

**Meeting of the Full Governing Body
Tuesday 4th July 2023 at 6pm
Held in St Francis Xavier College
Minutes**

College mission statement:

St Francis Xavier Sixth Form College is an inclusive educational community rooted in the Catholic faith, that has Christ at its centre. Our aim is to provide a broad curriculum which emphasises the pursuit of excellence and focuses on career preparation, leadership and service to others. We are committed to preparing the whole person to lead a life of purpose and success in a just and sustainable world.

March 2022

Governors:

Mr Nader Sheta, Foundation Governor, Chair of Governors
Ms Kate Bainbridge, Co-opted Governor
Mr Dave Navarro, Foundation Governor
Mr Somayina Ebele, Foundation Governor
Mrs Sarah Medicoff, Foundation Governor
Mr Graham Thompson, Principal
Mr Aaron Takyi, Staff Governor (teaching)
Mrs Eve Preece, Staff Governor (non-teaching)
Ms Paddy Rowe – LA Governor

Apologies:

Mr Paul Barber, Foundation Governor
Mr Micheal Belfour, Foundation Governor, Vice Chair of Governors
Ms Virginie Ramond, Parent Governor
Mr Keni Thomas, Foundation Governor
Chukwuweta Uraih, Foundation Governor

In attendance:

Ms Clare Baskott, Clerk to the Governors
Ms Karen Foan, Associate Principal, Curriculum
Mr Ciaran Graham, Associate Principal, Ethos and Student Welfare

The meeting was quorate throughout and all reports had been circulated prior to the meeting.

Item 1 Opening Prayer

The Principal opened the meeting in prayer at 6:03pm.

Item 2 Introductions/Membership of the Governing Body

Welcome to Governors:

The Chair of Governors welcomed all present to the meeting.

Student Governors

The Principal reported that two Student Governors will be appointed in the new academic year.

Farewell to: Students Mr Tom Posnic-Boyce and Mr Joshua Manduvi

The Governing Body paid tribute to the two outgoing Student Governors; Tom Posnic-Boyce and Joshua Manduvi and reported that they had both been awarded the Governors' Award at the recent VESPA Awards.

Item 3 Apologies for Absence

Apologies for absence were received from Paul Barber, Micheal Belfour, Virginie Ramond, Keni Thomas and Chukwuweta Uraih.

Item 4 Declaration of Interests

None.

Item 5 Minutes of the FGB meeting held on 21st March 2023

The minutes of the previous meeting were agreed to be an accurate record of the meeting and will be signed in due course

Item 6 Matters Arising (other than covered by agenda items)

None.

Item 7 Review of Actions Carried from previous meetings

None.

Item 8 Information/Data/Communicated since March 2023 meeting

It was noted that that monthly management accounts & ESFA dashboard reports for March, April and May 2023 had been circulated to the Governing Body.

Item 9 Chair's Action

None.

Item 10 Principal's Report to Governors incorporating including reports on Freedom of Information and GDPR activity and compliance.

The Principal gave an update and thanked Governors for submitting questions prior to the meeting.

Executive Summary

The Government were removing funding from the majority of the BTEC subjects.

Foundation Governors and Principals had met with the Diocese and their counterparts from Christ from the King College, to discuss options for academisation.

Industrial action had continued with seven days of strikes, two further days were planned for 5th and 7th July 2023, the action was impacting on the operation of the college.

Governor question: Is it likely that Heads and Principals will take industrial action?

Response: The HT's union have begun balloting their members. However, the proposed industrial action is only for schools.

ONS Reclassification

Colleges were awaiting publication of the new Financial handbook which was scheduled for publication in March 2023. In the intervening period the Principal had submitted a return to the EFSA, to confirm that all financial transactions were in-line within the managing public money framework.

Examinations

The Principal reported that the grading of GCSEs, AS Levels and A Levels will be back in line with pre-pandemic grading of examinations.

Ofsted

Ofsted had made some changes, following the tragic suicide of a Headteacher, whose school had been graded as 'Inadequate'.

Artificial Intelligence

Artificial intelligence and ChatGPT were key issue in education at the moment.

Governor question: What is being put in place for Artificial Intelligence in the College?

Response: The CSQ Committee agreed to form a working group to focus on Artificial Intelligence and to write an AI policy. We are looking at both the benefits of AI and the potential issues, including plagiarism. It is important that our students have the relevant skills to embrace this technology.

Attendance

Current attendance was 89% and the minimum target was 90%.
A new attendance framework had been introduced.

Governor question: Do we have feedback regarding the Attendance Policy?

Response: Students are responding positively to the new policy. We are involving parents much earlier which is also having a positive impact.

A discussion took place about attendance at Governing Body meetings. The Chair of Governors reported that attendance had improved since meetings were held remotely. Attendance at Full Governing Body meetings was circa 70-80%

Student Destinations

The Principal reported an increase in student applications and offers to Russell Group universities.

A discussion took place about a recent article in the media, which had reported an expected a 25% increase in university accommodation costs, which will inevitably impact on students in the future. The Principal reported that many students now commute to universities, in order to continue with their part time jobs.

A discussion took place about the future of Personal Statements, which UCAS were currently consulting on.

A discussion took place about attendance and the impact on exam results. The Principal reported that attendance was a national issue.

Dream College Event

Governor, Keni Thomas, had held a 'Dream College' event with students and the key issues highlighted were:

- Money management
- Punctually
- Support after mock exams

Finance

The Principal reported that the college was operating with a surplus of £492k. Staff costs were currently 76% of the budget and the target was 75%. The college's cash reserves remained healthy.

T Levels

The Principal reported that the College had been successful in the recent Wave 5 T Level project bid for TV Broadcasting and production. It had been agreed at the Finance and Resources meeting that the college will wait until enrolment figures are confirmed, before agreeing to proceed with the project.

A discussion took place about T Levels. It was noted that the take-up nationally had not been as positive as the DfE had hoped and many schools and colleges were running the courses at a loss. Employers were now beginning to get on board.

The Principal reported that the College had received positive feedback from employers about the students who had been on work placements.

Staffing

The Principal reported that despite many schools and colleges reporting a recruitment and retention issue, the College was fully staffed for September 2023.

Governor question: Which subjects have the most shortages in term of staffing?

Response: Economics and STEM subject have been the most impacted

Governor question: Regarding the 14 members of staff leaving, is this figure high?

Response: It is circa 10%, 10-15% is average in education; three of the staff are going on maternity leave and the fourth is retiring. Three of the members of staff are leaving the teaching profession.

Governor question: In the recent staff survey, workload was highlighted as an issue, is the College using automation?

Response: We will look at AI as a way to lessen the workload. We do remind staff about a work/life balance and we have streamlined lots of our processes.

It was agreed that Artificial Intelligence will be added as a session for the Focus Morning. Clerk to add to the agenda. **Action: Clerk.**

The Associate Principal, Curriculum gave an overview of the recent Student Experience Day which had been well attended by prospective students.

Item 11 Safeguarding, Catholic Inspection and EDI: Ciaran Graham, Associate Principal, Ethos and Student Welfare

The Safeguarding Report had been circulated prior to the meeting. The Associate Principal, Ethos and Student Welfare gave an update.

All staff had attended safeguarding training at the start of the academic year and this had been included in the Single Central Register.

The College continued to work with external agencies on safeguarding cases.

At a recent conference it had been highlighted that there had been a big increase in self-generated imagery nationally, in particular among 7-10-year olds.

There were concerns regarding that some schools were not providing information about students who were due to join the College.

Confidential item 1

The Associate Principal, Ethos and Student Welfare gave an overview of the increase in serious mental health issues of students.

There had been an increase in students who had been sectioned and the reasons behind this were being investigated.

The College had recently introduced the CPOMs safeguarding system and staff training had been scheduled.

The Associate Principal, Ethos and Student Welfare gave an overview of the key areas of concern; including county lines, misogyny as a result of Andrew Tate on social media and bullying.

A discussion took place about DBS re-checks and the importance of looking at the best approach for the future.

The Associate Principal, Ethos and Student Welfare, gave an overview of staff training, as outlined in the report.

Item 12 Student Governors' Report

None.

Item 13 Oral Reports from Governors' Committees

Item 13.1 Audit committee (met remotely on 16th May 2023):

The Chair of the Audit Committee gave an update on the recent Audit Committee meeting, as outlined in the minutes. The Chair of the Committee recommended the Board Assurance Framework and the Whistleblowing Policy for approval by the Full Governing Body.

The Governing Body approved the Board Assurance Framework and the Whistleblowing policy.

The Chair of the Committee reported that following the meeting the Committee had reviewed and agreed the audit schedule at a cost of £5,590.

Item 13.2 Finance and Resources Committee (met remotely on 20th June 2023): Draft minutes included in the papers for this meeting will be taken as read.

In the absence of the Chair of the Finance and Resources Committee, the Chair of Governors gave an update of the previous meeting, as outlined in the minutes and recommended the items below for approval by the Full Governing Body.

The Committee approved the:

- **CFFR (College Financial Forecasting Return) and budget**
- **Financial Regulations**
- **Annual Health & Safety report**
- **Treasury Management Policy**
- **Travel and Subsistence Policy**

Item 13.3 Curriculum Standards & Quality Committee (met remotely on 13th June 2023): Draft minutes included in the papers for this meeting will be taken as read.

The Chair of the Curriculum, Standards and Quality Committee gave an update on the recent meeting, as outlined in the minutes.

Item 13.4 Appeal Committee: It was noted that the Appeal Committee had not met since the previous the FGB meeting

Item 13.5 Remuneration Committee (met remotely on 6th June 2023)

The Governing Body noted that the Remuneration Committee had met, and they had received reports and performance reviews as required, and had reported this to the Chair of the Finance and Resources Committee for the budget.

Item 13.6 Governance Committee (met remotely on 8th June 2023)

The Chair of the Governance Committee gave an update about the meeting as outlined in the minutes and recommended the Accountability Agreement for approval by the Full Governing Body.

The Full Governing Body approved the Accountability Agreement.

Governance

Item 14 Academisation

It was agreed that this had been covered above.

Item 14.1 To receive any report/update from the governor with oversight

Safeguarding Link Governor

The Safeguarding Link Governor gave an update, following a recent Link Governor visit with the Associate Principal, Ethos and Student. The Link Governor reported that the DSLs work with a range of external agencies to support students at the College.

All staff had received refresher safeguarding training and new staff were also trained.

During the visit they had discussed the key changes to Keeping Children Safe in Education 2023.

The Safeguarding Link Governor had met with Tom Spinder to discuss the College's application for the Carnegie Mental Health Award and she had completed an E-module in mental health and well-being.

Item 14.2 Committees: to review membership

The Committee membership had been circulated prior to the meeting. It was agreed that Sarah Medicoff will join the Audit Committee and the meeting scheduled to take place on 14th November 2023 will begin at the later time of 5:30pm. Clerk to amend the meeting schedule. **Action: Clerk.**

It was agreed that the RE and English Link Governor roles will be carried forward to the next meeting. Clerk to add to the agenda. **Action: Clerk.**

It was agreed that the election of Vice Chair of Governors will be carried forward to the next meeting. The Governing Body agreed to extend Michael Belfour's term of office as Vice Chair of Governors until the FGB next meeting. Clerk to add election of Vice Chair of Governors to the agenda. **Action: Clerk.**

Item 14.3 Governor vacancies

The Chair of Governors reported that Bernadette Meier had resigned as a Foundation Governor, as at 29th June 2023. The Governing Body noted Bernadette's Meier's valuable contribution to the Governing Body and wished her well for the future.

Item 14.4 Tracking against Governance Improvement Plan

It was agreed that this will be carried forward to the next meeting. Clerk to add to the agenda. **Action: Clerk.**

Item 14.5 Governor Training & Development Opportunities

It was agreed that the Principal will forward the training and development opportunities to the Clerk to circulate. **Action: Principal/Clerk.**

Item 14.6 Governors Focus & Self-Assessment morning/day:

The Governors' Focus & Self-Assessment morning was confirmed and will take place on Saturday 7th October 2023.

Item 14.7 Governor Engagement: feedback from governors on attendance at/ participation in meetings /conferences /online development

Already covered.

Item 15 Schedule of Dates and Business for 2023-24: to affirm dates and ratify the schedule of business

The schedule of dates and business for 2023/24 had been circulated prior to the meeting. The Governing Body ratified the dates and schedule of meetings. It was agreed that the December meeting will take place on 14th December 2023. Clerk to amend the schedule and circulate. **Action: Clerk.**

Item 16 Are Governor satisfied that all information received and all decision taken at this meeting have been centred on improving the experience and levels of achievement of student at St Francis Xavier College in a safe, healthy environment that embraces the Catholic ethos and missions and values of the college, the PREVENT Duty and promotes Equality, Diversity, Dignity and Inclusion?

The Governing Body confirmed they were satisfied with the above.

It was agreed that there will be an online option for future FGB meetings.

Item 17 Chair's Closing Remarks

The Chair of Governors thanked all present for attending.

Item 18 Any Other Business

None.

Item 19 Close of meeting

The meeting closed at 8:06pm.

Signed: _____ **Date:** _____

Chair of Governors

Actions:

Action 1: It was agreed that Artificial Intelligence will be added as a session for the Focus Morning. Clerk to add to the agenda. **Action: Clerk.**

Action 2: The Committee membership had been circulated prior to the meeting. It was agreed that Sarah Medicoff will join the Audit Committee and the meeting scheduled to take place on 14th November 2023 will begin at the later time of 5:30pm. Clerk to amend the meeting schedule. **Action: Clerk. Completed.**

Action 3: It was agreed that the RE and English Link Governor roles will be carried forward to the next meeting. Clerk to add to the agenda. **Action: Clerk.**

Action 4: It was agreed that the election of Vice Chair of Governors will be carried forward to the next meeting. The Governing Body agreed to extend Michael Belfourd's term of office as Vice Chair of Governors until the FGB next meeting. Clerk

to add election of Vice Chair of Governors to the agenda. **Action: Clerk.**

Action 5: Tracking against Governance Improvement Plan

It was agreed that this will be carried forward to the next meeting. Clerk to add to the agenda. **Action: Clerk.**

Action 6: Item Governor Training & Development Opportunities

It was agreed that the Principal will forward the training and development opportunities to the Clerk to circulate. **Action: Principal/Clerk. Completed.**

Action 7: Schedule of Dates and Business for 2023-24: to affirm dates and ratify the schedule of business.

The Governing Body ratified the dates and schedule of meetings. It was agreed that the December meeting will take place on 14th December 2023. Clerk to amend the schedule and circulate. **Action: Clerk. Completed.**