



ST BRENDAN'S CATHOLIC SIXTH FORM COLLEGE

Governors' Teaching Curriculum Quality Committee

MINUTES OF MEETING

Wednesday, 17 May 2023

Virtual Microsoft Office Teams Meeting (16:00–18:12 hrs)

**GOVERNORS/MEMBERS PRESENT:** Mark O'Sullivan [Chair], Svetlana Bajic-Raymond, Marian Curran [Principal], Margaret Harlock MBE, Paul Ryan, Clare Williamson [6]

**ATTENDING:** Stephen Clayson [Vice Principal Curriculum Quality Innovation], Vicki Haigh [Head of Teaching, Learning & Assessment], Peter J Harrison [Clerk to Governors], Robert Muranda [Careers Employability Manager] (part), Harry Keaveney, Bethany Channing-Cone, Daniel Smith.

**APOLOGIES:** None [0]

**ABSENT Without Apology:** None [0]

**CIRCULATION:** All Governors, College website

**QUORUM REQUIRED:** 3/6 (Voting Committee members)

Documents Circulated/Tabled\* at Meeting: **Circulation:** All Governors, Clerk to Governors, Senior Leadership Team, & [College Website after signature].

- Document [A] – 'St Brendan's Sixth Form College – Employability, Destinations and Career Ready – Briefing' – tabled\*
- Document [B] – 'St Brendan's Sixth Form College – Committee Terms of Reference' – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – Committee Terms of Reference Paper Proposing Revision' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Quality of Teaching & Learning Report' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Curriculum Offer Consideration and Trends 2023/2024' – circulated previously
- Document [F] – 'St Brendan's Sixth Form College – Curriculum Offer 2023-2024 [Provisional]' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Curriculum Offer 2023-2024 [Provisional]' – circulated previously
- Document [H] – 'St Brendan's Sixth Form College – Self Assessment Report [Update]' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – Quality Improvement 2022/2023 Report [Update]' – circulated previously
- Document [J] – 'St Brendan's Sixth Form College – Student Recruitment /Retention/ Attendance Report' – circulated previously
- Document [K] – 'St Brendan's Sixth Form College – Student Attendance and Punctuality Policy' – circulated previously
- Document [L] – 'St Brendan's Sixth Form College – Register Marking Monitoring Policy' – circulated previously
- Document [M] – 'St Brendan's Sixth Form College – Monitoring Evaluation and Quality Improvement Policy' – circulated previously
- Document [N] – 'St Brendan's Sixth Form College – Plagiarism Policy' – circulated previously
- Document [O] – 'St Brendan's Sixth Form College – Risk Register Committee Extract Report' – circulated previously

**Committee Briefing:**

**‘Employability, Destinations and Career Ready’**  
**by Robert Muranda [Careers & Employability Manager]**

**Introduction – OUR UCAS Vision**

Our vision is to make the University Colleges Admission Service [UCA] process a transformative experience for Students, providing them with the knowledge, guidance, and resources needed to make informed decisions about their higher education and career pathways. We aim to instil a sense of confidence, self-awareness, and ambition in our students, enabling them to embrace the opportunities that lie ahead.

Discussions and Questions

**Successes –**

After enumerating some specific individual successes, the activities, workshops, support, and services offered by St Brendan's Catholic Sixth Form College between 2022-2023 helped Year-12 Students prepare for their university applications.

The College provided comprehensive support to Students, ensuring their applications were of the best possible quality and enhanced the chances of receiving offers.

UCAS 2023 cycle saw 400 current St Brendan's Students apply to university, with a high percentage of applicants receiving at least one offer. The applications made included those to Bristol, University of the West of England, which was the most applied for university among the College's Students. Bristol, University of West England, also offered the most places.

In addition, most Students have a clear link between their current enrolments and future progression for university.

**Statistics – England**

Total National Applications 405,130 [January 2023]

National Application Rate 42.3% [44% previous year]

POLAR4 Application Rate 30.00% [Quintile 1-2] [POLAR4 classifies local areas across the UK according to the young participation in Higher Education]

- 68% of our Students live in low participation neighbourhoods [POLAR4 quintile 1 and 2]
- 18% are former ‘Pupil Premium’ Students, with 14% qualifying for a Post-16 bursary
- 23% of our cohort are from a black and global majority background
- 12% have special educational needs

**Statistics for the College –**

The total number of applicants from current St Brendan's Students was 400 for the 2022/2023 cycle

- 96% received at least one offer from a university.
- 26% of applicants received five offers
- 382 Students who applied for university courses
- 364 applied for courses that had a clear link and progression from their current enrolments at St Brendan's

St Brendan's Catholic Sixth Form College – 5 Year Trend UCAS Applications					
	2018	2019	2020	2021	2022
<b>Applicants</b>	432	493	539	524	571
<b>Acceptances</b>	386	437	491	443	467
<b>Not Placed</b>	37	48	42	65	92
<b>Withdrawn</b>	9	8	6	16	12
<b>Acceptance Rate</b>	89.4%	88.6%	91.1%	84.5%	81.8%

### Challenges / Areas for Development –

Lack of clarity for students regarding target grades and predicted grades. This can cause confusion and uncertainty, which may lead to poor decision-making and potential disappointment later in the process.

- Students not checking entry requirements, which can result in wasted time and effort if they are not eligible for their chosen courses
- Poor quality personal statements, which can reflect poorly on the applicant and reduce their chances of being accepted
- Issues with references, including length, tone, and errors, which can also impact an applicant's chances of success
- Insufficient communication about the support that is and is not available to former Students who are applying to UCAS
- Students submitting incomplete applications, which can harm their chances of acceptance
- Clashes between mock exams and UCAS deadlines, leading to issues with making changes to applications
- Fluctuations in predicted grades due to mock exam dates, which can also affect the application process
- Students failing to take advantage of UCAS drop-ins, which can provide valuable support and guidance throughout the application process
- Assessment deadlines that clash with UCAS personal statement submission, creating additional stress and pressure for applicants.

### Recommendation –

Creating a Microsoft Teams group for quality checkers, allowing for efficient and effective communication and collaboration between team members.

- Creating a Microsoft Teams group for students, providing them with access to useful resources and support throughout the application process
- Utilising SharePoint resources to provide students with access to relevant information and resources
- Recording UCAS progress on Pro Monitor, allowing for easy tracking of each student's progress and identifying any potential issues
- Allowing each subject teacher to dedicate 15 minutes of a lesson to help students log into UCAS and enter the correct qualification type for that class. This can help to ensure that students are submitting accurate and relevant information.
- Deciding on a specific number of times to contact students about unsuitable choices or personal statement amendments. This approach acknowledges that it is ultimately the Student's responsibility to make the final decision, while also providing guidance and support throughout the process
- Creating a step-by-step guide for ex-students on how to link as a reference only, with guidance from UCAS
- Creating a UCAS/apprenticeship guide, which would provide Students with a comprehensive guide to the application process, including tips and advice for success

- Dedicated tutorial time for setting up UCAS applications and UniFrog accounts during Term 6 of Year 12
- Staff working together across teams to ensure the new UCAS reference system is adopted at the College including involvement of Academic Mentors in the extenuating circumstances section.

#### **Destinations 2023/2024 –**

##### Offers Made

- 568 applicants made a UCAS application linking to St Brendan's as a Centre in the 2021-22 cycle. Offers Accepted
- 429 applicants accepted an offer of a place to start in 2022

##### Accepted a place for 2023

- Oxbridge [who don't tend to accept deferrals] – 0
- Russell Group – 10
- Sutton 30

##### Clearing – 14

- 41 applicants

##### Number of Apprenticeships

- Level 3 completers doing an apprenticeship – 16
- Access to Level 3 [ACL3] completer doing an apprenticeship – 1
- The 'Where are you now?' survey makes us aware of:
  - Ex-students now doing an apprenticeship – 18

#### **Discussion –**

[1] For Students not seeking University, how is the College engaging with local employers and work experience opportunities? The College is working with Future Work Experience [Future Quest] to build up these contacts locally.

[2] For Students interested in Apprenticeships, what are the options? These are usually on a one-to-one basis with the Student chosen employer or provider with the College offering individual career guidance sessions.

[3] National data from the Sixth Form College Association suggests only 40% go on to Higher Education. What are the reasons? A combination:

- Finance
- Academic ability
- Family/social background
- Fear of venturing too far at that age

The College intends in Term 6 to get all Year 12 Students into ProMonitor to record their destinations so they can be offered support and assistance through their chosen application process.

The Committee Chair thanked [Robert Muranda](#) [Careers & Employability Manager] for the very useful and informative briefing.

[Robert Muranda left the meeting 16:24 hrs]

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
<b>1. Welcome</b>	<p>1.1 Welcome: Mark O’Sullivan [Chair] opened the meeting with the Prayer of Saint Brendan and welcomed everyone to the MS Office Teams™ meeting.</p> <p>1.2 Apologies: None [0]</p> <p>1.3 Absent: None [0]</p> <p>1.4 Quorate: The meeting was declared quorate.</p>	
<b>2. Declarations of Interest</b>	2.1 Declarations of Interest: The members of the Committee confirmed there had been no change.	Next Agenda & Any Governor
<b>3. Committee Business</b>	<p>Document [B] – ‘St Brendan’s Sixth Form College – Committee Terms of Reference’– circulated previously Document [C] – ‘St Brendan’s Sixth Form College – Committee Terms of Reference Paper Proposing Revision’– circulated previously</p> <p>3.1 Annual Review Committee Terms of Reference [Update] [Minutes Mar § 3.1]: The Committee Chair apologised for the late delivery of a paper regarding the revision of the Committee’s Terms of Reference following the earlier discussion on account of technical IT issues. He would circulate the recommendations of the Subcommittee by email, and it was agreed that the Committee might then agree them by correspondence and recommend that the Board of Governors adopt the revised Terms of Reference.</p> <p><b>Action</b> – Mark O’Sullivan &amp; Next agenda</p>	Mark O’Sullivan & Next agenda
<b>4. Minutes Previous Meeting</b>	<p>4.1 Minutes of Meeting Governors’ Teaching Curriculum Quality Committee [1 March 2023]: It was agreed that some of the data noted in the briefing at the last meeting: ‘Transforming Raising Standards in Psychology’ were incorrect. In the Minutes [page 3 – Impact Outcomes bullet 5] should be deleted from the Minutes.</p> <p>The Minutes were then adopted as amended as a correct and true record and passed for electronic signature and publication on the website.</p> <p><b>Action</b> – Clerk to Governors</p>	Clerk to Governors

<b>5. Actions Review [Agenda not itemised]</b>	5.1 Student Attendance and Punctuality Policy [Minutes Mar §10.1]: The revised policy was presented for approval later in the meeting. [refer agenda § 9.1 below].	
<b>6. Matters Arising</b>	6.1 None.	
<b>7. Curriculum Teaching Learning &amp; Assessment</b>	<p>Document [D] – ‘St Brendan’s Sixth Form College – Quality of Teaching &amp; Learning Report’ – circulated previously  Document [E] – ‘St Brendan’s Sixth Form College – Curriculum Offer Consideration and Trends 2023/2024’ – circulated previously  Document [F] – ‘St Brendan’s Sixth Form College – Curriculum Offer 2023-2024 [Provisional]’ – circulated previously  Document [G] – ‘St Brendan’s Sixth Form College – Curriculum Offer 2023-2024 [Provisional]’ – circulated previously</p> <p>7.1 Quality of Teaching and Learning: The Head of Teaching, Learning &amp; Assessment referred to the written report, which was taken as read. Updating it, the Committee was informed:</p> <ul style="list-style-type: none"> <li>▪ The Lesson Observations with one or two exceptions have been completed</li> <li>▪ The recent Office for Standards in Education [OFSTED] Inspection report [to be published shortly] refers to the high-quality classroom Student experience with recommendations in some subject areas</li> <li>▪ The College was pleased to report that Mathematics has improved and was no longer classed as of ‘immediate concern’, but still needs further improvement. Whilst improvements have been made it is anticipated that results may continue to fall below College average.</li> </ul> <p>Discussion –</p> <p>[1] The Office for Standards in Education [OFSTED] Inspection report indicates the strength and good qualities of what the College was offering to its Students. A particular welcome was given to the news about Mathematics after some months of concern.</p> <p>[2] The good progress and improvement in the quality of Teaching and Learning was noted, but what were the factors contributing to this? A relentless and consistent approach and systematic effective use of the agreed processes with individual Teachers. Faculty Managers are working as a team to drive improvement and support each other. The Committee agreed that this is very positive, and the Staff involved were praised.</p> <p>[3] Regarding the ongoing issue, but diminishing issue with Mathematics has any cause been identified? The short answer was too many cooks in the kitchen’! It was difficult to identify any one individual, or group, of individuals who might be responsible.</p>	<p>Next Agenda – standing item</p>

<p><b>Curriculum Teaching Learning &amp; assessment</b> [Continued...]</p>	<p>[4] It was noted that Colleges of Further Education with good results were notable for their high quality Teaching and Learning and their Continuing Professional Development [CPD]. This combined with a vision of what the purpose of education is, which is not just about academic results.</p> <p>The Committee noted the report and congratulated the College on the very positive results of the Inspection.</p> <p><b>Action</b> – Vice Principal [Curriculum Quality Progression] to commend Staff &amp; Next agenda</p> <p>7.2 Information Technology Digital impact on Curriculum [Update]: The Head of Teaching, Learning &amp; Assessment offered a verbal report. Following the appointment in January 2023 of a new IT Data Manager several Staff roles were being realigned, especially regarding digital learning with a focus on the specific requirements in the different subject areas.</p> <p>Discussion –</p> <p>[1] The ‘gold rush’ to Artificial Intelligence [AI] is very much in the media and news, What is the College’s engagement? The College has revised its IT Acceptable Use Policy, but the rapid growth and changes need to be given careful consideration. Since it presents an ‘exciting opportunity’ but caution is needed. Bristol is one of the ‘key’ areas for cyber engineering. Security of data is vital.</p> <p>[2] Plans at Key Stage 3-4 for changes in the curriculum in Secondary Schools and Academies means that the College Student intake will be increasingly ‘cyber savvy’ – the College and its Staff need to be too.</p> <p>The Committee noted the report.</p> <p>7.3 Curriculum Offer 2023/2024: The Vice Principal [Curriculum Quality Progression] presented the two reports. The shape of the Curriculum is changing, and the College faces several issues:</p> <ul style="list-style-type: none"> <li>▪ Which subjects to offer?</li> <li>▪ What local relationships could be developed?</li> <li>▪ What could be planned for 2025 and beyond?</li> <li>▪ What, if any, T-Levels might the College offer and when? BTEC versus T-Levels remains an issue – in part a financial and political matter</li> <li>▪ What skills and experience could the College offer to its Students?</li> </ul> <p>Discussion –</p> <p>[1] Reference was made to the recent Office for Standards in Education Inspection Report with its apparent emphasis on the Inspection Teams experience in Further Education Colleges rather than in a more typical Sixth Form College. It was noted that the current Inspection Framework has one more year to run and may be superseded, especially if there is a change of Government in 2024.</p>	<p>Vice Principal [Curriculum Quality Progression]</p>
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<p><b>Curriculum Teaching Learning &amp; assessment</b> [Continued...]</p>	<p>[2] It was noted that local work experience might suit the delivery of some subjects, but many courses are more academic and do not have a local work experience element.</p> <p>[3] Access to Level 3 [ATL3] is changing as Students destinations and aspirations vary. The College needs to respond in terms of the delivery of T-Levels/A-Level and a continuing mixed Applied General Programme to offer Students a 'second chance' at Level 3 where they had missed their targets. It should be remembered that St Brendan's Catholic Sixth Form College is the largest local provider Post-16-18, and this needs to be more widely appreciated and highlighted by the marketing team.</p> <p>[4] The issue arising from the EBacc and changes in curriculum at Secondary level means that fewer pupils are studying languages or social subjects. But the question arises for Students what employment they might seek in later in life and where in the world might they be working, and therefore, what language skills might be useful? Can the College offer these?</p> <p>[5] Science has a high profile, and the College might need to improve its marketing to demonstrate the inspiring curriculum it can offer to these Students. The Committee noted the report.</p>	
<p><b>8. Quality Improvement</b></p>	<p>Document [H] – 'St Brendan's Sixth Form College – Self Assessment Report [Update] – circulated previously Document [I] – 'St Brendan's Sixth Form College – Quality Improvement 2022/2023 Report [Update] – circulated previously</p> <p>8.1 Self Assessment Report [SAR] 2022/2023: The Vice Principal [Curriculum Quality Progression] presented the report, which was taken as read. In summary, Overview – Actions</p> <ul style="list-style-type: none"> <li>▪ Individual Student support</li> <li>▪ Teacher discussions and improvements in application of the processes</li> <li>▪ Student Assessment being the 'key' element</li> </ul> <p>Future developments</p> <ul style="list-style-type: none"> <li>▪ Responding to the Office for Standards in Education Inspection Report recommendation about High Needs Students</li> <li>▪ In College, the initiation of the Self Assessment Report [SAR] 2022/2023 consultation among Staff to ensure a smooth process into the autumn presentation to the Board of Governors</li> </ul> <p>The Committee noted the report.</p>	<p>Next Agenda</p>



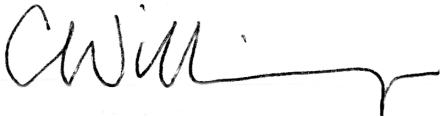
<p><b>Quality Improvement</b> [Continued....]</p>	<p>8.2 Quality Improvement Plan [QIP] 2022/23 [Update] [Minutes Nov § 8.2]: The Vice Principal [Curriculum Quality Progression] updated the previous report to show the progress being made with the Quality Improvement Plan [QIP] actions and briefly reviewed:</p> <ul style="list-style-type: none"> <li>▪ Development of the High Needs Student and High Academic Student outcomes</li> <li>▪ Further development of the skills and employability of Students experience</li> <li>▪ Improvements to the processes to improve Student punctuality and Attendance</li> <li>▪ Improved use of Management data at all levels</li> <li>▪ Further development of Teaching and Learning improvement</li> </ul> <p>The Committee noted the report.</p> <p>8.3 Office For Standards in Education Report 2022/2023 [Update]]: The Principal reported that the final publication of the Inspection report will be on Monday, 22 May 2023. A Press Release is being prepared.</p> <p>Comments –</p> <ul style="list-style-type: none"> <li>▪ There are strengths in the report which is rated GOOD overall</li> <li>▪ Any concerns or recommendations raised in the report will be addressed</li> <li>▪ This OFSTED Inspection team had little, if any, experience of the Sixth Form College situation. This lack is reflected in the content of their report which views the College in an adult Further Education context. Although the Principal responded with comments addressing the provisional report, OFSTED made no changes to the original text, as their covering letter with the final report states</li> <li>▪ Some points: <ul style="list-style-type: none"> <li>○ Radicalisation to be addressed more clearly in Tutorials, possibly with the addition of bringing speakers into College for this purpose</li> <li>○ Work Experience will be added specifically to Student development and schemes of work</li> <li>○ The report refers to skills training, but it is currently unclear what that means – what skills and in what context? The reference to Teacher skills is also a little imprecise, as it seems not to relate to their professional skills as teachers</li> <li>○ Involvement of ‘stake holders’ in planning the content and design of the Curriculum is thought unlikely in practice, but a greater number of Employers may be invited to meet with groups of Students in some subject areas</li> <li>○ Increase the numbers of visits to Universities although this has financial implication given the number of groups of Students and distances to be travelled to various locations</li> </ul> </li> </ul>	
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<b>Quality Improvement</b> [Continued...]	<p>Discussion –</p> <p>[1] The College already has links with the University of Bristol; Bath Spa University, and the University of West of England, but these might be improved, and the College better known in the local area?</p> <p>[2] The report emphasis on the local Employer involvement and skills in a sign of the overarching political aspect of the existing OFSTED Framework of Inspection, and the emphasis on the Further Education context is evidence of this. A change of Government might bring changes here too.</p> <p>[3] In 2022 the new OFSTED Framework of Inspection was set to have a two-year lifespan, which is due to end in 2024.</p> <p>The Committee noted the report.</p>																					
<b>9. Principals’ Report</b>	<p>Document [J] – ‘St Brendan’s Sixth Form College – Student Recruitment /Retention/ Attendance Report’ – circulated previously</p> <p>9.1 &amp; 9.2 Student Recruitment/Attendance Report 2022/2023: The Principal present and updated the report providing the latest details for 2023/2024 Recruitment:</p> <table><tr><th colspan="4">Student Recruitment – February 2023 [Updated Mid May for this year]</th></tr><tr><th></th><th>2021/2022</th><th>22022/2023</th><th>2023/2024</th></tr><tr><td>Applied</td><td>2095</td><td>2299</td><td>2401</td></tr><tr><td>Offered</td><td>1738</td><td>1498</td><td>1949</td></tr><tr><td>Accepted</td><td>1495</td><td>1188</td><td>1680</td></tr></table> <p><b>Recruitment</b></p> <p>The Principal reported the usual ‘taster’ events will be held in the summer to help enrollers to appreciate what the College offers. Review of the national data for applications indicates that are at 86% and lower than the 90% of the previous year</p>	Student Recruitment – February 2023 [Updated Mid May for this year]					2021/2022	22022/2023	2023/2024	Applied	2095	2299	2401	Offered	1738	1498	1949	Accepted	1495	1188	1680	<p>Next Agenda</p>
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<b>Principals’ Report</b> [Continued...]	<b>Retention</b> <table><tr><th colspan="5">Student Retention – February 2023 [Updated Mid May for this year]</th></tr><tr><th>Target 92%</th><th>2Y1</th><th>3Y1</th><th>3Y2/3</th><th>Total</th></tr><tr><td>Enrolled</td><td>118</td><td>1168</td><td>788</td><td>1019</td></tr><tr><td>Currently Enrolled</td><td>96</td><td>1019</td><td>732</td><td>970</td></tr><tr><td>Retention %</td><td>81.4%</td><td>87.7%</td><td>92.9%</td><td></td></tr></table> <b>Attendance</b> <table><tr><th colspan="3">Student Attendance February 2023 [same periods]</th></tr><tr><th>Target 95%</th><th>2022/2023</th><th>2021/2022</th></tr><tr><td>Female</td><td>87.8%</td><td>84.5%</td></tr><tr><td>Male</td><td>87.6%</td><td>84.4%</td></tr><tr><td>Overall</td><td>87.7%</td><td>87.2%</td></tr></table> <p>In discussion, The usual causes of absence are well known and are specific to the individual case. There is a variety of reasons and a number relate to problems with the local transport. In some cases, it relates to mental health. Two new bus routes have just been announced which may assist Students travelling in South Bristol.</p> <p>The Committee noted the report.</p>	Student Retention – February 2023 [Updated Mid May for this year]					Target 92%	2Y1	3Y1	3Y2/3	Total	Enrolled	118	1168	788	1019	Currently Enrolled	96	1019	732	970	Retention %	81.4%	87.7%	92.9%		Student Attendance February 2023 [same periods]			Target 95%	2022/2023	2021/2022	Female	87.8%	84.5%	Male	87.6%	84.4%	Overall	87.7%	87.2%	
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<b>10. Policy Review</b>	<p>Document [K] – ‘St Brendan’s Sixth Form College – Student Attendance and Punctuality Policy’ – circulated previously</p> <p>Document [L] – ‘St Brendan’s Sixth Form College – Register Marking Monitoring Policy’ – circulated previously</p> <p>Document [M] – ‘St Brendan’s Sixth Form College – Monitoring Evaluation and Quality Improvement Policy’ – circulated previously</p> <p>Document [N] – ‘St Brendan’s Sixth Form College – Plagiarism Policy’ – circulated previously</p> <p>10.1 Student Attendance and Punctuality Policy: Vice Principal [Curriculum Quality Progression] presented the policy which was taken as read. It was noted that this policy and the ones that follow are not Statutory Policies that</p>																																									

<b>Policy Review [Continued...]</b>	<p>the Board of Governors is obliged to formally adopt, but rather operational policies and procedures for this Committee to approve. The Committee approved the policy. <b>Action</b> – Vice Principal [Curriculum Quality Progression] to implement</p> <p>10.2 Register Marking and Monitoring Policy [Minutes Mar § 10.2]: As at Minute § 10.1 above The Committee approved the policy. <b>Action</b> – Vice Principal [Curriculum Quality Progression] to implement</p> <p>10.3 Monitoring Evaluation and Quality Policy: As at Minute § 10.1 above The Committee approved the policy. <b>Action</b> – Vice Principal [Curriculum Quality Progression] to implement</p> <p>10.4 Plagiarism Policy: As at Minute § 10.1 above The Committee approved the policy. <b>Action</b> – Vice Principal [Curriculum Quality Progression] to implement</p>	<p>Vice Principal [Curriculum Quality Progression]</p> <p>Vice Principal [Curriculum Quality Progression]</p> <p>Vice Principal [Curriculum Quality Progression]</p> <p>Vice Principal [Curriculum Quality Progression]</p>
<b>11. Risk Register Review</b>	<p>Document [0] – ‘St Brendan’s Sixth Form College – Risk Register Committee Extract Report’– circulated previously</p> <p>11.1 <i>Review of Risks Allocated to Committee</i> [Update]: The Vice Principal [Curriculum Quality Progression] presented the report, which was revised in January 2023.</p> <ul style="list-style-type: none"> <li>▪ § 2.1 Following the recent Office for Standards in Education Inspection this item now has a lower profile in terms of risk</li> <li>▪ § 2.5 The duplication of Risk item § 2.5 was noted to be deleted</li> </ul> <p>All the remaining items are Residual GREEN with ongoing actions in place. <b>Action</b> – Vice Principal [Curriculum Quality Progression]</p>	<p>Vice Principal [Curriculum Quality Progression] &amp; Next Agenda</p>
<b>12. Committee Business</b>	<p>12.1 Committee Briefing Next Meeting: It was suggested as at some previous meetings that the: The Vice Principal [Curriculum Quality Progression] and Committee Chair would agree a suitable topic nearer the time, as the next scheduled meeting is in November some time distant. <b>Action</b> – Vice Principal [Curriculum Quality Progression] &amp; Mark O’Sullivan</p>	<p>Vice Principal [Curriculum Quality Progression] &amp; Mark O’Sullivan &amp; Next Agenda</p>

<b>Committee Business</b> [Continued....]	12.2 Report topics for Board of Governors: The Committee proposed the following: <ul style="list-style-type: none"> <li>▪ Improvements in Mathematics</li> <li>▪ Office for Standards in Education Inspection Report findings</li> <li>▪ Curriculum offer 2023/2024</li> <li>▪ Approved non-Statutory policies</li> </ul> <b>Action</b> – Mark O’Sullivan	Mark O’Sullivan
<b>13. Any Other Business</b>	13.1 Committee Business Diary 2023/2024: The Clerk to Governors noted that at a previous meeting a suggestion had been made that the due to the weight of business, the Committee might resume having four meetings each year instead of the three as currently. The practice of each Governor Committee meeting four time in year was abandoned in 2015 to reduce the number of meetings Governors were required to attend, and to establish the principle that Governors would only have one meeting in any one week, and that Committee meetings would precede the Board of Governors meeting in each Term cycle.  There was brief discussion, the Chair noting that efforts had been made in recent meetings to shorten reports and reduce duplication in agenda topics, and the Committee agreed to retain the current three meetings each year unless there was an urgent need to address any specific issue. The forthcoming revision of the Committee’s Terms of Reference may also facilitate a better focus and avoid repetition of business in subsequent meetings.  The Clerk to Governors reported that the draft Governors’ Business Diary 2023/2024 is being prepared and awaits some further date information from the College before being presented to the Board of Governors for adoption.  Currently, the planned dates for the Governors’ Teaching Curriculum Quality for 2023/2024 are: <ul style="list-style-type: none"> <li>▪ Wednesday, 8 November 2023</li> <li>▪ Wednesday, 28 February 2024</li> <li>▪ Wednesday, 15 May 2024</li> </ul> <b>Action</b> – Clerk to Governors	
<b>14. Correspondence [Not covered within the Agenda]</b>	14.1 Correspondence: None	

<b>15. Next Meeting</b>	15.1 Date of Next Meeting: Wednesday, 8 November 2023 – at 16:00 [To be confirmed]	Clerk/ Governors
<b>Minutes of Meeting Prepared</b>	<p>Wednesday, 17 May 2023</p> <p>Peter J Harrison [Clerk to Governors]</p>	
<b>Minutes Agreed</b>	<p><b>Minutes of Meeting agreed as true and accurate record</b></p> <p><b>Date: Wednesday, 8 November 2023</b></p>  <p><b>Signed: _____ Committee Chair [Acting]</b></p>	