

MEETING OF THE FULL GOVERNING BODY

Thursday December 5th 2019, 6.15pm

MINUTES

The meeting was preceded by Governor training “Safeguarding & Prevent” delivered by Mr Ciaran Graham, Associate Principal, Ethos, Student Welfare. Designated Safeguarding Officer.

With reference to the most recent issue (September 2019) of “Keeping Children Safe in Education” Mr Graham gave a training presentation to governors and advised them of their overall responsibility to ensure that staff in the college were appropriately and regularly trained and briefed and were following policy and procedures compliant with current guidance and legislation. The next scheduled training for staff would be in January 2020. It was noted that an updated version of the college policy would be presented for approval later in the meeting.

Mr Graham’s presentation would be emailed to each governor after the meeting and uploaded to the governor’s online portal for reference.

Governors asked questions of Mr Graham and Mr Garvey thanked him for the clear and helpful session.

PRESENT:

Mr Colin Garvey, Foundation Governor, Chair	Mrs Stella Flannery, Principal
Mr Michael Belfourd, Foundation Governor, Vice Chair	Ms Paddy Rowe, Co-opted Governor
Mr Nader Sheta, Foundation Governor	Ms Sandra Jones, Co-opted Governor
Mr Somayina Ebele, Foundation Governor	Ms Daniella Araujo, Student Governor
Mrs Kerry Taylor, Foundation Governor	Mrs Sue Long, Staff Governor (non-teaching)
Mr Richard Vianello, Foundation Governor	Ms Rachel Clark, Staff Governor (teaching)
Mrs Bernadette Meier, Foundation Governor, 6.25pm	
Miss Claire Ezekwe, Foundation Governor, 6.55pm	

IN ATTENDANCE:

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

The meeting was opened by Mr Garvey at 6.15pm and was quorate throughout

1. OPENING PRAYER: offered by Mrs Flannery with a prayer of Archbishop Romero

Mr Garvey introduced the meeting with reference to the Mrs Flannery’s decision to step down as Principal in August 2020 and paying grateful tribute to her leadership.

Mr Garvey referred to the late finish of the previous meeting and pledged to keep timing under control for this one.

2. **APOLOGIES FOR ABSENCE:** Apologies for absence were presented on behalf of Mr P Barber; Fr G O'Shaughnessy; Mr J Opara and Ms A Erhunmwusee and accepted. Miss C Ezekwe had also sent apologies for her late arrival.
3. **DECLARATION / REGISTER OF INTERESTS:** Completed forms were collected. No interests were declared in any items of business on the agenda.
4. **ELIGIBILITY TO BE A GOVERNOR:** Completed declaration forms were collected.
5. **INTRODUCTIONS & MEMBERSHIP:**
 - 5.1. **Ms Daniella Araujo and Ms Angel Erhunmwusee**, elected Student President and Vice President in September 2019 were duly appointed as Student Governors for a term of office to expire on 31st July 2020. Ms Araujo introduced herself.
 - 5.2. **Ms Rachel Clark:** elected Staff Governor (teaching) was duly appointed to a four-year term of office from 5th December 2019. Ms Clark was introduced to governors as the Head of Maths. It was noted that she had attended a meeting of the CSQ committee in that capacity.
 - 5.3. **Ms Paddy Rowe:** nominated by Wandsworth Local Authority was duly re-appointed to a third four year term of office as Co-opted Governor, to end 4th December 2023.
 - 5.4. **Mrs Sue Long:** It was noted that Mrs Long's four year term of office as Staff Governor (non-teaching) would end on 8th December 2019. An election would be held in the new year – Mrs Long would be eligible to stand for re-election.
 - 5.5. **Mr Nader Sheta:** It was noted that the Diocesan Education Commission, on behalf of the appointing Bishop, had confirmed Mr Sheta's reappointment as foundation governor for a second four-year term from 16th May 2020.
6. **MINUTES OF THE MEETING HELD ON 3rd JULY 2019:** Minutes included in the papers for the meeting and previously circulated on 2nd October 2019 were agreed to be a true and accurate record and were duly signed by Mr Garvey.
7. **REVIEW OF ACTIONS FROM PREVIOUS MEETING:** There were none that would not be covered by the agenda.
8. **MATTERS ARISING (other than agenda items):** There were none
9. **INFORMATION COMMUNICATED BETWEEN MEETINGS:** Governors had noted that the following documents / reports / data have been circulated since the previous meeting:
 - Various dates: Monthly management accounts for June, July, Aug, Sept, Oct 2019
 - 15.08.19: email from Mrs Flannery level 3 results
 - 30.08.19; email from Mrs Flannery A level results
 - 06.09.19: email from Mrs Flannery vocational results
 - 10.09.19: forwarded email with letter from Eileen Milner, chief executive of the Education Skills Funding Agency (ESFA)
 - 13.09.19: email from Mrs Flannery GCSE Results and Contextual note
10. **CHAIR'S ACTION:** It was reported that a revised bank mandate had been signed by Mr Garvey and Mrs Lewis to validate the updated signatories on the college account. This action was recorded in the minutes of the F&R Committee meeting held on 24th September 2019. **Duly noted.** Mr Garvey explained that he had directed a change in the ordering of the agenda to move the Principal's report earlier in the meeting.

11. STUDENT GOVERNORS' REPORT:

Ms Araujo reported that she and Ms Erhunmwusee had attended the LSFP¹ training workshop for student governors on 2nd December 2019. She confirmed that it had been a worthwhile day and had helped her understanding of the role of a student governor and the responsibilities of being a member of the governing body.

Ms Araujo spoke about two issues of current importance to the student body. She described how students were aware, and appreciative, of the service and support provided by the College Counsellor but explained there was a high demand for appointments with her. She suggested that increasing more mental health support and raising awareness of alternative routes to get help would be of benefit to students.

Ms Araujo discussed the five minutes late rule intended to improve punctuality. She suggested that either a 10 minute or a three strike policy would be more reasonable as often students arrived late despite their best efforts and their tardiness was due to public transport delays beyond their control. She argued that the sanction of missing teaching for a whole lesson was disproportionate to the detrimental effect on learning.

Mrs Flannery had written about this policy in her report (item 14) and said she would respond to the points made by Ms Araujo directly.

12. SELF ASSESSMENT REPORT (SAR) for 2018 - 19 - (in papers):

12.1. **College SAR & QUIP:** Mr Thompson introduced three papers which had been circulated for the meeting: The Quality Improvement Plan 2019 – 20 (“QUIP”); The SAR Executive Summary 2019; and the Learner Outcomes & Destinations, 2019 (Impact). Mr Thompson explained that following this meeting a final version of the Self-Assessment document would be shared with governors.

Learner Outcomes: Mr Thompson reviewed the impact document *Learner Outcomes & Destinations 2019* which showed improvement in nearly every measure including results. A presentation of the outcomes had been given by subject managers at the College Quality day on 22nd November 2019 attended by governor members of the CSQ Committee. Mr Thompson analysed performance and progress at all levels and programmes comparing against national and sector benchmarks and highlighted predicted value-added and ALPS outcomes. He explained how the outcomes feed into the college Self-Assessment Report and inform the graded judgements made. Mr Thompson acknowledged the positive impact that more considered guidance and counselling at enrolment had made on improved pass rates, retention and achievement.

Destinations: Mr Thompson reviewed the graphs illustrating the positive and negative / unclear destinations of leavers and completers in 2018/19.

College self-assessment report 2019 Executive Summary: Mr Thompson introduced the summary booklet which had been included in the papers for the meeting. He reviewed the judgements arising from the detail of the full college self-assessment report which adopted the measures in the new Ofsted EIF². It was noted that each of the key aspects had been graded “Good” and that the safeguarding of learners was judged to be effective. **The Overall Effectiveness grade of “Good” was endorsed unanimously by governors.**

Mr Thompson summarised that the college does well highlighting how it has demonstrated significant capacity to improve.

He outlined the areas where the college would work to improve as set out in the final section

¹ London Sixth Form Partnership

² Education Inspection Framework (2019)

of the executive summary. Mr Ebele asked what tactics would be used to improve retention and the knock-on impact on achievement. Mr Thompson explained that this would start with the quality of advice and guidance given during enrolment matching each student to the most appropriate course that s/he would be most likely to complete and succeed on. This would be followed through with ongoing support and engagement in the classroom applying such innovations as the digital transformation strategy. Mrs Meier asked whether the tracking of leavers showed a back story which was used to address retention. Mrs Flannery gave some examples of external influences and circumstances students faced which create a barrier to learning and prevent them from completing their courses. Ms Rowe reflected on the impact of slow or restricted sharing of information from former schools might hamper informed decision making at enrolment and affect retention. Ms Clark commented that sometimes a risky decision is made to give a student a chance on a course which may not always be successful. Mrs Meier noted that the overall attendance had improved and asked how far below the college target of 90% it was. The SCIF project had looked into this and the Quality Improvement Plan set out key actions to sustain improvement and monitor and achieve the attendance target.

Quality Improvement Plan 2019 – 20: Mr Thompson introduced the rag rated QuIP which had been included in the papers for the meeting and showed how the points for improvement arising from the SAR had been incorporated in the action plan and how the progress and impact would be tracked, monitored and measured. The QuIP had been ordered under the EIF key aspect headings. **The Quality Improvement Plan was agreed.**

Mr Garvey applauded the Quality Day at which the departmental curriculum reports from the had been delivered with objective summary presentations and descriptive, aspirational action plans. Mrs Meier endorsed this with a report on her attendance at the Quality Day which, she said, had transformed her understanding of the college and appreciation of the student experience. She had valued the opportunity to meet and converse with Faculty Heads.

12.2. **Governance Self-Assessment:** A summary of the outcomes of the review of effectiveness process; strengths and focus for improvement; and training and development had been included in the papers along with the governor attendance report and were noted. Mr Thompson commented that the summary had been useful for the college SAR.

13. **ANNUAL REVIEW OF STUDENT PROTECTION POLICY (SAFEGUARDING incl PREVENT):** Mr Graham introduced the updated policy which had been included in the papers for the meeting along with a digest of the substantive changes. **The “Safeguarding Child Protection Policy 2019 - 20” was unanimously approved for immediate adoption and duly signed by Mr Garvey.** The next routine update would be in December 2020.

14. **PRINCIPAL’S REPORT TO GOVERNORS (December 2019, no 81):** Mrs Flannery introduced her report which had been circulated in hard copy and contained appendices to illustrate the main content. Governors had been invited to submit questions on the report in advance of the meeting. The report was cross-referenced to the Strategic Plan 2019 – 21 throughout.

14.1. **RECRUITMENT 2019/20:** Mrs Flannery confirmed that the target number of students to be on roll in October 2020 would be 1140 and reported an encouraging start to the recruitment campaign. She highlighted the features of the campaign which included a commitment to growing the targeted social media presence. Mrs Flannery explained the consequences of a third year of under-enrolment which had been a key factor in the EDBITA ratio pulling the financial health rating down from “outstanding” in 2018 – 19 to “requires improvement” in the current year, 2019 – 2020.

14.2. **RECRUITMENT ANALYSIS:** With reference to the tabulated statistics and comparative data in her report, Mrs Flannery presented an analysis of the recruitment of students for the current

year. She described the length and extent of the enrolment process which had been maintained to the end of September in order to maximise the number of students on roll. Enrolment at the ESFA count date in mid-October had been 1140 against the target of 1211.

- 14.3. FINANCIAL IMPACT OF UNDER-ENROLMENT:** Mrs Flannery reported the financial consequences of the shortfall in students on grant funding income; financial health and financial planning. She advised governors that ESFA staff had visited the college to discuss the college strategy for a return to good financial health and contingency should there be any further decline in student numbers. The college response would be analysed, standardised and benchmarked by the ESFA team prior to a follow up meeting in the spring term.
- 14.4. FINANCIAL FORECAST 2020/21:** Mrs Flannery confirmed that forecasts made in 2019 had been re-worked in response to the under-recruitment of learners by 71 in September 2019 and presented an analysis of the re-evaluation. She described the measures to be taken, including in year reduction in staffing costs, to achieve a return to good financial health. She advised that if the planned, confident return to good was not achieved, one of two options would follow which would be either further cuts in staff costs or consideration of viability by the FE Commissioner.
Mrs Flannery reported a strong Open Day event to launch the student recruitment campaign for 2020 – 2021.
- 14.5. QUALITY, ACHIEVEMENT and STANDARDS:** Mrs Flannery summarised the data in the report, cross referencing to the reports in item 12. She reported that overall achievement had improved to 82.2% placing it just above the national college benchmark. She confirmed that the college continued to aspire to reach the slightly higher provider group, Sixth Form College's, benchmark. Governors noted the picture given from drilling down into the level of study and discussed retention. The analysis of achievement was presented by Level of Study, Age, Gender, Ethnicity and Disability / Difficulty. Mrs Flannery concluded a positive overall picture across the College for raw pass rates, achievement rates and value added data.
- 14.6. DESTINATIONS:** Mrs Flannery's commentary showed the overall destination of completers in 2019.
- 14.7. STRATEGIC PLANNING:** Mrs Flannery reported progress against each of the in-year strategic objectives which had been drawn from the 3-year umbrella plan for 2019 – 22 following the previous meeting of the Governing Body (3rd July 2019) and ordered into the acronym "APPLE".
Apple Distinguished
Punctuality / Attendance
Prepare for Applied Changes
Lens – Close VA Gap
Exchange & Reflect
Mrs Flannery discussed the drive to improve punctuality, acknowledging it to be a tough policy designed to address the disruption caused by late arrival. She said that the transport problems were well understood and reminded governors that the teaching day had shifted recently from 8.40am to 9am under the new timetable and that in many schools the day started at 8.20am. She emphasised the aim was to avoid wasting teaching time.
- 14.8. COLLEGE ACTIVITIES and STUDENT NEWS:** Mrs Flannery highlighted aspects of the student experience through the activities and events that had taken place. She referred to the development of enrichment into the classroom and curriculum since the funding had been withdrawn 7 years previously. She welcomed Daniella and Angel to the Governing Body and thanked them for their contribution to the Open Day event.
- 14.9. STAFF CHANGES:** Were noted from appendix B.

- 14.10. **CATHOLIC IDENTITY:** Governors noted the secondment of Marlon Ranghel to the Chaplaincy and the summary of the Catholic and charitable life of the college. Mrs Flannery had appended an extract from the most recent iteration of the framework for denominational inspection of Catholic Sixth Form Colleges which summarised the areas subject to scrutiny and the expectations. She reported her attendance at a meeting to consider how the framework would be applied and the concerns and challenges that had come out of the discussion which she hoped would be taken into account before the framework was agreed. Mr Garvey added his support to the challenges that had been made. Mrs Taylor enquired what was needed from governors to prepare.

Ms Jones commended the reports and proposed that the plastic binding was not necessary. **ACTION: Method of binding to be reviewed and use of plastic cover discontinued.**

The Principal's report was accepted. Mr Garvey expressed thanks to Mrs Flannery, the Senior Leadership Team and all staff for all the work that had been done since the previous report.

15. **ORAL REPORTS FROM GOVERNORS COMMITTEES:** Minutes and draft minutes published on the college website and included in the papers for the meeting were taken as read. An appendix summarising matters or resolutions requiring report / decision / approval had also been provided. Mr Belfourd drew attention to this precis uploaded as an aide-memoire which would remain in the papers for reference.
- 15.1. **Audit committee:** Mr Sheta referred governors to the draft minutes included in the papers for this meeting which would be taken as read. Mr Sheta presented the Annual Report of the Audit Committee to the Governors and Principal for the year 2018 – 19, noting that a signed copy would be submitted to the ESFA. **The report was accepted unanimously.** Mr Sheta reported that he had chaired the meeting of the Audit Committee held on 19th November 2019 and summarised that it had:
- 15.1.1. Accepted the assignment report from Internal Audit Service (IAS) "Final Report: Staff Handbook Review 2019, 12 November 2019". No critical weaknesses and no recommendations. Three areas suggested for consideration.
 - 15.1.2. Received the Annual Summary of Assignments Completed by IAS for 2018 – 19, included in the papers for this meeting.
 - 15.1.3. Received the risk register and policy updated for the autumn term 2019. Mr Sheta pointed out that the ranking had switched to put Student Recruitment in top position for risk with closely related Funding at number two. Controls for top ten risks had been reviewed by report to the meeting.
 - 15.1.4. Confirmed the Board Assurance Framework was still relevant as agreed in summer 2019. Change in ranking would be reflected in the next version.
 - 15.1.5. **Received, in joint session with the F&R Committee, the Audited Annual Report and Accounts (Financial Statements) for the year ended 31st July 2019:**
 - 15.1.5.1. Confirmed that the FMCE (Financial Management Control Evaluation) internal review had been completed. It had been accepted by both the Audit & the F&R Committees. The overall self-assessed judgement was "good"
 - 15.1.5.2. Agreed changes with the auditor to the draft report & financial statements which have been incorporated in the final version in the papers for this meeting.

15.1.5.3. Recommended, in conjunction with the F&R committee, that the statements by the Governing Body in the audited Report & Financial Statements (Consolidated Accounts) for year ended 31st July 2019 (provided in the papers for this meeting), including the declaration that the college is a going concern with adequate resources to continue in operational existence for the foreseeable future, should be signed and submitted to the ESFA to meet the 31st December 2019 deadline. The headline results were noted to be:

- An operating surplus (prior to actuarial loss) of £30k
- After adjustments: operational surplus £739k including £776k donation from Diocese (if that were removed the result would have been a small deficit of -£37k)
- Both financial statements audit and regularity audits received clean unqualified reports as confirmed in the Post-Audit Management Report (provided in the papers for this meeting)

The signing of the audited, consolidated Report and Financial Statements for the year ended 31st July 2019” (SFX annual report and accounts) was unanimously approved by the full Governing Body.

Approval of the signing of the letter of representation was given following an explanation from Mr Belfourd of a slight change in the wording.

The Audit Committee would meet next on Tuesday 3rd March 2020

15.2. **Finance and Resources (F&R) Committee (24th September 2019 and 19th November 2019):** Mr Belfourd referred governors to the minutes of the meeting of the committee held on 24th September 2019 & the draft minutes of the meeting held on 19th November 2019 provided in the papers which would be taken as read along with the Committee Chairs Appendices. Summarising the meeting he outlined the following main points to note / for approval: Mr Belfourd reported his attendance earlier in the day at an “early intervention” meeting held in college with representatives of the ESFA. He explained that they had looked at the re-worked financial plan and supporting commentary written to match ESFA guidance. Mr Belfourd said that the commentary is updated for each meeting of the F&R Committee and set out the key assumptions of the financial plan.

15.2.1. **Funding / Financial Projections and re-forecasted financial plans:** Mr Belfourd confirmed that this paper had been reviewed at both meetings. He explained that the plan received on 19th November 2019 was a reworked / revised plan drawn up in response to student recruitment falling short of target (1140 against 1211) – a key assumption in financial planning. That most recent plan had been included in the papers for this meeting. **Mr Belfourd proposed the re-worked commentary, key assumptions and plan to the full Governing Body for approval. Unanimous approval was given.**

15.2.2. **Integrated Financial Model for Colleges (IFMC):** The new arrangements for financial planning and challenges of submitting the completely overhauled documents were becoming clearer. It was noted that the Governing Body and the Accounting Officer would be required to “sign off” the financial plan for the college and Mrs Flannery would make a declaration to that effect on submission of the IFMC. New arrangements being introduced for 2020 would mean that the IFMC would have to be submitted to the ESFA by the end of January each year (extended to the end of February 2020 as a concession for the introductory year). Sign off cannot be delegated to a committee. Given the timescale; lack of a final version of the template and the existing meeting schedule, the Governing Body resolved unanimously to receive the IFMC by email, following scrutiny and agreement with the F&R Committee which is meeting on 22nd January 2020, for

approval (sign off) by written resolution on the recommendation of the committee for this first submission in February 2020.

- 15.2.3. **Updated Treasury Management Policy:** Mr Belfourd recommended the policy for ratification of approval following annual review which had made one minor change in reporting arrangements. **Approval of the policy was ratified.**
- 15.2.4. **Trading Subsidiary (SFX Corporate Services Ltd):** The Annual Report and Accounts had been audited and subsequently signed at a meeting of the Board of Directors held on 7th November 2019. An overall surplus of £44,515 generated in 2018 – 19 had been gift-aided to the college under a deed of covenant.
- 15.2.5. **Condition of Estate Survey** had been completed and the estate categorised as “structurally sound and operationally safe”. Some compliance work arising will inform future bids and plans of works.
- 15.2.6. **£195k bid submitted to the GLA Small Projects Fund:** A matched funded project to build a new flexible digital learning block (formerly considered as an arts block) had been submitted – the outcome was awaited, expected in March 2020.
- 15.2.7. **£115k bid** “Keeping buildings safe, legal and open” was being composed to submit to the next round of ESFA CIF monies – the outcome would be known in March 2020.
- 15.2.8. **Insurers had conducted health & safety compliance audit**
- 15.2.9. **Annual Review of Health and Safety Policy** The 2019 policy, included in the papers for the meeting had been reviewed by the committee. Mr Belfourd recommended the policy for approval explaining that sections on mental health and wellbeing and critical incidents would be added in due course. **The 2019 Policy was approved and the covering statement was subsequently signed by Mr Garvey and Mrs Flannery.**
- 15.2.10. **ESFA Finance Dashboard:** The ESFA Finance Dashboard October 2019 for the college had been included in the papers for the meeting. Mr Belfourd urged all governors to be aware of the report.
- 15.2.11. **Professor Keohane Memorial Fund:** Mr Belfourd proposed approval of the £300 award to be made to Victoria Taiwo. The Science department nomination of Victoria had been strongly supported by Mrs Flannery and agreed by the F&R Committee. Victoria was now studying medicine at King’s College, London. **Nomination accepted and award approved unanimously.**

The F&R Committee would meet next on Wednesday 22nd January 2020 to consider the IFMC (Integrated Finance Model) and on Tuesday 25th February 2020.

- 15.3. **Curriculum Standards and Quality Committee (14th October 2019):** Draft minutes of the meeting held on 14th October 2019 had been included in the papers for this meeting. Ms Rowe had chaired the meeting and said that the draft minutes would be taken as read. Summarising the meeting, she drew out the following points for note / approval:
 - 15.3.1. The governor curriculum link scheme had begun. Ms Rowe had visited the Business Department and Ms Jones had met with the Head of Health and Social Care. The protocol for visits included a feedback report.
 - 15.3.2. The committee had taken challenging “deep dives” into results and quality achievement rates reports
 - 15.3.3. Outcomes of and the impact of the SCIF project which had ended in October had been reviewed
 - 15.3.4. The Learner Voice report had been received and reviewed.
 - 15.3.5. Changes and updates to three HR policies included in the papers for this meeting had been reviewed. On behalf of the committee, Ms Rowe duly proposed each revised policy for approval:

The Absence Policy 2019
The Disciplinary Policy 2019
The Grievance Policy 2019

Each policy was unanimously approved for immediate adoption.

- 15.3.6. Reviewed an updated Governors Training & Development Policy 2019 included in the papers for this meeting. On behalf of the committee, Ms Rowe proposed the policy for approval. **Unanimously approved for immediate adoption.**

The CSQ Committee would meet next on 4th February 2020

- 15.4. **Governance Committee (6th November 2019):** Mr Garvey had chaired the meeting held on 6th November 2019 and summarised that the committee had:

- 15.4.1. Reviewed the ordering of agendas and the way full Governing Body meetings are run as also discussed at Focus Morning. The outcome was a resolution to move the Principal's report back up agenda as had been implemented at this meeting.
- 15.4.2. Discussed the recommendation to schedule a meeting of the Governing Body, or the CSQ Committee, in the mid to third week of September, which all governors would be expected to attend dedicated to the scrutiny of results.
- 15.4.3. Considered succession planning for future Chairs
- 15.4.4. Reviewed a letter from Eileen Milner, Chief Executive, ESFA which had been circulated to all governors on 10th September 2019
- 15.4.5. Revisited the terms of reference for the committee. The revised version had been included in the papers for the meeting marked with the changes which had been agreed by the committee. On behalf of the committee, Mr Garvey proposed the terms of reference for approval. **The terms of reference were unanimously approved for immediate adoption. The next routine review would be in Autumn 2021.**

The Governance Committee would meet next on Thursday 4th June 2020.

- 15.5. **Appeal Committee:** Mr Garvey reported that he had chaired the committee of three governors which had met on 23rd September 2019 to hear an appeal from a member of staff against his dismissal on the grounds of redundancy. The appeal had been rejected

- 15.6. **Remuneration Committee:** had not met

16. GOVERNANCE:

- 16.1. **Committee Membership:** Current membership of committees had been provided in the papers for the meeting. It was noted that there was a vacancy on the Finance & General Purposes committee.
ACTION: Governors were invited to advise Mrs Lewis of their interest in serving on this committee.
- 16.2. **Governor Engagement:** Mr Sheta and Ms Rowe had attended recent events including LSFP Governor Liaison meetings covering the role of the Audit Committee and link governor schemes. Ms Rowe and Mrs Lewis had also attended the AoC London Region Governance network seminar.
A subscription had been taken out to the SFCA series of governance webinars – Mrs Lewis would send the programme round.
- 16.3. **Review of Focus morning, 12th October 2019:** Mr Garvey reported an uplifting morning with good participation by new and longer serving governors. He commented on the discussion

about the timing of, and attendance at, meetings. The schedule for 2020 – 2021 would be drawn up in spring term and Mr Garvey urged governors to be prepared to apply thoughts for change to that initial planning stage.

Mr Garvey reflected on a discussion at the focus morning about the key responsibility of governors to hold the Principal to account and how and when this should be done in relation to results (outcomes). This had also been debated by the CSQ committee. It was decided that, in order to facilitate prompt scrutiny of the results, an additional meeting of the full Governing Body would be held early in the autumn term (late September) with outcomes as the single item on the agenda.

16.4. Vacancies on Governing Body: The Parent Governor vacancy remained unfilled.

16.5. Appointment of Recruitment Panel: Mrs Flannery had announced her intention to stand down as Principal as noted at the start of the meeting. Mr Garvey summarised the process the Governing Body would follow to recruit and appoint a practising Catholic to the post of Principal for September 2020, including a national advertisement and involvement of a representative of the Diocese on the selection panel. The governing body would appoint a selection panel of at least five governors of which the majority must be foundation governors. Mr Garvey suggested committee chairs might form the core of the panel but called on governors to volunteer by contacting Mrs Lewis – it was agreed that the panel should be as balanced and representative as possible. He emphasised the time commitment that would be required and outlined the timing and logistics. He explained that the first step would be to draft an advertisement and consider whether a “head hunting” agency would be a necessary investment. Mrs Taylor asked how proactive the Governing Body could be in circulating news of the vacancy to colleagues in other Catholic institutions and was assured that this would happen. She expressed concern that the turn-around time was quite short for such a key appointment. It was acknowledged that the pool of eligible applicants would be likely to be quite small. Governors would be kept updated by email throughout the campaign.

17. ANY OTHER BUSINESS: There was none.

18. Governors were satisfied that the information they had received and all decisions taken at this meeting had been centred on improving the experience and levels of achievement of students at St Francis Xavier college in a safe environment that promotes British values, the Catholic ethos, equality, diversity and inclusion.

The meeting closed at 8.17pm

SIGNED: _____

DATE: _____

Date of next meeting of the full Board of Governors: Tuesday 17th March 2020