



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

# OPEN – MINUTES

**In Person and Virtual Meeting** Held On: Thursday, 30 March  
**D-Building Room D2/D3 at 16:00– 19:25 hrs**

**Governors Present:** Clare Williamson [Vice Chair of Governors], Svetlana Bajic-Raymond, Antonia Corrigan, James Creamer, Marian Curran [Principal], Sr Margaret Harlock MBE, Marie-Claire Harper, Harry Keaveney, Mark O'Sullivan [R]\*, Deborah Redwood (part), [10]

**Apologies:** Paul Ryan, Iain Turri, [2]

**Absent without Apology:** None [0]

**Attending:** Roger Boardman [Governor pending appointment], 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:** 10/12 [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 – Student Recruitment/Retention Attendance Report March 2023' – circulated previously
- Document [B] – 'St Brendan's Sixth Form College – Quality Improvement Plan [QIP] 2022/2023' – tabled\*
- Document [C] – 'St Brendan's Sixth Form College – College Accountability Agreement 2022/2023' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Annual Equality Diversity Inclusion Report' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Governors' Day 2023 – Feedback' – circulated previously
- Document [F] – 'St Brendan's Sixth Form College – Board of Governors Business Diary 2022/2023 Revision' – circulated previously

**Circulation:** All Governors, Clerk to Governors, Principalship, & [College Website after signature if declared OPEN].

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
<b>1. Welcome</b>	<p>1.1 Welcome: Clare Williamson [Vice Chair of Governors] opened the meeting with prayer. It was noted that Professor James Devenney [Chair of Governors] had resigned in February 2023.</p> <p>1.2 Apologies: The apologies from Paul Ryan, Iain Turri, were noted and accepted [2]</p> <p>1.3 Absent without Apology: None [0]</p> <p>1.4 Quorate: 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>	
<b>2. Declarations of Interest</b>	2.1 Declarations of Interest, Disability Access, Equality/Safeguarding 2022/2023: There were no new verbal declarations of pecuniary interest.	Next Agenda
<b>3. Minutes Previous Meetings</b>	<p>3.1 Previous Minutes Open [Thursday, 8 December] 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. <b>Action</b> – Clerk to Governors</p> <p>3.2 Previous Confidential Minutes [Thursday, 2 February]: The CONFIDENTIAL content of these Minutes was confirmed and agreed as a true and accurate record of the meeting without correction and signed by the Vice Chair of Governors present in person. The CONFIDENTIAL Minutes to be made available in Office Teams Governance files by the Clerk to Governors. <b>Action</b> – Clerk to Governors</p>	<p>Clerk to Governors</p> <p>Clerk to Governors</p>
<b>4. Minutes Actions Review</b>	<p>4.1 Invitation Mary Cox to attend Governors' Day [Minutes Dec § 7.3]: The Principal confirmed this action had been taken.</p> <p>4.2 Include Wellbeing in Health and Safety Reports [Minutes Dec § 8.2]: The Assistant Principal [Finance &amp; Resources] confirmed the action had been taken.</p>	

<b>Minutes Actions Review [Continued...]</b>	<p>4.3 Grading of Self-Assessment Report 2021/2022 [Minutes Dec § 9.1]: The Principal confirmed this action had been taken.</p> <p>4.4 External Auditor Report/Letter of Representation [Minutes Dec § 11.2]: The Principal confirmed this action had been taken.</p> <p>4.5 Annual Report Financial Statement [Minutes Dec § 11.4]: The Principal confirmed this action had been taken.</p> <p>4.6 Appointment Executive Director Finance [Minutes Feb § 4.1]: The Principal confirmed that the offer of the post had been accepted and the new Executive Director of Finance will be taking up duty in May 2023.</p>	
<b>5. Matters Arising</b>	<p>5.1 <i>None.</i></p>	
<b>6. Governors' Committee Reports</b>	<p>6.1 Audit Committee [230322]: The meeting was postponed, and a new date is yet to be agreed. The Board noted the report.</p> <p>6.2 Ethos Safeguarding Welfare Committee [230208] – Antonia Corrigan as the new appointed Chair of the committee reported the following matters were discussed</p> <ul style="list-style-type: none"> <li>▪ Safeguarding and Special Education Needs Disability [SEND]</li> <li>▪ Student Enrichment</li> <li>▪ Meeting National/Regional/Local Skills Need</li> <li>▪ Listening to Student and Communications</li> <li>▪ Chaplaincy</li> </ul> <p>The Board noted the report.</p> <p>6.3 Resources Premises Human Resources Committee [230308]: Clare Williamson reported:</p> <ul style="list-style-type: none"> <li>▪ Estate Development – monitoring progress and finances</li> <li>▪ Staff Pulse Surveys – Staff Wellbeing</li> <li>▪ College Budget 2022/2023</li> <li>▪ Financial Objectives and Targets 2023/2024</li> </ul> <p>The Board noted the report.</p>	

<p><b>Governors' Committee Reports</b> [Continued]</p>	<p>6.4 Strategy, Search Remuneration Committee [230315]: Clare Williamson reported that many of the items discussed also appear on the agenda for this meeting:</p> <ul style="list-style-type: none"> <li>▪ Peridot Partnership Governor recruitment</li> <li>▪ Clifton Diocesan Education Strategy</li> <li>▪ Estate Development</li> <li>▪ Academisation and Multi Academy Trusts</li> <li>▪ Accountability Statement</li> <li>▪ Realignment College Pastoral Structure</li> <li>▪ Induction Training for new Governors</li> <li>▪ Use of Office Teams</li> </ul> <p>The Board noted the report.</p> <p>6.5 Teaching Curriculum Quality Committee [230301]: Mark O'Sullivan reported:</p> <ul style="list-style-type: none"> <li>▪ Improvements and the actions taken to improve Teaching and Learning, particularly regarding Student employability and skills</li> <li>▪ Curriculum reform – T-Level and the implications for A-Level and Applied General. Communication with local Members of Parliament to safeguard Student choice</li> <li>▪ Continuing Professional Development</li> <li>▪ Appreciation for the work being done by Managers and Staff</li> </ul> <p>The Board noted the report.</p>	
<p><b>7. Diocesan Education Strategy</b></p>	<p>These three items were taken together:</p> <p>7.1 Aquinas Partnership Report [Update]: The Principal reported there was no new information about the on-going development of the Partnership. The Board noted the report.</p> <p>7.2 Diocesan Strategy Report [Update]: The Principal reported that the discussion among the Diocesan Catholic Secondary Schools is continuing. Mary Cox [Director of Education] – has not yet announced her policy regarding the implementation of the Bishops' vision for Multi Academy Trusts [MAT] or where the College might fit within it, but might be expected shortly to do so. The Board noted the report.</p>	<p>Standing Item</p> <p>Standing Item</p>

[illegible]

## 8. Principal's Report

Document [A] – 'St Brendan's Sixth Form College – Student Recruitment/Retention Attendance Report March 2023' – circulated previously

8.1 Student Recruitment/Retention/Attendance 2022/2023 Report: The Principal presented the report and updated the figures:

### Recruitment –

	2021/22 @ End of Mar 2021	2022/23 @ End of Mar 2022	2023/24 @ End of Mar 2023
TOTAL APPLICATIONS RECEIVED	2095	2299	2295
TOTAL OFFERS	1738	1498	1607
TOTAL ACCEPTANCES	1495	1188	1211

The Principal said that there are currently other applicants awaiting their personal interview as part of the process to ensure their options are appropriate.

Governors' discussion included:

[1] Why are the offer numbers down on those of previous years? The Principal explained that previously, applications were taken at face value and processed without interview. For 2023/2024 the College has changed the process in order that every applicant has a personal interview prior to any offer being made. This is thought to have the following benefits:

- Applicants are asked: 'Is the College your first choice?' In the past and probably this year too, many Schools and Academies encourage their pupils to apply to different Post-16 settings, and this leads to the situation where an applicant who is given an 'offer' and maybe accepts, then later withdraws and so prevents some other applicant from being offered a place. There have been 40 withdrawals recently for a variety of reasons
- The prior interviews also help to ensure that the quality of Education Information Advice Guidance [EIAG] is appropriate to each applicant's situation and ensures that the chosen Curriculum meets the individual's needs and ability

Standing Item

<p><b>Principal's Report</b> [Continued...]</p>	<p><b>Retention</b> – At this point in the Academic Year the College concentrates its attention of the needs of the Students in Year 12 who may be expected to move on to Year 13 in 2023/2024. Pastoral support and guidance is offered to those who are unsure and need specific support</p> <p><b>Attendance –</b> Overall attendance is 85.7% which is better than that for the City of Bristol Schools and Academies, in South Bristol at 80%. Comparing the College figure with National College data, also reflects on the lower average Attendance issue here in the Southwest.</p> <p>Governors discussed this matter: [1] What is the College doing to support Student Attendance? The Principal explained that since January 2023 the Attendance Policy and procedures have been changed so that Teachers who may be the first to notice an individual Student's poor attendance are expected to act, and only refer to the Pastoral Support team, when and if that is appropriate. There are already positive signs that the new procedure is having the effect of improving Attendance. [2] What issues affect Student Attendance? It was explained there are a wide variety of issues. To name a few:</p> <ul style="list-style-type: none"> <li>▪ Public Transport</li> <li>▪ Mental Health and wellbeing</li> <li>▪ Home circumstances</li> <li>▪ Economic pressures</li> <li>▪ Caring responsibilities</li> </ul> <p>The Board of Governors noted the report.</p> <p>8.2 Staff Recruitment/Appointments [Update]: The Principal reported that the College has successfully recruited the following members of Staff:</p> <ul style="list-style-type: none"> <li>▪ Teacher of Geography</li> <li>▪ Academic Mentor</li> <li>▪ Music Technology Teacher</li> <li>▪ Chaplain</li> </ul>	
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<p><b>Principal's Report</b> [Continued...]</p>	<ul style="list-style-type: none"> <li>▪ Report Writer &amp; System Developer</li> <li>▪ Administrator Coordinator</li> <li>▪ Two Administrators</li> <li>▪ Seven Examination invigilators</li> <li>▪ Executive Director of Finance</li> </ul> <p>The position for the Inclusive Learning Manager has been re-advertised. The Board of Governors noted the report.</p> <p>8.3 Industrial Action Impact Report: The Principal reported that the national pay negotiations for Teachers are still unresolved and there has been widespread industrial action. The College remained open and supported those Students who were affected by the cancellation of their classes. The College does not have high numbers of Staff who are members of the National Education Union [NEU] and on the dates of action locally the numbers of College Staff taking industrial action varied:</p> <ul style="list-style-type: none"> <li>▪ 2 March – 38 [63%]</li> <li>▪ 15 March – 31 [51%]</li> <li>▪ 16 March – 30 [50%]</li> </ul> <p>Governors will have heard in the media that the Government's offer has been rejected by the National Education Union [NEU] and is likely that further industrial action may take place next Term. [See below Minute § 11.5] The Board of Governors noted the report.</p> <p><b>Action – Principal &amp; Next Agenda</b></p> <p>8.4 Teaching &amp; Learning [Update] – standing item: The Vice Principal [Curriculum Quality Innovation] reported the current Quality Improvement Plan [QIP] is actively focussed on improving the quality of Teaching and Learning and is always subject to revision during the year as the College needs to rebuild and revise its Curriculum offer and delivery. The 'priority subjects' merit special attention. The feedback from the inspection by the Office For Standards in Education [OFSTED] is also proving to be useful The Board of Governors noted the report.</p>	<p>Principal &amp; Next Agenda</p>
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<p><b>Principal's Report</b> [Continued...]</p>	<p>8.5 Office for Standards in Education Inspection 2023 – interim review: The Principal thanked the Staff, Students and Governors for their support during the process of the Inspection. The Principal reminded the Governors of the background of previous inspections:</p> <ul style="list-style-type: none"> <li>▪ 2012 – GOOD</li> <li>▪ 2017 – short inspection rated the College GOOD</li> <li>▪ 2023 – likely to be a very solid GOOD</li> </ul> <p>The OFSTED Inspection team undertook several interviews involving Governors, Middle Managers, Teachers, and Students, and undertook 'deep dives' to examine the following areas of the Curriculum:</p> <ul style="list-style-type: none"> <li>▪ Psychology</li> <li>▪ Health and Social Services</li> <li>▪ Business</li> <li>▪ Chemistry</li> </ul> <p>The Principal explained that the feedback from last weeks' inspection by the Office For Standards in Education [OFSTED] is very positive. The final draft report will come to the College after the Easter vacation in May and then the College Management has five days to offer comments about the content. The final report is likely to be issued in May 2023 and will then be in the public domain. Until then, the content is confidential. The Principal listed some of the topics offered in the oral feedback, of which most were noted as GOOD:</p> <ul style="list-style-type: none"> <li>▪ Education Programmes for Young People</li> <li>▪ Quality of Education</li> <li>▪ Behaviour and Attitudes</li> <li>▪ Personal Development</li> <li>▪ Leadership</li> <li>▪ High Needs Provision</li> <li>▪ Meeting Skill Needs</li> </ul> <p>The feedback provided will form the basis of the ongoing revision of the College Quality Improvement Plan [QIP]. The Board of Governors and the Principalship last year rated the College overall as GOOD. It is believed the OFSTED Inspection 2023 will rate the College as GOOD.</p>	
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<b>Principal's Report</b> <b>[Continued...]</b>	<p>It was noted that the four members of the OFSTED Inspection team all had experience of Further Education Colleges and no experience of the Sixth Form College 16-18 perspective.</p> <p>Governors asked:</p> <p>[1] What impact did this have on the Inspection outcome? It is not yet clear until the final report is available, but clearly it is something the College needs to focus upon. Meeting local and national skills needs and preparing Students for employment has a high profile, but not in the same way that a College of Further Education might.</p> <p>[2] How can Governors assist in meeting local skills? It was suggested that Governor might have contacts in the community and suggest coming into College to speak to Students about their respective employment or industry experience. It was noted that the college already has good working contacts with employers and this information is available to Students on the College website 'Career's Programme'.</p> <p>The Board noted the report.</p> <p><b>Action</b> – Any Governor</p>	<p>Any Governor</p>
<b>9. College Self Assessment Report</b>	<p>Document [B] – 'St Brendan's Sixth Form College – Quality Improvement Plan [QIP] 2022/2023' – tabled*</p> <p>9.1 College Quality Improvement Report [Update] The Vice Principal [Curriculum Quality Innovation] tabled the written report. The layout was explained listed as:</p> <ul style="list-style-type: none"> <li>▪ Objective</li> <li>▪ Success Criteria</li> <li>▪ Actions</li> <li>▪ Timescale</li> <li>▪ Management Lead</li> <li>▪ Evaluation of Impact</li> <li>▪ Link to Strategic Plan Development</li> </ul> <p>Items are then rated as GREEN/YELLOW/RED to indicate priority. The intention is to ensure that the College Self Assessment Review [SAR] 2023 is outstanding overall.</p> <p>The Vice Principal [Curriculum Quality Innovation] explained that before the Inspection the College Management had identified several areas that need to be developed, for example the High Needs where the College has 45 Students currently.</p>	

<b>Comfort Break</b>	<div>Comfort Break</div> <div>Start 17:40 hrs</div> <div>End 18:10 hrs</div>	
<b>10. Policy Reviews</b>	10.1 None Identified:	
<b>11. College Financial Matters</b>	<p>Document [C] – ‘St Brendan’s Sixth Form College – College Accountability Agreement 2022/2023’ – circulated previously  Document [D] – ‘St Brendan’s Sixth Form College – Annual Equality Diversity Inclusion Report’ – circulated previously</p> <p>11.1 College Estate Development [Update]: The Assistant Principal [Finance &amp; Resources] informed the Board about the progress on construction work:</p> <ul style="list-style-type: none"> <li>▪ Generally, the project is developing well</li> <li>▪ 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 surface layers should be added and the playing surface available for use later in the summer</li> <li>▪ The Sports Pavilion piling, and foundation work is proceeding after some delays, and this may mean that this work will not be fully completed until November</li> <li>▪ Electricity supply for the floodlighting required negotiations with the National Grid to ensure that the on-site power substation had sufficient capacity. A recent cabling issue necessitated the emergency work on site today by the National Grid</li> <li>▪ Additional exit to Broomhill Road 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</li> <li>▪ Due to the delays and some other issues extra costs will be incurred</li> <li>▪ The overall Contract cost of £3.1 million is being met by: <ul style="list-style-type: none"> <li>○ Additional Capital Funding allocated to Colleges</li> <li>○ The commercial loan arranged with Allica Bank now signed and confirmed and approved following the Office for National</li> </ul> </li> </ul>	

<p><b>College Financial Matters [Continued...]</b></p>	<p>Statistics [ONS] public sector capital funding change in November 2022 midway in the funding negotiation:</p> <ul style="list-style-type: none"> <li>○ It will be funded from cash reserves</li> <li>○ a £0.5m donation from Clifton Diocese</li> <li>○ £1.5m unsecured loan from Allica Bank. The loan will be a 10-year term loan at an interest rate of 5.2 percentage points above Bank Base (currently 3%).</li> </ul> <p>The Board of Governors noted the report.</p> <p style="text-align: right;">[Deborah Redwood left the meeting 18:25]</p> <p>11.2 Outline Budget Planning 2023/2024: The Assistant Principal [Finance &amp; Resources] informed the Board of Governors that the Governors' Resources Premises HR Committee had reviewed the outline budget for 2023/2024 in greater detail, but the key points are:</p> <ul style="list-style-type: none"> <li>▪ A surplus budget will be developed for 2023/2024</li> <li>▪ Capital expenditure in 2023/2024 will be cut back to allow cash reserves to re-build</li> <li>▪ A surplus position will be planned for 2024/2025</li> <li>▪ The Budget is built up from the aggregated bids of Budget Holders and then reviewed and adjusted as required given the planned income</li> <li>▪ The budget is developed using a zero-base model</li> <li>▪ Education Skills Funding Agency [ESFA] national funding rates for 2023/2024 as set in the earlier Comprehensive Spending Review is still at 2.2% but this does not come near the rising inflation eg energy, services, or salaries</li> <li>▪ Student recruitment combined with the practice of 'lagged funding' will present a challenge</li> <li>▪ The timetable ensures that the Budget is approved well in advance of the next Financial Year</li> <li>▪ The Teacher's pay settlement for 2022/2023 is still outstanding, a 5% increase backdated to 1 September 2022 is within the budget for 2022/2023, but any higher settlement would be an issue for the College</li> </ul> <p>The Board of Governors noted the report.</p>	<p>Principal and Chair of Governors and Assistant Principal [Finance &amp; Resources]</p>
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<p><b>College Financial Matters [Continued...]</b></p>	<p>11.3 College Annual Accountability Agreement – for adoption: The Principal explained that the agreement is a new obligation placed upon Colleges by the Education Skills Funding Agency [ESFA]. The accountability agreement is a new product emerging from funding and accountability reforms. It is a two-part document setting the overall expectations of providers in return for the Department’s funding investment. The Board of Governors is required to adopt the document annually.</p> <p>The key points:</p> <ul style="list-style-type: none"> <li>▪ Purpose</li> <li>▪ Context and Place – Communities Served</li> <li>▪ Approach to Developing the Plan</li> <li>▪ Contribution to National, Regional and Local Priorities</li> </ul> <p>It was noted that there are some spelling errors in this draft version 6 of the document, which the Principal, agreed to correct for the final version.</p> <p><u>Proposal</u></p> <p style="text-align: center;">‘That the Board of Governors, should adopt the “College Annual Accountability Agreement 2022/2023”, as presented with amendments to be made, and authorise signature and publication’.</p> <p>Proposed: Clare Williamson Seconder: Sr Margaret Harlock MBE</p> <p style="text-align: right;">For: 9 Against: 0 Abstention: 0</p> <p>The proposal was adopted. The Principal and Chair of Governors to implement. The Board of Governors noted the report.</p> <p>11.4 Annual Equality Diversity Inclusion Report 2022/2023: The Principal presented the annual report, which sets out the why the College is a successful and inclusive Catholic Sixth Form College. The data contained in the report covers:</p>	<p>Principal and Chair of Governors</p>
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<p><b>College Financial Matters [Continued...]</b></p>	<ul style="list-style-type: none"> <li>▪ Student Equality Diversity <ul style="list-style-type: none"> <li>○ Student outcomes</li> <li>○ Student gender</li> <li>○ Student ethnicity</li> <li>○ Student disability and health</li> <li>○ Student learning difficulty</li> <li>○ Free School Meals [FSM] cohort</li> <li>○ Student destination data</li> </ul> </li> </ul> <p>It was noted that the Governors' Ethos Safeguarding Welfare Committee had reviewed the document in greater detail at its recent meeting.</p> <p>The Board of Governors noted the report.</p> <p>11.5 Teaching Staff Pay 2022/2023 Award [Update] [Minutes October § 10.4]: The Principal explained that the national Support Staff pay settlement for 2022/2023 had been agreed earlier and has been paid backdated to 1 September 2022, with the 5% pay increase. Governors will have heard in the media that the Government's recent offer to the Teachers has been rejected by the National Education Union [NEU] and it is likely that further industrial action may take place next Term following a ballot of members.</p> <p>The Principal noted given the challenging economic climate, and the fact that only a smaller proportion of our teaching staff are taking industrial action, our Teachers who are not involved in the dispute, have not received any increase in pay for 2022/2023. It is suggested that without prejudice to the National Education Union [NEU] right to continue its industrial action, the College might make an interim payment of 5% to its own Teaching Staff backdated to 1 September 2022. Such a 5% increase was allowed for within the College budget 2022/2023. This is not a formal settlement as the College is still a party in the national negotiations.</p>	
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<b>College Financial Matters [Continued...]</b>	<p><u>Proposal</u></p> <p style="text-align: center;">‘That the Board of Governors, should agree without prejudice to the National Education Union [NEU] right to continue its industrial action, to make an interim of 5% increase payment of salary to its Teaching Staff back dated to 1 September 2022’.</p> <p>Proposed: Clare Williamson Seconder: Marie-Clare Harper</p> <p style="text-align: right;">For: 9 Against: 0 Abstention: 0</p> <p>The proposal was adopted. The Principal and Assistant Principal [Finance &amp; Resources] to implement. <b>Action</b> – Principal and Assistant Principal [Finance &amp; Resources]</p>	<p>Principal &amp; Assistant Principal [Finance &amp; Resources]</p>
<b>12. Board of Governors’ Operations</b>	<p>Document [E] – ‘St Brendan’s Sixth Form College – Governors’ Day 2023 – Feedback’ – circulated previously Document [F] – ‘St Brendan’s Sixth Form College – Board of Governors Business Diary 2022/2023 Revision’ – circulated previously</p> <p>12.1 Revision of Instrument and Articles of Government [Minutes Dec § 12.1]: The Clerk to Governors referred to the decision taken by the Board of Governors in September 2021 [Minute 210923 § 3.1] to seek amendment of the Instrument and Articles of Government under the terms of Article 27. The then, Chair of Governors Professor James Devenney undertook to seek the approval of the Bishop who is the Diocesan Trustee as set out in Article 27. The intention was to permit the College to appoint Co-Chairs to reduce the work pressure on the holder of office as is permitted in Schools and Academies. With the departure of Professor James Devenney in February 2023 this decision by the Board of Governors in 2021 has not yet been completed. The Clerk to Governors explained he had prepared a draft of the required amendment to the Instrument and Articles of Government [I&amp;A] and drafted a letter for addressing to the Bishop and shared these two papers with Clare Williamson and Sr Margaret Harlock MBE. The Clerk to Governors noted that in recent times several new factors may need to be considered before the Board of</p>	

<p><b>Board of Governors’ Operations [Continued...]</b></p>	<p>Governors proceeds.</p> <p>In the discussion that followed these points were raised:</p> <p>[1] The role of the Catholic Education Service [CES] as the agency for the Bishops Conference of England and Wales overseeing Catholic Schools, and an earlier declaration that if one Sixth Form College seeks to change its I&amp;A then all must agree</p> <p>[2] The instrument and Articles of Government specifies under Article 27 that proposed changes to the I&amp;A can be submitted, subject to the Board of Governors agreement, to the Bishop to consider and approve</p> <p>[3] Evidence from the Association of Catholic Sixth Form Colleges [ACVIC] recent meeting that some Catholic Sixth Form Colleges in the context of the respective Diocesan strategies are planning to move into Academisation</p> <p>[4] Sixth Form Colleges Association [SFCA] talk of a Department For Education potential revision of the Instrument and Articles of Government for Colleges</p> <p>[5] The Single Academy option, possibly opening, for St Brendan’s Catholic Sixth Firm College raises the question whether to drop the suggested change to the I&amp;A pending the resolution of the future direction of the College</p> <p>[6] The Board of Governors must be assured that its decisions are legal and conform with the I&amp;A regulations</p> <p>[7] The procedures for the roles of Co-Chairs and Co-Vice Chairs also need to be defined. It was suggested that this issue be referred to the Governors’ Strategy Search Remuneration Committee for further consideration with the Committee to make a recommendation to the Board of Governors at the next meeting.</p> <p>The Board of Governors noted the report</p> <p><b>Action</b> – Chair of Governors &amp; Governors’ Strategy Search Remuneration Committee &amp; Next Agenda</p> <p>12.2 Framework of Governance [Minutes Dec § 12.2]: It was suggested that as only limited action has been taken with the revision of this document and in the light of the previous discussion the revision is best left for the present. [refer Minutes § 12.1]</p> <p>The Board of Governors noted the report.</p>	<p>Chair of Governors &amp; Governors’ Strategy Search Remuneration Committee &amp; Next Agenda</p>
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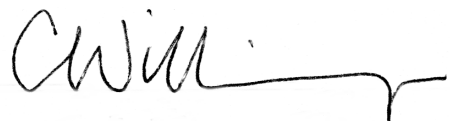


<b>Board of Governors’ Operations [Continued...]</b>	<p>12.3 Governors’ Day 2023 [Update] [Minutes Dec § 12.3]: The document already circulated set out some of the comments from Governors who attended the Governors’ Day in February. The suggestion that the Governors’ Day be held earlier in the academic year, maybe October, is still under consideration by the Principal.</p> <p><b>Action</b> – Principal &amp; Next Agenda</p> <p>12.4 Safeguarding Keeping Children Safe [Update] [Minutes Dec § 12.4]: Marie-Claire Harper noted all Governors have completed the mandatory refresher training arranged in September 2022. New appointees will be followed up as necessary.</p> <p>The Board of Governors noted the report.</p> <p><b>Action</b> – Marie-Clare Harper &amp; Next Agenda</p> <p>12.5 Evaluation Effectiveness of Governance [Update] [Minutes Dec § 12.5]: This is still part of the ongoing review, and it is anticipated that the Office For Standards in Education [OFSTED] inspection report expected shortly will also have a bearing on the assessment of management effectiveness.</p> <p>The Board of Governors noted the report.</p> <p><b>Action</b> – Clare Williamson and the Principal &amp; Next Agenda</p> <p>12.6 Governors’ Skills Report [Minutes Dec § 12.6]: Marie-Claire Harper explained that she has acquired additional samples of suitable questionnaires and would share these with the next meeting the Governors’ Strategy Search Remuneration Committee.</p> <p>The Board of Governors noted the report.</p> <p><b>Action</b> – Marie-Claire Harper &amp; SSREM Next Agenda</p> <p>12.7 Recruitment of Governors [Minutes Dec § 12.7]: It was reported that the search continues. The Board of Governors is pleased to welcome Svetlana Bajic-Raymond as the new Foundation Governor appointed by the Bishop, and Roger Bridgeman as a Co-opted Governor.</p> <p>In addition, the Peridot Recruitment Partnership will commence is trawl shortly. Another potential Foundation Governor was interviewed recently and is expected to be appointed.</p> <p>The Board of Governors noted the report.</p> <p><b>Action</b> – All Governors &amp; Next Agenda</p>	<p>Principal &amp; Next Agenda</p> <p>Marie-Clare Harper &amp; Next Agenda</p> <p>Clare Williamson &amp; Principal &amp; Next Agenda</p> <p>Marie-Clare Harper &amp; Next Agenda</p> <p>All Governors &amp; Next Agenda</p>
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<b>Board of Governors' Operations [Continued...]</b>	<p>12.11 Governors Business Diary 2022/2023 [Update]: The Clerk to Governors referred to the updated Governors' Business Diary 21022/2023 circulated for this meeting and noted that since last week already the date of the Governors' Audit Committee has already been postponed from 22 March and is now likely to be confirmed to take place on Wednesday, 3 May.</p> <p>The diary for 2023/2024 is on preparation and awaits the College Diary with the new Term days to be ready.</p> <p><b>Action</b> – Clerk to Governors/ Next Agenda</p>	Clerk to Governors & Next Agenda
<b>13. Board of Governors Review Strategic Risk Register</b>	<p>13.1 Board of Governors' Review Outstanding Risk Items [Red/Amber Items] The Principal, in the absence of the usual written report, explained that Risk Register undergoes a revision in June and January each year and identified the major risk being the matters discussed earlier in the meeting [Minutes § 7.2-7.3 above].</p> <p>The Board of Governors noted the report.</p> <p><b>Action</b> – Principal &amp; Next Agenda</p>	Principal & Next Agenda
<b>14. Correspondence</b>	14.1 None	
<b>15. Board of Governors' Briefing Next Meeting</b>	<p>15.1 Governors' Briefing Next Meeting: It was suggested that a briefing on the post Office for Standards in Education [OFSTED] Inspection Action Plan would be a suitable topic.</p> <p><b>Action</b> – Principal/Chair of Governors &amp; Next Agenda</p>	Principal/Chair of Governors & Next Agenda
<b>16. Any Other Business</b>	16.1 Retirement of Phillip Berry Assistant Principal [Finance & Resources]: Phillip Berry's last day of service is at the end of May. He has provided outstanding and high-quality service to the College in his important role of the management the budget and other services. The Education Skills	

<p><b>Any Other Business</b> [Continued...]</p>	<p>Funding Agency [ESFA] also recognised this in its recent appraisal of the College Accounts and Financial Statements submission of 2021/2022.</p> <p>Governors were pleased to toast Phillip Berry at the earlier comfort break, and to thank him for his service and to wish him well in retirement. Several leaving events are being planned,</p> <p>16.2 Svetlana Bajic-Raymond: Professor: Sr Margaret Harlock MBE wished to inform the Board of Governors about this appointment. It was noted that the Bishop had met with Svetlana Bajic-Raymond before agreeing to appoint her as a Foundation Governor of the College, even though she is not technically a 'Roman Catholic' as required by the Instrument and Articles of Government, having been baptised in the Orthodox faith. It was suggested that the Board of Governors should formally be made aware of the fact and formally accept the Bishops' personal appointment in this case.</p> <p><u>Proposal</u></p> <p style="text-align: center;">'That the Board of Governors note and accept, the circumstances of Svetlana Bajic-Raymond appointment as a Foundation Governor of the College'.</p> <p>Proposed: Marian Curran Seconded: Sr Margaret Harlock MBE</p> <p style="text-align: right;">For: 8 Against: 0 Abstention: 1</p> <p>The proposal was adopted.</p>	
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<b>17. Date Next Meeting</b>	<p>17.1 Date of Next Meeting – Governors’ Diary [Agreed dates]</p> <p>Board of Governors – Thursday, 6 July 2023 at 16:00</p> <p>Audit Committee – Wednesday, 3 May 2023 at 16:00</p> <p>Ethos Safeguarding Welfare Committee – Wednesday, 24 May 2023 at 16:00</p> <p>Resources Premises Human Resources Committee – Wednesday, 21 June 2023 at 16:00</p> <p>Strategy, Search &amp; Remuneration Committee – Wednesday, 26 April 2023 at 16:00</p> <p>Teaching Curriculum Quality Committee – Wednesday, 17 May 2023 at 16:00</p> <p>Governors’ Day 2023/2024 – to be agreed</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
<b>Notes</b>	None	
<b>Minutes Prepared</b>	<p>Monday, 3 April 2023</p> <p><b>Peter J Harrison</b></p> <p>[Clerk to Governors]</p>	
<b>Minutes Agreed</b>	<p><b>Minutes Approved</b></p> <p><b>Date Thursday, 6 July 2023</b></p> <p></p> <p><b>Signature</b> _____ <b>Chair of Governors</b></p>	