

MEETING OF THE FULL GOVERNING BODY

Tuesday 6th July 2021, 6pm

Held remotely via online ZOOM video conferencing platform

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

MINUTES – PART ONE

PRESENT:

Mr N Sheta, Chair of Governors, Foundation Governor	Mr G Thompson, Principal
Mr M Belfour, Vice Chair of Governors, Foundation Governor	Mrs E Preece, Staff Governors
Mr D Navarro, Foundation Governor	Ms R Clark, Staff Governor
Mr K Thomas, Foundation Governor	Ms P Rowe, Co-opted Governor (6.12pm)
Mr P Barber, Foundation Governor	Ms J Quartey, Student Governor
Mrs K Taylor, Foundation Governor	Mr R Lagnado, Student Governor
Mrs B Meier, Foundation Governor	Ms S Jones, Co-opted Governor (6.30pm)
Mr R Vianello, Foundation Governor	
Mr S Ebele, Foundation Governor	

IN ATTENDANCE:

Mr C Graham, Associate Principal, Ethos and Student Welfare
Ms K Foan, Associate Principal Curriculum & Quality
Mrs E Lewis, Clerk to the Governors

The meeting was opened by Mr Sheta at 6.05pm. It was quorate throughout and all participants could see and / or hear one another.

- 1. OPENING PRAYER:** Offered by Mr Thompson
- 2. INTRODUCTIONS:** Were made and new members were welcomed.
- 3. MEMBERSHIP OF THE GOVERNING BODY**
 - 3.1. New governors:**
 - 3.1.1.** Two new foundation governors had been appointed by the Bishop, Ms Deborah Ohiwereh (7th May 2021) and Mr Keni Thomas (11th May 2021), each to a four-year term of office.
 - 3.1.2.** Ms Joela Quartey and Mr Roberto Lagnado had been nominated as student governors and were duly appointed to serve a one-year term of office to terminate in July 2022.
 - 3.2.** Ms Sandra Jones, co-opted governor, would be stepping down at the end of her term of office on 10th July 2021. Ms Jones had served as a governor since 2004.
- 4. ELECTION OF VICE-CHAIR (as required by Conduct of Business, 2020, para 1 in accordance with Article 6):**

Nomination of foundation governors had been invited. Mr Michael Belfour, being willing and

eligible for re-election, was duly unanimously returned unopposed as Vice Chair to serve a two-year term from the start of the academic year 2021 – 2022.

5. **APOLOGIES FOR ABSENCE:** Had been received from Ms Jones and Ms Rowe for anticipated late arrival. Apologies for absence were subsequently received but not presented, from Ms Ohiwereh and Mr Freeman.
6. **DECLARATION OF INTERESTS:** There were none.
7. **MINUTES OF PART ONE of THE MEETING HELD ON 18th March 2021:** Previously distributed on 12th April 2021 and included in the papers for the meeting were agreed to be a true and accurate record to be signed by the Chair in due course.
8. **MATTERS ARISING (other than covered by agenda items):** There were none.
9. **REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS:** It was agreed that these would be covered by the agenda and committee reports.
10. **INFORMATION / DATA / COMMUNICATED SINCE MARCH 2021 MEETING:** The list detailed on the agenda was acknowledged. Mr Sheta emphasised the value of ongoing communication between meetings.
11. **CHAIRS ACTION:** There was nothing to report

[Ms Rowe joined the meeting at 6.12pm]

12. **PRINCIPAL'S REPORT TO GOVERNORS:** Governors had submitted some questions on the report in advance of the meeting.
Mr Thompson introduced his report no 86 with executive summary and appendices which had been distributed with the papers for the meeting. The executive summary set out the headline information which was expanded with further detailed narrative, illustrations and data in each section of the report.

12.1. Response to Covid-19: Was noted.

12.2. Progress Against In-Year Strategic Objectives 2020 – 2021: Mr Thompson reflected on progress against each of the in-year objectives.

Catch-up

Recruitment

Inspection

Curriculum

Kindness

Emotional / Mental Health

Teach Each Other

12.3. Curriculum & Quality: Mr Thompson discussed a recent study into A Level curriculum breadth across the sixth form college sector which had been included in his report. He highlighted the introduction of new BTEC courses in 2020 – 2021 which had provided popular opportunities for students to mix their programmes. He underlined the government determination to offer a binary route of either A Level or T Level courses. Ms Clark asked what the time frame would be and heard this would be informed by the awaited outcome of the consultation. Both membership organisations, Association of Colleges (AoC) and the Sixth Form Colleges Association (SFCA) had been lobbying very hard for the retention of a General Applied course route.

Mr Thompson had illustrated the expected outcomes of the summer TAGs & QTAGs in graph form and explained the forecast. Value-added using the Six Dimension metric produced an overall A Level score of +0.37 placing the college performance in the top quarter nationally.

[Ms Jones joined the meeting at 6.30pm]

English and Maths GCSE results showed that most students had improved upon their previous grade. A report on students destinations analysed the pattern of student progression. Mr

Thompson highlighted a recent Careers Week for year 12 and commended the *Unifrog* destinations platform used in the college. He referred governors to summative feedback from this year's leavers appended to the report as a measure of the quality of the college provision.

It was noted how and why the digital innovation strategy remained a central focus for the College. An approach had been received from South Thames College to form a collaboration with them and five other FE colleges in a £4m bid to deliver a project to improve digital literacy in local communities.

Mr Thompson, Mr Graham and Ms Foan responded to a question that had been submitted in advanced which asked why students on BTEC level 2 courses tend to perform less well when the qualification included vocational exams compared to being fully coursework.

12.4. Funding and Financial Health:

Mr Thompson and Mr Belfour reported a largely positive experience of the first Annual Strategic Conversation online with ESFA officials (and Anna Fitch from the FE Commissioners Office) on 16th June which Mr Sheta, Ms Foan and Mrs Searle had also attended to represent the college. The agenda had covered:

Leadership & governance

Financial strategy

Curriculum Strategy

Estates Strategy

Formal feedback and a record of the conversation were awaited, but Mr Thompson reported implied satisfaction with the college's plans. He said it was not yet clear whether the annual conversation would supersede early intervention.

Mr Thompson announced that the operating outturn for the year was expected to be better than forecast with a £74k surplus and EBITDA¹ predicted to return a positive 0.95% –which was very close to the threshold of 1% to achieve a financial health rating of “good” this year-end. He noted that new benchmarks were currently being trialled. Mrs Meier commented that the prediction seemed a good swing from the forecast deficit. Mr Thompson emphasised that this was the operating outcome and described how tightening purse strings had led to the gain. Mr Vianello asked to what extent the measures could be locked in to future limits on expenditure. Mr Thompson said that some advantageous changes to ways of working could be taken forward and Ms Foan gave the example of the impact of the digital platform on levels of photocopying.

Mr Thompson acknowledged that staff costs continued to be running high at 79.9%. Whilst some savings had been made, as set out in the report, Mr Thompson explained why staffing costs as a percentage of income were at this level and confirmed the long term target was to reduce this to below 75% and closer to 70%.

It was noted that an allowance of 2.5% had been made in the budget for cost of living salary increases in 2021 - 2022. Mr Thompson's report discussed commencement of national negotiations about uplifts for the year.

Mr Thompson advised that whilst covid lockdown and restrictions had severely reduced income from “lettings” the Trading Subsidiary was predicted to return a small profit which would be gift aided to the college.

Mr Thompson said that discussion on Academisation was ongoing but there was no further progress to report – the option remained out of the reach of Catholic SFCs. He had appended a letter sent by the MP for Harrow West to the Secretary of State for Education raising the issue of Catholic SFCs. Mr Navarro acknowledged and Mr Thompson confirmed that Academisation would be on the agenda for the Focus morning but asked whether the college would form a MAT or be a single Academy. Mr Thompson emphasised that the legislation was needed first

¹ Earnings Before Interest, Tax, Depreciation and Amortisation

and then a conversation with the Diocese to confirm the parameters within its broad support of academies. Being a single academy was not possible; the College would have to be part of a MAT and the government was not in favour empty MATs. Mr Barber explained that Lord Touhig would be tabling a probing amendment² to the Skills and Post-16 Education Bill later in the month during the committee reading stage in the House of Lords which would aim to allow sixth form college corporations with a religious character to convert to Academies without losing their religious character. He reminded governors that the discussions had been ongoing with the DfE over the past five years in an attempt to bring forward the enabling legislation. He hoped it would be within the technical scope of the Bill but it was good that awareness would now be raised in both Houses. He added that pilot work is ongoing to increase capacity for creating MATs within Southwark Archdiocese.

Mr Thompson outlined a bid to the College Collaboration Fund in partnership with Leyton SFC for a project based around mental health. An announcement of the outcome was overdue.

Mr Thompson announced recent news that the larger of two bids to the ESFA CIF³ had been successful for a boiler and associated pipework project. The overall cost would be £585k with match funding of £88k contributed by the college. He advised governors that the first PMG⁴ had been held earlier that day which Mr Navarro had attended and explained that Barker Associates, who compiled the bid, would be the project managers. Mr Thompson expressed his full confidence in their team following the meeting. Mr Navarro was pleased that the cash flow and Salix loan would make it effectively a neutral project for funding. Due to the late announcement of the award of the grant the whole project had already been delayed. It was noted that the outcome of the T-Level Capital bid to build a Business Hub was still awaited and Mr Thompson advised that, as a contingency, a bid had also been submitted to the Post-16 Capacity fund bid for same project. The level of college contribution (20%) made that attractive but the gamble was that the announcement had been delayed to the autumn 2021 term with no guarantee of success and a deadline of completion of the project by August 2022 regardless of the delay in releasing funds.

Mr Thompson advised recent news of a potential buyer for Broadoak following the closure of Oliver House on 18th July 2021. He would be meeting with the Chair of PACT⁵ Educational Trust later in the week to discuss several matters to be resolved before a sale is agreed.

12.5. Staffing Matters: Mr Thompson commended the whole staff on the way they had stepped up with great commitment to support the students. He referred governors to a list of changes in personnel appended to the report. The introduction of a reformed framework for new teachers rolling out in September was explained.

Mr Thompson emphasised the importance he places on the wellbeing of staff and announced the introduction of a weekly wellbeing session which would be incorporated in the timetable.

12.6. College Events and Activities: Mr Thompson's report provided a pictorial summary of the explosion of events and student achievements from the summer term's activities. He warmly congratulated the Additional Learner Support team who won national recognition with the Award for Enrichment and Employability made at the annual SFCA⁶ awards ceremony.

12.7. Catholic Ethos: Mr Thompson commended the strong support given to staff and students and applauded the outcomes of the online Religion & Philosophy course. He said there was a real focus on anti-racism promoted by the Archdiocese through the Headteachers' conference and through a Statement of Commitment: Racism in Catholic Schools. This had been appended to the report and would be published on the college website and used to prepare a college

² [https://hansard.parliament.uk/lords/2021-07-19/debates/AEC59D02-6B02-425C-B795-10908C197C83/SkillsAndPost-16EducationBill\(HL\)#contribution-520C3E74-01EE-4E7C-9C0F-695504EB5E7E](https://hansard.parliament.uk/lords/2021-07-19/debates/AEC59D02-6B02-425C-B795-10908C197C83/SkillsAndPost-16EducationBill(HL)#contribution-520C3E74-01EE-4E7C-9C0F-695504EB5E7E)

³ Condition Improvement Fund

⁴ Project Management Group

⁵ Parents Teachers and Children Together in Partnership

⁶ Sixth Form Colleges Association

statement. Tribute was paid to long-serving governors who had stood down during the year for their commitment to Catholic education and dedication to SFX.

Mr Thompson was warmly thanked for his report which was accepted by governors.

- 13. SAFEGUARDING, CATHOLIC INSPECTION and EDI⁷:** Mr Graham, Designated Safeguarding Lead, introduced his detailed “Safeguarding, Catholic Inspection and EDI, July 2021” report to Governors which had been included in the papers for the meeting. The report incorporated a review of safeguarding, welfare and prevent in 2020 - 2021; a safeguarding case study; Catholic School Inspection and EDI. Mr Graham reflected on why like for like comparison with the previous year was not straightforward.

Safeguarding & Welfare: Mr Graham reviewed the work of the safeguarding and welfare team and described the nature and extent of inter-agency relationships and exchange of information, including feeder schools, which had been entirely remote / online in the year including an improved standard of training opportunities. He confirmed that all staff had received appropriate safeguarding training which would be refreshed in the new academic year and advised that governors would receive update training prior to the meeting in December 2021. It was noted that KCSiE (Keeping Children Safe in Education) statutory guidance had been updated and the revised version would come into force in September 2021. Mr Graham reviewed the summary of current presenting issues in the context of the experience of SFX students and highlighted the Student Wellbeing Forum. He described how tutorial sessions were designed to be flexible, proactive and responsive to events. One of the cross-college strategic aims of the year had been *kindness* – an SFX Value which, Mr Graham explained, intertwined with safeguarding in regard to the power of social media as a vehicle in bullying and nasty interactions.

The college would be continuing to highlight the inappropriate and damaging aspects of peer on peer abuse. This is to be added as a category for reporting and the college adopts a zero tolerance policy to any incident. Mr Graham announced that CPOMS (Child Protection Online Management System) safeguarding software would be introduced to record pastoral matters and incidents including peer on peer abuse.

Prevent: Mr Graham noted regular attendance at meetings of the London FE College Prevent Network. He confirmed that information and new themes coming through were incorporated in staff training to raise awareness.

Welfare statistics: Statistics presented in the report showing the number of students involved with the welfare officer and in sessions with the college counsellor were analysed. Counselling sessions were confidential and had taken place remotely.

Case Study: The report included a Safeguarding case study which governors were urged to read. Mr Graham said it showed how complex a case could be and explained that it remained unresolved and had been closed by Social Services.

Catholic School Inspection: Mr Graham emphasised the significant role Governors would play in the inspection regime. He outlined the framework and confirmed that there would be a session dedicated to preparation for it at the Focus morning on 9th October 2021. Staff had been briefed during Ethos Day on 5th July and Mr Graham reported a high level of engagement and particular interest in Catholic training “tell us more about the church”.

Mr Graham said that whilst Chaplaincy life had been lessened during the pandemic closures the wonderful pastoral care and daily morning reflections had been maintained. He outlined the activities that would be reawakened as live events in the autumn as set out in his report.

EDI: The College had engaged with a consultant to support development of work and data collection in this area. Staff would be invited to form a working party to identify actions and issues to be addressed arising from feedback drawn from responses to an anonymous questionnaire which had been circulated to all staff. A student focus group had been held to review outcomes of a short survey. Mr Graham advised that he had attended an EDI Conference earlier in the day. Governors

⁷ Equality Diversity and Inclusion

were updated on plans for EDI at the college.

Mr Graham was thanked for his excellent report.

- 14. STUDENT GOVERNORS' REPORT:** Mr Lagnado introduced himself and outlined his ambition to progress to university and potentially into military defence or the armed forces. He reported the students' experience of virtual / digital learning and studying from home and described the impact of juggling home and school pressures in remote isolation and the feeling of being taught in alienation to a monotonous schedule with little interaction with peers – concluding it had been a tough but valuable life lesson in resilience. He said that most lessons went ahead to the expected standard and tutors had maintained contact supported by the college's efficient electronic communication systems. Mr Lagnado emphasised that teachers and students had worked through an unprecedented experience.

Mr Lagnado commended the recent House Days which had combined informative talks from a variety of speakers with an invaluable social and bonding experience. He said the restorative, fun opportunities created a bridge to build friendship groups and introduce students who had spent very little time in person together. He acknowledged that the programme had ended the year on a positive note but had also brought the loss of extra-curricular activities into sharp focus – Mr Lagnado said he hoped they would be re-introduced.

Mr Sheta and Mr Thompson thanked and congratulated Mr Lagnado on his report commenting on the important points that he had raised, particularly regarding remote, digital learning, which would be followed up.

Mr Thompson explained that the theme of the House Days had been "New Beginnings" and were fundamentally about having fun to compensate for the social aspects missed in this year. He emphasised that the enrichment activity was central to the holistic programme that the college wished to offer to students.

Ms Quartey introduced herself and her intention to progress to university to study economics and politics. She described aspects of her experience of the first year in sixth form in the context of being completely unlike what she had expected due to the pandemic. The year, she said, had been isolating for students and socialising had been very hard. Ms Quartey described how, when teaching had resumed on the college, students had been confined to a small area of the college and, consequently, were unfamiliar and disoriented with the layout of the site. She described some confusion with the timetable but commended the support provided by teachers which had significantly buffered the impact of jumping up from GCSE to A Level. The House Days had provided the opportunity for students to get to know their form tutors and ask questions and said how helpful this had been.

Mr Sheta thanked Ms Quartey and invited questions. Mrs Meier commended both reports as being thoughtful, reflective and clear and endorsed the importance of governors hearing directly from students about their experiences. She said that the student governors' voices would help other governors understand more clearly how they could give the best support to students.

Mr Sheta and Mr Thompson added their congratulations. Mr Thompson explained that the timetable had had to be adapted this year and assured Ms Quartey that there would be a new, clear timetable in place for September 2021.

15. ORAL REPORTS FROM GOVERNORS COMMITTEES:

15.1. Audit committee: Draft minutes of the meeting held remotely (online) on 4th May 2021, chaired by Mr Vianello, had been published on the college website and included in the papers for this meeting and were taken as read. There were no questions on the minutes.

15.1.1. Mr Vianello advised that the Internal Audit scope for strategy / plan for 2021 – 2022 was still awaited pending discussion about what extent of reliance could be placed on external audit for assurance over learner numbers / funding. It was noted that the number of days for Internal Audit may increase to up to 14½ days as referenced in the draft minutes.

15.1.2. The External Audit Plan accepted by the committee for year-end 31st July 2021 work had been included in the papers for the meeting and was noted. Mr Vianello said that the

committee had discussed, with the auditors, the implications of a new requirement in the revised Post- 16 Audit Code of Practice⁸ for external auditors to attend a meeting of the full governing body to present the end of year accounts and audit report and would be watching how this plays out in consultation with auditors and the governance committee.

- 15.1.3. The updated risk register, action plan and risk management policy summer term document had been reviewed by the committee and included in the papers for this meeting.
- 15.1.4. The committee had updated the Board Assurance Framework which was included in the papers for this meeting and accepted.

15.2. Finance and Resources Committee: Draft minutes of part one of the meeting held remotely (online) on 22nd June 2021, chaired by Mr Belfour, had been included in the papers for this meeting and were taken as read. There were no questions on the minutes.

- 15.2.1. **CFFR⁹ (college budget) and Commentary to the end of July 2023** had been included in the papers for the meeting. Mr Belfour advised that the budget and figures in the CFFR were as discussed and agreed with the committee at its meeting and aligned with the Cashflow return. He confirmed that the commentary had been prepared in accordance with ESFA guidance and explained that a return to a “good” financial health rating was projected for year ending 31st July 2022 taking into account changes in approach to ratios.

On behalf of the committee, Mr Belfour proposed the CFFR, as included in the papers, for approval, signing by the Accounting Officer (Mr Thompson) and filing with the ESFA by 31st July 2021. **The CFFR was approved and the resolution to sign and file it was passed unanimously.**

- 15.2.2. Bids which had been submitted were noted to be to the T Level Hub Fund (potential matched funding commitment from college cash reserves of £577k); Post-16 Capacity Fund (£231k potential matched funding commitment) - both for the same T Business Hub new build as a contingency - and two CIF¹⁰ projects. Mr Belfour announced, as Mr Thompson had reported, that since the committee meeting the outcome of the CIF round had been declared and the college had been successfully awarded a grant of £479k towards “Project One” - boiler and associated pipework replacement work – total cost £585k. The PMG (Project Management Group) had been re-established with Mr Navarro attending as a governor representative. Minutes would be shared with the F&R Committee.

It was also noted that the bid made to the College Collaboration Fund would, if successful, require match funding of £18k.

- 15.2.3. Mr Belfour highlighted the ESFA *Finance Dashboard May 2021* and covering letter provided in the papers for the meeting which, he said, were shared with governors as a good graphical report of the college results.
- 15.2.4. On the recommendation of the committee, Mr Belfour proposed the college Health and Safety report for 2020 - 2021, which also covered covid related matters, included in the papers for approval. **Duly unanimously approved.**
- 15.2.5. On the recommendation of the committee, Mr Belfour proposed the revised college Financial Regulations and Travel & Subsistence Policy which had been included in the papers for the meeting for ratification. Mr Belfour confirmed that the new requirement in the 2021 Post-16 Audit Code of Practice for re-tendering for external audit had been incorporated in the financial regulations. **The Financial Regulations 2021 – 2022 and Travel & Subsistence Policy 2021 - 2022 were duly unanimously ratified to come into**

⁸ Published March 2021

⁹ College Financial Forecasting Return (replacing the IFMC)

¹⁰ Condition Improvement Fund

effect on 1st August 2021 for the academic year 2021 – 2022. The next routine review would be June / July 2022.

- 15.2.6. On the recommendation of the committee, Mr Belfour proposed the Treasury Management Policy, which had undergone its annual review for approval. **The Treasury Management Policy 2021 – 2022 was duly unanimously approved and would be reviewed again in June / July 2022.**
- 15.2.7. On the recommendation of the committee, Mr Belfour proposed revised terms of reference for the committee which had been included in the papers for the meeting. **The updated terms of reference were duly unanimously approved for immediate adoption. The next routine review would be June / July 2023.**

15.3. Curriculum Standards & Quality Committee: Draft minutes of the meeting held remotely (online) on 19th May 2021, chaired by Ms Rowe, had been included in the papers for this meeting and were taken as read.

- 15.3.1. Ms Rowe referred to the updated protocol for the link governor scheme, which had been included in the papers for this meeting. She said that the scheme would move forward again in the autumn following some introductory learning walks with Ms Foan. On the recommendation of the committee, Ms Rowe proposed the updated protocol for approval and adoption. **Link Governors' Protocol, July 2021 was duly unanimously approved.**
- 15.3.2. On the recommendation of the committee, Ms Rowe proposed updated terms of reference for the committee for approval and immediate adoption. **The updated terms of reference were duly approved for immediate adoption. The next routine review would be in May 2023.**

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

15.5. Remuneration Committee: The committee had met remotely (online) on 9th June 2021, chaired by Mr Ebele and had received reports of satisfactory performance reviews as required by the Remuneration Review process in place (included in the papers for the meeting). Mr Ebele confirmed that recommendations arising from deliberations by the committee had been reported to the Chair of the F&R Committee for assessment of affordability in the budget and been agreed.

On the recommendation of the committee, Mr Ebele proposed reviewed terms of reference for the committee, included in the papers for the meeting, for approval and adoption. **The updated terms of reference were duly approved for immediate adoption. The next routine review would be in July 2023.**

15.6. Governance Committee: The committee had met remotely on 9th June 2021 chaired by Mr Sheta. Mr Vianello had joined in his capacity as Chair of the Audit Committee.

Mr Sheta summarised the business that had been discussed and advised that the process leading to a revision of the Strategic Plan for 2022 onwards would start in the autumn term.

On the recommendation of the committee, Mr Sheta sought approval of an update to the Conduct of Business (Standing Orders) and a revised Code of Conduct for Governors, both of which had been included in the papers for the meeting. **Approval for immediate adoption of both updates was unanimously given.**

Mr Sheta said the committee had reviewed meetings held during the year all of which had taken place remotely (online). The committee had noted that attendance had improved significantly across all committees and full Board. Mr Sheta introduced a discussion exploring the format that meetings should take in 2021 – 2022. Governors expressed their opinions and experiences of the pros and cons of hybrid (blended – some attendees participating online others in person), remote or in person. It was observed that whilst hybrid meetings could upset the dynamics of a meeting, facilitating remote attendance could be the deciding factor in whether a governor could attend or be absent and so they should not be discounted. There was agreement that meetings held face to face had been missed and the opportunity to see

fellow governors and visit the college was important socially and to understand their skill sets. There was a general feeling that committee meetings with a smaller group of attendees were more productive and convenient held online and that working governors faced greater challenges physically getting to meetings. Holding a full Board session online presented a variety of other challenges and suited some people more than others and was generally felt to be more appropriate and effective as a face to face round table meeting.

It was agreed that it would be valuable to take the opportunity to examine more widely how meetings are constituted and organised to facilitate more discussion as a topic at the Focus morning on 9th October. **ACTION: Mrs Lewis would produce an online survey to garner opinion and preferences to inform further discussion of the options.**

Mr Sheta outlined a programme for the Governors' Focus Morning (Saturday 9th October). He said it was hoped that the event would be in person opening with a liturgy in the Chapel and closing with lunch. Key items (now along with how future meetings would look) were likely to be the College Mission Statement; Academisation; Catholic School Inspection; EDI Strategy and a chance to meet the Chaplain.

The committee had noted that a new condition of funding would require an external review of governance every three years.

Mr Sheta advised that the committee had reflected on the current skill set of the governing body and identified the need for a governor with HR expertise. This specification would apply to recruitment of a co-opted governor to succeed Ms Jones. He also said that a different approach of actively seeking out potential candidates to fill the parent governor vacancy would be adopted.

16. GOVERNANCE:

16.1. Safeguarding Responsibility Ms S Jones, the governor with oversight, had no report to make in addition to Mr Graham's comprehensive review in item 13.

16.2. Governor Training & Development Opportunities: Mrs Lewis reported there had been a good uptake of the wide range of training opportunities available through the year.

16.3. Governors Focus & Self-Assessment morning / day: Confirmed for Saturday 9th October 2021, 9am.

16.4. Governor Engagement: feedback from governors on attendance at / participation in meetings / conferences / online development. none

17. SCHEDULE OF DATES & BUSINESS for 2021 – 2022: The proposed dates were agreed subject to the outcome of the survey and potential review of which, if any, meetings would be held online. The schedule of business was ratified.

18. Governors unanimously confirmed 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 promotes equality, diversity, inclusion, Catholic and British values.

19. CHAIR'S CLOSING REMARKS: Mr Sheta remarked that many reports had been received but discussion was lacking. He stressed that a change in the way reports were made needed to evolve to stimulate more discussion.

Mr Sheta extended thanks to Mr Navarro for agreeing to sit on the Project Management Group (PMG) which would meet to oversee the Boiler project.

Mr Sheta concluded his remarks by thanking and bidding farewell to Ms Jones who had served as a governor of SFX for 17 years – initially as a Parent Governor and latterly as a Co-opted Governor. He reviewed with appreciation her contribution to the oversight of safeguarding; participation in special committees and membership of the Audit and CSQ committees. Ms Jones was applauded warmly.

20. ANY OTHER BUSINESS: There was none.

This part one of the meeting closed at 8.28pm when the Staff and Student Governors withdrew.

SIGNED: _____

DATE: _____

**Date of next meeting of the full Board of Governors:
Thursday 9th December 2021**

Focus Morning: Saturday 9th October 2021

sfx.ac.uk/the-governing-body