

MEETING OF THE FULL GOVERNING BODY

**Wednesday 1st July 2020, 6pm
Held remotely via online video conferencing platform (ZOOM)**

MINUTES – PART ONE

PRESENT:

Mr C Garvey, Foundation Governor, Chair	Mrs S Flannery, Principal
Mr M Belfourd, Foundation Governor, Vice Chair	Ms P Rowe, Co-opted Governor (to 7.30pm)
Mrs B Meier, Foundation Governor	Ms R Clark, Staff Governor (Teaching)
Mr N Sheta, Foundation Governor	Mrs E Preece, Staff Governor (Non-Teaching)
Mrs K Taylor, Foundation Governor	Ms S Jones, Co-opted Governor
Mr S Ebele, Foundation Governor	
Mr J Opara, Foundation Governor	
Mr P Barber, Foundation Governor	
Mr R Vianello, Foundation Governor, (from 6.18pm)	

NOT PRESENT:

Ms D Araujo, Student Governor
Ms A Erhunmwusee, Student Governor

IN ATTENDANCE:

Mr C Graham, Associate Principal, Ethos and Student Welfare
Mr G Thompson, Associate Principal Curriculum & Quality / Principal Designate
Mrs E Lewis, Clerk to the Governors

The meeting was opened at 6.04pm by Mr Garvey, Chair of Governors. It was quorate throughout and all participants were able hear one another and for the most part see one another. The meeting was recorded with the consent of all for the purpose of drafting minutes.

- 1. OPENING PRAYER:** Offered by Mrs Flannery.
- 2. INTRODUCTIONS:** All were welcomed and reminded of the protocols of remote meetings.
- 3. ELECTION OF CHAIR (as required by Conduct of Business, 2018 para 1 in accordance with Article 6).**

Mrs Lewis, Clerk to the Governors, took the chair in accordance with the agreed Conduct of Business.

Nomination of Foundation Governors had been invited. Mr Garvey had indicated his willingness to stand again for election as Chair of Governors, but with the express intention of standing down at the December 2020 meeting when his extended appointment as foundation governor would end. There were no other nominations. **Mr Garvey was, therefore, duly, unanimously re-elected unopposed as Chair of Governors for the autumn term 2020.**

ACTION: Succession planning to continue in earnest to support a foundation governor to stand for election as Chair of Governors in December 2020.

Mr Garvey returned to the chair.

- 4. ELECTION OF VICE-CHAIR (as required by Conduct of Business, 2018, para 1 in accordance with Article 6):**

Nomination of Foundation Governors had been invited. Michael Belfourd had indicated his

willingness to stand again for election as Vice-Chair of Governors for the academic year 2020 – 2021. There were no other nominations. **Mr Belfourd was, therefore, duly, unanimously re-elected unopposed as Vice-Chair of Governors for the academic year 2020 – 2021.**

5. **APOLOGIES FOR ABSENCE:** Received from Fr G O'Shaughnessy were accepted and good wishes expressed for his restoration to good health. Mr Vianello had sent apologies for his anticipated late arrival.
6. **DECLARATION OF INTERESTS:** There were none.
7. **MEMBERSHIP OF THE GOVERNING BODY**
 - 7.1. Farewells were extended to the outgoing student governors, **Ms Daniella Araujo** and **Ms Angel Erhunmwusee**.
 - 7.2. **Expiring terms of office of foundation governors:** Mrs Lewis explained that the usual process of appointment and re-appointment of foundation governors was currently paused at the Education Commission whilst staff were furloughed due to the Covid-19 pandemic crisis. She confirmed that Dr Simon Hughes, the Director of Education for the Archdiocese of Southwark, had, therefore, authorised an extension of the term of office to January 2021 of three foundation governors, which would, otherwise, end on 18th September 2020. Mr Garvey, Mr Opara and Mr Barber, the governors concerned, had each accepted the extension of appointment.
There was one vacancy for a foundation governor created by Miss Ezekwe standing down on 23rd June 2020. An applicant to fill that vacancy was awaiting recommencement of the appointment process.
[The vacancy for a parent governor remains].
8. **MINUTES OF PART ONE OF THE MEETING HELD ON 17th MARCH 2020:** Previously circulated 27th April 2020 and included in the papers for the meeting were **agreed to be a true and accurate record and duly authorised for signing on a hard copy in due course.**
9. **MATTERS ARISING (other than covered by agenda items):** there were none.
10. **REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS:** Were covered by the agenda and committee reports.
11. **INFORMATION / DATA / COMMUNICATED SINCE MARCH 2020 MEETING:** Circulation of the information listed on the agenda was acknowledged with thanks and recognition that governors had been kept informed about college arrangements and risk assessments during the Covid pandemic closure:
12. **CHAIRS ACTION:** There was none to report.
13. **STUDENT GOVERNORS' REPORT:** No report had been received.
14. **PRINCIPAL'S REPORT TO GOVERNORS:** Mrs Flannery introduced the Principal's report no 83, her final edition, which had been distributed in hard copy and included in the electronic papers for the meeting. Governors had been invited to submit questions on the report (via the Clerk) in advance of the meeting. The report was cross-referenced to the Strategic Plan 2019 – 22 throughout and included supporting appendices and illustrations. Mrs Flannery had caveated that 2019 – 2020 had not been a typical year and the summer term had been so extraordinary that some of the information might only be accurate at the time of writing / presenting the report.
 - 14.1. **Partial Re-opening and Covid-19 Adjustments:** Mrs Flannery described the preparation and measures that had been taken to support partial re-opening of the college on a rotational basis from Monday 15th June and reported levels of attendance.
 - 14.1.1. **Academic Steps: Centre Assessed Grades [CAGs] and Results Summer 2020:**
Summarised the next stages of the lockdown plan and confirmed the process and professional judgements which had been applied to agreeing CAGs prior to their submission to the exam boards.
 - 14.1.2. **Appeals:** Discussed current understanding about an appeals process against awards

14.1.3. Autumn Term 2020/21: Mrs Flannery outlined the expectation of an autumn exam session

14.1.4. Qualifications Summer 2021: Outlined suggested options for the summer qualifications session 2021.

The impact on, and uncertainty for, students was acknowledged with great concern.

14.1.5. Financial Implications: Lockdown and Re-opening: Mrs Flannery reviewed the financial implications. She acknowledged the Covid-19 financial contingency which the Governing Body had agreed just prior to lockdown in March and summarised expenditure to date and to come and advised the impact of loss of non-funding income from lettings and the nursery. She warned that some staff might continue to isolate in the autumn term which might necessitate employing cover staff and additional costs.

14.1.6. Accountability and Standards: Mrs Flannery confirmed the announcement that DfE Performance Tables would not be published in 2021 and lobbying was underway for that decision to be extended to 2022. Ofsted would not use CAGs in future consideration of standards. The college aspiration to be judged “outstanding” remained but Mrs Flannery said that it may be some time before Ofsted could make a judgement. She said that the college judged outcomes for 2020 to be “good”.

14.2. Recruitment and Enrolment 2020/21: Mrs Flannery updated governors on the recruitment of new students for 2020 – 2021 announcing the latest position of over 600 more accepted places than at the same point the previous year. She expressed caution and concern about the impact travel by public transport, including the suspension of free travel for 16 – 18 year olds, might have on actual enrolment numbers. She described how essential it would be to assure potential new students of the great opportunities available to them by showing them face to face in the classroom.

14.3. Risk Assessment:

Governors had received the risk register in the papers for the meeting, updated for the summer term 2020 and reviewed by the Audit Committee. Mrs Flannery had also separately shared the discrete risk assessment related to the Covid-19 response. She outlined the top risks and noted the Pandemic section was ranked number three comprehensively covering areas that had not been previously planned for.

14.4. Sector Information: Statistical Review of Trends in Outcomes and Provision: With due reference to Nick Allen’s “Six Dimensions” Report, Mrs Flannery discussed the trends in relation to SFX which, at 40%, sits below the average 60% A Level provision in Sixth Form Colleges. She concluded that Sixth Form College provision has moved more towards other applied general delivery and this endorsed the decision to offer T Levels. It would help the balance of provision and may attract some capital funding. A letter of acceptance from ESFA of the expression of interest to deliver T Levels in Business and Admin from September 2022 had been appended to the report.

14.5. MIDES 2018/19 (AoC Data): Mrs Flannery explained the GCSE progress charts noting that Maths had an average progress of 0.34 compared to all colleges placing SFX in the top 25% of colleges. The average progress in English was 0.19 placing the college in the top 30%. Both confirmed improved value-added compared to the previous year.

14.6. Attendance and Retention: Mrs Flannery gave some indicators of progress against retention for courses under scrutiny within the improvement plan and explained that otherwise no sound figures could be reported because of the pandemic disruption and closure.

14.7. Progress against Annual Strategic Objective 2019 – 20: Mrs Flannery reported progress and developments against each of the five objectives represented by a rainbow APPLE:

14.7.1. Apple Distinguished Status: being advanced in the provision and use of iPads was acknowledged to have been of significant benefit to remote teaching and learning.

14.7.2. Punctuality / Attendance

14.7.3. Prepare for Move to RQF

14.7.4. Change the Lens

14.7.5. Exchange and Reflect

- 14.8. Additional Learning Support Review of 2019/20:** A report on the work of the department prepared by Mrs Hopp, SEND Lead, had been included at Appendix B. Mrs Flannery highlighted key aspects noting that the ALS team had been offering much appreciated face to face support for high needs' students since May.
- 14.9. Freedom of Information 2019/20:** An annual summary report had been included showing the number subject of requests made in the year. One more had been received since the report was drawn up.
- 14.10. GDPR:** A report had been provided by the College's Data Protection Officer, Mr Shah Sher Ali and was noted.
- 14.11. Catholic Life of the College:** Mrs Flannery paid tribute to the work of the Interim Chaplain and commended her maintenance of daily spiritual and prayerful connection with the whole college community.
- 14.12. Staffing Update:** Staff leavers were noted to include two long-serving Assistant Principals, Mrs Liz Haskins and Mrs Bernie Griffin along with Mr Christopher Askwith, Head of Science. Mrs Flannery paid tribute to their service, commitment and contribution to the college. There had been no unexpected resignations.
- 14.13. College Events and Life of the College:** Mrs Flannery reflected on the range of online activity which had replaced the usual summer term happenings. She highlighted that Students' art work had been included in the SFCA online A Level Art Exhibition and included details of some of the rich work covered by the Extended Project Qualification (EPQ).

Mrs Flannery concluded her final report and was thanked and congratulated by Mrs Taylor who said that the success and achievement with marketing and recruitment of new students was very impressive.

Mr Garvey commented that that Mrs Flannery's reports had always provided an informative precis of the information governors needed supported by illustrative appendices. He asked Mrs Flannery to express thanks to all the staff for their work during the current incredible period.

15. ORAL REPORTS FROM GOVERNORS COMMITTEES:

- 15.1. Audit committee (met remotely on 5th May 2020 chaired by Mr Sheta):** Draft minutes had been published on the college website and included in the papers for this meeting. Mr Vianello, Vice-Chair of the committee confirmed that they were being taken as read and reported that the committee had:
- 15.1.1.** Confirmed an *agreed upon procedures* plan with the Internal Audit Service (IAS - RSM) of 11 days in 2020 – 2021 to review Key Financial Controls and Safeguarding including 3 days contingency to be used if / as decided. The fee rate of £626 (excl VAT) per day would be a 3% increase on 2019 – 2020. The visit would be in January 2021.
The plan, included in the papers, was approved by the Governing Body.
- 15.1.2.** Received and reviewed risk register and policy, updated for the summer term which had been included in the papers for the meeting. It was noted that two new high-ranking risks had been recorded, Covid-19 Pandemic in third position and Safeguarding in fourth. The top two risks remained Student Recruitment and Funding.
- 15.1.3.** Reviewed and confirmed the design and effectiveness of the Board Assurance Framework (BAF) which had been updated and mapped to the summer term Risk Register and included in the papers for the meeting.
- 15.1.4.** Reviewed the effectiveness of the committee in an online questionnaire which agreed / strongly agreed that the skills and expertise; attendance; challenge; terms of reference and the cycle of business supported the effective discharge of the responsibilities of the committee.

The Audit committee is scheduled to meet next on Tuesday 17th November 2020

15.2. Finance and Resources (F&R) Committee (met remotely on 23rd June 2020 chaired by Mr Belfourd): Draft minutes had been included in the papers for the meeting and were taken as read. Those draft minutes included confirmation of changes to the signatories on the college bank account. Mr Belfourd reported that the committee had:

15.2.1. Scrutinised the Funding / Financial Projections and compilation of the Summer Financial Return due to be filed by 31st July 2020: The Financial Plan; Full Commentary to the Plan with historical context and Cashflows for 2019 – 2020; 2020 – 2021 and 2021 – 2022 had been included in the papers for the meeting.

Mr Belfourd said that he and Mrs Searle had attended an advisory webinar which had placed the summer return into context. He described the challenges that some other colleges were facing financially. On behalf of the committee Mr Belfourd confirmed that the information entered in the template return was consistent with that previously approved by the Governing Body and the key assumptions are unaltered. He highlighted the Financial Health Calculator and explained why it was now forecast to remain “RI” (Requires Improvement) temporarily for a second year 2020 – 2021 before returning to Good in 2021 – 2022 and onwards, assuming various savings mostly from staff savings would be action as per the financial plan.

Mr Belfourd received confirmation from governors that they were happy with the projections; the formal template, financial health calculator and cashflows. He said that Mrs Searle was in the process of transferring that information presented to them into the format prescribed by the ESFA. Mr Belfourd advised that Mrs Flannery would sign the return, as Accounting Officer, to confirm that the financial plan was consistent with that previously approved by the Governing Body. Mr Belfourd said that he would continue to work with Mrs Searle and would look over the final version before it is signed and submitted.

The Governing Body unanimously supported filing the return to meet the ESFA deadline of 31st July 2020.

15.2.2. Noted that a bid to the GLA for funds to support the construction of a new modular teaching block had not been successful. Governors were also advised of the very recent news that the bid for an award from the CIF had also not been successful.

15.2.3. Received the annual Health & Safety Report for the year 2019 – 2020 which had been included in the papers.

On the recommendation of the committee, the report was accepted with approval.

15.2.4. Received an updated Charging Policy for 2020 – 2021 which had been included in the papers, with the changes highlighted.

On the recommendation of the committee, the policy was approved.

15.2.5. Agreed deferral of the annual review of the college Financial Regulations & Associated Policies including Treasury Management to the September 2020 meeting of the committee to allow for structural and lines of authority changes to be incorporated. Mr Belfourd requested approval from the Governing Body for the revised policies, once approved by the F&R Committee, to be introduced with immediate effect for 2020 – 2021 once electronic written resolution of the Governing Body had been received, without the delay of waiting until the December 2020 meeting.

Agreed.

15.2.6. Had been advised by Mr Thompson that two bids were being prepared for submission to the College Collaboration Fund (CCF). At the time of the meeting it had been provisionally expected that the college would take the lead in one project bidding for £290k to be shared equally with St Brendan’s Catholic SFC¹ (Bristol) with match funding of 25% (£36k) if successful. Leyton SFC would be taking the lead in the second bid.

¹ Sixth Form College

The Governing Body supported the bids as provisionally outlined. Mr Garvey would sign the paperwork.

The F&R Committee is scheduled to meet next on Tuesday 22nd September 2020

15.3. Curriculum Standards & Quality (CSQ) Committee (met remotely on 20th May 2020 chaired by Ms Rowe). Ms Rowe confirmed that the draft minutes published on the website and included in the papers for this meeting were being taken as read. Ms Rowe highlighted that the committee had:

- 15.3.1.** Revisited whether the proposed additional one-item September meeting of the Governing Body to scrutinise outcomes was still valid since the exams had been cancelled. As a result, the committee recommended to the Governance Committee that the introduction of this focused meeting be deferred to autumn 2021. Ms Rowe emphasised that all governors would be encouraged to attend the CSQ meeting on 13th October when outcomes would be a key feature of the agenda.
- 15.3.2.** Monitored RAG rated progress against the Quality Improvement Plan aligned with the key priority areas of the inspection (EIF) framework.
- 15.3.3.** Reviewed the progress and accelerated embedding of the digital innovation strategy in remote teaching and learning during the Covid-19 closure and in the development of remote conferencing for meetings and interviews.
- 15.3.4.** Completed an online effectiveness questionnaire which had provided some useful feedback and recorded overall agreement that the skills / expertise profile of members, length / content of meetings and standard of reporting was good or outstanding. Ms Rowe confirmed that areas for improvement would be taken forward.
- 15.3.5.** Bade farewell to Claire Ezekwe and were sorry to lose her as a member of the committee.

The CSQ Committee is scheduled to meet next on Tuesday 13th October 2020

15.4. Appeal Committee: had not met since the previous meeting of the Governing Body.

15.5. Remuneration Committee (met remotely on 10th June 2020 chaired by Mr Sheta): Mr Garvey advised that the committee, chaired by Mr Sheta, had received reports of performance reviews as required in respect of Senior Post Holders (the Principal and the Clerk to the Governors). Mr Garvey and Mr Sheta had undertaken the performance reviews together. Mr Garvey confirmed that enhancements in pay were based on performance only measured through the review process. The arising recommendations had been proposed to the Chair of the F&R Committee and duly agreed to be affordable within the budget.

15.6. Governance Committee (met remotely on 4th June 2020 chaired by Mr Garvey): Mr Garvey reported that the committee had:

- 15.6.1.** Reviewed the Conduct of Business (Standing Orders). A copy of the revised version had been included in the papers for the meeting with the changes highlighted. It was noted that the updates mostly related to the increased use of remote / virtual meetings which could no longer be regarded as the “exception rather than the norm”.
The updated Conduct of Business with appendices was approved, as presented, for immediate adoption and would be due for routine review next in March / July 2022.
- 15.6.2.** Accepted and endorsed the recommendation from the CSQ committee to defer the additional meeting of the full Governing Body scheduled for 30th September 2020 to autumn 2021. For formal agreement under item 18 (confirmation of dates & schedule of business).
- 15.6.3.** Discussed foundation governor vacancies, re-appointments and appointments as reported in item 7.2. The committee had noted that there was a potential foundation governing awaiting re-opening of the application process.

15.6.4. Noted changes to the senior leadership team structure including new appointments and promotions

15.6.5. Noted how the college and the governing body had adapted to, and embraced remote / virtual meetings, conferences etc. Mr Garvey commented that the remote meetings could well continue into the new year and that the opportunity for a mix of remote and person to person meetings had now been established as a practical possibility.

ACTION: Mrs Lewis to give notice of arrangements so that appropriate rooms could be prepared and made available.

The Governance Committee is scheduled to meet next on Wednesday 4th November 2020

16. SAFEGUARDING & THE LIFE OF THE COLLEGE: Mr Graham, Designated Safeguarding Lead, introduced his 2019 – 2020 report to Governors “Safeguarding and the life of the college” which had been included in the papers for the meeting. The report comprised five sections:

16.1. Safeguarding and Welfare report including Prevent, 2019 – 2020. Mr Graham described a busy year dealing with 137 cases of varying degrees of complexity across a number of London Boroughs and working with a variety of external agencies. He described the extent of the implications of the previous 14 weeks of lockdown and noted the number of welfare and safeguarding cases that had arisen during that period.

He explained how the college had taken advantage of the services of a Lambeth “school nurse” who had worked with at least five students. He outlined presenting issues including mental health – he commended the work of the 16 fully trained mental health first aiders on the staff along with the college counsellor. The tutorial lessons had provided a sound avenue for exploring safeguarding issues and Mr Graham described one as an exemplar. He noted partnership working with colleges in the London Sixth Form Partnership (LSFP) and membership of the London FE College Prevent Network. Mr Graham linked the information and examples in his report to the training governors had received in December 2019 and confirmed he would continue to keep them updated.

Mr Graham paid tribute to Mrs Liz Haskins, Assistant Principal, as a leading member of the welfare and safeguarding team and expressed his thanks for her incredible contribution and wished her well on her retirement.

16.2. Safeguarding case studies: Mr Graham outlined the case studies in the report.

16.3. House Days: Mr Graham reviewed the success of this initiative introduced this academic year.

16.4. Chaplaincy and Religion & Philosophy in lockdown: Mr Graham summarised the work of the Chaplaincy and the temporary Chaplain in post since February 2020.

He continued that R&P had followed its scheme of work up until college closure and continued with good engagement online during lockdown. Lessons during lockdown had included, amongst other topics, Black Lives Matter (BLM).

16.5. Enrichment examples; Mr Graham reviewed the activities and opportunities offered through the enrichment programme including the return of Young Enterprise. The report incorporated comments from staff, parents, mentors and mentees who participated in the first term of a mentoring project with Julian’s Primary School in Streatham.

Mrs Flannery paid tribute to the safeguarding work at SFX and commended the team.

Mr Belfourd commented on the value of the review as a refresher and confirmation of the breadth of what can and does arise with safeguarding and welfare amongst students at the college.

Mr Graham’s report was received with thanks.

17. GOVERNANCE:

17.1. Admissions Policy – routine review for 2020 admissions. The updated policy had been recommended by the College Management Development Committee (CMDC) and was included in the papers for the meeting. **The policy was duly approved.**

In response to questions from Mr Belfour, Mrs Flannery explained how enrolment would be conducted safely online, by phone and face to face.

17.2. Safeguarding Responsibility: Ms Jones had no further report to that provided by Mr Graham.

17.3. Governor Training & Development Opportunities: Mrs Lewis outlined the opportunities available which included programmes online provided by the Diocese (*Firm Foundations*) and by the CES (*Formatio*) as well as the AoC/ETF *Governor Development Programme*.

ACTION: Mrs Lewis to circulate a summary and registration information of the programmes and materials available online including safeguarding and Prevent training and a list of the SFCA webinars containing links to recordings of them.

[Ms Rowe left the meeting at 7.30pm]

17.4. Governors Focus & Self-Assessment morning / day: Saturday 10th October 2020 was confirmed as the date.

17.5. Governor Engagement: feedback was given by governors on their attendance at / participation in meetings / conferences / webinars / online development since the previous meeting. Mr Belfour said that he had benefitted from useful webinars giving guidance on filing financial returns. Mrs Meier commended the quality of SFCA webinars she had attended in particular the sector update. Mrs Lewis had a record of all participation. Mr Garvey thanked governors for their participation in these events.

18. SCHEDULE OF DATES & BUSINESS for 2020 – 2021: The draft dates included in the papers for the meeting were agreed and the schedule of business was ratified.

19. Governors agreed that the information received and all decisions taken at this meeting had been centred on improving the experience and levels of achievement of students at St Francis Xavier College in a safe environment that promoted equality, diversity, inclusion and British values?

20. CHAIR'S CLOSING REMARKS: Mr Garvey welcomed Mr Thompson as Principal designate and wished him and Mr Graham every success. He paid tribute to Mrs Flannery's outstanding leadership in the 11 years since she had been appointed which, he said, had delivered the promises she made during the selection process. He expressed gratitude for her dedication especially during the difficult times.

21. ANY OTHER BUSINESS: There was none.

**This part one of the meeting ended at 7.40pm
Staff Governors withdrew from the meeting.**

In his concluding remarks at the end of Part Two of the meeting, Mr Garvey thanked all governors, committees and Mrs Lewis for their splendid work, commitment and support for the college during the year. He acknowledged that governors are unpaid and undertook the role because of their belief in it. He hoped that it would be possible to organise a farewell in September to thank Mrs Flannery and other leavers for all they had done.

SIGNED: _____

DATE: _____

Date of next meeting of the full Board of Governors: Thursday 3rd December 2020

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