



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

OPEN – MINUTES

In Person and Virtual Meeting Held On: Thursday, 6 July 2023

D-Building Room D2/D3 at 16:00– 19:25 hrs

Governors Present: Clare Williamson [Vice Chair of Governors], Svetlana Bajic-Raymond [R*], Roger Bridgeman, Antonia Corrigan [R*], James Creamer, Marian Curran [Principal], Sr Margaret Harlock MBE, Marie-Claire Harper, Mark O'Sullivan, Deborah Redwood, Paul Ryan, Iain Turri [12]

Apologies: None [0]

Absent without Apology: None [0]

Attending: Stephen Clayson [Vice Principal Curriculum Quality Innovation], Peter J Harrison [Clerk to Governors], Alexandra Moruzzi [Vice Principal [Student Experience Progression]], Shane Blackshaw [Executive Finance Director], Bethany [Bea] Channing-Cone [R*] [Pending appointment Student Governor], Daniel Smith [Pending appointment Student Governor].

Quorum Present: 12/12 [includes required minimum of 4 Foundation Governors]

Note – [R]* – remote attendance in MS Office Teams

Documents Circulated/Tabled* at Meeting:

- Document [A] – 'St Brendan's Sixth Form College – Pecuniary Interest/Disability/Access/Equality/Safeguarding Declaration 2023/2024' – circulated previously
- Document [B] – 'St Brendan's Sixth Form College – Student Recruitment/Retention Attendance Report July 2023' – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – Student Admission Policy 2023/2024' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Concerns, Complaints & Compliments Policy and Procedure' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Budget and Financial Plan 2023-2025' – circulated previously
- Document [F] – 'St Brendan's Sixth Form College – Board of Governors Business Diary 2023/2024 Revison' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Terms of Reference Governors' Teaching Curriculum Quality Committee' – circulated previously
- Document [H] – 'St Brendan's Sixth Form College – Governors' Committees Terms of Reference Revison' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – Board of Governors Business Diary 2023/2024 Revison' – circulated previously

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

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome	<p>1.1 Welcome: Clare Williamson [Vice Chair of Governors] opened the meeting with prayer. The Students Bethany Channing-Cone and Daniel Smith, and Shane Blackshaw, attending their first meeting of the Board of Governors.</p> <p>1.2 Apologies: There were apologies [0]</p> <p>1.3 Absent without Apology: None [0]</p> <p>1.4 Quorate: The meeting was declared quorate.</p> <p>NOTE: <i>Agenda Order</i>: To facilitate those attending the meeting some items may be taken in a different order than that shown on the agenda. The original order of the Agenda has been maintained for ease of reference in the Minutes record.</p>	
2. Declarations of Interest	<p>Document [A] – ‘St Brendan’s Sixth Form College – Pecuniary Interest/Disability/Access/Equality/Safeguarding Declaration 2023/2024’ – circulated previously</p> <p>2.1 Declarations of Interest, Disability Access, Equality/Safeguarding 2022/2023: There were no new verbal declarations of pecuniary interest.</p> <p>2.2 Pecuniary Interest/Disability/Access/Equality/Safeguarding Declaration 2023/2024: The Clerk to Governors reminded the Governors that they are required to make an annual written declaration on the form provided and return it to the Clerk to Governors. The newly appointed Internal Auditors have made a change to the previous requirement that the form must be completed manually, and electronic named signatures are now permitted. The form issued is in PDF format and if anyone requires a MS Word™ version they should contact the Clerk to Governors. Governors and Principalship are asked to complete the form and return it to the Clerk to Governors by 30 September 2023.</p> <p>Action – All Governors & Principalship</p>	<p>Next Agenda</p> <p>All Governors & Principalship & Next Agenda</p>

3. Minutes Previous Meetings	<p>3.1 Previous Minutes Open [Thursday, 30 March 2023] The Minutes were agreed as a true and accurate record of the meeting without correction and signed by the Vice Chair of Governors present in person. The open Minutes to be made available on the College website by the Clerk to Governors.</p> <p>Action – Clerk to Governors</p>	Clerk to Governors
4. Minutes Actions Review	<p>4.1 College Annual Accountability Agreement [Minutes Mar § 11.3]: The Principal confirmed this action had been taken.</p> <p>4.2 Safeguarding Keeping Children Safe [Minutes Mar § 12.4]: It was confirmed the action had been taken and the procedure for 2023/2024 will take place in September.</p> <p>4.3 Appointment Co-opted Governor [Minutes Mar § 12.8]: The Clerk to Governors confirmed the letter of appointment had been issued.</p>	
5. Matters Arising	5.1 None.	
6. Governors' Committee Reports	<p>6.1 Audit Committee [230614]: Iain Turri reported:</p> <ul style="list-style-type: none"> ▪ Validera Internal Audit Reports – a good general health report with some suggested recommendations for consideration ▪ Internal Audit Strategy 2023-2025 ▪ General Data Protection Report ▪ Letter of Appointment Auditor <p>The Board noted the report.</p> <p>6.2 Ethos Safeguarding Welfare Committee [230524] – Antonia Corrigan reported:</p> <ul style="list-style-type: none"> ▪ Student Year 10/Year 11 Transition Programme ▪ University & Colleges Admissions Service Applications Cycle 2023/2024 ▪ Student Work Experience Programme ▪ Student Attendance and Retention ▪ Student Governor Report ▪ Safeguarding/PREVENT Report [update] ▪ Policy Approval/Recommended for Adoption: <p>The Board noted the report.</p>	

<p>Governors’ Committee Reports [Continued]</p>	<p>6.3 Resources Premises Human Resources Committee [230308]: Clare Williamson reported:</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 ▪ Staff Engagement <p>The Board noted the report.</p> <p>6.4 Strategy, Search Remuneration Committee [230628]: Clare Williamson reported that many of the items discussed also appear on the agenda for this meeting:</p> <ul style="list-style-type: none"> ▪ Peridot Partnership Governor recruitment ▪ College Budget 2023/2024 ▪ Academisation and Multi Academy Trusts ▪ Instrument and Articles of Government ▪ Principalship Pay and Performance Management 2022/2023 to be finalised in the autumn once the Examination results have been published. <p>The Board noted the report.</p> <p>6.5 Teaching Curriculum Quality Committee [230517]: Mark O’Sullivan reported:</p> <ul style="list-style-type: none"> ▪ Improvements in Mathematics ▪ Office for Standards in Education Inspection Report findings ▪ Revision of the Curriculum offer 2023/2024 and T-Level options ▪ Approved non-Statutory policies ▪ Committee’s Terms of Reference <p>The Board noted the report.</p>	
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7. Diocesan Education Strategy	<p>These three items were taken together:</p> <p>7.1 Aquinas Partnership Report [Update]: The Principal reported the Primary Schools continue to discuss and collaborate, but no decision has been made about the future structure The Board noted the report.</p> <p>7.2 Diocesan Strategy Report [Update]: The Principal reported that the discussion among the Diocesan Catholic Secondary Schools is continuing. The College has been in discussions with a number about possible collaboration. The Board noted the report.</p> <p>7.3 Multi Academisation [Update]: The Principal reported the options are every changing and the Governors’ Strategy Search Remuneration Committee is actively keeping an eye on developments and possible options for the College. The Board noted the report.</p>	<p>Standing Item</p> <p>Standing Item</p> <p>Standing Item Principal</p>																
8. Principal’s Report	<p>Document [B] – ‘St Brendan’s Sixth Form College – Student Recruitment/Retention Attendance Report July 2023’ – circulated previously</p> <p>8.1 Student Recruitment 2023/2024 Report: The Principal presented the report and updated the figures:</p> <p>Recruitment –</p> <table><tr><td></td><td>2021/22 @ End of June 2021</td><td>2022/23 @ End of June 2022</td><td>2023/24 @ 6 July 2023</td></tr><tr><td>TOTAL APPLICATIONS RECEIVED</td><td>2404</td><td>2585</td><td>2536</td></tr><tr><td>TOTAL OFFERS</td><td>2056</td><td>2039</td><td>2053</td></tr><tr><td>TOTAL ACCEPTANCES</td><td>1872</td><td>1867</td><td>1801</td></tr></table> <p>The Principal said that there are currently other applicants awaiting their personal interview as part of the process to ensure their options are appropriate. Governors need to appreciate that</p>		2021/22 @ End of June 2021	2022/23 @ End of June 2022	2023/24 @ 6 July 2023	TOTAL APPLICATIONS RECEIVED	2404	2585	2536	TOTAL OFFERS	2056	2039	2053	TOTAL ACCEPTANCES	1872	1867	1801	<p>Standing Item</p>
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<p>Principal's Report [Continued...]</p>	<p>'offers' must convert into 'enrolment' and then 'retention' to attract funding in the following year.</p> <p>The Board of Governors noted the report.</p> <p>8.2 Student Retention/Attendance 2022/2023 Report: The Principal presented the report and noted the key issue of Retention:</p> <p>Retention – At this point in the Academic Year the College concentrates its attention of the needs of the Students in Year 12 who may be expected to move on to Year 13 in 2023/2024. Pastoral support and guidance are offered to those who are unsure and need specific support. In addition, the intention in the new Academic year to concentrate pastoral support and care for Students at the early stages of their attendance at the College. Currently the overall Retention is 84.1% and is broadly comparable with similar Colleges nationally.</p> <p>Attendance –</p> <p>Overall attendance is 85.7% which is better than that for the City of Bristol Schools and Academies, in South Bristol at 80%. Comparing the College figure with National College data, also reflects on the lower average Attendance issue here in the Southwest.</p> <p>The Board of Governors noted the report.</p> <p>8.3 Staff Recruitment/Appointments [Update]: The Principal reported the currently open advertisements:</p> <ul style="list-style-type: none"> ▪ Performing Arts Technician ▪ Administrator – central administration ▪ Progress Tutor ▪ Teacher of Sociology ▪ Administrator Coordinator – SEND and EAA ▪ Administrator – Safeguarding and welfare – internal ▪ Curriculum Cluster Leader – Religion Philosophy Ethics/Religious Studies – internal ▪ Teacher of Mathematics <p>The College has successfully recently recruited the following members of Staff:</p> <ul style="list-style-type: none"> ▪ Teacher of English Language ▪ Progress Tutor <p>The Board of Governors noted the report.</p>	
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<p>Principal's Report [Continued...]</p>	<p>8.4 Industrial Action Impact Report: The Principal reported that the national pay negotiations for Teachers are still unresolved and there is widespread industrial action continuing. The College remained open and supported those Students who were affected by the cancellation of their classes. The numbers of College Staff taking industrial action varied:</p> <ul style="list-style-type: none"> ▪ 2 March – 38 ▪ 15 March – 30 ▪ 16 March – 38] ▪ 27 March – 24 ▪ 2 May – 32 ▪ 5 May – 23 <p>Governors will have heard in the media that the Government's offer has been rejected by the National Education Union [NEU] and is likely that further industrial action may continue next Term and other unions may be balloted and join in the action, unless the Government published the 2023/2024 Pay Review Body Report and provides funding.</p> <p>In discussion:</p> <p>[1] This is a national and Government issue but given the past impact of the Covid-19 pandemic on Student learning, this continuing disruption to Student education is having a further impact and affects the Staff.</p> <p>[2] The referral of Students to the textbook when classes are disrupted creates a challenge to many Students who find self-learning or study difficult and may be ill equipped to do so.</p> <p>[3] It was suggested that the Governors' Teaching Curriculum Quality Committee might undertake a review of the impact of this disruption to education upon Students and Staff, with a view to providing appropriate support in the Autumn Term.</p> <p>The Board of Governors noted the report.</p> <p>Action – Vice Principal [Curriculum Quality Innovation], & Governors' Teaching Curriculum Quality Committee</p> <p>8.5 Teaching & Learning [Update] – standing item: The Vice Principal [Curriculum Quality Innovation] reported the current Quality Improvement Plan [QIP] is actively focussed on improving the quality of Teaching and Learning. The feedback from the inspection by the Office For Standards in Education [OFSTED] is also proving to be useful. The following have been the chief areas of focus:</p>	<p>Vice Principal [Curriculum Quality Innovation], & Governors' Teaching Curriculum Quality & Next Agenda</p>
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<p>Principal's Report [Continued...]</p>	<ul style="list-style-type: none"> ▪ Collaboration and team working within Curriculum Clusters ▪ Improvements to Teaching and Learning and priority objectives ▪ Revision of the Curriculum offer for 2023/2024 and beyond into 2024/2025 ▪ Development of Students learning experience ▪ Extending the quality initiatives to Religious Studies and Information Technology <p>In discussion:</p> <p>[1] What is effective in improving outcomes for Students, not just in terms of examination results? What you do with what you've learnt is also important.</p> <p>[2] Industrial action – To make up for missed lessons Students have in some cases felt compelled to buy expensive text books which they would not normally expect to buy. This means strikes affect Students financially as well as in teaching and learning.</p> <p>The Board of Governors noted the report.</p> <p>8.6 Office for Standards in Education Inspection 2023 – Action Plan review: The Principal reported that several Colleges' experiences of the recent Inspection process and Inspection Framework has raised concerns about the fact that OFSTED treats Sixth Form Colleges as if they were adult College of Further Education, rather than recognising the sixth form college situation as different. This is because Sixth Form Colleges are being inspected under the Further Education and Skills Framework.</p> <p>The College will be incorporating the objective of meeting the National/ Local and Employment experience for Students in the 2023/2024 Self-Assessment Report [SAR].</p> <p>Governors asked:</p> <p>[1] What is the College doing about Students who are not attending Tutorials and the Religion Philosophy Ethics sessions? The Governors were informed that the revised Student Attendance procedures are designed to address such issues. In addition, the future Student application/ enrolment procedures will address these issues more robustly.</p> <p>The Board noted the report.</p> <p>8.7 College Annual Strategic Conversation with Education Skills Funding Agency [ESFA] Report: The Principal reported the discussions that took place in May, which focussed primarily upon:</p> <ul style="list-style-type: none"> ▪ Applied General curriculum [AG] and the Advanced Graduate Programme [AGP] ▪ Accommodation matters 	
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	<ul style="list-style-type: none"> ▪ Estate Development and implications for recruitment and funding <p>The Board noted the report.</p>	
9. College Self Assessment Report	<p>9.1 College Quality Improvement Report [Update] The Vice Principal [Curriculum Quality Innovation] reported as noted earlier in the meeting, the Quality Improvement [QIP] is being developed to include:</p> <ul style="list-style-type: none"> ▪ Student Retention/Attendance ▪ Religious Studies ▪ Staff Professional Development ▪ Curriculum design changes <p>Items are then rated as GREEN/YELLOW/RED to indicate priority. The intention is to ensure that the College Self Assessment Review [SAR] 2023 is outstanding overall.</p> <p>The Board noted the report.</p>	
10. Policy Reviews	<p>Document [C] – ‘St Brendan’s Catholic Sixth Form College – Student Admission Policy 2023/2024’ – circulated previously Document [D] – ‘St Brendan’s Sixth Form College – Concerns, Complaints & Compliments Policy and Procedure’ – circulated previously</p> <p>10.1 Student Admission Policy 2023/2024: The Vice Principal [Student Experience Progression] presented the policy for adoption and explained the Governors’ Ethos Safeguarding Welfare Committee had reviewed the text and recommend it to the Board of Governors for adoption.</p> <p><u>Proposal</u></p> <p>‘That the Board of Governors should adopt the “St Brendan’s Catholic Sixth Form College – Student Admission Policy 2023/2024”, as presented’.</p> <p>Proposed: Marian Curran Secunder: Mark O’Sullivan</p> <p>For: 12 Against: 0</p>	

<p>College Financial Matters [Continued...]</p>	<ul style="list-style-type: none"> ▪ The lettings of the Sports facilities will be managed as they arise, and the management and costs associated Staff will be kept in review. <p>In discussion:</p> <p>[1] What would be the effect on the College budget if the College were to creates a Capital Budget? It is a matter for ongoing review in the current financial climate. Some capital improvements are to be funded through cash reserves maybe into 2024/2025.</p> <p>[2] Some concerns were expressed about the impact of delay on renewal/refurbishment projects given the rising inflation and costs year on year. It was noted that the much depends on the Student Recruitment and consequent available funding.</p> <p>[3] What plans are there to improve Student facilities? Much depends on the overall available resource.</p> <p>[4] Has the College considered other sources of local funding that might be available for specific projects? These will be reviewed.</p> <p>The Board of Governors noted the report.</p> <p>11.2 Outline Budget Planning 2023/2025: The Executive Finance Director presented the Budget plan and noted the Governors' Resources Premises HR Committee had reviewed the outline budget for 2023/2025 in greater detail, but the key points are:</p> <ul style="list-style-type: none"> ▪ A surplus budget will be developed for 2023-2024 ▪ Capital expenditure in 2023-2024 will be cut back to allow cash reserves to re-build ▪ A surplus position will be planned for 2024-2025 ▪ The Budget is built up from the aggregated bids of Budget Holders and then reviewed and adjusted as required given the planned income ▪ The budget is developed using a zero-base model ▪ No changes will be made to the Budget once set ▪ The timetable ensures that the Budget is approved well in advance of the next Financial Year ▪ Education Skills Funding Agency [ESFA] national funding rates for 2023/2024 as set in the earlier Comprehensive Spending Review is still at 2.2% but this does not come near the rising inflation eg energy, services, or salaries 	
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<p>College Financial Matters [Continued...]</p>	<ul style="list-style-type: none"> ▪ Student recruitment combined with the practice of ‘lagged funding’ will present a challenge ▪ The timetable ensures that the Budget is approved well in advance of the next Financial Year ▪ The Teacher’s pay settlement for 2022/2023 is still outstanding, a 5% increase backdated to 1 September 2022 is within the budget for 2022/2023, but any higher settlement would be an issue for the College ▪ Loan Covenant – This requires an Earnings Before Interest Tax Depreciation Amortization [EBITDA] 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. This requirement might just be for the first year of the consolidated loan ▪ 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>The Executive Finance Director recommended the budget for adoption:</p> <p style="text-align: center;"><u>Proposal</u></p> <p style="text-align: center;">‘That the Board of Governors, should adopt the “St Brendan’s Catholic Sixth Form College – Budget and Financial Plan 2023-2025”, as presented’.</p> <p>Proposed: Clare Williamson Seconder: James Creamer</p> <p style="text-align: right;">For: 12 Against: 0 Abstention: 0</p> <p>The proposal was adopted. The Principal & Executive Finance Director to implement.</p> <p>Action – Principal & Executive Finance Director</p> <p style="text-align: right;">[Continued...]</p>	<p>Principal & Executive Finance Director</p>
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Comfort Break	<div> <div>Comfort Break</div> <div>Start 17:30 hrs</div> <div>End 17:55 hrs</div> </div>	
College Financial Matters [Continued...]	<p>11.3 Teaching Staff Pay 2022/2023 Award [Update] [Minutes Mar § 11.5]: The Principal explained that the Support Staff had made an agreed settlement, and the College has paid this. Nationally, the Teachers' Unions are in dispute with the Government and continuing to take industrial action. With the agreement of the Board of Governors and in the light of the ongoing impact of inflation on Staff, the College made an interim payment to Teaching Staff.</p> <p>The dispute continues into the 2023/2024 pay round, with the Independent Pay Review Body report due in July. The outcome is awaited. But any settlement above that which has been forecast in the College budget 2023/2024 will present a challenge if not funded by the Government. This is so for many Colleges where funding has fallen behind that awarded to Schools and Academies for some years. Both the Support Staff and the Teaching Staff pay for 2023/2024 will be on the agenda.</p> <p>The Board noted the report.</p> <p>11.4 Authorisation Payment of External Auditor's Fee 2022/2023: The Clerk to Governors explained that this item is on the agenda for the Board of Governors as it is not entirely clear who should authorise payment. On the one hand it is an operation decision in the hands of the Principle, and rightly reviewed and agreed by the Governors' Audit Committee. So as along as the Board of Governors is made aware, it seems best that the matter rests with the Principal and the Governors' Audit Committee.</p> <p>The Executive Finance Director provided the information that the External Auditors had held their charges for several years and the modest the proposed increase of Moore's fees from £11,500 to £13,500 for 2023 was considered a reasonable increase in the light of the current economic climate.</p> <p>The Board noted the report.</p> <p>Action – Executive Finance Director</p>	<div>Executive Finance Director</div>

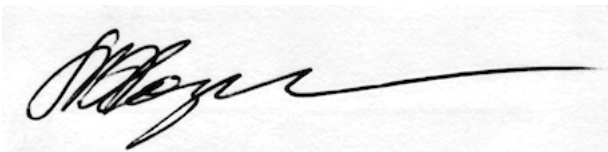
<p>12. Board of Governors' Operations</p>	<p>Document [F] – ‘St Brendan’s Sixth Form College – Board of Governors Business Diary 2023/2024 Revision’ – circulated previously Document [G] – ‘St Brendan’s Sixth Form College – Terms of Reference Governors’ Teaching Curriculum Quality Committee’ – circulated previously Document [H] – ‘St Brendan’s Sixth Form College – Governors’ Committees Terms of Reference Revision’ – circulated previously</p> <p>12.1 Revision of Instrument and Articles of Government [Minutes Mar § 12.1]: The Clerk to Governors referred to the copy correspondence summary circulated previously that included the letter of application to the Bishop for an amendment to the Instrument and Articles of Governance 2018 [I&A] to permit the appointment of Co-Chairs and Co-Vice Chairs. The Clifton Diocesan Department for Schools and Colleges consulted the Catholic Education Service [CES], who advised this was no permitted as all Catholic Sixth Form Colleges would have to change their I&A too.</p> <p>In the light of the increasing possibility of the Board of Governors considering Academisation, the Clerk to Governors suggested the question of Co-Chairs might be ‘parked’. The Board then is required to formally appoint a single Chair of Governors and a Vice Chair of Governors as required by the regulation in the I&A. That should not prevent the Governors collaborating and sharing other duties to ease the burden of office.</p> <p>There was a brief discussion, and the suggestion was agreed.</p> <p>The Board of Governors noted the report</p> <p>12.2 Governors’ Day 2023/2024 [Update] [Minutes Mar § 12.3]: The Principal confirmed the Governors’ Day 2023 is to be Friday, 13 October 2023. Some of the potential topics were discussed and will be agreed later:</p> <ul style="list-style-type: none"> ▪ College Strategic Plan ▪ Academisation options ▪ Qualification and Curriculum reform <p>The Board of Governors noted the report.</p> <p>Action – Marian Curran/ Chair of Governors</p>	<p>Principal & Chair of Governors</p>
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Board of Governors’ Operations [Continued...]	<p>12.3 Evaluation Effectiveness of Governance [Update] [Minutes Mar § 12.5]: This is still part of the ongoing review, and by 2024 the College will need to have completed an Independent Evaluation. The Board of Governors noted the report.</p> <p>Action – Marian Curran/ Chair of Governors</p>	Principal & Chair of Governors
	<p>12.4 Governors’ Skills Report [Minutes Mar § 12.6]: Marie-Claire Harper confirmed that she had issued an email to all Governors asking them to follow the link provided and to complete the new skills questionnaire. Once all the individuals have completed the survey the summary will be prepared and circulated at the next meeting.</p> <p>The Board of Governors noted the report.</p> <p>Action – Marie-Clare Harper/ All Governors/ & Next Agenda</p>	Marie-Clare Harper/ All Governors/ & Next Agenda
	<p>12.6 Recruitment of Governors [Minutes Mar § 12.7: Clare Williamson reported that the Peridot Recruitment Partnership has produced two candidates who were interviewed on Monday, 26 June. Only one of whom, being a Roman Catholic is eligible for appointment as a Foundation Governor and has been referred to the Clifton Diocesan Department for Schools and College to proceed with the application appointment. The other individual is being considered for appointment as a Co-opted Member of the Governors’ Ethos Safeguarding Welfare Committee. In addition, another potential Foundation Governor is proceeding with the application to the Bishop. The Clerk to Governors explained that here are two further vacancies for Foundation Governors and currently there is another enquiry at an early stage.</p> <p>The Board of Governors noted the report.</p> <p>Action – All Governors & Next Agenda</p>	All Governors & Next Agenda
	<p>12.6 Induction Training for Governors: The Clerk to Governors explained that the procedures for the induction of new members of the Board are a combination of operational actions within the College and other training co-ordinated by the Nominated Governor: Marie-Claire Harper. From reports received there are some gaps in the process, particularly those involved the use of Information Technology. To improve matters the Executive Finance Director will consult the IT & Infrastructure Technical Manager, and report back to the next meeting.</p> <p>The Board of Governors noted the report.</p> <p>Action – Executive Finance Director & Next Agenda</p>	

<p>Board of Governors’ Operations [Continued...]</p>	<div> <div> <p>12.8 Appointment Co-opted Governor:</p> <p><u>Proposal</u></p> <p>‘That the Board of Governors re-appoint, Iain Turri as a Co-opted Governor, with effect 29 March 2023 until 28 March 2027’.</p> <p>Proposed: Marian Curran Seconder: Sr Margaret Harlock MBE</p> <p style="text-align: right;">For: 11 Against: 0 Abstention: 1</p> <p>The proposal was adopted. The Clerk to Governors to issue the letter of appointment and implement.</p> <p>Action – Clerk to Governors</p> <p>12.9 Principalship Pay 2022/2023: Clare Williamson reported the Governors’ Strategy Search Remuneration Committee at its recent meeting had considered and reviewed the following:</p> <ul style="list-style-type: none"> ▪ The Sixth Form College Association Senior Staff Pay Survey, and it was confirmed that the current Principalship Pay Spine 2022/2023 is broadly comparable to that of Colleges of a similar size ▪ The Committee reviewed the Principal’s Performance Management, and the final stage will be settled once the summer Examination results have been published in the autumn ▪ The Committee also considered the initial draft of the Principals’ Performance targets and objectives for 2023/2024. There will be further discussions next week between the Chair of Governors and the panel and the Principal <p>The Board of Governors noted the report.</p> <p>Action – Chair of Governors & Principal</p> <p>12.10 Governors Business Diary 2023/2024 [Update]: The Clerk to Governors presented the draft of the Governors Business Diary 2023/2024, and noted the amendments made this week as they affect the date of the Board of Governors in July 2024 and the preceding meetings of the</p> </div> </div>	<div> <div>Clerk to Governors</div> <div>Chair of Governors & Principal</div> </div>
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Board of Governors’ Operations [Continued...]	<p>12.13 Appointment Vice Chair of Governors: The Clerk to Governors called for nominations for the post of Vice Chair of Governors 2023/2024. It was confirmed that Marie-Claire Harper was prepared to serve.</p> <p><u>Proposal</u></p> <p>‘That the Board of Governors appoint, Marie-Claire Harper as a Vice Chair of Governors, with effect 1 August 2023 until 31 July 2024’.</p> <p>Proposed: Marian Curran Seconder: Mark O’Sullivan</p> <p>For: 11 Against: 0 Abstention: 1</p> <p>The proposal was adopted. The Clerk to Governors to issue the letter of appointment and implement and inform the Diocese.</p> <p>Action – Clerk to Governors</p>	<p>Clerk to Governors</p>
13. Board of Governors Review Strategic Risk Register	<p>Document [I] – ‘St Brendan’s Sixth Form College – Board of Governors Business Diary 2023/2024 Revision’ – circulated previously</p> <p>13.1 Board of Governors’ Review Outstanding Risk Items [Red/Amber Items] The Principal, explained that Risk Register revised in January and July and January each year and the changes to the Register will be considered in the Governors’ Committees in 2023/2024.</p> <p>The Board of Governors noted the report.</p> <p>Action – Principal & Next Agenda</p>	<p>Principal & Next Agenda</p>
14. Correspondence	<p>14.1 Go-Governance [30] – as circulated by email.</p> <p>14.2 Governors’ Skills Questionnaire – as circulated by email.</p> <p>14.3 External Governance Independent Review – as circulated by email.</p>	

15. Board of Governors’ Briefing Next Meeting	15.1 Governors’ Briefing Next Meeting: It was suggested that a briefing on the use of Governance Teams and files might be useful. The choice will be left to the Chair of Governors and the Principal when the next agenda is being prepared. Action – Principal/Chair of Governors & Next Agenda	Principal/Chair of Governors & Next Agenda
16. Any Other Business	16.1 Appreciation College Management Team: The Principal expressed her thanks and appreciation to the Principalship team for their contribution to the good of the College this year. The Board of Governors endorsed this appreciation. 16.2 Retiring Chair and Vice Chairs of Governor: The year has been challenging with the Office for Standards in Education [OFSTED] Inspection during the year, and the abrupt retirement of the Chair of Governors in January, so a special note of appreciation to Clare Williamson for her effort. The Board of Governors endorsed this appreciation and thanked Clare Williamson and Marie-Claire Harper.	
17. Date Next Meeting	17.1 Date of Next Meeting – Governors’ Diary [Agreed dates] Board of Governors – Thursday, 28 September 2023 at 16:00 Audit Committee – Wednesday, 3 May 2023 at 16:00 Ethos Safeguarding Welfare Committee – Wednesday, 22 November 2023 at 16:00 Resources Premises Human Resources Committee– Wednesday, 15 November 2023 at 16:00 Strategy, Search & Remuneration Committee – Wednesday, 20 September 2023 at 16:00 Teaching Curriculum Quality Committee – Wednesday, 8 November 2023 at 16:00 Governors’ Day 2023/2024 – Friday, 13 October 2023 10:00-16:00 hrs Diocesan Education Mass 2023 – Thursday, 27 June 2024 19:00 hrs [NOTE – 1 meeting dates may need to be changed]	Clerk/ All Governors Next Agenda
Notes	None	

Minutes Prepared	Monday, 10 July 2023 Peter J Harrison <i>[Clerk to Governors]</i>	
Minutes Agreed	Minutes Approved Date Thursday, 28 September 2023  Signature _____ Chair of Governors	