Wellbeing Strategy and provide Menopause awareness guidance <p>In discussion Governors asked:</p> <p>[1] What are the top reasons for Sick Absence and days lost? This is largely related to a single member of Staff with cancer who has been off work for 12 months or more. Mental health features highly too, in common with other organisations.</p> <p>[2] What is the correlation of absences with work areas? The Head of HR explained that sometimes the College action to effect improvement may result in colleagues feeling stressed by the need for change. The Managers</p>	
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<p>Staff Matters [Continued...]</p>	<p>provide training, support, and encouragement through this process. The College recognises its need to support Staff and the needs of the Students. The Committee noted the report.</p> <p>6.3 Staff Engagement Report: The Head of HR presented the Pulse Survey report which focuses on Staff Engagement for the years 2021/2022 and 2022/2023. The report is now a regular feature and also provides details of Management actions or responses to previous Pulse Surveys. Disappointingly, there were only 64 responses to this survey for 2022/2023 a response rate of 28%, whereas in the previous Term the response rate was 49% [40%]. Topics included:</p> <ul style="list-style-type: none"> ▪ How satisfied were you with Term 2? ▪ I enjoy working for the College ▪ I am able to maintain a good work life balance ▪ I am comfortable giving opinions and feedback to Managers ▪ I am aware of how my work contributes to the overall vision of the College ▪ I am aware of the College values and embed these in the work I do ▪ I am encouraged to come up with new ideas and innovations by my Manager ▪ I would recommend the College as a great place to work <p>In discussion the following questions arose:</p> <p>[1] What is done to highlight Staff recognition? The Committee was informed of one recent initiative consists in the issue of Staff 'Thank you' cards and other forms of recognition and feedback coupled with work and administration management, including:</p> <ul style="list-style-type: none"> ○ Listen and Learn Sessions ○ The launch in January 2023 of 'Sharepoint' <p>[2] What pressures have come on Staff in this period? As usual at this point of the academic year pressure mounts up for Students and Staff as the examination horizon comes. Some of the issues or actions:</p> <ul style="list-style-type: none"> ○ Student Assessment/ Mock Examinations ○ Increased Student support activities ○ Preparations for the Office for Standards in Education [OFSTED] inspection ○ Applicants for 2023/2024 interviews 	
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<p>Staff Matters [Continued...]</p>	<p>[3] What happens in the event of a less favourable OFSTED inspection? The Principal responded informing the Committee there is always a Post OFSTED Action Plan to be implemented, but currently the College is confident of a positive and good report. The Committee noted the report.</p> <p>6.4 Staff Unions and Professional Associations [update]: The Head of HR reported that the National Industrial action being taken on behalf of Teachers took place in February and continues into March. This has affected the College, which except for February – which coincided with other industrial action – has remained open. Where necessary, Teachers have covered colleagues’ absences, or alternative work has been set so that Student teaching and learning is not adversely affected.</p> <p>The National negotiations are continuing with the unions suggesting to the Employers that in the light of the cost-of-living crisis it might be possible to come to some local agreement to accept the current 5% pay offer backdated to 1 September 2022, but ‘without prejudice’ to the union claim for a higher settlement offer for 2022/2023 while the industrial action to continues. The National Education Union [NEU] has called for industrial action on 20 and 30 March and plans to ballot its members.</p> <p>The Committee was reminded that in October 2022, the Board of Governors [Minutes Board 221018 § 10.4], which is responsible for setting and approving Staff pay, agreed that the 5% award for Support Staff at the College be adopted and that it be backdated to 1 September 2022. At that time the National Union of Teachers [NUT] was in negotiation with the Government about the rate of pay for Teachers for the current year started 1 September 2022 and was planning to ballot members for industrial action. So, the question of Teachers’ pay, at that point in October 2022, was not considered by the Board of Governors. given that the College is part of the National employer group.</p> <p>The Principal suggested that in the light of the delay in reaching the National Teacher Pay settlement, and given that the 5% interim award was within the Board of Governors’ budget plan for 2022/2023, it might be possible for Governors to agree the interim payment to the College’s Teaching Staff? The Clerk to Governors reminded the Committee that this would be a decision to be made by the Board of Governors rather than this Committee. That said, with the next meeting of the Board of Governors falling on Thursday, 30 March 2023, and given the fact, reported by the Head of HR that the suggested revision of Teacher pay could not be implemented in the March pay round, it might be appropriate for the Governors’ Resources Premises HR Committee to authorise the commencement of the revision on the basis that the Board would be likely to adopt the Teachers’ interim 5% Pay Award on 30 March, and so it could be paid in April. There was some further discussion, and the</p>	
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Staff Matters [Continued...]	<p>Committee was unanimous in accepting this principal and recommending its adoption by the Board of Governors at the end of the month.</p> <p>The Committee noted the report.</p> <p>Action – Head of HR/Principal/Committee Chair</p> <p>6.5 Teaching Staff Pay 2022/2023 [update] [Minutes Dec § 7.5]: As discussed above [Minute § 6.4]</p> <p>The Committee noted the report.</p>	Head of HR/Principal/Comm ittee Chair																
7. Principal’s Report/Information	<p>Document [E] – ‘St Brendan’s Sixth Form College – Student Recruitment/Retention/Attendance– 3 Year Trend Report Oct/Nov 2022’ – circulated previously</p> <p>Document [F] – ‘St Brendan’s Sixth Form College – Premises Report March 2023’ – circulated previously</p> <p>Document [G] – ‘St Brendan’s Sixth Form College – Health & Safety and Accident Report – March 2023’ – circulated previously</p> <p>Document [H] – ‘St Brendan’s Sixth Form College – Estate Development Sports Project Report’ – circulated previously</p> <p>7.1 <i>Student Recruitment 2022/2023</i>: The Principal reported verbally the updated recruitment figures.</p> <table><tr><td></td><td>2020/21 @ End of Feb 2020</td><td>2021/22 @ End of Feb 2021</td><td>2022/23 @ 8 March 2023</td></tr><tr><td>TOTAL APPLICATIONS RECEIVED</td><td>2095</td><td>2299</td><td>2226</td></tr><tr><td>TOTAL OFFERS</td><td>1738</td><td>1498</td><td>1384</td></tr><tr><td>TOTAL ACCEPTANCES</td><td>1495</td><td>1198</td><td>1094</td></tr></table> <p>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.</p> <p>The individual interview programme for each applicant continues.</p> <p>The Committee noted the report.</p> <p>Action – Principal</p>		2020/21 @ End of Feb 2020	2021/22 @ End of Feb 2021	2022/23 @ 8 March 2023	TOTAL APPLICATIONS RECEIVED	2095	2299	2226	TOTAL OFFERS	1738	1498	1384	TOTAL ACCEPTANCES	1495	1198	1094	Principal & Next Agenda
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<p>Principal's Report [Continued....]</p>	<p><i>7.2 Student Retention February 2023:</i> The Principal presented her report that Student numbers Enrolled at 42 Day date in October 2022, and [currently enrolled]:</p> <ul style="list-style-type: none"> ▪ 2Y1 – 118 [81.4%] ▪ 3Y1 – 1168 [87.2%] ▪ 3Y2/3 – 788 [92.9%] ▪ Total – 2074 [89.0%] <p>The Committee noted the report.</p> <p>Action – Principal</p> <p><i>7.3 Student Attendance February 2023:</i> Student Attendance overall is 84.4% [85.7%], is down 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 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 revision of the College -wide Attendance Policy and procedures is taking effect and the focus is on Year 12 as that group are likely to move into Year 13 in 2023/2024.</p> <p>The issues around the collation of Student Attendance figures were also discussed at the recent meeting of the Association of Catholic Sixth Form Colleges [ACVIC]. Dame Rachel De Souza [Children's Commissioner for England] has also just issued her Pupil Attendance Report 2021/2022, which reveals some interesting details about absence rates and the weekdays most affected.</p> <p>The Committee noted the report.</p> <p>Action – Principal</p> <p><i>7.4 Premises Report:</i> 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"> ▪ Energy – the current contract with Crown Commercial Services expires at the end of March 2023, and the new tariff is awaited. It is likely to be a reasonable price ▪ Lettings Income – on a level. There has been positive interest in the 3-G pitch and the option for lettings from September 2023. Two clubs have expressed a definite interest, and this might contribute to the College income by £20k: <ul style="list-style-type: none"> ○ Brislington FC ○ Junior Professional League 	<p>Principal & Next Agenda</p>
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<p>Principals' Report [Continued....]</p>	<p>In addition, Avon Ladies Netball have been making enquiries.</p> <ul style="list-style-type: none"> ▪ Accommodation Strategy – With the Department for Education [DFE] plans for the introduction of T-Levels being the occasion of much public debate at present the College has not at this point decided how to shape the College Curriculum. It would be a mistake at this point to engage in any further major building development ▪ G-Building – the planning consent expires in 2024. It is currently used for some classroom delivery. 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. But with the energy cost associated with G-Building costing £12k per annum, turning off the supply would save the College, but the G-Building would rapidly deteriorate, and anything stored in it likewise ▪ Sustainability Funding – the College has considered the Consultant's report and the replacement of electric lamps and fittings with LED using the recent ESFA grant funding of £106k would be a positive use of the allocated funds ▪ B-Building sedum roof continues after some 9 years continues to keep the contractor busy trying to locate the various leaks as they arise. In the longer term the removal of the sedum and a fresh roofing may offer a more permanent solution. Such action might cost £100k <p>The Committee noted the report.</p> <p>7.5 Health and Safety/ Accidents Report 2022/2023 [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 ▪ No Vehicle near misses/collisions reported ▪ Covid-19 – pandemic guidance and precautions in place and the number of incidents fluctuates ▪ 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 a matter that required investigation or enquiry ▪ Construction Work Safety/ Car Access /Parking – <ul style="list-style-type: none"> ○ Student parking on site banned 	
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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 <p>There are plans for the acquisition of the land to the left of the main gate. Bristol City Council has confirmed that neither the Highway Department nor Housing have plans to use the land and currently the Council is having a valuation made with view to permitting the College to acquire it. This will allow an exit gate to be created subject to re-routing of various services in the pavement and the successful application by the site Contractor for a Section 278 license.</p> <p>The Committee noted the report.</p>	
8. Development College Estate	<p>Document [H] – ‘St Brendan’s Sixth Form College – Estate Development Sports Project Report’ – circulated previously</p> <p>8.1 College Estate Development Plans [Update] [Minutes Dec § 9.2]: The Assistant Principal [Finance & Resources] informed the Committee about the progress on construction work:</p> <ul style="list-style-type: none"> ▪ Construction of the all-weather pitch and courts is progressing very well. The 3-G pitch ‘carpet’ is in production. The ground has been stabilised and drainage is being installed. The reseeding of the grass pitches is taking place this month ▪ The Sports Pavilion piling, and foundation work is proceeding ▪ Electricity supply for the floodlighting required negotiations with the National Grid to ensure that the on-site power substation had sufficient capacity ▪ Additional exit to Broomhill Road as noted above [Minutes § 7.5] awaits the Bristol City Council valuation, acquisition of the land, and agreement relating to re-routing the services sited under the pavement on Broomhill Road <p>Governors’ Questions:</p> <p>[1] When is the completion date? Oakland Construction is confident that the pitches will be completed in the summer, but the floodlighting, the Pavilion and the new exit will be completed later in the phased plan of work.</p>	

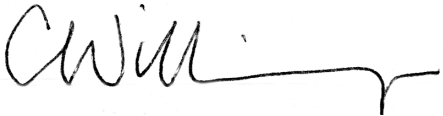
<p>Development College Estate [Continued...]</p>	<p>[2] Have the Bristol City Council ‘planning conditions’ been met? These are being worked through currently as the work proceeds but are required before the site is occupied.</p> <p>[3] What interest in lettings? As noted above [Minutes § 7.4]. In addition to the comments above, recent sector experience of sports facilities development showed a significant positive impact on Student recruitment. The College anticipates this will be true for the College too, with the consequent impact on the level of funding income.</p> <p>[4] What is the current position regarding financing of the development? The Assistant Principal [Finance & Resources] reported:</p> <ul style="list-style-type: none"> ▪ Oakland Construction has been paid £555k to date ▪ The Diocese of Clifton contribution of £500k to the project has been received ▪ Additional ‘enabling works’ – the new road exit, re-routing telecoms and a new water main likely to cost an additional £167k <p>The Committee noted the report.</p> <p>8.2 College Information Technology Infrastructure – standing item: The Assistant Principal [Finance & Resources] referred the Committee to the report presented at the previous meeting, which set out the usual 15-year redundancy cycle for Information Technology equipment in use in the College.</p> <ul style="list-style-type: none"> ▪ Desk Top Personal Computers installed ▪ Wi-Fi / Switches need refresh, and the current supply support ends shortly. The cost likely to be £100k each <p>But the replacement of the Switches and Wi-Fi will be postponed until the financial position of the College becomes clearer given the large capital programme underway.</p> <p>The Committee noted the report.</p>	
<p>9. Financial Matters</p>	<p>Document [I] – ‘St Brendan’s Sixth Form College – Management Accounts January 2023’ – circulated previously</p> <p>Document [J] – ‘St Brendan’s Sixth Form College – Budget and Financial Plan 2023-2025’ – circulated previously</p> <p>9.1 Management Accounts January 2023: The Assistant Principal [Finance & Resources] presented the report noting:</p> <ul style="list-style-type: none"> ▪ The overall surplus at the 31 January 2023 of £293k was £179k better than the 2022/2023 budget, this is due to: 	

<p>Financial Matters [Continued....]</p>	<ul style="list-style-type: none"> ▪ Additional £106k funding from the Education Skills Funding Agency [ESFA] ▪ Lower Staff costs ▪ Savings on energy costs ▪ End of year forecast in a surplus of £228k, but set against that are the unknowns: ▪ Energy/fuel costs ▪ Inflation ▪ Staff costs – the Support Staff 2022 pay settlement of 5% was within the original budget, but with the Teaching Staff national pay negotiations continuing any settlement above the 5% level would present many Colleges with difficulty unless additional funding is provided ▪ Allica Bank – as at 31 January the outstanding loan was £261k ▪ The College commercial loan for the Sports Development plus interest at 5.2% above SONIA [Sterling Overnight Index Average – formerly LIBOR London Inter-Bank Offered Rate] also brings some uncertainty ▪ ESFA national funding rates for 2023/2024 as set in the earlier Comprehensive Spending Review are still at 2.2% but this does not come near the rising inflation ▪ To summarise the position: <ul style="list-style-type: none"> ○ The cash position is falling and needs watching carefully ○ The College bank deposit of £800k comes back into the College accounts ○ Some £200k is coming from College cash reserves ○ The capital loan starts on 9 May 2023 lasting for 5 years, anticipated cost in 2023/2024 being £340K <p>Governors' questions:</p> <p>[1] What happens should the College default on the Allica Bank loan? The Assistant Principal [Finance & Resources] explained, should the situation occur, the bank would be likely to undertake a review and consider its options and to call back the loan in full, or consider what plans the College had to rectify the position, or the bank might simply decide to take no action but review again after a period.</p> <p>[2] What is the likely impact of the Staff Pay Award? The Assistant Principal [Finance & Resources] explained as discussed above [Minute § 6.4] the budget for 2022/2023 allowed for a 5% increase for Support Staff and Teachers backdated to 1 September 2022. Any higher settlement would be an issue for the College.</p>	
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<p>Financial Matters [Continued...]</p>	<p>It was reported that Peridot Partners, which is providing a service to the College to assist with Governor recruitment had sight of the of the College Annual Report and Financial Statement, and declared it was the best example of an honest statement of a College financial position that had been seen! The Committee congratulated Phillip Berry [Assistant Principal [Finance & Resources]].</p> <p>The Committee noted the report.</p> <p>9.2 Budget 2023/2024 Outline and Financial Objectives: The Assistant Principal [Finance & Resources] explained that at this point of the year, the plan sets out the:</p> <ul style="list-style-type: none"> ▪ Financial objectives: <ul style="list-style-type: none"> ○ To deliver outstanding value for money – cost per positive Student outcome ○ To invest resources to deliver an outstanding learner experience ○ To invest to meet the College’s strategic priorities ○ To maintain strong liquidity ○ To maintain assets in good condition ○ To grow business to strengthen financial resilience ○ To develop recruitment and income from the improved sports facilities ▪ Targets 2023/2024: <ul style="list-style-type: none"> ○ Statement of Comprehensive Income will a surplus [excluding FRS102 charges] ○ To maintain good liquidity and rebuild cash reserves ○ To invest in new sustainability and reduce utility costs ○ To further develop catering business to breakeven or better ▪ Key Points: <ul style="list-style-type: none"> ○ A surplus budget will be developed for 2023/2024 ○ Capital expenditure in 2023/2024 will be cut back to allow cash reserves to re-build ○ A surplus position will be planned for 2024/2025 ○ The Budget is built up from the aggregated bids of Budget Holders and then reviewed and adjusted as required given the planned income ○ The budget is developed using a zero-base model ○ No changes will be made to the Budget once set ○ The timetable ensures that the Budget is approved well in advance of the next Financial Year <p>In discussion the additional points emerged:</p>	
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Financial Matters [Continued....]	<ul style="list-style-type: none"> ▪ Catering income likely to be increased with the Lettings ▪ Free School Meals – the College already provides subsidised lunches to eligible Students on the College bursary, and has recently introduced breakfast as an additional option, on the basis that for 60% of Students the travel time to College is more than 60 minutes and having breakfast encourages both Student Attendance and learning ▪ The College’s Bursary Policy and procedures are being revised currently <p>The Governors’ Resources HR Committee was unanimous in formally approving the Financial Targets and Objectives for 2023/2024 as set out above.</p> <p>Action – The Assistant Principal [Finance & Resources]</p>	Assistant Principal [Finance & Resources] & Next Agenda
10. Policy Review	<p>10.1 Job Evaluation Policy [Update] [Minutes Dec § 11.1]: The Committee was informed the revision of the document is still ongoing and awaiting guidance from the Sixth Form Colleges Association [SFCA] and will be presented at the next meeting.</p> <p>Action – Head of Human Resources & Next Agenda</p>	Head of Human Resources & Next Agenda
11. Risk Register Review	<p>Document [K] – ‘St Brendan’s Sixth Form College – College Risk Register Committee Extract – January 2023’ – circulated previously</p> <p>11.1 Committee Risk Register Review [Update] [Minutes Dec § 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> <ul style="list-style-type: none"> ▪ § 1.8 Reduced Student Numbers – the College continues to act regarding Student transport and with negotiation with FirstBus™. Two new routes are being introduced by FirstBus™, and with the cancellation of service 96 FirstBus™ is to run a new SB3 route from Whitchurch to serve the southern catchment area for Schools and the College. The College is also engaging with partner schools to undertake visits to Year 10 pupils and inform them about the College Curriculum offer. The Sports 	Assistant Principal [Finance & Resources] & Next Agenda

Risk Register Review [Continued....]	<p>Development is likely to support College recruitment, and already Oasis Academy Brislington and St Bernadette's Catholic Secondary have expressed an interest in using the sports facilities at the College</p> <ul style="list-style-type: none"> ▪ § 2.9 Recruitment of Staff and absences – as considered earlier in the meeting ▪ § 2.11 Local Authority failure to support Higher Needs Funding agreement is ongoing in the financial current climate and pressures on local government ▪ § 6.13 Management information System – recent recruitment strengthens the College position ▪ § 6.23 Office for National Statistics [ONS] Public Sector finance – the College still cannot as Schools and Academies can, reclaim Value Added Tax. <p>Discussion</p> <p>[1] Governors also asked whether the Risks from the Sports Development are adequately reflected in the Risk Register? The Assistant Principal [Finance & Resources] will review that point. The Committee noted the Report. Action – The Assistant Principal [Finance & Resources]</p> <p>11.2 <i>Covid-19 Risk Management</i> [Update]: The Principal reported that Staff and Students are affected by the usual winter coughs and sneezes, and the Covid-19 status is being watched. The Committee noted the Report. Action –Principal & Next Agenda</p>	<p>Principal & Next Agenda</p> <p>Principal & Next Agenda</p>
12. Any Other Business	<p>12.1 List Committee Items for Report to Board of Governors:</p> <ul style="list-style-type: none"> ▪ Estate Development – monitoring progress and finances ▪ Staff Pulse Surveys – Staff Wellbeing ▪ College Budget 2022/2023 ▪ Financial Objectives and Targets 2023/2024 <p>Action – Clare Williamson</p>	<p>Clare Williamson</p>

13. Correspondence	13.1 None	
14. Next Meeting	14.1 Date of Next Meeting: Wednesday, 21 June 2023 at 16:00 [Subject to confirmation]	Clerk/ All Governors
Minutes of Meeting Prepared	Friday, 10 March 2023 Peter J Harrison [Clerk to Governors]	
Minutes Agreed	<p>Minutes of Meeting agreed as true and accurate record</p> <p>Wednesday, 21 June 2023</p>  <p>Signed: _____ Committee Chair</p>	