

**MEETING OF THE FULL GOVERNING BODY**

**Thursday 8<sup>th</sup> December 2022**

**6pm**

**Held in St Francis Xavier College**

College mission statement:

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

March 2022

**MINUTES**

**PRESENT:**

Mr N Sheta, foundation governor, Chair of Governors	Mr G Thompson, Principal
Mr M Belfour, foundation governor, Vice Chair of Governors	Ms P Rowe, co-opted governor
Mrs B Meier, foundation governor	Ms K Bainbridge, co-opted governor
Mrs S Medicoff, foundation governor	Mrs E Preece, staff governor (non-teaching)
Mr K Thomas, foundation governor	Mr A Takyi, staff governor (teaching)
Mr P Barber, foundation governor	Mr T Posnic-Boyce, student governor
Mr S Ebele, foundation governor	
Mr C Uraih, foundation governor	

**IN ATTENDANCE:**

Ms K Foan, Associate Principal, Curriculum  
Mr C Graham, Associate Principal, Ethos, Designated Safeguarding Lead  
Mrs E Lewis, Clerk to the Governors

**Mr Sheta opened the meeting at 6 pm. It was quorate throughout. All were present in person.**

- 1. OPENING PRAYER:** Offered by Mr Thompson.
- 2. APOLOGIES FOR ABSENCE:** Received from Mr Navarro and Mr Manduvi were accepted.
- 3. DECLARATION / REGISTER OF INTERESTS:** Completed declaration forms were collected or had already been returned and would be entered on the register.  
There were no declarations of interest in items on the agenda for this meeting.
- 4. ELIGIBILITY TO BE A GOVERNOR:** Completed confirmation of eligibility forms were collected or had already been returned.
- 5. CHAIR'S WELCOME:** Mr Sheta welcomed all and encouraged governors to be inquisitive and jump in with questions including to clarify acronyms or unfamiliar terminology.
- 6. INTRODUCTIONS & MEMBERSHIP:**
  - 6.1. Mr Don Freeman & Mr Richard Vianello:** Had stepped down as foundation governors, 10<sup>th</sup> November 2022 and 27<sup>th</sup> October 2022 respectively.

- 6.2. **Appointment of Staff Governor (teaching) Elect:** Having been elected by the teaching staff constituents, Mr Aaron Takyi was duly appointed by the governing body to serve a four-year term of office to commence forthwith.
- 6.3. **Mr Chukwuweta (Chiweta) Uraih:** Had been appointed foundation governor, to a four-year term of office commencing 13<sup>th</sup> July 2022,
- 6.4. **Mrs Sarah Medicoff:** Had been appointed foundation governor to a four-year term of office commencing 16<sup>th</sup> November 2022.
- 6.5. **Mrs Bernadette Meier:** Mrs Meier's re-appointment as foundation governor had been confirmed for a second four-year term of office from 21<sup>st</sup> December 2022.
- 7. ELECTION OF CHAIR OF GOVERNORS: to take effect 1<sup>st</sup> January 2023 for two years. With the Clerk** in the chair for this item, Mr Sheta was duly, unanimously re-elected, unopposed, as Chair of Governors to serve for two years from 1<sup>st</sup> January 2023.
- 8. MINUTES:**
- 8.1. **OF THE MEETING HELD ON 5<sup>th</sup> JULY 2022** – included in the papers for the meeting, and previously circulated 13<sup>th</sup> September 2022, were agreed to be a true and accurate record and were duly signed by Mr Sheta.
- 8.2. **OF THE FINANCIAL STATEMENTS MEETING HELD REMOTELY ON 15<sup>th</sup> NOVEMBER 2022:** included in the papers for the meeting, were agreed to be a true and accurate record and were duly signed by Mr Sheta.
- 9. REVIEW OF ACTIONS FROM PREVIOUS MEETING:** There were none that would not be picked up via agenda items.
- 10. MATTERS ARISING (other than agenda items):** There were none that would not be picked up via agenda items.
- 11. INFORMATION COMMUNICATED BETWEEN MEETINGS:** Governors noted the summary of documents / reports / data listed on the agenda, which had been circulated by email since the previous meeting.  
It was noted that governors had been informed on 23<sup>rd</sup> August 2022, by email, of the quorate vote in favour of the proposal to accept the 50% grant offer made by the DfE towards the T Level Wave 4 capital project and commitment of £327,825 college funds to the cost.
- 12. CHAIR'S ACTION:** There was none to report.
- 13. STUDENT GOVERNORS' REPORT:**  
Mr Posnic-Boyce reported that he and Mr Manduvi had attended the student governors' event held in Birmingham in November, as part of the AoC<sup>1</sup> national conference. He described their experience of the overnight stay and full day of presentations and the stimulating impact it had on them both. There had been 60 students taking part. Mr Posnic-Boyce highlighted a breakout session, which had explored how diversity could be reflected better in the curriculum. He suggested that the history curriculum could be less Eurocentric / American.  
Governors were pleased to hear about the student governors' attendance at the conference and Mr Thompson underlined its significance in the context of the AoC national conference, which he and Mr Takyi had also attended.  
Mr Sheta hoped Mr Posnic-Boyce and Mr Manduvi would be able to celebrate their experiences as student governors in their UCAS applications.
- 14. PRINCIPAL'S REPORT TO GOVERNORS (no 90):** The report had been included in the papers for the meeting. Governors had been invited to submit questions in advance of the meeting via the Clerk. Mr Thompson introduced his report, noting that Mrs Medicoff had sent some questions which he would address during his review of the Executive Summary. The Executive Summary was amplified

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<sup>1</sup> Association of Colleges

in the main body of the report with a detailed commentary, graphics, data, art work and appendices.

- 14.1. **Sector News:** Mr Thompson described the range and impact of topics that had made it a “full-on term” including the ONS<sup>2</sup> reclassification of FE Colleges; the lack of additional or new funding in the Chancellor’s Autumn Statement; key reforms including new accountability agreements; strike action by teachers; Academisation and de-funding of BTECs.

The ONS decision on 29<sup>th</sup> November 2022, which delivered an immediate reclassification into the public sector, was discussed. Mr Belfourd reported his attendance on the AoC webinar and outlined some of the known, more prescriptive conditions that the change would bring about. Mr Thompson confirmed to Mr Sheta that the change from an annual to monthly grant funding payment profile would be better for the college. He advised that a new financial handbook was being written expected to be available in August 2024.

Mr Sheta commented that the reclassification made no reference to any impact on students. Mr Thompson said that it made no operational difference to students.

Mr Barber enquired about the position with loans. Mr Belfourd confirmed that the college had no loans apart from a SALIX funding arrangement. Mr Thompson explained that whilst it would be possible to apply for a loan, the ESFA would judge whether the interest rate was acceptable and would be unlikely to approve it.

Mr Thompson would report any arising relevant impact to future meetings.

It was noted that a third Academy Trust had been approved in the Diocese. Mr Belfourd noted that the Diocese was offering a conference in January. Mr Barber confirmed that the framework to enable Catholic Sixth Form Colleges to academise was in the pipeline.

Mrs Medicoff asked whether there was a target MAT that the college would like to join. Mr Sheta replied that the option of academisation was being held under review and on the agenda. Mr Thompson explained that as the Diocesan direction was towards families of schools based on location which would be Wandsworth for SFX. He confirmed to Mr Barber that there had been no strong steer from the Diocese.

- 14.2. **Progress Towards In-Year Strategic Objectives 2022:** Mr Thompson reported progress against each of the element of the In-Year objectives laid out in the acronym **ACHIEVE** (Attendance and Punctuality; **C**ourage; **H**ealth (physical & mental wellbeing); **I**nspection (Catholic Schools’ / Ofsted); **E**nvironment and Sustainability; **V**olunteering and Enrichment; **E**quality, Diversity and Inclusion. He noted that **Courage** was this year’s selected value for staff and students. A new “**Courage Award**” would be presented at the VESPA<sup>3</sup> awards the following week. Mr Sheta drew attention to the glossary of acronyms at appendix 8.

- 14.3. **Outcomes and Achievement 2022:** Mr Thompson confirmed that the outcomes had been reviewed with the CSQ committee at its meeting to which all governors<sup>4</sup> were invited. He said that the raw results (A\* to E) were a strong achievement and that there would be a cautious focus on some of the value-added outcomes taking into account the inaccuracies of students’ starting points due to CAGs and the methodology for VA measures. He explained the factors that had led to an improvement in the achievement rate.

Mr Thompson confirmed to Mr Ebele 2024 would be when a true sense of a starting point would be seen again. Mrs Medicoff commented that even if the starting point was wrong it was interesting to see the results.

Mrs Medicoff referred to one of the questions she had submitted “Reviewing the value-added score for A-levels, the more traditional academic subjects, do you know why Economics does so well and is there anything that can be learned from this? I also noticed that languages do exceptionally well, but perhaps that is because many of the pupils speak their A level language at home?” and asked whether there was something to learn from economics. Mr Thompson

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<sup>2</sup> Office for National Statistics

<sup>3</sup> Vision, Effort, Systems, Practice and Attitude

<sup>4</sup> Except student, staff and parent

confirmed strong teaching and agreed that MFL stood out for fantastic results. He explained why this was not entirely attributable to the language spoken at home. Ms Foan explained how a good understanding of the marking methodology by teachers, and students, and how to improve them was reflected in the outcomes – it was easier to do in some subjects than others. Mr Thompson said that these aspects of teaching and learning were a key focus of the observation cycle for the term.

He commended the support given to students to get to university including an increase in the number progressing to Russell Group and Sutton Trust 30 institutions - evidenced by the good news story of their destinations. Mr Ebele noted that the student applying for Oxbridge was due to have her interview this week.

Mr Posnic-Boyce described his attendance at REACH lessons for Russell Group candidates and suggest that if those sessions were spread out more there might be a higher number of entrants. Mr Thompson agreed this was a good point. He explained how the Russell Group cohort was identified from their GCSE results and encouraged to aspire. He emphasised that all students are encouraged to aim higher and broaden their UCAS choices to include at least one Sutton Trust 30 university.

#### **14.4. Student Recruitment & Enrolment**

Ms Bainbridge had mentioned that the ratio of male to female enrolments was the wrong way round in the report (page 5 corrected: M39% F61%).

Mr Thompson expressed his disappointment that the ambitious growth target for student recruitment had not been achieved. He described how well enrolment had started with a high of 1300 however at the census count date the number on which funding for next year would be based had dropped to 1219. The target had been 1325 and the shortfall of 106 computed to a drop of £650k from the financial forecast.

Mr Sheta noted that the number on roll was under target and lower than the census date figure of 1279 in 2021 and invited Mr Thompson to explain.

Mr Thompson said that the initial assumption was that the drop was due to recruitment of fewer new students; but analysis identified there had been an increase in the number of students expected to return who had not re-enrolled.

Mrs Medicoff had asked why fewer students had progressed from yr12 to yr13 in 2022 (590 compared to 633 in 2021). Mr Thompson explained that whilst some attrition was normal, this year had been unexpectedly higher and did not appear to be related to specific courses but analysis was ongoing. Direct follow up with students had revealed a range of reasons including starting new courses elsewhere; some vocational students had progressed to HE on the strength of 1½ A Level equivalent qualification and, anecdotally, into employment because of the cost-of-living crisis. Ms Foan said that departments have been asked to review when and why students dropped out and to be alert to any indicators that might have been spotted amongst their cohorts.

Mr Thompson emphasised the priority being given to recruitment of students, ranked at the top of the risk register. The campaign would continue to concentrate on attracting new students but there would also be a sharpened focus on keeping an eye on retaining the returners. He acknowledged some issues in the Recruitment and Marketing department last year but was confident that a new post holder with fresh ideas and experience and social media skills would improve numbers for 2023. He reported an encouraging increase in the number of applications compared with the same time last year.

Ms Rowe asked whether the level of non-returners would also affect achievement. Ms Foan said that it would have done in the past but not now if they have gained their qualification at the end of first year - A Levels students would be included in the first year retention data.

Mr Thompson referred to a question submitted by Mrs Medicoff and comment by her that she and her children had grown up locally but neither they, nor their friends, had known about SFX. She had noted the relationship between the college and Catholic schools in Wandsworth and asked what actions were being taken to publicise [SFX] with non-Catholic schools in

Wandsworth, or whether there a reason why this was not being done? (ref figure 4.5 page 25).

Mr Thompson confirmed that the same marketing materials were sent to all Wandsworth schools. He commented that there were some big schools (Chestnut Grove, Graveney) in the Borough with long established large and expanding sixth forms where it was difficult to get an opportunity to present SFX to pupils.

Mrs Medicoff wondered about visibility of the college in the Borough and whether advertising on the back of buses would be effective. This had not previously been cost-effective or successful, but Mr Thompson acknowledged the issue and emphasised the commitment to raising visibility through improving outreach to prospective students via social media and creative activity. To the surprise of governors, Mr Graham commented that some schools were now refusing to provide references for their pupils and others were actively discouraging applications despite the duty of care on them. Mr Thompson commented that the “Baker Clause” had been introduced to ensure that pupils were shown every pathway open to them.

Mr Posnic-Boyce suggested that someone should go out to secondary schools to talk about SFX to encourage pupils to apply. Mr Graham confirmed that he does a lot of those visits and had visited Harris East Dulwich the previous week to promote the college to the year 10s and 11s and would be going to Bonus Pastor soon. He confirmed that all 180 feeder schools had been sent a letter offering a visit from the college. Mr Posnic-Boyce was invited to accompany him on a future visit. Mr Thompson said that re-establishing relationships with feeder and former partner schools was a priority including celebrating the achievements of their former pupils with them.

Mr Uraih asked whether the alumni network could support the effort. Mr Thompson said this was a firm strategy which the new Marketing Manager would develop. Alumni are featured in his Open Day presentations. There had been a former student at the T Level networking event held in the college earlier in the day, also attended by several governors, who was keen to support the college. Former students had, and were, serving as governors.

Ms Bainbridge asked whether Instagram was included in the social media campaigns. This was confirmed and Mr Graham advised this was supported by paid targeting.

**14.5. Funding and Financial Health:** Mr Thompson advised that the college was in good financial health. He expected the ESFA to confirm that the health score for last year would be “outstanding” and that this year would be “good” or maybe “outstanding”. Mr Thompson explained that next year the score would be affected by the under recruitment of students for this year. The funding grant would be reduced by about £650k from the amount forecast in the financial plan.

Mr Thompson updated his report to advise that new energy price rates had just been received which were expected to be manageable within the existing budget. He announced an award of £64k to support energy efficiencies to be spent by March 2023.

Mr Thompson reported good progress on the Wave 4 T Level building project. The first phase was scheduled for hand over on 22<sup>nd</sup> December 2022.

He outlined two new bids submitted to the Conditions Improvement Fund (CIF) one being a resubmission for upgrading water pipes and one for flat roof repairs which would strengthen the structure and make them more suitable to support solar panels. He said that the £64k energy efficiencies grant might be able to be allocated towards the match funding of the CIF bids if successful. The F&R report later in the meeting would invite support for the match funding.

Mr Uraih commented that sustainability extended beyond electricity / energy but should address water usage, for example attention to dripping taps? Mr Thompson confirmed that an assessment of taps and pipework etc had been undertaken by the water company and an action plan was being compiled. Should the CIF bid be successful the scope of that work would address this.

**14.6. Curriculum Matters:** Mr Thompson highlighted that the successful launch of the new business T Level had been biggest development this year with a cohort of 12. Many other places hadn't taken the risk and some didn't recruit. He said their testimonials validated the value of T

Levels. Mr Takyi knew the students well and described how their growing confidence was life changing for them.

Mr Sheta said this had been endorsed at the Quality morning when the students had given a very encouraging and positive presentation of their experience so far. Mr Takyi confirmed to Mr Sheta that there was no limit to the capacity on the business course and commented that word was spreading to promote it because of

- 14.7. its impact on the students. There would be another new group next year and an eye would be kept on the defunding of BTECs. Ms Foan reminded governors of the potential difficulty of finding employer links and placements due to the huge time commitment, which would escalate as the numbers expanded. Mr Takyi confirmed that the network and links were being worked on to ensure capacity. Mr Sheta reported that one employer at the event earlier had offered one place and took three. He commended the T Level programme as a selling point for the college going forward.

Mr Thomas asked whether an organisation would approach the college or was there an established group already in place. Mr Takyi said it was a hybrid of both and commented that many colleges hadn't made those vital employer connections. Mrs Medicoff asked whether the details were on the website for employers to find out more about it and governors could signpost people to it too.

<https://www.sfx.ac.uk/t-level-information-for-employers-hosting-an-indus>

In response to a question from Ms Rowe it was confirmed that the per capita funding was higher than for level 3 courses because the students do more hours.

Mr Thompson noted that students now had the opportunity to participate in a much broader enrichment offer as examples a Star Trek Club and mindfulness as well as a full range of sports including netball.

Mr Thompson reported that a positive impact of the tried and tested strategies of Learning and Teaching CPD based around Rosenshine's Principles of instruction (set out in the main body of his report) could be seen in the classrooms. Mrs Medicoff had asked whether students had been given specific guidance on the typical amount of time they need to spend on each subject to get the result they were targeting – she explained that her question was about the expectation of how much out of lesson / outside time should be given to each subject. Ms Foan explained that it should be equivalent to the time in the classroom and about 3 hours a night in total and conversations were taking place to reinforce that at departmental level and the expectations of students to have their work marked.

Mr Thompson reported that the digital innovation strategy remained a key focus and that the embedding of digital tools continued. A decline in the purchase of iPads attributed to the current cost of living crisis was noted to be offset by an expansion of the bank of loan devices.

It was noted that students were completing and submitting their UCAS applications.

- 14.8. **Staffing Matters:** Mr Thompson updated governors on new appointments and resignations. He said that wellbeing remained a priority and a range of regular activities was offered. He described the outcomes of the online staff survey which was taken and responded to twice a term. Mr Thompson announced that the college would be seeking accreditation for the wellbeing work by aiming for a Gold standard Carnegie Award.
- 14.9. **College Events and Activities:** Mr Thompson expressed his pride in the commitment to the wide range of college events and activities and the promotion of them through social media. He commended the work of the Chaplaincy engaging and involving students in organising events. He said it was a real strength of the college that it lived out its values and celebrated the contribution of staff and governors in raising funds for charities. Mrs Meier asked whether the college was operating a food bank and this was confirmed. Some students had been identified as recipients and the parent of three former students had donated cash towards providing food parcels for students / former students.

**Mr Thompson's report was accepted with thanks.**

**15. SELF ASSESSMENT REPORT (SAR) for 2021 – 22:**

15.1. **College SAR Executive Summary & QUIP:** Ms Foan, Associate Principal, introduced the executive summary of the college self-assessment report (SAR) for 2021 – 2022 and the Quality Improvement Plan (QuIP) for 2022 – 2023 which had been included in the papers for the meeting. She explained the process of compiling the SAR and how the QuIP evolves from that. Areas of focus for improvement had been shared at the Quality Day in November, which a group of governors had attended.

Noting that each of the key aspects, and overall effectiveness, had been graded “Good” Mr Thompson said that this was a cautious, reflective judgement as there were some areas that could be “outstanding”. He explained that, at inspection there would be an opportunity for the Leadership team to invite Ofsted to convert the two-day visit to a full four-day inspection to test whether the college was “outstanding”. Ms Foan reported that training had been held for Support Staff the previous day.

**The SAR, graded judgement of “good” and proposed areas for improvement were accepted.**

15.2. **Quality Day:** The Quality Morning held on 25<sup>th</sup> November 2022 had been attended by three governors<sup>5</sup>. Ms Foan outlined the structure and content of the day which had an emphasis on the skills agenda and included a talk by T Level Business students. The presentations had been shared on the ShareFile portal.

Mr Sheta commended the learning walks which has been a feature of the morning to see students learning in GCSE Maths classes amongst others. He urged all governors to take a learning walk. Ms Foan would facilitate these which could also be linked with student focus groups. Mr Sheta said he would encourage all governors to attend the Quality Day next year.

15.3. **Governance Self-Assessment:** Mrs Lewis was in the process of collating the Summary self-assessment & attendance reports from the responses received from governors to the questionnaires.

**ACTION: Report to be reviewed by CSQ Committee and circulated.**

**16. SAFEGUARDING:**

**16.1. ANNUAL REVIEW OF STUDENT PROTECTION (SAFEGUARDING incl PREVENT):**

16.1.1. **Safeguarding and Child Protection Policy 2022 – 2023:** Mr Graham, DSL<sup>6</sup> introduced the updated policy which had been included in the papers for the meeting. He advised governors that there were no substantive changes, but Ms Bainbridge had diligently reviewed the policy and suggested some further revisions which would require a reworking of the proposed version. He informed governors that the policy adopted the template provided by Wandsworth Safeguarding Children’s Partnership but would, going forward, develop a bespoke policy using other models.

**It was agreed that approval and signing of the policy would be deferred to allow for revisions to be incorporated. Governors approval of the updated version would be sought via email.**

**ACTION: Mr Graham, Mrs Lewis. All governors in due course.**

16.1.2. **Keeping Children Safe in Education (Sept 2022, relevant parts for governors).** Mr Graham confirmed that, as a minimum, all governors should read part two of Keeping Children Safe in Education – the full document had been included in the papers for the meeting. Confirmation of reading and understanding would be confirmed via an online questionnaire to be circulated and collated by the Clerk.

**ACTION: Mrs Lewis to circulate and for all to respond to the questionnaire.**

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<sup>5</sup> Dave Navarro, Chiweta Uraih, Nader Sheta

<sup>6</sup> Designated Safeguarding Lead

16.1.3. **Available training for governors including online courses and induction.** Mr Graham described a new three hour, modular, online certificated course<sup>7</sup> provided by *Develop*, the TES training platform, which staff were currently undertaking. He said that it, or something equivalent, would be rolled out to governors shortly. The next biennial refresher session for governors would be due in December 2023. Mr Graham announced that, to underpin the whole college approach to mental health and wellbeing he was being trained to be a DSMHL (Designated Senior Mental Health Leader).

**ACTION: Mrs Lewis to liaise with HR to register governors and roll out the online training.**

**17. REPORTS FROM GOVERNORS' COMMITTEES:** Mr Sheta advised that minutes / draft minutes in the papers would be taken as read and the chairs' reports would focus on resolutions / approvals).

The Annual Report and Financial Statements for year ended 31<sup>st</sup> July 2022 had been included in the papers for the meeting. Mr Belfourd confirmed that these were unchanged since the auditors had presented them to the Governing Body on 15<sup>th</sup> November 2022, apart from the addition of note 21 arising from ONS reclassification, which he explained.

With reference to the Post Audit Report, included in the papers for the meeting, Mr Belfourd also explained the distinction between the operating deficit (£498,000) and the operational surplus of £486,000. He confirmed that the deposits were being actively managed and that the monthly accounts distributed to all governors included appropriate cashflow reports.

Mr Sheta and Mr Belfourd proposed the audited Annual Report and Financial Statements for year ended 31<sup>st</sup> July 2022 for approval for signing and filing with the ESFA. This was endorsed by Mr Ebele on behalf of the Audit Committee who also proposed the Post-Audit Management Report for the year ended 31<sup>st</sup> July 2022, as presented to the meeting of the Governing Body by the External Auditors on 15<sup>th</sup> November 2022, be accepted. Mr Belfourd recommended that the letter of representation, as included in the papers for this meeting, be signed and sent to Buzzacott LLP (external auditors).

**The Annual Report and Financial Statements for year ended 31<sup>st</sup> July 2022; the Post-Audit Management Report for the year ended 31<sup>st</sup> July 2022 and the letter of representation were all duly accepted and approved for signing and filing.**

**17.1. Audit committee had met remotely on 15<sup>th</sup> November 2022, chaired by Mr Ebele.** Draft minutes had been received in the papers for this meeting.

17.1.1. It was noted that Mr Ebele had been elected as Chair of the Committee and Mrs Meier had been elected as Vice-Chair of the Committee, each to serve for two years. **This was approved.**

17.1.2. Mr Ebele introduced the Annual Report of the Audit Committee to the Governing Body of the year 2021 – 2022 which had been included in the papers for the meeting. **The report was noted, accepted and approved for filing with the ESFA.**

17.1.3. The committee had reviewed the Risk Register for the autumn term which had been included in the papers for this meeting for reference. Mr Ebele invited questions. Mrs Medicoff asked what the plan was to recover from the shortfall in student numbers (risk area 1). Mr Thompson reviewed the mitigations in place. Mr Belfourd explained how the financial forecast would be reworked in response to student recruitment numbers. Mr Ebele suggested that the impact of the lower retention of the current first year students highlighted in Mr Thompson's report should be included in the register.

The Audit Committee would meet next on 28<sup>th</sup> February 2023.

**17.2. Finance and Resources Committee had met remotely on 22<sup>nd</sup> September 2022 and 15<sup>th</sup> November 2022, chaired by Mr Belfourd.** Minutes and draft minutes had been included in the papers for this meeting.

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<sup>7</sup> Child Protection Refresher 2022



- 17.2.1. It was noted that Mr Belfourd had been re-elected as Chair of the committee to serve for a further two years. Mr Sheta had been re-elected to serve a further two years from 25<sup>th</sup> January 2023 as Vice Chair.
- 17.2.2. On behalf of the Committee, Mr Belfourd proposed the updated Health and Safety Statement and Policy for 2022 – 2023, which had been included in the papers for this meeting, for approval & signing.  
**Duly approved and signed.**
- 17.2.3. Mr Belfourd reminded governors of the significance of the ESFA Financial Dashboard reports which had been circulated on 24<sup>th</sup> November 2022 just after October 2022 monthly accounts.
- 17.2.4. The nomination of Ms Khayla Paguio to receive Professor Keohane Award had been accepted by the committee as announced in the Principal's Report and was endorsed.
- 17.2.5. Mr Belfourd announced that, subsequent to the meeting of the committee, he had accepted a proposal, prompted by Barclays Bank, that it would benefit the college to open a Barclays Premium Account (Instant Access savings account at 1.1%) as a deposit account for surplus funds. He advised that the college would return to having two different banks for deposits (Scottish Widows and Barclays).  
**Duly noted.**
- 17.2.6. Mr Belfourd reported that, subsequent to the meeting of the committee, project costs of two CIF Bids 23 / 24 with a submission deadline of 7<sup>th</sup> December 2022 had been provided to the Chair and Vice Chair of committee as agreed at the meeting. Mr Belfourd described the two projects which had been tendered & costed by Barkers – one (a resubmission) for upgrading water and pipework and the other for flat roof replacement. He explained that the outcome would be announced in May 2023 at the earliest and invited governors to agree to the provisional allocation of £129,182.75 for which the College would be liable to if both bids were successful.  
**The provisional commitment of these funds was agreed.**

The F&R Committee would meet next on 21<sup>st</sup> February 2023.

**17.3. Curriculum Standards and Quality Committee had met remotely 18<sup>th</sup> October 2022 chaired by Ms Rowe.** Draft minutes had been included in the papers for this meeting.

- 17.3.1. It was noted that Mr Navarro had been elected as Chair for two years to October 2024 to succeed Ms Rowe. Mrs Meier was re-elected to serve as Vice Chair for two years.
- 17.3.2. Ms Rowe reflected on the Quality Day on 25<sup>th</sup> November which had taken place since the meeting and included learning walks. She recommended the event to all governors and advised that the materials had been uploaded to *ShareFile* for all to view. Mr Sheta proposed a vote of thanks to Ms Rowe for her much valued chairing of the committee. Mr Belfourd recounted how the committee had been established in February 2014.

The CSQ committee would meet next on 2<sup>nd</sup> February 2023.

**17.4. Governance Committee had met remotely 3<sup>rd</sup> November 2022. Mr Sheta reported that the committee had:**

- 17.4.1. Welcomed Mr Navarro to the committee as Chair of CSQ
- 17.4.2. Reviewed the Focus Morning with satisfaction concluding that it had a good structure covering academisation, chaplaincy and inspection. The committee had decided that a second focus morning in the year would be useful to follow up on the autumn event and provide an opportunity for discussion on important governance topics such as EDI.  
**On behalf of the committee, Mr Sheta proposed that a date be confirmed following the**

**ACVIC<sup>8</sup> conference in the spring. ACTION: Clerk to circulate suitable date for a Saturday morning in college.**

- 17.4.3. Considered the Catholic life of the college concluding that it had been well presented at the focus morning. Mr Sheta confirmed that Mass dates including the carol service had been circulated to all governors and encouraged governors to attend whenever they could.
- 17.4.4. Discussed how to engage with the External Review of Governance condition of funding every three years. An offer had been presented by the SFCA<sup>9</sup> which was a collaboration with Stone King (law firm). Mr Sheta explained that Mr Thompson would explore whether a National Leader of Governance (NLG) who is chair of Notre Dame Catholic SFC would be an appropriate external reviewer. It was noted that the external review has to be completed no later than July 2024 and renewed every three years.
- 17.4.5. Discussed Academisation as standing item. Developments within the Diocese were being monitored.
- 17.4.6. Reviewed governor vacancies and succession planning, including for committee membership / chairing and the impending retirement of the Clerk.
- 17.4.7. Discussed the view of the FE Commissioner that terms of office for governors should be limited to 10 years and whether there should be a review of the Conduct of Business (byelaws) to reflect this. The arising view was that no change should be made and that the recruitment of foundation governors was challenging already - their appointment and re-appointment was a matter for the Bishop.

The Governance committee would meet next on 8<sup>th</sup> June 2023.

- 17.5. **Appeal Committee:** had not met since the previous meeting of the full Governing Body.
- 17.6. **Remuneration Committee:** had not met since the previous meeting of the full Governing Body.

## **18. GOVERNANCE:**

- 18.1. **ONS Reclassification:** The announcement and impact had been covered in the Principal's report (item 14)
- 18.2. **Academisation:** Mr Sheta confirmed with governors that this had been covered by discussions in earlier items.
- 18.3. **Committee Membership:** Governors noted the current committee membership and link governor list included in the papers for the meeting.
- 18.4. **Safeguarding:** Ms Bainbridge asked Mr Sheta whether he checked the Single Central Record in the college as it was her understanding that a governor should check that is filled in correctly. It was accepted that this should be implemented and Mr Sheta supported by appropriate training. She enquired whether a lawyer was engaged to check compliance. Mr Graham said the expectation was that the Wandsworth template had been legally confirmed and he advised that an audit assignment had been completed in January / February 2021.  
**ACTION: For further discussion and follow up.**
- 18.5. **Governor Engagement: Feedback from college visits / meetings / conferences etc:**  
Mrs Meier observed that college staff might appreciate greater governor participation in events such as the Quality Morning and the Diocesan Mass and encouraged fellow governors to attend. It was agreed that raising the visibility of governors was important but sometimes difficult to realise. Mr Sheta noted that some companies allow time away for employees to fulfil volunteer commitments.  
Mrs Lewis said that the invitation to the Quality Morning had been limited to members of the

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<sup>8</sup> Association of Catholic Sixth Form Colleges

<sup>9</sup> Sixth Form Colleges Association

CSQ Committee.

**ACTION: All governors would be invited to the Quality Morning in future.**

A summary of governor engagement would be included in the self-assessment report.

- 18.6. **Review of Focus morning, 8<sup>th</sup> October 2022:** had been covered in the feedback from the Governance Committee meeting.
- 18.7. **Vacancies on Governing Body:** Mrs Lewis reported that the vacancy for a Parent Governor remained unfilled and that there were currently two vacancies for foundation governors.
- 18.8. **Date of next meeting:** Tuesday 21<sup>st</sup> March 2023
19. **ANY OTHER BUSINESS:** Mrs Lewis was prompted to announce that it was her intention to retire at the end of May 2023.
20. **EVALUATION OF MEETING:** governors confirmed that they were satisfied that the information received, and all decisions taken, at this meeting were centred on improving the experience and levels of achievement of students at St Francis Xavier College in a safe, healthy environment that embraces the catholic ethos and mission & values of the college, the prevent duty and promotes equality, diversity, dignity and inclusion.
21. **CLOSE:** Mr Sheta ended the meeting expressing thanks to all, especially Mr Posnic-Boyce, and wished everyone a Merry Christmas and Happy New Year.

**The meeting closed at 8.28pm**

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

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

**KINDNESS  
SERVICE  
FAITH  
INCLUSION  
COURAGE  
HONESTY  
RESPECT  
FORGIVENESS**



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