

MEETING OF THE FULL BOARD OF GOVERNORS

Wednesday 3rd July 2019, 6pm

MINUTES

PRESENT:

Mr C Garvey, Foundation Governor, Chair	Mrs S Flannery, Principal
Mr N Sheta, Foundation Governor	Ms S Jones, Co-opted Governor
Miss C Ezekwe, Foundation Governor	Ms P Rowe, Co-opted Governor
Mr J Opara, Foundation Governor	
Mrs K Taylor, Foundation Governor	
Mrs B Meier, Foundation Governor (6.20pm)	

NOT PRESENT:

Mr R Vianello, Foundation Governor (apologies received post-meeting)
Ms T Jebson, Student Governor
Ms S Charles, Student Governor

IN ATTENDANCE:

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

The meeting was opened by Mr Garvey at 6.05pm. It was quorate until item 17.

- 1. OPENING PRAYER:** Offered by Mrs Flannery
- 2. INTRODUCTIONS:** Mr Garvey introduced the agenda and invited governors to continue to pray for the family and soul of Malcolm Mide-Madiarola
- 3. ELECTION OF CHAIR:** Nomination of Foundation Governors had been invited. With the Clerk in the chair and in accordance with Article 6 and the Conduct of Business, 2018, Mr Colin Garvey was duly elected unanimously to serve a further one year term of office as Chair of Governors with effect from 1st August 2019. There were no other nominations.
- 4. ELECTION OF VICE-CHAIR:** Nomination of Foundation Governors had been invited. Mr Michael Belfourd had indicated his willingness to stand for election in his absence. There were no other nominations. Mr Belfourd was duly elected unanimously to serve a further one year term of office as Vice-Chair of Governors with effect from 1st August 2019.

Mr Garvey returned to the chair.

- 5. APOLOGIES FOR ABSENCE:** Apologies presented on behalf of Mr M Belfourd; Mrs S Long; Mr P Barber; Mr S Ebele and Fr G O'Shaughnessy were accepted.
- 6. DECLARATION OF INTERESTS:** There were none.
- 7. MEMBERSHIP OF THE GOVERNING BODY**
 - 7.1.** Governors bade farewell to Miss Tionie Jebson and Miss Safiya Charles, outgoing Student Governors, with thanks for their contribution.
- 8. MINUTES OF THE MEETING HELD ON 19th March 2019:** Included in the papers and previously circulated 4th April 2019 were agreed to be a true and accurate record and were duly signed by Mr Garvey.
Mr Garvey said that the length and style of minutes had been discussed by the Governance

Committee and concluded that, whilst lengthy, they provided an appropriate informative, narrative context and record of meetings.

- 9. MATTERS ARISING (not covered by agenda items):** there were none.
- 10. REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS:** Were covered by the agenda items and committee reports.
- 11. INFORMATION / DATA / COMMUNICATED SINCE MARCH 2019 MEETING:** Governors were reminded that the following information had been provided to them since the previous meeting:
- 11.1.** 19th March 2019: February management accounts
 - 11.2.** 19th March 2019: notification of webinar: "Effective questioning & challenge by governors"
 - 11.3.** 27th March 2019: re ETF Governance Development Programme
 - 11.4.** 4th April 2019: invitation to "Insolvency & Intervention for governors & college managers" training provided by Stone King LLP, organised by LSFP
 - 11.5.** 5th April 2019: invitation to AoC Summer Networking event, 27th June 2019
 - 11.6.** 23rd April 2019: March management accounts
 - 11.7.** 1st May 2019: AoC Governance briefing
 - 11.8.** 2nd May 2019: re SFCA webinar programme and invitation to LSFP governance liaison group session
 - 11.9.** 11th May 2019: to foundation governors – invitation to Diocesan consultation meetings
 - 11.10.** 15th May 2019: April management accounts
 - 11.11.** 4th June 2019: AoC May Governance briefing & The Maximilian
 - 11.12.** 12th June 2019: Strategic Document for consultation and response
 - 11.13.** 18th June 2019: May management accounts
 - 11.14.** 19th June 2019: AoC Governance Survey
 - 11.15.** 25th June 2019: AoC Governance Briefing, June 2019
- 12. CHAIRS ACTION:** There was none to report
- 13. STUDENT GOVERNORS' REPORT:** No report had been provided.
- 14. ORAL REPORTS FROM GOVERNORS COMMITTEES:** draft minutes published on the college website and included in the papers for each committee were taken as read. An appendix of matters or resolutions requiring decision / approval had also been included in the papers.
- 14.1. Audit committee:** Mr Sheta, Chair of the Audit Committee, reported that the committee met on 7th May 2019 and had:
- 14.1.1.** Accepted the "External Audit Strategy" plan from Buzzacott LLP setting out the arrangements and services to be provided for the Regularity, Financial Statements and Teachers Pensions scheme audits of year ending 31st July 2019. The fees for the audits work and reporting would be £18,290 (excluding VAT).
 - 14.1.2.** Received the college internal audit action report which noted that work on the HR review in respect of updates to the staff handbook would take place in the summer term
 - 14.1.3.** Reviewed the Risk Register for the current term (included in the papers) supported by a verbal report on mitigation of the top ten risks from Mrs Flannery and Mr Taylor. The order of risks was unchanged from the previous editions in the autumn and spring terms. Funding was ranked number one; Student Recruitment / Competition was number two and Quality number three
 - 14.1.4.** Agreed the scope for the areas to be included in the Internal Audit "agreed upon procedures" plan for 2019 – 20 based on 9½ days audit time for a total fee of £5,766 (excluding VAT). The assignment plan to review Learner Number Systems & Bursary. On behalf of the committee, Mr Sheta recommended the plan, included in the papers, for approval to the full Governing Body. **Approved.**
 - 14.1.5.** Accepted the updated Board Assurance Framework which had been included in the papers.
- Mr Sheta paid tribute to Mr Andy Taylor¹ and thanked him for the support he had given to the committee.

¹ Mr Andy Taylor, Strategic Director, Financial and Physical Resources

The Audit Committee is scheduled to meet next on Tuesday 19th November 2019

14.2. Finance and Resources Committee: Mr Opara, Vice Chair of the F&R Committee, reported that the committee met on 25th June 2019 and had:

14.2.1. Elected him as Vice Chair of the committee following the resignation of Mrs J Town

14.2.2. Received a detailed written commentary "Update to the Commentary on the Financial Forecast 2019 – 2021" (included in the papers and in hard copy at the meeting) as an explanatory narrative to the assumptions, financial objectives and context of the financial plan for 2019 – 21 (incorporating the budget for the coming year) which had been drafted for approval. The committee also received the completed ESFA Financial Plan 2019 (Version 1.1) and the completed 12 – 24 month rolling cash flow template. All three documents were in draft pending presentation to the full Governing Body. The committee had recommended that governors read the commentary to note the assumptions on which it is based and the self-assessment of financial health (outstanding in 2019; requires improvement in 2020 and good in 2021).

Mr Opara proposed the commentary, and the financial plan and the cashflow template (each in the papers) for approval, signing and submission to the ESFA by the deadline of 31st July 2019.

Mr Garvey highlighted the significance of the financial health rating of the college in the three years of the commentary which moves from outstanding to requires improvement and then to good. Mrs Flannery outlined the criteria used for financial health measures. She explained that the automated dip to "requires improvement" was due to the predicted EBITDA² ration for the year (19 – 20). She described the impact of lagged funding – the consequence of under-enrolment in two successive years and how expenditure was being managed and costs cut to balance ratios of grant income to expenditure.

Ms Rowe asked what the triggers would be for flagging up to the funding body if assumptions in the financial plan were not realised. Mrs Flannery said that it would be prudent to flag to the ESFA if student recruitment did not reach the 1211 target on which the financial forecast was based with an outline of the revisions being put into action. She explained what might lead to intervention.

[Mrs Meier arrived during this item at 6.20pm]

The Commentary, Financial Planning Template for 2019 – 2021 and 12 – 24 month cash flow template were unanimously approved for signing by Mrs Flannery, Accounting Officer and submission to the ESFA by 31st July 2019.

14.2.3. Agreed a final version of the Charging Policy, 2019, reviewed annually, which accommodated the iPad project. The policy had been revised to reflect the discontinuation of community education closing at the end of the summer term 2019. Mr Opara reminded governors of the background to the closure of this provision and how it would be shift from direct employment of tutors to a room letting basis in the hope of retaining some of the activity whilst reducing the financial liability.

On behalf of the committee, Mr Opara recommended the Charging Policy, 2019, included in the papers, for approval and adoption for the new academic year. **Approved.**

Ms Rowe commented that the Nursery was doing well and asked if there were plans to expand. Mrs Flannery advised that the performance was kept under review through SFX Corporate Services and confirmed that SFX students were placed in the nursery as part of their courses.

Mr Sheta commented on the importance of a comprehensive hand over of Mr Taylor's financial responsibilities to his successor. He was assured that it had begun and that further hand-over meetings were planned.

² Earnings before interest, tax, depreciation and amortization (EBITDA) is a measure of operating performance.

- 14.2.4. Reviewed and agreed minor updates to the Terms of Reference of the Committee, included in the papers. The terms of reference were **approved for immediate adoption** and would have a routine review in June 2021 (unless changes in arrangements for submission of the financial plans to the ESFA call for revision to the lines of delegation).
- 14.2.5. Received the annual health and safety report from the College Health & Safety Co-ordinator who chairs the college health and safety committee. The report was included in the papers and recommended to governors as a source of assurance that responsibilities and the Health and Safety policy were being discharged. **The report was duly received and noted.**
- 14.2.6. Reviewed and agreed updated Financial Regulations and the associated Travel and Subsistence Policy for 2019 – 2020 (the latter was unchanged from 2018 – 19). **Both policies had been included in the papers for the meeting and were ratified by the governing body to take effect from 1st August 2019.** The Treasury Management Policy would be reviewed in September 2019.

A vote of thanks to Mr Taylor was proposed on behalf of the F&R committee for his service to the committee.

Mr Garvey reflected on the decision, recorded in the draft minutes of the F&RC meeting, to put plans for a new modular build Art Block on hold. He explained that the rationale for the decision was prudence pending enrolment numbers for the new year. It was noted that planning permission was in place and feasibility studies completed. The project would be reviewed in 12 months' time for affordability.

Mr Garvey advised governors that artificial lighting in the existing teaching rooms suffering loss of natural light from the Care Home Development would be upgraded. A lighting design specialist had been working with art staff to achieve the best outcome.

Governors commended the quality of art work currently on display in the foyer.

The F&R Committee is scheduled to meet next on Tuesday 24th September 2019.

14.3. Curriculum Standards & Quality Committee: Ms Rowe, Chair of the CSQ Committee, reported that the committee met on 22nd May 2019 and had:

- 14.3.1. Reviewed the Quality Improvement Plan and analysed the indications from predicted grades for the year. Mrs Taylor was assured that the results would be communicated promptly to governors.
- 14.3.2. Noted the work of the London Sixth Form Partnership (LSFP) including the Governors Liaison Group which Ms Rowe urged other governors to attend to benefit from the sharing of ideas and discussion on current topics. Relevant, free training had been arranged which had been of a good standard. SFX had been represented at each meeting of the Governance Group by Ms Rowe and Mrs Lewis. The LSFP programme provided valuable exchanges and development for staff across the college. Membership of the LSFP was expanding to include St Charles Sixth Form College
- 14.3.3. Accepted a framework and protocol for the roll out of the link governor scheme which, Mrs Flannery confirmed, had subsequently been agreed with the LCC³.
- 14.3.4. Undertaken an interim check over of 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" and confirmed a full review would happen in spring term 2020 to start a routine 2-year cycle of review.
- 14.3.5. Reviewed the terms of reference of the committee with some changes. Ms Rowe proposed the revised terms of reference for approval with the next routine review date of May / June 2021. **Agreed.**
- Mr Opara enquired about the process for self-assessment of the Governing Body. Mr

³ Local Consultative Committee (of Unions / Staff Associations)

Garvey and Ms Rowe confirmed that this would be on the agenda for the Focus Day in October when questions would be prepared to stimulate evaluation of the effectiveness of governance.

- 14.3.6. Discussed the format, length and date of the Governors Focus Session scheduled for a morning on Saturday 12th October 2019. Ms Rowe prompted further discussion of whether the programme confined to a morning allowed sufficient opportunity for adequate self-assessment of the effectiveness of governance. Content from the programme of previous focus mornings was agreed to have been worthwhile and the informative input from senior managers was highly valued. Mr Garvey suggested that the timing remain the same as it had been in 2018 (9am to 12.30pm). An outline programme for the morning would include a presentation on the new EIF⁴; how governance could be improved (arising from self-assessment); implementation of the link protocol and preparation for Section 48 denominational inspection.

Ms Rowe explained a self-assessment trial of an online (*Survey Monkey*) questionnaire which had been devised and successfully used to survey the effectiveness of the CSQ meeting. She said the pilot would continue for the committee with the aim of collating the feedback into a full self-assessment summary at the end of the year. Ms Rowe described the inclusion of a focus on self-reflection on being a governor and what s/he had contributed to a particular meeting. Mr Opara endorsed the merit of using online survey technology in the self-evaluation process.

- 14.3.7. Subsequent to the meeting, three members of the committee⁵ participated in the second student focus group on 23rd May, meeting with seven students drawn from those undertaking BTEC / UAL courses. Ms Rowe reported a useful and interesting discussion which had explored what the students enjoyed and valued which applauded the standard of teaching and support provided by the college. Areas with which they were less satisfied included not feeling adequately challenged by the curriculum and their assignments and students not knowing each other outside their course groups. Ms Rowe commented that the group was unsure about the impact or purpose of the student council.

Mrs Taylor asked what would be done to improve on the aspects raised by the students. Mr Thompson and Mr Graham would address how assessments could be more varied and outlined the potential for cross-curricular networking activities which would support and encourage students to widen their connections with other students. The variable quality of work experience placements was discussed and governors were advised of the process of finding them via a specialised service. Ms Jones asked whether the range and standard of placements being found through the service was satisfactory. Mr Thompson confirmed that the service was kept under review and feedback was given to the agency. The challenge of securing relevant placements was acknowledged and Mr Thompson commented on how that would increase to deliver the T-Level extended (45 day) work placement pilot which the college was engaging in. Offers of placements were welcomed he said. The government expectation on schools and colleges to support meaningful work experience placements with employers was emphasised. Mr Thompson confirmed that they were unpaid. Miss Ezekwe asked and was informed about the support and preparation given to students to make the best of their placements and what was done to help them to cope with a poor experience.

The CSQ Committee is scheduled to meet next on Thursday 3rd October 2019.

14.4. Appeal Committee: had not been convened since the previous meeting of the full Governing Body.

⁴ Education Inspection Framework (Ofsted 2019)

⁵ Ms Rowe, Fr O'Shaughnessy and Mr Ebele

14.5. Remuneration Committee: Mr Sheta, chair of the committee, referred to the review process and agenda for the meeting which had been included in the papers. He confirmed that the committee had met on 11th June 2019 and received reports on the performance reviews of the Clerk and the Principal as required and formalised the change to the contract and job description of the Clerk to the Governors. Mr Sheta informed governors that a report had been made direct to the chair of F&RC of recommendations regarding the remuneration of Senior Post Holders for consideration in the 2019 – 20 budget.

On behalf of the committee, Mr Sheta proposed updated Terms of Reference for the committee which had been included in the papers. **Revised Terms of Reference were approved for immediate adoption and routine review in July 2021.**

14.6. Governance Committee: Mr Garvey, Chair of the Governance Committee, reported that the committee met on 11th June 2019 and had:

14.6.1. Discussed and noted the voluntary AoC Senior Staff Remuneration Code. The committee did not recommend the code for formal adoption regarding that the spirit and principles of the code were adequately reflected in the procedures in place. The recommendation that the Chair of Governors should not chair the Remuneration Committee had been actioned.

14.6.2. Considered succession planning in relation to upcoming terms of office of four foundation governors during 2020 and the LA nominated co-opted governor in December 2019. Elections for parent governor and for a teaching staff governor would be held in the new academic year

14.6.3. Discussed an approach to reviewing the development and contribution of governors on an individual basis as part of the overall self-assessment of governance.

14.6.4. Reviewed the Code of Conduct for Governors of SFX. The updated code had been included in the papers and the suggested revision was discussed and accepted. On behalf of the committee, Mr Garvey proposed the revised Code of Conduct for Governors of SFX for immediate adoption and routine review in July 2021. **Approved.**

The Governance Committee is scheduled to meet next on Wednesday 6th November 2019.

[BREAK]

15. PRINCIPAL'S REPORT TO GOVERNORS (No 80): Had been circulated in advance of the meeting. A Staff Development supplement had been included in the papers. Governors had been invited to submit questions on the report in advance of the meeting. The report was cross-referenced throughout to the Strategic Plan 2019 – 21.

Mrs Flannery introduced her report as a "state of the nation" review with fewer statistics whilst results were awaited, some projections, planning and a focus on balancing the budget. She noted the student recruitment target of 1211 for 2019 – 20 as a key planning assumption. Her introduction noted that should enrolment target not be met; the College would involve the ESFA in its planning for the future.

15.1. PROGRESS (VALUE ADDED): Mrs Flannery's report highlighted improvement the value-added measure for advanced courses. She explained what the table of five year progress with VA achievement in on Applied General and A Level courses showed in the context of the impact of the introduction of the linear method of assessment and national benchmarks. Appendix A to the report set out a year on year comparison of A level predicted outcomes based on KAPP⁶.progress reviews. The courses causing concern from these projections were discussed and Mr Graham gave an insight into the particular challenges in Business studies. A general, cautious, prediction of stronger value-added outcomes was noted. It was also acknowledged that there was an increased confidence with making projections.

Mrs Meier referred to the reported concerns and risk assessment of teaching on level 1

⁶ KAPP= Key Assessment Progress Point

courses. Mr Thompson explained the plan for selecting the most suitable staff and assured her of the intention to minimise the deployment of agency staff.

15.2. BTEC MODERATION AND UAL OUTCOMES 2019: The indicative feedback from moderation was noted to show success with the UAL creative courses including a first Level 4 (equivalent to foundation degree level) achievement in Performing Arts.

15.3. SECTOR PERFORMANCE: Mrs Flannery commented on the SFCA Review of Linear A Level in Nick Allen's⁷ "*Six Dimensions*" comprehensive analytic review of Sixth Form College A level performance in 2018. She reflected on the patterns arising with respect to student programmes, attainment and retention in the newly reformed A levels. She highlighted the emerging consultation on proposals to defer making university place offers to after results are received by a student in the context of evidence that students holding conditional offers outdo those holding unconditional offers.

Mrs Flannery outlined an unreliability / flaw in the Qualification and Achievement Report (DfE QAR) during transition from entering students at the mid-point (AS) to entering them at the end of two years and included an illustration of the impact of this as described by Nick Allen. She said that whilst the data would even out as the transition moved on, self-assessment would have to be bold and upfront about the methodology of unreliable statistics. She explained that information from a graph in her report (A level Profile and Performance – of SFX College vs National by Grade Distribution) extracted from *Six Dimensions* was used to help where the college should focus.

It was noted that the college would have to move to reformed (examined) general applied qualification at the end of next year

15.4. MIDES 2017/18 (AoC Data): Mrs Flannery reviewed the data analysing the college performance in English and Maths GCSE compared with the national FE sector. She confirmed a college target to reach the top 25% of colleges and Mr Thompson explained that the college would be working with Leyton SFC which is a Hub for Excellence in Maths and how this operated to access improvement projects being undertaken across the hub.

15.5. PROGRESS AGAINST STRATEGIC COLLEGE IMPROVEMENT FUND PLAN 2018 – 19: Mrs Flannery drew attention to the detailed SCIF Progress summary appended to the report which had been prepared by Mr Thompson. He reviewed and evaluated the activities in the plan and noted that St Charles Sixth Form College had also begun working with St Dominic's as a SCIF partner and that was extending the exchange of good practice opportunities. Funding for the SCIF plan would end in October 2019 when the impact of two funded fixed term staff positions (Attendance Officer and Achievement Officer) would be assessed to inform decisions about the affordability of continuing with those roles.

15.6. RISK MANAGEMENT: The risk register and action plan, updated for the summer term meeting of the Audit Committee, had been included in the papers for the meeting. Mrs Flannery advised governors of the twinned top risks of financial health and student recruitment. She reported a reduction in five staff posts commenting on the cutting back on staff costs whilst protecting quality. She explained the financial health grade would fall next year to "Requires Improvement" (formerly "Satisfactory") under the financial plan received earlier in the meeting. She reported the ongoing recruitment of students and efforts being deployed to meet the student recruitment target of 1211 and noted that Wandsworth schools had experienced a fall of 3% in enrolment for September 2019 compared with 2018.

Mr Sheta asked whether there was a recruitment forecast of student numbers at this point. Mrs Flannery replied that the campaign was at a similar point to the previous year. Another open event had taken place in recent days and offer holder events were well attended and regarded as being worthwhile.

15.7. RETENTION & ATTENDANCE 2018/19: Mrs Flannery commented on the table in her report showing retention over the three-year period of comparison. There had been a fall in retention amongst first year students particularly those on level 1 and level 2 courses and the factors causing this and changes planned for next year were discussed. Data in the report

⁷ Assistant Principal with responsibility for Quality at Peter Symonds College.

included Provisional In-Year Retention: Headline Analysis for 13th October 2018 to 15th May 2019 at and an appendix of retention by ethnicity.

Provisional attendance figures for 2018/19 were 85% and the underlying data, Mrs Flannery reported, showed the course areas where particular improvement was required.

Mr Sheta commented that it was good that, in the context of the student tragedy early in the academic year, overall retention had remained broadly the same.

- 15.8. RE AND PHILOSOPHY PROGRAMME:** The programme had gone well and strong outcomes were expected.
- 15.9. REVIEW OF STRATEGIC PLANNING OBJECTIVES 2018 – 19:** Mrs Flannery reported against the five in-year points of focus pulled from the overarching plan. She commended the range of CPD set out in the Staff Development supplement to her report and expressed thanks to Mrs Bernie Griffin for her leadership of CPD .
Suggestions received from governors for priority focus for the new year were noted and feedback had also been sought from staff.
- 15.10. ADDITIONAL LEARNING SUPPORT REVIEW OF 2018/19:** Mrs Flannery summarised the annual review by the college SEND lead, Ms Sarah Hopp, of the work of the main strands of the work of the department appended to her report. She particularly highlighted the progress towards independent learning and development of a social, emotional and mental health programme.
- 15.11. EXTENDED PROJECT QUALIFICATION:** Mrs Flannery provided a digest of some of the topics explored by students following EPQ and appended an exemplar essay on being deaf which had been particularly praised by the moderator.
- 15.12. DIGITAL INNOVATION PATHWAY:** Mrs Flannery summarised the next stage of the programme commencing in September 2019 and explained the roll-out plan and handling and security arrangements that would underpin the investment in iPads as an holistic part of the students' learning experience at SFX. The college would be an Apple Training Centre.
- 15.13. OFSTED:** A selection of slides introducing the new Education Inspection Framework had been appended to the report. Mrs Flannery explained the emphasis and focus on education and how this would be judged by inspectors on what they observed in lessons and a philosophical assessment of curriculum impact, pedagogy and sequencing. **ACTION: A briefing on EIF to be included on the agenda for the Focus Morning.**
- 15.14. FREEDOM OF INFORMATION 2018 - 19:** A summary report on arrangements for responding to requests made under the Act and the nature of enquiries received during the year was noted.
- 15.15. GDPR SUMMARY (provided by College DPO Shah Ali):** The summary report was noted. There had been no data protection concerns or breaches and no data protection complaints in the academic year 2018 – 19. A compliance audit of readiness for the new regulations undertaken in May 2018 had raised no recommendations.
- 15.16. CATHOLIC LIFE OF THE COLLEGE:** Mrs Flannery advised governors that a long serving, committed Catholic member of the teaching staff, Mr Marlon Rangel, had accepted a year's secondment to the post of lay Chaplain for the college. He would increase his time in the role to four days a week for the new academic year and had started training. His commitment to the chaplaincy and empathy with the community life of the college were acknowledged and the secondment was ratified.

The programme for the staff Catholic identity day taking place on Monday 8th July was noted.
- 15.17. STAFFING UPDATE:** A summary of staff changes was appended to the report and the number of long service leavers was noted. Mr Garvey extended thanks on behalf of governors all who were leaving and, in particular, those who had held positions of significant impact amongst whom he mentioned Mrs Helen Everett-Ford and Mrs Jess Town who had served as Staff Governors and Ms Ann Marie Flavin-Lees and Mr Andy Taylor.

15.18. COLLEGE EVENTS AND LIFE OF THE COLLEGE: A review of activity, focus, speakers, research, trips and events was summarised in Mrs Flannery's report and illustrated with an appended photo gallery. She commented that it had been a busy year and commended staff for rising to the challenge of raising students' horizons through the range of curriculum enrichment activities and the VESPA tutorial programme which supported their good, liberal education.

Responding to Mrs Flannery's report, Mr Garvey reflected on the added challenges the year had brought; competition, budget, new exams and the tragic death of a student. On behalf of the governors, he proposed thanks to Mrs Flannery, Mr Thompson, Mr Graham and Mr Taylor for their leadership and spirited ambition for the college.

16. SAFEGUARDING, WELFARE and ETHOS: Governors received the "Safeguarding, Welfare and Ethos, July 2019" report of the year illustrated booklet tabled by Mr Ciaran Graham. Mr Graham introduced the report which comprehensively reviewed and provided data on Student Welfare; Contextual Safeguarding; Safeguarding case studies; Counselling Report; Enrichment; Tutorial content; RE report; Religion and Philosophy lessons and Looking Ahead. He highlighted key aspects of the report and reported the Diocesan monitoring visit. It was noted that 16 members of staff had undertaken mental health first aid training. Mr Graham said that the college was sorry to be losing the Head of RE, Ms Ann Marie Flavin-Lees. In the conclusion to the report, looking ahead, Mr Graham noted preparation for Section 48 inspections and outlined plans for the new year which included House Assemblies with a religious theme; House services once a year per house with the Chaplaincy; house charities and Thought for the Day with the opportunity for a short reflection. He announced that the student diary would be changed to incorporate the Gospel from the previous Sunday. Governors thanked Mr Graham for his review and acknowledged how much the young people in the college were influenced and affected by the areas and issues covered and supported by the work reflected in the report. Mr Garvey said that Notre Dame School had achieved an outstanding Section 48 judgement following a rigorously challenging, evidence-based inspection.

[Ms Rowe and Mrs Taylor left during this item at 8.10pm – the meeting became inquorate].

17. GOVERNANCE:

17.1. Admissions Policy: The policy had been updated to take effect from 1st August 2019 and included in the papers for routine annual review. It had been recommended for approval by the College Management Development Committee (CMDC). As the meeting was no longer quorate it was agreed to seek approval by an emailed written resolution. [The SFX Admissions policy and Procedures 2019 as presented was subsequently unanimously approved by a quorum of respondents.]

17.2. Safeguarding Responsibility: Had been reflected in item 16.

17.3. Governor Training & Development Opportunities: The Clerk summarised the range of online / remote training and development opportunities currently available to governors including a new Diocesan Training App "Firm Foundations"; the ETF / AoC Governance Development Programme; and recorded Webinars provided by the SFCA. The summary with active links would be circulated by the Clerk after the meeting.

17.4. Governors Focus & Self-Assessment morning / day: Saturday 12th October 2019 was confirmed to begin at 9am and conclude at 12.30pm in line with previous years. The content of the Focus morning had been outlined in item 14.3.6 by the CSQ committee.

17.5. Governor Engagement: no reports were made.

18. SCHEDULE OF DATES & BUSINESS for 2019 – 20: Dates were duly confirmed and the schedule of business was ratified. It was noted that changes to the financial planning process may require an additional meeting of the full Governing Body in January.

19. 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 embraces the Catholic ethos and promotes equality, diversity, inclusion and British Values.

20. ANY OTHER BUSINESS: There was none.

Mr Garvey closed the meeting at 8.45pm expressing thanks to the Senior Leadership Team, Governors, the Clerk, and staff.

SIGNED: _____

DATE: _____

**Date of next meeting of the full Board of Governors:
Thursday 5th December 2019**