



ST BRENDAN'S CATHOLIC SIXTH FORM COLLEGE

Governors' Ethos Safeguarding Welfare Committee

MINUTES OF MEETING

Wednesday 7 February 2024

Virtual Meeting Office Teams™ Meeting [16:00– 18:30 hrs]

GOVERNORS & VOTING MEMBERS PRESENT: Antonia Corrigan [Chair], Margaret Abazie-Humphrey, Marian Curran [Principal], Sr Margaret Harlock MBE, Michell Hazelwood, Deborah Redwood, Daniel Smith, Svetlana Bajic-Raymond, [8]

ATTENDING: Peter J Harrison [Governance Professional], Laura Howe-Haysom [Head of Student Wellbeing and Progress], Alexandra Moruzzi [Vice Principal Student Experience Progression]. Professor Mary Malcolm [External Governance Reviewer].

APOLOGIES: None [0]

ABSENT WITHOUT APOLOGY: None [0]

CIRCULATION: All Governors, & Governance Professional unless CONFIDENTIAL.

QUORUM REQUIRED: 3/8 voting committee members

Documents Circulated/Tabled* at Meeting:

Document [A] – 'St Brendan's Sixth Form College – Student Recruitment Retention Attendance 2023/2024' – circulated previously

Document [B] – 'St Brendan's Catholic Sixth Form – University and Colleges Admission Service Report 2023' circulated previously

Document [C] – 'Department for Education – Meeting Skills Needs / Accountability Statement' – circulated previously

Document [D] – 'St Brendan's Sixth Form College – Student Governor Report' – circulated previously

Document [E] – 'St Brendan's Sixth Form College – Student Union Election Information' – circulated previously

Document [F] – St Brendan's Sixth Form College – Student enrichment Report' – tabled

Document [G] – 'St Brendan's Sixth Form College – Safeguarding Report [update] PREVENT Duty Policy and Procedure' – circulated previously

Document [H] – 'St Brendan's Sixth Form College – Supporting Young Carers' Policy' existing – circulated previously

Document [I] – 'St Brendan's Sixth Form College – Supporting Young Carers' Policy and Procedure' 0– circulated previously

Document [K] – 'St Brendan's Sixth Form College – Supporting Children in Care Policy' new – circulated previously Document

Document [L] – 'St Brendan's Sixth Form College – Risk Register Updated Format and Changes Report' – circulated previously

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

Committee Briefing –

'The Safeguarding/PREVENT Impact on Learning' By Laura Howe-Haysom [Head of Student Wellbeing and Progress]

Introduction

Laura Howe-Haysom [Head of Student Wellbeing and Progress] Started her briefing by stating that it is a follow up on the briefing delivered at the Governors' Day and the National College Training provided for all Governors and College Staff. The Committee was presented with a Quiz with the promise of prizes for correct answers.

- [1] What is Contest?
- [2] Finish the group: Pursue, Prevent, Protect...
- [3] How many Channel referrals has College made in the last 5 years?
- [4] What are the identified local (Bristol) risks?
- [5] Since what year have Schools and Colleges had an obligation to teach British Values and Prevent?
- [6] What would be the most likely reason for the College to go into lockdown?
- [7] To what does Martyn's Law refer to?

The responses were varied.

Start of Year Survey of Student Awareness at Enrolment

- | | | | |
|---|-----|-----|-----|
| • [8] What % of Access to Level 3 Students felt they could define radicalisation and extremism? | 20% | 42% | 66% |
| • [9] What % of Year 12 students knew what the Prevent Duty was? | 12% | 20% | 51% |
| • [10] What % of Year 13 students understand the link between Fundamental British Values and being an active adult citizen? | 54% | 66% | 72% |
| • [11] How many Year 13 students felt prepared to vote in the next election? | 47% | 71% | 84% |

All Primary Schools and Secondary Schools should have been addressing these Safeguarding/PREVENT issues within their curriculum. The survey results at age 16 Year 12 demonstrates the weakness or previous education in these matters.

Impact on Learners

- Potentially unaware of importance of being active citizens – local and national issues, who to vote for and why voting matters
- Lack of understanding about basic things – Council Tax, Employment Law, housing, rights etc
- Risk not being able to critically evaluate and question reliability of the news and information they see
- Unable to keep themselves safe online
- Potentially at risk of being radicalised in relation to global events like Israel and Palestine conflict

The Issues – Challenges for the College

- High levels of complacency and apathy amongst students §
- Tutorial time is limited, and attendance is 84% §

- Some subject areas it fits very well – others less so
- Not yet effectively capturing or sharing good practice on a curriculum level
- Opportunities to build upon and revisit knowledge is limited by curriculum time pressures
- Staff confidence in teaching this subject can be varied
- Action plan to be developed on how to capture good practice
- Opportunities to develop and build upon existing knowledge, particularly in relation to Prevent, need to be maximised
- Whole staff training to take place on how to effectively embed Prevent and British Values in the curriculum
- Develop a system which demonstrates positive impact on student knowledge and understanding

Next Steps

- Action plan to be developed on how to capture good practice
- Opportunities to develop and build upon existing knowledge, particularly in relation to Prevent, need to be maximised
- Whole Staff training to take place on how to effectively embed Prevent and British Values in the Curriculum
- Develop a system which demonstrates positive impact on Student knowledge and understanding

Discussion – During the presentation various matters arose they are recorded here

[1] Some of the risks local to Bristol were identified:

- Right Wing Extremism
- Environmental Violent Terrorism
- Unregulated Internet platforms radicalising
- Conspiracy Theories
- Unclear Ideology
- Loan Actors

[2] Recent murders in South Bristol explained as being due to immigration although there is no evidence that this is the case

[3] How best to use the results of the Student Survey to widen Student experience and address the gap in knowledge

[4] Are College Staff confident enough and equipped to address these sorts of issues with their Students?

The Chair of the Committee thanked Laura Howe-Haysom [Head of Student Wellbeing and Progress] for her presentation and comprehensive report about this very important work of the College Team.

[Note also refer Minutes § 9.2 below]

[The Briefing ended at 16:45 hrs]

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome	1.1 Welcome: The Committee Chair welcomed Professor Mary Malcolm [External Governance Reviewer] who will observe the meeting. The meeting opened with a prayer 1.2 Apologies: None [0] 1.3 Absent Without Apology: None [0] 1.4 Quorate: The meeting was declared quorate NOTE: The meeting was quorate throughout, although some Governor had to leave briefly, or had arrived late. 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	
2. Declarations of Interest & Disability Access & Diversity	2.1 Declaration of Pecuniary Interest/ Disability Access Equality/ Safeguarding: Governors confirmed there had been no change.	Next Agenda & Any Governor
3. Minutes Previous Meeting	3.1 Minutes of Previous Meeting [24 May 2023]: Several minor corrections were identified and corrected. <ul style="list-style-type: none"> ▪ § 1.1 insert: ‘opened <u>with</u> a prayer ▪ § 9.6 insert: final sentence ‘So <u>every</u> encouragement’ ▪ § 12.1 bullet item § 1.3 correct ‘Failure to <u>meet</u> expected’ insert: The Minutes were then agreed to be a true and accurate record and were passed for electronic signature and publication on the web. Action – Governance Professional	Governance Professional
4. Minutes Actions Review [Agenda not itemised]	4.1 None	
5. Matters Arising	5.1 None Identified	

6. Principal's Report

Document [A] – 'St Brendan's Sixth Form College – Student Recruitment Retention Attendance 2023/2024' – circulated previously

6.1. & 6.2 Student Recruitment/ Retention /Attendance Report 2023/2024: The Principal referred to the written report and updated the Recruitment data:

	2022/2023 @ End Jan 2022	2023/2024 @ End Jan 2023	2024/2025 @ 7 Feb 2024
TOTAL APPLICATIONS RECEIVED	2022	2142	2340
TOTAL OFFERS	823	1028	1675
TOTAL ACCEPTANCES	637	755	1142

The Principal explained that the project for 2024/2025 enrolment is 2086 Students, and this number is subject to change. The College is currently holding or working on:

- Offers 385 pending acceptance
- Awaiting Interview 210

The intention is to complete the offers and acceptance by Easter to implement the Transition Programme in Term 5 and Term 6 and help new Students adjust to the Post-16 College life. The current strategy for recruitment is under regular review using feedback from applicants.

Retention – This is a key issue for the College as it impacts on funding. Against a background of lower Retention and Attendance nationally and locally the College is pleased with the figures provided so far in 2023/2024. Two figures are offered to compare 'enrolled' with 'funded'

- Retention Enrolled 92.8% [previous year 89.1%]
- Retention Funded 97.2% [previous year 95.8%]

Attendance – The national figure is lower than the College figure ○ 2023/2024 87.3% ○ 2022/2023 84.8%

It is evident that the ongoing focus on Retention and Attendance by the College Support Team and Teaching Staff is having a positive effect.

Discussion –

	<p>[1] What are factors that determine whether an applicant is offered a place or not? The Applications Team, the Committee as informed meets weekly to review this point. It might be the case where Special Education Needs Disability is a factor, and an external agency might play a role in the process. Prior academic record is clearly a factor, whether the applicant is applying to follow an A-Level course or retake GCSE.</p> <p>[2] What leads to the Acceptance of an offer? Factors that may prevent acceptance might relate to transport issues, acceptance of a 'preferred offer' elsewhere frequently the applicant's existing school. But, generally, the quality of the Application Team interview plays a key part in bringing an offer to acceptance.</p> <p>[3] do applicants have a positive understanding of a Catholic College as inclusive? This is a topic usually addressed in some detail at the Open Evening prior to application/interview. Issues such as the Tutorial Religion Philosophy Ethics programme, Safeguarding/Prevent are also addressed and questions taken during the interview process. The Committee noted the report. Action – Principal</p> <p>6.2 Student Recruitment 2024/2025 [Update] as above.</p> <p>6.3 Preparation External Governance Review: The Governance Professional was asked to explain what was involved.</p> <ul style="list-style-type: none"> ▪ External Governance Review is a mandatory every three-year requirement ▪ Undertaken by an External Reviewer ▪ The Review focus is on Governance and its effectiveness ▪ This includes the examination of <ul style="list-style-type: none"> ○ Minutes of the Board of Governors and its Committees ○ Reports and information provided to Governors <ul style="list-style-type: none"> ○ Strategic documents in preparation prior to their formal approval by The Board of Governors at the end of the year <p>Professor Mary Malcolm explained that the final report is published on the College website, but an additional report noting some issues or suggested improvements which is not published, will be made available to the College and the Board of Governor. The Committee noted the report.</p>	
<p>7. College Business</p>	<p>Document [B] – 'St Brendan's Catholic Sixth Form – University and Colleges Admission Service Report 2023' circulated previously</p> <p>Document [C] – 'Department for Education – Meeting Skills Needs / Accountability Statement' – circulated previously*</p> <p>7.1 Denominational Inspection Action Plan – standing item: The Principal explained that during 2022/2023 the</p>	

College had both the Office For Standards In Education [OFSTED] Inspection and the interim Denominational Inspection [Section 48] by the Diocese of Clifton. Both reports offered provided the College with areas for attention and development. The Denominational Inspection will. not take place in 2023/2024.

The College is focussing on the following areas:

- § Catholic Life and Mission
- § Religion Philosophy Ethics tutorials
- § Section 48 training for the Governors involved
- § Collective Worship
 - Daily Moment – a time of quiet reflection each morning at 08:55 hrs
 - Review of what other Colleges are offering

The Diocese has been kept informed and is pleased with the progress being made.

Discussion – [1] Asked about the Religion Philosophy Ethics lessons, the Student Governor reported that sometimes the session is alright and sometimes not. Much depends on the topic and the presenter whether Students are engaged. Many do not attend. Principal & Next The Committee noted the Report. Agenda

Action – Principal & Next Agenda

7.2 College Chaplain Recruitment [Update]: The Principal reported that following the open recruitment process and shortlisting and interview and Marek Czapiga has been appointed and is to take up duty on 11 March 2024.

In addition, the College has appointed Alexander Marra [Leader of Catholic Education & Community]. The Committee noted the Report.

7.3 University & Colleges Admissions Service Cycle for Leavers 2023 [Update] [Minutes Sep § 8.5]: The Vice Principal

[Student Experience Progression] presented her report which updates the earlier interim report presented to the Committee at the previous meeting.

Application Cycle 2022/2023 –

Principal & Next
Agenda

Applications submitted 412

Offers 393

Acceptances 329

Acceptance rate 82%

The University & Colleges Admissions Service [UCAS] provides the statistical data. and the college then undertakes its own research into the performance of the College compared with its competitors. The College acceptance rate of 82% is one percent above that of our competitors, while the offer rate of 95% is the same. There has been a decrease in applications overall, and specifically from males. The figures for the early applicant's group have been area of focus for the College and for 2023/2024 has risen to 46 with a change made to our Aspire Programme, split into two groups: Group one –Oxbridge/ Russel Universities and group two – Medical /Veterinary /Allied Health Group.

Destination – Considering the destination choice there is a tendency to remain in the Southwest and various reasons emerge from Student Voice:

- § Finance
- § Nearer home
- § Cost of accommodation

Courses Accepted –

- § Law - 42
- § Sociology – 26
- § Psychology – 21
- § Computer Science – 12
- § Business – 12 UCAS will be providing a toolkit for applicants on university entry criteria compared to what Students achieved to promote Student choice more widely.

Discussion – [1] A useful interpretation of the data to be used in revising the processes in college.

[2] The final 2023 Report for Students whose destination was not into Higher Education may be available in

May once the College has completed collating data from Students who have not yet responded. [3]

Suggested reasons for the gender split. One factor may be that males tend to apply for Apprenticeships, while females apply to university.

	<p>The Committee noted the Report.</p> <p>Action – Vice Principal [Student Experience Progression]</p> <p>7.4 DFE Annual Accountability Agreements 2024/25 Meeting Local Needs Duty: The College has a Statutory duty to provide an Accountability Statement annually, in respect of the education and training it offers and how these provide for local needs. The 2023/2024 report must be approved by the Board of Governors and submitted by the 30 June 2024. The report has also to be published on the College public website.</p> <p>The Governors’ Strategy Search Remuneration Committee will review the draft in March and recommend for it to the Board of Governors for adoption on Wednesday, 27 March 2024. The Committee noted the Report.</p> <p>Action – Governance Professional</p>	<p>Vice Principal</p> <p>Governance Professional</p>
<p>8. Student Matters</p>	<p>Document [D] – ‘St Brendan’s Sixth Form College –Student Governor Report’– circulated previously Document [E] – ‘St Brendan’s Sixth Form College – Student Union Election Information’– circulated previously Document [F] – St Brendan’s Sixth Form College – Student enrichment Report’– tabled</p> <p>8.1 Student Governor Report: The Student Governor presented the written report and provided a verbal update. The Student Union has been very busy arranging Student activities, events and Student led societies. Several of charities have been supported and funds raised. Work is ongoing around improving Student work areas around the site with the support of the College Premises Team. Dealing with Student feedback is one of the key focuses many of which may only be minor but important to the individual Student.</p> <p>It is noted that Student events overtly labelled as ‘Catholic’ enjoy less support. While the Student Union accepts that this is a Catholic College, and its ethos and values are important it does suggest there is an issue to be addressed. Discussion –</p> <p>[1] The Committee indicated it was alarmed by the suggestion that Catholic events were being received in that way by some Students, but pleased to receive the feedback so the issue might be addressed. The word ‘Catholic’ means universal and is not specifically religious. The Catholic ethos and values are intended to be inclusive and open.</p> <p>[2] Christian values are also highly valued or shared by other faiths including the Islamic faiths. It is notable that many Catholic Schools and Colleges across the country find large numbers of parents selecting the Catholic ethos for education, rather than the more secular alternatives. CAFOD – Catholic Fund Overseas Development is the title for the international Aid Agency CARITAS in England and Wales, which is one of the larger international donors in support of poorer people and communities worldwide irrespective of faith. It is possible that the College needs to improve the information for Students.</p>	

	<p>[3] It was reported that a group of guest speakers are being invited to the College to promote their respective charities and respond to Student questions. The Committee Chair thanked the Student union and the two Student Governors for their work this year. The Committee noted the report.</p> <p>Action – Student Governor & Next Agenda</p> <p>8.2 Student Union Election Information 2024: To accommodate the appointment of the new Student Governors for 2024/2025 by the Board of Governors at the end of March 2024 the timing of the Student Union election has been brought forward. The leaflet shows the Information being offered to Students to encourage nomination and applications to the Student Union Executive 2024/2025. The Committee noted the report.</p> <p>8.3 Student Enrichment Report: The Vice Principal [Student Experience Progression] apologised to the Committee as the written report had not been provided to the Governance Professional for circulation. A verbal report was offered. Several Student led societies have been organised and just some examples were listed: ▪ Eco Club</p> <ul style="list-style-type: none"> ▪ Feminist Society ▪ Meme Society – to play the board game ‘What do you Meme?’ ▪ Sneaker Society – for Students who feel they don’t belong in any other Society ▪ Crochet Society ▪ Pride Society ▪ Driving Theory Society ▪ Debate Society <p>Plans are being made to further develop the available options. The Committee noted the report.</p> <p>[NOTE – The Governance Professions I obtained a copy of the report to circulate the Committee members following the meeting]</p>	
<p>9. Safeguarding and PREVENT Strategy</p>	<p>Document [G] – ‘St Brendan’s Sixth Form College – Safeguarding Report [update] PREVENT Duty Policy and Procedure’ – circulated previously</p> <p>9.1 Safeguarding and PREVENT Strategy – [Standing Agenda Item]: The Head of Student Wellbeing and Progress continued with earlier briefing and presented this report update. The number of Safeguarding Concerns has fallen slightly this year at this point compared with 2022/2023. In 2023/2024 249 [263].</p>	

	<p>The reports included:</p> <ul style="list-style-type: none"> ▪ Sexual Assault –14 ▪ Rape –7 [including two Disclosures before Christmas, one being an ongoing Police Investigation] ▪ Sexual Harassment – 1 ▪ Self-Harm –27 ▪ Suicidal Thoughts – 17 ▪ Attempted Suicide –6 <p>The Committee had discussed these matters following the earlier briefing at the start of the meeting. The Committee noted the report. Progress & Next</p> <p>Action – Head of Student Wellbeing and Progress & Next Agenda</p> <p>9.2 Quiz Answers How Did You Do?</p> <ul style="list-style-type: none"> • [1] ‘Contest’ is the UK’s counter-terrorism strategy. Its aim is to reduce the risk to the UK and its overseas interests from terrorism • [2] ‘Prepare’ [when an attack can’t be prevented, we should prepare for it as best as possible] • [3] Zero 0 referrals to ‘Channel in the past 5 years ☐ • [4] Bristol Risks: o Right wing o AL-Qaeda/Islamist o Unregulated online platforms o Conspiracy theories/gateway ideologies o Lone actors/potential lone actors o Mixed, Unclear, Unstable Ideologies • [5] Schools and Colleges since 2015 have had the duty to teach British Values • [6] An intruder on site • [7] Martyn’s Law will require premises to fulfil necessary but proportionate steps, according to their capacity, to help keep the public safe. It is named in tribute to Martyn Hett who was killed alongside 21 others in the Manchester Arena attack in 2017 • [8] What % of Access to Level 3 Students [ACL3] felt they could define radicalisation and extremism? –42% • [9] What % of Year 12 Students knew what the PREVENT Duty was? – 12% • [10] What % of Year 13 Students understand the link between Fundamental British Values and being an active adult citizen? – 72% • [11] How many Year 13 Students felt prepared to vote in the next election? – 47% 	<p>Head of Student Wellbeing and Progress</p>
<p>10. Policy Reviews</p>	<p>Document [H] – ‘St Brendan’s Sixth Form College – Supporting Young Carers’ Policy’ existing – circulated previously</p> <p>Document [I] – ‘St Brendan’s Sixth Form College – Supporting Young Carers’ Policy and Procedure’ – circulated previously</p> <p>Document [J] – ‘St Brendan’s Sixth Form College – Supporting Children in Care Policy’ existing – circulated previously</p> <p>Document [K] – ‘St Brendan’s Sixth Form College – Supporting Children in Care Policy’ new – circulated previously Document</p>	

	<p>10.1 Supporting Young Carers’ Policy: The Vice Principal [Student Experience Progression] presented the earlier version of the policy together with the new version. It was noted that substantial changes have been made to the text and procedures. The policy will be reviewed every three years or earlier if necessary.</p> <p><u>Proposal</u></p> <p style="text-align: center;">‘That the Governors’ Ethos Safeguarding Welfare Committee Adopt the “Supporting Young Carers’ Policy and Procedure”.’</p> <p>Proposed: Marian Curran Seconder: Svetlana Bajic-Raymond</p> <p style="text-align: right;">For: 7 Against: 0 Abstention: 0</p> <p>The proposal was adopted. The Vice Principal [Student Experience Progression] to implement and publish Action – Vice Principal [Student Experience Progression]</p> <p>10.2 Supporting Children in Care Policy: The Vice Principal [Student Experience Progression] presented the earlier version of the policy together with the new version. A minor correction was noted in Section 8, line 3</p> <p><u>Proposal</u></p> <p style="text-align: center;">‘That the Governors’ Ethos Safeguarding Welfare Committee Adopt the “Supporting Children in Care Policy”.’</p> <p>Proposed: Antonia Curran Seconder: Svetlana Bajic-Raymond</p> <p style="text-align: right;">For: 7 Against: 0 Abstention: 0</p> <p>The proposal was adopted. The Vice Principal [Student Experience Progression] to implement and publish. Action – Vice Principal [Student Experience Progression]</p>	<p style="text-align: center;">Vice Principal</p> <p style="text-align: center;">Vice Principal</p>
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<p>11. Risk Review</p>	<p>Document [L] – ‘St Brendan’s Sixth Form College – Risk Register Updated Format and Changes Report’ – circulated previously</p> <p>11.1 Risk Register Committee Extract Review: The Vice Principal [Student Experience Progression] explained that the College Risk Register was reviewed in January and referred to the updates made.</p> <p>The Committee then reviewed the ‘Original Risk’ RED/AMBER items and ‘Residual Risk’ GREEN items:</p> <ul style="list-style-type: none"> ▪ § 1.3 – Failure to meet expected Safeguarding PREVENT standards [Original RED] – Lesson observations have been focussed on PREVENT [Residual Risk GREEN] ▪ § 1.6 – Emergency evacuation adherence and compliance with Health Safety Regulations [Original AMBER] additional evacuation exercises held [Residual Risk GREEN] ▪ § 1.7 – Compliance with Health Safety Regulations [Original RED] Revised arrangements for the new traffic flow at the entrance/exit [Residual Risk GREEN] <p>The Committee noted the report.</p> <p>Action – Principal & Next Agenda</p>	<p>Next Agenda & Standing Item</p>
<p>12. Any Other Business [Not notified]</p>	<p>12.1 Report to the Board of Governors:</p> <ul style="list-style-type: none"> ▪ Safeguarding /PREVENT and Welfare Team ▪ University & Colleges Destinations Report 2023 Cycle ▪ Student Governor Report and Recruitment Plans <p>Action – Committee Chair</p> <p>12.2 Committee Briefing Next Meeting: Several suggestions were made for consideration nearer the time of the next meeting in the summer:</p> <ul style="list-style-type: none"> ▪ Student Survey [maybe in September] ▪ Focus Group on Student Experience <p>Action – Committee Chair & Next Agenda</p>	<p>Committee Chair</p> <p>Committee Chair & Next Agenda</p>
<p>13. Correspondence</p>	<p>13.1 None</p>	
<p>14. Next Meeting</p>	<p>14.1 Date of Next Meeting: Wednesday, 8 May 2024 at 16:00. [To be confirmed]</p>	

Minutes drafted	Minutes prepared: Monday, 12 February 2024 Peter J Harrison [Clerk to Governors]	
Minutes Agreed	Minutes agreed as true and accurate record Signed: Committee Chair Wednesday, 8 May 2024	