

MEETING OF THE FULL GOVERNING BODY

Thursday December 9th 2021

DRAFT MINUTES – PART ONE

College mission statement:

We at St Francis Xavier College aim to provide for the educational needs of our students in a Catholic environment that proclaims Jesus Christ, the Way, the Truth and the Life. We are committed to a community based on mutual respect where we recognise our responsibilities to ourselves and others.

July 2005

Essential training prior to the start of the meeting, Safeguarding & Prevent: Mr Ciaran Graham, Designated Safeguarding Lead (DSL), outlined and updated the responsibilities of governors and incorporated some of the training given to staff at the start of the academic year. The interactive session was supported by a slide presentation which would be circulated to governors after the meeting. *Keeping Children Safe in Education 2021* (“KCSiE”) was highlighted and had been included in the papers, and governors were reminded to read Part Two as a minimum. Mr Graham also recommended the summary of substantive changes at Annex G.

PRESENT:

* indicates present for training too

Mr N Sheta, Foundation Governor, Chair of Governors *

Mr M Belfourd, Foundation Governor, Vice Chair of Governors *

Mr K Thomas, Foundation Governor *

Mr D Navarro, Foundation Governor *

Mr P Barber, Foundation Governor *

Mr D Freeman, Foundation Governor *

Mr R Vianello, Foundation Governor * (to 7pm)

Mrs K Taylor, Foundation Governor *

Mr G Thompson, Principal *

Mrs E Preece, Staff Governor *

Ms R Clark, Staff Governor *

Ms P Rowe, Co-opted Governor *

Miss J Quartey, Student Governor * (to 7.05pm)

Mr R Lagnado, Student Governor (6.13pm – 7.05pm)

IN ATTENDANCE:

Ms K Foan, Associate Principal, Curriculum

Mr C Graham, Associate Principal, Ethos

Mrs E Lewis, Clerk to the Governors

The meeting was opened at 6.20pm by Mr Sheta. It was quorate throughout with all present in person. Introductions were made after the opening prayer.

1. OPENING PRAYER:

2. APOLOGIES FOR ABSENCE: Received from Mr Ebele and Mrs Meier for absence, and from Mr Vianello, Ms Quartey and Mr Lagnado for leaving the meeting early, were accepted.

3. **DECLARATION / REGISTER OF INTERESTS:** No interests were disclosed in matters on, or relating to, the agenda. Governors were reminded to complete and return the declaration form to the Clerk from which the register would be updated
4. **ELIGIBILITY TO BE A GOVERNOR:** Governors were reminded to return completed forms to the Clerk.
5. **CHAIR'S WELCOME:** Mr Sheta reflected on the commitment to create more time for potential discussion. He hoped that all papers circulated in advance had been read. Committee reports would be brief and confined to the key lines and decisions to be approved. He said that it was beholden on governors to research issues in order to take important strategic decisions for the college fully aware of and understanding what the implications were, citing Academisation as a key current example. He encouraged governors to get to know the college and outlined the range of opportunities that would facilitate this including Open Day, Quality Day, Mass and the link scheme. He concluded that maximising contact whilst students were in college would better support the governing body's understanding of the college.
6. **INTRODUCTIONS & MEMBERSHIP:**
 - 6.1. **Mr Somayina Ebele:** Mrs Lewis advised that Mr Ebele's re-appointment as foundation governor to a second four-year term of office from 15th January 2022 was being processed.
7. **MINUTES:**
 - 7.1. **PART ONE OF THE MEETING HELD ON 6th JULY 2021:** previously been circulated 13th September 2021, and included in the papers for this meeting, were agreed to be a true and accurate record and were duly signed by Mr Sheta.
 - 7.2. **EXTRAORDINARY MEETING HELD ON 16th NOVEMBER 2021:** previously circulated 29th November 2021, and included in the papers for this meeting, were agreed to be a true and accurate record and were duly signed by Mr Sheta.
8. **REVIEW OF ACTIONS FROM PREVIOUS MEETINGS:** There were none that would not be covered by the agenda / reports.
9. **MATTERS ARISING (other than agenda items):** There were none.
10. **INFORMATION COMMUNICATED BETWEEN MEETINGS:** Governors noted the list of documents / reports / data listed on the agenda which had been circulated by email since the previous meeting.

The list included notification of the unanimous vote taken by email (25th Nov 2021) in favour of the proposal to transfer all college & trading subsidiary bank accounts from the Allied Irish Bank (AIB) to Barclays Bank UK PLC. This had arisen because AIB had given notice of withdrawal from the market and, therefore, closure of the accounts.

Mrs Lewis advised governors that the process of opening the new accounts would require each governor to provide some personal data and she would, therefore, be sending a *Google Form* to collect this information.

Unanimous decision duly recorded.

11. **CHAIR'S ACTION:** Mr Sheta had none to report.
[With the Chair's consent, the report of the Audit Committee (item 16.1) was taken at this point introduced by Mr Vianello]
12. **STUDENT GOVERNORS' REPORT:**

Mr Lagnado reflected on the differences he had experienced between this autumn term and his first year in the college. He described how the dynamics had changed for the better since government restrictions had been lifted and how positive the impact of returning to normality, integrating with other students, and following a new timetable had been. He referred to the priority of completing his UCAS application and was pleased to confirm that a full range of extracurricular activities was back, highlighting a student-led event celebrating the language and cultural diversity of the college. Mr Lagnado commented that the emergence of the Omicron variant was causing some worry and uncertainty about exams scheduled for January and concerns about mental health. He observed

that the absence of the Chaplain had diminished the Catholic life and ethos of the college and expressed a personal intention to take a keener role when it was revitalised in the new year. Ms Quartey explained how students had benefitted from changes this year and profited from more interaction with teachers. She highlighted the benefit of recovery education, reporting that the drop-in sessions had been a huge help, as had the experience of recent examinations and the valued support from teachers.

Mr Sheta thanked the student governors for their thoughtful, helpful, and eloquent reports. He asked them how they felt about potential further restrictions. Ms Quartey described how limited social contact had been particularly hard on less confident, introverted students and said that if restrictions returned, they would be affected again.

Mrs Taylor asked what had made the student governors choose SFX when they had been exploring sixth form options. Mr Lagnado explained that he had attended Graveney School which had a strong sixth form but had been attracted to the Catholic ethos at SFX, the broad curriculum, the modern facilities and the wide area from which students came. Ms Quartey had been impressed by the commitment to REAch¹ and support with UCAS applications.

Thanks and good wishes were extended to the student governors.

- 13. PRINCIPAL'S REPORT TO GOVERNORS (no 87):** The report had been circulated in advance of the meeting by email / post according to the expressed preference of each governor and was included on the portal for the meeting. The format was an Executive Summary and Introduction followed by an expansion of the summary in sections with detailed commentary, data and illustrative appendices:

Response to Covid-19

Strategic Objective 2021 – 22

Outcomes and Achievements 2021

Recruitment

Funding and Financial Health

Curriculum Matters

Staffing Matters

College Events

Catholic Ethos

Mr Thompson's verbal report was based the **Executive Summary**. He noted that that college had resumed full time on-site delivery of a new permanent timetable from the start of the academic year. He reviewed the covid-safety measures that were being maintained and confirmed that risk assessments were refreshed regularly in line with government (DfE) advice. He reported the number of positive cases amongst staff and students and confirmed that students who were required to self-isolate continued to access learning remotely.

Mr Sheta asked whether the variable success with students recording the result of twice weekly lateral flow testing was a reporting issue or indicative of a low execution of the tests. Mr Thompson said he suspected that it was both despite the message being emphasised and reinforced through tutorials

Mr Thompson stressed the hope that the January exams, due to be taken by many of the students, would go ahead as planned without a repeat of the last-minute cancellations imposed in 2021.

Mr Sheta asked what plan was in place if the government introduced more stringent lockdown restrictions. Mr Thompson affirmed that the resources and remote access systems had been checked and were ready to revert to online teaching and learning, if necessary.

Mr Navarro asked how staff were feeling. Mr Thompson explained they were keen to be in college, especially those who had previously been required to "shield" and were wearing masks and following protocols. He commented that they did not want illness or isolation to mar their enjoyment of the Christmas break.

Mr Thomas enquired about the level of support available to students to access the Internet and was assured that learners had been surveyed to identify those in need with help provided via the Bursary payments or the DfE "get help with technology" scheme.

¹ Russell Group and Oxbridge programme, Extended Project Qualification (EPQ), Achievement

Mr Lagnado asked whether, “if the worst were to come to the worst”, a database was ready for potential TAGs². Mr Thompson said that whilst the mood from the DfE was against this happening, mock exams and formal assessments were taking place and would continue as a safeguard. The plan, though, was to proceed as if exams would go ahead. Mr Thompson informed Ms Quartey that there was a commitment, from the exam boards, to publishing the topics for each subject by 7th February 2022 along with other information such as any adaptation to the length of papers.

Mr Thompson laid out the in-year strategic objectives for 2021 – 2022 under the acronym “INSPIRE”. He would report back on progress towards meeting those at the next meeting.

Achievements: Mr Thompson confirmed that outcomes for 2021 had been very strong and explained how they compared with CAGs last year (2020) and with public exams in previous years. He advised why value – added could be viewed as very good, analysed using *Alps*³. He explained the level, nature and outcome of appeals that had been received following publication of results.

[Mr Vianello left the meeting at 7pm]

Mr Sheta said all students and staff were to be congratulated, bearing in mind the context of all that was going on last year. Mr Thompson acknowledged this and described how tough and intense an experience it had been.

Noting the one year stay of execution to the defunding of BTECs, Mrs Taylor asked what the implications were for those and other applied general qualification under threat due to the move towards a binary system. Mr Thompson explained the huge impact defunding the BTECs would have and said that delaying the decision by a year would be really helpful to SFX and would enable more time to lobby and demonstrate the importance of BTECs.

Mr Belford asked whether T levels were rolling out on schedule, and it was confirmed that delivery of level 3 Business Administration was on track to start as planned in September 2022. Mr Thompson commented that there was a need to assess the course syllabus to determine whether they were going to be good courses for our students. He had some concerns about grade qualifications and aptitude to take the T Levels which might block an opportunity formerly provided by BTECs. The college was looking into options to support those students. Marketing of the new course would be a focus.

Ms Clark asked if there was data showing whether A Level or BTEC students did better at university which was driving the move to binary qualifications. It was explained that the intention behind T Levels was focused on reducing the level of university admissions and providing an answer to the skills gap. It was acknowledged that BTEC courses had been very good for SFX students.

[The student governors left the meeting at 7.05pm]

Mr Thompson highlighted the success of student recruitment. An enrolment figure of 1280 against the target of 1281 had been submitted to ESFA, for lagged funding allocation, which represented a 9% increase compared with 2020 bucking the trend in London which had seen around a 1% drop in numbers. Mr Thompson affirmed that the college was in the middle of a growth strategy, seeking to increase student numbers in the next academic year too. The increase in grant funding for 2022 – 2023 was noted. Conversion rates, feeder school numbers and statistics were analysed, particularly noting that the Catholic population had dropped further to 24%. The BAME population was 83%. There remained more girls than boys on roll.

Mr Barber reflected on the decline in recruitment from former partner schools. The challenges / resistance to accessing pupils in those schools, except for Notre Dame, to promote SFX were discussed. Mr Thompson outlined some strategies for addressing and improving this.

Mr Thompson noted the better than predicted financial outturn in the end of year, 2020 – 2021

² Teacher Assessed Grades

³ A Level Performance System

accounts with an operating surplus of £152k and the anticipation that the financial health rating would be “good”. He advised an £8m funding allocation for the current year and explained why staff costs were high. He commended Mrs Preece for her successful management of the re-opening of lettings which generated income for the college via the trading subsidiary.

Mr Thompson introduced the three foci for teaching and learning for the year and noted that a new A Level Photography course had recruited well, without any marketing. He announced that the college was officially part of an AoC pilot College Collective of 19 colleges supporting each other in areas where it was needed. The collective would also offer good managements and leadership training. He confirmed that work would continue on developing and embedding the digital innovation strategy into lessons across the curriculum. He reported that over 200 students were participating in the Education Recovery programme that Ms Quartey had mentioned.

Mr Thompson announced the recipients of three awards to students including the Professor Keohane award for Science.

Ms Rowe clarified that the career pathway for students who followed the planned Education and Childcare T Level would include teaching or youth work as well as the more traditional childcare route. Governors were advised of a recent announcement that further funds had been released for the launch of 2023 T Levels and the college was considering whether to submit a capital bid to develop existing facilities into a nurse type learning space. The submission deadline was 31st January 2022.

Ms Rowe commented that the entry requirements for students applying for T Levels were high and meant that they had to be achieving students. Ms Foan said that they would include Grade 5 English and Maths plus a key willingness to go on placements. It was agreed that academic rigour of assessments was concerning on these vocational skills based courses.

Mr Thomas asked how similar T-Levels would be to apprenticeships? Mr Thompson explained that apprentices are paid and the outcome was at a different level. T-Levels were starting at level 3 with more time in college than on an apprenticeship course. Mr Belfour commented that both were funded by the ESFA.

Mr Thompson reported staff changes and celebrated the diversity of the staff noting that 52.3% of appointments were of BAME heritage. He reviewed the emphasis on supporting the physical and mental health of staff and described the programme of wellbeing activities in place. He announced the introduction of a new survey “Staff Pulse” which would “take the temperature” of how staff were feeling every three weeks or so. Mr Thompson outlined the introduction of a new statutory induction programme “Early Careers Framework” for newly qualified teachers currently being followed by one recently qualified teacher in college.

Mr Thompson confirmed that Mr Gary White would be leaving at the end of term and commended his 30 years of service which included teaching Geography to Mr Thomas (foundation governor).

Mr Barber enquired how many teaching staff belong to the Chartered College of Teaching and whether membership was being promoted. He explained it was a professional body for teachers.

ACTION: Mr Thompson to look into this.

Mr Thompson drew attention to the pleasing range of activities which had taken place which he had highlighted in his report.

Mr Thompson reported that whilst the college had struggled with its Catholic Ethos due to the absence of the Chaplain, he was focused on facilitating a relaunch. Commitment to college values was being maintained and charity work was being undertaken in Houses during Advent. The college theme for Advent, being explored in Religion and Philosophy classes, was “All God’s People: The Community at SFX” – reflected in a display in the Foyer. Mr Thompson highlighted the contribution being made by former student, Amy Woodham, who had returned this year to support students via

the Student Wellbeing Forum which she had been instrumental in establishing.

Mr Thompson announced that the college intended recruiting an apprentice chaplain via St Mary's and the Education Commission which would increase resources in the Chaplaincy area.

Mr Thompson drew particular attention a plea set out on page 30 for governors' assistance in identifying potential work placements for the T Level students. Ms Rowe confirmed that she had been talking to a key contact at *Robert McAlpine* and said that *Savills* had been showing an interest. She has been in touch with Mr Hull.

The Principal's report was accepted.

14. SELF ASSESSMENT REPORT (SAR) for 2020 – 21:

14.1. College SAR Executive Summary & QUIP: Both documents had been included in the papers for the meeting. Ms Foan outlined the process of compiling the Self-Assessment Report and introduced the Executive Summary which recorded the grading of each key aspect of the Education Inspection Framework (EIF) as "good" with an overall effectiveness grade of "good". The report confirmed that the safeguarding of learners was thorough and effective. The summary listed what the college assessed it was doing well and what it could improve. Ms Foan explained why some areas for improvement had been carried forward from the previous year.

Ms Foan introduced the Quality Improvement Plan 2021 – 22 aligned to the four key priority areas of the EIF. The QuiP would be updated to record progress and impact and RAG rated and monitored through the curriculum management teams every half term and the Governors' CSQ committee termly.

The Executive Summary of the SAR for 2020 – 2021 was accepted along with the arising Quality Improvement Plan for 2021 – 2022.

14.2. Quality Day: (held 26th November 2021): Four governors had joined the senior leadership team, assistant principals, senior and middle managers. The format and content of the day was reviewed and commended. Directors of Faculty, Pastoral Directors and the Director of Innovation and Learning and Teaching had given presentations on the strengths and aims of their areas, including a talk by a student on the impact of the digital strategy. The event had served as a re-launch of the governor link scheme and incorporated learning walks led by Ms Foan and Ms Griffiths.

ACTION: Mrs Lewis to share presentations and materials from the day with governors.

Ms Rowe said it would be interesting to hear the impressions of new governors who had attended.

Mr Thomas said he had gained a sense of what the college is about by hearing from the directors and teaching staff. He had also begun to see how his own networks could be useful in developing opportunities for the students and would compile a list to share. He had welcomed the introduction to Ms Zingale, Head of Travel & Tourism one of his link departments and valued the learning walk sharing his observation of student-led learning. Mr Sheta agreed that it had been a great opportunity to engage with students and teachers. Mr Navarro said it was good to move from the presentations to walk round and see learning and teaching in action. He applauded Mr Bouchaara and the digital strategy which he considered to be leading edge on a national scale and suggested that it should feature prominently in marketing the college.

14.3. Governance Self-Assessment: Mrs Lewis introduced the 2020 – 2021 summary which had been included in the papers for the meeting. The key strengths of governance in 2020 – 2021 were reviewed along with progress against the areas identified for improvement. Foci of development for 2021 – 2022 were noted along with the outcome of other reviews of performance in the year (FMCE, Regularity SAQ, and governor attendance at meetings). The

SAR also included a summary of training and development undertaken in 2020 – 2021 and identified priorities for 2021 - 2022.

15. SAFEGUARDING:

15.1. ANNUAL REVIEW OF STUDENT PROTECTION (SAFEGUARDING inc PREVENT):

15.1.1. Safeguarding and Child Protection Policy 2021 - 2022: Mr Graham introduced the revised policy which, he explained, was based on the template provided by Wandsworth Safeguarding Children Partnership. He outlined the changes which reflected the updates to KCSiE, 2021. **The policy was approved and duly signed by Mr Sheta. It would be published on the college website and intranet and reviewed again in December 2022.**

15.1.2. Coping with safeguarding in Covid times. Mr Graham advised that he was reassured that, unlike last year when this was a concern, students were no longer mentioning this particularly. Updates from DfE were monitored and the most recent, issued earlier in the day, had reminded institutions to remain aware of vulnerable students should greater restrictions be reintroduced.

15.1.3. Keeping Children Safe in Education (relevant parts for governors): Mr Graham had reminded governors during the training prior to the meeting of their obligation to read part two as a minimum. He suggested that part one and pages 158 to 164 would also support their understanding and highlight the changes in the 2021 version. Mr Belford said a good summary of the key points had been published in the [September 2021 edition of The Maximilian](#).

ACTION: Mrs Lewis would circulate an online Google form for governors to confirm they had read and understood KCSiE, September 2021

15.1.4. Available training for governors: A range of online courses in addition to the mandatory course provided by the college is available. Details from the Clerk

15.1.5. Governor with Safeguarding Responsibility: A successor to Ms Sandra Jones is needed.

16. REPORTS FROM GOVERNORS' COMMITTEES: Minutes / draft minutes included in the papers were taken as read.

On behalf of the Audit Committee and the F&R Committee, Mr Vianello proposed that the Post-Audit Management Report be accepted and the audited Annual Report and Financial Statements for the year ended 31st July 2021, as had been presented by Buzzacott LLP, the External Auditors, to the extraordinary meeting of the Governing Body on 16th November 2021, be approved and signed for filing with the ESFA, and that the letter of representation (with amendment as highlighted in the version in the papers) be signed and sent to Buzzacott LLP. **Unanimously approved and duly signed.**

16.1. Audit committee had met remotely on 16th November 2021, chaired by Mr Ebele and Mr Vianello. Draft minutes had been received in the papers for this meeting:

16.1.1. Mr Vianello introduced the Annual Report 2020 – 2021 of the Audit Committee to the Governors & Principal, which had been included in the papers for the meeting and, therefore, noted prior to the approval of the end of year accounts. The report was accepted and would be filed with the ESFA along with the end of year accounts.

16.1.2. Internal Audit Strategy for 2021 – 2022: Mr Vianello proposed the plan which had been included in the papers for the meeting. He explained that the two areas in scope were the capacity of the IT infrastructure and Learner Number Systems. The audit was expected to be 14½ days rather than 15 as stated in the plan.
Internal Audit plan accepted.

16.1.3. Mr Vianello highlighted the Risk Register and Policy updated for Autumn 2021 which had been included in the papers for the meeting.

The Audit Committee would meet next on 1st March 2022.

16.2. Finance and Resources Committee had met remotely on 21st September 2021 and 16th November 2021, chaired by Mr Belfourd. Minutes of the meeting on 21st September and draft minutes of 16th November had been received in the papers for this meeting:

- 16.2.1.** On behalf of the committee, Mr Belfourd proposed the revised Health and Safety Statement and Policy 2021 – 2022 for approval and signing. **Unanimously approved and duly signed by the Chair of Governors and Principal.**
- 16.2.2.** Mr Belfourd highlighted the ESFA Financial Dashboard which had been included in the papers for the meeting. He explained it and advised that the ESFA require that all governors must see it. Mr Sheta reminded governors to read the monthly management accounts which are distributed via email. Mr Belfourd also explained the significance of the cashflow reports included with the monthly accounts. He confirmed that the college had no borrowing and good ratios.
- 16.2.3.** Mr Belfourd noted the unanimous written decision recorded under item 10 taken by email to transfer all college and trading subsidiary bank accounts from AIB to Barclays made necessary by AIB's withdrawal from the education market.
- 16.2.4.** Mr Belfourd reported that the committee had received nominations for the Professor Keohane Award and the recipient had been announced in the Principal's report as Luis Rodrigues Vieira.
- 16.2.5.** Mr Navarro referred to a letter from the Diocese regarding lettings income. Mr Belfourd confirmed this had been discussed by the committee which had concluded that that declaration of income applied to lettings made under licence. He said that minutes of the meeting recorded that the Diocese had been made aware of the income generation activity of the college in this regard.

The F&R Committee would meet next on 22nd February 2022.

16.3. Curriculum Standards and Quality Committee had met remotely on 12th October 2021, chaired by Ms Rowe. Draft minutes had been received in the papers for this meeting:

- 16.3.1.** Ms Rowe noted that since the committee had met, the link governor scheme had been relaunched and learning walks commenced at the Quality Day event as reported earlier in the meeting. She highlighted that a link governor was needed for Safeguarding and reported that Mrs Meier had actively become link governor for religious life. The list of link governors was included on the Committee list in the papers for the meeting - governors wishing to form a link would liaise with Ms Foan via the Clerk.
- 16.3.2.** Ms Rowe referred to Mrs Meier's idea of a governor funded annual award to a student nominated as the most improved achiever with a prize of tea at The Ritz. As had been agreed, Mr Thompson had had discussed the idea with Mr Lagnado and concluded that a more open voucher would be appreciated by students. The first award would be made in September 2022.
- 16.3.3.** The agenda for the next meeting of the committee would include presentation of a curriculum area and governors proposed that this should be Business with a focus on progress with T Levels.
ACTION: Mr Takyi and / or Mr Nipah to be invited.

The CSQ Committee would meet next on 1st February 2022.

16.4. Governance Committee had met remotely 3rd November 2021, chaired by Mr Sheta.

- 16.4.1.** Mr Sheta proposed updated terms of reference for the committee and the Governors Training & Development Policy, both included in the papers for the meeting for approval. **Both were unanimously approved.**

16.5. Appeal Committee: had not met

16.6. **Remuneration Committee:** had not met. Mr Sheta took the opportunity, in response to uncertainty noted from responses to the governance self-assessment questionnaire, to outline the process of appraisal and annual review of remuneration of the two Senior Post Holders (the Principal and the Clerk to the Governors). He explained that the Remuneration Committee met in the summer term, chaired by Mr Ebele, to receive reports on the performance reviews and used those along with cost-of-living rates and sector salary information to make a recommendation on salary for the two Senior Post Holders, for the new academic year, to the Chair of the F&R Committee for the budget. The committee paid due regard to relevant aspects of guidance in the non-mandatory, recommended AoC Senior Staff Remuneration Code (2018).

17. GOVERNANCE:

17.1. **Update on Academisation:** Mr Thompson said that since the Focus morning, despite several attempts, he had not yet engaged in discussion with Dr Simon Hughes⁴ about where the Diocese sees the college in its academisation strategy. Mr Thompson was of the personal view that this could indicate that the college doesn't currently feature in the diocesan overview of academisation.

Mr Thompson confirmed that the government amendment which would allow Catholic Sixth Form Colleges to academise remained attached to the Skills Bill⁵, currently finishing committee stage, and was confident it would be passed.

Mr Thompson acknowledged that Mr Navarro was keen to keep academisation on the agenda. Mr Navarro explained that he felt it was better to have some control over destiny. He recognised that there was concern about how Catholic schools could be protected but suggested that the defence would be to make sure the best possible education was being offered which would attract people of the Faith, rather than finding ways to keep people out. He emphasised that it would be preferable to have thought about potential partners and prepare a considered plan rather than potentially being in a position when a decision had to be taken in a hurry without time to prepare effective messaging to staff or students/s pupils. Mr Sheta said that whilst the option to academise was not yet in legislation, there was no choice to be made, but emphasised the need to keep researching and talking to people to understand the opportunities and take informed decisions.

Mr Thompson said that the obvious partnerships would form to create a pipeline of recruitment from Primary to Secondary but adding in a Sixth Form College to schools that already had sixth form provision did not marry so well.

Mr Barber and Mr Thompson expanded on the impact of the Skills Bill on sixth form colleges, the advantages, and disadvantages, of academisation and the significance of the Diocesan strategy.

It was acknowledged that it would be crucial to seek to influence Diocesan thinking and strategic planning including the development of SELCAT and view of the two existing Sixth Form Colleges.

Mr Sheta confirmed that Academisation would be kept on the agenda. Mr Navarro said that the driver should be making sure the best possible education is delivered to our students.

17.2. **Committee Membership:** The current list of committee members and link governors was noted to include a vacancy for a Safeguarding link governor.

17.3. **Governor Engagement: Feedback from meetings / conferences etc.** Mr Belfourd and Mrs Lewis had attended the latest SFCA Governance webinar on Audit earlier that day. Mr Sheta reported his attendance at the ACVIC⁶.annual conference of Principals and Chairs of

⁴ Director of Archdiocese of Southwark Education Commission

⁵ Skills and Post 16 Education Bill

⁶ Association of Catholic Sixth Form Colleges

Governors which he had found to be a worthwhile, relevant event and initiation into the organisation.

17.4. Review of Focus morning, 9th October 2021: It was agreed that the event, held in person, had been constructive and worthwhile with a relevant programme including opportunity for reflection on evaluation of governance. Face to face interaction and discussion had been greatly welcomed and valued. Mr Thompson confirmed that following the review at the focus morning, he would take the Mission Statement and strategic themes forward for cross-college consultation starting with a presentation to staff on the first day of the spring term. They would return to governors in July 2022.

17.5. Vacancies on Governing Body: Mrs Lewis advised that there were vacancies for one foundation governor and a parent governor. She announced that she had informally met a volunteer had come forward fill the co-opted governor vacancy. The candidate's CV had been presented to the Governance Committee for consideration and a subsequent meeting held with Mr Sheta, Mrs Lewis and Mr Thompson.

Mrs Lewis outlined the skills, experience and expertise of the volunteer and confirmed that DBS clearance and references had been obtained. There had been no other interest in the vacancy from people with relevant skills or experience although it had been advertised on the Inspiring FE Governance website as well as the college website.

On the recommendation of the Governance Committee, Mrs Lewis proposed that Ms Kate Bainbridge be appointed to a four-year term of office as a co-opted governor.

The appointment of Ms Kate Bainbridge as co-opted governor to a four year term of office was duly approved unanimously to commence on 1st January 2022.

17.6. Date of next meeting: Tuesday 22nd March 2022

18. ANY OTHER BUSINESS:

18.1. It was confirmed that development of a menopause policy was in hand.

18.2. Mr Sheta commemorated the third anniversary of the death of student Malcolm Mide-Madariola. He suggested that a memorial prize cup or trophy be created in Malcolm's name and awarded to a student who has made notable progress at the college. This was agreed to be a good idea and that it should have a community focus in recognition of the work Malcolm did for his local community. The detail of the annual award would be left to management to define.

19. Governors agreed that they were satisfied that the information received, and all decisions taken, at this meeting were centred on improving the experience and levels of achievement of students at St Francis Xavier College in a safe, healthy environment that embraces the catholic ethos and mission & values of the college, the prevent duty and promotes equality, diversity, dignity and inclusion.

Staff Governors withdrew from the meeting at 8.29pm.

PART TWO – CONFIDENTIAL

1. MINUTES OF PART TWO of THE MEETING HELD ON 6th July 2021: had been circulated to those entitled to be present for this part of the meeting. They were agreed to be a true and accurate record and duly signed by Mr Sheta. The matter would remain confidential but was now concluded.

The meeting closed at 8.30pm.