

## St FRANCIS XAVIER 6<sup>th</sup> FORM COLLEGE

### MEETING OF THE FULL GOVERNING BODY

Tuesday 19<sup>th</sup> March 2019, 6pm

### MINUTES

#### PRESENT:

Mr C Garvey, Foundation Governor, Chair	Mrs S Flannery, Principal
Mr M Belfourd, Foundation Governor, Vice-Chair	Ms P Rowe, Co-opted Governor
Mr R Vianello, Foundation Governor	Mrs S Long, Staff Governor
Mr N Sheta, Foundation Governor	Mrs J Town, Staff Governor
Fr G O'Shaughnessy, Foundation Governor	Ms S Charles, Student Governor
Mr S Ebele, Foundation Governor	
Mrs K Taylor, Foundation Governor	
Mr P Barber, Foundation Governor	
Mrs B Meier, Foundation Governor	

#### IN ATTENDANCE:

Mr G Thompson, Associate Principal, Curriculum  
Mr C Graham, Associate Principal, Ethos  
Mrs E Lewis, Clerk to the Governors  
Mr O Bouchaara, Head of Economics/Digital Innovation Technologist – for item 1 and presentation

**The meeting was opened at 5.55pm by Mr Garvey. It was quorate throughout.  
No declarations of interest were made.**

**“Outreach and Extra Curricular Programmes”:** Prior to the start of the business of the meeting, Mr Ousama Bouchaara, Head of House; Head of Economics and Digital Innovation Technologist gave a presentation “Outreach and Extra Curricular Programmes” describing his work developing opportunities, work placements, apprenticeships and mentoring links for Economics A Level students with major accountancy / financial firms, banks and *Teach First*.

Mr Bouchaara responded to questions from governors. He explained how, by linking a marketing concept to the A Level curriculum, one of the firms, Bloomberg, had motivated students to recognise how learning is applied in the commercial world. He explained to governors how students use their backgrounds to their advantage and were learning how far hard work, resilience and preparation could take them. He described how their competitive aspirations had been stimulated and how some of the students had secured offers for apprenticeship and scholarships.  
In response to Mrs Taylor, Mr Bouchaara explained how he had used his own network of contacts to develop the relationships which had led to the programmes being made available and he described how students were prepared for their interviews.  
Mr Bouchaara agreed with Mr Garvey regarding reviews of social media accounts by prospective employers and how students were being made aware of this although the technique was less common during the recruitment of young people.

Mr Bouchaara was thanked for his presentation and work and he reciprocated for the support he received from senior management and governors.

**[Mr Bouchaara left the meeting at 6.15pm.]**

1. **OPENING PRAYER:** Led by Mrs Flannery ahead of Mr Bouchaara's presentation. Introductions followed the presentation.
2. **APOLOGIES FOR ABSENCE:** Received in advance of the meeting from Mr John Opara, Foundation Governor; Miss Claire Ezekwe, Foundation Governor and Ms Sandra Jones, Co-opted Governor were accepted.
3. **MEMBERSHIP OF GOVERNING BODY**
  - 3.1. Mrs Bernadette Meier and Mrs Kerry Taylor were welcomed as Foundation Governors. Both had been appointed on 21<sup>st</sup> December 2018 to a four year term of office.
  - 3.2. Mr Richard Vianello had been reappointed as Foundation Governor with an effective date of 28<sup>th</sup> October 2018 for a four-year term of office.
  - 3.3. Mrs Jessica Town would step down as staff governor following her resignation from the college effective, 2<sup>nd</sup> June 2019. This would be her final meeting.
4. **SAFEGUARDING, RE & THE LIFE OF THE COLLEGE:** With unanimous assent this item was deferred to the summer term meeting. Mr Graham explained this would be in line with the timing the previous year and would enable a full review of the current academic year.
5. **MINUTES OF PREVIOUS MEETINGS:**
  - 5.1. **6<sup>th</sup> December 2018:** The minutes had been included in the papers for the meeting having also been previously circulated on 18<sup>th</sup> January 2019. They were agreed to be a true and accurate record and were duly signed by Mr Garvey.
  - 5.2. **Review of Confidential Minutes:** It was confirmed that the minutes of the confidential part two of 4<sup>th</sup> December 2012 remain confidential as they contain reference to two specific individuals. There had been no other confidential minutes since.
6. **MATTERS ARISING (if not covered by agenda items):** there were none.
7. **REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS:**
  - 7.1. Item 12.1 The Digital Innovation Strategy had been added to agenda for the CSQ meeting held on 22<sup>nd</sup> January 2019 as requested and would be covered on this agenda via report from that meeting.
8. **INFORMATION / DATA COMMUNICATED SINCE DECEMBER 2018 MEETING:**
  - Monthly Management Accounts November 2018 – January 2019 inclusive. It was noted that the February 2019 accounts had been sent round earlier in the day.
  - Governor training / conference updates from Diocese, AoC / ETF
  - 9<sup>th</sup> Feb 2019 Draft Strategic Plan for consultation
  - 9<sup>th</sup> Jan 2019 Consultation on new logo for college
  - 18<sup>th</sup> Jan 2019 Draft minutes, full Board held 6<sup>th</sup> December 2019
  - 14<sup>th</sup> December 2018: Full College SAR uploaded to Sharefile
9. **CHAIR'S REPORT /ACTION:** Mr Garvey confirmed there was none to report.
10. **STUDENT GOVERNORS' REPORT:** Ms Charles introduced her verbal report reviewing happenings from the students' perspective.

Ms Charles announced that the Student Union was currently organising and promoting a Leavers' Prom event planned for May 1<sup>st</sup> 2019 for which tickets were on sale. She reflected on the positive shared experience working with staff on reception and teaching staff on this venture. Similar co-operation and interaction had been evident during the ordering and distribution of Valentine roses and a cake sale.

Ms Charles spoke about the students' reaction to the use of the non-fixed walk-through metal detection arch in the foyer which, she said, made people feel safer. She said that having it there as a precaution helped students to respect boundaries and feel safe so that they could focus on learning.

Ms Charles said the introduction of the late policy this term had been a topic of discussion amongst the student body. She acknowledged that it was being effective in improving punctuality but described the potential disruptive impact on time bound science practicals - some of which were spread across two weeks. Miss Charles explained that the Student Union was holding a focus group with the science teaching staff to reflect on how the five-minute lateness rule was affecting students' learning and also the impact on the workload of the sole technician in the department where formerly there had been two.

Ms Charles commented that members of the Student Union recognised how their life skills had developed as a result of their activities and were pleased to have had an influence on the food in the canteen.

Mrs Taylor asked Ms Charles about the general mood of the students with exams coming up. She described it as a mix of excitement and stress and commented that students were being mindful of their mental health and taking advantage of the counselling and welfare support available to them in college.

Ms Charles outlined her personal ambitions and was congratulated on her report..

Mr Thompson explained the five minute rule policy. Mr Vianello asked whether punctuality had improved as a result of its introduction and heard that the policy was having a particular impact on first time offenders and avoided disruption to others in the lesson. Late arrivals were given work to do until they are admitted to the lesson after break. Mrs Town confirmed that students were completing the work they had been set. The pros and cons of the policy which had only been in place for few weeks were discussed and it would be kept under review. Mr Thompson would follow up the feedback from Ms Charles regarding the science practical assessments.

**11. ORAL REPORTS FROM GOVERNORS COMMITTEES:** Governors had received draft minutes of each committee meeting in the papers. A summary of the key points was tabled for reference.

**11.1. Audit committee:** since the last Governing Body meeting the Audit Committee had met on 5<sup>th</sup> March 2019. Mr Sheta had chaired the meeting and reported to the Governing Body that the committee had:

11.1.1. Welcomed Bernadette Meier, foundation governor to the committee

11.1.2. Received the clean report from RSM (Internal Audit Service) on the agreed assignment carried out in January 2019 which returned no recommendations. The report had been included in the papers for the meeting. Mr Sheta explained that the option remained for further work on the HR review in respect of updates to the staff handbook. The Progress Report had been included in the papers for the meeting. It was explained that that work would be undertaken by a specialist provided by RSM.

11.1.3. Received the college internal audit action report in which there were no actions outstanding

11.1.4. Discussed the intention and impact of the insolvency regime

11.1.5. Reviewed the Risk Register for the current term. The register and policy document had been included in the papers for this meeting for reference and information. Mr Sheta confirmed that the order of risks was unchanged from the previous edition in the autumn term. Funding was ranked number one; student recruitment / competition was number two and Quality number three.

11.1.6. Agreed the areas to be included in the Internal Audit plan for 2019 – 20 based on 9½ days audit time. The audit firm had been commissioned to scope an assignment plan to review Learner Number Systems & Bursary; Curriculum planning & study programmes and, potentially, safeguarding compliance. Mr Sheta confirmed that scope would be

reviewed at the next meeting of the committee for final agreement by the full Governing Body at its July meeting.

- 11.1.7. Confirmed the format of the Board Assurance Framework for update in summer 2019
- 11.1.8. Reviewed the performance of Buzzacott, Financial Statements & Regularity Auditors with complete satisfaction. On behalf of the committee, Mr Sheta recommended continued engagement with the firm for the audit of the July 2019 end of year accounts. **Unanimously approved.**
- 11.1.9. Reviewed the performance of RSM, Internal Audit Service, with complete satisfaction. On behalf of the committee, Mr Sheta recommended continued engagement with the firm for the commissioned audit assignments in 2019 – 2020. **Unanimously approved.**
- 11.1.10. Agreed to undertake a routine update by email of two policies due for review in March 2019, “Anti fraud, corruption, bribery, malpractice” and “Confidential Reporting” (whistleblowing). The revised policies had been included in the papers for the meeting. Mr Garvey commented that the need for governors to be assured that the college has robust policies and procedures in place had been highlighted again by a recent case of a former London Head teacher reported in the press. On behalf of the committee, Mr Sheta proposed approval of both policies for immediate adoption and review in March 2021. **Both policies were unanimously approved for immediate adoption and routine review in March 2021 or in response to changes in legislation, regulation or guidance.**

The Audit Committee is scheduled to meet next on Tuesday 7<sup>th</sup> May 2019.

**11.2. Finance and Resources Committee:** since the last Governing Body meeting the F&R Committee had met on 28<sup>th</sup> February 2019. Mr Belfourd had chaired the meeting and reported to the Governing Body that the committee had:

- 11.2.1. Welcomed Kerry Taylor, foundation governor to the committee
- 11.2.2. Received the written report on premises and accommodation presented by Mr Taylor. The dominating project would be the art relocation project arising from the adjacent Care Home Development. Mr Belfourd explained that the Diocese had received £800k compensation in a “right to light” settlement and, following an adjustment for fees, had passed on £775k in two gift payments to the college the first of which had been paid into the college bank account on 26<sup>th</sup> November 2018. Mr Belfourd confirmed that the second instalment of £275k had been received into the account on 1<sup>st</sup> March as expected. Planning permission, with conditions surrounding tree preservation orders, had been granted for construction of a single storey art block and costed plans were being considered. Mr Belfourd explained that the current art class rooms would be most affected by the loss of light from the care home building. The committee had noted high indicative costs for the proposed build on which VAT would be payable and relatively low numbers on the art classes which would be taken into account in taking forward the project which also faced a tight timescale for construction.
- 11.2.3. Reviewed investments and interest rates via the treasury management report which showed that the two fixed term deposits with the Allied Irish Bank would mature on 30<sup>th</sup> September 2019. Mr Belfourd advised the committee’s decision to invest the £275k second instalment of the “right to light” donation for six months in a deposit account with the Allied Irish Bank. Mrs Meier asked whether the Allied Irish Bank (AIB) was the main bank of the college. Mr Belfourd described how the banking arrangements are kept under review and advised that one sum on deposit was with Scottish Widows. He confirmed that the Treasury Management Policy was reviewed annually alongside the Financial Regulations and was rigorously followed when making / renewing investments.

11.2.4. Scrutinised and accepted a detailed written Funding update & Financial Projections / plan which, Mr Belfour advised, set out a mid-year revamp of the financial plan for 2018 – 2021 and an update to the commentary on the financial forecast for 2018 – 2021 in necessary response to the under recruitment of students for two successive years. He explained that this had created significant changes in the underlying assumptions of the financial plan. He outlined that the financial impact would be a higher than the originally predicted shortfall at just over £491k for 2018 – 19. The financial ratings were predicted as Outstanding for 2019, Satisfactory for 2020 and Good for 2021

Mr Belfour explained that the committee had accepted that the updated financial plan set out the need to step up the downsizing programme in staffing increasing from 4 – 6 FTE in the original plan to 9 – 13 FTE. The more extensive redundancy programme would need to be implemented over the spring & summer terms 18 / 19 and continue in to 19 / 20 to protect the financial health of the college.

Mr Belfour referred to the draft minutes of the Audit Committee where the severity of the risk of student recruitment listed in the risk register had been highlighted with its mitigating action plan. Drop in funding income had been further compounded by the lack of increase in the funding rate and an increase in the number of over 18s on roll.

Mr Belfour said that the F&R committee was mindful of the importance for all governors to understand the factors and assumptions of the financial plan and the financial position of the college and that it is monitored and kept under review. He referred to the Insolvency Regime guidance which included the recommendation that governors should regularly monitor and review cashflow and reminded governors that the monthly accounts circulated to all governors included a statement of cashflow.

Mr Belfour advised that the new financial forecast and budget would be compiled in the summer term and presented to the committee in June for approval by the full Governing Body on 3<sup>rd</sup> July 2019 prior to submission to the ESFA. **Updated mid-year financial plan accepted. The target for student recruitment for 2019 – 20 was a minimum of 1211**

Mr Garvey endorsed the report given by Mr Belfour and the discussions at the F&R committee meetings. He reflected on the factors that had contributed to the drop in student recruitment and funding income and recalled the predictive planning since 2013 that had prefaced the shortfall and commended the professional and resilient management of finances in the college. He stressed the challenges of making ongoing cuts in staffing levels..

Mr Sheta spoke about the discussion at the Audit Committee regarding the Insolvency Regime which had recognised that it was incumbent on all governors to know about the finances of the college. He said training was provided to inform understanding and the commentary and accounts were circulated on a monthly basis. He emphasised that beyond receiving these reports, governors had a duty to read and understand them or seek clarity / explanation.

Mrs Taylor asked if there was any benchmarking or guidance for governors to compare against. Mr Belfour suggested the benchmarking data included in the Post Audit Management Report provided by Buzzacott which Mrs Lewis would forward to Mrs Taylor.

Mr Belfour explained that the salary percentage was higher by comparison largely due to the college not outsourcing services.

Mr Sheta asked whether the whole of the “right to light” monies received would be spent on the new block or whether some be held in prudent reserve. Mr Belfour confirmed the deposit of £275k and commitment to affordability of the build. Indicative costs received for the new build were in the range £540k to £780k (including VAT).

Mr Sheta asked whether the redundancy measures would be sufficient to plug the gap.

Mr Belfour responded that the predictions in the plan would be adequate and had been foreseen in the previous four years. Mrs Flannery commented on the significance of student recruitment in Autumn 2019 and advised that if the 1211 target was not

achieved it would be flagged to the ESFA that the college was potentially facing a third year of negative lagged funding. At that point it could be expected that the ESFA would examine the college structuring to see if it was reasonable. Mrs Flannery reiterated the importance of student recruitment and the spending review on the college financial position.

Mr Vianello asked how the current campaign for student recruitment was stacking up. Mrs Flannery reported a closing of the gap with last year attributed to the digital activity and a positive impact on applications following the deferred Open Day held on 2<sup>nd</sup> February. She announced that another open event would be held on Wednesday 3<sup>rd</sup> April from 4pm to 6pm. Mrs Flannery described the strategies and campaigns in place to maximise applications and confirmed that the hard work invested in the drive to attract and enrol students would continue.

11.2.5. Noted that SFX Corporate Services was predicted to return a profit of approximately £40k of non-ESFA income for the year.

11.2.6. Deferred agreement of an update to the Charging Policy to allow further revision to accommodate the Apple iPad project. The policy had been revised to reflect the discontinuation of community education closing at the end of the summer term 2019.

Mr Belfourd's report including the update to, and implications of, the updated financial plan was accepted. The F&R Committee is scheduled to meet next on Tuesday 25<sup>th</sup> June 2019.

11.3. **Curriculum Standards & Quality Committee** since the last Governing Body meeting the CSQ Committee had met on 22<sup>nd</sup> January 2019. Ms Rowe had chaired the meeting and reported to the Governing Body that the committee had:

11.3.1. Met the Head of Business Academy and received a presentation from him on the work, priorities, ethos and motivational teaching and learning strategies of the largest department in the college. Ms Rowe commended bringing the teaching departments in to CSQ meetings and said the interaction was engaging and illuminating.

11.3.2. Elected Ms Rowe as Chair of the Committee and Mr Garvey as Vice-Chair of the Committee, both to serve a term of two years effective from 20<sup>th</sup> September 2018.

11.3.3. Reviewed the self-assessment of governance completed for 2017 – 18 and agreed a strategy for the current year which would start earlier in the cycle during the summer term at committee level. The process would encompass consideration / identification of priorities

11.3.4. Received the summary of governor skills which showed a good spread and range of skills amongst the ten governors who returned the questionnaire.

11.3.5. Identified a need for preparation and training of link governors and the compilation of a protocol to work with in this role. Ms Rowe reported link governors to be so far: Mr Garvey (RE); Ms Rowe (Business); Mr Ebele (Mathematics) and Ms Jones (Health & Social Care).

11.3.6. Monitored progress with the SCIF (Strategic College Improvement Fund) fixed term project and received a progress report from Mr Thompson on key risks / priorities from the Quality Improvement Plan for 2018 – 19.

11.3.7. Reviewed the London Sixth Form Partnership by receiving a report on activity and engagement with the partnership. It was noted that St Charles SFC had recently joined the partnership bring the number of member colleges to six.

11.3.8. Received a summary report of the results of the Learner Voice Survey deferred from the previous meeting. Ms Rowe described how the Business Department use the outcomes of learner feedback to feed into improvement action.

- 11.3.9. Reviewed the statement published as required by Article 5 (2) (b) setting out the Governing Body's "Arrangements for obtaining the views of staff and students on the preservation and development of the educational character and mission of the institution and the oversight of its activities".

The committee agreed that a formal review of the statement should take place every two years and decided to have an interim check over at its next meeting before agreeing it and proposing approval to the full Governing Body on 3<sup>rd</sup> July 2019 for full review in 2020 to start the 2 year cycle.

- 11.3.10. Discussed progress with the Digital Innovation Strategy.

Mr Thompson gave an update to the Governing Body as part of the long term vision for the college to be a centre of excellence in teaching and learning innovation. He advised the procurement of 20 iPads for a pilot group of students and 80 for the teaching staff; described the projects and outlined the training of staff to date in the use of the tablets and Google Classroom. It was envisaged that the use of iPads would also support the management of staff workloads. Financially towards offsetting the costs of the devices there would be a reduction in the need to replace existing PCs and lap tops. Mrs Town asked about the time frame and journey towards gaining the status of an Apple Distinguished College and Mr Thompson outlined the framework and milestones.

**[Mr Barber left the meeting at 7.15pm]**

- 11.3.11. Decided to set up a second student focus group between governors on CSQ and students drawn from those undertaking BTEC / UAL courses.

- 11.3.12. Decided to include a discussion on the new inspection framework on the agenda for its next meeting.

The CSQ Committee is scheduled to meet next on Wednesday 22<sup>nd</sup> May 2019.

11.4. **Appeal Committee:** had not met

11.5. **Remuneration Committee:** had not met

11.6. **Governance Committee:** had not met

12. **PRINCIPAL'S REPORT TO GOVERNORS (No 79):** Mrs Flannery introduced her written report with appendices which had been circulated in advance of the meeting. The report was cross-referenced to the Strategic Plan throughout. The "Draft Strategic Statement 2019 – 21" had also been included as a separate document in the papers.

**Introduction:** confirmed that the primary focus of the college had been targeting A level value added, recruitment of students for 2019 / 20 and managing the financial challenges. The report noted that several members of staff had indicated a wish to go forward for voluntary severance or flagged an intention of leaving the College to assist with financial planning – the posts would either not be replaced or scaled down / not resourced at the previous level.

Since the previous meeting of the Governing Body the DfE Key Stage 5 Performance Tables Summer 2018 had been published and were summarised and explained by Mrs Flannery.

- 12.1. **Commentary of Performance Table Data:** Mrs Flannery contextualised the information in the commentary of the report and supporting illustrative data.

- 12.2. **The Ofsted Dashboard:** Mrs Flannery outlined the purpose and key points of the summary in the report explaining the Ofsted Dashboard data and the role it plays in risk assessment for inspection. It was noted that the body of the Inspection Data Summary Report had been appended to the Principal's report. Attention was drawn to the front page where "areas to investigate" were recorded highlighting that Value added was below average for A Level learners with prior attainment of grade A and above. Mrs Flannery spoke about the ways teachers were pushing hard on the A-grade students and seeking ways to ensure they would achieve higher grades in their A Level outcomes. Ms Rowe confirmed with Mrs Flannery that

this was the only area for investigation identified by the Dashboard data. Key points and trends were analysed.

- 12.3. **Performance Tables and Value-Added Achievement – London Colleges:** A comparative performance table for 2017/18 had been included and was received as a useful summary.
- 12.4. **KAPP<sup>1</sup> System: Changes to Progress and Monitoring:** Mrs Flannery explained how all students are mapped four or five times a year to identify where intervention is required. Ms Charles was asked how helpful the system was for her and she related this to her own progress and achievement on a Level 3 Extended Diploma BTEC course. KAPP is complements with regular learner feedback and self-evaluation through the VESPA<sup>2</sup> growth mindset programme
- 12.5. **BTEC Quality and Monitoring Review:** Mr Graham reported the review process and quality monitoring visit which had a positive outcome with no arising recommendations.
- 12.6. **Recruitment 2019/20:** The report confirmed that the target for student recruitment had been reined back from 1297 to 1211 in response to the effects of demographic flat-lining and the increased London competition for the 16 – 19 population. Mrs Flannery reviewed progress and brought the figures in the table of completed applications in the report up to date. She outlined the support being given by a Marketing consultant working alongside the Marketing Manager on an interim basis. Governors had observed an admissions interview evening taking place that evening and heard that further dates were in the calendar to continue through to enrolment. New marketing strategies were being implemented including work to raise conversion rates from application to enrolment through “keep warm” activities and communications which Mrs Flannery said were making a difference.
- 12.7. **Strategic Statement and Planning:** Governors had contributed to the draft “Strategic Statement 2019 – 2021” and their feedback had been listed by Mrs Flannery and incorporated in the umbrella document. Mrs Flannery responded to a query raised during the review process by a governor about investment in the new art block when numbers on the courses were comparatively small. She explained the feasibility process that had been undertaken to find other areas of the college that might provide the necessary levels of light for art work and could also accommodate the heavy equipment. The point was accepted and assurance given that the new build would be constructed to be flexible in its utilisation.

Mr Garvey concluded that the statement was clear on the main objectives or academic progress; sound finance connected to recruitment; calmness of students and their relationships and the Catholic life of the college.

**The draft Strategic Statement 2019 – 2021 was presented to be taken out of draft and this was unanimously agreed.**

- 12.8. **Sector Funding and Academisation of Sixth Form Colleges:** Mrs Flannery reported an extensive campaign “Raise the Rate” which had been successful in raising the profile of the issue. She commented that government was intimating that the funding issues for the sector might be high on the agenda for the spending review. She had appended a briefing paper prepared for MPs by the SFCA<sup>3</sup> and referred to a recent debate in parliament related to the unique position of Catholic Sixth Form Colleges unable to consider academisation because of a technicality in the current legislation.
- 12.9. **Financial Position:** Had been reviewed under item 11.2.4

---

<sup>1</sup> Key Assessment and Progress Point

<sup>2</sup> Vision, Effort, Systems, Practice, Attitude, Success

<sup>3</sup> Sixth Form Colleges Association



- 12.10. **Destinations:** Mrs Flannery's commentary related to the detailed report she had appended. She said that the high level of positive destinations had been maintained and spoke of an ambition to increase progression to the Russell Group universities.
- 12.11. **Staffing Update:** The summary of staff changes was noted
- 12.12. **College Events and Life of the College:** The level and variety of speakers, visitors and activities was reviewed and commended. A recent visit by a student delegation to the Model United Nations debate in New York was reviewed. The Open Day event had been to be dynamic and engaging and governors were thanked for their attendance and support on the day.
- 12.13. **Catholic Life of the College:** Mrs Flannery reported a busy and successful time for the RE Department. She confirmed that the selection process would commence shortly to recruit a chaplain for the college.  
Mrs Flannery announced that a memorial service would be held in the college Chapel on 28<sup>th</sup> March at 2.30pm for the family and student friends of the student who lost his life to knife crime in November which would be led by Fr Gerry.

**Report accepted.**

Mr Garvey thanked Mrs Flannery for her report and extended appreciation to her; the senior leadership team and all staff for their outstanding work during this term..

**13. GOVERNANCE:**

**13.1. Committees:**

- 13.1.1. Mrs Meier had joined the CSQ and Audit Committees
- 13.1.2. Mrs Taylor had joined the CSQ and F&R Committee
- 13.1.3. There would be a vacancy arising on the F&R Committee to succeed Mrs Town as a member. The committee would also need to s/elect a Vice Chair.
- 13.2. **Schedule of meetings for 2019 – 20:** A draft schedule included in the papers would be confirmed at the summer meeting. Dates followed a similar pattern as in 2018 – 19 with two suggested shifts in the dates of the CSQ meetings which would be reviewed at committee level.
- 13.3. **Governor Engagement: Feedback from meetings / conferences / LSFP:** Ms Rowe reported her attendance at an AoC / ETF session on "Leading a Committee" which she had found valuable and motivating. Slides and an evaluation exercise would be posted on the ShareFile portal for all governors to access for information.

Mrs Taylor had attended a *Balham Blazers* youth football team social quiz locally and reported that a member of the SFX football academy teaching staff had given a rousing promotional talk about the strengths and benefits of SFX as a college of choice for sixth form studies.

**14. ANY OTHER BUSINESS:** there was none.

15. Governors were satisfied 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 embraced the catholic ethos, prevent duty and promoted equality, diversity & inclusion.

The meeting ended at 8pm with thanks to all governors and for the work of the committees. Mr Garvey expressed confidence in the Principal and senior leadership team to guide the college through the challenges ahead.

**Date of next meeting of the full Board of Governors: Wednesday 3<sup>rd</sup> July 2019**

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_