

GOVERNORS/MEMBERS PRESENT: James Creamer [Chair], Roger Bridgeman (part), Marian Curran [Principal], Michelle Hazelwood, Peter Turner, Clare Williamson [6]

APOLOGY: Svetlana Bajic-Raymond [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 – Governors' Resources Premises HR Committee Terms of Reference' – circulated previously
- Document [B] – 'St Brendan's Sixth Form College – Staff Retention Report November 2023' – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – Staff Demographics Report November 2023' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Teaching and Support Staff Pay Award 2023/2024' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – Staff Wellbeing Report November 2023' – circulated previously
- Document [F] – 'St Brendan's Sixth Form College – Car Leasing Scheme November 2023' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – Student Recruitment/Retention/Attendance November 2023' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – Premises Report November 2023' – circulated previously
- Document [J] – 'St Brendan's Sixth Form College – Health & Safety and Accident Report – November 2023' – circulated previously
- Document [K] – 'St Brendan's Sixth Form College – Estate Development Sports Project Report' – circulated previously
- Document [L] – 'St Brendan's Sixth Form College – Moxton Education – Strategic ICT Support' – circulated previously
- Document [M] – 'St Brendan's Sixth Form College – Annual Report and Financial Statements [draft] 2022/2023' – circulated previously
- Document [N] – 'St Brendan's Sixth Form College – Management Accounts September 2023' – circulated previously
- Document [O] – 'St Brendan's Sixth Form College – Financial Regulations' – circulated previously
- Document [P] – 'St Brendan's Sixth Form College – Budget and Financial Plan 2023-2024' – circulated previously
- Document [Q] – 'St Brendan's Sixth Form College – Essential Skills Training Policy' – circulated previously
- Document [R] – 'St Brendan's Sixth Form College – Induction Policy and Procedure' – circulated previously

Document [S] – ‘St Brendan’s Sixth Form College – Organisational Change Policy and Procedure’ – circulated previously
Document [T] – ‘St Brendan’s Sixth Form College – Raising Concerns Policy and Procedure [Whistleblowing]’ – circulated previously
Document [U] – ‘St Brendan’s Sixth Form College – Redeployment Policy and Procedure’ – circulated previously
Document [V] – ‘St Brendan’s Sixth Form College – Redundancy Policy and Procedure’ – circulated previously
Document [W] – ‘St Brendan’s Sixth Form College – Travel and Expenses Policy and Procedure’ – circulated previously
Document [X] – ‘St Brendan’s Sixth Form College – Staff Wellbeing and Mental Health Policy’ – circulated previously
Document [Y] – ‘St Brendan’s Sixth Form College – Staff Social Media Policy’ – circulated previously
Document [Z] – ‘St Brendan’s Sixth Form College – Information Technology Security Policy’ – circulated previously
Document [A2] – ‘St Brendan’s Sixth Form College – Bursary Free College Meal Policy’ – circulated previously
Document [B2] – ‘St Brendan’s Sixth Form College – Health and Safety Policy’ – circulated previously
Document [C2] – ‘St Brendan’s Sixth Form College – Freedom of Information Policy’ – circulated previously
Document [D2] – ‘St Brendan’s Sixth Form College – Data Protection Policy’ – circulated previously
Document [E2] – ‘St Brendan’s Sixth Form College – Community Use Policy’ – circulated previously
Document [F2] – ‘St Brendan’s Sixth Form College – Governors’ Committee Risk Register Extract’ – circulated previously
Document [G2] – ‘St Brendan’s Sixth Form College – Further Education and Sixth Form Colleges – Investments and Trading’ – circulated previously
Document [H2] – ‘St Brendan’s Sixth Form College – College Financial Data Access’ – 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
<p>1. Welcome</p>	<p>11.1 Welcome: The Committee Chair welcomed Michelle Hazelwood, and Peter Turner, attending their first meeting following 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: Svetlana Bajic-Raymond [1]</p> <p>1.3 Absent: None [0]</p> <p>1.4 Quorate: The meeting was declared quorate [6/6]</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>	
<p>2. Declarations of Interest</p>	<p>2.1 Declarations of Interest: Governors confirmed there had been no change.</p>	<p>Next Agenda & Any Governor</p>
<p>3. Committee Annual Business</p>	<p>Document [A] – ‘St Brendan’s Sixth Form College – Governors’ Resources Premises HR Committee Terms of Reference’ – circulated previously</p> <p>3.1 Review Committee Terms of Reference [Minutes Jun § 8.2]: The Committee reviewed the text, which incorporates the changes suggested at the previous meeting, chiefly alterations of titles in the College, and item § 7 relating to control of College Information Technology data and systems. The Clerk to Governors explained that the Terms of Reference for all the Governors’ Committees will be tabled for adoption by the Board of Governors in December. The Committee noted the report.</p> <p>Action – Clerk to Governors</p> <p>3.2 Committee Briefing Next Meeting: It was agreed after discussion that generally, there was no briefing for the Committee, which always has a large agenda.</p>	<p>Clerk to Governors</p>

<p>4. Minutes Previous Meeting</p>	<p>4.1 Governors’ Resources HR Committee Open Minutes [21 June 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>	<p>Clerk to Governors</p>
<p>5. Actions Review [Agenda not itemised]</p>	<p>5.1 Staff Code of Conduct Policy [Minutes Jun § 10.2]: It was confirmed that the booklet version with its small font size, has been changed for the web version.</p> <p>5.2 Annual Nomination/Election Committee Chair 2023/2024 [Minutes Jun § 12.3]: The agreed discussion between the two nominated Governors for the position of Committee Chair took place as agreed. [Refer below Minute § 6.1]</p> <p>5.3 Concerns Complaints and Compliments Policy – Business Plan [Minutes Jun § 13.1]: The Clerk to Governors confirmed he had changed the agenda timing of the review in the Business Plan, as requested, with the primary responsibility resting with this Committee.</p>	
<p>6. Matters Arising [Agenda not listed]</p>	<p>6.1 Election Committee Chair [Minutes Jun § 12.3] [Refer above Minute Nov § 5.2]: The Clerk to Governors invited nominations for the position of Chair of the Committee for the coming year:</p> <p style="padding-left: 40px;"><u>Proposal</u></p> <p style="padding-left: 80px;">‘That the Governors’ Resources HR Committee, appoint James Creamer as Chair of the Resource’s Premises HR Committee for the coming year.’</p> <p>Proposed: Clare Williamson Secunder: Marian Curran</p> <p style="text-align: right;">For: 4 Against: 0 Abstention: 1</p> <p>The proposal was adopted.</p>	

<p>7. Staff Matters</p>	<p>Document [B] – ‘St Brendan’s Sixth Form College – Staff Retention Report November 2023’ – circulated previously Document [C] – ‘St Brendan’s Sixth Form College – Staff Demographics Report November 2023’ – circulated previously Document [D] – ‘St Brendan’s Sixth Form College – Teaching and Support Staff Pay Award 2023/2024’ – circulated previously Document [E] – ‘St Brendan’s Sixth Form College – Staff Wellbeing Report November 2023’ – circulated previously Document [F] – ‘St Brendan’s Sixth Form College – Car Leasing Scheme November 2023’ – circulated previously</p> <p style="text-align: right;">[Roger Bridgeman joined the meeting at 16:14 hrs]</p> <p>7.1 Staff Retention Report 2023/2024 [Update] – standing item: The Head of HR outlined the details in the report: Staff Turnover – at 19.19% in 2022/2023 is lower than that of the previous year. Support Staff leavers accounted for a high proportion of turnover, this was a result of high turnover within catering and cleaning, which is in common with other organisations. Leavers among Teachers usually coincide with end of Term in December, March, or August.</p> <p>Reasons for leaving – include:</p> <ul style="list-style-type: none"> ▪ Dismissal ▪ Redundancy ▪ Career Change/Promotion ▪ Health ▪ Retirement ▪ Unknown – Although the College conducts voluntary exit interviews, with a view to potential re-engagement or improvement of employment conditions, not all leavers offer their reasons. Asked, ‘How would you rate your experience of working at the College?’ responses are over 80% positive. <p>Discussion –</p> <p>[1] It was confirmed that this data is used when working to recruit Staff and the design of the Staff Induction procedure.</p> <p>[2] Responding to questions – the Committee was informed that replacement of Teaching Staff is more challenging, as it is in School and Academies. Competition is high, but the College highlights it benefits when</p>	<p>Head of HR & Next Agenda [Standing Item]</p>
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<p>Staff Matters [Continued...]</p>	<p>recruiting for example, flexi hours, solely subject teaching duties without additional responsibilities Pupil breaktimes as in schools.</p> <p>[3] It was noted that the Pension Scheme and Medical absence rates are similar to those in other areas of the education sector.</p> <p>[4] Subject specialist only teaching is attractive to Teachers, with the additional opportunity to teach the Post-16 year groups.</p> <p>The Committee noted the report.</p> <p>7.2 Staff Demographics Report 2023/2024 [Update] – standing item: The Head of HR presented the report and highlighted the Staff age profile on page 3. Nearly 50% of the College Staff are aged 45+, and the College keeps under review the possible requests for early retirement and the impact on pensions.</p> <p>Discussion –</p> <p>[1] Can a retired member of Staff be re-engaged? Some do return to work usually on reduced hours or a casual basis. There are two at present, and two casual Staff. Some casual Staff may be employed elsewhere and for them this is a second job.</p> <p>The Committee noted the report.</p> <p>7.3 Staff Pay Round 2023/2024 Teacher Pay and Support Staff – pay settlement: The Principal and the Executive Finance Director jointly presented the report. The Committee was reminded that in 2022/2023 the Board of Governors had agreed to an interim increase payment of 5% of 2022/2023. This was less than the National Education Union [NEU] was demanding during the industrial action.</p> <p>The College is currently ‘bound’ by nationally negotiated pay settlements for both Teaching and Support Staff which is agreed by the Sixth Form College Association [SFCA]. The two settlements with their respective elements need to be considered separately. [Refer below § 7.3.1 and § 7.3.2]</p> <p>Discussion –</p> <p>[1] What is potential impact on the College Budget 2023/2024? The additional cost to the College is about £525k. This is partially offset by Government Funding increase of 4.52% uplift [including the supplementary funding announced in September]. It doesn’t cover the full cost but helps. The College Budget i2023/2024 in July 2023, initially set an increase of 2%, and now the 4.52% additional funding falls short of the 6.8% required. The College will have to call upon its reserves for the difference.</p> <p>[2] Have the local Trades Union and Staff representatives been kept informed about the College’s intentions? Throughout the industrial action in 2022/2023 the Trades Union and the College engaged in positive and constructive dialogue. They have been informed that the college would like to effect the settlement for 2023/2024 in the November pay, but as the Board of Governors must approve the payment this may not happened until December after the meeting of the Board of Governors on 7 December.</p>	
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<p>Staff Matters [Continued...]</p>	<p>7.3.1 Teachers – Settlement <u>Proposal</u></p> <p style="text-align: center;">‘That the Governors’ Resources HR Committee, recommend to the Board of Governors that it approve the pay and allowances ranges and advisory points as recommended by the School Teachers’ Review Body for a 6.5% increase, with higher increases in some parts of the Main Pay Range to achieve a minimum Teacher’s starting salary of £30,500 backdated to 1 September 2023.’</p> <p>Proposed: James Creamer Seconder: Marian Curran</p> <p style="text-align: right;">For: 6 Against: 0 Abstention: 0</p> <p>The proposal was adopted. Action – Principal/Executive Finance Director/ Head of HR</p> <p>7.3.2 Support Staff – Settlement <u>Proposal</u></p> <p style="text-align: center;">‘That the Governors’ Resources HR Committee, recommend to the Board of Governors that following the National Joint Council [NJC] Committee for Support Staff in Sixth Form Colleges agreement that it approve the 6.5% increase for Support Staff and incorporate the Support Staff Standards Payment [SSSP] into the pay spine backdated to 1 September 2023.’</p> <p>Proposed: James Creamer Seconder: Marian Curran</p> <p style="text-align: right;">For: 6 Against: 0 Abstention: 0</p> <p>The proposal was adopted. Action – Principal/Executive Finance Director/ Head of HR</p>	<p>Principal/Executive Finance Director/ Head of HR</p> <p>Principal/Executive Finance Director/ Head of HR</p>
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<p>Staff Matters [Continued...]</p>	<p>7.3.3 Real Living Wage – Settlement. The Committee was reminded that the Board of Governors had adopted the payment of the Real Living Wage [RLW] in 2021. It is suggested that the Committee support the implementation of this increase, with the additional cost to the College Budget 2023/2024 of £25,000.</p> <p><u>Proposal</u></p> <p style="text-align: center;">‘That the Governors’ Resources HR Committee, recommend to the Board of Governors that it approve the payment of the increased Real Living Wage to £12 per hour With a compression of the Support Staff Pay Scale to accommodate the cost of the rise backdated to 1 September 2023.’</p> <p>Proposed: James Creamer Seconder: Marian Curran</p> <p style="text-align: right;">For: 6 Against: 0 Abstention: 0</p> <p>The proposal was adopted. Action – Principal/Executive Finance Director/ Head of HR</p> <p>7.4 Staff Engagement and Wellbeing Report: The Head of HR presented the report noting the College’s Staff absence rate 2022/2023 of 2.5% compares favourably with the 2.7% Nationally and is lower than the 2021/2022 figure. The main reasons for absence being:</p> <ul style="list-style-type: none"> ▪ Coughs/Cold/Flu ▪ Infections ▪ Mental Health <p>The Head of HR outlined a number of initiatives that have been introduced over the last 12 months including:</p> <ul style="list-style-type: none"> ▪ A Staff Wellbeing Committee ▪ An online Occupational Health Portal ▪ Implementation of the Menopause at Work Guidance is in progress <p>Staff Survey responses indicate that Staff are positive about their employment experience at the College.</p> <p>Discussion –</p> <p>[1] Is there a different strategy for Teaching Staff and the Support Staff who may face different pressures at work? It was agreed that this is a good question and one that the College should consider further.</p>	<p style="text-align: center;">Principal/Executive Finance Director/ Head of HR</p>
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<p>Staff Matters [Continued...]</p>	<p>[2] Is the absent rate among Teachers higher than that among Support Staff? That data is not available in this report. The Head of HR agreed to explore if this was possible to report on at a future date.</p> <p>[3] The Sixth Form Colleges Association has undertaken work reviews looking specifically at Teacher workloads and how it might be reduced in the educational sector. Recent College Staff Survey indicate that Staff are happy with their employment in the College, but stress on an individual can arise for any number of reasons in addition to work, including domestic or health concerns. The practice of collaborative team working between Teachers is supporting the caring ethos of the College for its Staff.</p> <p>The Committee noted the report.</p> <p>7.5 Car Leasing Scheme: The Head of HR explained that the option of car leasing is just part of the College’s caring and support for Staff. It is a benefit to encourage Staff to stay with the College. The Scheme will be managed and provided by Tusker™ who are a Salary Sacrifice Car Benefit Scheme specialist has considerable experience. The Salary Sacrifice Car Benefit Scheme fully compliant with the HM Revenue and Customs regulations – essentially a business contract hire, and as such the College is responsible for any costs associated with the vehicle under its agreement with Tusker™. However, these costs and responsibilities are then passed on to the Employee through the Salary Sacrifice agreement and Scheme Policy between the College and the Employee. The Employee agrees to a reduction in their Gross Salary in return for a non-cash benefit. This mechanism in turn results in savings on National Insurance contributions [and Tax if the vehicle chosen is an Ultra-Low Emission Vehicle] on the gross salary being sacrificed.</p> <p>The scheme offers Staff fantastic benefits including:</p> <ul style="list-style-type: none"> ▪ A brand-new car of choice ▪ No deposits are required from employees for taking out a lease ▪ Maintenance of the vehicle including all servicing, batteries, exhaust and tyres ▪ European breakdown and recovery ▪ Annual Road Tax ▪ Fully comprehensive motor insurance ▪ Accident management. <p>The College benefits via lower employers National Insurance and pension payments as the salary sacrifice scheme reduces the salary base on which Employers National Insurance and pension contributions are calculated. Depending on the car being leased, savings can range from £700 to £1400 per car per year. The</p> <p>Discussion –</p> <p>[1] What is the likely take up among Staff? That remains to be seen. It is for Staff to decide whether the Salary Sacrifice Scheme suits them and is affordable, and they have sufficient salary to cover the cost. It is likely that Staff on lower levels of salary would not be able to afford it, but the benefit of a new vehicle to other Staff may</p>	
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<p>Staff Matters [Continued...]</p>	<p>be attractive and offer a saving. As part of the application process the College has to ensure Staff do not go below the National Minimum Wage.</p> <p>[2] Has the College installed Electric Charging Points? Currently, no. But the Government may in the future offer funding and subject to capital; funding the College is considering the installation of Solar Panels.</p> <p>[3] The Association of Catholic Sixth Form Colleges [ACVIC] reported that several Colleges offer such a scheme, but not all are recorded as being successful.</p> <p>Committee noted the report and were happy for the College to adopt the Scheme.</p> <p>Action – Principal/Executive Finance Director/ Head of HR</p>																	
<p>8. Principal’s Report/Information</p>	<p>Document [G] – ‘St Brendan’s Sixth Form College – Student Recruitment/Retention/Attendance – 3 Year Trend Report November 2023’ – circulated previously</p> <p>Document [I] – ‘St Brendan’s Sixth Form College – Premises Report November 2023’ – circulated previously Document</p> <p>Document [J] – ‘St Brendan’s Sixth Form College – Health & Safety and Accident Report – November 2023’ – circulated previously</p> <p>[NOTE – Agenda § 8.1 to § 8.3 taken together]</p> <p>8.1 Student Recruitment 2023/2024 [Update]: The Principal reported verbally the updated recruitment figures.</p> <table border="1" data-bbox="577 831 1774 1110"> <thead> <tr> <th></th> <th>2022/23 @ End of Oct 2021</th> <th>2023/24 @ End of Oct 2022</th> <th>2024/2025 @ 6 Nov 2023</th> </tr> </thead> <tbody> <tr> <td>TOTAL APPLICATIONS RECEIVED</td> <td>813</td> <td>755</td> <td>1000+</td> </tr> <tr> <td>TOTAL OFFERS</td> <td>1</td> <td>2010</td> <td></td> </tr> <tr> <td>TOTAL ACCEPTANCES</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>The next Open Evening is later this month and the final one for 2024/2025 will take place in February 2024. The expression of interest and enquiries have been positive, and the numbers look promising.</p> <p>For 2023/2024 the 16 October 2023 enrolled number was 2058, which will support the College funding in 2024/2025 subject to any non-retention through the coming academic year.</p> <p>The Committee noted the report.</p> <p>Action – Principal</p>		2022/23 @ End of Oct 2021	2023/24 @ End of Oct 2022	2024/2025 @ 6 Nov 2023	TOTAL APPLICATIONS RECEIVED	813	755	1000+	TOTAL OFFERS	1	2010		TOTAL ACCEPTANCES	0	0		<p>Principal & Next Agenda</p>
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9. College Estate Development

Document [K] – ‘St Brendan’s Sixth Form College – Estate Development Sports Project Report’ – circulated previously
Document [L] – ‘St Brendan’s Sixth Form College – Moxton Education™ –Strategic ICT Support’ – circulated previously

9.1 College Estate Development Plans [Update] [Minutes Jun § 8.1]: The Executive Finance Director informed the Committee about the draft projects under consideration once the final costs of the Sports Development have been realised with additional works included. The original fixed term contract has encountered unforeseen additional works and their associated costs:

- The demand on Staff resource has been significant during the construction phase, but as the work is completed this will release Staff for other duties and provide the opportunity to look at other projects in more detail. Some possible:
 - Site security
 - Energy efficiency upgrades
 - Engineering T-Level facilities
 - Information Technology upgrades and Wi-Fi

The Committee noted the report.

9.2 Information Technology Strategy – standing item: The Executive Finance Director referred the Committee to the paper circulated and to previous discussions in Committee which set out the usual 5-year redundancy cycle for Information Technology equipment in use in the College. With the introduction of MS Windows 11 due in September 2024 much of the current equipment will become redundant and a strategy to deal with the situation is long overdue and affects other technology equipment too.

The College has commissioned Moxton Education™ which has a recognised reputation in the education sector to undertake an initial review and to prepare a report. Moxton Education™ is a specialist organisation only focused on the Education Sector. Moxton work with Schools, Trusts and Colleges or commercial organisations that have education customers. The intention is that the report will help the College to prepare a strategy and costing for the necessary work. Clearly, this will depend upon the available capital and funding. It is anticipated the Governors Resources Premises HR Committee will receive a briefing paper before March 2024, as the work would need to start before that.

<p>College Estate Development [Continued...]</p>	<p>Discussion – [1] How was Moxton Education™ selected? The Executive Finance Director explained that he had done so after reviewing the experience of others in the sector and with the assistance of the College’s Information Technology Infrastructure Technical Manager. [2] Is there a ‘ballpark’ cost at this point? That may become available once the initial review has been completed by Moxton Education™. [3] Is Wi-Fi and 5G provision included? That is part of the strategy to establish what is required, and when it might be possible subject to available funds. [4] The ‘wish list’ at the outset will be high but will have to be paired down to meet the practical situation. Action – Executive Finance Director</p>	<p>Executive Finance Director</p>
<p>10. College Financial Matters</p>	<p>Document [M] – ‘St Brendan’s Sixth Form College – Annual Report and Financial Statements [draft] 2022/2023’ – circulated previously Document [N] – ‘St Brendan’s Sixth Form College – Management Accounts September 2023’ – circulated previously Document [O] – ‘St Brendan’s Sixth Form College – Financial Regulations’ – circulated previously Document [P] – ‘St Brendan’s Sixth Form College – Budget and Financial Plan 2023-2024’ – circulated previously</p> <p>10.1 External Auditors’ Management Letter 2023 Audit Summary Report: The Executive Finance Director reported that there were no issues arising from the External, or the Internal Audit reports for 2022/2023. The College is assessed as a ‘going concern’ and fundamentally it was a clean audit. There one of two minor matters relating to missing signatures on new Staff Starter forms, and one to two technical accounting control matters. One issue relating to the loan of £1.5m approved by the Education Skills Funding Agency, which increased to £1.532m – a technical breach, but one to watch during 2023/2024. The reports will be considered by the Governors’ Audit Committee before being presented to the Board of Governors. The Committee noted the report.</p> <p>10.2 Annual Report and Financial Statements [ARFS] 2022/2023: The Executive Finance Director presented the paper. This is a standard format, but the text highlights the key matters: Strong –</p> <ul style="list-style-type: none"> ▪ The positive academic achievement and progress in 2022/2023 ▪ The College’s service to the local and Catholic community ▪ The implementation of the Sports Development of the estate 	

<p>College Financial Matters [Continued...]</p>	<ul style="list-style-type: none"> ▪ The health of Student numbers and consequently the ‘lagged’ funding for 2024/2025 ▪ The operating surplus of the in-house Café Max ▪ The 2022/2023 College operating surplus <p>Concerns –</p> <ul style="list-style-type: none"> ▪ Agency Staff costs ▪ Interest increases, and impact of the College loan agreement ▪ Government funding 2023/2024 lower by circa £100k than for the September 2023 pay award ▪ Control weaknesses noted by the college Auditors ▪ Energy and Carbon Reporting <p>The Committee discussed several matters and reviewed the accounts and balance sheet figures. It was noted that the College budget is similar when compared with others in the sector and better than many. The College is on target to meet its Strategic Objectives as listed in the Annual Report and Financial Statements [ARFS].</p> <p>The Committee agreed that it would recommend the Board of Governors to adopt the Annual Report and Financial Statements [ARFS]</p> <p>Action – Executive Finance Director/Principal/Committee Chair</p> <p>10.3 Management Accounts September 2023: The Executive Finance Director explained the delay in presenting the September Management Accounts, but it was necessary to finalise the 2022/2023 account first.</p> <p>The funding shortfall means that the original planned surplus for 2023/2024 has been reduced to £239k. This is a ‘technical breach’ of the loan covenant with the Allica Bank. The Executive Finance Director has provided the Bank with the details and suggested this is a short-term issue with improved balance in 2024/2025. The Bank response has not yet been received.</p> <p>Discussion –</p> <p>[1] The basis of the statement about improvement is the steady increase in Student recruitment with that continuing into 2024/2025 and likely into 2025/2026.</p> <p>[2] The land and buildings being the property of the Clifton Diocesan Trustee means that there is some diocesan guarantee associated with the situation. At the outset of the College loan, the Diocesan Trustee donated £500,000 to the Sports Development project and were made aware of the Bank Loan requirement. The Committee noted the report.</p> <p>10.4 Financial Regulations Annual Review: The Executive Finance Director noted that following the Office for National Statistics reclassification of the sector in November 2022 College of Further Education are now subject to several stricter controls regarding:</p>	<p>Executive Finance Director/Principal/ Committee Chair</p>
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<p>College Financial Matters [Continued...]</p>	<ul style="list-style-type: none"> ▪ Senior Pay ▪ Requirements for 'Write-Offs' and Losses ▪ Requirements for Special Payments [including severance, compensation and ex-gratia payments] ▪ Requirements for Indemnities, Guarantees and Letters of Comfort ▪ Requirements for novel, contentious and repercussive transactions ▪ Requirements relating to Asset Disposals <p>The amendments are highlighted in RED INK.</p> <p><u>Proposal</u></p> <p style="text-align: center;">‘That the Governors’ Resources HR Committee, adopt the revised “Financial Regulations” as amended.’</p> <p>Proposed: James Creamer Seconder: Roger Bridgeman</p> <p style="text-align: right;">For: 6 Against: 0 Abstention: 0</p> <p>The proposal was adopted. Action – Executive Finance Director</p> <p>10.5 Budget and Financial Plan 2023/2024 [Update] [Minutes Jun § 9.2]: The Executive Finance Director presenting the revised 2023/2024 Budget explained that the Government funding changes since July necessitate a revision to what was agreed by the Board of Governors previously. The overall position is set out in Annex B of the report. The Adjusted Cash Funds Surplus [Deficit] at 31 July 2024 is £729k, lower than we would wish, but the longterm debt creates a deficit of [-£1025k], which is covered by the succeeding years’ budgets that follow. The Education Skills Funding Agency [ESFA] Financial Health report for 2022/2023 and 2023/2024 commenting about 2023/2024 ‘requires improvement’ is quite correct. The Committee noted the report.</p>	<p style="text-align: center;">Executive Finance Director</p>
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<p>11. Policy Review</p>	<p>Document [Q] – ‘St Brendan’s Sixth Form College – Essential Skills Training Policy’ – circulated previously</p> <p>Document [R] – ‘St Brendan’s Sixth Form College – Induction Policy and Procedure’ – circulated previously</p> <p>Document [S] – ‘St Brendan’s Sixth Form College – Organisational Change Policy and Procedure’ – circulated previously</p> <p>Document [T] – ‘St Brendan’s Sixth Form College – Raising Concerns Policy and Procedure [Whistleblowing]’ – circulated previously</p> <p>Document [U] – ‘St Brendan’s Sixth Form College – Redeployment Policy and Procedure’ – circulated previously</p> <p>Document [V] – ‘St Brendan’s Sixth Form College – Redundancy Policy and Procedure’ – circulated previously</p> <p>Document [W] – ‘St Brendan’s Sixth Form College – Travel and Expenses Policy and Procedure’ – circulated previously</p> <p>Document [X] – ‘St Brendan’s Sixth Form College – Staff Wellbeing and Mental Health Policy’ – circulated previously</p> <p>Document [Y] – ‘St Brendan’s Sixth Form College – Staff Social Media Policy’ – circulated previously</p> <p>Document [Z] – ‘St Brendan’s Sixth Form College – Information Technology Security Policy’ – circulated previously</p> <p>Document [A2] – ‘St Brendan’s Sixth Form College – Bursary Free College Meal Policy’ – circulated previously</p> <p>Document [B2] – ‘St Brendan’s Sixth Form College – Health and Safety Policy’ – circulated previously</p> <p>Document [C2] – ‘St Brendan’s Sixth Form College – Freedom of Information Policy’ – circulated previously</p> <p>Document [D2] – ‘St Brendan’s Sixth Form College – Data Protection Policy’ – circulated previously</p> <p>Document [E2] – ‘St Brendan’s Sixth Form College – Community Use Policy’ – circulated previously</p>	<p>Head of Human Resources & Next Agenda</p>
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<p>Policy Review [Continued...]</p>	<p>NOTE – With 15 Policies to review and adopt the Clerk to Governors suggested that if the Committee agreed, the best way would be to comment on each and if no changes required to have a single proposal to adopt all at the end. This suggestion was agreed. The Head of HR explained that some are non-contractual, but Staff are expected to meet the policy and procedural requirements. Both the Trades Unions and Staff have been consulted in the preparation of the drafts.</p> <p>11.1 Job Evaluation Policy [Update] [Minutes Jun § 10.1]: The Head of HR updated the Committee and reported that the revision is still ongoing, and the policy will be presented when ready at a future meeting. The Committee noted the position.</p> <p>Action – Head of HR & Future Agenda</p> <p>11.2 Essential Skills Training Policy: The Head of HR stated this is a new policy and it applies to all Staff and Governors. The policy outlines the expectations regarding completion of mandatory and statutory training such as Safeguarding. The Committee made no observations.</p> <p>11.3 Induction Policy and Procedure: The Head of HR stated the policy is intended to provide support for Staff as they start their employment with the College. The Committee made no observations.</p> <p>11.4 Organisational Change Policy and Procedure: The Head of HR presented the policy, which sets out the procedures for consultation with Staff in the face of changes being made, and the timescales.</p> <p>Discussion –</p> <p>[1] Can timescales be clearly stated? The Head of HR explained that it was not possible to be prescriptive within the Policy as there are numerous reasons why change may be necessary, and timescales may be different. The Policy is a statement about how consultation is managed. The Policy outlines a minimum consultation process of four weeks. As part of consultation, the Manager leading the process will draft a paper which clearly outlines the timescales and when various actions will take place.</p> <p>11.5 Raising Concerns Policy and Procedure [Whistleblowing]: The Head of HR explained that this policy is an updated version of the Whistleblowing Policy. The Policy had been renamed following a recommendation from an Internal Audit and due to a trend by other organisations to call the Policy Raising Concerns. By renaming the Policy it is hoped that Staff will feel comfortable to raise any concern.</p> <p>Discussion –</p> <p>[1] The term ‘Whistleblowing’ is still used in the Policy, will this be confusing? The Head of HR explained that the use of the term ‘Whistleblowing’ has been retained as it is a legal term under the provisions of the Public</p>	<p>Head of HR & Future Agenda</p>
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<p>Policy Review [Continued...]</p>	<p>Interest Disclosure Act 1998, which offers protection to the individual Employee and a legal duty upon the Employer.</p> <p>11.6 Redeployment Policy and Procedure: The Head of HR noted that the changes made to comply with legislation in the text are highlighted. The Committee made no observations.</p> <p>11.7 Redundancy Policy and Procedure: The Head of HR noted that the changes made to comply with legislation in the text are highlighted.</p> <p>Discussion – [1] Representation – section 3.2.2 reads in part: ‘...you may choose to be represented or supported by a Trade Union representative or colleague acting in a non-legal capacity.’ Can someone bring in an expert to support and speak for them? The Head of HR responded that that was not in the legislation or guidance and so is not permitted currently. The Committee made further observations.</p> <p>11.8 Travel and Expenses Policy and Procedure: The Head of HR noted that the document complies with the HM Revenue and Customs regulations, and applies to Governors, Staff, and volunteers. The Committee made no observations.</p> <p>11.9 Staff Wellbeing and Mental Health Policy: The Head of HR noted that Support Staff have been specifically included, and that the Trades Union and representatives had been consulted.</p> <p>Discussion – [1] The question of ‘Teacher workload’ is frequently cited in the media, is this an issue for the College? It was agreed that the College as a Sixth Form College has the advantage that Teachers do not have additional disciplinary duties as in a School or Academy. Much depends on how the individual manages their own work, and undoubtedly some work ‘twilight’ hours as a matter of personal choice coming into College early or leaving later in the evening. Faculty Managers have the duty to ensure the individual are not over worked or supported as necessary. The development of collaborative working by Teachers also helps to ensure the wellbeing of Staff. There are established and known work peaks at certain points of the academic year, and corresponding quiet times too. [2] What was the view of Staff following their recent experience of the Office For Standards in Education Inspection [OFSTED] in March 2023? The Principal explained that the surveys and general view indicated that the preparations for, and the inspection itself, was well organised and conducted calmly, without undue stress on individuals. The Committee noted the position.</p>	
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<p>Policy Review [Continued...]</p>	<p>11.10 Social Media Policy: The Head of HR presented the new policy. Explaining that it is aimed at supporting Staff to navigate the complexities of Social Media and the workplace. The content of the Policy had previously been included within the Acceptable Use of IT Policy but it was felt that a separate document was needed It applies to Governors, Staff, Casual Workers and volunteers. The Committee made no observations.</p> <p>11.11 Information Technology Security Policy: The Executive Finance Director presented the policy added, it applies to Governors, Staff, volunteers, and Students. The Committee made no observations.</p> <p>11.12 Bursary Free College Meal Policy: The Executive Finance Director presented the policy and noted the amendments highlighted in RED INK. The Committee made no observations.</p> <p>11.13 Health and Safety Policy: The Executive Finance Director explained that the chief amendments relate to the changes of Staff titles in Appendix [A]. The Committee made no observations.</p> <p>11.14 Freedom of Information Policy: The Executive Finance Director reminded the Committee that the College, as a public body, has duties under the Freedom of Information Act 2000, with which it must comply. The Committee made no observations.</p> <p>11.15 Data Protection Policy: The Executive Finance Director explained that several changes have been made to meet the increased risk of penetration of the College data. Committee made no observations.</p> <p>11.16 Community Use Policy: The Executive Finance Director explained that with the opening of the new Sports Development and use of the College premises outside normal College hours and review of the of the policy and procedures was essential to ensure the safety of Staff and those making us of the facilities. Committee made no observations.</p> <p>Note – as previously agreed the Committee had decided that a single proposal coving all the Policies reviewed should be acceptable. <u>Voting followed below:</u></p>	
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<p>Policy Review [Continued...]</p>	<p><u>Proposal</u></p> <p>‘That the Governors’ Resources HR Committee, should adopt the “Essential Skills Training Policy”, “Induction Policy and Procedure” “Organisational Change Policy and Procedure” “Raising Concerns Policy and Procedure [Whistleblowing]” “Redeployment Policy and Procedure” “Redundancy Policy and Procedure” “Travel and Expenses Policy and Procedure” “Staff Wellbeing and Mental Health Policy” “Social Media Policy” “Information Technology Security Policy” “Bursary Free College Meal Policy” “Health and Safety Policy” “Freedom of Information Policy” “Data Protection Policy” “Community Use Policy” as presented.</p> <p>Proposed: Marian Curran Secunder: Peter Turner</p> <p>The proposal was adopted. The Principal to implement.</p> <p>Action – Executive Finance Director/Principal/Head HR</p>	<p>For: 6 Against: 0 Abstention: 0</p> <p>Executive Finance Director/Principal/ Head HR</p>
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<p>12. Risk Register Review</p>	<p>Document [F2] – ‘St Brendan’s Sixth Form College – Governors’ Committee Risk Register Extract’ – circulated previously</p> <p>12.1 Committee Risk Register Review [Update] [Minutes Jun § 11.1]: The Executive Finance Director informed the Committee that the Register was reviewed in July 2023, and will henceforth be reviewed four times each year.</p> <p>The Committee noted the following:</p> <ul style="list-style-type: none"> ▪ § 1.9 Risk to property and people due to inadequate security, with the increased Staffing capacity to meet the new opening hours ▪ § 6.16 Insolvency regime and ‘funder of last resort’ and the review of the terms of the loan agreement and increased Student recruitment to gain additional funding income ▪ § 6.24 Financial fraud and the continuation of vigilance, with security checks <p>The Committee noted the Report.</p> <p>Action – The Executive Finance Director</p>	<p>Executive Finance Director & Next Agenda</p>
<p>13. Safeguarding/PREVENT Duty</p>	<p>13.1 Safeguarding/PREVENT – Committee Duty Review – standing item: The Principal explained that this item is now a standing item on all the Governors’ Committee meetings. The primary duty rests with the Board of Governors and the Governors’ Ethos Safeguarding Welfare Committee, but it is for each Committee to keep this important matter under review in accordance with their respective Terms of Reference.</p> <p>Discussion –</p> <p>[1] It has been noted that the condition of the aging College coaches is to Staff, Parents and Students. The Committee was informed that the College is already looking a leasing option for replacement news minibuses. The Committee noted the Report.</p>	
<p>14. Any Other Business</p>	<p>14.1 List Committee Items for Report to Board of Governors:</p> <ul style="list-style-type: none"> ▪ Staff Pay Awards 2023/2024 ▪ Annual Accounts and Financial Statements 2022/2023 ▪ College Budget Update 2023/2024 ▪ Moxton Education™ –Information Strategy Report <p>Action – James Creamer</p>	<p>James Creamer</p>

<p>15. Correspondence</p>	<p>Document [G2] – ‘St Brendan’s Sixth Form College – Further Education and Sixth Form Colleges – Investments and Trading’ – circulated previously Document [H2] – ‘St Brendan’s Sixth Form College – College Financial Data Access’ – circulated previously</p> <p>15.1 Education Skills Funding Agency – Further Education and Sixth Form Colleges – Investments and Trading: advice. The Committee noted</p> <p>15.2 Education Skills Funding Agency – College Financial Data Access: Instructions. The Committee noted</p>	
<p>16. Next Meeting</p>	<p>16.1 Date of Next Meeting: Wednesday, 6 March 2024 at 16:00 [Subject to confirmation]</p>	<p>Clerk/ All Governors</p>
<p>Minutes of Meeting Prepared</p>	<p>Monday, 20 November 2023 Peter J Harrison [Clerk to Governors]</p>	
<p>Minutes Agreed</p>	<p>Minutes of Meeting agreed as true and accurate record Wednesday, 6 March 2024</p> <p>Signed: _____ Committee Chair</p>	