

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

APOLOGY: Roger Bridgeman [1]

ATTENDING: Shane Blackshaw [Executive Finance Director], Peter J Harrison [Clerk to Governors], Luke Abrahams [Head of Human Resources] (part).

Absent Without Apology: None [0]

CIRCULATION: All Governors, College website

QUORUM REQUIRED: 3/6 (Voting Committee members)

Documents Circulated/Tabled* at Meeting:

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

Document [B] – 'St Brendan's Sixth Form College – Pulse Survey – Staff Development 2022/2023' – circulated previously

Document [C] – 'St Brendan's Sixth Form College – National College Report' – circulated previously

Document [D] – 'St Brendan's Sixth Form College – Student Recruitment/Retention/Attendance– 3 Year Trend Report June 2023' – circulated previously

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

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

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

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

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

Document [K] – 'St Brendan's Sixth Form College – Staff Code of Conduct Policy' – circulated previously

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

Document [M] – 'St Brendan's Sixth Form College – Concerns Complaints & Compliments Policy and Procedure' – circulated previously

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

Committee Briefing – none this meeting

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome	<p>11.1 Welcome: The Committee Chair welcomed Shane Blackshaw [Executive Finance Director] attending his first meeting following his appointment. The prayer invoking the guidance and wisdom of the Holy Spirit. The meeting took place remotely using Office Teams™.</p> <p>1.2 Apologies: Roger Bridgeman [1]</p> <p>1.3 Absent: None [0]</p> <p>1.4 Quorate: The meeting was declared quorate [3/6]</p> <p>1.5 Committee Briefing: There was no Committee Briefing at this meeting.</p> <p>NOTE: 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 has been maintained for ease of reference in the Minutes record.</p>	
2. Declarations of Interest	2.1 Declarations of Interest: Governors confirmed there had been no change.	Next Agenda & Any Governor
3. Minutes Previous Meeting	<p>3.1 Governors' Resources HR Committee Open Minutes [8 March 2023]: The Minutes were agreed as a true and accurate record and were passed for electronic signature and for publication on the web and to be uploaded to MS Office Teams <files>™.</p> <p>Action – Clerk to Governors to upload agreed signed Minutes</p>	Clerk to Governors
4. Actions Review [Agenda not itemised]	4.1 Risk Register [Updates] [Minutes Mar § 11.1]: Noted. The Principal confirmed that the risk related to the issue associated with the Sports Development will be incorporated in the revision to be undertaken in July.	
5. Matters Arising	5.1 None:	

<p>6. Staff Matters</p>	<p>Document [A] – ‘St Brendan’s Sixth Form College – Staff Retention Report June 2023’ – circulated previously Document [B] – ‘St Brendan’s Sixth Form College – Pulse Survey – Staff Development 2022/2023’ – circulated previously Document [C] – ‘St Brendan’s Sixth Form College – National College Report’ – circulated previously</p> <p>6.1 Staff Retention Report 2022/2023: The Head of HR outlined the details in the report:</p> <ul style="list-style-type: none"> ▪ Turnover – in 2022/2023 was 18.84% [28.8%], with graphs showing the peak periods of change. The 5-year trend figures show some impact during the Covid-19 pandemic period. Support Staff, which includes cleaners and catering Staff, tend to be the majority of leavers ▪ Leavers’ Reasons – Career change or development feature and the number of ‘unknown reasons’ is the subject of ongoing work to capture details before Staff leave. Most leavers express a positive view of the College. <p>In discussion:</p> <p>[1] Governors asked what strategies the College has in place to encourage retention of Staff? The Staff surveys do not indicate any significant factors. There is a wide range of reasons quoted in the Staff exit interview:</p> <ul style="list-style-type: none"> ▪ Staff opportunity or career change ▪ Available work hours ▪ End of Fixed Term Contract ▪ Mutual agreement <p>The Principalship is concentrating on improving communications to all Staff via the middle managers and ensuring the individual Job Descriptions and training meet the specifics of the job and the individual. The Staff surveys indicate that Staff find the College a good place to work.</p> <p>[2] How do the College’s retention rate compare with other similar Sixth Form Colleges nationally? The Sixth Form College Association workforce survey indicates a wide range of figures between 15% and 28%, depending on many factors including:</p> <ul style="list-style-type: none"> ▪ Size of College ▪ Location ▪ Level of Pay ▪ Workload ▪ Time spent on administration and record keeping <p>The figure for St Brendan’s Catholic Sixth Form College of 18% is mid-range. The Committee noted the report.</p>	<p>Head of HR & Next Agenda [Standing Item]</p>
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<p>Staff Matters [Continued...]</p>	<p>6.2 Staff Attendance/Absence Report – Standing item: The Head of HR explained the College has a new system for recording Staff Attendance/Absence so there is not report yet available for this meeting but will be provided at the next meeting. In the meantime, when the information is available it will be circulated after this meeting. The Committee noted the report.</p> <p>Action – Head of HR</p> <p>6.3 Staff Engagement Report: The Head of HR presented the Pulse Survey report which focuses on Staff Development for the year 2022/2023. With 77 responses the response rate of 34% has fallen. This may be due to ‘survey fatigue’ or the time of year. The survey includes the following, [with scores for each rating from 1 to 5]:</p> <ul style="list-style-type: none"> ▪ How satisfied are you with Term 4? ▪ I enjoy working at the College ▪ I am able to maintain a good work life balance ▪ I feel the College is well led and managed ▪ I have a clear understanding of the College’s strategic aims and objectives ▪ The College Leadership Team provides effective leadership and role models the College values ▪ My Line Manager provides effective leadership and role models the College values ▪ All College leaders [including Middle Managers] do everything they can to ensure Staff are motivated, respected and effective ▪ My immediate Line Manager keeps me informed of the College key priorities ▪ Our culture supports the vision and mission of the Collee [New Question] ▪ Equality Diversity and Inclusion is a core element of the College [New Question] <p>The Head of HR spoke about some of the scores noting that most were positive but with some negatives. One of the intentions in asking these questions were to obtain a view down to the Staff level through the range of Managers between the Principalship and the workforce so that communication can be developed and improved.</p> <p>In discussion the following questions arose:</p> <p>[1] In terms of Middle Management what areas of concerns have been identified? The survey is anonymous, so individuals have the confidence to express themselves. However, some trends can be identified to work on.</p> <p>[2] What support is offered to Middle Managers? The College has a bespoke training and induction for new Managers, and currently a single event each year for all Managers. The intention is to have more regular events so that established managers can be developed in their roles more effectively.</p>	
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<p>Staff Matters [Continued...]</p>	<p>[3] It appears that some 20% of respondents are unclear about the College's Mission and diversity values, what is Management going to do? As the new Chaplain is embedded into the role this will support the work in this area. In addition, there will be evening session for some team areas to develop the understanding of the College's values and Mission. In 2023/2024, an Equality Diversity Inclusion [EDI] plan for Staff and Students is to be prepared with a focus on these issues The Committee noted the report.</p> <p>6.4 Staff Unions and Professional Associations [update]: The Head of HR reported that the National Industrial action being taken on behalf of Teachers' pay continues with more days of industrial action announced by the National Education Union [NEU] for Wednesday, 5 July, and Friday 7 July. For the College it is not expected that the turnout will have a significant impact. The College Leadership Team has held meetings with the Staff Representatives and except for UNISON the College has full cover. [UNISON is a public service union and includes College Support Staff and Cleaners among its membership]. The Committee noted the report.</p> <p>6.5 Teaching Staff Pay 2022/2023 [update] [Minutes Mar § 6.4]: The Principal reported the Teachers in College had accepted the College offer of a 5% increase for 2022/2023, but the National negotiations are continuing, and the college is party to those. At the recent Sixth Form Colleges Association [Sixth Form Colleges Association [SFCA]] conference, this is one of the matters being discussed. College representatives were asked how much on an increase they could accommodate in their budget. In the case of St Brendan's Catholic Sixth Form College, that figure is 2.2% based on the funding offer announced by the Education Skills Funding Agency [ESFA], any higher increase would need to be funded by Government. The College is not alone in being in this position after some years of below inflation funding. Few Colleges indicated they could more than 5%. The Committee noted the report.</p> <p>6.6 National College [Update] [Minutes Mar § 5.3]: The Head of HR explained the report was circulated arising from a question from Governors about what the College uses the National College for. He summarised the function of the online learning platform and its services:</p> <ul style="list-style-type: none"> ▪ 'Essential Skills' to complement the College's mandatory training ▪ Equality Diversity Inclusion ▪ Fire Safety ▪ Health and Safety ▪ Data Protection ▪ Annual Certificate in Safeguarding for Staff 	
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Staff Matters [Continued...]	<ul style="list-style-type: none">▪ PREVENT duty for Schools▪ Training modules for Governors▪ Annual Certificate in Safeguarding for Governors▪ Certificate on Data protection and General Data Protection Regulations [GDPR] for Governors <p>To access the website < https://nationalcollege.com/ ></p> <p>The College’s HR staff here will offer support if there are difficulties in logging in.</p> <p>The Committee noted the report.</p>																	
7. Principal’s Report/Information	<p>Document [D] – ‘St Brendan’s Sixth Form College – Student Recruitment/Retention/Attendance– 3 Year Trend Report June 2023’ – circulated previously</p> <p>Document [E] – ‘St Brendan’s Sixth Form College – Premises Report June 2023’ – circulated previously</p> <p>Document [F] – ‘St Brendan’s Sixth Form College – Health & Safety and Accident Report – June 2023’ – circulated previously</p> <p>7.1 Student Recruitment 2022/2023: The Principal reported verbally the updated recruitment figures.</p> <table><tr><td></td><td>2021/22 @ End of June 2021</td><td>2022/23 @ End of June 2022</td><td>2023/24 @ 14 June 2023</td></tr><tr><td>TOTAL APPLICATIONS RECEIVED</td><td>2404</td><td>2585</td><td>2491</td></tr><tr><td>TOTAL OFFERS</td><td>2056</td><td>2039</td><td>2010</td></tr><tr><td>TOTAL ACCEPTANCES</td><td>1872</td><td>1867</td><td>1764</td></tr></table> <p>The Principal reported the applicant personal interviews are continuing so there may be more offers and acceptances to come as we move towards the September enrolment. Currently, some 964 Year-12 Students would be eligible to return for Year-13, and of these 900 might be expected to return to College in September. This with the incoming Year-12 would indicate a College roll of over 2000, with some withdrawals and late applicants to be added to the estimate.</p> <p>The Committee noted the report.</p> <p>Action – Principal</p>		2021/22 @ End of June 2021	2022/23 @ End of June 2022	2023/24 @ 14 June 2023	TOTAL APPLICATIONS RECEIVED	2404	2585	2491	TOTAL OFFERS	2056	2039	2010	TOTAL ACCEPTANCES	1872	1867	1764	Principal & Next Agenda
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<p>Principals' Report [Continued....]</p>	<ul style="list-style-type: none"> ▪ Sustainability Funding – the College has considered the Consultant's report and the replacement of electric lamps and fittings with LED using the recent Education Skills Funding Agency [ESFA] grant funding of £106k would be a positive use of the allocated funds in the Performing Arts building. ▪ College Entrance – the acquisition of the land beside the highway from the Bristol City Council is in protracted negotiation. One of the arguments the College may offer relates to improved Health and Safety for those accessing the site, whether to the College or to the Sports Facilities in the evening. <p>The Committee sought clarification on several points. It was noted that the College Cleaning Supervisor: Pauline Franklin has been awarded the British Empire Medal having served the College for thirty years. The Committee noted the report.</p> <p>7.5 Health and Safety/ Accidents Report 2022/2023 [Update: The Executive Finance Director was happy to inform the Committee that there were no significant accidents to report. No Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 [RIDDOR] accidents.</p> <ul style="list-style-type: none"> ▪ Fire Safety – equipment inspection and drills executed ▪ No Vehicle near misses/collisions reported ▪ Closed Circuit TV [CCTV] – upgraded and increased the number of cameras to improve surveillance inside the building as well as outside. Following installation on two occasions an intruder was observed and there are plans to tighten security, possibly with the use of lanyards to gain access to the College site. ▪ Construction Work Safety/ Car Access /Parking – <ul style="list-style-type: none"> ○ Traffic between the hours of 15:30 – 16:10 hrs entry at main gate and collection now located behind D–Building, with exit through The Beeches/Goals grounds to avoid having to negotiate coaches coming into the siter during those times. ○ The Construction company manages security and safety on that section of the site and no incidents have been reported. <p>In discussion: [1] Governors asked about the provision of mental health support for Staff and Students in College? The Committee was assured that every effort was made to ensure that Staff and Students were made aware of the support on offer where needed. [2] What about the timing schedule of any works to improve energy use? The Committee was informed that such works normally would take place when Students are not on site, and depending on available funding might be spread across the budget for 2023/2024 and if undertaken in August 2024 even into the financial year 2024/2025. The Committee noted the report.</p>	
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<p>8. College Estate Development</p>	<p>Document [G] – ‘St Brendan’s Sixth Form College – Estate Development Plan Report’ – circulated previously Document [H] – ‘St Brendan’s Sixth Form College – Management Accounts April 2023’ – circulated previously</p> <p>8.1 College Estate Development Plans [Update] [Minutes Mar § 8.1]: The Executive Finance Director informed the Committee about the progress on construction work:</p> <ul style="list-style-type: none"> ▪ Construction of the all-weather pitch and courts is progressing very well. The 3-G pitch ‘carpet’ is being laid and is expected to be available in September, or sooner. ▪ The Sports Pavilion is on the revised schedule and after fitting the internal equipment should be opening in December <p>The Committee noted the report.</p> <p>8.2 College Information Technology Infrastructure – standing item: The Executive Finance Director referred the Committee to previous discussions in Committee which set out the usual 15-year redundancy cycle for Information Technology equipment in use in the College.</p> <ul style="list-style-type: none"> ▪ The decommissioning of G-Block will release some IT equipment for use elsewhere in the College. ▪ Wi-Fi / Switches – need refresh, and the current supply support ends shortly. Plans will be prepared to cost and replace the equipment in the summer of 2024 ▪ Power outages – in March were covered by the battery backups, but the Main Server Room UPS batteries have depleted to 20 minutes runtime and the only option in replacement, and a cost of £27k ▪ Audio Visual Equipment – in the 93 classrooms have a combination and variety of equipment much of which is more that eleven years old ▪ Cyber Security – Cyber Essentials certification completed in 2023 is due for renewal next year and has more restrictive conditions to be met – one of which is to migrate to a new Student payments system <p>Recommendation that the Committee’s Terms of Reference should be amended. A new section headed: ‘Information Technology Cyber Security’ and with renumbering and additional item: 7. To seek assurance regarding the control mechanisms to protect the College systems, electronic data and information from unauthorised access or manipulations. The Committee unanimously agreed the amendment should be submitted to the Board of Governors for adoption.</p> <p>Action – Clerk to Governors</p>	<p>Clerk to Governors</p>
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<p>9. Financial Matters</p>	<p>Document [I] – ‘St Brendan’s Sixth Form College – Management Accounts April 2023’ – circulated previously Document [J] – ‘St Brendan’s Sixth Form College – Budget and Financial Plan 2023-2025’ – circulated previously</p> <p>9.1 Management Accounts April 2023: The Executive Finance Director presented the report noting:</p> <ul style="list-style-type: none"> ▪ The overall surplus at the 30 April 2023 of £678k was £887k better than the 2022/2023 budget, this is due to: ▪ Additional £434k capital funding from the Education Skills Funding Agency [ESFA] ▪ Lower Higher Needs top up funding receipts due from Bristol City Council ▪ End of year forecast is a surplus of £228k, but set against that are the unknowns: ▪ Staff costs – the Support Staff 2022 pay settlement of 5% was within the original budget, but with the Teaching Staff national pay negotiations continuing any settlement for September 2023 above the 5% level would present many Colleges with difficulty unless additional funding is provided ▪ Allica Bank – on 30 April the original outstanding loan was £229k ▪ The College commercial loan for the Sports Development plus interest at 5.2% above SONIA [Sterling Overnight Index Average – formerly LIBOR London Inter-Bank Offered Rate] also brings some uncertainty ▪ ESFA national funding rates for 2023/2024 as set in the earlier Comprehensive Spending Review are still at 2.2% but this does not come near the rising inflation <p>The Executive Finance Director identified the ‘key risks’:</p> <ul style="list-style-type: none"> ▪ Rising energy costs ▪ Inflation increases ▪ Industrial action by Teaching unions seeking higher pay ▪ Unchanged national funding by Government above the 2.2% announced ▪ Sports Development over-run costs ▪ Bank base rate rises taking the overall loan rate above 10% <p>Governors’ questions:</p> <p>[1] What is the current cost of the Sports Development Project? The Executive Finance Director responded originally at £3million but now more likely to be £3.3 million.</p> <p>[2] What are relations with the Construction Company? The Executive Finance Director generally positive, but one or two instances where work was incomplete or of insufficiently good quality and had to be remedied.</p> <p>The Committee noted the report.</p>	
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<p>Financial Matters [Continued....]</p>	<p>9.2 Budget 2023/2024 Outline and Financial Objectives [Update]: The Executive Finance Director corrected one or two 'typos' in the report as circulated.</p> <ul style="list-style-type: none"> ▪ Strategic and Financial objectives – <ul style="list-style-type: none"> ○ The environment and ethos reflects Catholic values and supports students and staff so that they thrive and flourish. ○ The curriculum meets local and national needs and priorities, is expertly delivered and delivers outstanding outcomes ○ Students benefit from high quality pastoral support, have a range of opportunities to develop their skills and make outstanding progression ○ Strong leadership, fit for purpose staffing structures and innovative professional development ensure all members of staff are supported and valued ○ Productive relationships are established with a range of stakeholders, and the college has a good local, regional, and national reputation ○ Financial security is secured; the estate meets curriculum and community needs and services are highly efficient ▪ Financial Objectives – <ul style="list-style-type: none"> ○ To deliver outstanding value for money – cost per positive student outcome ○ To invest resources to deliver an outstanding learner experience ○ To invest to meet the College's strategic priorities ○ To maintain strong liquidity ○ To maintain assets in good condition ○ To grow business to strengthen financial resilience ○ To develop recruitment and income from the improved sports facilities ▪ Targets for 2023-2024 – <ul style="list-style-type: none"> ○ Statement of Comprehensive Income will be a surplus (excluding FRS102 charges) ○ To maintain good liquidity and rebuild cash reserves ○ To invest in new sustainability and reduce utility costs ○ To further develop the catering business to break-even or better ▪ Key Points – <ul style="list-style-type: none"> ○ A surplus budget will be developed for 2023-2024 ○ Capital expenditure in 2023-2024 will be cut back to allow cash reserves to re-build ○ A surplus position will be planned for 2024-2025 	
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<p>Financial Matters [Continued...]</p>	<ul style="list-style-type: none"> ○ The Budget is built up from the aggregated bids of Budget Holders and then reviewed and adjusted as required given the planned income ○ The budget is developed using a zero-base model ○ No changes will be made to the Budget once set ○ The timetable ensures that the Budget is approved well in advance of the next Financial Year <p>In discussion the additional points emerged:</p> <ul style="list-style-type: none"> ▪ Café Max is improving its income and is likely to benefit later from the Lettings business. ▪ Café Min may undergo a revision of its menu service to distinguish it from the fuller service offered in Café Max ▪ Retention and Attendance of Students is a ‘key’ factor affecting funding ▪ The Sports Development will likely increase the attraction of the College offer ▪ The College’s Bursary Policy and procedures are being revised currently ▪ The College Curriculum and timetable planning is being revised to exclude course with low application or attendance <p>Loan Covenant – This requires an Earnings Before Interest Tax Depreciation Amortization [EBITA] of 1.3 times the annual loan repayment and a budget surplus for 2023/2024 is required amounting to £356k – a challenge in the current economic climate. Clearly, as noted elsewhere in the meeting expenditure reduction allied with Student Retention and Attention to safeguard the funding allocation going forward into 2024/2025 are the key factors.</p> <p>In discussion –</p> <p>[1] Will the Education Skills Funding [ESFA] annual financial assessment of the College be affected? The College is in discussions shortly with the EFSA to learn what the ‘trigger’ points are now that under the ONS determination that Colleges are part of the public sector. It is unlikely that answer to this question will be known until later in the year and only after the Budget and Financial Plan 2023/2024 has been adopted by the Board of Governors.</p>	
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Financial Matters [Continued...]	<p>The Governors' Resources HR Committee was unanimous in formally approving the Budget and Financial Plan 2023/2024 as set out above, and to recommend that the Board of Governors should adopt it.</p> <p><u>Proposal</u></p> <p style="text-align: center;">‘That the Governors’ Resources HR Committee, recommend that the Board of Governors should adopt “Budget and Financial Plan 2023/2024”’.</p> <p>Proposed: Marian Curran Seconder: Clare Williamson</p> <p style="text-align: right;">For: 3 Against: 0 Abstention: 0</p> <p>The proposal was adopted. The Principal and Chair of Governors to implement.</p> <p>Action – Executive Finance Director/Principal/Committee Chair</p>	<p style="text-align: center;">Executive Finance Director & Next Agenda</p>
10. Policy Review	<p>Document [K] – ‘St Brendan’s Sixth Form College – Staff Code of Conduct Policy’ – circulated previously</p> <p>10.1 Job Evaluation Policy [Update] [Minutes Mar § 10.1]: The Committee was informed the revision of the document is still ongoing and awaiting guidance from the Sixth Form Colleges Association [SFCA] and will be presented at the next meeting.</p> <p>Action – Head of Human Resources & Next Agenda</p> <p>10.2 Staff Code of Conduct Policy: The Executive Finance Director explained that the document was largely unchanged from the previous version with the exceptions of some items affecting Staff and Students safety and Safeguarding as set out in pages 7-8. Essentially, issues about working with Students.</p> <p>It was commented that the version of the document as circulated was in booklet format and the text size was very small. But in the official published version, this will be in full page format.</p>	<p style="text-align: center;">Head of Human Resources & Next Agenda</p>

Policy Review [Continued...]	<p><u>Proposal</u></p> <p style="text-align: center;">‘That the Governors’ Resources HR Committee, should adopt the “Staff Code of Conduct Policy”, as presented and to be reviewed in 2024’.</p> <p>Proposed: Marian Curran Seconder: James Creamer</p> <p style="text-align: right;">For: 3 Against: 0 Abstention: 0</p> <p>The proposal was adopted. The Principal to implement.</p> <p>Action – Executive Finance Director/Principal</p> <p>10.3 Concerns Complaints & Compliments Policy and Procedure: Refer [Minute § 13.1] below Any Other Business</p> <p>10.4 Bring Your Own Device Policy: Refer [Minute § 13.2 below Any Other Business</p>	<p>Executive Finance Director & Principal</p>
11. Risk Register Review	<p>Document [L] – ‘St Brendan’s Sixth Form College – College Risk Register Committee Extract – January 2023’ – circulated previously</p> <p>11.1 Committee Risk Register Review [Update] [Minutes Mar § 12.1]: The Executive Finance Director informed the Committee that the Register is formally reviewed in June and January each year. For the future the changes are to be highlighted. Deletions or amendments to the risk will be provided in a covering summary paper. The Committee did not discuss individual items at this juncture as the Risk Register will be revised in July. The Committee noted the Report.</p> <p>Action – The Executive Finance Director</p>	<p>Executive Finance Director & Next Agenda</p>
12. Committee Business	<p>12.1 List Committee Items for Report to Board of Governors:</p> <ul style="list-style-type: none"> ▪ Estate Development – monitoring progress and finances ▪ Information Technology Infrastructure ▪ College Budget 2023/2024 ▪ Energy and other efficiency saving plans ▪ Financial Objectives and Targets 2023/2025 <p>Action – Clare Williamson</p>	<p>Clare Williamson</p>

<p>Committee [Continued...]</p>	<p>12.2 Committee Briefing Topic Next Meeting: Nothing was suggested.</p> <p>12.3 Annual Nomination/Election Committee Chair 2023/2024: The Clerk to Governors invited nominations for the position of Committee Chair for the coming year. After some discussion, it was agreed that Clare Williamson and James Creamer would discuss what was involved with the position and confirm the outcome at the Governors' Strategy Search Remuneration Committee meeting next week.</p> <p>Action – Clare Williamson/James Creamer</p> <p>12.4 Draft Committee Business Diary 2023/2024: The Clerk to Governors reported that the draft Governors' Business Diary 2023/2024 was almost complete and will be presented to the Board of Governors for adoption in July. Currently the <u>provisional dates</u> for this Committee are:</p> <ul style="list-style-type: none"> ▪ Wednesday, 15 November 2023 ▪ Wednesday, 6 March 2024 ▪ Wednesday, 19 June 2024 <p>The Clerk to Governors explained that the Executive Finance Director has noted that the single week gaps between meetings of the Governors' Audit Committee and this Committee, particularly at this point of the year, is challenging. The Clerk explained the current requirements in terms of the planning and timings of meetings having to fit four Committees in advance of the meeting date of the Board of Governors in the confines of a Term and avoiding the first week and final week of Term, makes it a challenge unless Governors are happy to change their current policy of not having more than one Governors' meeting in any one week. The Committee noted the Report.</p>	<p>Clare Williamson/James Creamer & Next Agenda</p>
<p>13. Any Other Business</p>	<p>Document [M] – 'St Brendan's Sixth Form College – Concerns Complaints & Compliments Policy and Procedure' – circulated previously</p> <p>13.1 Concerns Complaints and Compliments Policy: The Executive Finance Director, and it was noted that the Policy is due for review annually. There being no changes the Committee was asked to approve the new revision date of June 2024. The Committee was in unanimous agreement, and noted the document will be presented to the Board of Governors for adoption given that it contains information concerning any potential complaint involving the Board of Governors or individual Governors.</p> <p>The question arose about which of the Governors' Committees had responsibility for the Concerns Complaints and Compliments Policy and the consideration of the annual report detailing events and outcomes. [NOTE – The Clerk to Governors researched the files after the meeting and noted that this is an item normally covered within the agenda of the Governors' Ethos Safeguarding Welfare Committee]. However, more properly it being a matter of Human Resources it</p>	

Any Other Business [Continued...]	<p>was agreed that the prime responsibility should be with this Committee in future, with the oversight of the Board of Governors when amendments are made to the content.</p> <p>The Clerk to Governors updated the Business Planning Diary to reflect this change and set the next review and accompanying report in June 2024.</p> <p>Action – Clerk to Governors/Head HR</p> <p>13.2 Bring Your Own Device Policy: The Executive Finance Director noted that except for some changes of official title no amendments had been made and asked that the Committee adopt and accept the next review date of March 2025. The Committee was in unanimous agreement.</p>	
14. Correspondence	14.1 None	
15. Next Meeting	<p>15.1 Date of Next Meeting:</p> <p>Wednesday, 15 November 2023 at 16:00 [Subject to confirmation]</p>	Clerk/ All Governors
Minutes of Meeting Prepared	<p>Friday, 23 June 2023</p> <p>Peter J Harrison</p> <p>[Clerk to Governors]</p>	
Minutes Agreed	<p>Minutes of Meeting agreed as true and accurate record</p> <p>Wednesday, 15 November 2023</p> <p></p> <p>Signed: _____ Committee Chair</p>	