



ST BRENDAN'S CATHOLIC SIXTH FORM COLLEGE
Governors' Teaching Curriculum Quality Committee

MINUTES OF MEETING

Wednesday, 08 November 2023

Virtual Microsoft Office Teams Meeting (16:00–18:10 hrs)

GOVERNORS/MEMBERS PRESENT: Clare Williamson [Acting Chair], Svetlana Bajic-Raymond (part)^{R*}, Bethany Channing-Cone (part), Marian Curran [Principal], Margaret Harlock MBE [5]

ATTENDING: Stephen Clayson [Vice Principal Curriculum Quality Innovation], Vicki Haigh [Head of Teaching, Learning & Assessment], Peter J Harrison [Clerk to Governors], Sarah Klein [Photography Teacher] (part)

APOLOGIES: Paul Ryan. Mark O'Sullivan [2]

ABSENT Without Apology: None [0]

CIRCULATION: All Governors, College website

QUORUM REQUIRED: 3/6 (Voting Committee members)

Documents Circulated/Tabled* at Meeting: **Circulation:** All Governors, Clerk to Governors, Senior Leadership Team, & [College Website after signature].

Document [A] – 'St Brendan's Sixth Form College – The Photography Improvement Journey – Briefing' – tabled*

Document [B] – 'St Brendan's Sixth Form College – Committee's Terms of Reference' – circulated previously

Document [C] – 'St Brendan's Sixth Form College – Quality of Teaching & Learning Report' – circulated previously

Document [D] – 'St Brendan's Sixth Form College – Curriculum Offer Student Numbers 2023/2024' – circulated previously

Document [E] – 'St Brendan's Sixth Form College – T-Levels and Advanced British Standards Report' – circulated previously

Document [F] – 'St Brendan's Sixth Form College – Staff Recruitment Report' – circulated previously

Document [G] – 'St Brendan's Sixth Form College – Staff Training and Development Cycle 2023/2024 Report' – circulated previously

Document [H] – 'St Brendan's Sixth Form College – Student Employability and Destinations Report 2022/2023' – circulated previously

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

Document [J] – 'St Brendan's Sixth Form College – Register Marking Monitoring Policy' – circulated previously

Document [K] – 'St Brendan's Sixth Form College – Risk Register Committee Extract Report' – circulated previously

Committee Briefing:

‘The Improvement Journey in Photography’

by Sarah Klein [Photography Teacher]

Introduction –

The improvement journey for Photography has now started its second year as Year 13 Students prepare for their A-Level examinations later in the academic year. The briefing will sketch out the plans to ensure that Students acquire the necessary skills and personal engagement in their own work. Starting in the first Year 12 and continuing to Year 13.

Key Photographic Skills –

- What does it take to be a good photographer?
- What does it take to complete the A Level in photography?
- What does it take to do it well?
- Knowledge, confidence, skill, experience, creativity, understanding, interest, and enthusiasm

Curriculum Sequencing –

Introduction to Photographic Genres – 1 week

- Technical Photography– Term 1
- Focus: Technical Skill, Portraiture, Natural Forms

Requirements:

- Camera Skills & Exposure settings
- Studio and natural lighting skills
- Composition skills

Movement– Term 2

Focus: Light painting, motion blur, motion capture, own response

Requirements:

- Creative Camera Skills
- Studio & Photoshop skills
- Critical Analysis

Objects and Architecture– Term 3 & Term 4

- Focus: Composition, viewpoint, form, structure, balance, contrast

Requirements:

- Critical analysis
- Lightroom and Photoshop skills
- Darkroom & traditional photography skills

A Sense of Person or Place– Term 5

Focus: Independent enquiry, conceptual approach

Requirements:

- Juxtaposition, Diptych / Triptych
- Idea Development
- Critical analysis – mini essay

Essentially in Year 12 the intention is to prepare the Students for their own work in Year 13.

The briefing was illustrated with Digital Single Lens Reflex [DSLR] photographs. Showing, for example, the effects of different lighting conditions on a portrait of the human face, and the movement within a picture and the possible different camera settings might have on the picture. In addition, examples of edits on the picture. Students are expected to be creative and to be able to develop and explain the story behind the picture and how it was produced.

Equipment –

The use of the photo studio and technical equipment is a key aspect of the Student’s learning and development, including the use of software. Students are expected to have their own Camera although use on loan for College equipment is provided where necessary, and advice and assistance is offered for the purchase of suitable equipment:

- Studio
- Adobe CC
- Photoshop
- Lightroom
- Macro Lens
- On location

Teaching Literacy and Oracy

- Personal expression
- How do we get Students speaking and writing about photography effectively?
- How can we improve Student confidence in voicing their opinions?
- Group discussions,
 - Photo of the week
 - writing frameworks

- glossaries
- discussion tasks
- Think
- Pair share
- Questioning
- Observing
- Looking
- Reflecting

Critical Analysis –

A schematic presentation of the aspects involved:

- Context
- Who is the artist?
- Composition
- Context
- Process – how was the picture’s effect achieved?
- Opinion – do you like the picture or not, and why?

Key Words – to form opinion

Image Composition:

- Frame, Rhythm, Balance, Order, Foreground
- Background, Mid-ground, Rule of Thirds
- Simplicity, Positive Space, Negative Space
- Dominant, Leading line, Rule of Odds

Lighting:

- Contrast, Tone, Direction, Natural, Artificial
- Available, Hard, Soft, Cold, Warm

Emotions:

- Calming, Soothing, Harmony, Peaceful
- Busy, Hectic, Unnerving, Chaotic
- Thoughtful, Relaxing, Powerful
- Questioning, Wonder, Intrigue, Curious
- Discomfort, Uncomfortable, Triggering
- Nostalgic, Memorable, Memories
- Loneliness, Hopeful

Independent Learning and Progression –

- How can we prepare students for the independence required for Units 1 and 2?
- How can we prepare them for their future progression?
 - Guidance, interest, knowledge, information
 - Experience, confidence, connections, exposure
 - Personalised projects, encouragement
 - Exhibitions
 - Further Education and Industry Links – Composite workshop with Boomsatsuma, BA Photography

Headline Grade Improvements –

- 2019 ALPs 6 improved in 2023 ALPs 4.
- Student progress as outlined in 6-Dimension report:
 - 2019 -0.19
 - 2023 +0.18

Discussion –

[1] The Committee found the presentation very engaging and, and some wanted to take up photography themselves! Clearly the personal engagement of Students in their independent work is a noted aspect of the success in the Faculty.

[2] Photography A–Level is clearly not a ‘soft option’ and required technical; skills, and personal engagement and the ability to relate to people and different circumstances, while still living their own lives as young people.

[3] What percentage of your 90 Students do you feel are engaged? The response was clear: The majority are within weeks of starting Years 12, some take longer to reach that point, but with support they do so within their own set of personal skills and character. Work is ongoing with Year 13 Students.

The Committee Chair thanked [by Sarah Klein](#) [Photography Teacher] for the very engaging, enthusiastic, and informative briefing.

[Sarah Klein left the meeting 16:27 hrs]

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome	<p>1.1 Welcome: Clare Williamson [Acting Chair] agreed to Chair the meeting in the absence of Mark O’Sullivan. The meeting opened with the Prayer and a welcome to everyone to the MS Office Teams™ meeting.</p> <p>1.2 Present: Clare Williamson [Acting Chair], Svetlana Bajic-Raymond (part)R*, Bethany Channing-Cone (part), Marian Curran [Principal], Margaret Harlock MBE [5]</p> <p>1.3 Apologies: Paul Ryan, Mark O’Sullivan [2]</p> <p>1.4 Absent: None [0]</p> <p>1.5 Quorum Required 3/6: The meeting was declared quorate. Note – [R]* – remote attendance in MS Office Teams</p>	
2. Declarations of Interest	<p>2.1 Declarations of Interest: The members of the Committee confirmed there had been no change.</p>	<p>Next Agenda & Any Governor</p>
3. Committee Business	<p>Document [B] – ‘St Brendan’s Sixth Form College – Committee’s Terms of Reference’– circulated previously</p> <p>3.1 Annual Review Committee Terms of Reference [Update] [Minutes May § 3.1]: The Clerk to Governors reported that the Committee had agreed the revised Terms of Reference by correspondence following the Committee meeting in May. This Minute formally records that agreement, and the revised Terms of Reference will be submitted to the Board of Governors for adoption in December.</p> <p>Action – Clerk to Governors</p>	<p>Clerk to Governors</p>
4. Minutes Previous Meeting	<p>4.1 Open Minutes Agreement [17 May 2023] [Update May § 3.1] The Minutes were adopted as a correct and true record and passed for electronic signature and publication on the website.</p> <p>Action – Clerk to Governors</p>	<p>Clerk to Governors</p>

<p>5. Actions Review [Agenda not itemised]</p>	<p>5.1 Quality of Teaching and Learning [Minutes May § 7.1]: Confirmed action completed.</p> <p>5.2 Student Attendance and Punctuality Policy [Minutes May § 10.1]: Confirmed action completed.</p> <p>5.3 Plagiarism Policy [Minutes May § 10.3]: Confirmed action completed.</p> <p>5.4 Register Marking Policy [Minutes May § 10.2]: Confirmed action completed.</p> <p>5.5 Monitoring Evaluation Quality Policy [Minutes May § 10.3]: Confirmed action completed.</p> <p>5.6 Plagiarism Policy [Minutes May § 10.4]: Confirmed action completed.</p>	
<p>6. Matters Arising</p>	<p>6.1 None.</p>	
<p>7. Curriculum Teaching Learning & Assessment</p>	<p>Document [C] – ‘St Brendan’s Sixth Form College – Quality of Teaching & Learning Report’ – circulated previously</p> <p>Document [D] – ‘St Brendan’s Sixth Form College – Curriculum Offer Student Numbers 2023/2024’ – circulated previously</p> <p>Document [E] – ‘St Brendan’s Sixth Form College – T-Levels and Advanced British Standards Report’ – circulated previously</p> <p>Document [F] – ‘St Brendan’s Sixth Form College – Staff Recruitment Report – circulated previously</p> <p>Document [G] – ‘St Brendan’s Sixth Form College – Staff Training and Development Cycle 2023/2024 Report – circulated previously</p> <p>Document [H] – ‘St Brendan’s Sixth Form College – Student Employability and Destinations Report 2022/2023 – circulated previously</p> <p>7.1 Quality of Teaching and Learning: The Head of Teaching, Learning & Assessment referred to the written report, which was taken as read. Updating it, the Committee was informed:</p> <ul style="list-style-type: none"> • The Lesson Observations with one or two exceptions have been completed and feedback is very positive. Questions in class and oracy between Students and Teacher much improved • Increased cross-Faculty sharing of good practice • ‘Exceptional’ improvement noted in the case of Physics where the newly appointed Teacher in what is a ‘transition year’ is identifying ‘learning gaps’ in Year 13 and correcting them • Other new Teachers are rated as ‘Good’ and progressing in their new employment position • Areas that are improving: <ul style="list-style-type: none"> ▪ Physics ▪ Mathematics ▪ Criminology Year 12, with questions in Year 13 ▪ Students with Education Health Care Plans [EHCP] are much 	<p style="text-align: center;">Next Agenda – standing item</p>

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[Continued...]

better understood and being supported as necessary. The recent appointment of an Inclusive Learning Manager is working with this progress

- Areas for Development:
 - Human Biology also in a 'transition year' and improvement plans in place for a key course unity for Year 12
 - Business Studies ongoing monitoring
 - Economics
 - Criminology Year 13
 - Creative Arts [Fine Art, Graphic Communication and Textile Design] with use of Photography Teacher to share best practice

Discussion –

[1] Keeping Students 'on their toes' in lessons is being developed by Teachers with two practices:

- Pre-calling – where Students are informed of the questions in advance
- Cold Calling – where individual Students are asked in class and need to have been engaged in listening

[2] Other actions include 'Booklet Questions' for each Student along the lines of examination questions to encourage their independent study, learning and work skills.

The Committee noted the report and congratulated the College on the very positive results of the Inspection.

7.2 Current Year Curriculum Offer: The Head of Teaching, Learning & Assessment offered a verbal report, together with a written report details the list of Curriculum Subjects and the number of Students enrolled in each. The College offers the widest Post-16 Curriculum in Bristol, and this is being increasingly recognised as a College strength. There is increasing recognition of the need for Teachers to develop employability skills among Students with links to suitably qualified employers. The College is developing an 'Employability Hub', with a Careers Lead focusing upon the Science, Technology, Engineering and Mathematics [STEM] subjects through the Local Skills Improvement Plan [LSIP] funding

Discussion –

[1] Given the Office for Standards in Education [OFSTED] Inspection Framework [EIF] 2023 – and the requirement at Post-16 to focus on employability and skills rather than simply progression to University and Further Education, are there any indications this is having an effect in Private Schools in the City? It is unlikely that smaller school sixth forms will have the staffing or facilities required to meet the OFSTED and Government's standards. The College is concentrating on its delivery of the required Curriculum to meet the needs of our

<p>Curriculum Teaching Learning & Assessment [Continued...]</p>	<p>Students.</p> <p>[2] Is the face of what Education means changing? With increasing emphasis on employability and skills rather than a University education? Given the current and likely political changes to come the present position is temporary and will need to be monitored carefully to ensure the College has a Curriculum and one fit for purpose.</p> <p>The Committee noted the report.</p> <p>7.3 Curriculum Offer 2023/2024: The Vice Principal [Curriculum Quality Progression] presented the report: ‘T-Levels and Advanced British Standards [ABS]’. In summary:</p> <p>T-Levels –</p> <p>The results of the first wave indicate Nationally that of the 3,448 of T-Level candidates the overall pass rate was 90.5%, with external assessment being used. But OFSTED has commented:</p> <ul style="list-style-type: none"> ▪ Considerable work required to improve the quality and effectiveness of T Level & TLTP [T-Level Transition Programme] provision ▪ Learner experiences of provision vary ▪ Initial assessment of learner abilities is weak in most providers ▪ Awarding Organisations provide limited resources to support the Teaching, Learning & Assessment of T-Levels and TLTP ▪ Further training needed for vocational teachers to deliver theoretical content ▪ Quality of Industrial Placements variable ▪ Most TLTP learners do not benefit from high quality work experience ▪ Branding is not well known, and Employers are not well informed on content of T–Levels ▪ Too few TLTP learners progress to a T-Level <p>Advanced British Standard – This is a ten year programme to develop with the intention of overhauling technical and academic qualifications at Level 3 bringing them under one framework: the Advanced British Standard. Combining in a ‘single framework taking the best of T-Levels and A-Levels’. A recent Education Skills Funding Agency [EFSA] memorandum has made it clear that it is the intention to retain the T-Level courses.</p> <p>Key principles:</p> <ul style="list-style-type: none"> ▪ Greater breadth – 4 or more typically 5 subjects made up of “majors and ‘minors’ ▪ More funded time – additional 15% [+2.5 hours per week] 1475 hours over 2 years ▪ All young people to continue studying English and Maths until 18 [as major or minor] ▪ Level-2 and below – same funded hours as Level–3 with a focus on English and Maths 	
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- Level-1 and below – same funded hours as Level-3
- Consultation on approach in near future and design to inform a white paper in 2024
- Build on the best of - Level – majors will have at least 90% of the content of current A-Levels
- Technical subjects will be based on the content of T-Levels and occupational standards
- Students wishing to specialise will be able to take a core major [eg health] and a ‘double major’
- Occupational specialism [eg adult nursing]. Other students could take the core technical major [eg Education and Childcare or Health] combined with academic subjects [eg Economics and Art]
- Commitment to non qual time: Enrichment, PSD/Employability, and underpinning Career Education Information Advice Guidance [CEIAG]
- Commitment to work with the sector, consider grading and progression routes

Discussion –

[1] It is clear these proposals are in all but name, a reversion to the Tomlinson Report of 2004, of the Labour Government, with the addition of the newly created Technical Colleges. It seems that Sixth Form Colleges will have a significant part to play as the programme emerges. Many sixth forms in Schools will simply not be equipped with the Staff, resources, or estate to cater for the changes coming.

[2] In early summer several educational changes were announced and already some of these have it seems changed with the announcements this Autumn. The situation will need careful monitoring to ensure the College is on course.

[3] The variations in the curriculum across the City of Bristol also need to. Already noted an increase an increase interest in:

- Business Studies
- Computer Science
- Engineering
- Criminology

The Committee noted the report.

7.4 Recruitment Of Staff: The Vice Principal [Curriculum Quality Progression] presented his report noting the new ‘key’ appointments:

- Student Mental Health and Wellbeing Advisor [to support the lack of support from Collaborative Assessment and Management of Suicidality [CAMS] – in support of Students and consistent with the ethos and values of the College as a Catholic Sixth Form College

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- Inclusive Learning Assistant
- Teacher of Physics
- Performing Arts Technician
- Teacher of Mathematics [Part time Fixed Term Contract]
- Inclusive Learning Manager [SENCO]
- Leader of Catholic Education and Community [to take up duty January 2024]

The Committee noted the report.

7.5 Staff Professional Development: The Head of Teaching, Learning & Assessment presented her report. In summary the planned In Service Education Training [INSET]:

- The Training and Development Cycle planned for 2023/2024:
 - INSET 1 – October: Curriculum and Pedagogy [Aquinas Schools Day]
 - INSET 2 –January: Thinking Moves: Oracy and Metacognition [awareness of one’s thought processes and understanding of the patters behind them]
 - INSET 3 – March: Follow up of INSET 2 session
 - INSET 4 – July: Twilights or emerging wider curriculum developments
- Artificial Intelligence {AI} Research group is being formed initially to review Teacher workload and progression in the utilisation of technology. The College needs to use Information Technology and assist Students to evaluate it in practice.
- External Training – take up has been good and then the information is cascaded to others. Middle and Lower Managers are involved in this as part of the local individual Quality Improvement Plans [QIP]

The Committee noted the report.

7.6 Employability/Destinations 2022/2023: The Vice Principal [Curriculum Quality Progression] presented he report., which has already been seen by the board of Governors. Highlighting the key points:

- Increase of Student numbers applying for University of employment related pathways eg Health
- Numbers of Students seeking Apprenticeship placements

6 Dimensions Report indicates that 50% of our Students progress to Further Education, with 16% not seeking University offers. With Males trailing well behind the Females.

Discussion –

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[Continued...]

[1] Determining the destinations of our Students is important as it informs the College’s development of the Curriculum offer.

[2] Enrichment is also a ‘key’ feature of the Curriculum offer.

[3] What is the distinction between Russel Group and Sutton Group university classification?

- Russel Group – a self-selected association of twenty-four public research Universities in the United Kingdom including:

Russel Group		
University of Bristol	Imperial College London	University of Nottingham
University of Cambridge	King's College London	University of Oxford
Cardiff University	University of Leeds	Queen Mary, University of London
Durham University	University of Liverpool	Queen's University Belfast
University of Edinburgh	London School of Economics & Political Science	University of Sheffield
University of Exeter	University of Manchester	University of Southampton
University of Glasgow	Newcastle University	University College London
University of Warwick	University of York	
Sutton Trust		
London School of Economics	University of Nottingham	
University of Birmingham	University of Oxford	
University of Bristol	University of St Andrews	
University of Cambridge	University College London	
Durham University	University of Warwick	
University of Edinburgh	University of York	
Imperial College London		

The Committee noted the report.

<p>8. Impact on Teaching and Learning Review</p>	<p>8.1 Industrial Action 2022/2023 Impact Report [Minutes Board of Governors Jul § 8.4]: The Vice Principal [Curriculum Quality Progression] reported that during 2022/2023 some 34 Teaching Staff took industrial action and were absent from College, the number of absentees reduced towards the end of the academic year. During the industrial actions no lessons were cancelled, and the remaining Staff in College were very accommodating and worked to ensure the impact on Students was minimised. Throughout the Principal maintained good relationships with the Trades Union representatives. It seems the National Industrial action is now concluded for 2022/2023. The Committee noted the report.</p>	
<p>9. Quality Improvement Plan</p>	<p>9.1 Self Assessment Report [SAR] 2022/2023 [Update] [Minutes May § 7.1]: The Vice Principal [Curriculum Quality Progression] reported Staff are currently working on the final version of the SAR for presentation to the Board of Governors in December for adoption. In addition, a Consultant has been employed to advise on the content and suggest improvements. The Committee noted the report.</p> <p>9.2 Quality Improvement Plan [QIP] 2023/2024 [Update] [Minutes May § 8.2]: The Vice Principal [Curriculum Quality Progression] reported verbally and reminded the Committee that each area of the College business has its own Quality Improvement Plan to address the specific and improvements in delivery required. As with the Self Assessment Report [SAR] External validation by other Colleges has been used as an ‘extra pair of eyes’ to improve the plans for 2023/2024:</p> <ul style="list-style-type: none"> ▪ Teaching Staff expertise ▪ Personalisation to inspire learners <ul style="list-style-type: none"> ○ Study skills ○ Planning skills ○ Catchup lessons ○ Early intervention ▪ Precision <ul style="list-style-type: none"> ○ Use of feedback ○ Assessment ○ Reflect on learning by Students <p>The Committee noted the report.</p>	<p>Next Agenda</p> <p>Next Agenda</p>

10. Principals' Report

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

10.1 & 10.2 & 10.3 Student Recruitment/Attendance Report 2023/2024: The Principal presented and updated the report providing the latest details for the enrolment 2023/2024, and 2024/2025 Recruitment:

10.1 Recruitment –

	2021/22 @ End of Sep 2021	2022/23 @ End of Sep 2022	2023/24 @ Enrolled 2023	2024/2025 @ End of Oct 2023
TOTAL APPLICATIONS RECEIVED	59	58	2514	456
TOTAL OFFERS	21	10	2032	0
TOTAL ACCEPTANCES	26	11	2055	0

The focus must be on the question of whether the College offers the right Curriculum, and this as noted above is under continuous review.

10.2 Retention –

	2Y1	3Y1	3Y2/3	Total
Enrolled	129 (118)	1116 (1168)	918 (788)	2163 (2101)
Enrolled but not started (No Shows)	7 (3)	29 (30)	17 (21)	53 (54)
Non Starter (attended but left before Day 42)	8 (2)	31 (54)	5 (7)	44 (63)
Withdrawn	0	0	0	0
Currently Enrolled	114 (113)	1056 (1084)	896 (760)	2066 (1984)

Next Agenda

10.3 Attendance –

Student Attendance November 2023 [same periods]		
Target 95%	2022/2023 Overall	2023/2024 1 Sep – 20 Oct 2023
Female	84.7%	89.3%
Male	84.0%	90.3%
Overall	84.35%	89.7%

The Principal noted that Student Attendance figure has improved, a good sign that the revised Attendance and Punctuality Policy and Procedure introduced last Spring was proving effective. Early interventions by classroom Teachers and follow up referrals for cases of continuing poor attendance.

The Committee also reviewed the 3-Year trend data.

Discussion –

[1] What is meant by Attendance? The Attendance and Punctuality Policy and Procedure Attendance reads:

2.2 The College expects 100% attendance from all Students. Anything below this, without good reason, is considered unacceptable and may have consequences in relation to the disciplinary process, progression, contribution towards examination fees or bursary funding.

2.3 Students will be entered into the College's termly draw as recognition of good attendance

2.4 Arrival at lessons more than 5 minutes after the start is considered as 'late' and the number of minutes late from the start of the class is recorded on the register. More than 5 late lessons recorded in a two week period is a trigger point and there - will be consequences in relation to the disciplinary process.


A more consistent approach by Teaching Staff is being monitored. There were initially high numbers of 'late' or 'absentees' at the start of this academic year but the application of the procedure and the onward referrals for consistent Student failures is working.

[2] Is the College monitoring the impact of poor Attendance on teaching and learning? The individual case is followed up either by the Teacher concerned or by the Support Team to provide support tailored to the case, or a review of the missed class teaching.

The Committee noted the report.

<p>11. Policy Review</p>	<p>Document [J] – ‘St Brendan’s Sixth Form College – Register Marking Monitoring Policy’ – circulated previously</p> <p>11.1 Register Marking and Monitoring Policy [Minutes May § 10.2]: The Clerk to Governors noted that the Committee had already adopted this Policy at the previous meeting in May 2023, but had asked for some amendments to be made removing individual identifiable data.</p> <p>The Vice Principal [Curriculum Quality Progression] reported that the Student level data had been removed from the appendix.</p> <p>The Committee noted the report.</p>	
<p>12. Safeguarding/PREVENT</p>	<p>12.1 Safeguarding/PREVENT Committee Duty Review – standing item: the Clerk to Governors informed the Committee that as recommended by the 2023 National College Safeguarding training this is a new standing item for all meetings of the Governors, to review in their respective areas of responsibility.</p> <p>The Vice Principal [Curriculum Quality Progression] reported:</p> <ul style="list-style-type: none"> ▪ All Staff have been asked to complete the 2023 Safeguarding/Prevent training and this is in addition to the normal induction procedures for new Staff. ▪ The Religion Philosophy Ethics [RPE] programme tutorials ensure that Students are also informed, and a quality assurance review is to take place in a few weeks ▪ The Quality Improvement Plans [QIP] map out what is required in the individual departments and faculties ▪ All subjects have mapped out Safeguarding/PREVENT presentation or relevance where appropriate ▪ Continuous Professional Development [CPD] with a particular focus on the link within the Curriculum is planned for Term 3 <p>The Committee noted the report</p>	

<p>13. Risk Register Review</p>	<p>Document [K] – ‘St Brendan’s Sixth Form College – Risk Register Committee Extract Report’– circulated previously</p> <p>13.1 Review of Risks Allocated to Committee [Update]: The Vice Principal [Curriculum Quality Progression] presented the report, which was revised in July 2023. The Residual Risks are all GREEN</p> <ul style="list-style-type: none"> ▪ § 2.1 GREEN –Following the recent Office for Standards in Education Inspection this item now has a lower profile in terms of risk. However, involving local Employers in the delivery of the Curriculum is ongoing ▪ § 2.2 GREEN – The College is developing a robust recording system to capture Student participation in the Curriculum programmes ▪ § 2.4 GREEN – A more consistent use of data for Student Assessment and an increased use of 6 Dimension data in 2023 ▪ § 2.5 GREEN – The development of Middle Management Leadership continues with a focus on Student progress Attendance and Retention <p>In discussion it was agreed that the changing Post-16 Curriculum should be an added risk. This will be added to the Register.</p> <p>Action – Vice Principal [Curriculum Quality Progression]</p> <p style="text-align: right;">[The Head of Teaching, Learning & Assessment] left the meeting at 18:05 hrs]</p>	<p style="text-align: center;">Vice Principal [Curriculum Quality Progression] & Next Agenda</p>
<p>14. Committee Business</p>	<p>14.1 Committee Briefing Next Meeting: Curriculum Reform Post-16 was a suggested topic. The Vice Principal [Curriculum Quality Progression] and Committee Chair to agree a suitable topic nearer the time, as the next scheduled meeting is in February 2024 is distant.</p> <p>Action – Vice Principal [Curriculum Quality Progression] & Mark O’Sullivan</p> <p>13.2 Report topics for Board of Governors: The Committee proposed the following:</p> <ul style="list-style-type: none"> ▪ The Improvement Journey in Photography ▪ Curriculum offer 2023/2024 <p>Action – Mark O’Sullivan</p>	<p style="text-align: center;">Vice Principal [Curriculum Quality Progression] & Mark O’Sullivan & Next Agenda</p> <p style="text-align: center;">Mark O’Sullivan</p>
<p>15. Any Other Business</p>	<p>15.1 None:</p>	

16. Correspondence [Not covered within the Agenda]	16.1 Correspondence: None	
17. Next Meeting	17.1 Date of Next Meeting: Wednesday, 28 February 2024 – at 16:00 [To be confirmed]	Clerk/ Governors
Minutes of Meeting Prepared	Friday, 10 November 2023 Peter J Harrison [Clerk to Governors]	
Minutes Agreed	<p>Minutes of Meeting agreed as true and accurate record</p> <p>Date: Wednesday, 28 February 2024</p>  <p>Signed: _____ Committee Chair</p>	