



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

OPEN – MINUTES

In Person and Virtual Meeting Held On: Wednesday 24 September 2025

D-Building Room D2/D3 at 16:00– 18:20 hrs

Governors Present: Svetlana Bajic-Raymond [Chair of Governors] [R], Uzo Agyare-Kumi, Gareth Beynon, Roger Bridgeman, Antonia Corrigan, James Creamer, Marian Curran [Principal], Sr Margaret Harlock MBE, Ramatu Hassan-King, Michelle Hazelwood, Cassie Hogg, Melaine Jonik, Paul Ryan, Iain Turri, [14]

Apologies: Doug Jennings, Mark O'Sullivan, Peter Turner, Maragret Abazie-Humprey [4]

Absent without Apology: None [0]

Attending: Nicholas Ogborne [Co-opted committee member], Leanne Sowersby [Governance Professional], David Beesley [Vice Principal, Curriculum, Quality and Innovation], Shane Blackshaw [Executive Director, Finance], Tanya Schottlander [Head of Student Wellbeing and Safeguarding]

Quorum Present: 14/18 [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
1. Welcome & Apologies	1.1 Welcome: AC Chaired the meeting as SBR was joining remotely. Everyone introduced themselves. AC opened the meeting with prayer. Apologies were accepted from DJ, MOS and PT. 1.2 Quorate: The meeting was declared quorate.	
2. Declarations of Interest	2.1 Declarations: There were no additional declarations. LS will send a link to an online form for the annual declarations.	
Briefing	Safeguarding / Martyn's Law: TS gave a presentation Q – How much are students aware of the things raised in the presentation? Some of the issues have been raised in tutor, such as Prevent. Incel culture is less well known.	
11. Policy Reviews	11.1 Safeguarding & Child Protection Policy and Procedure: This has been reviewed and approved at Ethos. Updates will be brought back during the year. Proposed MC, seconded IT, Safeguarding & Child Protection Policy and Procedure approved 11.2 Prevent Policy: Proposed AC, seconded UAK, Prevent Policy approved <i>TA left the meeting</i>	
3. Minutes Previous Meetings	3.1 Previous Minutes 3 July 2025: Names of staff attending to be updated. The Minutes were agreed as a true and accurate record of the meeting, with the above amendments, to be signed by the Chair of Governors electronically. The open Minutes to be made available on the College website by the Governance Professional.	
4. Matters Arising & Actions	4.1 Actions Report: see actions report for details 4.2 Matters Arising: None	
5. Governors' Committee Reports	5.1 Ethos Safeguarding Welfare Committee: AC updated. The Section 48 inspection was discussed, the mission statement was reviewed, alongside the RPE scheme of work and a chaplaincy report. Other items are covered on the agenda. S48 is due this year, and there is a need to ensure that the college is prepared. A working group has been proposed to look at this. 5.2 Strategy, Search & Remuneration Committee: SBR updated, all relevant items are on the agenda.	
6. Diocesan Education Strategy	6.1 Aquinas Partnership Report / 6.2 Diocesan Education Strategy Report / MAT update: The statement for the Diocese and the minutes from the last meeting have gone to the Diocese. The recent letter from The Bishop was noted. SBR and SrMH gave an update on the recent meeting with the CEO of the Newman Trust. The trust currently consists of seven primary	

	schools, but has plans to grow, as this will unlock further funding and economies of scale. The complexities of other phases of education joining a MAT with a number of primaries, were discussed. There have been further discussions around ways in which the college could support the trust, in areas such as back-office support, and the possible formats this could take. We will undertake a risk analysis to further investigate providing support. It was noted that the college's loyalty to the Diocese was reiterated. There was a further discussion around the ways in which St Brendan's could support the MAT, the potential costs and benefits of this. A service level agreement could allow us to do this. Discussion around how the Audit committee can oversee / audit this process, and where the committee fits into the discussions. There was a further discussion around the complexities of the college's situation, as an FE provider, and how these have been communicated to the Diocese and the Newman Trust. The challenges of the timescales and other events coming up for the college were also discussed.	
7. Principal's Report	7.1 Student Enrolment 2025/2026: MC talked through the report. There was a downturn in the overall Bristol numbers that was reflected in our recruitment. We are currently at 2285. Our day 42 is October 14/15th. We will not qualify for in-year funding. Next year, we are expecting an increase in 16-18 years olds in the city. 7.2 Staffing / Recruitment: MC talked through recent recruitment and current vacancies.	
8. College Business	8.1 College Self-Assessment Report: DB gave an update. Each subject area completes their self-assessment in term 6, with updates following the results in the summer. We are now two thirds of the way through the subject leaders presenting these. There will then be external validation from partner colleges, and we will then collate and finalise this to present to governors. Q – When can we see the SAR? The December meeting. This will include the S48 SAR. Q – Will this include an action plan for improvement? Yes, this is the QIP 8.2 College Quality Improvement Plan: DB talked through the key points of the document provided. DB highlighted some key priorities: the new qualifications – AAQs: the Access to Level 3 work: assessment; gaps in achievement and inclusion and looking at careers and links with employers. Q – Should there be something in there around the Catholic Ethos? This is not something that is inspected by Ofsted, so is not included in this QIP. The Catholic SAR will also have an action plan attached. The faculty self-assessments do include the Catholic ethos. Q – Is there an aim to monitor students moving onto further education? There is work being done to map where our students are currently going, as well as work to ensure that all students are able to access, 'positive destinations' whether that be higher education, work, apprenticeships etc.	

	8.3 Summer results overview: DB talked through the headline data. Noted that 2019 was the last time before this year where there was a set of results unaffected by the pandemic. Highlighted the value-added score that has moved to a positive position this year, from a negative position last year. Governors requested a detailed analysis of SEND results, broken down by the different categories for the December meeting. Governors requested an update on how the results demonstrate the effectiveness of the subject reviews that were carried out. Q – To clarify the difference between the retention figures for 2024 and those given by MC? SBR to follow up with DB/MC.	DB DB
9. College/ Financial Matters	9.1 Estate Development Report: SBk talked through the key points in the report. Over the summer, two more classrooms were converted to IT suites, with the equipment refreshed. There is also provision in the budget for two minibuses, but we intend to only replace one this year. We now have quotes for replacing the barrier, which will come to a future meeting. SBk will then look at the strategy to see whether any further items need to be reviewed. Q – Will we lose the security personnel if the barrier is replaced? This will need to be looked at as part of the assessment, to include the impact on reception staff of having to deal with the barrier, lanyards etc. 9.2 Current College Cash Flow Update and Management Accounts: SBk talked through the key points. The July management accounts have been shared, which represent a draft outturn for the 2024-2025 financial year. The EBITDA figure (operating surplus) is 1095K which is around 8% of our income total, which was above budget. SBk talked through the variances. The cash position was around £1m in cash, which is 32 days, having budgeted for 21. This is partially due to the First Bus subsidy not having been paid in July, though this will be paid in 2025-26. The financial health assessment remains ‘good’ based on the un-audited figures. Q – Did the buses run during the strikes? Yes, they also ran during the bus driver strike. Governors congratulated SBk on his work on this. Noted that governors must remain vigilant, and reminded governors to complete the finance training. Q – What is government funding regarding the pay award? The SFCA offer is 4%, which is still out for consultation. We are not assuming that this will be funded. Q – What was the final bus subsidy? £168k. This is slightly higher than forecast, due to the tail off of student numbers at the end of the year. Q – What steps have been taken to ensure high needs funding is accurate? This is taking from the inclusion team’s funding spreadsheet. The ‘possible’ funding is never included in the budget, to be safe. There is also an issue with being given a number of high needs students	

	we will be funded for. 9.3 Principal Performance Review / new KPIs: SBR gave an update. This has been carried out by DJ and SBR and was reported to the Strategy committee. MC has met all targets and exceeded some. It is proposed to approved MC's pay progression. Proposed AC, seconded PR – Principal pay progression approved. Governors congratulated MC. The new KPIs were shared with the papers for the meeting. 9.4 Governance Professional Performance Review: SBR gave an update. MC and SBR carried out the review. The targets have been met and it is proposed that this is accepted. Proposed MC, seconded SrMH.	
10. Board of Governors' Operations	10.1 Appoint Student Governor: CH has become the Student Union President. Proposed AC, seconded MC. CH appointed as Student Governor 10.2 Governors' Briefing next Meeting: To be agreed by SBR and MC closer to the meeting. 10.3 Governance Review Action Plan Update: There are no further updates on this. 10.4 Governor Vacancies / Recruitment update: A list of vacancies was shared. We have been in contact with an organisation to support recruitment of foundation governors. 10.5 Governor attendance 2024-2025: A report was shared. Discussion around the level of attendance required for continued membership of the governing body. 10.6 Governor committee structure/membership and link roles: Noted the low membership of the Audit committee; UAK will join. 10.7 Diocesan Governors' Code of Conduct: LS noted that the changes have come from the updated CES version. Discussion around this DJ to be asked for example Codes of Conduct from other Catholic Sixth Form Colleges. To be deferred to the next meeting. 10.8 Governor Training: The link for the National College has been circulated. Some governors have not received this, LS to check with HR.	LS
12. Risk Management	12.1 Review of Board of Governors' Risk Register Items: SBk and MC talked through the key points. Noted that risk 6.1 has been increased. There have been a number of updates on the actions. Further work is needed on the risk scores, in light of the completed actions. Discussion around timelines on risks; it would be useful to be able to see whether risks will expire at any point, or are in the distance.	
13. Any Other Business	13.1 Other business: MC reminded governors about the governor day on 13 February. LS will create a form for governors to express preferences for visits. LS Advised that the final Board meeting of the year has moved from Thursday 2 July to Wednesday 1 July SrMH shared the key values of Catholic Schools from, 'The Tablet': search for truth; in community; interiority (search for the inner teacher).	

14. Date Next Meetings	Board of Governors – Wednesday 22 October 2025 at 16:00 Audit Committee – Wednesday 26 November 2025 at 16:00 Ethos Safeguarding Welfare Committee – Thursday 5 February 2026 at 16:00 Finance Committee - Tuesday 11 November 2025 at 16:00 Resources Premises Human Resources Committee – Wednesday 19 November 2025 at 16:00 Strategy, Search & Remuneration Committee – Wednesday 3 December 2025 at 16:00 Teaching Curriculum Quality Committee – Wednesday 5 November 2025 at 16:00 Governors’ Day 2024/2025 – Friday 13 February 2026	
Minutes Agreed	Minutes Approved Date Wednesday 22 October 2025 Signature Chair of Governors	