

Governors' Ethos Safeguarding Welfare Committee

MINUTES OF MEETING

Wednesday 5 February 2025

Virtual Meeting Office Teams™ Meeting [16:00– 18:05 hrs]

GOVERNORS & VOTING MEMBERS PRESENT: Margaret Abazie-Humprey (MAH), Svetlana Bajic-Raymond (SBR) Antonia Corrigan (AC) [Chair], Marian Curran (MC) [Principal], Sr Margaret Harlock MBE (SrMH), Michelle Hazelwood (MH), , Doug Jennings (DJ), Melanie Jonik (MJ), Deborah Redwood (DR) [10]

ATTENDING: Leanne Sowersby [Governance Professional], Alexandra Moruzzi [Vice Principal Student Experience Progression], Marek Czapiga [College Chaplain] , Robert Muranda [Careers and Employability Manager]

APOLOGIES: Risha Hussain (RH), Laura Howe-Haysom [Head of Student Wellbeing and Progress] [0]

ABSENT WITHOUT APOLOGY: None [0]

CIRCULATION: All Governors, & Governance Professional unless CONFIDENTIAL.

ITEM	ISSUES RAISED IN DISCUSSION	AGREED ACTION
1. Welcome/Prayer/Apologies	AC welcomed everyone, especially MJ, MCz and RM, and opened the meeting with prayer.	
Committee Briefing	Work Experience RM gave a presentation. Q – Was there any negative feedback, or anything that we need to act upon to improve student experience? The main themes were attention span and resilience. These are also important for progression to university as well as the world of work. There has been a nervousness to make mistakes or ask for help and we are working to ensure that students feel able to ask when they need support. Q – How far are we from getting the Gatsby marks? We are moving closer to this. The Gatsby 3 is at 80% and will move to 100% when we implement the new software. Noted the quality of placements Query about the number of students engaging in the work experience. On average around 50% of Year 12 are engaging through the platforms. We are now seeing this in the careers meetings where students are saying they have booked themselves onto programmes. The number is growing and students are responding to the adverts	

	on Teams. Hard numbers can be provided at the end of the year. MC noted that the way that RM and the team have taken careers forward is excellent. It is now a very strong contribution to the local skills needs and this element of Ofsted. We are pushing the boundaries more and adding placements further afield, as well as supporting students to gain placements on competitive programmes. Q – What is the tipping point where there are too many people wanting to do work experience for the opportunities available? This is why we are pushing to build as many opportunities as possible locally as well as further afield. RM talked through some of the relationships that are being built and the way this work is being done. There is a need to manage student expectations around which placements they might achieve. This support is provided as part of the process, one to one and in groups. Governors noted that it would be useful to use some of this information in marketing the college. This is being discussed.	
7. College Business	/ 7.2 Chaplaincy Update: MCz gave a presentation. AMz thanked MCz who has fully immersed himself in college life and is very supportive of the work of the other teams in terms of assemblies etc. and this work is now embedded. AMz advised that a student had applied specifically because of the chaplaincy offer. <i>MCz left the meeting</i> 7.3 UCAS Cycle for Leavers 2024 / 7.4 UCAS Cycle 2025: RM gave a presentation, covering the reports that had been shared. Highlighted a student who was formerly a young carer, who was giving guidance that came from another student's parent, and now has an unconditional offer for a subject that they have not studied previously. Q – Why has there been an increase in university applications? RM feels that this is through engagement with students and employers, students are seeing the benefits of going to university more.	
2. Declarations of Interest/ Access/Safeguarding	There were no fresh disclosures.	
3. Minutes Previous Meeting – 18 September 2024	The Minutes were agreed to be a true and accurate record of the meeting and were passed for electronic signature and for publication on the College website.	
4. Actions Review	See actions report – one action, which was completed.	
5. Matters Arising	None	

6. Principal's Report	6.1 Student Enrolment/Attendance/Retention 2024/2025 / 6.2 Student Recruitment 2025/2026: MC talked through the figures. MC noted that last night was the final open event, which was 'sold out' and up 16% from the last academic year. The Committee KPIs are that we would like to grow by another 130. MC noted the slight increase in funded retention and retention overall, although access to level 3 remains a concern as this is lower than last year. Q – Are the applications, offers and acceptances enough? Are we on track to where we want to be? We look like we might be about 100 students below where we might be. AMz advised that there is a report that tracks applications over a four-year period. The number of applications is slightly less than this time last year, but the number of acceptances are higher. We are tracking around 130 more. The strike days have impacted the interviews taking place. We are monitoring the quality of the interview, retraining staff where necessary, and keeping an eye on any issues in applications. Concern expressed around attendance and the drop between term one and term two. Especially for Year 13. AMz is working on this. There is a huge amount of work going on with Year 13. Where a student has under 80% attendance and achieved two or more U in mocks, they are monitored by AMz's team, other students are monitored by Q – Why are students not offered places? Predominantly if predicted grades do not match entry criteria. We might look at whether level 2 courses would be appropriate. We are seeing applicants who have not completed mocks, and we are communicating with secondary schools about the need for the most recent predicted grades. We are also communicating with some students around the choice of third courses etc. We have now sped up the process for notifying students of offers and for them to reply, by doing it electronically.	
7. College Business	7.1 S48 Inspection Action Plan – MC gave an update. The Chaplaincy update has partially addressed this. We have been looking at collecting Student voice. The Prayer and Liturgy Policy needs to come back to this committee in May and is currently with the teams. Q – When are we expecting student voice? This should be at the end of this term. It would also be good to have a bigger student survey to see student voice on a wider scale	
8. Student Matters	8.1 Student Governor Report: RH has been unable to join. MC to thank RH for the report. 8.2 Student Attendance Report 2024/25: AMz talked through the key points. AMz also talked through some current work on attendance. Curriculum teams should act on students whose attendance is between 80 and 90%, based on student voice that the teacher conversation is the most powerful. Pastoral teams deal with	

	attendance below the 80% mark. AMz has been looking at the data in more detail by subject, and noted that there are some anomalies and that there is an issue with the reporting. The aim is to use one data set, and to use brackets to show which team will take action. AMz talked through the data and how it will now be used. A termly attendance report will be sent home to parents, which will allow parents to see when a student is not attending lessons. Q – At what level does action take place? 80-90% is the bracket where teachers are expected to take action. Below that AMz's team. 91-95% would be teachers, although most people over 90% is attending well. The attendance data is combined with assessment data to ensure that we do not assume that those whose attendance is low are not achieving. Governors noted that the 70 – 80% is where the most impact can be made. It would be useful to have this kind of update regularly at this committee. Comment that the coloured dashboard is useful to facilitate conversations with students and parents. The plan is to trial the report with the Access to Level 3 cohort and their parents, and this feedback fits with the thinking around this. Discussion around temporary IDs and lanyards. AMz is carrying out a consultation around lanyards with parents and carers. MC noted that best practice is usually discussed in relation to pre-16. We are seeing early identification and monitoring. We are talking about powerful conversations, and building relationships around attendance. We are also using flexible approaches and support, such as individual plans etc. Parent/carers engagement is also a key point that is being undertaken. 8.3 Suspensions and Exclusions: AMz to ask LHH to circulate the data. Temporary exclusions have been around vaping on site, and permanent around behavioural issues.	AMz/LHH
9. Safeguarding & Prevent Strategy	9.1 Safeguarding & PREVENT Update Report: AMz talked through the key points of the report. MC noted that we have completed a site safety review with Avon and Somerset Police. There is a security person outside the gate checking lanyards, and someone inside challenging around lanyards. This will be reviewed in May. Discussion around, 'Martin's Law' and the need to be prepared for this. MC talked through the preparation we have been making for this. There is a gate to be installed from a CIF bid, and other resources.	
10. Risk Management	10.1 Review of Board of Governors' Risk Register Items [update]: SBR talked through the key updates. Q – Have the fire and lockdown drills happened? Yes, there has been one lockdown and another is planned, and	

	fire drills have also happened. The health and safety audit will be shared through Resources. AMz noted that there is a need for further training on risk assessments. Quality assurance on this should be added to the register. Q – Has the middle leadership training happened? This is planned for next year in the training plan. Q – Has the review of the new student interview process happened? This is being reviewed as we go this year. There is discussion around whether students who meet the entry criteria move straight to offer, but there is a need to ensure all the information we need is captured. Q – Is the transition co-ordinator role working effectively? Yes, this has now pivoted to work on the transition into the college. AMz noted that BCC have not stopped high needs funding for students who come from schools needing support. We will see more students needing to apply for EHCPs. <i>MAH left the meeting</i>	
11. Report Items to Board of Governors	11.1 Identify Items to Report to the Board of Governors: Chaplaincy report – AC to summarise. Q – Does the UCAS information go to TCQ? Yes, in terms of impact of outcomes. The attendance information should also be shared with TCQ. Security and Martyn’s Law to be discussed at the BoG. LS to ensure that the Chaplaincy report, the attendance report and a summary of the report are available for the BoG. 11.2 Committee Briefing Next Meeting: Student voice.	LS
12. Other Business	12.1 None	
13. Next Meeting	Wednesday 7 May 2025	

