



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

**OPEN – MINUTES**

**In Person and Virtual Meeting** Held On: Thursday, 26 September 2024

**D-Building Room D2/D3 at 16:00– 19:45 hrs**

**Governors Present:** Svetlana Bajic-Raymond [Chair of Governors], Maragret Abazie-Humprey [R], Gareth Beynon [R], James Creamer, Marian Curran [Principal], Sr Margaret Harlock MBE, Risha Hussain, Paul Ryan, Aaron Skinner, Peter Turner, Iain Turri, Antonia Corrigan, Michelle Hazelwood [15]

**Apologies:** Roger Bridgeman, Doug Jennings, Mark O'Sullivan, Stephen Clayson [Vice Principal, Curriculum, Quality, Innovation] [3]

**Absent without Apology:** None [0]

**Attending:** Leanne Sowersby [Governance Professional], Alexandra Moruzzi [Vice Principal [Student Experience Progression]

**Quorum Present:** 15/16 [includes required minimum of 4 Foundation Governors]

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

**Circulation:** All Governors, Governance Professional, Principalship, & [College Website after signature if declared OPEN].

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
<b>1. Welcome</b>	<p><b>1.1 Welcome: Svetlana Bajic-Raymond</b> [Chair of Governors] opened the meeting with prayer.</p> <p><b>1.2 Quorate:</b> The meeting was declared quorate.</p>	
<b>2. Declarations of Interest</b>	<p><b>2.1 Declaration 2023/2024 Access/Equality/Safeguarding Declaration:</b> There were additional no oral declarations. Forms were handed out to be completed and signed. <b>LS to send the forms on to those who are not here.</b></p>	<b>LS</b>
<b>3. Minutes Previous Meetings</b>	<p><b>3.1 Previous Minutes</b> – 9 July 2024</p> <p>The Minutes were agreed as a true and accurate record of the meeting with the corrections noted, to be signed by the Chair of Governors electronically. The open Minutes to be made available on the College website by the Governance Professional.</p>	
<b>4. Minutes Actions Review</b>	<p><b>4.1 Actions Report</b> – see actions report for details</p> <p>SBR advised that all governors will have access to all of the committee minutes on teams, except for Strategy. LS will ensure that all governors have access. This arose from a recommendation in the external review, that all governors have responsibility for the work of the governing body. Discussion around this and how this impacts the updates at the Board meetings.</p>	
<b>5. Matters Arising</b>	<p><b>5.1 None</b></p>	
<b>6. Governors' Committee Reports</b> [circulated reports and/or minutes]	<p><b>6.1 Strategy:</b> SBR gave an update. Key items discussed were around academisation and looking at the future growth of the college and the estate as numbers increase, as well as any impact on class sizes and mitigations allowed for workload.</p> <p><b>6.2 Ethos:</b> AC gave an update. There was a briefing on the RPE curriculum, discussion on the S48 inspection, the SEF and chaplaincy. There was also an extensive safeguarding update, noting that some of the security concerns have been resolved. Also noted that the new college transport has been very successful. Current figures show that we are at more than break-even and feedback has been very positive that we are eliminating some of the barriers. The next meeting will have a briefing on work experience.</p>	

<p><b>7. Diocesan Education Strategy</b></p>	<p><b>7.1 Aquinas Partnership Report:</b> MC gave an update St Patrick's is joining the Newman Trust, which consists of primary schools.</p> <p><b>7.2 Diocesan Education Strategy Report:</b> MC gave an update on the Diocesan plan for the timeline for the college to join a MAT. Discussion about which MATs other schools / colleges would join.</p> <p>MC has also met with the DfE and the ESFA to discuss the options and implications. All Catholic colleges can academise but are not required to. MC will maintain contact with the ESFA and the DfE.</p> <p>Discussion around the issues of the staff pay rise and the fact that academise would have a funded 5% pay rise.</p> <p><b>7.3 Cabot Learning Federation Post-16 Free School:</b> MC gave an update. This item could move to the risk register and be reported on when there is significant movement.</p>	
<p><b>8. Principal's Report</b></p>	<p><b>8.1 Student enrolment 2024/2025:</b> MC gave an update and thanked everyone involved. Overall, we recruited 2306, which compares to 2162 last year. There was a</p> <p>Currently enrolled, we have 2269, compared to 2093 last year. There is 5% attrition built in. We now need to establish why students choose not to continue to take up their place.</p> <p>We may now qualify for in-year funding, but we will benefit next year.</p> <p><b>Q – Would in-year funding impact next year's funding?</b> No, the additional funding for next year remains. The issue might be maintaining the numbers in future years.</p> <p><b>Q – How do demographics fit in?</b> We are most interested in some of the new building that is taking place and South Bristol. We are working with schools to strengthen recruitment.</p> <p><b>8.2 Staffing Recruitment Update:</b> MC gave an update. We have had to recruit additional teachers of Economics and Business, Health and Social Care, and Law. We are mostly fully staffed. We still need to recruit for the Head of RPE, a teacher of Health &amp; Social Care and a Marketing and Engagement worker.</p> <p>The Head of RE post has been readvertised as simply the Head of RE, although the need to be a practising Catholic is still in place.</p> <p>Governors congratulated MC and the college.</p>	
<p><b>9. College Business</b></p>	<p><b>9.1 Safeguarding/PREVENT Guidance Update 2024:</b> AMz talked through the report. Highlighted the changes to KCSIE, in anticipation of wider changes next year. The guidance is hyperlinked in the training that governors will be asked to undertake.</p> <p>The tutorial programme has been delivering safeguarding tutorials, and this leads to an increase in concerns being raised.</p>	

	<p>The KCSIE updates also note the long-term impact on students of domestic abuse.</p> <p>There are also changes to the focus for behaviour and attendance. The language around attendance is about identifying the barriers and challenges to attendance</p> <p><b>Q – Will the court case that is going on impact students?</b> There has been one MyConcern that has been raised and we have addressed that directly. We have been in touch with the police where relevant, but it does not involve any of our students so we will receive updates via the safeguarding updates.</p> <p>Discussion around British Values. The student governors gave an overview of the ways in which values are being taught.</p> <p><b>9.2 College Self-Assessment Report:</b> SBR reminded governors that there will be a full meeting on 15 October to discuss the results in full.</p> <p>MC noted that the college SAR needs to be submitted to Ofsted and outlined the process for writing the SAR.</p> <p>The current Ofsted framework is under review and finished in 2025.</p> <p>The external validation will begin next week, with other sixth form colleges who are either good, or outstanding.</p> <p><b>9.3 College Quality Improvement Plan:</b> This will look at the previous plan and what priorities arise from the results. Some of the priorities are summative and formative assessment, monitoring of progress. Particularly looking at high achievers, male students and those from areas of high deprivation.</p> <p><b>9.4 Summer results 2024 overview:</b> Noted that these students had some support in their GCSE results. Overall, results have remained static. There is a need to consider whether the starting point was accurate in terms of value added.</p> <p>MC talked through the key points of the report.</p> <p>Highlighted that English, which has previously been a concern of governors, has maintained a strong position. Law has also maintained a strong position.</p> <p>The level 2 programme remains strong in some subjects.</p> <p>This will be covered in more detail on 15 October.</p> <p><b>Q – Do we know why some of the grades dropped?</b> This can be discussed in detail on 15 October, but there could be many reasons for this.</p> <p><b>Q – Was there reasonable success in retakes?</b> Yes, this report will also be available.</p> <p><b>Q – Has there been analysis on the effect of attendance on outcomes?</b> There is a correlation.</p> <p>Governors would like an explanation of the various acronyms etc at the next meeting.</p> <p>It is important to note that some staff were disappointed with grades, having expected to see greater improvements.</p>	
--	--	--

	<p><b>Q – Have the outcomes impacted those moving on to university?</b> We had over 500 applications, 65 went through clearing. Discussion around the risk around the public perception of quality, and the ways in which we manage and measure this. The reputation of St Brendan’s is high at the moment. There is so much we have put in place, and we need to assess the impact.</p> <p><b>Q – Do we think that able students with ambition have achieved that ambition, and this has been apparent this year?</b> The A*, and A* - B, our aspire programme results, were significantly above the national average.</p> <p><i>GB and MAH left the meeting</i></p>	
<p><b>Comfort Break</b></p>	<p><b>Comfort Break</b></p>	
<p><b>10. College Financial Matters</b></p>	<p><b>10.1 – Current College Cash Flow Update and Management Accounts:</b> MC gave an update. The college closing position was £372k, which is around 12 days cash in hand. We are currently forecasting cash reserves of around £600k at the end of this year. There are risks, including a potential shortfall in high needs funding and the money committed to the transport contract. As of today, we have 29 days in hand, which is above the 27 days budgeted for.</p> <p>We need to be mindful due to having some additional staffing and the impact of this on the budget.</p> <p>It is important for governors to monitor the budget against the management accounts.</p> <p>Discussion around the pay award. We have budgeted for 2% and cannot afford more than that. We are waiting to hear whether there will be any change to the current government policy around not funding a pay rise of 5.5% for non-academies.</p> <p>Discussion around possible avenues for addressing this, and actions that have already been taken. This inequality has been raised at the Labour conference, so they are very aware that it exists.</p> <p>We still report to the FE commissioner regularly regarding the accounts and there is someone assigned to the college to work with governors. SBR will meet with this person to agree how this will work.</p> <p>We are currently looking at ending the year with 18-21 cash days, but need to consider how we mitigate the additional staffing costs. Lettings income is both an area of growth and of risk.</p> <p><b>Q – Will the measures being taken now to improve the situation need to be maintained indefinitely?</b> No, the weekly reports will be maintained for a short time, and then we will move to a monthly cashflow. We will continue to review things regularly to make savings where we can.</p> <p>It is sensible to remain cautious around cash.</p> <p><b>Q – Is there a penalty for going below 12 days cash in hand?</b> It would be a cause for concern. The sector average is 25.</p>	

	<p><b>10.2 Estate development plan:</b> MC talked through the key points.  LSIP is the Local Skills Improvement Fund. We still have to pay the retention fee on the 3G pitch.  MC talked through the capital funds that are currently committed. We are investigating further LSIP funding, as well as other options for funding IT improvement.  Discussion around the provision for food at the pavilion.  <b>Q – Are we still concerned whether we have enough space?</b> We will review our current capacity moving forward in terms of utilisation. We also need to look at our projected numbers for the next academic year, what our most popular courses are likely to be, to consider how we can use the space.  We have been looking into the possibility of, ‘eco-build’ buildings that can be put up very quickly and be moved, as well as potential placements.  <b>Q – Will roof repairs be looked at, given the leaks?</b> These are things that will be part of the overall building repairs.  <b>Q – What does student fund refer to?</b> This is part of the funds from NEU membership etc, that needs to be used for students.  <b>Q – Is there a timeline for the estate and IT strategy?</b> Elements of the property strategy will need to be reviewed. The IT strategy will be a three-year strategy and will come to Resources.  <b>Q – Are the lighting upgrades for the environment?</b> Yes</p>	
<p><b>12. Policy Reviews</b></p>	<p><b>12.1 Safeguarding and Child Protection Policy and Procedure:</b> This has been updated in view of the new guidance. Changes were highlighted.  <b>Q – Is this in use?</b> Yes.  <b>Q – Are there more positive outcomes?</b> It is about following the updated guidance.  <b>Proposed SBR, seconded MH – Approved unanimously.</b></p> <p><b>12.2 Prevent Policy and Procedure:</b> AMu talked through the changes. The definition of extremism has been updated.  <b>Proposed IT, seconded AC – Approved unanimously.</b>  <i>AMz left the meeting</i></p>	
<p><b>11. Board of Governors Operations</b></p>	<p><b>11.1 Governor Day 2024/2025:</b> 14 February 2025. This will include visits to the college / lessons and a presentation around the finance. Could potentially include some action points from the external review action plan.  Noted the open day on Saturday 5 October.</p>	

	<p><b>11.2 Governors' Briefing next Meeting:</b> Cyber security. Also the implications of being in the public sector – this could be for the governors day, or a future meeting.</p> <p><b>11.3 Governors Committee List:</b> This is now up to date.</p> <p><b>11.4 Governors Record of Attendance 2023/2024 Report:</b> Noted that the overall figure includes committees and apologies do not count as having attended. LS advised that MCH's attendance was actually 100%. MH's attendance should be 88%.</p> <p><b>11.5 Governance External Review / Evaluation of Effectiveness of Governance:</b> Discussion around the proposed plan, where it would sit in terms of the committee and reporting. We also need to consider whether we should publish the review or the plan.</p> <p><b>To add as a standing agenda item for the Strategy committee.</b></p> <p><b>11.6 Governors' Diocesan Code of Conduct 2024/2025:</b> LS will send a link to an electronic form for governors to sign.</p> <p><b>11.7 Governor Vacancies / Recruitment update:</b> SBR talked through the current update. There are three new candidates, two of whom would need to be co-opted to committees, and one potential foundation governor. Noted that there is a need for a foundation governor on the Audit Committee.</p> <p>Discussion around the Vice Chair role. There is a still a need to fill this role.</p> <p>Discussion around the possibility of there being Catholics among the parents who might take on a foundation role. Also around the requirements for foundation governors and their role.</p>	<p>LS</p> <p>LS</p>
<p><b>13. Risk Management</b></p>	<p><b>13.1 Review of Board of Governors' Risk Register Items:</b> MC talked through the risks that have been updated. MC also noted risks that need to be updated based on the discussions. Under finance, particular risks around transport and high needs funding may need to be added. May also need to consider where to note the further training for the board around monitoring finance.</p> <p>Discussion around the outcomes risk, and whether this should sit with the full governing body. Coud separate a general risk around outcomes.</p>	
<p><b>14. Correspondence</b></p>	<p>14.1 None</p>	
<p><b>15. Any Other Business</b></p>	<p><b>15.1 Meeting start time:</b> LS noted the advice that starting the meeting at 4.30pm, rather than 4pm would alleviate the need to cone off parking spaces and avoid those spaces being unavailable to staff during the day. This was discussed, concerns were</p>	

	<p>raised around the additional length of the day for staff members, the darker evenings etc. <b>Agreed to maintain the start time of 4pm.</b></p> <p><b>Noted to request governors to arrive at 3.50</b></p>	
<b>16. Date Next Meeting</b>	<p><b>16.1 Date of Next Meetings</b></p> <p>College Open Day – Saturday 5 October</p> <p>College Open Evening – Wednesday 16 October</p> <p>Board of Governors – Tuesday 15 October 2024, 16:00</p> <p>Audit Committee – Wednesday 27 November 2024, 16:00</p> <p>Ethos Safeguarding Welfare Committee – Wednesday 5 February 2025, 16:00</p> <p>Resources Premises Human Resources Committee – Wednesday 20 November 2024, 16:00</p> <p>Strategy, Search &amp; Remuneration Committee – Wednesday 4 December 2024, 16:00</p> <p>Teaching Curriculum Quality Committee – Wednesday 13 November 2024, 16:00</p> <p>Governors’ Day 2024/2025 – Friday 14 February 2025</p> <p>Diocesan Education Mass 2024 – Thursday 26 June 2025</p>	
<b>Minutes Agreed</b>	<p><b>Minutes Approved</b></p> <p><b>Date:</b> 15 October 2024</p> <p><b>Signature</b> _____ <b>Chair of Governors</b></p>	