



St Brendan's Catholic Sixth Form College
Board of Governors

OPEN – MINUTES

In Person and Virtual Meeting Held On: Thursday, 28 September 2023

D-Building Room D2/D3 at 16:00– 18:55 hrs

Governors Present: Svetlana Bajic-Raymond [Chair of Governors], Roger Bridgeman, Bethany [Bea] Channing-Cone, James Creamer, Marian Curran [Principal], Sr Margaret Harlock MBE, Marie-Claire Harper [Vice Chair of Governors], Mark O'Sullivan, Deborah Redwood, Paul Ryan (part), Daniel Smith, Peter Turner [R*], Iain Turri, Clare Williamson [14]

Apologies: Antonia Corrigan [1]

Absent without Apology: Margaret Abazie-Humphrey [1]

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], Supiro Dasgupta [R*] [Pending appointment as a Co-opted Committee member]

Quorum Present: 14/16 [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 2022/2023 Report' – circulated previously
- Document [B] – 'St Brendan's Sixth Form College – Pecuniary Interest/Disability/Access/Equality/Safeguarding Declaration 2023/2024' – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – Student Recruitment/Retention Attendance Report September 2023' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Quality Improvement Plan 2023/2024' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Summer Examination Results 2023 – overview' – circulated previously
- Document [F] – 'St Brendan's Catholic Sixth Form College – Safeguarding and Child Protection Policy and Procedure' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Prevent Duty Policy and Procedure' – circulated previously
- Document [H] – 'St Brendan's Sixth Form College – Governors' Skills Assessment Report 2022/2023' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – Governors' Business Diary 2023/2024' – circulated previously
- Document [J] – 'St Brendan's Sixth Form College – Governors' Committee List 2023/.2024' – circulated previously
- Document [K] – 'St Brendan's Sixth Form College – Governors Attendance Report 2022/2023' – circulated previously
- Document [L] – 'St Brendan's Sixth Form College – Risk Register Updates' – circulated previously
- Document [M] – 'St Brendan's Sixth Form College – Risk Register Board of Governors' Extract' – circulated previously
- Document [N] – 'Catholic Education Service – Occupation of School Premises' 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: Svetlana Bajic-Raymond [Chair of Governors] opened the meeting with prayer. Introductions were.</p> <p>1.2 Apologies: One apology Antonia Corrigan accepted [1]</p> <p>1.3 Absent without Apology: Margaret Abazie-Humphrey [1]</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 2022/2023 Report’ – circulated previously</p> <p>Document [B] – ‘St Brendan’s Sixth Form College – Pecuniary Interest/Disability/Access/Equality/Safeguarding Declaration 2023/2024’ – circulated previously</p> <p>2.1 St Brendan’s Sixth Form College – Pecuniary Interest/Disability/Access/Equality/Safeguarding Declaration 2022/2023 Report: The Clerk to Governors presented the record of full compliance for the declarations made for 2022/2023. The Board of Governors noted the report.</p> <p>2.2 Declaration 2023/2024 Access/Equality/Safeguarding Declaration [Minutes July § 2.2]: Further to the request made at the last meeting in July, The Clerk to Governors again circulated the blank forms for completion and return to the Clerk to Governors. There were no oral declarations.</p> <p>Action – All Governors & Principalship</p>	<p>All Governors & Principalship & Next Agenda</p>
3. Minutes Previous Meetings	<p>3.1 Previous Minutes Open [Thursday, 6 July 2023] The Minutes were agreed as a true and accurate record of the meeting without correction and signed by the 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>	<p>Clerk to Governors</p>

<p>4. Minutes Actions Review</p>	<p>4.1 Industrial Action Impact Review [Minutes Jul § 8.4]: The Principal gave a brief report about the impact of industrial action on the operation of the College by some Staff.</p> <p>4.2 Student Admission Policy 2023/2024 [Minutes Jul § 10.1]: The Principal confirmed this action had been implemented.</p> <p>4.3 Concerns Complaints & Compliments Policy [Minutes Jul § 10.2]: The Principal confirmed the policy is now in place.</p> <p>4.4 Outline Budget Planning 2023/2025 [Minutes Jul § 11.2]: The Executive Finance Director, noted that several announcements made by the Department For Education [DFE] over the summer vacation impact variously on the College financial planning going forward. The impact of the Reinforced Autoclaved Aerated Concrete [RAAC] crisis on Government funding is still unclear. The Governors' Resources Premises HR Committee will be monitoring developments.</p> <p>4.5 Authorisation Payment of External Auditor's Fee 2022/2023 [Minutes Jul § 11.4]: The Executive Finance Director reported the meeting with the Internal Auditors is due to take place next week.</p> <p>4.6 Appointment Student Governors [Minutes Jul § 12.7]: The Clerk to Governors confirmed the letter of appointment had been issued.</p> <p>4.7 Appointment Co-opted Governor [Minutes Jul § 12.8] The Clerk to Governors confirmed the letter of appointment had been issued.</p> <p>4.8 Governors' Committees' Term of Reference [Minutes Jul § 12.11]: The Clerk to Governors confirmed the new Terms of Reference have been published and are available in Governance Office Teams <files>.</p> <p>4.9 Appointment Chair of Governors [Minutes Jul § 12.12]: The Clerk to Governors confirmed the letter of appointment had been issued.</p> <p>4.10 Appointment Vice Chair of Governors [Minutes Jul § 12.13]: The Clerk to Governors confirmed the letter of appointment had been issued.</p>	
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5. Matters Arising	5.1 None.	
6. Governors' Committee Reports	<p>6.1 Audit Committee: No report yet due:</p> <p>6.2 Ethos Safeguarding Welfare Committee [230913] – In the absence of Antonia Corrigan, the Vice Principal [Student Experience Progression] reported:</p> <ul style="list-style-type: none"> ▪ College Nurse briefing ▪ Student enrolment and the effects on Students and facilities ▪ The Denominational Inspection action plan, RPE and Chaplains report ▪ Student Governor report and Student Union Accounts 2022/2023 ▪ College Transport ▪ Safeguarding – the number of cases being dealt with by the team has been very high since the beginning of term and they are reaching their capacity. It was hoped that some of these issues will settle down once the new Students are better known to the team. The longterm effects of Covid and Students' mental health are still being felt ▪ The Single Central Record ▪ The Safeguarding Policy and PREVENT policy were recommended to the Board of Governors for adoption <p>The Board noted the report.</p> <p>6.3 Resources Premises Human Resources Committee: No report yet due:</p> <p>6.4 Strategy, Search Remuneration Committee [230920]: The Chair of Governors reported that many of the items discussed also appear on the agenda for this meeting:</p> <ul style="list-style-type: none"> ▪ Principalships' Performance Management 2022/2023 and Targets 2023/2024 ▪ Clerk to Governors Performance Management 2022/2023 and Targets 2023/2024 ▪ Governor Recruitment Peridot Partners ▪ Academisation and Local Competition and the future direction of the College <p>The Board noted the report.</p> <p>6.5 Teaching Curriculum Quality Committee: No report yet due</p>	Next Agenda – standing item

8. Principal's Report

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

8.1 Student Enrolment 2023/2024 Report: The Principal presented the report and updated the figures:

	2021/22 @ End of 2020	2022/23 @ End of 2021	2023/24 @ End of 2022	2024/2025 @ 28September 2023
TOTAL APPLICATIONS RECEIVED	2251	2719	2715	
TOTAL OFFERS	2129	2137	2190	
TOTAL ACCEPTANCES	1966	1979	2079	–

The Principal said that the key issues affecting Recruitment/Attention/Retention are, as always, transport, the Curriculum offer, the pull of the former school and friends. The College team are working hard to make new Students feel welcome in the new environment.

The 42-Day Census date this year falls on Wednesday, 18 October, and the numbers on role will dictate the anticipated level of 'lagged funding' in 2024/2025. Currently, the College budget plan is for 2050 Students.

Enrolment 2024/2025 now starts up again with the Open Day on Saturday, 7 October 10:00 – 14:30 hrs.

The Board of Governors noted the report.

8.2 Student Retention/Attendance 2022/2023 Report: The Principal presented the report and noted the key issue of Retention:

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

Standing Item

<p>Principal's Report [Continued...]</p>	<p>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 96.8% [from Enrolled] and is up on the previous year, and broadly comparable with similar Colleges nationally.</p> <p>Attendance –</p> <p>Overall attendance is 92.3% which is better than that for the City of Bristol Schools and Academies, in South Bristol at an average 85%, and Attendance is a concern for all Schools, both Primary and Secondary in Bristol. Comparing the College figure with National College data, also reflects on the lower average Attendance issue here in the Southwest.</p> <p>Discussion –</p> <p>[1] What is the average Secondary School attendance figure for Bristol?</p> <p>[2] What impact does the College's breadth of Curriculum have on recruitment?</p> <p>[3] How effective are the revised procedures in College proving to in improving Retention and Attendance?</p> <p>[4] What information do we have o/n the activities of the 'competition' and nay new threats to the position or reputation of the College?</p> <p>Not all answers in detail were immediately available, and regular reports are already provided to the various Governors' Committees on these topics. What is evident that the South Gloucester and South Bristol cohort of 16-19 year olds in on the increase, which is good news for the College. On the downside the recent announcement of a new 16-19 Free School, is much debated among professional educators in the City and South Gloucestershire, as not being necessary. As noted above the recent announcement by the Department For Education [DFE] over the summer vacation will impact variously on the College financial planning going forward. But the impact of the Reinforced Autoclaved Aerated Concrete [RAAC] crisis on Government funding is still unclear. The College Marketing Team is 'geared up' to promote the College's:</p> <ul style="list-style-type: none"> ▪ Ethos and values ▪ The Curriculum and Skills offer available <p>The Board of Governors noted the report.</p>	
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Principal's Report [Continued...]	<p>8.3 Staff Recruitment/Appointments [Update]: The Principal reported the currently open advertisements:</p> <table border="1" data-bbox="622 336 1574 882"> <tr> <th colspan="3">St Brendan's Catholic Sixth Form College – Open Adverts</th></tr> <tr> <th>Job Title</th><th>Closing Date</th><th>Applications</th></tr> <tr> <td>Head of Catholic Education and Community</td><td>27/09/2023</td><td>1</td></tr> <tr> <td>PA Principal</td><td>08/10/2023</td><td>Re-advert</td></tr> <tr> <td>Inclusive Learning Assistant</td><td>01/10/2023</td><td>1</td></tr> <tr> <td>Teacher Business Studies [Temporary]</td><td></td><td></td></tr> <tr> <th colspan="3">St Brendan's Catholic Sixth Form College – Under Offer</th></tr> <tr> <td>Careers Officer</td><td>02/10/2023</td><td></td></tr> <tr> <th colspan="3">St Brendan's Catholic Sixth Form College – Temporary Staffing</th></tr> <tr> <td>Student Wellbeing and Engagement Assistant</td><td></td><td>In place</td></tr> <tr> <td>Inclusive Learning Assistant</td><td></td><td>In place</td></tr> <tr> <td>Inclusive Learning Team Administrator</td><td></td><td>Pending</td></tr> </table> <p>The Board of Governors noted the report.</p>	St Brendan's Catholic Sixth Form College – Open Adverts			Job Title	Closing Date	Applications	Head of Catholic Education and Community	27/09/2023	1	PA Principal	08/10/2023	Re-advert	Inclusive Learning Assistant	01/10/2023	1	Teacher Business Studies [Temporary]			St Brendan's Catholic Sixth Form College – Under Offer			Careers Officer	02/10/2023		St Brendan's Catholic Sixth Form College – Temporary Staffing			Student Wellbeing and Engagement Assistant		In place	Inclusive Learning Assistant		In place	Inclusive Learning Team Administrator		Pending	
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9. College Business	<p>Document [D] – 'St Brendan's Sixth Form College – Quality Improvement Plan 2023/2024' – circulated previously Document [E] – 'St Brendan's Sixth Form College – Summer Examination Results 2023 – overview' – circulated previously</p> <p>9.1 Safeguarding PREVENT Guidance Update September 2023: The Vice Principal [Student Experience Progression] reminded the Board of Governors that all Staff and Governors are required to complete the Safeguarding/PREVENT National College training each year. The links for access to the National College have been issued by email.</p>	<p>All Governors</p>																																				

<p>College Business [Continued...]</p>	<p>The Safeguarding and PREVENT policies have been amended to reflect the September 2023 guidance and are for adoption later in the meeting. [Refer Minutes § 11.1 and § 11.02 below], The Board of Governors noted the report. Action – All Governors & Principalship</p> <p style="text-align: right;">[Paul Ryan joined the meeting 16:50 hrs]</p> <p>9.2 College Self-Assessment Report 2022/2023/QIP 2023/2024 [Update]: The Vice Principal [Curriculum Quality Innovation] explained that the Quality Improvement Plan [QIP] considers the recent Office for Standards in Education Inspection Report and also follows consultation with other similar Sixth Form Colleges nationally about the content of their Self-Assessment Reports. In the case of the College, the QIP is built up by each faculty setting their own target objectives for the year, and the College Management then brings these together to form the overall plan for the College in meeting its agreed objectives. The QIP will be subject to review and amendment as the year proceeds. The Summary page [page2] sets out the key themes:</p> <ul style="list-style-type: none"> ▪ Professional Learning <ul style="list-style-type: none"> ○ Expert Teaching and Staff ○ Inspiring Curriculum ○ Brilliant Teams ▪ Personalisation <ul style="list-style-type: none"> ○ Inspiring Learners ○ Expert Learners ○ Engaged Learners ▪ Precision <ul style="list-style-type: none"> ○ Teachers ○ Leaders <p>Discussion centred on the following points: [1] Learning is the key element in the plan, but all the elements need to be taken together, along with other important issues, such as Student Attendance and Retention and skills. [2] Relationships play a key role and the introduction of a daily Reflection imbedded in the lesson at the start of the day helps to create the ethos.</p>	
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<p>College Business [Continued...]</p>	<p>[3] Some of the important areas in the QIP include the employability, careers and safeguarding.</p> <p>[4] Catholic Social Teaching and activities such as Catholic Fund for Overseas Development [CAFOD] are an integral part of the Religion Philosophy Ethics programme, in addition to the options available in the Enrichment programme.</p> <p>[5] The Governors' Committees, variously within their respective Terms of Reference will receive feedback on progress during the year.</p> <p>[6] The essential points were noted by the Student Governors who underlined the importance of being a welcoming community, and building, and of ensuring the Students are informed about their progress in their chosen subjects.</p> <p>The Board of Governors noted the report.</p> <p>9.3 Summer Results 2022 Overview: The Vice Principal [Curriculum Quality Innovation] presented the report. The report presents three types of available data:</p> <ul style="list-style-type: none"> ▪ ALPS – A-Level Performance System This grading system is used by most Post-16 providers, and allows the College performance to be compared against national benchmarks on a scale of 1 – 9: <ul style="list-style-type: none"> ○ Score 1–3 the top 25% ○ Score 4 – 6 the 50% range ○ Score 7 – 9 bottom 25% ▪ 6 Dimensions Value Added – Six Dimensions Report – this measure takes account of the individual Student's prior attainment and progress within the College. So, a Student with a low average GCSE score at entry who attains a C-grade at A-Level will have a high Value Added. ▪ Headline Attainment – a raw percentage score, which can be used in comparison with other provides and also for the College to compare its performance against previous years' attainment. The changes in process adopted during the pandemic means that only the data from 2019 can be utilised this year. <p>The Vice Principal [Curriculum Quality Innovation] noted that there will be a full analysis of the data at the meeting of the Board of Governors on 17 October, and highlighted several areas of good performance, and the Applied General results were excellent, and those areas of concerns that are being addressed.</p>	
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College Business [Continued...]	<p>Discussion:</p> <p>[1] The College has made good progress in 2022/2023 on balance but there remain areas of ongoing concern.</p> <p>[2] The Applied General Curriculum option is clearly important for our Students whether taken in conjunction with an A-Level or some other options</p> <p>[3] It was confirmed that Special Need Disability data, and Children in Care data is included and available for further` analysis.</p> <p>[4] The numbers of Students taking A-Level varies from year to year depending on the numbers of Year 12 Students who return for Year 13.</p> <p>[5] Examination Boards also vary there standards and marking procedures from year to year, and this needs to be considered when making comparisons</p> <p>[6] Liaison with the local Secondary Schools might also establish what the drivers are for General Certificate of Secondary Education [GCSE] re-takes might be</p> <p>The Board noted the report.</p>	
Comfort Break	<p style="text-align: right;">Start 17:30 hrs</p> <p style="text-align: center;">Comfort Break</p> <p style="text-align: right;">End 17:50 hrs</p>	
10. College/Financial Matters	<p>10.1 Estate Development Report [Update] [Minutes Jul § 11.1 ff] – standing item: The Executive Finance Director outlined the current position regarding the College budget and forthcoming potential changes in funding. He referred to the following matters:</p> <ul style="list-style-type: none"> ▪ Lettings – with the opening of the new Sports Development facilities the enquiries have increased and currently in the last month income was £9k ▪ The Want List – the College has a long list of items needing attention or are desirable, but which the College cannot afford now ▪ Health and Safety – several issues are being worked through currently 	<p style="text-align: center;">Standing item</p>

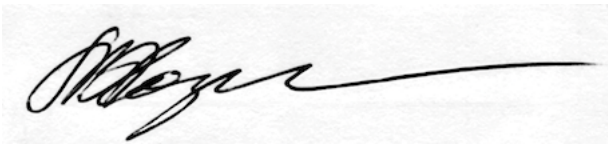
<p>College/Financial Matters [Continued...]</p>	<ul style="list-style-type: none"> ▪ Student Funding – the Day 42 Census date and the current number of Students on roll means that the ‘lagged funding’ for 2024/2025 will be up on the current year. There is also the possibility of additional in-year funding for 2023/2024. ▪ Sports Development – the works are almost complete but there has been some ‘over runs’ relating to the drainage works and the road access. The contract cost has risen accordingly. Negotiations with Bristol City Council have been long and challenging, but the Council will transfer the ownership of the triangle of land bordering to the Broomhill Road to the College at a cost of £40k. The College has proposed a down payment of £20k with the remainder to follow in instalments. ▪ Title to Land – The Governors asked whether the Diocesan Trustees had been consulted about this land transfer, as it is believed the land and properties on ultimately are in the ownership of the Diocesan Trustee, and not the College? This would mean that any transfer of land would be to the Diocese and not directly to the ownership of the College. The Diocesan Trustees have already donated £500,00k to the development and this might be utilised for the purchases, or the diocesan Trustees might consider making an additional payment of £40k for the land acquisition? Clearly, there should be no delay in resolving the issue of the land acquisition so the works can be concluded. It was agreed the College would consult the Diocesan Trustees. <p>The Governors’ Resources Premises HR Committee will be considering these and other issues in greater detail as the year proceeds.</p> <p>The Board noted the report and agreed that the land should be acquired if possible.</p>	
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College/Financial Matters	<p><u>Proposal</u> ‘That the Board of Governors should consult with the Diocesan Trustee about the land title and purchase form the Bristol City Council and subject to agreement with all parties proceed with the acquisition of the land.’</p> <p>Proposed: Svetlana Bajic-Raymond Seconder: Marian Curran</p> <p style="text-align: right;">For: 12 Against: 0 Abstention: 2 [under 18 years]</p> <p>The proposal was adopted. The Principal to implement. Action –Principal and Executive Finance Director &Next Agenda</p> <p>10.2 Principalship Pay 2022/2023: The Governors’ Strategy Search Remuneration Committee having reviewed of the Principalship’s Performance Management 2022/2023, recommends that the Board of Governors approve the spine advancement of the individuals entitled. This proposal was unanimously agreed without a vote.</p> <p>The Board of Governors congratulated the Principal and the College Management Team for their work in 2022/2023 and the excellent results and progress made in the College operations and outcomes for Students. Action –Principal and Executive Finance Director</p>	<p>Principal & Executive Finance Director & Next Agenda</p> <p>Principal & Executive Finance Director</p>
11. Policy Reviews	<p>Document [F] – ‘St Brendan’s Catholic Sixth Form College – Safeguarding and Child Protection Policy and Procedure’ – circulated previously Document [G] – ‘St Brendan’s Sixth Form College – Prevent Duty Policy and Procedure’ – circulated previously</p> <p>11.1 Safeguarding and Child Protection Policy and Procedure: The Vice Principal [Student Experience Progression] presented the policy for adoption noting the amendments and the fact that the Governors’ Ethos Safeguarding Welfare Committee has also reviewed the text and recommends it to the Board for adoption.</p>	

<p>Policy Reviews [Continued...]</p>	<p><u>Proposal</u></p> <p>‘That the Board of Governors should adopt the ““St Brendan’s Catholic Sixth Form College – Safeguarding and Child Protection Policy and Procedure’, as presented’.</p> <p>Proposed: Marian Curran Seconder: James Creamer</p> <p>For: 14 Against: 0 Abstention: 0</p> <p>The proposal was adopted. The Principal to implement. Action – Principal</p> <p>11.2 Prevent Duty Policy and Procedure:</p> <p><u>Proposal</u></p> <p>‘That the Board of Governors should adopt the “St Brendan’s Sixth Form College – Prevent Duty Policy and Procedure”, as presented’.</p> <p>Proposed: Marian Curran Seconder: James Creamer</p> <p>For: 14 Against: 0 Abstention: 0</p> <p>The proposal was adopted. The Principal to implement. Action – Principal</p> <p>[The Vice Principal [Student Experience Progression] left the meeting at 18:20 hrs]</p>	<p>Principal</p> <p>Principal</p>
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<p>12. Board of Governors' Operations</p>	<p>Document [H] – ‘St Brendan’s Sixth Form College – Governors’ Skills Assessment Report 2022/2023’ – circulated previously Document [I] – ‘St Brendan’s Sixth Form College – Governors’ Business Diary 2023/2024’ – circulated previously Document [J] – ‘St Brendan’s Sixth Form College – Governors’ Committee List 2023/.2024’ – circulated previously Document [K] – ‘St Brendan’s Sixth Form College – Governors Attendance Report 2022/2023’ – circulated previously</p> <p>12.1 Governors’ Day 2023/2024 [Minutes Jul § 12.2]: The Principal reported that the Agenda for the Governors’ Day on Friday, 13 October 2023 will be issue in the next few days. It is hoped that as many Governors will be present in person, but MS Office Teams™ will be available, as necessary. The programme will include:</p> <ul style="list-style-type: none"> ▪ Safeguarding Update ▪ MS Teams training/National College access training ▪ James Kewin [Deputy Chief Executive Sixth Form College Association] presentation on-line ▪ Horizon Scanning & Current Strategic Plan ▪ Break-out Groups – Strategic Objectives & Priorities 2024-2027 <p>Action – Principal</p> <p>12.2 Governors’ Skills Report [Minutes Jul § 12.4]: Marie-Claire Harper presented the report and noted some of the apparent skill gaps that the Board of Governors needs to cover if possible. There was a brief discussion. The skills of Governors will be reviewed gain in the Spring. The Board of Governors noted the report. Action – Marie-Claire Harper future agenda</p> <p>12.3 Governors’ Briefing December Meeting: It was agreed that the December meeting is usually a heavy matter of business, and no briefing was proposed.</p> <p>12.4 Governors’ Business Diary 2023/2024 [Updated]: The Clerk to Governors referred to the Diary as previously circulated, and reminded Governors that planned dates are liable to revision as the year proceeds. The Board of Governors noted the report. Action – All Governors</p>	<p>Marie-Claire Harper & Future Agenda</p> <p>All Governors</p>
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Board of Governors' Operations [Continued...]	12.11 Induction Training for Governors [Minutes Jul § 12.6]: The Principal reported that these matters will be covered on the Governors' Day.	
13. Board of Governors Review Strategic Risk Register	<p>Document [L] – 'St Brendan's Sixth Form College – Risk Register Updates' – circulated previously Document [M] – 'St Brendan's Sixth Form College – Risk Register Board of Governors' Extract' – circulated previously</p> <p>13.1 Board of Governors' Review Outstanding Risk Items [Red/Amber Items] Clare Williamson presented the reports. The first list the changes that have been made to the recent edition. The Risk Register revised in January and July each year and the changes to the Register will be considered in the Governors' Committees in 2023/2024.</p> <p>The two 'key features' are Column 7 with the original risk score noted in GREEN/AMBER or RED and Column 13 the 'Residual Score'. This is also colour coded and indicates the risk following the remedial action is taken. The meeting then reviewed the following items:</p> <ul style="list-style-type: none"> ▪ § 5.2 – College profile lost due to poor Student outcomes and reputation ▪ § 6.1 – Loss of opportunities due to Academisation ▪ § 6.21 – Loss of funding due to the reduction of Applied General [AP] curriculum options for Students <p>The Board of Governors noted the report. Action – Principal & Next Agenda</p>	Principal & Next Agenda
14. Correspondence	<p>Document [N] – 'Catholic Education Service – Occupation of School Premises' circulated previously</p> <p>14.1 St Brendan's A-Level Results Day Press Release [230817] – circulated by email.</p> <p>14.2 Catholic Education Service – Occupation of School Premises [230825]: The Clerk to Governors explained that the Catholic Education Service [CES] has provided legal advice which the Diocese of Clifton has requested be circulated to all Schools, Colleges, and Academies for implementation by Governing Bodies.</p> <p>Action – All Governors to note</p>	All Governors

15. Any Other Business	15.1 None.	
16. Date Next Meeting	<p>17.1 Date of Next Meeting – Governors’ Diary [Agreed dates]</p> <p>Board of Governors – Tuesday, 17 October 2023 at 16:00</p> <p>Board of Governors – Thursday, 7 December 2023 at 16:00</p> <p>Audit Committee – Wednesday, 22 November 2023 at 16:00</p> <p>Ethos Safeguarding Welfare Committee – Wednesday, 7 February 2024 at 16:00</p> <p>Resources Premises Human Resources Committee – Wednesday, 15 November 2023 at 16:00</p> <p>Strategy, Search & Remuneration Committee – Wednesday 11 October 2023 at 16:00</p> <p>Strategy, Search & Remuneration Committee – Wednesday 29 November 2023 at 16:00</p> <p>Teaching Curriculum Quality Committee – Wednesday, 8 November 2023 at 16:00</p> <p>Governors’ Day 2022/2023 – Friday, 13 October 2023 at 10:00 –16:00</p> <p>Diocesan Education Mass 2024 – Thursday, 27 June 2024 at 19:00 hrs</p> <p>[NOTE – 1 meeting dates may need to be changed]</p>	Clerk/ All Governors Next Agenda
Notes	None	
Minutes Prepared	<p>Tuesday, 3 October 2023</p> <p>Peter J Harrison</p> <p>[Clerk to Governors]</p>	
Minutes Agreed	<p>Minutes Approved</p> <p>Date Tuesday, 17 October 2023 at 16:00</p> <p></p> <p>Signature _____ Chair of Governors</p>	