

**GOVERNORS/MEMBERS PRESENT:** Antonia Corrigan [Chair], Marian Curran [Principal], Sr Margaret Harlock MBE, Deborah Redwood (part) [4]

**ATTENDING:** Liz Burkey [SEND Co-ordinator] (part), Peter J Harrison [Clerk to Governors], Laura Howe-Haysom [Head of Student Services], Alexandra Moruzzi [Vice Principal Student Experience Progression], Robert Muranda [Careers & Employability Manager] (part), Harry Keaveney, Daniel Smith.

**APOLOGIES:** None

**ABSENT** Without Apology: None

**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 – Student Recruitment/ Retention/Attendance Report April 2023' – circulated previously
- Document [B] – 'St Brendan's Sixth Form College – Year 10/11 Schools Transition Programme' – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – University and Colleges Admission Service Cycle 2023' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Level 2 Work Experience Health & Social Care and Access to Level 3 Report' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Bristol Future Talent Partnership Work Experience Insight Weeks Report' – circulated previously
- Document [F] – 'St Brendan's Sixth Form College – Special Educational Needs Disability Report' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Student Governor Report' – circulated previously
- Document [H] – 'St Brendan's Sixth Form College – Recruitment Student Governors Report 2023' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – Student Union Annual Report 2022/2023' – circulated previously
- Document [J] – 'St Brendan's Sixth Form College – Safeguarding Report [update]' – circulated previously
- Document [K] – 'St Brendan's Sixth Form College – Student Admissions Policy' – circulated previously
- Document [L] – 'St Brendan's Sixth Form College – Student Attendance and Punctuality Policy' – circulated previously
- Document [M] – 'St Brendan's Sixth Form College – Risk Register Committee extract' – circulated previously
- Document [N] – 'St Brendan's Sixth Form College – Terms of Reference Governors' Ethos Safeguarding Welfare Committee [draft]' – circulated previously

Circulation: All Governors, Clerk to Governors, Senior Leadership Team, & [College Website after signature].

## Committee Briefing –

### ‘College Attendance’

By Alexandra Moruzzi [Vice Principal Student Experience Progression]

## Introduction

The context of this briefing is focus on Student Attendance and Punctuality. It is reasonable for us to look at our College attendance Pre-Covid to provide us with something comparable. During Covid – our Attendance rates are skewed as lessons were delivered online and whilst ‘attendance’ to online lessons was higher, it did not consider engagement with lessons,

## The Attendance Quiz

How much do we think we know about our College Attendance!

Some Numbers to choose from to help you to respond to each question:

Student Attendance Quiz		
77	65	94
90	95	92
79	100	76

Questions:

- [1] Which figure was our lowest Attendance % so far this year?
- [2] Which figure was our highest Attendance % so far this year?
- [3] What is our benchmark Attendance for entering Students into the termly prize draw?
- [4] Which number represents our highest Subject Attendance? Any guess as to which Subject? [Bonus prize for getting the correct Subject!]
- [5] Which number represents our second highest Subject Attendance? Any guess as to which Subject? [Bonus prize for getting the correct Subject!]
- [6] Which number represents our Attendance to Religion Philosophy Ethics [RPE]?
- [7] Which number represents our Attendance to Tutorial?
- [8] Which number is my year of birth?!
- [9] An Access To Level 3 [ATL3] Student has the highest Attendance on the programme – what is their Attendance figure?

### **Collation of Data**

The data is initially collected by the classroom Teacher, who is responsible for recording Student attendance within the first 15 minutes of the start of the lesson. Lateness and absence are followed up and reported on the College system. Repeated failures in Attendance are then followed upon an individual basis, with the offer of support where required.

### **Access To Level 3 –**

Reviewing Student Attendance through the year in various categories and Year groupings the Access to Level 3 cohort [ATL3]. The College's most disadvantaged as they've not passed their GCSEs, and they have seen their peers progress onto Level. These Students frequently have a wide range of Safeguarding issues as well as difficulties in managing their motivation, coupled with feelings of failure and having not got on the stage of education as they had expected. Some also have behavioural issues which tend to emerge in the first term. This Cohort took a significant dip in Attendance in December down to 54%. But this has recovered by 15% by March then dropped again in April.

### **Year 12 Students –**

Year 12 in comparison to 2019, we are tracking slightly lower by 4%. In comparison to this time last year, we are 4% above. Again, in December, we saw Attendance take a real decrease down to 73.1% and this recovered by 8% in January 2023.

### **Year 13 Students –**

Year 13 registers are E marked for June to counter for Examination season. We saw a decrease in Attendance in December, and this has increased by 4% but we are still below in comparison to this time last year.

### **Education Health Care Plan [EHCP] Students –**

The College started to track and monitor our disadvantaged groups on a weekly basis with Vice Principal [Student Experience Progression] [VPSEP], Special Needs Disability [SEND] Lead and Inclusion Lead reviewing and monitoring actions. This has helped to ensure we act quickly where needed but also that these Students, who are our most vulnerable, are not lost. Each Student has their own context. For example, one Student is a Year 13 Student with zero recent Attendance. The College is working closely with the Student who has an offer from Oxbridge and the College has written a letter of support regarding the extenuating circumstances. Vice Principal [Student Experience Progression] [VPSEP] has recently met with the Student and in regular contact with their Parent. We have seen Attendance stabilise for a lot of these Students and where it dips, the College knows exactly the reason why, and support is in place.

### **Children in Care –**

As above re monitoring.

### **Students on Health Wellbeing Care Plans –**

A new group the College has created to improve the understanding about the numbers of Students and the regular monitoring that would also support the Teachers. Students on Health and Wellbeing Plans identifies those whose Attendance is impacted by an ongoing health or mental health condition.

### **Whole College Picture –**

Question to ask is what benchmark / what does Attendance look like in other Colleges?

- Recent Six Dimensions data has produced Attendance data by Subject and Cohort.
- A level overall subject Attendance benchmark [doesn't include vocational qualifications such as Criminology, Health & Social Care [HSC], Extended Project Qualification [EPQ], or core Maths]
  - Year 12 – 94.9%
  - Year 13 – 90.7%

### **Office for Standards in Education Inspection Report – summary**

'Student Attendance is generally monitored effectively, and absences are followed up with appropriate strategies, including contacting Parents and Carers and setting useful targets. However, a minority of Teachers do not reinforce high expectations regarding punctuality effectively. Therefore, a minority of Students have not yet developed this employability skill.'

### **Discussion –**

[1] Where the 'drops' in Attendance occur, what are the causes and how does the College react? Various factors have been identified including the fall of the Term breaks, Bank Holidays, the timing of public examinations, and individual Student stresses or issues. The College Welfare Referral Team offer support and, in some cases, onward referral.

[2] Bristol and South Bristol is reported as having poor Pupil Attendance in its Schools and Academies. What comparison with the College data? The Committee was advised that to compare 'like with like' as St Brendan's Catholic Sixth Form College is the sole Sixth Form College locally, the Attendance data for comparison is drawn from Six Dimensions and like the Sixth Form Colleges in the Sixth Form College Association [SFCA]. The Attendance issue in Bristol Schools is also a recognised issue nationally. One of the issues the College is addressing is that in the pre-Enrolment stage the College needs to have the data and records from the Secondary Schools relating to Attendance, but this is often not forthcoming at the start of the Academic year.

[3] What impact on Student Attendance might be caused by home circumstances, or Parents not working or working from home? The meeting was told that the College Staff follow up the individual Student circumstances and where appropriate also engage with the family.

[4] Attendance at the Religion Philosophy Ethics [RPE] programme and Tutorials also has low Attendance. The College is reviewing this situation and gathering Student feedback with the intention of addressing these issues in Term 6 for introduction in 2023/2024.

The Chair of the Committee thanked the Alexandra Moruzzi [Vice Principal Student Experience Progression] for her presentation and comprehensive report about this very encouraging and positive development.

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
<b>1. Welcome</b>	<p>1.1 Welcome: The Committee Chair welcomed those attending Staff and the nominated Student Governor. The meeting opened a prayer.</p> <p>1.2 Apologies: None [0]</p> <p>1.3 Absent Without Apology: None [0]</p> <p>1.4 Quorate: The meeting was declared quorate.</p> <p>NOTE: The meeting was quorate throughout, although some Governor had to leave briefly, or had arrived late.</p> <p>Agenda Order: 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 in the Minutes has been maintained for ease of reference in the Minutes record</p>	
<b>2. Declarations of Interest &amp; Disability Access &amp; Diversity</b>	<p>2.1 Declarations of Interest: Governors confirmed there had been no change.</p>	<p>Next Agenda &amp; Any Governor</p>
<b>3. Minutes Previous Meeting</b>	<p>3.1 Minutes of Previous Meeting [8 February 2023]: The Minutes were then agreed to be a true and accurate record and were passed for electronic signature and publication on the web.</p> <p><b>Action</b> – Clerk to Governors</p>	<p>Clerk to Governors</p>
<b>4. Actions Review [Agenda not itemised]</b>	<p>4.1 Equality Diversity Inclusion Report and Action Plan [Minutes Feb § 7.8]: The Principal confirmed this action was done.</p> <p>4.2 Governor National College Training Safeguarding [Update] [Minutes Feb § 7.8]: The Clerk to Governors confirmed that he had contacted Marie-Claire Harper [Link Governor for Governor Training and induction] to confirmed that the National College Training Safeguarding programme will be reissued in September 2023.</p>	
<b>5. Matters Arising</b>	<p>5.1 None Identified:</p>	

## 6. Principal's Report

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

### 6.1. Student Recruitment Retention 2022/2023 Report: The Principal reported the latest figures:

Student Recruitment – Previous Years Data April [2023/2024 24 May]			
	2023/2024	2022/2023	2021/2022
Applied	2422	2464	2309
Offered	1970	1859	1930
Accepted	1700	1667	1762

The Recruitment for the coming Academic year is on a positive path and anticipated numbers expected to rise by the end of May:

- Year 12 Students – 1200 expected to enrol
- Year 13 – 955 existing Y12 Students expected to return

The total 2155, if realised, would be important for the funding of the College in 2024/2025 due to 'lagged funding', with Retention also being a 'key' factor affecting future funding income.

The Committee noted the report.

#### **Action – Principal**

6.2 Student Retention 2022/2023: The Principal reported that the current figure of 86.1% overall is positive, at this point of the Academic year. Students with uncertain Attendance or Retention continue to merit close attention and ongoing intervention and support.

The Committee noted the report.

#### **Action – Principal**

6.3 Student Attendance 2022/2023: The figure reported is 84.6% with female Students having the better Attendance. As above.

The Committee noted the report.

Principal & Next  
Agenda

Principal & Next  
Agenda

<p><b>7. College Business</b></p>	<p>Document [B] – ‘St Brendan’s Sixth Form College – Year 10/11 Schools Transition Programme’– circulated previously  Document [C] – ‘St Brendan’s Sixth Form College – University and Colleges Admission Service Cycle 2023’– circulated previously  Document [D] – ‘St Brendan’s Sixth Form College – Level 2 Work Experience Health &amp; Social Care and Access to Level 3 Report’– circulated previously  Document [E] – ‘St Brendan’s Sixth Form College – Bristol Future Talent Partnership Work Experience Insight Weeks Report’– circulated previously  Document [F] – ‘St Brendan’s Sixth Form College – Special Educational Needs Disability Report’– circulated previously</p> <p>7.1 Denominational Inspection [update] – standing item: The Principal reported that with the recent appointment of the new College Chaplain the intention is during Term 6 to take a ‘deep dive’ into the role of the Chaplain, and to review the content and delivery of the Religion Philosophy Ethics [RPE] programme and evaluate its effectiveness.  The Committee noted the report.</p> <p>7.2 Student Year Ten/Eleven Transition Programme Report: The Vice Principal [Student Experience Progression] noted given its importance this is a recurring agenda item. The College continues with the work to collaborate and liaise with other establishments:</p> <ul style="list-style-type: none"> <li>▪ Visits to Secondary Schools to support applications/enrolment and to support any Special Education Need Disability [SEND] pupils</li> <li>▪ School Liaison – Planning for Year 10 Discovery Days is well underway with the Marketing team and the Directors of Faculty planning the following: <ul style="list-style-type: none"> <li>▪ 2023 10-11 July, the College will be hosting Discovery Days for our main feeder schools:</li> <li>▪ Broadlands Academy, Keynsham</li> <li>▪ St Bernadette’s Catholic Secondary School</li> <li>▪ Oasis Brislington</li> <li>▪ Oasis John Williams</li> <li>▪ Fairfield School</li> <li>▪ Bridge Learning Campus</li> <li>▪ King’s Oak -now withdrawn</li> <li>▪ Bedminster Down -now withdrawn</li> </ul> </li> </ul> <p>The Committee noted the report.</p> <p>7.3 University &amp; Colleges Admissions Service [UCAS] Applications Cycle 2023/2024: Robert Muranda [Careers &amp; Employability Manager] presented his report. The report highlights the various activities and support offered by St Brendan's College between 2022-2023 to help Year 12 Students prepare for their university applications for the</p>	
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<p><b>College Business</b> <b>[Continued...]</b></p>	<p>2023 UCAS cycle. The report covers events, workshops, support, and services the College provides to aid Students in their application journey.</p> <p>Applicant preparation activities include:</p> <ul style="list-style-type: none"> <li>▪ UCAS Exhibition March 2022: Around 150 Year 12 Students attended the UCAS Discovery Exhibition 2022, which featured universities from around the UK and information sessions</li> <li>▪ The Careers Team organised an information evening for Year 12 Parents/Carers</li> <li>▪ Future Progression Day featured informative workshops about UCAS and applying to university including topics about Personal Statements; Choosing the Right University Course; Student Finance; Applying to Competitive Universities; ‘Oxbridge’ Interviews and Application Support</li> <li>▪ UniFrog™ Assemblies June 2022: All Year 12 Students were invited to receive information about using the online resources to plan their next steps after College</li> <li>▪ The Careers Team organised the annual St Brendan's Careers Fair, which featured 25 universities from across the country providing information and details of courses available</li> <li>▪ The College offers ongoing personal support for Students throughout the process with the intention that all the deadlines are met, and allowance is made for Staff to check applications and personal statements prior to issue</li> </ul> <p>Application statistics in the 2023 cycle:</p> <ul style="list-style-type: none"> <li>▪ 400 applications</li> <li>▪ 96% received at least one offer of a place</li> <li>▪ 26% received five offers</li> <li>▪ 14% applied to local universities</li> </ul> <p>The written report includes several recommendations for improving the Student support and enhancing the UCAS cycle for 2024.</p> <p>A future meeting will offer details of the actual Student destination outcomes for the 2023 cohort.</p> <p>The Committee noted the report.</p> <p>7.4 Student Work Experience Programme: Robert Muranda [Careers &amp; Employability Manager] presented the report. The vision for the College's for Work Experience Programme is that it will empower Students, offer them growing confidence in planning their futures and by gaining appropriate work and life skills to achieve their aims.</p> <p><b>Health &amp; Social Care Students</b> – have visited several organisations, including placements and offers. Employers are expected to offer feedback about:</p> <ul style="list-style-type: none"> <li>▪ Punctuality</li> <li>▪ Attendance</li> <li>▪ Initiative</li> </ul>	
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<p><b>College Business</b> <b>[Continued...]</b></p>	<ul style="list-style-type: none"> <li>▪ Willingness to learn</li> <li>▪ Willingness to participate</li> <li>▪ Communications with staff</li> <li>▪ Teamwork</li> <li>▪ Professional attitude and following policies</li> <li>▪ Overall summary</li> <li>▪ Student feedback – nine of the twelve Students taking part provided positive feedback. 15% offered a 5-star rating, with 31% offering a 4-star rating about their experience</li> </ul> <p><b>Recommendations</b> – arising will be incorporated in future Work Experience delivery, and include:</p> <ul style="list-style-type: none"> <li>▪ Improved motivation for Students</li> <li>▪ Tightening the Safeguarding Data Barring Service [DBS] checks</li> <li>▪ ‘Grofar’™ system training for both Teachers and Students</li> <li>▪ Improving the level of feedback from Students and Employers</li> <li>▪ Improving and monitoring Student Attendance at their placements</li> <li>▪ Special Education Needs Disability [SEND] Student provision and support</li> </ul> <p><b>Discussion –</b></p> <p>[1] Where feedback from Students is missing, what steps are the College taking? The individual Students are followed up. But with some two thousand Students on roll with many taking work placements this may become a problem for Staff. Every effort needs to be made to ensure that individual Students take on their responsibilities.</p> <p>[2] Following the recent Office for Standards in Education [OFSTED] Inspection and the recommendations about meeting the local and national skills agenda is it anticipated that all Students attending the college will be benefiting from some form of Work Experience? The College is currently building a database of potential Employers and organisations who might be willing to participate. However, many Employers appear reluctant to become involved as in many cases they do not see that it brings their business an advantage unless they are offering Apprenticeship opportunities.</p> <p>[3] Is the Work Experience offered in line with the individual Students’ career objectives? That is certainly proving to be a challenge, and one initiative is to bring experienced or professional speakers into the College to deliver to those Students with an interest.</p> <p>[4] No mention in the report of any involvement with the Student Union. Are there any plans? Discussions have already taken place with the Student Liaison Officer about plans for careers and destinations, including adding relevant links on the Student Union website.</p> <p>The Committee noted the report.</p> <p style="text-align: right;">[Robert Muranda [Careers &amp; Employability Manager] left the meeting 16:43 hrs]</p>	
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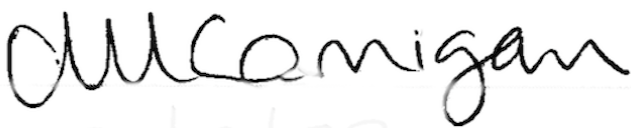
<p><b>College Business</b> <b>[Continued...]</b></p>	<p>7.5 Special Education Needs Disabilities [Update]: Liz Burkey [SEND Co-ordinator] reported. In the light of our recent Office for Standards in Education [OFSTED] the key areas for development include:</p> <ul style="list-style-type: none"> <li>▪ Students with high needs do not receive careers guidance early enough in their programme, and are not always prepared for their next steps</li> <li>▪ The Curriculum for Students with high needs is not informed by any stakeholder input</li> <li>▪ In a small minority of cases, information on progress is not shared with all relevant Staff, including those who support learners with high needs. As a result, a small minority of Students with high needs fall behind and do not make the same progress as their peers</li> </ul> <p>Positive areas in that report to note include –</p> <ul style="list-style-type: none"> <li>▪ Leaders and managers have developed inclusive Curriculums that support their vision to increase social mobility</li> <li>▪ Leaders and managers monitor student’s progress well. This includes vulnerable Students, such as Students who are in Care or are Care Leavers.</li> <li>▪ Students from minority ethnic backgrounds who are eligible for the Bristol Future Talent Partnership develop a better understanding of the world of work through visits to Employer sites, presentations on various career options, support with CV writing and interview techniques</li> <li>▪ The arrangements for Safeguarding are effective.</li> </ul> <p>In the College view, while there is much more to do to improve in this area, but what is important is the needs of the individual Student, it is not just categories of Students that matter. Taking part in external Work Experience placement for some SEND Students would be very challenging. Some just find it difficult within College to enter another building. The support processes for these Students start before enrolment and involve Parent/Carers, Students/Academic Mentors, Teachers, and Tutors. All whom need to be aware of the individuals specific support needs. Communications and sharing data is vital and at the Student Enrolment it is vital that any needs are identified and recorded. The OFSTED recommendations simply reinforce the College policy and intention to be fully inclusive and to meet the needs of each Student.</p> <p><b>Discussion –</b></p> <p>[1] What steps are taking to identify and support each Student? It varies from Faculty to Faculty depending on the specific Curriculum being followed the Student concerned. It may also depend upon the relationship that the student can build with their Academic Mentor, or Teacher, or another member of the Support team. Much depends on what works best for that individual.</p> <p>[2] It might be useful to establish how successful the College is, by preparing anonymised destinations data for these Students.</p> <p>The Committee noted the report, and expressed its thanks to the work that the Support Team is doing.</p>	
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	[Liz Burkey [SEND Co-ordinator] left the meeting 16:57 hrs Debora Redwood joined the meeting 17:00 hrs]]	
<b>8. Student Matters</b>	<p>Document [G] – ‘St Brendan’s Sixth Form College – Student Governor Report’ – circulated previously  Document [H] – ‘St Brendan’s Sixth Form College – Recruitment Student Governors Report 2023’ – circulated previously  Document [ I] – ‘St Brendan’s Sixth Form College – Student Union Annual Report 2022/2023]’ – circulated previously</p> <p>8.1 Student Governor Report: The former Student President presented his report, which was taken as read. He added some points to highlight aspects of the report content:</p> <ul style="list-style-type: none"> <li>▪ Some campaigns and suggestions not implemented</li> <li>▪ Many Students report they enjoy their experience at College, but not all do so</li> </ul> <p><b>Discussion –</b>  [1] What were the items not implemented and do you know why? It was unclear to the Student Union Executive why the suggested PRIDE wall was not completed. In addition, suggested artwork to brighten areas of the College seems not to have been done.  [2] What did the retiring Student President feel about his experience as a Student Governor, was it negative or positive? The role of the Student Governor might be clarified. It is both strategic and brings with it the responsibility to reflect the views of the Student body. Harry Keaveney said that he had enjoyed the opportunity and felt that personally he had grown through the experience. Governors were pleased to hear this and said it was important that Governors understood Students and responded to them. The Committee thanked Harry Keaveney for his commitment and contributions to the business of Government throughout the past year.  The Committee noted the report.</p> <p>8.2 Recruitment Student Governors 2023/2024 [Update] [Minutes Feb§ 8.3]: The Vice Principal [Student Experience Progression] referred to the written report, which was taken as read. There were no questions, and it was agreed that pending the decision of the Governors’ Strategy Search Remuneration Committee, Danial Smith would serve on this Committee and Bethany Channing-Cone would be allocated to the Governors’ Teaching Curriculum Quality Committee, that being their individual preferences.  The Committee noted the position.</p> <p>8.3 Student Union Accounts: The Committee was advised that the Student Union Accounts 2022/2023 had yet to be agreed with the Executive Finance Director, but it was agreed the draft version would be sent to the Clerk to Governors for circulation to this Committee.</p> <p><b>Action – Student Union</b>  The Committee noted the position.</p>	<p>Student Governor &amp; Next Agenda</p> <p>Student Union</p>

<p><b>9. Safeguarding and PREVENT Strategy</b></p>	<p style="text-align: center;">Document [J] – ‘St Brendan’s Sixth Form College – Safeguarding Report [update]’ – circulated previously</p> <p>9.1 Safeguarding Report – [Standing Agenda Item]: The Head of Learning Development &amp; Safeguarding presented the report, in summary:</p> <ul style="list-style-type: none"> <li>○ College Nurse – the appointment of the new Nurse will help to provide additional ways to promote good health and wellbeing throughout the college among both Students and Staff</li> <li>○ Concerns– the report notes:</li> <li>○ The number of welfare and mental-health related matters this year in College largely reflect the national position</li> <li>○ Sixteen Students have attempted suicide or self-harm</li> <li>○ Public examinations also increase the levels of anxiety</li> <li>○ Currently there are four ongoing Police investigations – one on site, which involve risk assessments and multi-agency involvement</li> </ul> <ul style="list-style-type: none"> <li>▪ Child and Adolescent Mental Health Services [CAMS] is overwhelmed with cases and is increasingly unable to take new referrals. The Bristol City Council Social Services are similarly under pressure. In some cases, referrals to the General Practitioner have simply been referred back to the College as ‘yours to deal with’. This means the responsibility of supporting these vulnerable Students falls back on the College. But educational establishments are not equipped, resourced, or trained to provide the professional and expert diagnosis and support that is required.</li> <li>▪ Radicalisation is addressed in the Religion Philosophy Ethics [RPE] tutorials, and the programme is being reviewed and content may be revised. The wider Curriculum will also need to include this appropriately</li> </ul> <p><b>Discussion –</b></p> <p>[1] Clearly, Staff at every level are being placed under additional pressure by these matters. Is there adequate support available? It was confirmed that this is available and maybe recovery time if needed</p> <p>[2] Might it be possible to invite professional speakers to the College and involve Parent/Carers, so they have a better understanding of the issues facing young people, and maybe how better to respond? That will be given consideration, but Parent/Carers may not be aware of mental health/behavioural issues among Students and there is the issue of confidentiality to consider.</p> <p>The Committee noted the report.</p> <p><b>Action – Vice Principal</b> [Student Experience Progression]</p>	<p>Head of Learning Development &amp; Safeguarding &amp; Next Agenda</p>                      Vice Principal [Student Experience Progression]
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<b>Safeguarding and PREVENT Strategy</b> [Continued...]	9.2 Governor National College Training Safeguarding [Update]: The Clerk to Governors reported he had consulted Marie-Claire Harper [Nominated Governor Induction & Training] and the next National College Training Safeguarding will be issued in September 2023. The Committee noted the report.	
<b>10. Policy Reviews</b>	<p>Document [K] – ‘St Brendan’s Sixth Form College – Student Admissions Policy’ – circulated previously  Document [L] – ‘St Brendan’s Sixth Form College –Student Attendance and Punctuality Policy – circulated previously</p> <p>10.1 College Admission Policy – for recommendation to Board of Governors: The Committee noted the minor amendments as ‘highlighted’ and unanimously agreed the policy should be recommended to the Board of Governors for adoption as it is a Statutory Policy.  <b>Action – Vice Principal</b> [Student Experience Progression]</p> <p>10.2 Student Attendance and Punctuality Policy: The Committee considered the content of the policy but as the text size was small it was agreed that the document would be circulated again by email with the recipients being asked to give their approval by 1 June or comment as appropriate. The College will provide the text for the Clerk to Governors to circulate and receive the individual votes of the Committee.  <b>Action – Vice Principal</b> [Student Experience Progression] <b>&amp; Clerk to Governors &amp; Committee</b></p> <p>10.3 Fitness to Study Policy: The Policy had not been issued by the College and will be accorded the same actions as above. [Minute § 10.2]  <b>Action – Vice Principal</b> [Student Experience Progression] <b>&amp; Clerk to Governors &amp; Committee</b>  [NOTE – Following the meeting the College provided the copies of the policies which we were circulated to the Governors on the committee. Subsequently there emailed votes were received. Three adoptions and one abstention [no reply]]</p>	<p>Vice Principal  [Student Experience]</p> <p>Vice Principal  [Student Experience Progression] &amp;  Clerk to  Governors &amp;  Committee</p> <p>Vice Principal  [Student Experience Progression] &amp;  Clerk to  Governors &amp;  Committee</p>
<b>11. Risk Review</b>	<p>Document [M] – ‘St Brendan’s Sixth Form College – Risk Register Committee extract’ – circulated previously</p> <p>11.1 Risk Register Committee Extract Review: The Principal explained that the College Risk Register is reviewed annually in June and January. This January2023 will be reviewed again in June and updated. Some changes will be made arising from the recommendation in the recent Office for Standards in Education [OFSTED] Inspection report. The Committee then reviewed the Residual Risk AMBER item:</p> <ul style="list-style-type: none"> <li>▪ § 2.7 – Student outcomes</li> <li>▪ § 3.1 – Student Retention</li> <li>▪ § 5.1 – Inadequate transport links affecting Learner numbers</li> </ul> <p>The Committee noted the report.  <b>Action – Principal &amp; Next Agenda</b></p>	<p>Next Agenda  &amp; Standing Item</p>

<p><b>12. Committee Business</b></p>	<p>Document [N] – ‘St Brendan’s Sixth Form College – Terms of Reference Governors’ Ethos Safeguarding Welfare Committee [draft]’ – circulated previously</p> <p>12.1 Review Committee’s Terms of Reference [Minutes Feb § 12.2]: The Committee noted the proposed amendments to the current version of the Committee’s Terms of Reference as highlighted in the document; chiefly, changes of name. The Committee was unanimous that these revised Terms of Reference should be presented to the Board of Governors for adoption.</p> <p><b>Action – Clerk to Governors &amp; Committee Chair</b></p> <p>12.2 Committee Briefing Next Meeting: It was suggested that the new College nurse might brief the College on her work regarding the mental health and wellbeing of Staff and Students.</p> <p><b>Action – Committee Chair &amp; Clerk to Governors</b></p> <p>12.3 Committee Recruitment: The Committee was informed that some new Governors are in the process of appointment, and one might be allocated to this Committee.</p> <p>12.4 Identify Items to Report to the Board of Governors: The Committee Chair will report what has been covered during this meeting:</p> <ul style="list-style-type: none"> <li>▪ Student Year 10/Year 11 Transition Programme</li> <li>▪ University &amp; Colleges Admissions Service Applications Cycle 2023/2024</li> <li>▪ Student Work Experience Programme</li> <li>▪ Student Governor Report</li> <li>▪ Safeguarding/PREVENT Report [update]</li> <li>▪ Policy Approval/Recommended for Adoption: <ul style="list-style-type: none"> <li>○ College Admission Policy – for recommendation to Board of Governors</li> <li>○ Student Attendance and Punctuality Policy</li> <li>○ Fitness to Study Policy</li> </ul> </li> </ul> <p><b>Action – Committee Chair</b></p> <p>12.5 Initial Draft Committee Business Diary 2023/2024: The Clerk to Governors informed the Committee that the Governors’ Business Diary 2023/2024 is in draft and awaits confirmation from the College that the dates can be agreed compared with those in the College Diary. The date of the Governors’ Day has not yet been confirmed.</p>	<p>Clerk to Governors &amp; Committee Chair</p> <p>Clerk to Governors &amp; Committee Chair</p> <p>Committee Chair</p>
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<b>13. Any Other Business [Not notified]</b>	13.1 None:	
<b>14. Correspondence</b>	14.1 None:	
<b>15. Next Meeting</b>	15.1 Date of Next Meeting: Wednesday, 13 September 2023 at 16:00. [To be confirmed]	Clerk/ All Governors
<b>Minutes drafted</b>	Minutes prepared: Friday, 26 May 2023  Peter J Harrison [Clerk to Governors]	
Minutes Agreed	<p>Minutes agreed as true and accurate record.</p> <p>– <b>Date: Wednesday, 13 September 2023</b></p>           <p>Signed: _____ Committee Chair</p>	