

GOVERNORS/MEMBERS PRESENT: Antonia Corrigan [Chair], Marian Curran [Principal], Sr Margaret Harlock MBE, Deborah Redwood (part), Daniel Smith, Svetlana Bajic-Raymond (part) [6]

ATTENDING: Zoe Watson [College Nurse] (part), Peter J Harrison [Clerk to Governors], Laura Howe-Haysom [Head of Student Wellbeing and Progress], Alexandra Moruzzi [Vice Principal Student Experience Progression], Lydia Plasos [College Chaplain].

APOLOGIES: None

ABSENT Without Apology: None

CIRCULATION: All Governors, College website **QUORUM REQUIRED:** 3/6 (Voting Committee members)

Documents Circulated/Tabled* at Meeting:

- Document [A] – 'St Brendan's Sixth Form College – Terms of Reference Governors' Ethos Safeguarding Welfare Committee' – circulated previously
- Document [B] – 'St Brendan's Catholic Sixth Form College Mission Statement' – circulated previously
- Document [C] – 'St Brendan's Sixth Form College – Chaplaincy Catholic Life Report Term 6' – circulated previously
- Document [D] – 'St Brendan's Sixth Form College – Denominational Inspection Action Plan and Religion Philosophy Ethics Report' – circulated previously
- Document [E] – 'St Brendan's Sixth Form College – University and Colleges Admission Service Interim Report 2023' – tabled*
- Document [F] – 'St Brendan's Sixth Form College – Student Union Annual Report 2022/2023' – circulated previously
- Document [G] – 'St Brendan's Sixth Form College – College Transport Report 2022/2023' – circulated previously
- Document [H] – 'St Brendan's Sixth Form College – Safeguarding Report [update] PREVENT Duty Policy and Procedure' – circulated previously
- Document [I] – 'St Brendan's Sixth Form College – College Trips Policy and Procedure' – circulated previously
- Document [J] – 'St Brendan's Sixth Form College – Children in Care Report 2022/2023' – circulated previously
- Document [K] – 'St Brendan's Sixth Form College – Fitness to Study Policy' – circulated previously
- Document [L] – 'St Brendan's Sixth Form College – Safeguarding and Child Protection Policy and Procedure' – circulated previously
- Document [M] – 'St Brendan's Sixth Form College – PREVENT Policy and Procedure' – tabled*
- Document [N] – 'St Brendan's Sixth Form College – Risk Register Updated Format and Changes Paper' – circulated previously
- Document [O] – 'St Brendan's Sixth Form College – Risk Register Committee extract' – circulated previously

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

Committee Briefing –

'The Mental Health and Wellbeing of Staff and Students'

By Zoe Watson [College Nurse]

Introduction

Zoe Watson explained that she took up post in April 2023, after some ten years' experience as a fully trained NHS nurse at the Bristol Children's Hospital. Her role with the College is to attend to the health and wellbeing of both Staff and Students. As College Nurse she leads a team consisting of:

- 2 Welfare Officers
- Student welfare Engagement Student
- College Chaplain
- And other College Staff as required

The Issues

A wide assortment of issues may arise, including:

- Bereavement
- Self Harm
- Relationship issues
- Safeguarding
- Abuse
- Eating disorders
- Post pandemic issues
- Drugs /Alcohol dependency
- Male/Female health
- Simple health issues – simple prescriptions eg paracetamol /Ibuprofen, sticking plasters
- Accidents/injuries
- Checking that Students are wearing their ID lanyards

Referrals

A Student maybe referred or simply drop in and ask for help. To cope with the numbers there is a triage booking policy to ensure priority is given where necessary. Last academic year, some 500-600 Students were helped by the Welfare Team, with just 2017 between April and July 2023. Since the opening of Term 1 in

September already the Welfare Team has been required to attend to 107 referrals, so it is very busy, and with 2000+ Students in College and the Staff complement, the Welfare Team has an important role to play in health and well being, and not least in the matter of Student Attendance.

Discussion –

[1] Given that last year there were reports that the Bristol Mental Health services were not able to cope with demand, what is the current position?

Response – The service has not improved, and the waiting list is some 18 months long. The Children and Adolescent Mental Health Services [CAMHS] is unable to respond in many cases which the College refers to the Student and as a result the case is referred back to the College to manage. Not that the College Staff are trained professionals, and we may be concerned that any advice, they offer might not be the best for the individual Student concerned or even appropriate.

[2] Given the high numbers of referral cases that the Welfare Team is managing, is there any reason? Response – in part it might be the simple numbers of Students on the College role, and the natural fears and concerns young people may have, being in a new location and among new faces. Many have widely differing experiences from their much smaller schools, and they have differing backgrounds and family experiences to cope with too.

[3] It is both a national and local issue that young people are experiencing mental health issues and anxiety. Is this due to genuine mental illness or simply not being able to cope with life situations? Response – There seems to be a wide variation, some undoubtedly is due to the need to build resilience as they enter adult life. A lot may be due to pressures the use of social media, and the impact that has on an individual. So, issues of body image and eating disorders may be one symptom of such anxiety.

The Chair of the Committee thanked the Zoe Watson [College Nurse] for her presentation and comprehensive report about this very important work of the College Welfare Team.

[Zoe Watson [College Nurse] left the meeting 16:25 hrs]

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
<p>1. Welcome</p>	<p>1.1 Welcome: The Committee Chair welcomed those attending Staff and introductions were made The meeting opened with a prayer.</p> <p>1.2 Apologies: None [0]</p> <p>1.3 Absent Without Apology: None [0]</p> <p>1.4 Quorate: The meeting was declared quorate.</p> <p>NOTE: The meeting was quorate throughout, although some Governor had to leave briefly, or had arrived late.</p> <p>Agenda Order: To facilitate those attending the meeting some items may be taken in a different order than that shown on the agenda. The original order of the Agenda in the Minutes has been maintained for ease of reference in the Minutes record</p>	
<p>2. Declarations of Interest & Disability Access & Diversity</p>	<p>2.1 Declaration of Pecuniary Interest/ Disability Access Equality/ Safeguarding: Governors confirmed there had been no change. The Clerk to Governors explained that the form of `Declaration will be issued again at the forthcoming meeting of the Board of Governors to capture this who have not yet completed the declaration issued in July.</p>	<p>Next Agenda & Any Governor</p>
<p>3. Committee Business</p>	<p>Document [A] – ‘St Brendan’s Sixth Form College – Terms of Reference Governors’ Ethos Safeguarding Welfare Committee’ – circulated previously</p> <p>3.1 Annual Review Committee’s Terms of Reference: The Clerk to Governors presented the Terms of Reference for annual review, noting that the document had recently been revised and only formally adopted by the Board of Governors in July 2023. There were no further comments.</p> <p>3.2 Nomination Linked Safeguarding/SEN Governor: It was confirmed that Antonia Corrigan will continue in her role as Link Governors Safeguarding and Deborah Redwood in the role of Link Governor Special Education Needs Disability [SEND]. Each to follow up their roles in College as appropriate.</p> <p>Action – Link Governors Safeguarding/ Link Governor Special Education Needs Disability [SEND]</p>	<p>Link Governors Safeguarding/ Link Governor Special Education Needs Disability [SEND]</p>

Committee Business [Continued...]	<p>3.3 Governors' Committee Business Diary 2023/2024 The Clerk to Governors noted that ye Governors' Business Dairy 2023/2024 was adopted and published by the Board of Governors in July 2023, and the following dates for the meetings of this Committee are scheduled as follows:</p> <ul style="list-style-type: none"> ▪ Wednesday 13 September 2023 ▪ Wednesday, 7 February 2024 ▪ Wednesday, 8 May 2024 <p>The Clerk noted such forward diary dates are liable to be amended in the course of time. The Committee was asked to comment on a suggestion by the Clerk to Governors, that given the tight schedule of fitting three Governors meetings in the month of September each year at the outset of the new academic year, and given the pressures on Staff during enrolment and the fact that many reports come to this Committee, it is suggested that the first meeting in September would be that of the Governors' Strategy Search Remuneration Committee, followed by this Committee and then later the Board of Governors. This suggestion was agreed for implementation in 2024/2025.</p> <p>Action – Clerk to Governors</p>	<p style="text-align: center;">Clerk to Governors</p>
4. Minutes Previous Meeting	<p>4.1 Minutes of Previous Meeting [24 May 2023]: The Minutes were then agreed to be a true and accurate record and were passed for electronic signature and publication on the web.</p> <p>Action – Clerk to Governors</p>	<p style="text-align: center;">Clerk to Governors</p>
5. Actions Review [Agenda not itemised]	<p>5.1 Parent/Carer Communications [Minutes May § 9.1]: The Vice Principal Student Experience Progression had reflected on the suggestion made at the last meeting and decided that each individual case should be addressed as required in the particular case.</p> <p>5.2 College Admissions Policy [Minutes May § 10.1]: The Vice Principal Student Experience Progression noted that the document had been amended as requested and implemented for 2023/2024 admissions.</p>	
6. Matters Arising	<p>6.1 None Identified:</p>	

<p>7. Principal's Report</p>	<p>7.1. Student Enrolment 2023/2024: The Principal gave a verbal report the enrolment figures:</p> <ul style="list-style-type: none"> ▪ Total on College roll – 2096 ▪ Last Year's Y12 have returned with in high numbers for Y13, and combined with the improved recruitment is positive ▪ Enrolments are still taking place with numbers of later applicants ▪ Census Date – day 42 – is Monday, 16 October 2023 <p>There was a brief discussion about the possible reason for the increased recruitment, whether recent publicity and media attention, improved marketing to local schools, or simply the good reputation of the College as a leading provider of Post 16 Education in the area? The Principal will provide more details information at the subsequent meetings. The Committee noted the report.</p> <p>Action – Principal</p> <p>7.2 Covid-19 Risk Assessment Open College Report [Update]: The Principal reported that some Staff and Students are out of College due to possible Covid-19 infection or other illness. As with the rest of the country, the College will keep a close eye on developments as winter approaches. The Committee noted the report.</p>	<p>Principal & Next Agenda</p>
<p>8. College Business</p>	<p>Document [B] – ‘St Brendan’s Catholic Sixth Form College Mission Statement’– circulated previously Document [C] – ‘St Brendan’s Sixth Form College – Chaplaincy Catholic Life Report Term 6’– circulated previously Document [D] – ‘St Brendan’s Sixth Form College –Denominational Inspection Action Plan and Religion Philosophy Ethics Report’– circulated previously Document [E] – ‘St Brendan’s Sixth Form College – University and Colleges Admission Service Interim Report 2023’– tabled*</p> <p>8.1 College Mission Statement Annual Review: The Clerk to Governors referred to the draft ‘St Brendan’s Catholic Sixth Form College Mission Statement’ which he had prepared in the absence of a more recent copy. The Principal confirmed that the Statement was unchanged with the exception that the College Development Plan sets out specific actions for 2023/2024. There was no further discussion, and it is intended that there will be further discussion at the planned Governors’ Day in October 2023. The Committee noted the position.</p> <p>8.2 Denominational Inspection Action Plan: Refer below [Minute § 8.4].</p> <p>8.3 Chaplain’s Catholic Life Annual Report: The College Chaplain presented her report covering the period from her recent appointment in Term 6.</p>	

<p>College Business [Continued...]</p>	<p>Introduction Chaplaincy and Catholic Life – The chaplaincy initiated its enrichment activities by launching several groups: Chaplaincy Student Leaders, CAFOD and Saint Vincent DePaul [SVP] Social Justice Group, Community Sound/Choir, LAUDATO Si’ Animators, and the Interfaith Group. The Chaplain has been engaging with various teams at the College and is a part of several groups, including the Staff Wellbeing Group, Equality Diversity Inclusion [EDI], and Tutorials/ATL3. Furthermore, the Chaplain has established connections with other Sixth Form and Secondary School Chaplains in the Diocese through the Diocesan Chaplaincy Meeting. Efforts are underway to enhance the presence of Catholic signs, symbols, and inspirational quotes throughout the College environment. There are also plans to update the College website to spotlight Catholic Life and Mission, Religion Philosophy Ethics [RPE] programme, and Mass and Collective Worship.</p> <p>Chief Focus –</p> <ul style="list-style-type: none"> ▪ To be available to Students and Staff ▪ Links with other Chaplains ▪ Sharing good practice ▪ Developing the challenges rising from the recent Office for Standards in Education Inspection Report and the draft recommendations of Denominational Inspection Report ▪ Making the Chaplaincy a ‘safe place’ and drop in location ▪ Engaging with all Students irrespective of race, ethnicity faith or none ▪ Restarting the Chaplaincy Choir ▪ Publishing thoughts and reflection for the week ▪ Engaging with College Staff ▪ Publishing the weekly Friday, midday Mass and other acts of worship or quiet times <p>There were no questions, and the Committee Chair thanks the College Chaplain who was commended for her positive start in her new role. The Committee noted the report.</p> <p>8.4 Religion Philosophy Ethics Report: The Principal reported on the Denominational Inspection Action Plan and the Religion Philosophy Ethics Report. The Principal is currently leading in this area following the recent resignation of the previous Manager.</p> <p>The Denominational Inspection Action Plan – the College is utilising the Inspection Framework and considering the ‘outstanding’ grade descriptors in all sectors. There are plans to enrich the College website with detailed sections on Catholic life and Mission and Ethos of St Brendan’s as a Catholic Sixth Form College. Several initiatives are planned:</p>	
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<p>College Business [Continued...]</p>	<ul style="list-style-type: none"> ▪ Chaplaincy activities ▪ Visual Catholic symbols around the College ▪ Community engagement and events ▪ Involvement in Staff Training, and induction processes ▪ More regular reports to Governors <p>Religion Philosophy Ethics Report – The intention is to boost the efficiency and engagement within the Religion Education and Religions Philosophy Ethics Department and to improve the use of the following:</p> <ul style="list-style-type: none"> ▪ Student engagement and feedback ▪ Revision of the curriculum and its assessment ▪ Facilitate exchanges with other Colleges ▪ Development of Staff ▪ Catholic worship and other spiritual activities ▪ Parental/Carer engagement ▪ Application and development of policies and procedures <p>In conclusion, St Brendan's is on a promising trajectory towards becoming an outstanding Catholic College, thanks to its dedicated Religious Studies, Religions Philosophy Ethics, and Chaplaincy Staff. By implementing the above suggestions, it is anticipated that by fostering a nurturing environment where every Student can thrive spiritually, academically, and personally, the whole College community can journey towards excellence, fostering an institution that truly embodies the spirit of the Gospel and cultivates individuals of unique value.</p> <p>Discussion followed:</p> <p>[1] Student Attendance in the past has been patchy, what is being done to improve participation and engagement?</p> <p>Response – It was noted last year that Year 13 Students tended to drop out of the Religions Philosophy Ethics sessions. Several reasons may account for this, and remedies need to be developed accordingly:</p> <ul style="list-style-type: none"> ▪ Reputation 'Oh RPE is just about religion!' as understood by non-participants ▪ Improved promotion about the value, content, and relevance of the RPE sessions ▪ Better engagement with Students and listening to their feedback <p>[2] There has been mention about Collective Worship but nothing about prayer in a Catholic College?</p> <p>Response – There does indeed need to be balance that included Catholic values and Jesus Christ, while being open and sympathetic to the religion and non-faith views of others. The existing Collective Worship and Liturgy Policy does address such matters.</p> <p>[3] What opportunities for quietness in a busy College life?</p>	
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<p>College Business [Continued...]</p>	<p>Response – In addition to the use of the College Chapel as a place of quiet, and Meditation Garden is being developed at the Eastern end of the College site. The Committee noted the two reports.</p> <p>8.5 University & Colleges Admissions Service Cycle 2023: The Vice Principal [Student Experience Progression] reported:</p> <ul style="list-style-type: none"> ▪ Number of Students who applied to University in 2023 cycle – 404 ▪ Number of external/reference only Applicants – 87 ▪ Number of Students who achieved their first choice – 293 ▪ Number of Students who achieved their insurance choice – 27 ▪ Current number of Students going through clearing – 74 <p>Most popular Subject choices –</p> <ul style="list-style-type: none"> ▪ Criminology ▪ Law ▪ Psychology ▪ Sport (various specialisms) ▪ English Language and Literature ▪ Computer Science/Computing ▪ Business Management <p>Number of Students who have accepted a place at Oxbridge/Russell Group/Sutton 30 university</p> <ul style="list-style-type: none"> ▪ Oxbridge – 4 Students ▪ Russell Group – 88 Students ▪ Sutton 30 Universities – 79 Students <p>Number of Students who have accepted a place in a health related pathways such as Nursing, Midwifery, Pharmacy, Medical, Social work.</p> <ul style="list-style-type: none"> ▪ 20 students <p>Number of Students who have accepted a place on an Apprenticeship – information being gathered in first round of actual destination data at end of September</p> <p>Numbers of Students as a percentage who have progressed to University compared to 2021/2022</p> <ul style="list-style-type: none"> ▪ 57.47% [47.4% 2022] <p>Numbers of Students as a percentage who have progressed to an Apprenticeship compared to 2021/2022</p> <ul style="list-style-type: none"> ▪ Pending [1.8% in 2022] <p>Numbers of Students as a percentage who have into employment compared to 2021-2022</p> <ul style="list-style-type: none"> ▪ Pending [8.3% in 2022] 	
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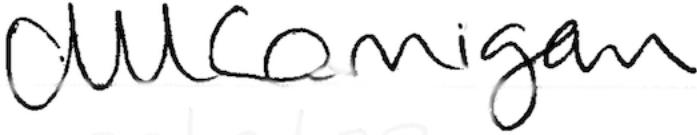
<p>College Business [Continued...]</p>	<p>the Other` Categories</p> <ul style="list-style-type: none"> ▪ Other/Unknown 34.0% in 2021/2022 ▪ Gap Year 5.0% in 2021/2022 ▪ Further Education 2.6% in 21/22 ▪ Not In Education Employment or Training [NEET] 0.3% in 2021/2022 <p>The detailed University & Colleges Admissions Service [UCAS] Report will be available in November and a detailed summary provided at the next Ethos Committee meeting. The Committee noted the report.</p> <p>Action – Vice Principal [Student Experience Progression] & Next Agenda</p>	<p>Vice Principal [Student Experience Progression] & Next Agenda</p>
<p>9. Student Matters</p>	<p>Document [F] – ‘St Brendan’s Sixth Form College – Student Union Annual Report 2022/2023’ – circulated previously Document [G] – ‘St Brendan’s Sixth Form College – College Transport Report 2022/2023’ – circulated previously</p> <p>9.1 Student Governor Report: The Student Governor provided a verbal update on the opening of the new College academic year. The emphasis being taken by the Student Executive Committee is one of welcome and helping the new Students to settle into College life and their new surroundings. The Committee noted the report.</p> <p>Action – Student Governor Next Agenda</p> <p>9.2 Student Union Accounts 2022/2023 – adoption [Update] [Minutes May § 8.3]: At the previous meeting the accounts were not available for adoption and were circulated by email after the meeting and voted for adoption. This minute is simply to confirm and record the business decision. Discussion – [1] It was noted that there is a large credit balance of £17k, which has increased from that of the previous account year 2021/2022, what are the plans of the Student Union for its use? Response – This has already been discussed and their proposals for improvements to several Student study areas within the College and the Meditation Garden being constructed. Some £5k will be retained ‘in reserve’ to meet eventualities. The Committee noted the report.</p> <p>9.3 Student Bursary Report 2022/2023: The Vice Principal [Student Experience Progression] reported verbally that the College Bursary Fund is used to support College Transport and the cost of Student meals. The Committee noted the report.</p>	<p>Student Governor & Next Agenda</p>

<p>Student Matters [Continued...]</p>	<p>9.4 College Transport Report 2022/2023: The Vice Principal [Student Experience Progression] presented the report. The College has contractual arrangements to run four routes with a range of pickup points. The challenges faced by transport operators due to the pandemic in 2020-2022 have been resolved, and the College has a positive relationship with the operators. There have been some issues relating to timing, which are being resolved but as always in Bristol transport congestion remains a problem for everyone. In addition, successful negotiation with public transport provided First Bus™ has provide an additional capacity for 105 Students using the SB1 And SB2 routes. An additional SB3 route for 105 Students started in September 2023.</p> <p>Data is presented for the 2017/2018 to 2022/2023 detailing the numbers of Students, and the cost. The forecast for 2023/2024 indicates that 469 Students are likely to use the service at a net cost per Student of £64.</p> <p>The Committee noted the report.</p> <p>9.5 Student Disciplinary & Appeals Annual Report 2022/2023: The Head of Student Wellbeing and Progress gave a verbal report:</p> <p>The Student Disciplinary Policy and Procedures were changed during 2022/2023 so there is no comparative data available. The essential changes affect the initial engagement of curriculum Staff in the matter of Student discipline and Attendance, with later referral to the Support Team and Management as may be required.</p> <p>The common themes continue to arise:</p> <ul style="list-style-type: none"> ▪ Knives – fewer incidents reported ▪ Violence off site – even involving inert School/College violence ▪ Attendance – for a variety of reasons, many of which being addressed in the individual case. <p>It is hoped that the earlier intervention procedures will gain traction and bring improvement with the earlier engagement.</p> <p>The Committee noted the report.</p> <p>9.6 Student & Parent/Carer Survey Report: The Head of Student Wellbeing and Progress reported the disappointing responses from the last of the Parent/Carer Pulse Survey, with just 10 responses, and only 100 from that for the Students. There being no meaningful data to report to the Committee. The process is again being reviewed to ensure improved engagement.</p> <p>Discussion –</p> <p>[1] The Committee was agreed that knowing what the experience and feelings of Parent/Carers and Students are, is very important. Their engagement being a vital part of their and the College success.</p> <p>[2] At the New Parent/Carer session this week, the importance of communications will be covered, and noting that College/Parental communications in a College a]is very different from that might exist in the School context.</p>	
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<p>Student Matters [Continued...]</p>	<p>So every encouragement will be offered for responses so that the College can react and take prompt appropriate action, as necessary, to any concerns or observations made. The Committee noted the report.</p>	
<p>10. Safeguarding and PREVENT Strategy</p>	<p>Document [H] – ‘St Brendan’s Sixth Form College – Safeguarding Report [update] PREVENT Duty Policy and Procedure’ – circulated previously Document [I] – ‘St Brendan’s Sixth Form College – College Trips Policy and Procedure’ – circulated previously Document [J] – ‘St Brendan’s Sixth Form College – Children in Care Report 2022/2023’ – circulated previously</p> <p>10.1 Safeguarding Update Report – standing item: The Head of Student Wellbeing and Progress provided an update on the current position:</p> <ul style="list-style-type: none"> ▪ Drug overdose ▪ Suicide attempts ▪ Sectioned under mental health regulations ▪ Diagnosed incidents of mental health <p>In short, the College Support Team have been very busy dealing with these issues. There is increasing concern about the complexity of issues facing the individual Student and the Staff, but the focus is less about reaction after the event but prevent and intervention beforehand.</p> <p>Discussion –</p> <p>[1] What engagement with the new intake of Students? Response – this is covered during the enrolment process and Staff are briefed beforehand at the initial In-Service Education Training [INSET] day. More intensive engagement with the individual Student follows as required. Sometimes, it is simple concerns like not feeling safe on campus in a larger College.</p> <p>[2] What Safeguarding training is available to Staff? Response – all Staff following the National College procedures to update their safeguarding/PREVENT record, which must be completed by 30 September, and new Staff being inducted later the year follow the same pathway. The College can review the record to ensure that all Staff have complied. The link for Governors to follow will be issued shortly.</p> <p>[3] What impact is this having on Staff? Response – It was noted that while some Schools and Colleges have reduced their Student support and Safeguarding services, St Brendan’s Catholic Sixth Form College has increased its numbers of Staff in this area. Even so, it is very busy and hopefully the situation will settle down once the new intake are established into the College routine</p> <p>The Committee noted the report.</p> <p>Action – Head of Student Wellbeing and Progress Next Agenda</p>	<p>Head of Student Wellbeing and Progress & Next Agenda</p>

<p>Safeguarding and PREVENT Strategy [Continued...]</p>	<p>10.2 College Trips Policy and Procedures: The Vice Principal [Student Experience Progression] presented the policy and procedure for information following a review. The main elements being:</p> <ul style="list-style-type: none"> ▪ Definition and clarification of the terms used ▪ Explicit prior authorisation required ▪ Use of external agencies to follow the same College procedure ▪ Use of personal vehicles and insurance ▪ Safeguarding ▪ All Staff were trained at the start of September 2023 and new Staff will receive training as part of their induction <p>Discussion –</p> <p>[1] Private car use checks? Response – Both the drivers’ license and the car insurance are be presented and checked as part of the procedures. But private car use is the exception rather than the rule. Under the College Safeguarding Policy Staff may not carry Students in their vehicle.</p> <p>[2] Planning and preparation, how long is required? Response – the notice period has bene extend to 12 weeks to facilitate all the required preparations and arrangements. The trips should relate to the needs of the curriculum.</p> <p>The Committee accepted the revised College procedures and noted the report.</p> <p>10.3 Children In Care 2022/2023 Annual Report: The Vice Principal [Student Experience Progression] presented the report, which detail the outcomes for the Year 13 Children In Care [CIC] Students. Details of result grades and intended destinations and those achieved are listed. In some cases, the destinations are awaited.</p> <p>The Committee noted the report.</p> <p>10.4 Single Central Record Review: The Vice Principal [Student Experience Progression] explained what the term: ‘Single Central Record’ means. The Single Central Record is a Statutory requirement [KCSIE 2023 para 268-272] for all Schools Academies and Colleges, and includes records for volunteers, Supply Staff, Agency Staff and third party Staff, and trainees. The record at the College is updated at induction and reviewed and revised as changes take place. Each half term the Head of Human Resources undertakes a compliance review and once each Term the Principal also does so with the Head of Student Progress and Wellbeing, Head of HR and the Vice Principal [Student Experience Progression]. Records are also retained in the individual Personnel file.</p> <p>Internal Audit conducted a review earlier this year and identified some gaps and omissions, which have been corrected. There are none now.</p> <p>The Committee noted the report.</p>	
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<p>Safeguarding and PREVENT Strategy [Continued...]</p>	<p>10.5 Keeping Children Safe In Education – Governor compliance: The Head of Student Wellbeing and Progress confirmed that College Staff are undergoing their update training using the National College and 40% have already completed their training which is to be completed by the end of September 2023. The National College update for issue to the Governors is expected shortly. The Committee noted the report.</p>	
<p>11. Policy Reviews</p>	<p>Document [K] – ‘St Brendan’s Sixth Form College – Fitness to Study Policy’ – circulated previously Document [L] – ‘St Brendan’s Sixth Form College –Safeguarding and Child Protection Policy and Procedure’ – circulated previously Document [M] – ‘St Brendan’s Sixth Form College –PREVENT Policy and Procedure’ – tabled*</p> <p>11.1 Student Attendance and Punctuality Policy [Update] [Minutes May § 10.2]: At the previous meeting the text presented was too small to be read and adopted. After that meeting the text was circulated to the Committee by email and adopted electronically. This minute is simply to confirm and record the business decision. The Committee noted the report.</p> <p>11.2 Fitness to Study Policy [Update] [Minutes May § 10.3]: At the previous meeting the text was not circulated. After that meeting the text was sent to the Committee by email and adopted electronically. This minute is simply to confirm and record the business decision. The Committee noted the report.</p> <p>11.3 Safeguarding Child Protection Policy and Procedure: The Head of Student Wellbeing and Progress presented the document, and drew the attention of the Committee to some of the amendments:</p> <ul style="list-style-type: none"> ▪ New guidance covering the Lettings and the new Sport Facilities ▪ Clarifies some of the definitions ▪ Tightens the responsibility of all Staff for the safety of the College campus ▪ Expresses the responsibility of all Staff for developing the safeguarding culture ▪ Staff duty to report Safeguarding concerns promptly, whether relating to Students or Staff ▪ The responsibilities relating to online safety and its monitoring ▪ Duty to follow procedures for unauthorised absences in the interest of safeguarding ▪ Recording events accurately with full details ▪ The duty to report to the Local Authority Designated Officer [LADO], when it has been alleged that a professional or volunteer who works with children may have behaved so as to harm a child or committed a criminal offence related to a child ▪ Reporting flow charts to be followed in case of actions as required 	

<p>Minutes drafted</p>	<p>Minutes prepared: Friday, 15 September 2023</p> <p>Peter J Harrison [Clerk to Governors]</p>	
<p>Minutes Agreed</p>	<p>Minutes agreed as true and accurate record.</p> <p>– Date: Wednesday, 7 February 2024</p> <p>-----  -----</p> <p>Signed: _____ Committee Chair</p>	